

**NOTICE OF A REGULAR MEETING
OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE**

In accordance with Resolution #215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Planning Commission of the Town of Clarkdale will hold a REGULAR Meeting Tuesday, November 20, 2012, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

All members of the public are invited to attend.

The undersigned hereby certifies that a copy of this notice was duly posted on the Town Hall bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 13th day of November, 2012 at 9:00 a.m.

Dated this 13th day of November 2012 by:

Vicki McReynolds

Vicki McReynolds
Administrative Assistant II

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER:

2. ROLL CALL:

3. PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

4. MINUTES: Consideration of the **Regular Meeting Minutes of October 16, 2012.**

5. REPORTS:

- a. Chairperson and Members Report:
 - i. Update on sustainability checklist
- b. Director's Report

6. NEW BUSINESS

- a. **WORKSESSION:** Discussion/possible action regarding changing the time of the regular Planning Commission meetings from 6:00 p.m. to 4:00 p.m.

- b. **PUBLIC HEARING: AN ORDINANCE AMENDING THE TOWN OF CLARKDALE ZONING CODE TO REVISE CHAPTER SEVEN – SIGN CODE TO ADD NEW SECTIONS 7-8-E: NEON; 7-8-G: PORTABLE; 7-8-L: SPECIAL EVENTS; 7-8-N: TEMPORARY SIGNS AND BANNERS FOR COMMERCIAL USES; 7-9 MAXIMUM SIGN SIZE FOR COMMERCIAL USES AND GENERAL REORGANIZATION AND REFORMATTING OF ENTIRE CODE.**

Open Public Hearing:

- **Staff Report:**
- **Invite Public to Speak:** (Public is asked to state their name). There is a time limit for comments.
- **Close Public Hearing:**
- **Commission Discussion:**
- **Commission Action:**

7. FUTURE AGENDA ITEMS:

8. ADJOURNMENT:

Reasonable accommodations may be requested by contacting Town Hall at (928)-634-9591, (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, OCTOBER 16, 2012, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, October 16, 2012, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Jack Van Wye	Present
Vice Chairperson	Vic Viarengo	Present
Commissioners	Jorge Olguin	Excused
	Ida-Meri deBlanc	Present
	Dave Puzas	Present

Community Development Staff:

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar

Others in Attendance: None.

- 1. AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.
- 2. AGENDA ITEM: ROLL CALL:** The Community Development Director called roll.
- 3. AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to **FIVE MINUTES.**

There was no public comment.

- 4. AGENDA ITEM: ELECTIONS: Chairperson and Vice Chairperson.** Commissioner Puzas made a motion to elect Commissioner Van Wye as Chairperson. Commissioner Viarengo seconded the motion. Commissioner Van Wye accepted the nomination and was elected unanimously.

Commissioner Puzas made a motion to elect Commissioner Viarengo as Vice Chairperson. Commissioner deBlanc seconded the motion. Commissioner Viarengo accepted the nomination and was elected unanimously.

- 5. AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of September 18, 2012.** The Chair entertained a motion to accept the minutes. Commissioner Puzas motioned to approve the Regular Meeting Minutes of September 18, 2012. Commissioner Viarengo seconded the motion. The motion passed unanimously.

6. AGENDA ITEM: REPORTS:

Chairperson & Members Special Events Report:

The Commission discussed the draft Sustainability Checklist developed by the team of Commissioner Olguin and deBlanc:

Sustainability Components

- Economic – Defer to FFII
- Social (?)
- Environmental - Focus of this “checklist”

Environmental Sustainability

Trying to identify:

- ◆ Things that could be impacted by development
- ◆ Materials/practices introduced by development that could have an impact on the existing environment

Siting

- ✓ Wildlife
- ✓ Plant life
- ✓ Topography
- ✓ Open spaces

Air Quality

- ✓ Outdoor
- ✓ Indoor

Energy

- ✓ Renewable v “Traditional

Water Management

- ✓ Groundwater
- ✓ Rainwater Runoff
- ✓ Aquifer
- ✓ River
- ✓ Marshes
- ✓ Wetlands
- ✓ Washes

Infrastructure

- ✓ Utilities
- ✓ Traffic

Construction

- ✓ Materials of construction
- ✓ Design
- ✓ Landscaping

Density

The Commission provided the following direction regarding the checklist:

- Rename document as core values and identify what we, as a Town, believe is important.
- Do not develop a voluminous document.
- Provide a skeleton checklist, a menu.
- Explore developing negotiating possibilities.
- Develop as an educational tool.

Commissioner deBlanc informed the Commission that she had enough information for the team to move forward.

Director's Report:

Community Development Director Filardo presented the following information:

- 1. Crossroads at Mingus:** Staff met with Steve Biasini, project manager and landscape architect for Crossroads at Mingus to discuss the timing of the development of the park on Tract F. Steve has priced out costs of the full development at approximately \$160,000. Since the developer has no incoming cash from the development, they would like to develop the park to a level that would cost approximately half this amount at first. Staff believes a usable neighborhood park can be developed for this amount, and then expanded after the developer starts to sell houses. Staff will work on fine tuning the list of required amenities for the first phase and submit this back to the developer in time to schedule review of the park by the Design Review Board in December.
- 2. Mountain Gate Subdivision:** Community Development Director Filardo and Senior Planner Escobar met with representatives of BC Land Group to discuss their reactions to the draft Second Amendment to the Development Agreement. BC Land Group asked for several points of clarification regarding some of the content of the draft. In general, there do not appear to be any large areas of disagreement, although BC Land Group has some issues with the timing of payments that are being requested. They will submit a counter proposal within the next few months.
- 3. Centerville:** Community Development staff attended the Centerville Neighborhood meeting on Monday, September 24 from 5:30 – 7:00 p.m. at Centerville Park to discuss emergency access for the Centerville neighborhood and whether or not the residents supported continued access to Centerville Road directly from the neighborhood. Approximately 13 residents and property owners attended.

Town of Clarkdale staff, including the Town Manager, Gayle Mabery, Community and Economic Director Jodie Filardo, Utilities and Public Works Director Wayne Debrosky and Police Chief Randy Taylor were present as well as Clarkdale Fire District Chief Joe Moore and Clarkdale Councilman Renee Radoccia. Attendees were presented with information regarding traffic counts and public safety response times.

The following **options** for emergency egress were discussed:

Immediate Action:

Leave the existing connection from the Centerville Road current terminus to Avenida Macias.

Gate the current existing connection to have an emergency access only.

Completely block the Avenida Macias access to Centerville Road and improve a gated emergency access connection to the extension of Company Hill Road in the Mountain Gate subdivision.

Long Term Action:

Permanently connect Avenida Macias to the Centerville Road extension.

Leave a gated emergency access only connection to the Centerville Road extension.

Completely block the Avenida Macias access to Centerville Road and improve a gated emergency access connection to the extension of Company Hill Road in the Mountain Gate subdivision.

Issues such as the safety of children playing in the road, traffic noise and lights from cars at night were expressed as opposition to a permanent connection.

Ease of connecting to Broadway and the ability to get to Cottonwood without going through the roundabouts or encountering large truck traffic on SR 89A were expressed as positive reasons for having a permanent connection.

