

VILLAGE OF CALEDONIA

County of Kent, Michigan

**Planning Commission Meeting
September 25, 7:00 p.m.
250 Maple St. SE, Caledonia, MI**

AGENDA

- 1. Call to Order**
 - 2. Pledge of Allegiance**
 - 3. Roll Call**
 - 4. Brief public comment on agenda items (up to 2 minutes)**
 - 5. Inquiry of Conflict of Interest**
 - 6. Approval and consent of Agenda**
 - 7. Approval of Minutes**
 - a. Approval of Meeting Minutes from 8/28/2025
 - 8. Unfinished Business**
 - a. Create a Sign Modification application for businesses to submit when requesting to alter the allotted dimensions and size of their sign per the existing PUD documents, to be submitted with the sign permit request
 - 9. New Business**
 - a. Update ordinance references in PUDs regarding signs
 - 10. Public Comment (Extended – up to 5 minutes)**
 - 11. Commissioner Comments**
 - 12. Adjournment**
-

Lisa Sondag
Village of Caledonia, Clerk

VILLAGE OF CALEDONIA
DRAFT PLANNING COMMISSION MEETING MINUTES

Thursday, August 28, 2025 @ 7p.m.

Caledonia Village Hall
250 S. Maple St. SE
Caledonia, MI 49316

Minutes

Planning Commission Attendees: Amanda Crozier, Bill Robertson, Kimberly Peters, Gayle Ott

Gerrienne Schuler, Monique Brennan

Additional Attendees: Jennifer Lindsey-President; Kathryn Stegink - Village Attorney, Nathan Mehmed - Village Planner

Absent Planning Commissioner(s): Stephon “Spike” Baird

1. **CALL TO ORDER** 7:00 pm

2. **PLEGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENTS ON AGENDA ITEMS** (BRIEF – UNDER 2 MINUTES) – none

5. **INQUIRY OF CONFLICT OF INTEREST** - none

6. **APPROVAL AND CONSENT OF MEETING AGENDA**

- a. Motioned to Approve by Ott
- b. Seconded by Brennan
- c. Motion Carried

7. **APPROVAL OF PRIOR MEETING MINUTES – 6/27/25 & 7/31/25**

- a. Motioned to Approve with corrections by Ott
 - i. 6/27/25 – Update to “8 inches” for height of lawn in section 8.b.i.4th bullet.
 - ii. 7/31/25 – Swap “Missing” to “Absent” for attendees since the Village Clerk and Village Manager are not required to be in attendance.
 - iii. Seconded by Schuler
 - iv. Motion Carried

8. **Unfinished Business**

- a. Review draft for amendments to Ordinance Code section 8.3

9. New Business

- a. Create a Sign Modification application for businesses to submit when requesting to alter the allotted dimensions and size of their sign per the existing PUD documents
 - i. Motioned to Approve by Schuler
 - ii. Seconded by Crozier
 - iii. Motion Carried

10. Public Comment (Limited to 5 Minutes) - none

11. Commissioner's Comments – none

12. Adjournment at 8:08 PM

Respectfully Submitted,

Kimberly Peters

Planning Commission, Secretary

Village Center PUD

water well approved by the Kent County Health Department, unless public water becomes reasonably available, in which case any proposed buildings shall connect to the public water service.

(6) **Surface Water Drainage.** The drainage of surface waters shall be accomplished by an underground storm sewer system as to each proposed building site. The on-site storm sewer system shall be subject to the review of the Village Engineer.

(7) **Utilities.** Natural Gas service and electrical service to all sites on the Development shall be by means of underground facilities.

(8) **Landscaping.** A landscaping plan shall be submitted with each proposed site plan. All landscaping of a proposed site shall be consistent with landscaping on adjacent properties and shall be subject to review of the Planning Commission.

(9) **Signs.** All signs shall comply with the provisions of Zoning Ordinance Section 15.3 as if located in the C-2 District. The basic structure of the signs and other details concerning signs shall be approved by the Planning Commission. There may be small directional signs located within the PUD if needed to assist in the convenient handling of motor vehicle traffic.

