

PLANNING AND ZONING COMMISSION
MAY 25, 2011 MEETING PACKET
TABLE OF CONTENTS

Page #	Description
1	Agenda
3-10	Meeting Minutes of May 11, 2011
11-40	Work Session Materials for LDC Update Discussion
11-12	Draft Memo to City Council Regarding LDC Update
13-16	Notes from the March 29 th Meeting with City Council
	Materials from last week's packet:
17-18	Memo from Steve Westbay regarding Draft Sign Code
19-40	Draft LDC Update §4.8 Signs

THIS PAGE INTENTIONALLY LEFT BLANK

AGENDA
CITY OF GUNNISON
PLANNING & ZONING COMMISSION
REGULAR MEETING
Rev 5/20/11

DATE: WEDNESDAY, MAY 25, 2011
TIME: 7:00 P.M.
PLACE: CITY HALL, COUNCIL CHAMBERS, 201 WEST VIRGINIA AVE.

- 7:00PM**
- I. CALL TO ORDER**
 - II. PLEDGE OF ALLEGIANCE TO THE FLAG**
 - III. CONSIDERATION OF THE MAY 11, 2011 MEETING MINUTES**
 - IV. EXCUSE COMMISSIONERS SZYMANSKI AND RIGGS FROM THE MAY 11TH MEETING.**
 - V. UNSCHEDULED CITIZENS**
 - VII. COUNCIL UPDATE**
 - VIII. COMMISSIONER COMMENTS**
 - IX. PLANNING STAFF UPDATE**
 - X. ADJOURN INTO WORKSESSION**

WORKSESSION

- I. LAND DEVELOPMENT CODE UPDATE**
 - Memo to City Council regarding LDC Update
 - Section 4.8 Signs

**TO COMPLY WITH ADA REGULATIONS, PEOPLE WITH SPECIAL
NEEDS ARE REQUESTED TO CONTACT THE CITY OF GUNNISON
COMMUNITY DEVELOPMENT DEPARTMENT AT 641.8090**

This agenda is subject to change, including the addition or deletion of items at any time. Regular Meetings and Special Meetings are recorded and action can be taken. Minutes are posted at City Hall and on the City website at www.cityofgunnison-co.gov. Work sessions are not recorded and formal action cannot be taken. For further information, contact the Community Development Department at 641-8090.

THIS PAGE INTENTIONALLY LEFT BLANK

MEMBERS	PRESENT	ABSENT	EXCUSED
Bob Beda, Chair	X		
Dusty Szymanski		X	
Erich Ferchau	X		
Ed Seymour	X		
Carolyn Riggs		X	
Greg Larson	X		
Councilor Ellen Harriman	X		

OTHERS PRESENT: Director Steve Westbay, Planner Andie Ruggera, Planning Technician Pam Cunningham, Edwin Foster, Walt Cranor.

I. CALL TO ORDER AT 7:06 PM BY CHAIR BOB BEDA

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. CONSIDERATION OF THE APRIL 27, 2011 MEETING MINUTES

Councilor Harriman moved to approve the April 27, 2011 meeting minutes as corrected. Commissioner Larson seconded the motion.

Roll Call Yes: Erich, Ed, Greg, Ellen

Roll Call No:

Roll Call Abstain: Bob

Motion Carried

IV. ACTION TO EXCUSE COMMISSIONERS BEDA AND RIGGS FROM THE APRIL 27, 2011 MEETING. Commissioner Larson moved and Commissioner Seymour seconded to excuse Commissioners Beda and Riggs from the April 27, 2011 meeting.

Roll Call Yes: Erich, Ed, Bob, Greg, Ellen

Roll Call No:

Roll Call Abstain:

Motion Carried

V. PUBLIC HEARING AND POSSIBLE ACTION: Conditional Use Application CU-11-1, submitted by the Gunnison-Crested Butte Regional Airport to temporarily place a concrete batch plant in the Industrial Zone district.

Open Public Hearing. Chair Bob Beda opened the public hearing at approximately 7:08 pm.

Proof of publication was shown for the record.

Review of Process. Planner Ruggera gave an overview of the process of a conditional use application and summarized the application. The applicant is the Gunnison-Crested Butte Regional Airport represented by John DeVore, Airport Manager. The request is for the temporary placement of a concrete batch plant to reconstruct a commercial aircraft apron located on the air-operations side of the airport terminal. The legal description of the site is a 2.82 acre tract of land within the SW1/4NW1/4, Township 49 North, Range 1 West,

New Mexico Principal Meridian, also known as a tract within the Gunnison-Crested Butte Regional Airport.

Applicant Presentation. The Applicant was represented by Walt Cranor, who introduced himself as the Director of Aviation for the Gunnison/Crested Butte Regional Airport. He stated he has no further information other than what is in the packet. He said he has seen a portable batch plant in operation at the Grand Junction airport and it is similar to the photo in the packet. He explained that the batch plant site will be adjacent to the airfield and the perimeter fence. All traffic will be south of Rio Grande on airport property. He explained that the advantage of a temporary batch plant is the timeliness, because of its close proximity to the project site, and fuel efficiency. He said the applicant understands the restrictions on the hours, and there will be dust control and water control because of EPA rules in addition to city, state, and county rules. If approved, the batch plant will only be in operation about 25 days. The applicant will mitigate noise, water and environmental concerns.

Councilor Harriman asked if the 25 days will be consecutive. Mr. Cranor replied that the project will be in four phases in which a section of old concrete is removed, then poured, then cured and then a new section goes through the same process. So, the 25 days is not continuous.

Mr. Cranor stated that there is an apparent low bidder but another contingent factor is that Congress hasn't reauthorized the FAA, so funding hasn't been appropriated yet. He said the apparent low bidder has done work at DIA. Commissioner Seymour asked if there a possibility that the contractor won't want a batch plant. The applicant replied that the apparent low bidder does want to use a batch plant because of efficiency.

Chair Beda asked if there is a way to mix the concrete so there won't be an ASR problem. Mr. Cranor replied that there is and explained ASR and the process. ASR has to do with the chemical composition of the aggregate and chemical reaction over time.

Commissioner Ferchau asked where the aggregate came from two years ago when there was a concrete project at the airport. The applicant replied that it came from United. Commissioner Ferchau stated that, "We need to enable competition in this town. Now we are looking at County government wanting to use a batch plant because of cost. I'm not convinced efficiency is the reason. Two years ago we used United. I am concerned about the argument that we will set up a batch plant and I also don't believe in overspending tax dollars. The more people that feel the pain of the cost, the more they will realize we need competition to keep costs down. At the last meeting we got reports of water quality in Tomichi Creek. I am interested in environmental studies of the potential impact of spills of lime, etc, that could get in that drainage. None of that was provided in the report. I am concerned we take for granted that we are a government entity and we don't have to be accountable for those issues." Mr. Cranor replied, "The location of the plant drains into City drainage into Mergleman pond and on into the Valco property. Ultimately the water ends up in the very end of the Tomichi Creek or the Gunnison River after going through miles of hay meadows. We would have lots of opportunity to stop spills short of the rivers." Commissioner Ferchau asked, "What are those processes, so we can anticipate the consequences?" Mr. Cranor replied that the cement will come in semis and the aggregate from one of the United facilities. Commissioner Ferchau replied that he didn't expect the answer tonight but that it is important in making the decision.

Commissioner Ferchau asked if the applicant has a sense of the emissions, smells, and at what time of day. Mr. Cranor replied that the batch plant it is not noisy; some have an air horn signaling the truck is full, which is the most offensive noise. He said he doesn't know how the batch plant is powered, probably with a diesel generator.

Commissioner Ferchau asked if there are criteria for standards of noise and odors. Director Westbay replied that there are state regulations for noise and in the Industrial zone it is probably about 75 decibels, similar to other industrial operations. He said that dust is always a concern and the Colorado Department of Health and Public Safety permits for air quality. Typical construction sites are required to have dust mitigation and water trucks. He continued, saying that one of the conditions is that the County and contractor get a permit through the state. Mr. Cranor interjected that EPA regulations will have to be addressed as well. Commissioner Ferchau asked if there is any enforcement from the City. Director Westbay replied that there is not, there are federal regulations promulgated by the state – the Clean Air Act and the Clean Water Act. He explained the Best Management Practices for stormwater management on construction sites. Commissioner Ferchau asked who will be responsible to make sure those practices are followed. Director Westbay replied that the County will be responsible, under the Conditional Use, for stormwater control, dust abatement and noise. He said if he receives a complaint, he will call the applicant and if they don't deal with it, he will call the state. Commissioner Ferchau asked if that will be made clear to the contractor. Director Westbay replied that a condition could be added that state permitting be provided to the City so that it can be monitored.

Commissioner Ferchau asked why the batch plant can't be in the industrial park or on other county property. The response was the proximity to the pour site. Director Westbay stated that he asked Mr. Devore (Airport Manager) about putting it on the County's Public Works site and Mr. Devore replied that the Public Works yard is being used by Public Works throughout the summer. They discussed other airport property and the FAA flight zones don't permit the batch plant in the location of the hangars.

Chair Beda excused Mr. Cranor.

Public Input. Edwin Foster addressed the Commission. He stated he is one of the nearest residents to the proposed batch plant. He stated, "The residents at the south end of town have health, environmental, traffic and financial concerns. We don't want to fight the airport because they are a good neighbor. An idea is privacy berms, 12-14 feet around the plant and green privacy fencing across the top. This would also contain stormwater situations that might occur."

Other issues raised by Mr. Foster included:

- noise control
- traffic and truck routes. (Mr. Cranor explained that the route will be where the ground equipment is currently stored, which will be further from Mr. Foster's residence.)
- where the aggregate will come from. (Mr. Cranor speculated it could come from Montrose or from United's plant east of town.)
- traffic, dust, noise, and the dangerous corner at gate 4. He said he is concerned about large trucks on that corner. He suggested a truck route on Boulevard (asking why hasn't Boulevard been finished to Rio Grande yet)? He said, "It is a good route, better than Wisconsin. Let's re-do Boulevard as a truck route and the most beautiful street to the airport."

- He asked, “How do we avoid high winds depositing silica dust on all of those residences on the south end of town? The Gold Basin condos aren’t high dollar, like they are in W Mountain Ranch. Is this the right decision? I understand Walt’s point of view, the airport is a great neighbor. It is about decisions. There are a lot of residents—that dust will be on someone’s scrambled eggs every morning at 7:00. Let’s carefully consider this.”
- He thanked the Commission for hearing his input.