Speeding on Avenida Centerville and the other streets in the neighborhood was identified as a continuing issue. Solutions such as reducing the speed limit to 15 mph and more police patrol were presented.

The attendees at the meeting were divided regarding the solution.

Based on feedback from the meeting, Police Chief Randy Taylor and Officer Ron Ekholm canvassed the neighborhood on Sunday, September 30th. While there, they delivered 91 copies of the survey. Of those who responded directly to Chief Taylor and Officer Ekholm, 47 of 51 responses favored keeping the neighborhood connection open to Centerville Road.

4. Economic Development: The Focused Future II Action Team will be meeting on October 17, 2012 to review the draft Economic Development Plan. This plan will be presented to the public in November, and presented to Town Council for approval in on December 11.

5. Sign Code: At their October 3, 2012 meeting, the Design Review Board reviewed the draft changes to the Sign Code, Chapter Seven of the Zoning Code. The Board recommended that these changes be reviewed, in a public hearing, by the Planning Commission. This will be scheduled for the Commission's November meeting.

6. Arizona Planning Association: On Thursday, October 25, the Community Development Department will be hosting the monthly North Central Section meeting of the Arizona Chapter of the American Planning Association. The meeting will be held in the Clark Clubhouse. An invitation is included in your packet. Please let staff know if you plan to attend so we can post a notice of quorum.

7. Arizona Commerce Authority Visit: On Thursday, November 1st from 10 a.m. until noon at the Men's Lounge, Keith Watkins, Senior Vice President, Economic Development and Rural Development plus Ben Bronson, Manager of Rural Development will be presenting at a Special Council Meeting on economic development. Town Council, the Planning Commission, the Focused Future II Action Team and downtown property owners plus staff are all invited to attend.

OLD BUSINESS

7. AGENDA ITEM: WORKSESSION: Discussion regarding the 89A Corridor Commercial Overlay District.

Senior Planner Escobar presented the following staff report:

At the September 18, 2012 meeting, the Commission directed staff to craft a new ordinance incorporating initiatives from the General Plan and Form Based Code principles to replace the existing ordinance.

Staff has been exploring this concept further, and would like to present another option to the Commission.

As previously discussed, it would be challenging to create a new code and retain the restriction of 50 percent lot coverage, including parking areas, and the 50-foot front setback, due to current laws related to the diminution of private property value. Although, in staff's opinion, neither of these stipulations work well enough to guide the type of development appropriate for the 89A commercial corridor, i.e. clustered neighborhood-focused development as opposed to a strip mall, it may be more appropriate to maintain this code as it exists, and create an alternate code allowing developments to incorporate desirable elements into the project design in exchange for relaxation of existing requirements of the overlay district.

For example, a commercial development can gain 'credit' in four categories: sustainable design, multi-modal accessibility, reduced visual impact and water conservation.

This credit can be applied to increase the lot coverage above 50 percent, and/or reduce setback requirements.

Obviously this alternate code would need to be carefully crafted to drive the development of the project to a desirable result; however, since it would be the developer's choice to work within the alternate code, there would be no diminution of property right's exposure.

Recommendation:

Staff is asking for the Commission's input regarding this approach. If the Commission agrees this is an alternative worth exploring, staff would like to discuss this option with Town Council in a worksession before proceeding with development of a draft ordinance.

Discussion:

Chair Van Wye asked if an alternative code was developed, could some choose to use some portion of each code. Staff explained that no, a developer would need to choose between the existing 89A Overlay District code, or the alternative code. By choosing the alternative code, the developer recognizes that there are certain specific requirements in exchange for a relaxation of the existing code standards. This acknowledgement vacates and private property devaluation impact. The Commission supported the flexibility an alternative code would provide.

This being a work session only, there were no actions taken. Staff was given direction to pursue the alternative code option and discuss with Town Council in a worksession.

NEW BUSINESS

- 8. AGENDA ITEM: WORKSESSION:** General discussion regarding the following topics in preparation for possible future Zoning Code amendments:
- i. Short-term rentals
 - ii. Definition of family
 - iii. Rental of guest houses and other accessory structures
 - iv. Proposed option for Entertainment District

Senior Planner Escobar presented the following staff report:

Staff has been responding to questions regarding several recurring planning issues related to the definition of family and permitted uses in a single-family residential zone. These are complex issues associated with the conflict between an older zoning code and today's changing societal customs.

In addition, staff has begun exploring the creation of an Entertainment District. This would be an addition to our existing zoning code as an overlay district.

Staff would like to discuss these issues with the Planning Commission to determine whether ordinance amendments should be developed to deal with specific matters.

Definition of family:

The Clarkdale Zoning Code defines a family as:

Family: Any number of persons living together as a single housekeeping unit under a common housekeeping management plan.

The issue with this definition is it allows for an unlimited number of people in a single residence.

Family is further defined in the code as:

Family, Immediate: Husband, wife, child, stepchild, brother, sister, stepbrother, stepsister, parent, stepparent, grandchild, grandparent, mother-in-law, father-in-law.

However, this definition does not provide a limiting number of people for a single residence.

A single-family residence is defined as:

Dwelling, Single-Family: A building containing one single-family dwelling unit.

Still no limiting factors are being provided.

There is not a definition in our code for the terms 'single-family' or 'multi-family'.

Based on the definitions in the code, one single-family house could have an unlimited amount of residents.

The traditional definition of single-family neighborhood in suburbia has been a Dad, Mom and kids. As baby boomers have aged, grandparents have been added to the listed. As society's interpretation of family has changed, today, it can be any combination of relationships.

In the last six months, staff has received one complaint regarding a tenant in a basement apartment of a single family residence, and one complaint regarding too many people in an apartment.

In both cases, there was no zoning code violation. However, in the case of the tenant, the space being used in a single-family home had been converted into an apartment without a building permit. Through resolution of the complaint, the Building Official was able to resolve code issues, include installation of a window access and smoke detectors.

Without the complaint being received, the safety issues for the tenant would not have been resolved.

Guest Homes

Staff has also become aware, through a non-complaint process, of guest homes being used as rentals.

This is a violation of the Zoning Code, which defines Guest Quarters:

One or more rooms designed, occupied or intended as separate living area for the use of short term guests.

Many cities and towns in Arizona have instituted a policy for Accessory Dwelling Units (ADU's). The regulations for ADU's vary, but they all create a process for allowing long-term rental of detached accessory units or portions of a single-family home and provide the ability to monitor occupancy and use for this situation.

Short-term Rentals

Also known as Vacation Rentals, this is a situation where a property owner rents their single-family home by the week or by weekend to visitors. Vacation Rentals can be a sensitive issue to the

surrounding neighbors, who see different vehicles and people at the location, creating a transient appearance.

Once again, our current code does not provide a clear method for denying the use of a single-family home as a vacation rental. Any attempt to develop new regulations restrict to prohibit this use would have to be closely analyzed for property rights impact.

In the current economic reality, unconventional uses of a single-family home may provide income to a home owner struggling to hold on to their investment. In addition, ADUs often can provide an affordable housing option. Vacation rentals may provide an economic benefit to the town, both through additional taxes and patronage of local businesses.

Entertainment District

As part of the economic development focus, staff would like to create an entertainment district for the original Town business district. A benefit of an entertainment district is the requirement of a business serving alcohol to be at least 300 feet from a church is vacated. This is an important consideration since there are two churches in this area.