(10) **Private Road and Private Road Maintenance Agreement.** No further development shall occur on properties fronting on or adjacent to the private drives within the PUD until a private road maintenance agreement, in a form sufficient to assure the upkeep and maintenance of such service drive, is executed and submitted. Provisions shall be made to improve the service drive between Higley Street and Kaechele Street in accordance with the ordinance amendment recently adopted for the Caledonia Retail Center.

If feasible, the access road located south of Higley Street, adjacent to M-37, shall be paved and shall be widened to a uniform width.

The terms of all private road maintenance agreements shall be subject to the review and approval of the Village Attorney.

Ordinance

delivery or similar purpose, but excluding a sign on a licensed vehicle or trailer being parked overnight or otherwise being parked for a time of short duration and associated with the use of the vehicle or trailer for travel, transport, delivery or the like.

Wall Sign. A sign painted or attached directly to and parallel to the exterior wall of a building, which does not extend more than 12 inches from the exterior face of the wall to which it is attached.

Window Sign. A sign installed inside a window intended to be viewed from the outside, which complies with the following requirements:

- (1) Temporary window signs or displays are permitted provided that the signs or displays shall not cover more than thirty percent (30%) of the total window or door surface.
- (2) Permanent window signs or displays shall be limited to fifteen (15%) percent of the total window surface.
- (3) One address sign, containing only the street address, is permitted in the window of each tenant in a building that has more than one tenant. The address sign shall not exceed one (1) square foot in area. The address sign shall not be included in the calculation of permitted area for window signs.

Section 15.3 Permit Required; Exemptions. A sign shall not be erected, altered, placed or permitted to be placed or replaced within the Village without first obtaining a sign permit. If the following described signs comply with applicable definitions and restrictions contained in this chapter, signs are permitted in all zoning districts, and shall be exempt from the requirement to obtain a sign permit. All signs, including the following exempt signs, shall comply with the general sign provisions of Section 15.4:

- (a) Address signs.
- (b) Community special event signs.
- (c) Construction signs.
- (d) Device Signs.
- (e) Directional signs.
- (f) Public utility signs.
- (g) Flags.
- (h) Garage sale and estate sale signs.
- (i) Historic markers.

- (j) Name plate signs.
- (k) Placard signs.
- (l) Real estate signs.
- (m) Governmental and traffic control signs.
- (n) Window signs.

Section 15.3.A Additional Signs. In addition to the signs otherwise permitted by this ordinance, the following signs shall be permitted in all zoning districts without the requirement of obtaining a sign permit, but subject to the general sign provisions of Section 15.4:

- (a) One additional non-illuminated sign with an area of up to six square feet. The sign may be a Temporary or Sandwich Board Sign, but shall not be a balloon, feather, inflatable, or figure sign, or Portable Sign.
- (b) Additional non-illuminated signs during a period of time 90 days prior to and seven days after any election in which Village electors may vote, subject to the following restrictions, in addition to the requirements of Section 15.4:
 - (1) The maximum sign area for any one sign shall be six square feet.
 - (2) The maximum aggregate total sign area for all signs on the premises shall be one square foot of total sign area for every two lineal feet of parcel frontage, not to exceed an aggregate total sign area of 64 square feet.
 - (3) Signs shall not advertise or call attention to products or services for sale on a commercial basis.
 - (4) The sign may be a Temporary or Sandwich Board Sign, but shall not be a balloon, feather, inflatable, or figure sign, or Portable Sign.

Section 15.4 General Sign Provisions. The following regulations are applicable to all signs in all zoning districts, including exempt signs.

- (a) **Sign Structure and Placement.**
 - (1) **Wind and Weather Resistant.** Signs shall be constructed to withstand all wind and vibration forces which can normally be expected to occur.
 - (2) **Not in Public Right-of-Way.** Signs shall not be placed in, upon or over any public right-of-way, alley, or other place, except as may be otherwise permitted by the Kent County Road Commission or Michigan Department of Transportation. Signs placed in the right-of-way in violation of this ordinance shall be deemed to be an abandoned sign and a safety hazard, subject to immediate removal and disposal by the Village.