Staff Presentation. Planner Ruggera stated that there are three environmental issues. She stated that in the departmental review, many comments received were regarding those issues. She summarized the staff observations and the conflicts contained in the review standards.

Director Westbay stated that Staff Observation #7 should have been worded to state that aggregate and cement trucks will be brought to the site, so that *all* hauling won’t be on airport property. He said he is not sure how many trucks per day, it won’t cause congestion, but there will be construction traffic on Rio Grande.

Commissioner Seymour asked if the Commission can suggest a preferred truck route. Director Westbay replied that is possible if that is what the Commission desires. The use has to be generally compatible. Mr. Cranor stated there will be 12 to 15 trucks of gravel per day for 25 days. Commissioner Ferchau asked how many trucks it would be if concrete were hauled from the concrete plant. Mr. Cranor estimated it would be about two-thirds of that. Commissioner Ferchau observed there will be less impact if it is hauled from United. Director Westbay pointed out that we can’t make the assumption that United will be the aggregate source.

Discussion turned to Mr. Foster’s suggestion for a berm. Councilor Harriman pointed out that they would have to haul material for the berm and then remove it, it would take more time. Mr. Foster replied that the berm could be the stockpile of their materials that they would use during the project and in the end, it would be gone. Commissioner Larson pointed out that that would generate more dust and dirt. Mr. Foster conceded that was a good point. Commissioner Seymour asked Mr. Foster if his thought for the berm is to mitigate dust or noise. Mr. Foster replied it is for both and also stormwater protection. Mr. Foster stated that “It looks like a good plan to have the site there, as long as they mitigate and consider quality of life for the neighbors.”

Commissioner Ferchau asked Mr. Foster how aware the neighbors are of this issue and why he is the only one who attended the meeting. Mr. Foster replied that they are aware, but most of the residents just graduated and there are only six full time residents left in the condos. He continued by saying, “Just consider quality of life and save us some cash.”

Commissioner Larson stated that he doesn’t see a lot of other alternatives, it makes sense economically.

Findings and Conditions. Planner Ruggera proposed that Condition #2 be changed to read, “Hours of operation for the batch plant and material hauling from off-site, shall be restricted to 7:00 am to 7:00 pm and may only operate Monday through Saturday.”

Commissioner Ferchau asked if restrictions on time of operation have been placed on private enterprise. Planner Ruggera stated that similar restrictions have been placed on auto body shops and churches.

Director Westbay said that a new Condition #6 could be added to read, “The Airport Administrator shall provide the Community Development Director a copy of all required air quality permits and stormwater permits issued by the Colorado Department of Public Health and Environment or the Federal Aviation Administration. The County Airport shall be responsible for compliance with all environmental permits.”

Councilor Harriman asked about a condition for a truck route. Director Westbay drafted a new Condition #7 to read, “All hauling of construction materials shall be required to ingress and egress using Rio Grande west to Highway 50”.

Chair Beda suggested that Finding of Fact #3 be corrected to read, “The temporary batch plant is to be located south of Rio Grande Avenue in the Industrial district zone adjacent to a residential area. The Planning and Zoning Commission finds that the County and the contractor must implement a dust control program, that work will be limited to specific days and hours, and a stormwater discharge permit will be obtained and followed for construction activity issued by the CDPHE.”

Commission Discussion. Chair Beda polled the Commission for input.

Councilor Harriman stated, “I don’t like to inconvenience residential areas by noise and disruption. The airport was there first, it goes with the territory that there will be inconvenience. Having it as efficient as possible will get it over as quickly possible. Being on top of environmental concerns and the route, we have done as much as we can.”

Commissioner Larson said he had nothing to add.

Commissioner Ferchau said, “I favor decisions based on economic impact more so than adverse short term impact. We need to consider that in all decisions that we make. So often, we make decisions that add to cost. I am concerned that we don’t have a competitive environment that enables us to choose cost effective solutions from local businesses. The notion that we haul aggregate from Montrose is representative of a bigger issue—that Montrose is becoming our economic hub. Our little businesses are going away. It is because we don’t foster the environment here of the growth and balance we need to be competitive. I am supportive of temporary batch plants, but will probably be standing on my porch, eating my scrambled eggs, and calling Steve. I think we, as a Council, need to be thinking about these things.”

Commissioner Seymour stated he was satisfied with what had been suggested.

Chair Beda thanked staff for a thorough packet, and thanked Mr. Cranor, Mr. Devore, and Mr. Foster for their input.

Chair Beda closed the public hearing at 8:20 p.m.

ACTION

During the regular Planning and Zoning Commission meeting held on May 11, 2011, Commissioner Larson moved, and Councilor Harriman seconded, and the Commission voted to APPROVE Conditional Use Application CU 11-1, submitted by the Gunnison-Crested Butte Regional Airport, for the temporary placement of a concrete batch plant to reconstruct a commercial aircraft apron, within the Industrial zone district, based on the following findings of fact and conditions:

FINDINGS OF FACT:

1. The Planning and Zoning Commission finds that the record of this action includes the application contents on file with the City of Gunnison; all comments entered into the Public Hearing record; and provisions of the *City of Gunnison Land Development Code* and the *City of Gunnison Master Plan*.
2. The Planning and Zoning Commission finds that this conditional use application is for the temporary placement of a concrete batch plant for the reconstruction of the commercial aircraft apron within the Gunnison-Crested Butte Airport.
3. The temporary batch plant is to be located south of Rio Grande Avenue in the Industrial district zone adjacent to a residential area. The Planning and Zoning Commission finds that the County and the contractor must implement a dust control program, that work will be limited to specific days and hours, and a stormwater discharge permit will be obtained and followed for construction activity issued by the CDPHE.
4. The Planning and Zoning Commission finds that the batch plant will operate approximately 25 days out of a 90 day construction period.
5. The Planning and Zoning Commission finds that wash out water will be managed in accordance with the *Gunnison-Crested Butte Airport Stormwater Management Plan*.
6. The Planning and Zoning Commission finds that the application meets all the provisions of the City's *Municipal Code* based on the following conditions:

CONDITIONS:

1. The concrete batch plant shall be limited to the reconstruction of the aircraft apron to be completed in 2011.
2. Hours of operation for the batch plant and material hauling from off-site, shall be restricted to 7:00 am to 7:00 pm and may only operate Monday through Saturday.
3. The capture of wash out water shall comply with the requirements of the *Gunnison-Crested Butte Airport Stormwater Management Plan*.
4. The County and contractor shall obtain a stormwater discharge permit for construction activity which is issued by the Water Quality Division of the CDPHE. The County and the contractor shall be responsible for maintaining compliance with the permitted stormwater management plan.

5. Dust control mitigation shall be administered by the County Airport Administrator and the contractor during the entire reconstruction period of the aircraft apron.
6. The Airport Administrator shall provide the Community Development Director a copy of all required air quality permits and stormwater permits issued by the Colorado Department of Public Health and Environment or the Federal Aviation Administration. The County Airport shall be responsible for compliance with all environmental permits.
7. All hauling of construction materials shall be required to ingress and egress using Rio Grande west to Highway 50.

Roll Call Yes: Erich, Ed, Bob, Greg, Ellen

Roll Call No:

Roll Call Abstain:

Motion Carried

VI. COUNCIL UPDATE

Councilor Ellen Harriman said there hasn't been a Council meeting for two weeks, so there is no update, but asked Director Westbay to provide a summary of items from the Staff Meeting. Mr. Westbay said that Staff discussed:

- a water leak under Mario's, which was fixed on Tomichi and on Wisconsin;
- there was also a water leak under Silver Queen Jewelry;
- staff will be doing training with Travelers Insurance on liability;
- Youth City Council is discussing a tobacco ordinance;
- the City water attorney will be here in June to discuss water issues with the new Council; and
- there is lots of work going on with the bike race.

VII. COMMISSIONER COMMENTS. Chair Beda polled the Commission for comments:

- Councilor Harriman had nothing to add;
- Commissioner Larson attended the "Region 10 Economic Bottom Up Summit" in Ridgeway where they refined the Gunnison submission and the Region 10 plan that is going to be sent to the Governor's office. Next month he is going to a regional broadband summit;
- Commissioner Ferchau:
 - thanked Commissioners Seymour and Larson for running for City Council and congratulated Commissioner Seymour;
 - said he is concerned about sales tax revenue and the stability of businesses here. He said business tenants aren't able to pay rent and businesses are going out. People need to find something cheaper to rent or go out of business. He asked if there is a lack of awareness, or concern. He said that, "We need to be more proactive about how we improve that situation. Some of it has to do with regulation, it is easy to point fingers at that, but that isn't the biggest problem. We have bigger problems, it is planning for the future, acting on decisions that are years down the road."
 - He expressed concern about tax assessments. He said local businesses are calling about the increased assessment in commercial properties. He opined there could be a role for the City to try to understand that. Maybe there is a role for someone to investigate the consistency of assessments and the impact on local businesses. Commissioner Larson

interjected that the issue has been brought up regionally, it has to be taken out of the *Constitution*—it is the “Gallagher Amendment”. Councilor Harriman stated that it got passed because the voters are the majority and it lowered residential assessments. Chair Beda observed, “We have to be careful with home businesses because of the impact on taxes.” Discussion continued for a while.

- Commissioner Seymour thanked all those listening for voting and thanked everyone who ran for City Council, “It says a lot about a community when we have competitive elections.”

VIII. PLANNING STAFF UPDATE

Director Westbay provided an update on activity in the Community Development department:

- He, Dennis, Hugo, and Eric did an inspection of the hospital safety and fire suppression system;
- there may be an application for rezoning a portion of hospital property;
- work continues on the *Stormwater Manual*, which will be part of the *LDC*;
- there have been some complaints on some properties that staff has been following up on;
- Commissioner Ferchau interjected, saying, “I tried to summarize key strategic issues [from the joint meeting with City Council] related to the *LDC*. Given the sign code, and that there are two City Council people here, could we try to get direction and flush out that matrix more?” Director Westbay replied that he looked at the matrix and asked Council for their thoughts, but the comments received so far are not that specific. He said that if the Commission wants to move forward, he could draft a memo from the Commission to Council. Councilor Harriman stated that it is difficult to translate each person’s ideas into a code. Commissioner Larson observed that everyone has had their own issues, there is no cohesive policy. Director Westbay will look at notes from the joint meeting and the Commission can discuss it at the next meeting.