An Entertainment District can also be used to drive other specific factors, such as creating common design elements. It would also provide a definition for the geographical area.

The district boundaries and requirements are determined as part of the development of the overlay district.

Recommendation:

Staff is asking for the Commission's input regarding these issues.

Discussion:

The Commission expressed concern regarding the health and safety issues surrounding non-permitted accessory dwelling units. The Commission stated that ADU's provide an affordable housing option, so they should not be prohibited. The Town needs a way to monitor the health and safety issues.

The Commission did not feel that short-term rentals were a major issue as long as business licenses were issued and sales tax collected. Chair Van Wye stated that adopting rules for short-term rentals would put an enforcement burden on Town staff.

This being a work session only, there were no actions taken. Staff was given direction to:

- Develop a process to monitor use of accessory dwelling units in order to ensure health and safety issues are addressed
- Not take any action at this time regarding short-term rentals.
- Move forward with development of an Entertainment District overlay ordinance that included the central business district and wrapped around Broadway to include the Zunick Building, the Yellow School House and the Verde Canyon Railroad area.

8. AGENDA ITEM: FUTURE AGENDA ITEMS:

- a. Revisions to the sign code
- b. Agricultural uses in residential zones

Chair Van Wye requested that only one public hearing be scheduled per Commission meeting so sufficient time could be given to the matter and the audience would not have to sit through a series of public meetings to get to their item of interest.

10. AGENDA ITEM: ADJOURNMENT: The Chair entertained a motion for adjournment. Commissioner Puzas motioned to adjourn the meeting. Commissioner Viarengo seconded the motion. The motion passed unanimously. The meeting adjourned at 7:40 p.m.

APPROVED BY:

SUBMITTED BY:

Jack Van Wye
Chairperson

Beth Escobar
Senior Planner

As stewards of our resources, we serve as role models for others and keepers of the future generations. The people of the Town of Clarkdale have committed to create and maintain a healthy, vibrant and sustainable community. What follows in this document is a list of guiding principles for development; keeping in mind that great value is placed on creativity and innovation.

Siting – Take advantage of the natural resources and consider the impact of building placement

1. Orientation – for example, in the Southwest, a north/south orientation & overhangs providing shade are desirable
2. Topography – keep ridgelines intact & minimize grading
3. Wildlife – encourage preservation of the natural habitat
4. Plant life – preserve/transplant native, non-invasive species & remove invasives
5. Open spaces – clustering development in order to preserve open space is a valued practice
6. View protection – expansive landscape views are a valued benefit in the community; therefore preservation & enhancement is encouraged

Water Management – Recognize that water is an extremely limited resource; efficient and effective management of that resource is critical.

1. Catchment basins
2. Graywater
3. Rainwater harvesting
4. Storm water management – (see National Green Building Standard, page 16, 403.5)
5. Washes – while dry much of the year, the washes are the primary drainage for stormwater runoff and there may be rules and impacts to be considered before making any changes.
6. Swimming pools – Community use pools are preferred over individual private pools.

Infrastructure – Design project infrastructure to have minimal impact on the environment.

1. Connecting to existing Systems – trails, bikeways, sidewalks, consider wildlife paths & crossings
2. Utilities – we encourage connecting to the town municipal water & wastewater system, encourage installation of power lines underground
3. Parking – we encourage screened and covered parking
4. Road Connection – we value interconnectivity between subdivisions and multiple points of ingress and egress for neighborhoods
5. Street design

Green building – Incorporate current technologies to support sustainable design. The design character of any area of The Town of Clarkdale should be enhanced and strengthened by new development. Building design should be consistent with the Town of Clarkdale’s vision of maintaining small town character as expressed in its architecture and overall community design. Building design should consider the history, the distinctive qualities of the surrounding context, and incorporate those qualities in its design. Building design should be sensitive to the evolving context of the area over time.

1. Energy
2. Alternative methods of transportation including foot traffic
3. Driveways & parking
4. Air quality
5. Innovative practices

Design Principles

1. Ensure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities;
2. Promote development that incorporates multimodal transportation options;
3. Protect significant, as determined by the Town, natural areas and scenic assets;
4. Achieve individual property lots of reasonable utility and livability;
5. Secure adequate provisions for water supply, drainage, sanitary sewers, and other health requirements;
6. Encourage projects that incorporate efficient uses of renewable energy sources, including but not limited to, solar, geothermal and wind;
7. Ensure consideration for adequate sites for schools, recreation areas, and other public facilities;
8. Promote the conveyance of land by accurate legal description; and to provide the logical procedures for the achievement of this purpose;
9. Minimize detrimental impacts to the environment by encouraging site designs that protect and enhance the natural features and environmental quality of a site;
10. Encourage landscaping that limits water and energy use and preserves existing natural vegetation;
11. Encourage the preservation of existing wildlife habitat; and
12. Encourage the substitution of effluent for potable water when possible.

Construction

1. Energy efficiency
2. Indoor environmental quality
3. Resource efficiency – quality of construction materials

4. Waste minimization – focuses on preventing the creation of waste through source reduction, re-purposing, recycling and donation

Maintenance & Restoration

Design & construction practices are implemented that enhance the durability of materials and reduce in-service maintenance

Landscape Standards

1. Use of site design that retains and directs rainwater to landscape areas.
2. Retention, to the greatest extent practical, of existing natural trees and shrubs on the site.
3. Transplanting of existing native vegetation that cannot be retained into new landscape area.
4. Use of an effective irrigation system that senses soil moisture.
5. Design of irrigation system that avoids overspray and overflow.
6. A target shut-off date for the irrigation system.

*A reference list will be provided at a later date



Director's Report

Agenda Item: Department Update
Community Development Department

Staff Contact: Jodie Filardo

Meeting Date: November 20, 2012

1. **Mountain Gate Subdivision:** Town staff met with BC Land Group on November 14 to continue discussions regarding revisions to the development agreement.
2. **Tuzigoot River Access Point project:** Shephard-Wesnitzer, Inc. has been contracted to prepare improvement plans and construction estimates for the ADA components at the Tuzigoot RAP site.
3. **Climate Adaption Project Support:** As a result of the Director's attendance at the recent workshop on climate change sponsored by the National Oceanic and Atmospheric Association, Arizona State University and University of Arizona, the Town was invited to apply for a technical assistance grant connecting climate researchers with practitioners. The grant is due by November 30th at 5 p.m. We are planning on writing an application to request research support for our water resource management program project planned to commence in January 2013. Funding decisions on the grant applications will be announced on January 4, 2013.
4. **Economic Development:** At a special council meeting on November 1st, Arizona Commerce Authority representatives Keith Watkins, Senior Vice President, Economic Development and Rural Development and Ben Bronson, Manager, Rural Development gave a presentation to Town Council on their organization, their economic development tools, and some coming attractions from ACA. Several Planning Commissioners, Focused Future II Action Team members, and property owners were in the audience. Questions on both the work of the agency and ways in which Clarkdale may engage with them were discussed. Overall, the presentation seemed well received. This presentation marked the kickoff of a two-day familiarization trip for the ACA team to introduce them to the assets of the Verde Valley.

The Focused Future Action Team held its last scheduled meeting on November 14, 2012 and finalized the draft Economic Development Plan. This will be presented to the public soon after the first of the year. The plan will then move forward to Town Council for adoption.