- (3) **Not on Utility Pole.** A light pole, utility pole or other supporting member shall not be used for the placement of any sign, except as may be specifically permitted by this chapter.
 - (4) **Not a Traffic Distraction.** A sign shall not be erected in any place where it may, by reason of its position, shape, color, or other characteristics, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or constitute a nuisance per se.
 - (5) **Not Above Roofline.** A wall sign, including signs erected on a mansard roof, shall not extend past the edge of the wall to which it is affixed nor shall any such sign extend above the roof line of a building.
 - (6) **Within Lot Lines.** A sign and its supporting mechanism shall not extend beyond or above any lot lines of the property on which it is located.
 - (7) **Off-Premises and Portable Signs.** All signs shall be stationary, anchored and shall pertain only to the business or activity conducted on the premises, except for directional signs, community special event signs and billboards. No directional sign, community special event sign or billboard shall be placed on an off-premises property without the written consent of the property owner.
 - (8) **Changeable Copy Signs.** All wall and freestanding signs may include changeable message displays within the maximum size limits permitted for the sign; provided the message is static and is not changed more frequently than permitted by the applicable district sign regulations.
 - (9) **Maintenance.** Signs and their supporting foundations shall be cleaned and maintained in good repair, and shall be clearly legible, not faded.
- (b) **Measurement of Sign Area.** No sign shall exceed the maximum sign area allowed for the district in which it is located. The sign area is to be expressed in square feet, computed to the nearest tenth of a square foot, and shall be calculated as follows:
- (1) **Area.** The area of a sign shall be measured as the area within a single, continuous perimeter composed of any straight line geometric figure which encloses the extreme limits of writing, representation, emblem, logo or any other figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the structure necessary to support the sign.
 - (2) **Double-faced Sign.** The area of a freestanding, ground or projecting sign that has two or more faces shall be measured by including the area of all sign faces, except if two faces are placed back-to-back and are no more

than two feet apart at any point, the area of one face shall be counted toward the maximum size requirement. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the one face.

- (3) **Wall Sign.** For a sign consisting of individual letters and/or a logo affixed directly onto a building, the area of the sign shall be computed by measuring the area of the envelope required to enclose the lettering and logo.
- (4) **Height.** The height of a sign shall be measured as the vertical distance from the highest point of the sign to the finished grade of the ground immediately beneath the sign, excluding any artificially constructed earthen berms.
- (5) **Multiple Tenant Buildings.** For buildings with multiple tenants, the sign area for wall, projecting, canopy or awning signs shall be determined by taking that portion of the front wall of the building applicable to each tenant and computing the sign requirements for that portion of the total wall.

(c) **Illumination and Movement.**

- (1) Unless otherwise provided, signs may be illuminated internally or externally. If externally illuminated, the source of the light shall be enclosed and directed to prevent light from shining directly onto traffic or neighboring property. Beacon lights and search lights shall not be permitted.
- (2) Flashing, moving, oscillating, blinking, or variable intensity light shall not be permitted. Electronic message boards or changeable copy signs in which the copy consists of an array of light are permitted provided the frequency of message change is not less than two (2) seconds. All lights in a display shall activate simultaneously, remain activated for not less than two (2) seconds, and deactivate simultaneously; provided, however, sign copy may be refreshed by text that appears or disappears through travel, scroll, fade or dissolved transitions if the visual impact is not to give the appearance of flashing, animation or other sudden movement likely to be unduly distracting to traveling motorists, and provided that each message on the sign, including the copy, must be displayed for a minimum of two (2) seconds. No sign shall have blinking, flashing or fluttering lights or other illuminated devices, such as changing light intensity, brightness or color.
- (3) A sign shall not contain any moving or animated parts, nor have the appearance of having moving or animated parts, except for time and temperature signs and barber pole signs.

Section 15.5 Prohibited Signs. The following signs are prohibited within the Village.