IX. ADJOURN . Chair Beda adjourned the meeting at approximately 8:45 _____ p.m.

Bob Beda, Chair

Attest:

Pam Cunningham, Secretary

MEMORANDUM

TO: CITY COUNCIL
FROM: STEVE WESTBAY
SUBJECT: DRAFT LAND DEVELOPMENT CODE UPDATE
DATE: 5/20/2011
CC: PLANNING AND ZONING COMMISSION

This memo is a follow-up to the March 29th joint meeting of City Council and the Planning and Zoning Commission. It summarizes the main issues and comments that were brought up in the meeting. As the Planning and Zoning Commission continues to discuss revisions to the *LDC*, they have frequently struggled with several questions to include

- “What are the City’s land use policies?”
- “What is the philosophy of the Council?”
- “How should communication between the P&Z and Council occur?”

In the broadest sense, land use policies are set forth in the *City of Gunnison Master Plan*. In 2007 the City adopted the present master plan, but the Council has also adopted the *West Gunnison Plan*, 2008, and the *VanTuyl Ranch Management Plan*, 2010 which are companion documents (sub-area plans) to the adopted *Master Plan*. In regard to philosophy, there may never be a unified philosophy, because each Council member has a unique set of values; a key is to identify unified values and support policy changes that correspond to those common values. Communicating is probably the most important matter. The P&Z wants to make sure that the Council is informed and updated on the progress of the *LDC* update.

From the staff perspective, it is important to establish development regulations that won’t have unintended consequences, that have few gray areas, and that can be administered without leaving a lot to interpretation. The adopted *LDC* has some gray areas, in many instances it is not explicit which causes unpredictability, and is outdated in some areas. However, the established review processes in the existing *LDC* have proven to be very efficient, and these Code process elements are being preserved.

Below, the main points discussed at the joint meeting are grouped into broad categories to try to capture Council’s position on the *LDC* update. If Council members would like to provide comments individually, please feel free to forward them to me. It is anticipated that another update meeting between the Council and P&Z will be scheduled in the next three to four months, but the staff and P&Z is always available to discuss the draft *LDC*.

General Comments

- in future development there should be usable pedestrian access to commercial shopping and public areas;
- the existing *LDC* isn’t broken, but don’t disagree with the draft;
- the existing *LDC* is outdated and/or missing critical details;

- it is important to protect what does work in the existing *LDC*;
- some felt that imposing design standards, i.e., solar access, is a financial hardship, while others felt that design doesn't necessarily cost more;
- the *LDC* is increasing government intervention;
- P&Z members would like the Council's philosophy and feedback but aren't sure how to communicate with Council.

Structure of the New LDC

- the *LDC* draft is easy to understand;
- lawyers won't be needed to interpret it;
- the process will be smooth and easy to interpret.

Dimensional Standards and Land Use

- zero-lot line development standards should address solar setbacks and multiple stories;
- the *LDC* is too restrictive on corner lot setbacks;
- PUD Mixed Use is a good idea;
- upper story dwelling units and accessory dwelling units are important to the community;
- Home Occupation and Home Business should not be subjected to restrictive parking standards.

Landscaping

- landscaping is nice but sometimes is a burden to businesses;
- landscaping should not obstruct the view of businesses;
- being attractive should not detract from businesses.

Waivers

- are the waivers being contemplated appropriate?
- too many waiver decisions are left to staff and some may be arbitrary;
- will different staff's interpretations be consistent?
- the concept of waivers are appropriate;
- "cut and dried" issues should be addressed by staff, if not, decisions should be left up to P&Z or Council;
- administering waivers consistently is important – a specific process is required.

City of Gunnison City Council
Joint Meeting Between City Council and Planning & Zoning Commission
Tuesday, March 29, 2011

Meeting Notes: (these are notes – not comprehensive minutes – from the Joint meeting).

Steve Westbay gave a history of the code update and stated the P&Z had made great strides since September of 2010. The P&Z has reviewed approximately one-third of the draft *LDC*. Steve stated the *Master Plan* is the architecture for policy development and the *LDC* is the policy or guidelines.

Steve gave an overview of the *LDC* by section.

Section 1, Administration, includes a new definition for the height of a structure with an illustration to show the calculation.

Section 2, Zoning Districts, is a compilation of several chapters of the existing *LDC* with the following significant differences:

- the existing R-2M district has been renamed RMU (Residential Mixed Use);
- there are now two PUD types: PUD-O (Planned Unit Development – Overlay (like our existing PUD)) and PUD-M (Planned Unit Development – Mixed Use).
- townhomes, zero lot line development, and upper-story residential are new designated housing types;
- provisions for solar gain on a site of one additional foot of setback is required for each two and one-half feet of building height over 22.5 feet.

Section 3 – Specific Use Regulations is a new section that includes Use Categories and Use Standards for each Use Category.

Section 4 – General Development Standards. Steve provided an overview of General Development Standards and the conversation then evolved into discussion including the following:

- Ken Coleman pointed out a discrepancy with the street cross section diagrams and text regarding the required width of a sidewalk. Staff will make that correction and also compare the *Transportation Update* (2000) with the draft *LDC*.
- Ken Coleman asked how the solar component would be calculated on a zero lot line development. Steve explained that zero lot line housing types are not restricted by the solar gain criteria. Bill Nesbitt stated he has never seen a zero lot line structure over two stories. Steve stated a winter solstice calculation could be used for zero lot lines – staff will look into this.
- Jonathan Houck asked if pedestrian circulation was addressed for situations like the existing City Market parking lot, where there are no walkways or raised surfaces from the parking area to the entrance. Staff will follow up with this issue.

- Rick Miller asked what the goal of this meeting is. He asked if input was to be provided.
 - Greg Larson asked how communication could be improved between the P&Z and CC.
 - Stu Ferguson stated he had 70 to 80 comments on the *LDC* and he was sure everyone had several items they would like to comment on. He stated they could go through and identify several problems or each member could give their philosophy on what the *Code* should be.
 - Dusty Szymanski stated he is looking for philosophy and feedback on the *Code*.
 - Rick Miller stated Council should speak now because there will be a new City Council in eight weeks.
 - Carolyn Riggs stated she would like to hear more on philosophy and have Council give their questions and comments to staff to respond and disseminate back to the P&Z and Council.

- Bill Nesbitt and Rick Miller asked why the *LDC* is being rewritten.
 - Steve Westbay responded that the existing *Code* lacks the process and provisions for some types of applications for development.
 - Bob Beda stated that some things are outdated and/or missing (such as solar, ridgeline development, pedestrian access, etc.).

- Bill Nesbitt and Bob Beda mentioned they don't like the front setback requirement on corner lots. Bill stated it was discriminatory to those property owners.

- Richard Karas stated the P&Z and City Council were using their time poorly at the meeting. He stated that there are several levels that need to be addressed. He asked what the big issues are and what the right direction for businesses is. He told the Council they should give direction to the P&Z so they can move forward. He suggested the City Council give their issues to staff to create a matrix to work from.

- Stu Ferguson said overall he likes the formatted document and likes a unified *Code*. He found a lot he liked in the draft and philosophically found that a lot of the changes are good for the community. He likes functionality over aesthetics.

- Ken Coleman stated the PUD –M was a big change.

- Stu Ferguson made a few observations:
 - the mixed use is a great idea;
 - he likes the upper story residential;
 - he does not like driveway access that is like a maze (used the example of Target and JC Penny in Montrose);
 - landscaping is nice but sometimes it is a burden on businesses (referenced the Region 10 survey on Gunnison);
 - the City being attractive is important but not to the extent that it doesn't allow business; and,
 - he likes street trees but not the ones with huge canopies that cover business signs.

- Rick Miller:
 - doesn't necessarily disagree with the document but doesn't see a whole lot broken with the existing *Code* and the new *LDC* has some problems;
 - misses the neon signs and has several issues with the proposed sign code section—for retail businesses flashing signs pay the bills;
 - doesn't want the new *Code* to be so restrictive that people can't do business;
 - wants to make sure what works is protected; and,
 - supports alternative energy but not at an expense that is not realistic—don't go too overboard.

- Stu Ferguson stated the draft *LDC* creates the opportunity to do the right thing, for instance, alternative energy, and the City has taken great strides, but agreed with Rick that the new *LDC* should not create a burden—balance is good.

- Jonathan Houck made a few comments regarding alternative energy:
 - energy features are changing and the new *LDC* should include things to move the community forward;
 - alternative energy should be included in the *LDC* update;
 - solar gain will be in all development codes for other municipalities in the future.

- Ellen Harriman stated that design doesn't necessarily cost people.

- Jonathan Houck:
 - thinks the *Code* is moving in the right direction to create flexibility and a win/win situation;
 - observed that because of the large population of renters and students, accessory dwelling units are important for the community and should be supported by the *Code*;
 - discussed home occupation and home business uses and stated that parking has always been an issue—he doesn't understand why a college rental with six people can have parking on the street and a home business with one employee has to park off-street. He asked what the difference is in regard to parking requirements for the two uses – staff will look into this.

- Bill Nesbitt pointed out that definitions for a Home Occupation and a Home Business are not in the draft *LDC*.

- Regarding the draft *LDC*, Stu Ferguson said:
 - he sees a smoother process and more flexibility;
 - the draft is easily understood, a strength stated by many CC Members.

- Bill Nesbitt agreed with Stu and said an individual should not feel like they need to see an attorney to talk to staff about the *Code*. He likes the draft.

- Ken Coleman asked Council what their feelings are regarding waivers and if they feel waivers are appropriate.

- Rick Miller stated so much is left to staff and some of the waivers might be a little loose. He commented that the way the waivers are applied today may not be applied the same later with different staff.
 - Stu Ferguson agreed. He had concern with what may happen with different staff and feels a balance is needed.
 - Ed Seymour stated he likes the concept of the waiver program.
 - Ellen Harriman said she thinks staff can handle the “cut and dried” issues and if not, the decision goes on to the P&Z or Council.
 - Ken Coleman stated having consistency is very important and he feels better about the waiver process with the appeal process in place.
 - Rick Miller said overall he was fairly comfortable with the waivers, but has a concern that the current *LDC* doesn’t need to be rewritten. He said it seems like there is a thickening of government in the new update.
- Carolyn Riggs asked how the Planning and Zoning Commission should communicate to Council. Ken Coleman replied that P&Z could have Steve Westbay bring topics forward to Council.
 - Council will submit issues and comments to Steve Westbay for staff to respond to and distribute back to P&Z and Council.