Director's Report

- 5. Wireless Communications:** Director Filardo and Senior Planner Escobar met with Adam Brixius of Clear Blue Services on October 31. Adam is working with A T & T to locate a cell tower in Clarkdale. A T & T has identified a one-half mile area around Scenic Drive as the ideal location for their cell tower. A commercially zoned property has been identified as the proposed location. Cell towers are permitted within a commercial zone with a conditional use permit. Adam will be submitting a variance request for review by the Board of Adjustment since A T & T will be requesting a tower height of 100 feet. The maximum height allowance in a commercial zone is 50 feet. We anticipate this submittal will be scheduled for a December hearing. Depending on the decision of the Board of Adjustment, A T & T will proceed to the Planning Commission with a CUP application.

**Community Development Department
Upcoming Meeting Schedule**

Subject	Disburse for Public Comment	Date	Planning Commission	Town Council	Staff
Revisions to Chapter 20 of Town Code		12/18/2012		Adopt by resolution	Jodie
Revised Sign Ordinance	N/A	11/20/2012	Public Hearing		Beth
		12/18/2012		Worksession	Jodie
SR 89A Alternative Overlay	12/3/2012	1/22/2013		Adopt by resolution	Beth
		12/18/2012	Public Hearing		Jodie
		1/8/2013		Worksession	Jodie/Beth
Agricultural Uses in Residential Zones	11/12/2012	2/12/2013		Adopt by resolution	Beth
		1/15/2013	Public Hearing		Beth
		2/12/2013		Worksession	Beth
Freeport McMoran Zone Change		3/13/2013		Adopt by resolution	
	Disbursed to review agencies on October 29, 2012	1/15/2013	Public Hearing		Beth
		2/12/2013			
Entertainment District		2/12/2013		Public Hearing	Beth
		2/19/2013	Worksession		Jodie and Beth
		3/19/2013	Public Hearing		Jodie and Beth
Special Event Ordinance		4/9/2013		Adopt by resolution	Jodie and Beth
		10/23/2012		Worksession	Beth
		2/12/2013		Adopt by resolution	Beth

Notice of all Public Hearings must be published a minimum of 15 days prior to meeting.



Staff Report

Agenda Item: PUBLIC HEARING: AN ORDINANCE AMENDING THE TOWN OF CLARKDALE ZONING CODE TO REVISE CHAPTER SEVEN – SIGN CODE TO ADD NEW SECTIONS 7-8-E: NEON; 7-8-G: PORTABLE; 7-8-L: SPECIAL EVENTS; 7-8-N: TEMPORARY SIGNS AND BANNERS FOR COMMERCIAL USES; 7-9 MAXIMUM SIGN SIZE FOR COMMERCIAL USES AND GENERAL REORGANIZATION AND REFORMATTING OF ENTIRE CODE.

Staff Contact: Beth Escobar

Meeting Date: November 20, 2012

Background:

The Design Review Board and staff began discussions regarding proposed changes to Chapter Seven – Sign Code of the Zoning Code on June 6, 2012. Two subsequent worksessions, July 11 and October 3, were held with the Board. At the October 3 meeting, the Board recommended that the Planning Commission hold a public hearing on the proposed revised ordinance.

Per Section 17-5-3 of the Town Code, the Planning Commission shall hold zoning ordinance public hearings and make a recommendation to the Town Council.

Sign Code

Substantial changes are being recommended to the existing Sign Ordinance as well as changes to the formatting and organization of the Code. Changes being recommended include:

- The Purpose and Intent were combined for clarity, page 1.
- In this same section, a paragraph was added providing guidance for sign design.
- Section numbers have been changed throughout the document. The formatting matches the recently adopted subdivision code.
- Language was added requiring ongoing maintenance of existing signs. (Section 7-2-K)
- The Commercial Uses Section was created to address sign requirements for B & B's and Home Occupation uses. (Section 7-7)
- A suggestion for landscaping or hardscaping of monument sign bases was added. (Section 7-8-B-3)
- Neon was added as a permitted type of sign. (Section 7-8-E)
- A Portable Sign section was added allowing A-frame signs in commercial zoning districts with specific requirements. (Section 7-8-G).



Staff Report

- The Projecting Signs Section was amended to allow projecting signs in all commercial districts. (Section 7-8-H)
- A Sign Walkers Section was added. (Section 7-8-K)
- A Special Events Section was added. This section will be referenced in the new Special Event Chapter of the Town Code. (Section 7-8-L)
- The Temporary Sign section was expanded to require a permit for this type of sign.
- A section was added regarding permitted signage in the 89A Corridor Commercial Overlay District per Chapter 3-14 of the Zoning Code. (Section 7-8-R)
- A new section was added changing the calculation for maximum sign size based on linear street frontage. (Section 7-9)

The cumulative maximum sign size includes all wall, window, projecting, and freestanding signage but not temporary or portable signs. This maximum will apply to commercial businesses only and not to subdivision signs, which already have specified size maximums, or to other types of permitted signs.

The new cumulative maximum sign size calculations connect allowable signage with the size and the street frontage of the building. The larger the property, the more signage is allowed. For example, businesses may develop along the SR 89A corridor similar in size to a Wal-Mart or a Target. The Wal-Mart in Cottonwood has extensive signage; however, it is not overwhelming because the signage is proportional to the size of the building and the relative length of the street. All signs, except temporary and portable signs, must receive Design Review approval based on specific criteria, including items such as architectural merit, proportion, pattern and spacing. These criteria will be used to ensure that the sign plan presented is well balanced in proportion to the structure and fits into the location.

The goal of the changes being recommended to the Sign Code is to encourage economic development while maintaining the Clarkdale small town character.

No changes to existing rights regarding signage are being recommended in the revised Sign Ordinance, so there are no Private Property Rights Protection Act (Prop 207) ramifications.

Recommendation:

Staff is requesting the Planning Commission recommend the revised ordinance move forward to the Town Council for approval and adoption.

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Section 7-1 Purpose and Intent

It is the purpose of this title to regulate all exterior signs so as to protect property values, the character of various use areas of the Town and the health, safety and public welfare of the citizens of the Town.

Signs shall be erected and displayed in such a manner as to avoid clutter, unwarranted distraction and visual or perceptual confusion to the detriment of the safe operation and functioning of the Town’s transportation systems.

Furthermore, it is intended these regulations will not unreasonably infringe on any individual’s right to communicate ideological expression through the use of signs.

All signs constructed within the Town of Clarkdale shall be required to blend with the context of the Town, and shall incorporate elements reflecting the small town character, neighborhood feel and the sense of history defining the Town of Clarkdale.

