PLANNING COMMISSION
5051 South 1900 West; Roy, Utah 84067
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AGENDA

February 24, 2015

6:00 p.m.

The Roy City Planning Commission meeting will be held in the Administrative Conference Room in the Roy City Municipal Building located at 5051 South 1900 West. The meeting will commence with the Pledge of Allegiance, which will be appointed by the Chair.

Agenda Items

1. Declaration of Conflicts
2. Approval of January 27, 2015 minutes
3. Discussion of Roy City Sign Ordinance
4. Staff Update
5. Commissioners Minute
6. Adjourn

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY MEETINGS
If you need special accommodation to participate in this meeting, please contact Roy City Community Development Department at 24 or more hours in advance of the meeting and we will try to provide whatever assistance may be required. The phone number is (801)-774-1040.

ROY CITY PLANNING COMMISSION

January 27, 2015

Minutes of the Roy City Planning Commission Meeting held in the Administrative Conference Room of the Roy City Municipal Building on January 27, 2015, at 6:00 p.m.

The meeting was a regularly scheduled meeting designated by resolution. Notice of the meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Gennie Kirch, Chairman
Bob Dandoy
Leland Karras
Lindsey Ohlin
Joe Paul
Tom Stonehocker

Steve Parkinson, Planner
Michelle Drago, Secretary

Others present were: Cathy Spencer, Management Services Director; D. L. Thurman; and Jane Thurman.

Pledge of Allegiance: Gennie Kirch

There were no declarations of conflict.

1. APPROVAL OF JANUARY 13, 2015, MINUTES

Commissioner Stonehocker moved to approve the January 13, 2015, minutes as written. Commissioner Ohlin seconded the motion. Commission members Dandoy, Karras, Kirch, Ohlin, Paul, and Stonehocker voted "aye." The motion carried.

2. DISCUSSION OF ROY CITY SIGN ORDINANCE

Steve Parkinson asked the Planning Commission the following questions:

What did they like as they drove through Roy City's commercial areas?
What did they dislike as they drove through Roy City's commercial areas?
How did the commercial area visually appear?
Was it a visually tranquil drive, or were they bombarded with too much?
Had they seen or felt something different or unique about commercial signs in another city? What did they like or dislike?

Mr. Parkinson stated that as the Planning Commission began to think about how they would like Roy to visually appear, it would answer questions about the types of signs that should be allowed, the height of signs, the size of signs, and the number of signs.

Commissioner Stonehocker felt driving through Roy was like driving through Vegas in the 1950's.

Chairman Kirch didn't feel Roy was as bad as Clearfield, and it wasn't as busy as Riverdale.

Commissioner Karras felt there were a lot of temporary signs, which he didn't feel were needed. He felt the temporary signs really detracted from the City's visual appearance.

Chairman Kirch didn't like the moving signs. Mr. Parkinson said that moving signs fell under regulations for freedom of speech. Unless moving signs were interfering with pedestrian traffic there wasn't much the City could do.

Commissioner Paul stated that when you entered Roy there was an antiquated building on the south and Village Inn on the north. If you turned south you ran into a sex shop. If you turned north there were motorcycles and scooters on the sidewalk. Straight ahead there was a large empty building. There wasn't much that was appealing. The appearance didn't speak well for Roy.

Chairman Kirch felt the City was doing a good job along the north end of 1900 West and along Midland Drive.

Steve Parkinson felt it was important for businesses to have signs, but they didn't need to be 90 feet or have flashing lights.

Mr. Parkinson reviewed the following types of signs:

> Monument signs – low profile signs with little or no clearance from grade to cabinet. They were usually 6 to 8 feet in height. Clinton only allowed monument signs, except projects over 10 acres were allowed one pylon sign. Twelfth Street in Ogden had recently gone to only monument signs as well.
>
> Pole signs – a freestanding sign with an identifiable support structure and a separate sign cabinet located at least 10 feet above grade. In Roy City pole signs were only allowed in Regional Commercial and Manufacturing zones. Businesses located along the freeway could have a freeway-oriented sign that was 50 feet in height. All other pole signs were limited to 20 feet in height. A lot of cities were moving away from pole signs. If Roy chose not to allow any more pole signs, all existing pole signs would becoming non-conforming uses.