MEMORANDUM

TO: Planning and Zoning Commission
FROM: Steve Westbay
DATE: May 11, 2011
RE: Draft Sign Code

INTRODUCTION

In anticipation of next week's meeting the staff has been reviewing and editing the draft sign code. Included with this week's packet is an updated code depicting "redlines" of the changes that have been made by staff. Based on this review it seems prudent to provide a summary of major elements of the draft code and discuss the significant changes that are included.

The presently adopted sign code has several shortfalls that make it difficult to administer. Issues include but are not limited to: measuring methods; it does not adequately address electronic changeable copy signs; and, regulations for specific zone districts are somewhat convoluted.

The updated draft code contains a more comprehensive set of definitions, administrative directives are clearer, directives for measuring sign area are more specific, and certain provisions have been included to provide merchants with great availability for sign displays.

DEFINITIONS – Section 4.8.C

Regarding definitions, there are not many significant changes between the existing and proposed sign codes. The updated draft sign code includes a new definition for "historic signs." In Gunnison, there are some old existing signs that are very unique and it seems prudent to provide the ability to protect them. Some examples include the marquee sign at Pizza Mountain, the projecting sign at Bank of the West and the kinetic sign at Long Holiday Motel. Other new sign definitions include:

- marquee sign
- real estate sign
- sandwich board sign
- suspended sign
- vehicle-mounted sign
- vending machine sign

EXEMPTIONS – Section 4.8.F

The existing sign code establishes 10 sign types that are exempt, and the draft update includes 24 sign types that are exempt from requiring a permit; exempt signs are not means to usurp height, area or location standards. Some of the significant exemptions proposed in the new code include:

- window displays
- signs/logos on company vehicles
- suspended signs
- "Open/Closed/Vacancy" signs larger than 2.5 square feet
- advertising on public transit vehicles
- window signs occupying less than 25% of the window area or 12 square feet
- signs announcing community events and holidays
- signs officially designed as "Historic"

PROHIBITED SIGNS – Section 4.8.E

One of the most difficult topics of the sign code relates to flashing signs and LED bank-light sign systems that change copy electronically. The existing code addresses LED signs as changeable copy signs, which traditionally were internally-lighted boxes that had opaque black lettering that was manually changed.

The updated draft received with this memo include new provisions under the General Regulations section (4.8.H), addressing LED (light emitting diode) sign standards. These standards address the following:

- allowed percent area;
- light intensity;
- minimum duration (time) of copy display; and,
- other safety related standards.

Some other strategies that may be used to manage LED systems is to limit them to specific uses such as schools, public institutions and churches but the P&Z must consider the impact of their use in residential districts.

Other topics in the Prohibited Sign Section that will spark interest are banners and neon signs. It is likely that the P&Z will have a variety of opinions regarding these two sign types.

SIGN AREA CALCULATIONS – Section 4.8.G

The calculation of sign area or more precisely, what constitutes sign area under the existing sign code, is somewhat vague. In the new draft code, Section 4.8.G (Computation of Sign Area), sets forth more specific directives for determining sign area. Specific guidance is given to determine the area of irregular shaped signs, signs with multiple elements and three dimensional signs.

GENERAL REGULATIONS – Section 4.8.H

This section has been revised to include the standards for LED sign systems. This section also includes provisions for window signs and the clause that excludes a portion of window signs from the allowed sign area. Sandwich board sign standards are also included in this section.

DISTRICT REGULATIONS – Section 4.8.I

This section of the sign code establishes standards for the sign type, number, placement and area of signs in district zones. The city's district zones and related sign standards are broken into non-residential districts (CBD, Industrial, Commercial), Multiple family districts and B-1 zone, and single family and duplex districts. Non-residential districts are the least restrictive and single family/duplex districts are the most restrictive.

OTHER CODE SECTIONS

The remaining sections of the sign code are for the most part directed at administrative provisions including permitting and structural requirements.

CONCLUSION

Please take a look at the revised sign code that has been included with the packet.

§4.8 SIGNS

A. Purpose and Intent

The purpose of this Section is to provide information to the public; identify businesses, services and activities; and, establish uniform control of signs. It is the intent of the regulations set forth in this Section to:

1. recognize that signs are a necessary means of visual communication;
2. recognize and ensure the right of those concerned to identify businesses, services and other activities by use of signs;
3. ensure that signs are compatible with adjacent land uses and with the total visual environment of the community; and,
4. protect the public from hazardous conditions that result from signs which are structurally unsafe, obscure the vision of motorists and/or compete or conflict with necessary traffic signals and warning signs.

B. Scope and Application of this Section. The provisions of this Section shall apply to the display, construction, erection, alteration, use, location and maintenance of all signs, within the City, excluding traffic signage required by the Model Traffic Code, and it is unlawful hereafter to display, construct, erect, alter, use or maintain any sign except in conformance with the provisions of this Section. Signs that are issued a City Sign permit prior to the time of adoption of this LDC may be treated as Non-Conforming Signs (§10.5).

C. Definitions. As used in this Section, the following words and phrases are defined as follows:

1. *Area of sign* means the area of the smallest regular geometric symbol encompassing all the informative features of the sign, including copy, insignia, background and borders.
2. *Awning* means a movable shelter supported entirely from the exterior wall of a building and of a type which can be retracted, folded or collapsed against the face of the supporting building; or a covered space ~~frames~~ frame structure.
3. *Building Code* means the latest edition of the Building Code, as amended and adopted by the City.
4. *Building Official* means the officer or other person charged with the administration and enforcement of this Section, or his or her duly authorized deputy.
5. *Canopy* means a permanently roofed shelter covering a sidewalk, driveway or other similar area, which shelter may be wholly supported by a building or may be wholly or partially supported by columns, poles or braces extended from the ground.
6. *Face or wall of building* means the general outer surface of any main exterior wall or foundation wall of the building, including windows and storefront.
7. *Flag* means the flag, pennant or ensign of any nation, organization or nations, state, county,

- city, religious, civic, charitable or fraternal organization, or educational institution.
8. *Frontage, building* means the horizontal, linear dimension of that exterior side of a building which abuts a street, a parking area, a mall or other circulation area open to the general public; and has either a main window display of the enterprise or a public entrance to the building. Where more than one use occupies a building, each such use having an exterior public entrance or exterior main window display for its exclusive use shall be considered to have its own building frontage, which shall be the front width of the portion of the building occupied by that use.
 9. *Frontage, street* means the linear frontage (or frontages) of a lot or parcel abutting on a private or public street which provides principal access to, or visibility of, the premises.
 10. *Height* means the vertical distance measured from the elevation of the nearest sidewalk (or, in the absence of a sidewalk within 25 feet, then from the lowest point of finished grade on the lot upon which the sign is located and within 25 feet of the sign, to the uppermost point on the sign or sign structure.
 11. *Illumination, direct* means lighting by means of an unshielded light source (including fluorescent and neon tubing) which is effectively visible as a part of the sign, where light travels directly from the source to the viewer's eye.
 12. *Illumination, indirect* means lighting by means of a light source which is directed at a reflecting surface in such a way as to illuminate the sign from the front, ~~or a light source which is primarily designed to illuminate the entire building façade upon which a sign is displayed.~~
 13. *Illumination, internal* means a light source which is within a sign having a translucent background, silhouetting opaque letters or design, or which is within letters or designs which are themselves made of a translucent material.
 14. *Kiosk* means a small structure, typically located within a pedestrian walkway or similar circulation area, and intended for use as display space for posters, notices, exhibits, etc.
 15. *Light Emitting Diode (LED)* means diodes (electronic components that let electricity pass in only one direction) that emit visible light when electricity is applied, much like a light bulb. When many LEDs are side-by-side, they can create pictures and images.
 16. *Light source* means and includes any device, or method of producing light, including neon, fluorescent or similar tube lighting, incandescent bulb and any reflecting surface which, by reason of its construction and/or placement, becomes in effect the light source.
 17. *Lighting, backlighted* means a concealed light source located behind the surface of the sign to highlight specific elements of the sign.
 18. *Lighting, neon* means any method of lighting using neon tubes in a manner in which the neon tube can be seen.
 19. *Lot* means a portion or parcel of land, whether part of a platted subdivision or otherwise, occupied or intended to be occupied by a building or use and its accessories, together with such yards as are required under the provisions of this *LDC*. A lot must be an integral unit of

land held under unified ownership in fee or in co-tenancy.

20. *Maintenance* means the replacing, repairing or repainting of a portion of a sign structure; periodic changing of bulletin board panels; or renewing of copy which has been made unusable by ordinary wear and tear, weather or accident.
21. *Marquee* means a permanently roofed structure attached to and supported by a building, and projecting from the building.
22. *National Electrical Code* means the latest edition of the *International Electrical Code*, as amended and adopted by the City.
23. Nit means a unit of luminous intensity equal to one candela per square meter.
24. Obscene sign means a sign having those characteristics defined as obscene in the Colorado Revised Statutes, as amended.
- 24.25. Roof means the cover of any building, including the eaves and similar projections.
- 25.26. Roof line means the highest point on any building where an exterior wall encloses usable floor space, including floor area for housing mechanical equipment. Roof line also includes the highest point of any parapet wall, provided that the parapet wall extends around the entire perimeter of the building.
- 26.27. Sign means any writing, pictorial representation, decoration (including any material used to differentiate sign copy from its background), form, emblem or trademark, flag or banner, ~~mural, or outdoor display of merchandise~~ or mural to attract business, or any other display of similar character which:
 - a. Is a structure or any part thereof (including the roof or wall of a building);
 - b. Is written, printed, projected, painted, constructed or otherwise placed or displayed upon or designed into a building, board, plate, canopy, awning, vehicle or upon any material object or device whatsoever; and
 - c. By reason of its form, color, wording, symbol, design, illumination, motion or other feature attracts or is designed to attract attention to the subject thereof or is used as a means of identification, advertisement or announcement.
- 27.28. Sign face means the surface of a sign upon, against or through which the message is displayed or illustrated.
- 28.29. Sign Types
 - a. Awning sign means a sign painted, printed or attached flat against the surface of an awning. For the purposes of determining the maximum permitted sign area, only the area encompassing the graphic representation of the message shall be counted.
 - a.b. Bulletin board sign means a sign used for the purpose of notification to the public of an event or occurrence of public interest, such as a church service, political rally, civic

meeting or other similar event.