Section 7-2 General Provisions

A. Permits:

1. Unless exempt from a permit in accordance with Section 7-2-C of this Code, permits are required for all commercial signs. Application shall be made to the Community Development Department on applicable forms and include information as required by the Town.
 2. In the absence of a master sign plan, each individual sign requires a separate permit.
- B. Sign permit fees shall be as established by the Town Council except for the following exemptions:
1. Yard Sale
 2. Ideological
 3. Political
 4. Special Events
- C. Whenever a business, industry or service using a Commercial sign is discontinued, the sign shall be removed or obscured by the person owning or having possession of the property within 30 days after the discontinuance of the business, industry of service.
- D. All signs other than wall signs may be back-to-back. Only the size of one side shall count towards the cumulative maximum noted in Section 7-9 of this code.
- E. Each multi-family complex is limited to a total number of three on-premise signs per street frontage.
- F. Attachment of any sign to utility poles, traffic control devices or street signs shall be prohibited. Unless specifically provided for in the Code, no sign shall project, overhang or otherwise be located on public property.
- G. Any sign to be erected wholly or partially within State highway right-of-way shall be approved by the Arizona Department of Transportation prior to Town consideration.
- H. Sign Measurements: The area of the sign shall be determined by measuring the total area of the sign excluding any supporting framework.
- I. All signs, other than temporary signs and special event signs, must receive approval from the Design Review Board prior to placement.
- J. Signs shall be maintained and be free of chipping paint, visible cracks or gouges, or general deterioration.

- K. The back of all one-sided freestanding signs must be finished with a non-reflective surface.
- L. A master sign package for each new commercial and residential development including the type, number, size, locations, materials and colors of the various signs shall be approved by the Design Review Board prior to the issuance of a permit for any sign authorized under this section of the Code.

Section 7-3 Sign Illumination

- A. Illumination is not allowed within 75 feet of a residential district, except as permitted in a PUD or PAD.
- B. All light fixtures shall be fully shielded and shall be installed in a manner as defined for fully or partially shielded fixtures.
- C. Indirect lighting fixtures shall be installed so that the illuminated area is limited to the sign area and the light must be directed downward.
- D. Internally illuminated signs shall be constructed with an opaque background and translucent lettering or symbols, or with a colored background and lighter letters. The color of the background is not limited by this Code.
- E. Illuminated signs must be extinguished by 9:01 p.m. or at the close of business, whichever is later.

Section 7-4 Exempt Signs

- A. Official notices required by a court, public body or safety official.
- B. Directional, warning or information signs authorized by federal, state or municipal agencies.
- C. Memorial plaques, building identification signs and building cornerstones when made an integral part of the building or structure.
- D. Flags of a government or a non-commercial institution such as a school or fraternal organization.
- E. Religious symbols and seasonal decorations within the appropriate public holiday season.
- F. Community and public information signs.

Section 7-5 Prohibited Signs

- A. Animated signs except as provided for in Section 7-8-A.
- B. Electronic signs
- C. Flashing or moving signs.
- D. Roof signs.
- E. Private signs in public right-of-way except political signs. See Section 7-8-F of this Code.
- F. Signs emitting sound.
- G. Signs resembling traffic control devices.
- H. Signs painted on the exterior of fences or roofs.
- I. Signs advertising facilities or events located outside the Town of Clarkdale.
- J. Signs obstructing clear vision for a distance of 50 feet in any direction from any street intersection or driveway.
- K. Illuminated signs erected in such a location that a traffic signal is in a direct line of sight between the sign and on-coming traffic.
- L. Signs employing lighting or a control mechanism which causes radio, radar or television interference.
- M. Signs obstructing any fire escape, window, door or opening used or required as a means of ingress or egress for firefighting purposes.
- N. Signs that are unsafe, dilapidated or not in use.

Section 7-6 Non-Conforming Signs

- A. Nonconforming:
 - 1. All non-conforming signs shall be brought into conformance with the provisions of this Code, either by removal or reconstruction with 10 days following receipt of official notice of a violation from the Town. Reconstruction, enlargement, relocation, extension, replacement or alteration of the structure of a nonconforming sign to any extent, except as permitted in Section 7-6-A-2 is not permitted unless it is brought into conformance with this Code.

2. A nonconforming sign which is destroyed or damaged to the extent of more than 50 percent of its net worth, at the time of damage, due to natural causes shall not be reconstructed except in conformance with this Code. However, any sign destroyed or damaged to any extent by vandalism shall be reconstructed to its original state within 3 months.
3. A nonconforming, on-site sign shall be considered abandoned when the property upon which it is located becomes vacant or unoccupied for a period of 6 consecutive months from the date of a utility disconnect or a documented inspection of the property for which it advertises.

Section 7-7 Commercial Uses in Residential Zoning Districts

A. Bed & Breakfast

1. One wall and one monument sign per establishment.
2. Maximum sign size of 6 square feet in single family residential districts.
3. Maximum sign size of 32 square feet in multi-family residential districts.
4. Maximum total sign height of 6 feet including base and sign in all residential districts.
5. For Bed & Breakfast establishments in commercial zoning districts, see Section 7-9.

B. Home Occupation:

1. Non-illuminated.
2. Wall sign only, not to exceed 2 square feet.
3. Limited to name or occupation of occupant conducting a lawful home occupation.
4. Non-Residential district:
 - a. As permitted by Section 7-9 of this Code for maximum sign size for commercial businesses.

Section 7-8 Permitted signs

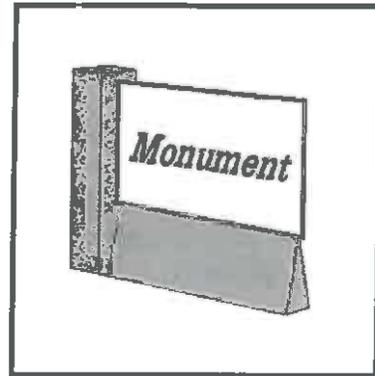
A. Animated:

1. Limited to traditional barber poles and time & temperature devices.

2. Maximum of one per business.
3. Freestanding, wall or projection.
4. Maximum size not to exceed 50 square feet.
5. Included in the calculation of total sign area maximums.
6. Shall not project above roof line.

B. Freestanding Monument Signs

1. Permitted in commercial and multi-family zoning districts and for residential subdivisions.
2. Minimum setback from property line equals 1 foot for each foot of height of the sign for signs 6 feet or less in height; for signs in excess of 6 feet in height the setback shall be greater than or equal to the height of the sign.
3. To minimize the visual impact of a monument sign and to increase the attractiveness of a sign, low-water use, drought-tolerant vegetation or landscape rocks may be placed around the sign base.
4. One monument sign is allowed for each road intersection providing access to the property.
5. See Section 7-9 of this Code for maximum sign square footage.
6. Base of sign must be in proportion to sign size area.
7. Height shall not exceed 10 feet above existing grade at time of construction.



C. Off-Premise Commercial Signs

1. Maximum number equals one per street frontage per parcel on which the sign is placed. Proof provided to the Town of permission from the parcel owner is required prior to installation of any off-premise sign.

2. Maximum size of sign advertising a single use equals 32 square feet.
3. Maximum size of sign advertising multiple uses equals 50 square feet.
4. Minimum separation between off-premise signs equals 600 feet, includes signs on same or different parcels.
5. Minimum separation between off-premise and on-site signage equals 200 feet.
6. Minimum setback equals the required setback of the zone district if the parcel is developed or 10 feet if undeveloped.
7. Limited to Central Business, Commercial or Industrial zoning districts.
8. Fifty percent of the signage allocated to off-premise advertising shall be deducted from the allowable on-site signage of the advertising parcel.
9. Height shall not exceed 10 feet above existing grade at time of construction.

D. On-Site Information:

1. As reviewed and approved by staff and the Design Review Board during review of a master sign plan application.
2. On-Site information signage shall not contain advertising script or symbols.