- (a) Any sign not specifically permitted by this Ordinance.
- (b) Billboards and off-premises signs, except community special event signs and billboards as permitted by this chapter.
- (c) Vehicle signs.
- (d) Human or Animal signs.
- (e) Roof signs.
- (f) Flag, banner and balloon signs, except when specifically allowed by this chapter.
- (g) Portable signs/temporary signs/flashing signs, unless specifically permitted by this Ordinance.
 - (1) Portable signs, as defined, and including but not limited to “A-Frame”, “H-Frame” or similar non-anchored wire signs, signs with wheels, changeable letters, hitches for towing, temporary signs, balloon signs and banners are prohibited in the C-1, C-2 and I-1 Districts, except where specifically allowed in this chapter.
 - (2) Portable signs, as defined, and including but not limited to signs with wheels, changeable letters, hitches for towing, may only be permitted in the AG, R-1, R-2, R-3 and R-4 Districts. Where permitted, a portable sign may be displayed for a duration not to exceed thirty (30) days in any calendar year and shall not be erected unless a permit therefore has been issued by the Building Inspector.
- (h) External neon signs other than in the C-1, C-2 and I-1 Districts, and if specifically permitted in a PUD District, a neon sign on which the wording specifically states “Open,” “Vacancy,” or “No Vacancy” shall be permitted. These specific signs shall be no larger than two (2) square feet.

Section 15.6 District Regulations. Each sign for which a permit is required shall also comply with the following regulations:

- (a) **Residential Districts.** Signs in the AG Agricultural District, the R-1 Low Density Single Family District, the R-2 Medium Density Single Family District, the R-3 Medium Density Multiple Family District, and the R-4 High Density Multiple Family District shall be permitted only in accordance with the following provisions and other applicable provisions of this Ordinance:

- (1) There may be one ground sign or wall sign for a non-residential use, not exceeding six (6) square feet in area on each lot or parcel of land or exceeding eight (8) feet in height above the grade.
 - (2) In the R-3 and R-4 Districts, there may be more than one sign on each lot or parcel, but the total area of signs on any lot of parcel of land shall not exceed 32 square feet.
 - (3) A residential development, apartment complex, PUD or other unified multiple dwelling residential project may have a gateway sign on each street frontage, not exceeding two signs for each development. The gateway sign shall not exceed 48 square feet in area or six feet in height and shall be set back no closer than fifteen feet from the right of way line. and from all lot lines.
 - (4) One home occupation sign per principal dwelling may be permitted. It shall be wall mounted on the front of the dwelling, with no illumination, and shall not exceed four (4) square feet in size.
- (b) **Commercial Districts.** Signs in the C-1 Neighborhood Business District and the C-2 Highway Business District shall be permitted only in accordance with this section and other applicable provisions of this Ordinance.
- (1) Signs in the C-1 District shall not exceed 80 square feet in area per sign and shall not exceed 160 square feet in total area of all signs (not including signs exempt from permitting requirements) per lot or parcel of land.
 - (2) Signs in the C-2 District shall not exceed 100 square feet in area per sign and shall not exceed 200 square feet in total area of all signs (not including signs exempt from permitting requirements) per lot or parcel of land.
 - (3) Signs in the C-1 District shall not exceed a height of 12 feet.
 - (4) Signs in the C-2 District shall not exceed a height of 18 feet.
 - (5) A wall sign or projecting sign shall not exceed 30 square feet in area.
 - (6) A sandwich board sign may be permitted only if the Planning Commission authorizes the sign after it determines that there is adequate room for placement of the sandwich board on the sidewalk adjacent to the building without causing an interruption or hazard for pedestrian traffic.
 - (7) Except as specifically provided above, signs in the C-1 and C-2 Districts shall only be ground signs, and shall not exceed six (6) feet in height and 60 square feet in size.

- (c) **I-1 Light Industrial District.** Signs in the I-1 Light Industrial District shall be permitted only in accordance with this section and other applicable provisions of this Ordinance.

- (1) Signs in the I-1 District shall not exceed 80 square feet in area per sign and shall not exceed 160 square feet in total area of all signs (not including signs exempt from permitting requirements) per lot or parcel of land.
- (2) Signs in the I-1 District shall not exceed a height of 12 feet.
- (3) A wall sign or projecting sign shall not exceed 30 square feet in area.
- (4) Except as specifically provided above, signs in the I-1 District shall only be ground signs, and shall not exceed six (6) feet in height and 60 square feet in size.