b.c. *Changeable copy sign* means a sign on which the message changes, either manually or automatically, on a lamp bank or through the mechanical or electronic means.

e.d. *Construction sign* means a temporary sign announcing subdivision, development, construction or other improvement of a property by a builder, contractor or other person furnishing services, materials or labor to the premises. For the purposes of this Section, a construction sign shall not be construed to be a real estate sign as defined in this Section.

d.e. *Directional sign* means a sign erected by the City or other governmental agencies, or a sign erected by permission of the City, directing vehicular or pedestrian traffic.

e.f. *Double-face sign* means a sign where two sides are separated by not more than 18 inches and are parallel to each other. Such signs shall be considered as one sign.

f.g. *Freestanding sign* means a sign which is supported by one or more columns, uprights, poles or braces extended from the ground or from an object on the ground, or a sign which is erected on the ground, provided that no part of the sign is attached to any part of any building, structure or other sign. Freestanding sign includes pole signs, pedestal signs and ground signs.

h. *Historical sign* means a sign designated as such by City Council that has been in place for at least 20 years and contains historic and/or community significance. The sign may have relevance because of its unique mechanical features, its relevance to a building's design, or possesses other traits may be worthy for such designation.

g.i. *Identification sign* means and includes any of the following:

- i. A nameplate which establishes the identity of an occupant by listing his or her name and business or professional title;
- ii. A sign which establishes the identity of a building or building complex by name or symbol only;
- iii. A sign which indicates street address or combines nameplate and street address;
- iv. A sign which identifies an area in the City which, by reason of development, natural features, historical occurrences or common references, has or will become a landmark in the City; and
- v. A commemorative sign, such as a cornerstone, memorial or plaque, when such is cut into a masonry surface or constructed of bronze or other incombustible material and is made an integral part of the structure.

h.j. *Joint identification sign* means a sign which serves as common or collective identification for two or more uses on the same lot.

i.k. *Marquee sign* means a sign depicted upon, attached to or supported by a marquee as defined in this Section.

j.l. *Moving or flashing sign* means a sign which contains an intermittent or sequential flashing light source used primarily to attract attention, excluding changeable copy signs.

k.m. *Off-premises advertising sign* means any off-premises sign, including a billboard or general outdoor advertising device, which advertises or directs attention to a business, commodity, service or activity conducted, sold or offered else-where than on the same lot or within the same building upon which such sign is located.

l.n. *Portable sign* means a sign which is not attached to the ground, a building or other structure, but does not include a vehicle-mounted sign or sandwich board sign as defined in this Section.

m.o. *Projecting sign* means a sign attached to a building or extending in whole or in part greater than 12 inches or more horizontally beyond the surface of the building to which the sign is attached, but does not include a marquee sign as defined in this Section.

n.p. *Real estate sign* means a sign indicating the availability for sale, rent or lease of the specific lot, building or portion of a building or lot upon which the sign is erected or displayed.

o.q. *Roof sign* means a sign painted on the roof of a building; supported by poles, uprights or braces extending from the roof of a building or projecting above the roof line of a building, but does not include a sign projecting from or attached to a wall as permitted by this Section (see wall sign).

p.r. *Sandwich board sign* means a sign not exceeding two feet in width to three and one half feet in height located on a sidewalk/grass strip of a public right-of-way or on private property.

q.s. *Suspended sign* means a sign suspended from the ceiling of an arcade, marquee or canopy.

r.t. *Temporary sign* means a sign which is intended for a temporary period of display for the purpose of announcing a special event, advertising or directing persons to a subdivision or other land or building development, advertising personal property for sale, or promoting a political campaign or special election.

s.u. *Vehicle-mounted sign* means a sign displayed upon a trailer, van, truck, automobile, buss, railroad car, tractor, semi-trailer or other vehicle, whether or not such vehicle is in operating condition.

t.v. *Vending machine sign* means a sign that is incorporated into and designed as a part of a vending machine.

u.w. *Wall sign* means a sign displayed upon or against the wall of an enclosed building or structure where the exposed face of the sign is in a plane parallel to the plane of the wall and extends not more than 12 inches horizontally from the face of the wall. A sign erected against the side of a roof (on the same plane) having a 6:12 pitch or less, is considered to be a wall sign, and shall be regulated as such.

~~v.x.~~ *Wind sign* means a sign consisting of one or more banners, pennants, ribbons, spinners, streamers or captive balloons, or other objects or materials fastened in such a manner as to move upon being subjected to pressure by wind or breeze, but does not include flags.

~~w.y.~~ *Window sign* means a sign which is painted on, applied or attached to, or located within three feet of, the interior of a window, which sign can be seen through the window from the exterior of the structure. Illuminated window signs and merchandise which is included in a window display shall not be included as part of a window sign.

~~x.~~ *Outdoor display of merchandise to attract business* means the outdoor display of merchandise offered for sale where such outdoor display is located with the primary purpose of attracting attention of passing motorists or pedestrians, and where the display is moved indoors at the close of business daily and therefore does not constitute seasonal or permanent accessory outdoor storage.

~~29.30.~~ *Sign structure* means any supports, uprights, braces or framework of a sign.

~~30.31.~~ *Signs, number of.* For the purpose of determining the number of signs, a sign shall be considered to be a single display surface or display device containing elements clearly organized, related and composed to form a unit. Where sign elements are displayed in an unrelated or random manner, each element shall be considered to be a single sign.

D. Exemptions. Except as specifically provided, the following may be erected without a sign permit. All signs shall meet all applicable setback, sign area, construction, illumination and safety standards. ~~Any excluding government directional and safety signs larger in size or with any different standards than stated in this Section shall be required to obtain a sign permit.~~

1. Signs which are not visible beyond the boundaries of the lot or parcel upon which they are located and/or from any public thoroughfare or right-of-way.
2. Official governmental notices and notices posted by governmental officers in the performance of their duties, and governmental signs to control traffic or for other regulatory purposes, to identify streets or to warn of danger.
3. Flags, limited to three flags per lot. The maximum individual size of a permanently displayed American flag, Colorado flag and official City of Gunnison flag shall be 40 square feet.
4. Temporary decorations or displays, when such are clearly incidental to and are customarily and commonly associated with any national, state, local or religious holiday or celebration.
5. Temporary or permanent signs erected by the City, public utility companies or construction companies to warn of danger or hazardous conditions, including signs indicating the presence of underground cables, gas lines and similar devices.
6. Merchandise, pictures or models of projects or services which are incorporated as an integral part of a window display, where all such items displayed are located within the interior of the building where the business is located.
7. Signs displayed on trucks, buses, trailers or other vehicles which are being operated or stored

- in the normal course of a business, such as signs indicating the name of the owner or business which are located on moving vans, delivery trucks, rental trucks and trailers and the like, provided that the primary purpose of such vehicles is not for the display of signs, and provide that they are parked or stored in areas appropriate to their use as vehicles.
8. All “open,” “vacancy” and “no vacancy” signs and signs designated to indicate vacancy, such as “yes,” “no,” and “sorry,” whether they are nonilluminated, internally illuminated, indirectly illuminated or directly illuminated signs, provided that the area of the sign does not exceed two and one-half square feet per face.
 9. Displays of string lights, provided that they are:
 - a. decorative displays which only outline or highlight landscaping or architectural features of a building, and are not assembled or arranged to convey messages, words, commercial advertisements, slogans and logos;
 - b. no greater in intensity than five watts, and are steady-burning. No blinking, flashing or intermittent changes in intensity or rotating shall be permitted;
 10. Signs displayed on motor vehicles providing public transportation, provided that they conform to the following requirements:
 - a. The signs are flat and do not project more than four inches from the surface of the motor vehicle.
 - b. The signs shall not be prohibited signs as more specifically set forth in §4.8 E.
 - c. Motor vehicle providing public transportation is a motor vehicle operated pursuant to a certificate of public convenience and necessity to operate as a common carrier for hire for the transportation of passengers and their baggage, on schedule, issued by the Public Utilities Commission of the State. Vehicles which are exempt from regulation as public utilities pursuant to §40-15-101, C.R.S., are not eligible for an exemption from the sign code pursuant to this Section.
 11. Identification signs which do not exceed two square feet per face or four square feet in total surface area; limited to six feet in height and limited to one such sign per use or per building, whichever is the greater number.
 12. Temporary nonilluminated real estate signs which do not exceed eight square feet in total area and four feet in height, limited to one such sign per street frontage. Such signs are restricted to the subject property and shall not remain in place more than seven days after the sale, lease or rental of the subject property.
 13. Signs in the nature of cornerstones, ~~and~~ commemorative tablets ~~and historical signs~~ which do not exceed four square feet per face in area and six feet in height, and which are nonilluminated or indirectly illuminated.
 14. Private traffic directional signs guiding or directing vehicular or pedestrian traffic onto or off of a lot or within a lot when such do not exceed three square feet per sign per face in area and eight feet in height, and do not contain any advertising or trade name identification. Private

- traffic control signs which conform to the standards of the *Colorado Manual of Uniform Traffic Control Devices* may exceed three square feet per face in area, but shall not exceed seven square feet per face. Such signs shall not exceed eight feet in height.
15. Signs required or specifically authorized for a public purpose by any law, statute, ordinance or resolution.
 16. Illuminated and nonilluminated window signs, when the total area of such signs:
 - a. does not exceed 25 percent of the total window area at a maximum of 12 square feet, whichever is less, and are located at the ground floor level ~~on the side of the building or business unit upon which said signs are displayed~~; and
 - b. does not exceed 25 percent of the total allowable sign area for the premises.
 - c. Such signs shall not exceed four square feet in total surface area per sign when placed in windows above the ground floor level, and no signs shall be placed in windows above the second floor level.
 17. Signs commonly associated with, and limited to information and directions related to the permitted use on the lot on which the sign is located, provided that each such sign does not exceed 150 square inches in total area. (This category shall be interpreted to include such signs as “no smoking,” “restroom,” “no solicitors,” “self-service” and similar informational signs.)
 18. Signs which identify items such as credit cards, menus or prices; limited to one such sign for each use, not to exceed four square feet per face or eight square feet in total area. Such signs may be attached to the building, as projecting or wall signs, or included as an integral part of a freestanding sign.
 19. Regulatory signs erected on private property, such as “no trespassing” signs, which do not exceed two square feet per face or four square feet in total surface area, limited to four such signs per use or per building.
 20. Text or copy changes on signs specifically designed to permit changes of the text or copy thereof.
 21. A sign ~~which does not propose, concern, reflect, or promote a~~ component area thereof, that is used exclusively to announce or describe public holidays special community events or seasonal promotion of interest to the entire community and bearing no commercial purpose and does statements are exempt. Signs used for such purposes shall not exceed ~~six~~ 16 square feet per face or ~~1232~~ square feet in total surface area, ~~and is limited to one such~~ sign per lot.
 22. Vending machine signs, provided that such signs are limited to the product being vended.
 23. Kiosks or similar structures and the display thereon of signs, posters, notices, etc. when such structures are located in pedestrian-oriented circulation areas. Such structures shall only be permitted in the Commercial district, CBD or a PUD.
 24. Signs for placement upon publicly owned athletic field fences, scoreboard, and ice rink boards which meet the following criteria:

