



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6440 Fax: (517) 437-6450

Planning Commission Agenda
July 16, 2024

- I. Call to Order 5:30 pm**
 - A. Pledge of Allegiance
 - B. Roll Call
- II. Public Comment**
 - Any agenda item – 3 min. limit
- III. Consent Items**
 - A. Approval of agenda
 - B. Approval of Planning Commission 6/19/2024 minutes
- IV. Public Hearing**
 - A. Capital Improvement Plan.
- V. Old Business**
 - A. Sec. 26-9. Special condition signs
- VI. New Business**
 - A. No new business
- VII. Zoning Administrator Report**
- VIII. Commissioners' Comments**
- IX. Public Comment**
 - Any Commission related item – 3 min. limit
- X. Adjournment**
 - Next meeting: **Wednesday, August 21, 2024 at 5:30 pm**

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
June 19, 2024
5:30 pm

I. Call to Order

Meeting opened at 5:30 pm followed by the Pledge of Allegiance, and Roll Call.

II. Members Present

- A. Members Present: Commissioner Roma Rogers, Vice Chair Kerry Laycock, Commissioner William Morrissey, Commissioner Elias McConnell
- B. Public Present: Zoning Administrator Alan Beeker, Jack McLain
- C. Members Absent: Chairman Eric Moore, Commissioner Matt Kniffen, Secretary Jacob Bruns

III. Public Comment

No public comment.

IV. Consent Agenda and Minutes

Motion to approve the Consent agenda as presented made by Commissioner Morrissey, seconded by Commissioner Rogers, motion approved unanimously.

V. Site Plan Review

- A. Three Meadows North Site Condominium - Green Development Ventures LLC has submitted for preliminary review the plans for the site condominium for the property on the north side of the existing Three Meadows sub-division. The submission included the site plan, proposed structures, and master deed draft. The site plan has been reviewed by the city department heads.
 - Mr. Beeker presented the project.
 - Mike West explained the definition of a site condominium development. The project is a single family detached development. The houses will range from 1600-2200 s.f. with 2 or 3 car attached garages.
 - Commissioner Rogers asked about an HOA.
 - There will be an HOA. Storm water control will be public and private.
 - Vice Chair Laycock asked about time table and pre-sales.
 - Mr. West explained that there will be two phases. There will be some pre-sales and also some spec. homes constructed. The projected timetable is to commence with Phase 1 in the spring of 2025 and Phase 2 in the spring of 2026.

- Commissioner McConnell asked about the type of construction and the expected longevity.
- Mr. West told the Commission there is a 10 year structural warranty on all homes constructed.

Commissioner Morrisey moved to approve the preliminary plans for the Three Meadows North site condominium, Vice Chair Laycock supported. A roll call vote was requested.

Commissioner McConnell – abstain

Commissioner Morrisey – yes

Vice Chair Laycock – yes

Commissioner Rogers – yes

Motion passed.

B. 3010 Mechanic – The owner of Paragon Metals located at 3010 Mechanic Drive is proposing a new 50' x 100' warehouse building. The project has been reviewed by the city department heads.

- Rick Jenkins presented the project.
- Mr. Beeker told the Commission that no issues were found during the preliminary site plan review.

Commissioner McConnell moved to approve, Vice Chair Laycock supported, motion passed unanimously.

C. 285 Industrial – The owner of AAA Self Storage located at 285 Industrial Drive is expanding from the existing single building to a total of nine buildings. The project has been reviewed by the city department heads.

- Rick Jenkins presented the project.
- Mr. Beeker explained that there were changes needed to the original storm water design. A retention pond was added to meter the storm water off of the site so that the post construction runoff would not exceed the pre-construction runoff.
- Commissioners McConnell and Rogers asked about the timing of the installation of the storm water retention since the project could progress over multiple years.
- Mr. Beeker indicated that the storm water control would have to be a part of the first phase of building expansion.

Commissioner Morrisey moved to approve, Vice Chair Laycock supported, motion passed unanimously.

VI. Public Hearing

A. Ordinance Review-Secs. 18-172 & 36-5 – The ordinance has been reviewed by the Planning Commission and the City Attorney. At the May meeting, the Commission set a public hearing for the June meeting.

- Vice Chair Laycock opened the hearing at 5:57 pm.
 - i. There was no public present
- Vice Chair Laycock closed the hearing at 5:58 pm.

Commissioner Morrissey moved to recommend to Council for adoption. Commissioner Rogers supported, motion passed unanimously.

VII. Old Business

No old business

VIII. New Business

- A. Capital Improvement Plan – As part of Michigan Public Act 33 of 2008, the City is required to have a Capital Improvement Plan (CIP) that is updated annually. In addition to the City Master Plan, the CIP is a coordinated spending plan that helps the City implement the adopted Master Plan along with other long-range physical goals. After meeting with City Department Heads and consolidating information. The plan must be reviewed by the Planning Commission and the public must have an opportunity to review the plan at a public hearing. The Zoning Administrator is requesting that the Planning Commission review the plan and set a date for a public hearing prior to recommending to Council for adoption.

Commissioner Morrissey moved to set a public hearing for the July 17, 2024 meeting. Commissioner Rogers supported. Motion passed unanimously.

IX. Zoning Administrator Report

- Gave a brief overview and discussion of the Keefer House Hotel project.
- Let the Commission know that the City has applied for a TAP (Transportation Alternative Program) grant to offset costs of the M-99 traffic calming (road diet).
- Vice Chair Laycock asked if there was an update on the College hotel project.

X. Commissioners' Comments

- Vice Chair Laycock feels that it is bad public policy to vacate street rights of way for private projects.

XI. Public Comment

No public comment.

XII. Adjournment

Commissioner Morrissey moved to adjourn the meeting, Commissioner Rogers seconded. Motion passed unanimously. Meeting adjourned at 6:25 pm.

XIII. Next meeting: July 17, 2024 at 5:30 pm.



TO: Planning Commission

FROM: Zoning Administrator

DATE: July 17, 2024

RE: Capital Improvement Plan

Background: As part of Michigan Public Act 33 of 2008, the City is required to have a Capital Improvement Plan (CIP) that is updated annually. In addition to the City Master Plan, the CIP is a coordinated spending plan that helps the City implement the adopted Master Plan along with other long-range physical goals. After meeting with City Department Heads and consolidating information. The plan must be reviewed by the Planning Commission and the public must have an opportunity to review the plan at a public hearing. A public hearing was set for the July regular meeting. The ZA is requesting that if there are no significant modifications needed, the Planning Commission recommend the submitted CIP to Council for adoption.