Section 15.7 Signs for Special Land Uses and Planned Unit Development District Uses.

- (a) Signs in and for special land uses shall be permitted only in accordance with the district regulations for the applicable special land use unless the Planning Commission specifically approves, as part of the special land use procedures under Chapter XIII, additional or different signage provisions.
- (b) Signs in and for the PUD District shall be permitted only in accordance with the district regulations for the PUD District unless otherwise approved by the Planning Commission and the Village Council as part of the PUD District approving ordinance.

Section 15.8 Modifications by Planning Commission. The Planning Commission may modify the sign regulations contained in this chapter, with respect to an increase in the height, number or area of signs, or other modification of the requirements contained in this chapter, where the purposes of this chapter will nevertheless be achieved by the modified provisions. In approving such modifications, the Planning Commission shall consider the following criteria:

- (a) **Standards for Modification.**
 - (1) The modification shall be compatible with adjacent existing and future land uses and shall not be injurious to the use and enjoyment of nearby property.
 - (2) The modification shall improve and not impede emergency vehicle or personnel access, traffic or pedestrian circulation.
 - (3) The modification shall be necessary because of topography, natural features, visual obstructions or other unusual aspects of the site.

- (4) The modification shall not result in traffic or safety hazards, shall not result in visual clutter or distraction, and shall not otherwise result in a detriment to the public health, safety and welfare.
- (b) **Requests for Modification.** When requesting any modifications from the provisions of this chapter, the applicant shall provide the Planning Commission with a written statement of justification, indicating the site conditions that warrant the requested modifications and specifying how the modifications would nevertheless carry out the basic intent and purposes of this chapter.

Section 15.9 Billboards. Billboard signs may only be located on lands abutting a primary highway, as provided by the Highway Advertising Act (MCL 252.301, et seq.) and shall be limited to areas within the C-2 Highway Business District and within commercial and industrial Planned Unit Developments. Billboard signs shall further comply with the following provisions:

- (a) Within the C-2 District, billboard signs shall be limited to sixty-four (64) square feet in area and eighteen (18) feet of height unless approved by the Planning Commission as a special use under Chapter XIII. Approval by the Planning Commission as a special use shall also be required if a billboard sign will cause the total square footage of all signs on an individual lot or parcel to exceed one hundred fifty (150) square feet (ref. Section 15.3(c)). Whether by special use or Planned Unit Development, no billboard shall exceed a maximum of two hundred (200) square feet of area or thirty (30) feet of height. If within a Planned Unit Development, each billboard must be specifically approved as part of the original Planned Unit Development or by a subsequent amendment thereto (ref. Section 15.4(c) and (d)).
- (b) Not more than two (2) billboards may be located per linear mile of highway within the Village and each billboard sign shall be separated from adjacent billboard signs abutting either side of the highway by a distance of at least one thousand two hundred (1,200) feet. This spacing requirement shall apply even though signs along an opposing side of the highway may be in another governmental jurisdiction. The linear mile measurement shall begin and end at the Village boundaries.
- (c) Two parallel or distinct sign faces on one structure facing the same direction (with one face being above or beside the other) shall be considered one billboard and shall be subject to the size restrictions of this section. Double-faced billboard structures (i.e., structures having back-to-back billboard faces) and V-type billboard structures having only one face visible to street traffic proceeding from a given direction shall be considered as one billboard. Only the area of the largest face of a double faced or V-type billboard will be used in calculating sign area.
- (d) A billboard may be illuminated, provided the illumination is concentrated on the surface of the sign and is located to avoid glare or reflection onto any portion of an adjacent street or highway, the path of on-coming vehicles, or any adjacent

premises. In no event shall a billboard have flashing or intermittent lights, nor shall the lights be permitted to rotate, oscillate, move or cause the visual effect of motion.