- a. Such signs shall be securely fastened, constructed and continuously maintained in such a manner as to prevent damage from the natural elements.
 - b. Such signs shall be located only upon fences or boards which encircle playing fields or rinks, facing infield, and in such a manner so as to minimize visual impacts to areas located outside of the park facilities.
 - c. Such signs shall be permitted for the sole purpose of generating funds for City-sponsored parks and recreation programs and facilities. In all cases, the overall aesthetics of the park and the surrounding area shall be significant considerations in the placement and design of the signs.
 - d. An agreement between the City Parks and Recreation Department and the sign sponsor shall be executed specifying annual or one-time fees and a maintenance schedule. This agreement may be reviewed annually.
25. Signs designated by passage of a City Council resolution establishing a pre-existing sign as historic signs by the Planning and Zoning Commission a historical sign.
26. Suspended signs, as long as they comply with the provisions of §4.8 J.5.

E. Prohibited Signs. The following signs shall not be permitted, erected or maintained in the City:

- 1. signs with visible flashing, moving, revolving or rotating parts or visible mechanical movement of any description or other apparent visible movement achieved by electrical, electronic or mechanical means, except for time/temperature/community announcement signs, traditional barber poles, display of public or community events, and gauges and dials which may be animated to the extent necessary to display correct measurement;
- 2. signs with optical illusion of movement by means of a design which presents a pattern capable of reversible perspective, giving the illusion of motion or changing of copy;
- 3. signs with lights or illuminations which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color or use intermittent electrical pulsations;
- 4. strings of light bulbs used in connection with commercial premises for commercial purposes, other than traditional holiday decorations except as provided in §4.8 D.9;
- 5. obscene signs;
- 6. wind signs and banners;
- 7. signs which incorporate projected images, emit any sound which is intended to attract attention, or involve the use of live animals;
- 8. any sign which is installed or erected in or projects onto or over any public right-of-way, except in the case of a sign which meets the standards of this Section and is granted under a license agreement by the City;

9. signs not permanently affixed or attached to the ground or to a permanent structure, (for example, ~~banners, sandwich boards and handheld signs~~). ~~Temporary real estate signs attached to posts driven into the ground and temporary safety barriers are excepted.~~temporary real estate and handheld signs).
10. any sign or sign structure which:
 - a. is structurally unsafe, or
 - b. constitutes a hazard to safety or health by reason of inadequate maintenance or dilapidation, or
 - c. is capable of causing electrical shocks to persons likely to come in contact with it;
11. any sign or sign structure which:
 - a. obstructs the view of, may be confused with or purports to be an official traffic sign, signal or device or any other official sign, or
 - b. creates an unsafe distraction for motor vehicle operators, or
 - c. obstructs the view of motor vehicle operators entering a public roadway from any parking area, service drive, private driveway, alley or other thoroughfare.
12. any sign which obstructs free ingress to or egress from a required door, window, fire escape or other required exit way;
13. roof signs, except as specifically permitted by §4.8 J;
14. off-premises advertising signs;
15. signs not pertinent and or not clearly related to the permitted use on the property where located, except for temporary political signs, as permitted and regulated by §4.8 F, and except for signs permitted under the provisions of §10.5; and,
16. except as provided in §4.8 .D.8, any sign having direct illumination, including but not limited to visible neon tubing.

F. Temporary Signs. Temporary signs in all zoning districts shall be subject to the following specific requirements:

1. Construction Signs. Signs advertising subdivision, development, construction or other improvements of a property shall be permitted in any zoning district and shall comply with the following:
 - a. Such signs shall be limited to free-standing, or wall-~~or window~~ signs shall not exceed 36 square feet per face, and shall not exceed 12 feet in height. No riders or attachments to such signs shall be permitted. For residential developments consisting of five dwelling units or less, the maximum area permitted for a construction sign shall be three square feet per face for each dwelling unit being constructed.

- b. Construction signs shall be displayed only on the property to which the sign pertains. One such sign shall be permitted for each street upon which the property either has frontage or has an entrance from a major thoroughfare; provided that the minimum distance between signs on any single development shall be 1,000 feet.
 - c. In case of a subdivision, construction signs shall not be displayed prior to the date of official filing of the subdivision plat.
 - d. In other cases, such signs may be displayed for the duration of construction until issuance of a certificate of occupancy.
2. **Election Signs.** Those signs concerning issues and candidates in forthcoming elections shall be removed by the person placing or erecting them or by the occupier of the premises on which they are located within 10 days following the election to which they pertain unless the sign conveys some other or further ideological message or has some other or further ideological significance. Election signs shall be restricted to a maximum size of four square feet in all residential districts and a maximum size of 150 square feet in all other districts.

G. Computation of Sign Area. The area of a sign shall be measured with the following regulations:

- 1. ~~In computing the area of~~For signs whose shape is a sign, standard mathematical formulas for common regular geometric shapes, or combinations thereof, figure (square, rectangle, circle, oval, etc.), the area shall be calculated using standard formulas ($H \times W$, πR^2 used, etc.).

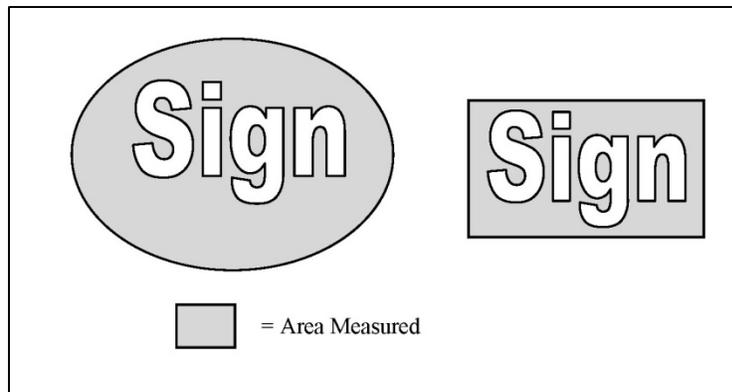


FIGURE 16 GEOMETRIC SIGN

- 2. In the case of an irregularly shaped sign or a sign with letters and/or symbols directly affixed to or painted on the wall of a building, the area of the sign shall be the entire area within a single continuous perimeter of not more than eight straight or radial lines enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any material or color forming an integral part or background of the display or used to differentiate such sign from the backdrop or structure against which it is placed.

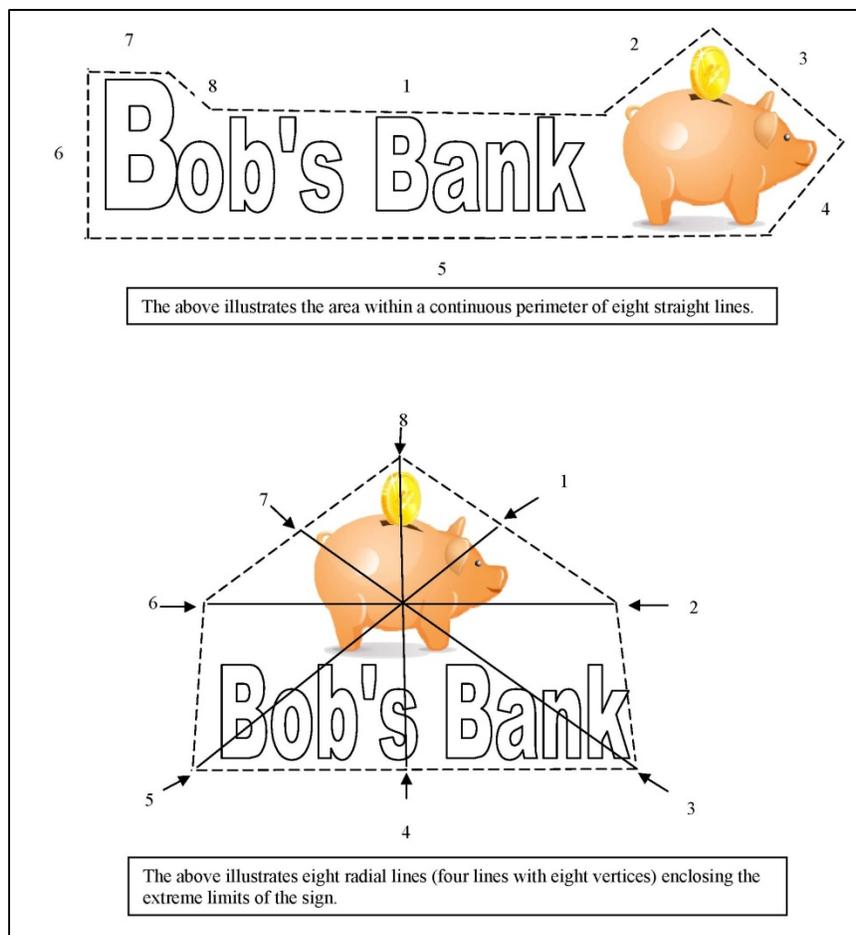


FIGURE 17 IRREGULARLY SHAPED SIGN

3. ~~That portion of the sign structure (generally the frame or neat line), which is visible and viewed in the same plane as the sign face shall be included in computing the total sign area. If it either: a) exceeds 50 percent of the sign face, or b) is incorporated as an integral part or background of the display.~~
3. Where a sign contains a frame, background, or other material used to differentiate the sign from the background on which it is placed, the sign area shall be measured to include the entire frame, background, or other material.
4. Where a sign has two or more display faces and is not a double-faced sign, the area of all faces shall be included in determining sign area.
5. The ~~total surface following standards shall be used to determine the~~ area of signs containing multiple elements. Figure 18 illustrates these measurement methods.