City of Hillsdale
Capital Improvement Plan
FY 2024-2029

RESOLUTION # _____

A RESOLUTION TO AMEND THE CITY OF HILLSDALE CAPITAL IMPROVEMENT PLAN

THE CITY OF HILLSDALE ORDAINS THAT:

WHEREAS, Michigan Public Act 33 of 2008, as amended, provides for a Municipal Planning Commission to prepare and adopt a Capital Improvement Plan for the physical development of the City; and,

WHEREAS, the City of Hillsdale Planning Commission has prepared a physical development plan for the City of Hillsdale in compliance with said P.A. 33 of 2008; including relevant charts, maps, and text; and,

WHEREAS, the City of Hillsdale Planning Commission has provided opportunity for public input into the Capital Improvement Planning Process; and,

WHEREAS, the City of Hillsdale Planning Commission held a Public Hearing on the draft Capital Improvement Plan on _____ in accordance with the notice requirements of said P.A. 33 of 2008 and other applicable State statutes; and,

WHEREAS, at the above referenced public hearing, the citizens of the City of Hillsdale were afforded the opportunity to provide oral and written comments on the draft plan, which comments have been carefully considered by the Planning Commission; and,

WHEREAS, the City of Hillsdale Planning Commission is now satisfied that the Capital Improvement Plan is ready for adoption:

NOW, THEREFORE, BE IT RESOLVED, that the City of Hillsdale Planning Commission does hereby recommend for adoption to the Council of the City of Hillsdale the City of Hillsdale Capital Improvement FY 2023-2027, said plan to be dated as adopted this day of _____; and,

BE IT FURTHER RESOLVED, that the Council of the City of Hillsdale does hereby direct the Mayor and City Clerk to sign this Resolution signifying adoption of the City of Hillsdale Capital Improvement Plan FY 2023-2027, to file attested copies of the Plan with the Hillsdale City Clerk and the Hillsdale County Planning Commission.

Passed at a regular meeting of the Council of the City of Hillsdale held on the _____

CITY OF HILLSDALE

By _____
Adam Stockford – Mayor

By: _____
Katy Price – City Clerk

Date Proposed: _____
Date Published as Proposed: _____
Date Passed: _____
Date Published as Passed: _____
Effective Date: _____

Acknowledgements

CITY COUNCIL

Adam Stockford, Mayor
Greg Stuchell
Tony Vear
Will Morrissey, Mayor Pro Tem
Cindy Pratt
Bruce Sharp
Gary Wolfram
Robert Socha
Joshua Paladino

PLANNING COMMISSION

Eric Moore, Chair
Jacob Bruns, Secretary
Elias McConnell
Matthew Kniffen
William Morrissey, Mayor Pro Tem
Kerry Laycock, Vice Chair
Roma Rogers

DEPARTMENT LEAD

Alan Beeker, Zoning Administrator

DEPARTMENT REPRESENTATIVES

Katy Price, City Clerk
Karen Lancaster, Finance
Kimberly Thomas, City Assessor
Jason Blake, Public Services
Chief Scott Hephner, Public Safety
Michelle Loren, Parks & Recreation
Rebekah Dobski, Library Director
Virginia Blake, Dial-a-Ride
David Mackie, Board of Public Utilities
Ginger Moore, Hillsdale Municipal Airport
Kristin Bauer, City Engineer

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**Introduction to
Capital Improvements Planning**

Executive Summary

Every municipality has a portfolio of capital assets that it owns, maintains, and employs to help deliver quality services to its residents. These assets include equipment and vehicles, such as fire engines, snow plows, and tools, but also more permanent assets such as roads, bridges, buildings, underground utilities, storm water systems, parklands, parking facilities, and natural areas. With ownership comes an obligation to maintain and continually improve that asset. The process used to determine how to invest City resources to maintain and improve these assets is known as the Capital Improvement Planning.

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and funding sources for public infrastructure improvements. A CIP facilitates coordinated infrastructure improvements; maintains, preserves, and protects the City's existing infrastructure system; and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP plans for large, physical improvements or purchases that are permanent in nature. These include municipal facilities, information technology systems, transportation systems, utilities, and other miscellaneous projects.

The CIP plays an important role by providing the link between planning and budgeting for capital expenditures to ensure that capital improvements are fiscally sound and consistent with City long-range goals and objectives. The CIP process occurs prior to the budget process and should be used to develop the capital portion of the municipal budget. The projects contained in the first year of the CIP will be requested in next year's department requested municipal budget. The Capital Improvement Plan (CIP) outlines a schedule of public service expenditures.

Introduction and Purpose

A Capital Improvement Plan is a blueprint for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budget and planning processes. Upon adoption by the City Council, the CIP becomes a statement of city policy regarding the timing, location, character, and funding of future capital projects. The CIP represents City Council's best judgment at that time; future needs, financial constraints, and grant opportunities may result in programmatic changes over the timeline.

A CIP offers a number of advantages such as:

- Facilitate coordination between capital needs and operational budgets;
- Support projects with high return on investment;
- Allow for better scheduling of public improvements and coordination of construction; and
- Enhance the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.

RELATIONSHIP BETWEEN CIP AND MASTER PLAN

The Master Plan, as a whole, serves as a policy manual for the city. In turn, the CIP is used as a framework for the community to implement the Master Plan. According to the Michigan Planning Enabling Act (Public Act 33 of 2008), “to further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise.”

RELATIONSHIP BETWEEN CIP AND BUDGET

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the City, but provides for large, physical improvements that are permanent in nature or major equipment purchases that have high cost and a longer useful life. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy equipment, motor vehicles, and extensive internal office and technology hardware or systems. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

DEFINITION OF CAPITAL

Capital projects and improvements are major non-recurring tangible assets and projects including:

- Replacements and improvements greater than or equal to \$5,000;
- “Program” of projects whose total is greater than or equal to \$5,000; and
- Equipment purchases greater than or equal to \$5,000, with a service life of at least 5 years.

Examples include construction, expansion, or renovation of a public building, water line upgrades and extensions, major equipment, the acquisition of land for public use, or new storm and sanitary sewers. The adoption of a common definition assists in determining what projects are part of the capital improvement program versus those that are part of the general budget.

Only the projects that meet the capital project or improvement definition are included in the capital improvement program. A capital improvement project can include one or more of the following:

- **Building Maintenance:** is the repair, replacement, or upgrades of exterior and interior walls, roofs, furnishings and similar non-mechanical features that extend a building’s life. Examples include new roofs, windows and doors, tuck pointing and masonry repair, interior and exterior painting, carpeting and furniture.
- **Building Equipment:** is the repair or replacement of heating, ventilation, and air conditioning (HVAC) systems.
- **Building Construction:** includes the erecting of new buildings and additions that add usable floor space for staff and patrons.

- **Computer and Specialized Equipment:** includes all equipment critical to the functioning of the city such as computers, telephones, cameras and voting machines.
- **Equipment:** includes heavy apparatus used by the fire department and department of public services. Examples are lifesaving equipment, vehicle hoists, and similar specialized mechanisms that last for several years.
- **Vehicles:** encompass cars, trucks, buses and grounds maintenance equipment. Vehicles are considered part of the motor pool that is maintained by the Department of Public Services. For the purpose of the capital improvements plan, vehicles are attached to their respective departments.
- **Infrastructure:** includes below grade, at grade and above grade (non-building) improvements. Examples include new water and sewer lines, park improvements, storm water, streets and sidewalks, bike lanes, landscape, and fences.