E. Neon

1. Permitted in the Central Business and Commercial Districts only.
2. May be projecting, window or wall.
3. Shall only be illuminated during business hours.

F. Political – (In Accordance with Arizona Revised Statute 16-1019)

1. Maximum size equals sixteen (16) square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two (32) square feet if the sign is located in any other area.
2. Signs may be located on private property or in public right-of-way except state highways or routes subject to the following conditions:

- a. The sign is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act;
 - b. The sign contains the name and telephone number of the candidate or campaign committee contact person;
 - c. Installation of a sign on any structure owned by the Town is prohibited.
3. Said signs shall not be erected earlier than sixty (60) days prior to an election nor removed later than fifteen (15) days after an election.
 4. No political signs will be permitted in public right of way in “sign free zones” as adopted by the Town Council in accordance with Arizona Revised Statute (ARS 16-1019). See page 24 for a map of the ‘Political Sign Free Zones.

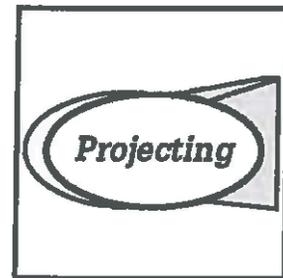
G. Portable Signs

1. Permitted in the Commercial and Central Business Districts with the following restrictions:
 - a. Maximum size is six (6) square feet.
 - b. Signs shall be non-reflective.
 - c. Information on signs shall be current.
 - d. Signs shall be of sufficient weight and durability to withstand wind gusts and storms so as not to blow over or become airborne.
 - e. The portable sign shall not count towards the maximum allowable sign area calculation for the use.
 - f. One portable sign is allowed per business.
 - g. No more than three portable signs are allowed per 50-feet of linear street frontage.
 - h. The sign shall be placed on the property being identified or within the right-of-way directly in front of and immediately abutting the property location.
 - i. No sign shall be located within the visibility triangle as defined in Section 7-10.

- j. If the sign is placed on a sidewalk, a minimum of five (5) feet clear area for pedestrian passage must be maintained at all times.
- k. Off-premise portable signs are not permitted.
- l. No attachments to a portable sign are permitted.
- m. Portable signs shall be displayed only during the posted hours the business is open.
- n. The Town reserves the right to prohibit the use of portable signs by established businesses during special events.
- o. Height shall not exceed four feet from ground.

H. Projecting

- 1. Maximum height equals top of wall.
- 2. No signage shall extend over public property except in the Central Business district and in no case shall the bottom of the sign be nearer than 9 feet to grade, nor shall the leading edge of the sign be nearer than 2 feet to the curb.
- 3. Maximum number equals one per business.
- 4. An agreement indemnifying the Town of Clarkdale from any liability is required if the sign projects over public right-of-way.
- 5. See Section 7-9 of this Code for maximum sign square footage.
- 6. Height shall not exceed top of wall.



I. Public Information not including political signs:

- 1. May be located on private or public property, including in municipal rights-of-way.
- 2. As permitted by law in furtherance of public safety, convenience or economic development.
- 3. Maximum height not to exceed 10 feet from existing grade at time of construction.

J. Real Estate

1. Maximum size equal six (6) square feet.
2. On-site installation only.

K. Sign Walkers

1. Sign walkers, a person holding or balancing a sign, are permitted.
2. No sign walker shall obstruct public right-of way.
3. Sign walkers shall only operate during hours of operation for a business being represented or during daylight hours when advertising a subdivision.

L. Special Events

1. Portable and temporary signs may be used to advertise the Special Event and must comply with Section 7-7-G of this Code.
2. A maximum of 4 (four) portable and/or banner signs advertising the event are allowed.
3. An unlimited amount of directional signs are permitted.
4. Directional signs may be placed no sooner than twelve (12) hours before the event and shall be removed within two (2) hours after the event.
5. Banners and other temporary signs advertising the event may be placed on private property up to two weeks prior to the event.

M. Subdivision Advertising, Directional and Identification:

1. General:
2. On-Site Advertising and Directional:
 - a. One monument sign shall be permitted at each entry with a maximum of 4 signs.
 - b. The maximum aggregate area of all entry signs, including the sign base, shall be 160 square feet, with a maximum size of any single sign no to exceed 50 square feet.
 - c. Maximum height shall equal 10 feet.

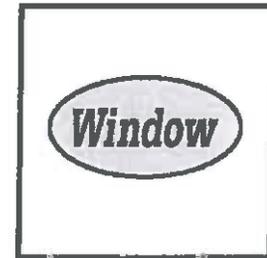
- d. The edges of all signs shall be boxed.
 - e. Such signs shall be maintained until such time as 95% of the lots in the subdivision are sold, or the sales office closes, whichever occurs first.
 - f. Such signs shall not be located nearer than 50 feet from a lot containing an occupied residence.
3. Off-Site Advertising and Directional:
- a. Such signs shall be located within 1.5 miles of the subdivision, on vacant property with the written permission of the property owner.
 - b. A maximum of 2 signs are permitted for each subdivision and shall not be located on a local street.
 - c. Each sign shall have a maximum area of 32 square feet and a maximum height of 8 feet, 6 feet in residential zone districts.
 - d. Such signs shall be maintained until such time as 95% of the lots in the subdivision are sold, or the sales office close, whichever occurs first.
4. Off-Site Weekend Directional Signs
- a. Permits are established for each subdivision on an annual basis based on a site plan showing all proposed signs and locations.
 - b. Maximum of 8 signs per subdivision.
 - c. Maximum of 4 square feet per sign.
 - d. Signs shall not be installed before 4:00 p.m. on Friday and must be picked up by 10:00 a.m. on Monday, except when Monday is a holiday, then by 10:00 a.m. on Tuesday.
 - e. Signs shall not be placed in the public right-of-way nor attached to any utility poles, street or regulatory signs, bridges, trees or similar objects.
 - f. Signs shall not be placed on private property without the written permission of the property owner.

O. Wall

1. Maximum number equals one per approved wall area. (See Definitions, Chapter Two)
2. Maximum height equals top of wall to which affixed.
3. Maximum projection from wall surface equals 18 inches, with a minimum clearance of 8 feet if located over a public right-of-way.
4. See Section 7-9 of this Code for maximum sign square footage.

**P. Window**

1. No more than fifty percent of the window shall be used for signage.
2. No more than 25% of the allowable window signage shall be illuminated.
3. See Section 7-9 of this Code for maximum sign square footage.

**Q. Yard Sale**

1. Must contain the date and address of the yard sale.
2. Must be removed within 72 hours of placement.
3. Must be located on private property.
4. Shall not be attached to traffic control devices, utility poles or street signs.

R. 89A Overlay District

1. Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed eight feet in height and monument signs shall be no greater than four feet in height.