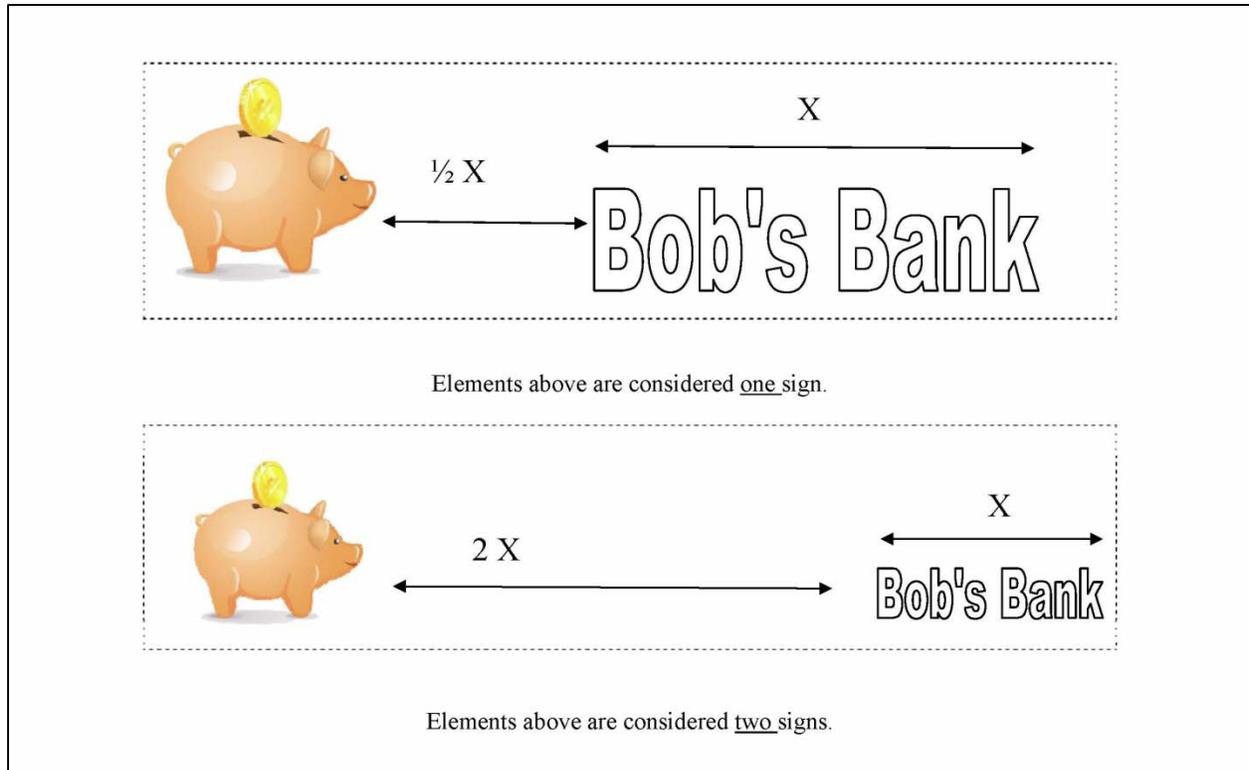


FIGURE 18 SIGNS WITH MULTIPLE ELEMENTS

- a.** Regardless of their spacing ~~between~~, the letters ~~which comprise~~ forming a word or name shall be considered a single sign.
 - b.** When two or more separate items in a sign (such as a word and a logo) are separated horizontally or vertically by less than twice the ~~word width~~ or ~~words that convey~~ height of the ~~sign's message~~ largest item, the items shall be considered a single sign, and the area shall be determined by measuring the area enclosed by a perimeter enclosing all of the items.
 - a.c.** When two or more separate items (such as a word and a logo) are separated horizontally or vertically by more than twice the width or height of the largest item, the items shall be considered two signs, and the area of each item shall be determined individually.
- 6.** Where three-dimensional figures are used as signs, the area shall be the total area, as projected on a vertical plane; (elevation view), of each side of the figure which is visible by the public beyond the boundaries of the lot upon which the figure is located. For purposes of this regulation, a figure shall be considered to have not less than one or more than four sides. ~~This shall be the method used to calculate the area of “outdoor displays of merchandise to attract business” and other three-dimensional figures or displays that are to be considered in the total allowable sign area calculation.~~
 - 7.** Lot or building frontage used as the basis of determining permitted sign area for one use shall not be used again as the basis for determining the permitted sign area for a different use. Nothing in this Subsection shall be construed to prohibit the additional lot, building or use

from erecting a sign which would otherwise be authorized by the provisions of this Section.

8. All riders or attachments to signs or sign structures (whether temporary or permanent) shall be included as part of the total sign area for the sign to which they are attached.

H. General Regulations

1. **Signs at Street Intersections and Driveways.** Other than a pole 12 square inches or less in cross-sectional area, sign placements shall conform to Site Visibility Standards (§4.3.J.4.a.).
2. **Illumination.** Illuminated signs shall be subject to the following conditions:
 - a. Signs may be indirectly or internally illuminated.
 - b. Any light used for the illumination of a sign shall be shielded so that the beams or rays of light will not shine directly beyond the lot upon which the sign is located.
 - c. Neither the direct nor the reflected light from any light source shall create a traffic hazard or distraction to operators of motor vehicles on public thoroughfares.

3. Light Emitting Diode (LED) Signs

- a. Freestanding and wall signs may have up to 80 percent of the actual sign area devoted to changeable copy, if the copy is changed no more than one time per 12 hours.
- b. Freestanding and wall signs may have up to 25 percent of the sign area devoted to changeable copy if the copy is changed no more than one time per 20 seconds.
- c. Except for changeable copy signs which are exempt because they are used exclusively to promote community activities and events, the commercial message/statement shall not change more than one time per 20 seconds. Any animation, streaming video, flashing, scrolling, fading and other illusions of motion are prohibited.
- a.d. No sign shall exceed 5,000 nits during the day and 500 nits during nighttime hours. Prior to issuance of a sign permit the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory pre-set not to exceed 5,000 nits and that the intensity level is protected from end-user manipulation by password-protected software or other method determined appropriate by the Community Development Director.
- b.e. No sign may display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver or result in a nuisance to a driver.
- e.f. No sign may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, or signal.
- d.g. All signs must be equipped with both a dimmer control and a photocell that automatically adjusts the display's intensity according to natural ambient light conditions.

3.4. Signs on Fences and Freestanding Walls. Signs displays upon fences or upon freestanding walls shall be erected or mounted in a plane parallel to the fence or wall, and shall not extend above the top of the fence or wall nor project more than 12 inches from the face of the fence or wall. Such signs shall be subject to all regulations of this Section applicable to free-standing signs, including but not limited to maximum area per sign, maximum sign height, minimum setback from property lines and number of signs permitted per lot or per premises.

4.5. Window Signs. The area of all window signs ~~in excess of~~ less than 25 percent of the total window area or 12 square feet maximum, at ground floor level ~~on the side of the building or business unit upon which such signs are displayed shall~~ will not be included in the total allowable ~~permitted~~ sign ~~are for the premises area~~. Illuminated window signs shall be included in the total window area calculation, unless the sign is exempt pursuant to §4.8 D.8.

5.6. Subdivision Identification Signs. Signs which identify lands which have been subdivided in accordance with this *LDC* shall be subject to the following regulations:

- a. The sign may be located within public street right-of-way where such sign is approved as an integral feature of the street construction plans at the time of final plat approval. Otherwise, the sign shall be located a minimum of 10 feet from the street right-of-way line.
- b. Such signs shall conform to the sign requirements relating to the site distances at intersections under the provisions of §4.3.J.4.
- c. The maximum size for a subdivision identification sign shall be 36 square feet per face.
- d. The signs shall only contain the name of the subdivision.

6.7. Sandwich Board Sign. One sign not exceeding two feet in width and three and one half feet in height may be permitted within the sidewalk/grass strip of a public right-of-way or on private property provided the following requirements are met:

- a. the sign is located in front of, and within 12 feet of the main entrance to the establishment it advertises;
- b. placement of the sign allows a minimum of five feet of unobstructed sidewalk/accessway clearance between it and any building, adjacent parking space or other obstruction;
- c. the sign must be free-standing and shall not be permanently affixed, chained, anchored, or otherwise secured to the ground or to any pole, parking meter, tree, tree grate, fire hydrant, railing, or other structure;
- d. the sign must be internally weighted so that it is stable and windproof;
- e. the sign is placed within the public right-of-way only during the hours of the establishment's operation;
- f. no sign shall be placed in a public right-of-way for the duration of a declared snow emergency; and

- g. the City Manager or their designee may issue an administrative license agreement to allow the sign in accordance with Chapter 9.40.030 of the *City of Gunnison Municipal Code* as long as:
 - i. the City is carried as “additionally insured” on a current insurance policy; and,
 - ii. proof of coverage is provided to the City Clerk and remains in effect for the duration of the permit issued.
- h. Sandwich Board signs shall not count toward the permitted sign area of the premise.**

7.8. Free Standing Sign Height. The free standing sign height shall be based on the distance the sign is setback from the back of the curb or edge of pavement where no curb exists. Signs setback zero to 20 feet shall have a maximum height of 15 feet; signs setback greater than 20 feet may increase the sign height six inches for every one foot of additional setback, to a maximum of 25 feet.

I. District Sign Regulations

1. **Use Districts (Zoning Districts).** The use districts, as set forth in this Section and amendments hereto, shall apply to this Section. The boundaries of these districts shall be determined by reference to the zoning map of the City of Gunnison.
2. **Establishment of District Regulations.** The type of signs permitted and the regulation of the number, placement, area and use of signs is established herein. No sign shall be erected except as provided in this Section and in the district in which it is permitted, nor shall any sign be used for any purpose or in any manner except as allowed by the regulations for the district in which such sign is proposed or maintained.
3. **Schedule of Requirements.** The following schedule of “class of sign permitted,” “type of sign permitted,” “maximum sign area permitted per lot,” “maximum area per sign face,” “maximum number of signs permitted” and “maximum height of freestanding signs” regulations for the various zoning districts is adopted.
4. **Total ~~Allowable~~ Permitted Sign Area.** The total Permitted Sign Area (PSA) for any street frontage shall be calculated by using the formula below; provided that the maximum permitted sign area, which is the sum of all signs, shall not exceed a total of 150 square feet per ownership parcel ~~per frontage~~.