CIP Adoption and Annual Update

The quality of the infrastructure and community facilities in the City directly influences the quality of life that the City can provide. As community infrastructure and facilities age, continual improvements and updates are required to stay current with changing demands and needs.

The Capital Improvement Plan (CIP) provides a blueprint for planning the City of Hillsdale’s capital expenditures. It coordinates planning, financial capacity, and physical development, and is used as a management tool for the budgeting and planning processes.

ADOPTION PROCESS

- **Identification**
 - Department heads complete CIP project requests
- **Adoption**
 - Planning Commission reviews CIP plan, holds public hearing, makes recommendations, and adopts CIP
 - City Council approves CIP as basis for Capital Budget
 - City Manager establishes target budget
- **Budget Preparation**
 - Department heads prepare proposed capital project budget
 - City Manager and Finance Director review requests and prepare budget document
 - City Council reviews budget, holds public hearing, and adopts budget

CAPITAL INVESTMENT POLICIES

An essential component of the Capital Improvement Program is to establish a policy framework for capital project selection. The policy framework establishes prioritization of projects to most efficiently determine whether or not to allocate *X dollars* to *activity A* as opposed to *activity B*. In order to establish a policy framework to properly evaluate capital project and prioritization a set of long-range investment policies

was established. These policies provide the framework for making capital project decisions in order to ensure the City's financial viability, improve and maintain levels of service standards, provide responsive community development, and meet other strategic goals.

The Capital Investment Policy is based on priorities identified in community strategic plans and master planning documents. The capital improvement plan prioritizes projects based on the following investment policy statements. CIP projects should:

1. Maintain or improve standards of service
2. Protect public health, safety, or welfare
3. Result in economic development (capital investment, increased tax base, or increased valuation)
4. Reduce energy consumption and/or improve environmental sustainability
5. Have an identified source of funding
6. Be ready to proceed
7. Be coordinated with other capital improvements

The Capital Improvement Plan

The Capital Improvement Plan provides a schedule of improvements for each department. Each section begins with a description of the department's primary function and location of its facility. A summary of key improvements, major expenditures and funding sources follows. Finally, a detailed schedule of improvements and cost estimates is captured on pages immediately following the written description. For Administration, Streets and Utilities, Parks and Recreation and Department of Public Works, the descriptions are subdivided by department or project type due to multiple functions located within one facility.

Administration



The City Manager, Zoning and Code Enforcement staff, Assessor, Police Department, Recreation Department, Clerk, and Treasurer operate within City Hall. In addition, the building contains the City Council chambers.

City Hall is located at 97 North Broad Street on a triangle parcel formed by E. Carleton, N. Broad, and Hillsdale Streets. The building was constructed in 1911. It is a three story, five-sided, classical revival-style building and it is listed as a contributing structure on the National Register of Historic Places. The building was entirely rehabilitated in 1998. A total of \$1.755 million was expended to update and restore the building. The two adjacent parking areas were constructed in 2006 and in 2007 M-99 was re-routed to the west side of City Hall.

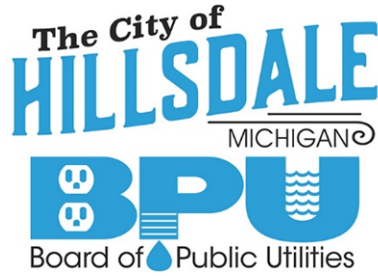
Overall, these administrative departments require internal office equipment to keep up with technology advancement and meet the needs of the community efficiently.

- **Computer Equipment** - The finance department works with other department heads to identify hardware upgrade and purchases. The City plans to update the system of computers in the next 3-6 years.
- **Computer Software** – The finance department works with other department heads to identify software upgrade and purchases. The assessing and zoning department rely on BS&A software for property data management including taxes, permits, and zoning. The City relies on the Hillsdale County Equalization Department and the Board of Public Utilities (BPU) for assistance with mapping.
- **Building (City Hall)** – The Department of Public Services is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments. The administrative departments identify the following improvements to the City Hall: roof repairs, masonry tuck-pointing, repairing interior water damage, refinishing walls, and replacing carpet. The projects shall prioritize the building envelope first in order to protect the building interior and any future improvements.

Technology Improvements

Budget Year					
CIP Item	2025	2026	2027	2028	2029
City	28,000		209,500	26,000	28,000
BPU	70,300	220,000	222,500	39,000	52,000
Total (\$)	98,300	220,000	432,000	65,000	80,000

Board of Public Utilities



Since 1892, the Hillsdale Board of Public Utilities has been the municipally owned and operated provider of electric, water and wastewater services to the City of Hillsdale and the outlying areas. Presently, the Hillsdale BPU serves over 6,300 residents in central Hillsdale County with reliable electric power and nearly 4,000 homes and businesses receive quality water and wastewater services within the city limits. Its offices are located at 45 Monroe Street.

Budget Year					
CIP Item	2025	2026	2027	2028	2029
Water	675,000	1,113,000	1,056,000	1,686,000	-
Electric	925,000	1,350,000		1,410,000	-
Total (\$)	1,600,000	2,463,000	1,056,000	3,096,000	-

Department of Public Services



The Department of Public Services (DPS) is responsible for maintaining streets, city buildings, sidewalks, public rights-of-way, city trees (urban forest), city vehicles, storm water collection, cemeteries, parks and trail connections, and brush and leaf pick-up. The parks and recreation and urban forestry departments are integrated into DPS. The Department is responsible for maintaining public buildings throughout the city. For the purposes of the CIP, building improvements are described within respective departments.

The department office, garage, and yard are located at 149 Waterworks Avenue, northwest of Baw Beese Lake. The Main DPS Building was constructed in 1960, the Garage Building was built in 1945, and the Salt Storage Building was built in 1998.