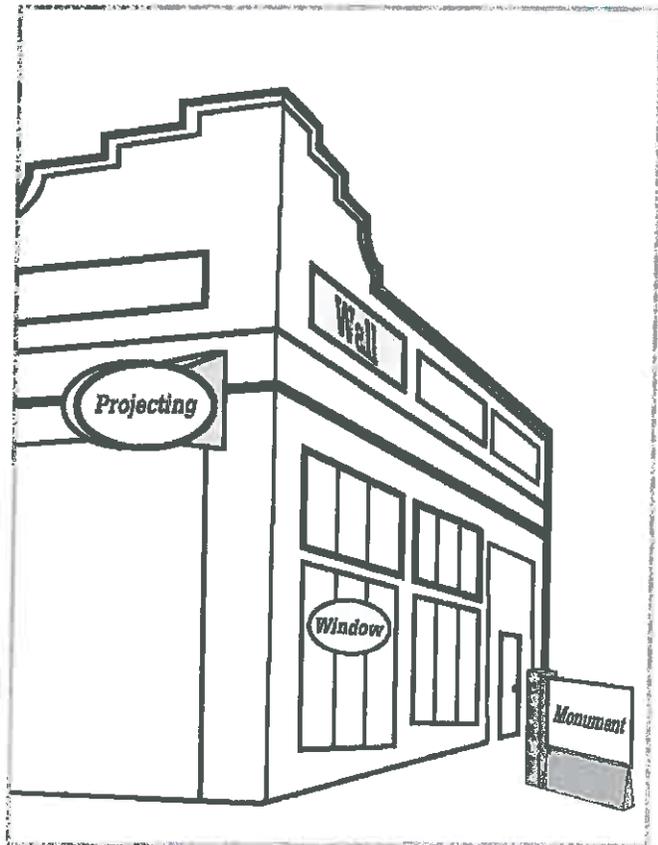
Section 7-9 Maximum Sign Size for Commercial Uses:

Commercial business located in commercial zoning districts shall use a combination of wall, window, freestanding and projecting signage on-site to promote their business. Maximum cumulative signage is calculated based on linear street frontage. The maximum allowance is available for each street frontage the commercial building has a public entrance.

Linear Street Frontage	Maximum total square footage of sign area
50	75
100	150
150	225
200	300
250	375
300	450
350	525
400	600
450	675
500	750

The maximum allowable combined signage size is calculated as 1.5 square feet per 1 linear foot of street frontage.

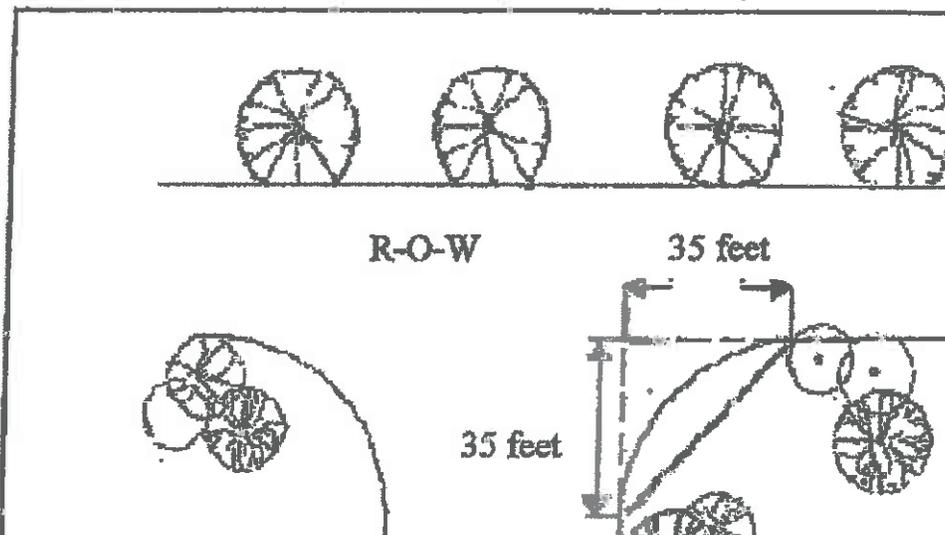
All commercial signs, except for temporary signs, are subject to review and approval by the Design Review Board and shall meet all of the criteria listed in Section 11-4, including the requirements that all signage 'shall be visually compatible with the buildings, structures and places to which it is related'. This should be taken into consideration when allocating square footage to the various types of signs proposed for a development.



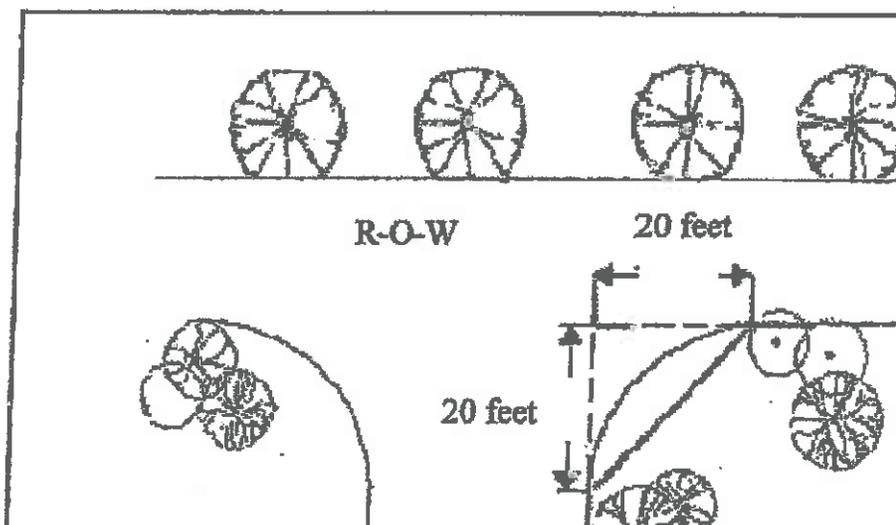
Section 7-10 Visibility Sight Lines:

In order to preserve sight distance, an unobstructed view shall be maintained within these triangular areas.

1. At the intersection of two streets, or where an alley intersects a street, a triangle defined by measuring 35 feet in length along the curb or edge of improved roadway from their point of intersection, the third side being a diagonal line connecting the first two. The Town may require more than 35 feet in high volume, high speed traffic areas.



2. At the intersection of a driveway and a street: A triangle defined by measuring 20 feet along the curb or edge of improved roadway and the edge of the driveway, the third side being a diagonal line connecting the first two.



3. No signs, except traffic signs, shall exceed a height of 3 feet above the grade of the lower roadway within the triangular area. In addition, sign projection, or overhang, across this area shall be permitted only when the bottom of the sign is a minimum of 9 feet above the grade of the higher roadway.

Section 7-11 Permitted Signs by Type and Zone District Chart

Sign Type	R1A	R1	R1L	RS3	R2	R3	R4	R4A	CB	C	I
Animated	N	N	N	N	N	N	N	N	P	P	P
Freestanding	P	P	P	P	P	P	P	P	P	P	P
Ideological ⁽¹⁾	P	P	P	P	P	P	P	P	P	P	P
Illuminated ⁽²⁾	N	N	N	N	N	N	N	N	P	P	P
Off-premise	N	N	N	N	N	N	N	N	P	P	P
On site info	P	P	P	P	P	P	P	P	P	P	P
Projecting	N	N	N	N	P	P	N	N	P	P	P
Portable	N	N	N	N	N	N	N	N	P	P	N
Political ⁽³⁾	P	P	P	P	P	P	P	P	P	P	P
Public info.	P	P	P	P	P	P	P	P	P	P	P
Real estate ⁽⁴⁾	P	P	P	P	P	P	P	P	P	P	P
Subdivisions Adv. & Directional	P	P	P	P	P	P	P	P	P	P	P
Subdivision ID	P	P	P	P	P	P	P	P	P	P	P
Temporary	P	P	P	P	P	P	P	P	P	P	P
Wall	P	P	P	P	P	P	P	P	P	P	P
Window ⁽⁴⁾	P	P	P	P	P	P	P	P	P	P	P
Temporary ⁽⁵⁾ Banners Pennants Streamers	P	P	P	P	P	P	P	P	P	P	P

= Permitted N= Not Permitted

(1) Not to exceed 6 square feet.