- (e) No part of a billboard sign, its framing or its supportive structure shall be located closer than twenty-five (25) feet from an adjoining street right-of-way or a property line.

Section 15.10 Nonconforming Signs and Signs Accessory to Nonconforming Uses.

- (a) **Continuance.** Notwithstanding any other provision of this chapter to the contrary, a permanent sign which was erected legally and which lawfully exists at the time of the enactment of this Amendment, but which does not conform to the height, size, area, location or other requirements of this chapter, is deemed to be nonconforming and may continue to be used subsequent to that time, as provided by this section.
- (b) **Alteration/Repair.** Nonconforming signs shall not be altered, expanded, enlarged, extended, or repaired, without being brought into full compliance with all applicable regulations under this chapter, except as expressly provided by this subsection.
 - (1) A nonconforming sign may be diminished in size or dimension without jeopardizing the privilege of nonconforming use. As with conforming signs, a change solely in the wording of the copy of a nonconforming sign shall not constitute an alteration for purposes of this chapter, unless the result of the change would cause the sign to be reclassified to a type of sign subject to different or more restrictive regulation.
 - (2) Routine repair to maintain a nonconforming sign in a safe and aesthetic condition exactly as it existed at the time of the enactment of this chapter and so as to continue the useful life of the sign shall not constitute an alteration for purposes of this chapter, unless the estimated cost of repair exceeds fifty (50%) percent of the appraised replacement cost of the entire sign prior to the repair, as determined by the Village. If the estimated cost of repair exceeds fifty (50%) percent of that appraised replacement cost, the right to continue using the nonconforming sign shall thereupon terminate and the sign must be brought into full compliance with all applicable provisions and requirements of this chapter prior to further use.
 - (3) In no event shall the alteration of a nonconforming sign result in an increase in the nature or degree of any aspect of the sign's nonconformity.
- (c) **Signs Accessory to Nonconforming Uses.** A sign related to a nonconforming use may be erected in the Village in accordance with the sign regulations for the zoning district in which the property is located.

- (d) **Damage or Destruction.** If a nonconforming sign is damaged or destroyed by fire, explosion, flood, wind or other calamity, the sign may be restored to the condition exactly as it existed immediately prior to the damage or destruction, unless the estimated cost of restoration or replacement exceeds 50% of the appraised replacement cost of the entire sign prior to the loss, as determined by the Village. If the estimated cost of restoration or replacement exceeds 50% of that appraised replacement cost, the right to continue using the nonconforming sign shall thereupon terminate and the sign shall be brought into full compliance with all applicable provisions and requirements of this chapter prior to further use.
- (e) **Abandoned Signs.** Any sign which the Village determines to be abandoned shall be removed by the owner. If the owner does not remove the sign, or if no owner can be found, the Village may remove and dispose of the sign. If the sign is removed by the Village and the owner is known, the Village shall have the right to recover from the owner of the sign the full costs of removing and disposing of the sign. Signs in the public right-of-way shall be subject to immediate removal by the Village.
- (f) **Portable and Temporary Signs.** Portable and temporary signs that are nonconforming shall be altered to comply with the provisions of this chapter or they shall be removed within ninety (90) days after the effective date of this section.

Village of Caledonia
Sign Ordinance Change Request Form for established PUDs

Applicant Information

Business Name/Organization: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Property Information

Property Owner (if different from applicant): _____

Property Address / Location: _____

Parcel Number(s): _____

PUD Name (if applicable): _____

Requested Change

Current Ordinance Section: _____

Current Sign Dimensions allowed: _____

Requested Change / Amendment(s): _____

Reason for Request (check all that apply):

☐ Improve business visibility

☐ Aesthetic compatibility with PUD design

☐ Safety / traffic considerations

☐ Other: _____

Certification

I hereby certify that the information provided in this application is true and correct.

Applicant Signature: _____ Date: _____

Property Owner Signature (if different): _____ Date: _____

For Office Use Only

Date Application Received: _____

Planning Commission Hearing Date: _____

Village Council Decision Date: _____

☐ Approved ☐ Denied ☐ Approved with Conditions

Condition(s): _____