- **Streets** – The City of Hillsdale has one state trunk line, M-99, which is the primary north-south entrance into Hillsdale. Major streets include Carleton, Bacon, Hillsdale, Mechanic, Howell, State, Spring, Fayette, Wolcott, and Reading. The City also has a system of local streets that follows a general grid pattern. The City has received grant funds in recent years for street projects including the MDOT Small Urban Grant, Rural Block grants from the USDA and assorted grants through the MDOT Economic Development Office and many of these grants require some monetary match. Available grants are generally only applicable to streets that are designated as “Federal Aid Eligible” and “City Major” streets. Grants are not available for the local street system, with exception of one through the MDOT Economic Development Office. Since its inception in 2018, the city has received funding through this grant once and continues to apply for the grant annually. In 2021, the city voters passed a 3.5 mil street millage and implements special assessment districts to increase funding for street projects. The DPS and City Engineer are developing a new Asset Management Plan to replace the **June 2013 City of Hillsdale Streets and Storm Sewer Capital Improvement Plan** as a guide to street repair. Public Services has planned for annual maintenance and reconstruction of streets including but not limited to crack fill, patching and chip sealing. Annual reconstruction/rehabilitation of street utilizing the available funding from the millage. Sidewalks are typically rehabilitated/replaced in conjunction with road improvements.
- **Motor Equipment** – The Public Services 10-Year Equipment Replacement Schedule has identified motor equipment for replacement for each fiscal year.
- **Building (Public Services)** – Public Services has identified the need for a new 2000 s.f. building to house offices and employee break and locker facilities. The existing office building would be converted into a garage and service facility for equipment. The current garage and service building would be demolished.
- **Buildings (Other)** - Public Services is planning continued maintenance for the Mitchell Building. Other building improvements for the Mitchell also include returning the façade to its original historic appearance.

City of Hillsdale Capital Improvement Plan

- **Cemeteries** – Hillsdale has two (2) cemeteries: Oak Grove on Montgomery Street and Lake View Cemetery on Barnard Street. Public Services will continue annual chip-seal roadway improvements for both cemeteries. Phase I of Lakeview Cemetery expansion is nearing completion in Fall 2022. Phase II restoration efforts will continue in Spring 2023.
- **Parks and Recreation** - Hillsdale has nine (9) city parks. They provide 375.13 acres of recreation and open space. The parks include Wildlife Sanctuary, Cold Springs, Kekoose, Fields of Dreams, Lo Presto Field, Stock's Park, Waterworks, Owens, and Sandy Beach. Also, there is the Baw Beese Trail, Meyer Parkway, Jim Inman Park, and Slayton Arboretum. There is also a nine-hole disc golf course open for public use at Owens Memorial.
- HILL-JO TRAIL - The Michigan Department of Transportation (MDOT) maintains the "Hill-Jo" Trail, which connects the Village of Jonesville to the City of Hillsdale along the M-99 corridor, including a roadside park in Jonesville.
- BAW BEESE TRAIL - The Baw Beese Trail connects Downtown Hillsdale with City parks along Baw Beese Lake. Those trails are part of the greater North County Scenic Trail – a multi-state facility that traverses New York, Pennsylvania, Ohio, Michigan, Wisconsin, Minnesota, and North Dakota. The trails should be better signed and advertised to make it accessible to outsiders. Wayfinding Signs should clearly mark the Trail head and access points along with delineating a clear route to the downtown and other shopping and eating areas in the City. Wayfinding signage design and installation should be included as a future capital project.
- MRS. STOCKS'S PARK - In 2003, the Hillsdale City Council unanimously approved the formation of a committee to look at restoring Mrs. Stock's Park. The committee has yielded the following ideas for the restoration project's overall objectives: creating a cultural center for the community; restoring the unique and attractive garden setting; recreating bridges, ponds and other structures.
- FIELD OF DREAMS - The last of six (6) dugouts were installed in the summer of 2014. Other improvements have included resurfacing of three baseball diamonds, purchase of new bleachers and refurbishment of existing structures, pouring of cement slabs under bleachers and a community paint mural provided for by the Ladies Beautification League and other concession stand improvements. Custom seating fabricated by a local tradesman, cement walkway, two shade trees, lighted flagpole, epoxy coating on the plumbed restroom floors were complete in 2015. Projects were funded by memorials left by two local families, concessions revenues and tournament revenues and a grant from the Hillsdale County Community Foundation. Improvements are always under consideration for the Field of Dreams.
- NEW PARK FACILITIES – Per Master Plan recommendations, the City should take advantage of its location on the headwaters of the St. Joseph River. As property becomes available, the City should attempt to gain possession to incorporate into its park system and/or encourage private development of river front property into recreational uses such as canoe/kayak liveries or fishing docks.

City of Hillsdale Capital Improvement Plan

- ADA-COMPLIANT PLAYGROUND STRUCTURES – Public Services will begin planning that will supply ADA-Compliant playground equipment in all City parks that currently have such structures. Improved Fall Zones around new and existing structures to meet current requirements.
- MILL POND DAM STAGED REMOVAL – Public Services will continue to work closely with MDEQ and MDNR to safely remove the existing mill pond dam and drain the pond in way that will have as little impact on the environment as possible.
- **Urban Forest** - The City of Hillsdale has been a Tree City USA community since 1977. The City maintains nearly 5,000 trees along its streets and within its parks. In 2010, the City of Hillsdale adopted the Public Tree Planting Program that allows interested individuals and/or businesses to purchase trees for the city to be planted in the city right-of-ways or city parks. The City’s Forestry department is committed to planting a minimum of twenty (20) to thirty (30) trees annually, based on available funding. Street trees are funded through the City’s general fund and Act 51 Street Revenue.

Public Services Improvements

	Budget Year				
	2025	2026	2027	2028	2029
Streets	600,000	600,000	600,000	600,000	600,000
Sidewalks	50,000	50,000	50,000	50,000	50,000
Revolving Motor Equipment Fund	220,000				
Building (Public Services)					
Cemeteries	15,000				
Total (\$)	885,000	650,000	650,000	650,000	650,000

Summary of Improvements

- Annual Pavement Improvement and Reconstruction Program (2023-27)
- Revolving motor equipment fund for new and replacement equipment (2019-25)
- Playground Structure improvements (2023-27)
- Annual Sidewalk Replacement (2023-27)
- Building and site improvements for DPS facility (2023-27)

Dial-a-ride



Hillsdale Area Dial-A-Ride, operated by the City of Hillsdale, is the only public bus service in the City. It has been in operation since 1975. The administrative offices and garage are located at the west end of the Manufacturing and Technology Park at 981 Development Drive.

There are four (4) lift equipped buses. Ridership in the 2014 fiscal year was 31,355, with winter months showing the highest use. School age children make up 45% of the riders; 35% are senior citizens and 20% are residents with disabilities. This service runs within the Hillsdale City limits and is a demand response system with curb to curb service, 7:15 - 4:15 Monday through Friday. Dial-a-Ride provides valuable service for the City of Hillsdale residents.

- **Equipment** – Dial-A-Ride has identified a future need for base unit radio equipment, antenna, and dispatch software. These systems were purchased new in 2012. Funding for radio equipment upgrades may be available through grant programs.
- **Motor Equipment** – Dial-A-Ride maintains three (3) active buses and one back up bus. Buses are funded through State and Federal grants and replaced on a 7-10 year cycle based on request and availability.

Dial A Ride Improvements

	Budget Year				
	2025	2026	2027	2028	2029
Bus Replacement	183,000	183,000		183,000	183,000
Generator			15,000	50,000	
Total (\$)	183,000	183,000	15,000	233,000	183,000

Fire Department



The Hillsdale City Fire Department (HCFD) is located at 77 E. Carleton Road less than one block from City Hall. Built in 1966, the fire station is a one story building with office space, living quarters, kitchen, and a dormitory for fire personnel. In addition, the station has five truck bays, two of which can be accessed from the rear of the facility.