(2) Not permitted within 75 feet a residential district for PUD or PAD development.

(3) Political signs not permitted in 'sign free' zones.

(4) For sale, for lease signs not to exceed 5 square feet in residential districts.

(4) Home occupation only signs permitted in residential districts.

(5) Permitted for a maximum of 30 days for bonafide Grand Openings, Going Out of Business Sales, Open House, or similar short term events.

Section 7-12 Enforcement

1. All signs shall be subject to inspection and approval by the Community Development Department to ensure compliance with the Zoning Code and Design Review Board Approval.
2. Footing inspections shall be required for all signs with footings.
3. Signs containing electrical wiring shall conform to the standards of the applicable electrical code and the components shall bear the label of a testing agency approved by the State of Arizona.
4. When, in the opinion of the Town Manager or authorized representative, reasonable cause exists concerning the safety of a proposed or existing sign structure, the applicant or owner shall furnish written documentation from a registered civil, structural, electrical or mechanical engineer certifying its safety.
5. Notice of noncompliance of any sign shall be given to the owner and user of such sign by first class mail sent to the last known address of the owner and user as shown on the records of the Yavapai County Assessor.
6. Failure to remove or bring the sign into compliance in accord with a notice given pursuant to Section 17 V 9 e. above shall result in appropriate enforcement action, including but not limited to:
 - a. The Town Attorney, acting on behalf of the Town Council, shall seek the removal of any sign not erected in compliance with this Code or maintained in a safe manner and,
 - b. The billing of the owner or user of such sign an amount equal to the costs to the Town in removing and storing any such sign; or
 - c. Issuance of a citation by the Clarkdale Police Department for the offending party(ies) to appear before the Town Magistrate.
7. For Definitions see Chapter 2 of the Zoning Code.

Section 7-13 Permitted Sign Table

SIGN TYPE	LIMITATIONS	ALLOWED PER BUSINESS/ DEVELOPMENT	INSTALLATION TYPE	MAXIMUM SIZE	MAXIMUM HEIGHT	PROPERTY SET BACKS	ZONING DISTRICTS
Animated	Barber Poles and Time/Temperature Devices only	1	Freestanding, wall or projection	50 square feet	Not to project above roof line	Beyond the site triangle	Commercial
Freestanding Monument	Base of sign must be in proportion to the sign itself	1 monument sign per adjacent intersection	Freestanding	Proportional to lot frontage See Section 7-7 of Zoning Code	10 feet from existing grade at time of construction	Minimum (signs < 6 feet high) = one foot for each foot of sign height; Minimum (signs > or = 6 feet high) = greater than or equal to sign height	Subdivisions, multi-family developments and commercial
Home Occupancy	Non-illuminated Limited to name and occupation only	1	Wall only	2 square feet	Top of wall		Residential

SIGN TYPE	LIMITATIONS	ALLOWED PER BUSINESS/ DEVELOPMENT	INSTALLATION TYPE	MAXIMUM SIZE	MAXIMUM HEIGHT	PROPERTY SET BACKS	ZONING DISTRICTS
Off-premise Commercial Signs	600 foot minimum separation between off-premise signs 200 foot minimum separation between off-premise and on-premise signs	1 per street frontage per parcel where located	Freestanding	32 square feet for single use 50 square feet for multiple uses	10 feet from existing grade at time of construction.	Equal to minimum setback of zoning district if property is developed Minimum of 10 feet if property is undeveloped	Central Business, Commercial and Industrial Districts only
On-Site Information	Shall not contain advertising script or symbols	As approved by Design Review Board during review of a master sign application. Shall not contain advertising.	As approved by Design Review Board during review of a master sign application	As approved by Design Review Board during review of a master sign application	As approved by Design Review Board during review of a master sign application	As approved by Design Review Board during review of a master sign application	Central Business, Commercial and Industrial Districts only
Neon	Permitted in the Central Business and Commercial Districts only		Projection, window or wall				Central Business

SIGN TYPE	LIMITATIONS	ALLOWED PER BUSINESS/ DEVELOPMENT	INSTALLATION TYPE	MAXIMUM SIZE	MAXIMUM HEIGHT	PROPERTY SET BACKS	ZONING DISTRICTS
Political	Not permitted in sign free zones Permitted 60 days prior to election, must be removed by 15 days after election.	NA	Temporary	16 square feet in residential districts 32 feet in commercial districts			All
Portable	Must not impede pedestrian traffic. Shall not be reflective. No attachments are permitted. Off-premise portable signs are not permitted.	1	Temporary	6 square feet	Not to exceed 4 feet		All
Projecting	Minimum of 9 feet from grade - 2 feet from curb Indemnity agreement required if sign projects over sidewalk	1 per business	Projecting	Cumulative based on linear street frontage	Top of wall	N/A	Central Business, Commercial and Industrial

SIGN TYPE	LIMITATIONS	ALLOWED PER BUSINESS/ DEVELOPMENT	INSTALLATION TYPE	MAXIMUM SIZE	MAXIMUM HEIGHT	PROPERTY SET BACKS	ZONING DISTRICTS
Public Information	May be located on private or public property, including right-of-way.		Permanent/ Temporary		10 feet from existing grade at time of construction.		All
Real Estate	On-site installation only		Temporary	6 square feet	Not to exceed 4 feet from existing grade		All
Sign Walkers	Shall not obstruct right-of-way Shall only operate during hours of business being represented	One	Temporary		N/A		All
Subdivision On Site Monument		One	Permanent	160 square feet	10 feet		
Subdivision Off-site	Shall be located within 1.5 miles	Two	Temporary	32 square feet	8 feet, 6 feet in residential zoning districts		All

SIGN TYPE	LIMITATIONS	ALLOWED PER BUSINESS/ DEVELOPMENT	INSTALLATION TYPE	MAXIMUM SIZE	MAXIMUM HEIGHT	PROPERTY SET BACKS	ZONING DISTRICTS
Subdivision, Weekend off-site directional	Must have permit- shall be installed before 4 pm on Friday and removed by 10 am on Monday	8 per subdivision	Temporary	4 square feet	Not to exceed feet from existing grade		All
Temporary-Signs and Banners	30 days only - permit required	One per street frontage per parcel		32 square feet	To be determined during permitting	25 feet	All
Wall		One per approved wall area	Permanent	Cumulative based on linear street frontage	Top of wall		Commercial, Central Business and Industrial
Window	No more than 25 percent of allowable window signage may be illuminated		Permanent	No more than 50 percent of window	N/A		Commercial, Central Business and Industrial
Yard Sale	Shall be located on private property	One	Temporary		Not to exceed 3 feet		All

Section 7-14 Political Sign Free Zone Map