Formula: $(LF \times 2) + 20$ square feet = PSA

Where: LF = Lineal feet of street frontage of the property and

PSA = Permitted Sign Area in square feet.

TABLE 4-12: SCHEDULE OF REQUIREMENTS FOR NONRESIDENTIAL ZONE DISTRICTS (CBD, I, COMMERCIAL)			
Prohibited Signs	Maximum sign Area by Permitted Type	Maximum Number of Signs Permitted	Maximum Height of Signs
See Section 0 E. Prohibited Signs	Free Standing: Calculated PSA or 60 square feet	Freestanding: 2 per Lot	25 feet; see 0.H.8 for additional standards associated with freestanding signs.
	Projecting: 15 square feet	Projecting: 1 per frontage or 2 allowed on corner lots	Projecting: See 0.J.4
	Suspended: 5 square feet per face (10' total)	Suspended: 1 per business occupying the building	
	Wall Sign: Calculated PSA or 150 square feet		
	Temporary Signs: 36 square feet	Temporary Signs: 1 per street	12 feet

TABLE 4-13: SCHEDULE OF REQUIREMENTS FOR RESIDENTIAL MULTI-FAMILY AND B-1 DISTRICTS (RMU, R-3 AND B-1)			
Prohibited Signs	Maximum sign Area Permitted per Business	Maximum Number of Signs Permitted	Maximum Height of Signs
Bulletin Board Signs 0 C. 29. a Marquee Signs 0.C. 21 Portable Sign 0.C.29.n Roof Signs 0 C. 29. q Vending Machine Signs 0. C. 29. v.	Free standing: Calculated PSA or 60 square feet max.	Freestanding: 1 per general assess point.	Free Standing: 15 feet Projecting: See 0.J.4
	Projecting: 15 square feet		
	Suspended: 5 square feet per face (10' total)		
	Wall Sign: Calculated PSA or 75 square feet max.		

TABLE 4-14: SCHEDULE OF REQUIREMENTS FOR SINGLE-FAMILY AND DUPLEX DISTRICTS (R-1, R-1M, R-2)				
Prohibited Signs	Maximum sign Area Permitted per Business	Maximum Area per Sign Face	Maximum Number of Signs Permitted	Maximum Height of Signs
Marquee signs 0.C. 21 Portable sign 0.C.29.n Roof signs 0 C. 29. q Window signs 0 C. 29. y Joint Identification sign 0 C. 29. j Vending Machine sign 0. C. 29. v. Changeable Copy Signs 0 29. c.	4 square feet – identification only 0 D	All signs: 2 square feet	1 per building	6 feet

J. Sign Regulations in Nonresidential Zones. The following regulations shall apply to all uses in nonresidential zoning districts.

1. Total Allowable Sign Area

- a.** The total area of all signs is calculated pursuant to 4.8.I 4, with a maximum sign area not to exceed 150 square feet.
- b.** Signs or uses with multiple frontage. The total area of all signs on any face of a building shall not exceed one and one-half square feet per lineal foot of building frontage at ground level.
- c.** The maximum permitted sign area shall not include non-illuminated suspended signs with a maximum area of five square feet per face, and non-illuminated window signs that comply with §4.8 D.16 of this *LDC*.

2. Freestanding Signs

- a.** Maximum height: shall comply with § 4.8 H.8.
- b.** Number: One freestanding sign per street frontage, not to exceed two per lot.
- c.** Maximum area: No freestanding sign shall be larger than 60 square feet. Only one face of a two-faced sign shall count for the aggregate size, provided both sides are identical. Each face of a multi-faced sign shall count towards the aggregate area.

3. Signs on Canopies, Awnings and Architectural Projections

- a. Maximum area:** The total area of such signs shall not exceed 30 percent of the width multiplied by the vertical height of the projection.
- b. Projection**
 - i.** The face of any such sign shall not project above or below the face of the canopy, awning or architectural projection. Signs may project horizontally beyond the face of a canopy or architectural projection the distance necessary to accommodate the thickness of the letters, but no more than 12 inches.
 - ii.** Signs displayed on architectural projections which extend 15 inches or less from the face of a building may be considered wall signs, and are subject to those provisions.

4. Projecting Signs

- a.** Four feet from street property line in the CBD zone district, or eight feet from property lines in all other zoning districts.
- b.** Minimum clearance: nine feet from the ground to the bottom edge of the sign.
- c.** Maximum height: 18 feet or to the eave line or top of parapet wall of the building to

which it is affixed.

- d. Maximum size: 12 square feet per sign face.
- e. Maximum projection: five feet.
- f. Maximum number: one per building face or per business storefront.

5. Suspended Signs

- a. Maximum area: ~~five~~1.5 square feet per face, ~~403~~ square feet total surface area.
- b. Minimum clearance: nine feet from the ground to the bottom edge of the sign.
- c. Minimum horizontal separation: 15 feet between suspended signs.
- d. Projection: shall not project beyond the outside limits of the arcade, canopy or marquee to which they are attached.
- e. Suspended signs shall not count towards the total PSA.

6. Wall Signs

- a. Maximum area: the total area of all wall signs on any face of a building shall not exceed one and one-half square feet per lineal foot of building frontage at ground level, subject to §4.8.J.6.
- b. Maximum height: 25 feet above the ground.
- c. Maximum projection
 - i. a wall sign may project above the ~~roofline~~ eave line or parapet wall of a building no more than 24 inches;
 - ii. wall signs may extend a maximum of 12 inches from the face of the building;
 - iii. any sign erected upon the plane of a roof having a 6:12 roof pitch or less from vertical shall be considered a wall sign, and shall be subject to the size and height limitations noted under this Subsection.
- d. Maximum number: one wall sign for each face of a business, or building storefront.

7. Joint Identification Signs

- a. Type: may be freestanding, projecting, or wall.
- b. Number: Where a freestanding joint identification sign is used, there shall be no other freestanding signs permitted on the premises.

8. **Time/Temperature/Community Announcement Signs.** The display area of less than ~~50~~16 square feet shall not be included in the allowable sign area; provided, however, any identification or advertising attached to or incorporated in such signs shall be included in the total allowable sign area.
9. **Standard Brand-name Signs.** Not more than 20 percent of the total allowable sign area for any permitted use shall be devoted to the advertising of any standard brand-name commodities or services which are not the principal commodity or service being sold or rendered on the premises, or area not a part of the name of the business concern involved.

K. Structural Requirements

1. Construction

- a. **General.** Signs and sign structures shall be securely built, constructed and erected in conformance with the requirements of the *International Building Code*.
 - b. **Location.** Supports for signs or sign structures shall not be placed in or upon public rights-of-way or public easements unless a license agreement is granted by the City Council.
 - c. **Anchorage.** Anchors and supports shall be guarded and protected when near driveways, parking lots or similar locations where they could be damaged by moving vehicles. Signs attached to masonry, concrete or steel shall be safely and securely fastened thereto by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to support safely the loads applied. No anchor or support of any sign, except flat wall signs, shall be connected to or supported by an unbraced parapet wall.
2. **Clearance.** Signs shall not be located with less than six feet horizontal clearance or 12 feet vertical clearance from overhead electric conductors which are energized in excess of 750 volts.
 3. **Freestanding Signs.** Where such signs are located in vehicular parking and circulation areas, a base or barrier of concrete, steel or other effective barrier not less than 30 inches high, shall be provided to protect the base of the sign from possible damage by vehicles. Where any freestanding sign has a clearance of less than nine feet from the ground, there shall be provided a barrier or other adequate protection to prevent hazard to pedestrians and motorists.
 4. **Electric Signs.** Electric signs shall be constructed in accordance with the provisions of the *International Electrical Code*.

L. Permits

1. **Sign Permit Required.** Except as provided in §4.8 D., it is unlawful to display, erect, relocate or alter any sign without first filing with the Building Official an application in writing and obtaining a sign permit. When a sign permit has been issued by the Building Official, it is unlawful to change, modify, alter or otherwise deviate from the terms or conditions of the permit without prior approval of the building official. A written record of such approval shall be entered upon the original permit application and maintained in the files of the building official.

- 2. Application for Permit.** The application for a sign permit shall be made by the owner or tenant of the property on which the sign is to be located, or his or her authorized agent. Such applications shall be made in writing on forms furnished by the Building Official and shall be signed by the applicant. The Building Official shall, within seven working days of the date of the application, either approve or deny the application or refer the application back to the applicant in any instance where insufficient information has been furnished.
- 3. Revocation of Permits.** If the Building Official finds that work under any permit issued is not in accordance with the information supplied in the permit application and/or is in violation of this Section or any other pertinent ordinance of the City, or should he or she find that there has been any misrepresentation in connection with the application for the permit, he or she shall notify the sign owner or erector of such findings and that the violations must be corrected without delay. If such correction is not made forthwith, the Building Official shall revoke the permit and serve written notice thereof upon the sign owner or erector. No person shall proceed with any part of such work after such notice is received.
- 4. Revocation of Permits for Nonuse**

 - a.** If actual work whether on-site or off-site is not commenced under any permit issued within 60 days from the date of such permit, and/or if substantial building operations under any permit issued under this Section are suspended for a period of 60 consecutive days, the permit shall automatically become null and void.
 - b.** The Building Official may grant an extension of time in which to start or resume operations. All requests for extension and approval thereof shall be in writing.
- 5. Plans, specifications and other data required.** The application for a sign permit shall be accompanied by the following plans and other information:

 - a.** the name, address and telephone number of the owner or person entitled to possession of the sign and of the sign contractor or erector;
 - b.** the location, by street address or other location identification acceptable to the building official, of the proposed sign structure;
 - c.** complete information as required on an application form provided by the building official, including a site plan and elevation drawings of the proposed sign, caption of the proposed sign, type of proposed illumination and such other data as is pertinent to the application;
 - d.** plans indicating the scope and structural details of the work to be done, including details of all connections, guy lines, supports and footings and materials to be used;
 - e.** if an electrical permit is required, verification of final electrical inspection approval shall be provided to the Building Official; and,
 - f.** a statement of valuation.

- 6. Inspections.** All signs shall be subject to inspection by the building official. Footing inspections may be required for all freestanding signs. The permit holder or his or her agent shall notify the Building Official when signs are complete and ready for final inspection.