The Fire Department is staffed 24 hours a day, 365 days a year. The HCFD is a combination department consisting of a shared Chief with the Police Department, four (4) full time fire officers that includes a Deputy Fire Chief, a Lieutenant, and two Engineers. The full time staff is complemented by four (4) part time fire officers and nine (9) part paid firefighters. The HCFD responds to over a thousand (1,000) calls per year for fire related, rescue, and emergency medical calls for service.

The HCFD maintains four (4) trucks with firefighting capabilities. A 2017 Rosenbauer engine/pumper with a 1,000 gallon water tank and a 1,500 gallon per minute pumping capacity. A 2000 Pierce engine/pumper with a 750 gallon water tank and a 2,000 gallon per minute pumping capacity. A 2003 E-One Aerial with a 100 foot ladder, a 500 gallon water tank and 2,000 gallon per minute pumping capacity. A 2016 Ford 350 pickup with a 250 gallon water tank and a 150 gallon per minute pumping capacity utilized for brush and grass fires.

- **Equipment** - The Fire Department is requesting the replacement of turnout gear as it expires. NFPA 1851 specifies the fire helmets, hoods, boots, coats, pants, and gloves must be retired 10 years after date of manufacture. The HCFD will need to replace four (4) sets in the 2022-23 budget, four (4) sets in 2023-24, and four (sets) in 2024-25. Approximate cost is \$2,565 per set.
- **Motor Equipment** - The 2000 Pierce engine/pumper should be replaced in the 2024-25 budget to avoid catastrophic failure of equipment older than 25 years. The cost will be approximately \$600,000. If approved for a mini pumper, cost will be 3000,000 and purchased in the 2023-24 budget year.
- **Building** - Renovations that include overhead door heights moved to fourteen (14) feet with new doors, cement threshold improvements, new garage skylights, new garage LED lighting, replace three (3) steel entry doors, flat roof over office area removed and addition of second floor for training room and storage, ADA compliant restroom, appropriate HVAC system and automatic generator. The cost will be approximately \$500,000 and will be completed in phases over three budget years beginning in the 2024-2025 budget year.

City of Hillsdale Capital Improvement Plan

Fire Department Improvements

Budget Year	2025	2026	2027	2028	2029
Equipment	10,260	10,260			-
Motor Equipment	300,000	-	-		-
Building	-	166,666	166,666	166,666	-
Total (\$)	310,260	176,926	166,666	166,666	-

Summary of Improvements

- Building renovations, begin 2024 through 2027

Hillsdale Municipal Airport



The Hillsdale Municipal Airport is a State of Michigan licensed "Public Use-General Utility Airport". The runway was recently reconstructed and expanded to 5000 feet by 100 feet. The crowned and grooved construction offers superior drainage for excellent braking/steering characteristics and the weight bearing capacity rating has been increased up to the "Gulfstream" category of business aircraft. Future development includes a new terminal building/parking area, hangars, fuel farm and full length taxiway.

Over the past 10 years, we have been improving our Airport project-by-project. We are at an important stage in the development of our Airport, as the remaining few projects on our CIP are all related to each other. The New Terminal (to be located adjacent to the new apron), final phase of the parallel taxiway, and relocated T-hangars are the final piece of the puzzle for our development program. The full parallel taxiway cannot be constructed until the new terminal is constructed and existing T-hangars are demolished. We feel that this final development package is an excellent candidate for supplemental funding. We are working closely with FAA and MDOT for grant opportunities.

Airport Improvements

Budget Year	2025	2026	2027	2028	2029
Terminal Facility					
SRE Design					
SRE Procure	400,000				
Taxi Lane & T Hanger Complex Design	110,000				
Taxi Lane & T Hanger Complex Construction		1,500,000			
Demolish Exist. Terminal & Hanger Facilities			662,000		
Connect Taxiway C & Electrical Vault Design			200,000		
Connect Taxiway C & Electrical Vault Construction				2,184,000	
Total (\$)	510,000	1,500,000	862,000	2,184,000	

Library



Library services have been offered for nearly 125 years in the City of Hillsdale. The Mitchell Public Library served Hillsdale for 95 years until the construction of the Hillsdale Community Library in 2003, a two million dollar state-of-the-art library building located at 11 E. Bacon Street. The new library also includes dedicated space for children's programming, a young adults' area and expanded technology. The new facility also includes a spacious community meeting room that not only

provides programming space for the library, but also for local civic and other organizations, to use for presentations and meetings. The library is currently paying on a loan for the construction of the new facility.

Library Improvements

Budget Year	2025	2026	2027	2028	2029
Replace Fire System	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400
Replace Mtg. Rm. Carpets	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
Toilet Rm. Repairs	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
Children's Section Remodel	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
Teen Zone	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Young Adult Study Nook	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
Total (\$)	\$18,300	\$18,300	\$18,300	\$18,300	\$18,300

Police Department



The Police Department is currently housed within City Hall which is located on a triangle parcel formed by E. Carleton, N. Broad, and N. Hillsdale Streets. City Hall is isolated on an “island” surrounded on all sides by converging streets, making parking and accessibility a challenge. Currently this building provides insufficient space for evidence storage (mandated) an isolated interview room, and equipment storage. A new building or renovations to City Hall is required to meet these needs.

The Police Department provides 24 hour service which includes primary road patrol, criminal investigations, civil dispute mediation, crowd control, and event security. Phone calls are answered by the Police Department and Hillsdale County Central Dispatch. Hillsdale County provides an emergency 911 phone system.

The Police Department consists of fourteen (14) full time state certified Police Officers, one (1) part time state certified Police Officers, two (2) full time non certified administrative personnel, and six (6) non certified volunteer Reserve Officers. The full time staff consists of a Chief of Police, a Lieutenant, three (3) Sergeants, one (1) Detective, eight (8) Patrol Officers, one (1) Administrative Professional, and one (1) Records Manager.

The Department maintains six (6) vehicles; five (5) are fully marked for use by Patrol, Sergeants, Lieutenant, and the Chief. One (1) is unmarked and is utilized by the Detective.

The Hillsdale County Sheriff’s Department operates the county jail with a capacity of 67 inmates. This is located within the City of Hillsdale. The Hillsdale County Courts are also located within the City of Hillsdale.

- **Equipment** – The Police Department requires Officers to purchase their own firearms for duty which includes a handgun and a patrol rifle. The Department currently owns two (2) handguns and three (3) patrol rifles for Officers to use until they purchase their own or to replace when firearms require repairs and service. The Department plans on purchasing fifteen (15) handguns with night sights for issuance to full time and part time Police Officers. Project is for the 2023-24 budget for \$6,135. The Police Department is required to replace their Conducted Electrical Weapons every five years. In June of 2018 Axon issued a bulletin stating that since their Conducted Electrical Weapons are composed of hundreds of individual electronic components and several printed circuit boards “Axon will not service or repair weapons older than five years and does not provide its product liability insurance certificate to agencies fielding weapons of this age.” This replacement is for the 2024-25 budget at an approximate cost of \$8,000 for six (6) Axon Tasers.
- **Motor Equipment** - Marked Police vehicles are on a four (4) year rotation with unmarked vehicles being replaced at approximately ten (10) years or as needed. The Police Department has planned for the replacement of one (1) marked vehicle per year beginning in the 2023-24 budget year for \$45,000 per year.

City of Hillsdale Capital Improvement Plan

Police Department Improvements

	Budget Year				
	2025	2026	2027	2028	2029
Equipment	8,000	-		-	
Police Vehicle	45,000	45,000	45,000	45,000	45,000
Total (\$)	53,000	45,000	45,000	45,000	45,000

Tax Increment Authority (TIFA)

The City of Hillsdale Tax Increment Finance Authority (TIFA) was established in 1986 under the Tax Increment Finance Authority act, Act 450 of 1980, to “prevent urban deterioration and encourage economic development and activity and to encourage neighborhood revitalization and historic preservation.” The purpose of the TIFA is to promote economic development through programs and public improvement projects that create opportunity, provide entrepreneurial support, and preserve property values while maintaining the historic nature of Downtown Hillsdale.

The TIFA derives its funds from a geographically defined district. The assessed value of properties located in the district at the time it was created established the baseline value. Any incremental increase in property taxes above this baseline are captured by TIFA to be reinvested into the district. Incremental taxes captured by TIFA may *only* be spent within that district.

As an organization, TIFA functions as an independent authority under a Board of Directors with its own budget and Rules of Procedure. (Please see attached.) The TIFA Board is made up of a group of local volunteers as defined by the Act. TIFA meets bi-monthly and is subject to the Open Meetings Act so notice of the meetings are posted, minutes are published and there is public attendance and public comment.

The TIFA must periodically amend its Development Plan which dictates the projects and goals that the TIFA wishes to pursue in the coming years. Since the boundaries of the TIFA district coincide almost perfectly with Hillsdale’s National Register of Historic Places commercial district, the preservation of historic buildings is a priority. Over the years, TIFA funds have typically been spent on infrastructure improvements and a successful Façade Grant program which has provided funds to restore and maintain the facades of Hillsdale’s historic commercial buildings. The 2015 TIFA Development Plan set as a priority the redevelopment and reuse of vacant and underutilized downtown buildings. TIFA funds will continue to be invested in the preservation of Hillsdale’s historic buildings and in programs that promote economic activity and increase property values in downtown Hillsdale.

TIFA Improvements

	Budget Year				
	2025	2026	2026	2028	2029
Debt Repayment	80,000	80,000	80,000	40,000	
Total (\$)	80,000	80,000	80,000	40,000	

Coordination with Other Capital Improvements

The City of Hillsdale is not the sole owner and operator of capital assets and community amenities in the City and surrounding area. Project coordination and cost-sharing with other local entities will help ensure greater efficiency and maintain the level of service within the community. Other local entities include:

- Hillsdale Housing Commission

HILLSDALE HOUSING COMMISSION

The Housing Commission of Hillsdale is available to assist low-income families with safe, decent, and affordable housing opportunities. The Housing Commission is committed to operating in an efficient, ethical, and professional manner. Hillsdale Housing Commission operates 60 affordable units across its public housing portfolio. Hilltop Apartments located at 45 N. West Street.

Opportunities for Coordination

- Sidewalk projects
- Lighting projects

Website: www.hillsdalehousing.org



TO: Planning Commission

FROM: Zoning Administrator

DATE: July 17, 2024

RE: Ordinance Review-Sec. 26-9. Special Condition Signs

Background: After discussions during the April meeting, the Commission requested the Zoning Administrator research zoning requirements for digital billboard signs. After discussion of the ordinance amendments submitted during the May meeting, the ZA found additional information regarding brightness requirements. The amended ordinance is submitted along with reference material for the PC to review.

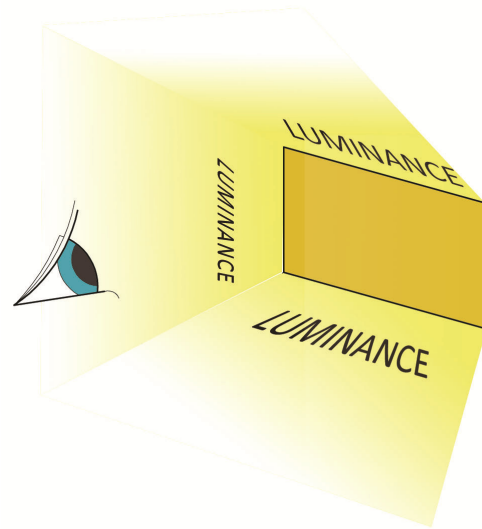
Sign Brightness

Measuring Sign Brightness

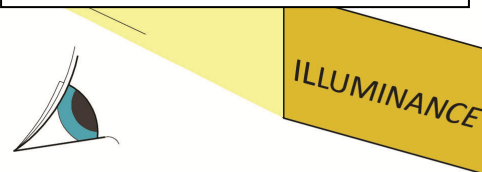
by Gregory Young

Apart from energy consumption, there are the important issues of light trespass and light pollution, which cause distraction, obscure stars in the night sky, and, like any other form of pollution, disrupt ecosystems and cause adverse health effects for humans and wildlife alike. Light trespass¹ is measured in two ways: luminance or illuminance. *Luminance* (measured in nits²) quantifies surface brightness, or the amount of light an object gives off. *Illuminance* (measured in footcandles³) quantifies that amount of light which falls onto an object.

By either measure, digital signage can create significant problems. “During daylight, an unlit static billboard will have a brightness which “fits in” with its surroundings; it will not cause excessive distraction because of excessive luminance” (Carhart, 2010, p.4). But, to capture drivers’ attention, digital signs must be set to very high luminance levels, as they are essentially competing with the sun, which has a luminance level of 6,500 nits. If this extreme brightness is not modulated to fit nighttime conditions, we face issues including very high energy consumption during the day, light pollution in the evening, and potential driver distraction at all times. The OAAA (Outdoor Advertising Association of America) has guidelines to address brightness limits, but they are not mandated.



This sign (above) gives off light. Its **Luminance** is measured in **nits**.



This sign (above) is being lit by a light source. Its **Illuminance** is measured in **footcandles**.

¹ **Light trespass** occurs when unwanted light enters one's property, for instance, by shining over a neighbor's fence. A common light trespass problem occurs when a strong light enters the window of one's home from the outside

² **Nit**—term used to describe a metric unit of luminance. It is defined as candela per square meter (cd/m^2). The unit is based on the candela, the modern metric unit of luminous intensity; and the square meter.

³ **Footcandle** – Unit of light density incident on a plane (assumed to be horizontal unless otherwise specified), and measurable with an illuminance meter, a.k.a. light meter.

Observed and Recommended Levels of Brightness		
Information Source	Product type	Luminance (surface brightness)
(C.Luginbuhl study)	Typical Ambient Roadway Illumination	1 Nit
(C. Luginbuhl study)	Typical Floodlit Billboard	approximately 100 Nits
Digital Billboards: New Regulations for New Technology by Drew Carhart	Traditionally lit static billboards	98% were under 150 Nits, 83% were under 100 Nits (Arizona Study); 124 Nits average (New York Study)
IESNA recommendations	Recommendations for Digital Billboard Luminance	250 Nits (day), 125 Nits (night)
Outdoor Advertising Association of America (Ian Lewin Study)	Recommendations for Digital Billboard Luminance	300-350 Nits suggested (study based on light trespass readings)
Hewlett-Packard (Specifications)	47" LCD Digital Signage Display	500 Nits
Corn Digital (Specifications)	32" & 42" LCD Posters	500 Nits (32") 700 Nits (42")
Carhart study	Daytime sky (sunny)	5,000-7,000 Nits
Virginia Tech Transportation Inst.	The Sun	6,500 Nits
Senzen Top Technology Co., Ltd (specifications)	seires PH12 (14'x48' full-color LED billboard	8,000+ Nits
EraLED (Specifications)	Series P20 full-color LED billboard (assorted sizes)	8,500 Nits
ProVIDEO Billboard Panels (specifications)	Series 1515-4, 14'x48' full-color LED billboard	11,000+ Nits
Optec Displays (specifications)	model 1248, 14'x48' full-color LED billboard	11,000+ Nits
Optec Displays (specifications)	model 2040-5, 14'x48' full-color LED billboard	11,000+ Nits

Limiting Sign Brightness

Proposed limits on sign brightness have caused much debate. Research provided by the Illuminating Engineering Society of North America (IESNA) states that drivers should be subjected to points of brightness no greater than 40 times the average brightness level of their general surroundings; this proportion is known as the contrast ratio. “As roadway lighting and automobile headlights provide ambient nighttime lighting levels of about one nit, this implies signage should appear no brighter than about 40 nits” (Luginbuhl, 2010, p.1). Surprisingly, the IESNA’s own recommendations for signage luminance suggest limits between 250-1400 nits---greatly exceeding their stated maximum contrast ratio of 40:1.

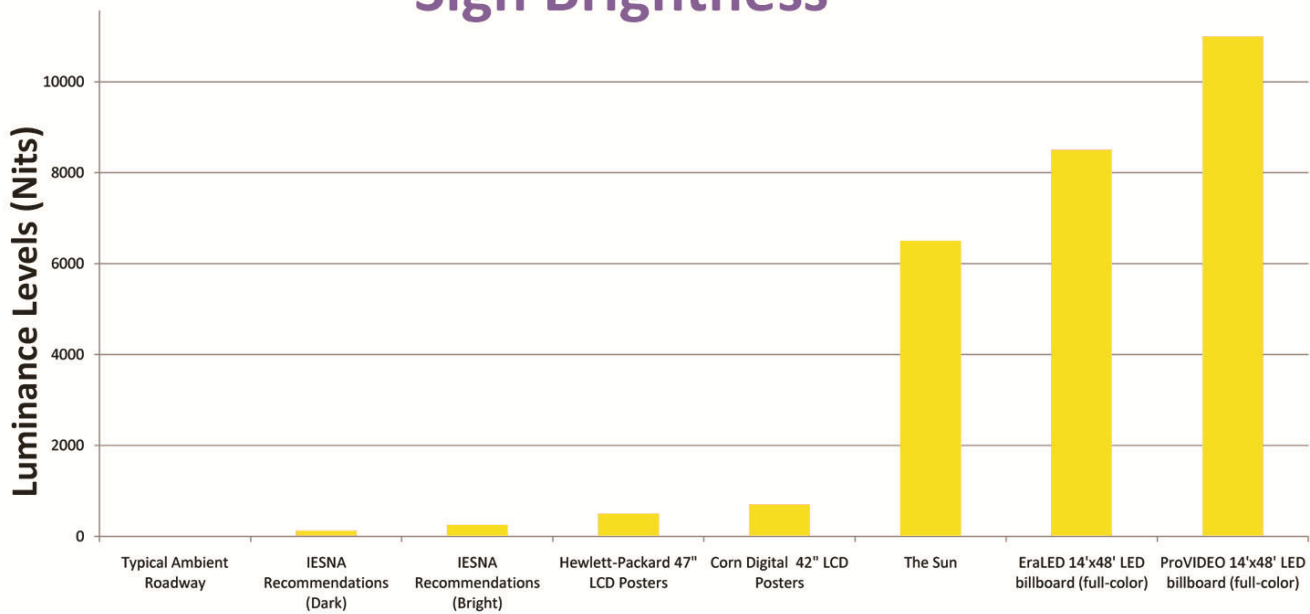
The OAAA, has deemed 300-350 nits an acceptable level of night brightness. However, their guidance is based on the use of the IEEE standard for light trespass (IESNA-TM-11-00), when, for reasons of traffic safety and glare in drivers’ eyes, it should have been based on IEEE’s standard for roadway sign lighting (IESNA RP-19-01).

Traditionally floodlit static billboards rarely exceed 100 nits; experts on both driver distraction and light pollution recommended that, as a means of compromise, the new technologies should not exceed this value. In many areas, including Philadelphia, brightness levels are currently unregulated, and many manufacturers publicize their signs’ capabilities to reach up to 11,000 nits.

Digital signage advocates mention the horizontal louvers⁴ included in many billboards as an effective measure to prevent light pollution. In reality, these louver systems were designed primarily to shade each diode from sunlight (thus increasing their prominence), not to limit nighttime glow.⁵ As Luginbuhl states in "Lighting and Astronomy," horizontal light (that which is emitted between 0° and roughly ±20°, and not restricted by horizontal louvers) contributes even more to skyglow than light emitted at higher angles. The effects of lower-angle lighting---such as that used to captivate approaching drivers-- are visible over a much broader area (Carhart, 2010).

A better option is to simply operate signs at less than maximum brightness. Not surprisingly, sign brightness and energy usage are directly related; beyond reducing light pollution and distraction, lowering luminance reduces total power consumption. One manufacturer experimented with running their digital displays at half-brightness; they were able to reduce power usage by nearly 40%, while maintaining full sign readability (Noventri, see in chart). Another option for reducing unnecessary brightness (and thus power usage) is to equip signs with sensors which automatically lower light output in accordance with atmospheric conditions. For example, sign brightness would mechanically be dimmed during dusk, early morning hours, or during cloudy or overcast weather. Again, OAAA does have guidelines for dimming, but they are not mandatory.

Sign Brightness



⁴ A **louver** is a slat that is angled to keep out rain, direct sunshine, etc. The angle of the slats may be adjustable or fixed.

⁵Retrieved from <http://www.optec.com>

Sec. 26-9. Special condition signs.

The following signs may be permitted as special condition signs, subject to and after approval by the zoning administrator.

- (1) Historic signs, subject to the rules, requirements, and regulations of the Michigan State Historic Preservation Office (SHPO) and other applicable laws and regulations.
- (2) Wall mounted signs above the first floor of a multiple-story building related to one or more of the tenants housed within the building. Refer to chart in section 26-8.
- (3) Unique signs whose total area is within the applicable district size allowance established in article II of chapter 26 of Hillsdale's Code of Ordinances that are determined by the planning commission to require additional height or width due to unique design or obscuring sight lines shall be allowed additional height and width allowance as needed, provided, however that they neither exceed the additional height or width, nor the area within them exceed the allowances otherwise provided by more than ten percent.
- (4) Murals shall be permitted in the B-2, B-3, C-1, PRD, PRF, PUD and I-1 districts only.
- (5) Off Premises Static Billboard Signs shall be permitted in the General Business (B-3) district **along state highway M-99, subject to the conditions contained herein.**
 - a. Billboards may not exceed 200 square feet in area, or 20 feet in height.
 - b. Billboards must be setback a minimum of 30 feet from all property lines and shall be located a minimum of 1,000 feet from all other billboards on the same street.
 - c. When abutting a residential district, no portion of the billboard shall be located closer than 200 feet from the property line.
 - d. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.
 - e. **Billboard signs must be free standing and may not be attached to existing structures.**
- (6) Procedures and considerations for special-condition signs are as follows:
 - a. Special-condition signs shall be reviewed as to size, location, placement, etc. subject to regulations of this chapter.
 - b. The planning commission, or zoning administrator, may impose conditions necessary to protect the public health, safety, and welfare of the community.
 - c. Public notice of the time, date, and place of an appeal of a sign review decision made by the planning commission, or zoning administrator, shall be provided in advance of the meeting during which the appeal will be considered.
- (7) In reviewing signs, the zoning administrator or the planning commission shall consider the following to determine compliance with applicable ordinance provisions a basis for approving or denying a sign permit and establishing setback, location, and placement of signs:
 - a. Site location:
 1. Distance from buildings;
 2. Distance from property lines;
 3. Distance from right-of-way.
 - b. Sign size:
 1. Height and width;
 2. Building location;
 3. Height above grade or finish floor line;
 4. Location of sign from side to side of wall;
 5. Percentage of wall used for signage.
 - c. Awning:
 1. Size;
 2. Distance above grade or finish floor line;
 3. Signage measurement relative to awning edges;
 4. Signage height and width.
 - d. Sign characteristics:

1. Shape of sign;
 2. Sign materials.
- e. Mural:
1. Height and width;
 2. Building location;
 3. Distance above grade or finish floor line;
 4. Location of sign from side to side of wall.

A drawing of the sign with all of the information from the list above will be required upon application submittal.

8) Off-Premises Digital Billboard Signs. Off-premises digital billboard signs shall be permitted only in the General Business (B-3) zoning district along State highway M-99, subject to the conditions contained herein.

- a. For digital billboard-type signs located in the B-3 General Business zoning district along state highway M-99, the billboard may not exceed 200 square feet in area, or 20 feet in height.
- b. Billboards must be setback a minimum of 30 feet from all property lines and shall be located a minimum of 1,000 feet from all other billboards on the same street.
- c. When abutting a residential district, no portion of the billboard shall be located closer than 200 feet from the property line.
- d. the rate of change between 2 static messages or images shall not exceed more than 1 change per 8 seconds, and each change shall be completed in 1 second or less. For all other digital signs, the rate of change between 2 static messages or images shall not exceed more than 1 change per 30 seconds, and each change shall be completed in 1 second or less. The change between images shall be instantaneous, with no fading, dissolving, or scrolling between sequential static images.
- e. The maximum daylight sign luminance level shall not exceed 11,000 nits of illumination beginning 1/2 hour after sunrise and continuing until 1/2 hour before sunset and shall not exceed 300 nits.
- f. In addition to the above requirements, digital signs shall be configured to default to a static display in the event of mechanical failure. As used in this subsection the word static means an image that is motionless, and not flashing.
- g. The sign shall not vary light illumination and/or intensity, or have features with blinking, bursting, dissolving, distorting, fading, flashing, oscillating, rotating, scrolling, sequencing, shimmering, sparkling, streaming, traveling, tracing, twinkling, or simulated movement, or which convey the illusion of movement.
- h. All digital signs shall be located and oriented to direct light away from any residentially zoned or developed property and natural open space.
- i. No more than one digital sign shall be permitted on any lot or unified development site.
- j. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.
- k. Billboard signs must be free standing and may not be attached to existing structures.

9) On-Premises Digital Signs. On-premises digital signs shall be permitted only in the General Business (B-3) and Industrial (I-1) zoning districts, subject to the conditions contained herein.

- a. For digital signs located in the B-3 General Business and I-1 Industrial zoning districts, the sign may not exceed 100 square feet in area.

- b. For digital signs located in the B-3 General Business and I-1 Industrial zoning districts, the sign may not exceed 6 feet in height (monument) or 28' in height (freestanding).
- c. the rate of change between 2 static messages or images shall not exceed more than 1 change per 8 seconds, and each change shall be completed in 1 second or less. For all other digital signs, the rate of change between 2 static messages or images shall not exceed more than 1 change per 30 seconds, and each change shall be completed in 1 second or less. The change between images shall be instantaneous, with no fading, dissolving, or scrolling between sequential static images.
- d. The maximum daylight sign luminance level shall not exceed 11,000 nits of illumination beginning 1/2 hour after sunrise and continuing until 1/2 hour before sunset and shall not exceed 300 nits at all other times.
- e. In addition to the above requirements, digital signs shall be configured to default to a static display in the event of mechanical failure. As used in this subsection the word static means an image that is motionless, and not flashing.
- f. The sign shall not vary light illumination and/or intensity, or have features with blinking, bursting, dissolving, distorting, fading, flashing, oscillating, rotating, scrolling, sequencing, shimmering, sparkling, streaming, traveling, tracing, twinkling, or simulated movement, or which convey the illusion of movement.
- g. All digital signs shall be located and oriented to direct light away from any residentially zoned or developed property and natural open space.
- h. No more than one digital sign shall be permitted on any lot or unified development site.
- i. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.

Definition:

Nit – term used to describe a metric unit of luminance. It is defined as candela per square meter (cd/m²). The unit is based on the candela, the modern metric unit of luminous intensity; and the square meter.

Candela – term used to describe a unit of luminance. It is a latin term for the luminosity of 1 candle.