Pylon signs – a freestanding sign that was larger than a pole sign. They were usually the types of signs used for large multi-tenant commercial complexes. Roy City's ordinance allowed pylon signs to be 40 feet in height. In Clinton the maximum pylon height was 24 feet.

Flush-mounted sign – a sign mounted on the wall surface of a building. Flush-mounted signs were referred to as wall signs in Roy City's ordinance. All businesses in Roy were allowed to have a flush-mounted sign. The size was based on the linear store frontage. The ordinance did not dictate whether a flush-mounted sign could be back-lit or front-lit.

Roof signs – a sign structure located on the roof of an existing building. They were usually found in larger cities and weren't residential in nature. Roy City's ordinance did allow them, but not in C-1 or C-2 Zones. The City didn't use either of those zones any longer. Roof signs in Ogden were historic and so were allowed to continue.

Projecting signs – a sign that was perpendicular to the wall. Roy City did not allow projecting signs in residential areas. Projecting signs were allowed. As they weren't mentioned in the Sign Ordinance, he wasn't sure how the City would regulate them. He felt projecting signs were more historic in nature.

Awnings – a sheet of canvas or other material stretched on a frame used to keep rain or sun off of a storefront. Awnings could be angled or on the fringe. Awnings were not mentioned in the City's ordinances. He felt they were similar to projecting signs. Awnings were attractive features on a building.

Temporary signs – a sign for a civic, community, or real estate purpose. They were allowed 30 days before an event.

Specialty signs – sign such as an A-frame sign. It had to be located 10 feet behind the property line and properly anchored. Specialty signs required City approval. Businesses could have one per 110 linear feet of street frontage. The issue with specialty signs was enforcement. A lot of the specialty signs in Roy were in violation.

Reader Board/Bulletin Boards – a visual display board that conveyed information. Roy City allowed reader boards in residential zones for churches and other institutions. They could be a maximum of 18 square feet in size.

Commissioner Paul asked about signs in a state of disrepair. Mr. Parkinson said the City allowed signs to be repaired. Commissioner Paul asked what the City did about signs that were never repaired.

Commissioner Dandoy asked about election signs. Mr. Parkinson said election signs were regulated by a separate section in the Municipal Code. As long as election signs were on personal property and not in the public right-of-way, there wasn't much the City could do about them.

Chairman Kirch understood the need to update the City's Sign Ordinance. At the same time, she didn't want to take away things that defined Roy as Roy, such as Burger Bar's *Meat of the Month* sign.

Steve Parkinson stated that if the City wasn't going to enforce a section of the Sign Ordinance, it should be removed.

Commissioner Dandoy was concerned that most of the signs in Roy would become grandfathered. Mr. Parkinson said a sign could only be grandfathered if it was allowed in the first place. The Planning Commission needed to decide what they wanted 1900 West and Midland Drive to look like in the future. They had to recognize that what was currently there would be grandfathered. It would take time to achieve the appearance the Planning Commission envisioned. The Planning Commission could set the pattern for the future. As new businesses came in, the landscape would be changed.

There was a discussion about electronic message center signs replacing reader boards. Mr. Parkinson said EMC's were not allowed in residential zones.

Commissioner Dandoy asked if schools were required to receive approval for their signs. Mr. Parkinson they were.

Chairman Kirch felt schools should be allowed to have EMC signs even if they were in residential zones.

Commissioner Stonehocker liked the fact that businesses on 1900 West had a choice between a street pole sign and a freeway-oriented sign. But, they could not have both.

Commissioner Karras liked monument signs. Mr. Parkinson felt monument signs prevented visual bombardment.
Steve Parkinson stated that right now sign regulations were located in Chapter 20 of the Zoning Ordinance and Title 9, which regulated construction codes. He felt the first step was to move all of the sign regulations to Chapter 20 of the Zoning Ordinance.

There was discussion about whether there was a need to have regulations for pylon signs as Roy was built out. Mr. Parkinson felt the Planning Commission needed to consider what could happen if an older commercial area redeveloped. The question about pylon signs wasn't whether to allow them, but to determine how much acreage was needed to have one.

There was discussion about how to handle non-conforming signs. Chairman Kirch asked if there was any kind of incentive the City could offer businesses to removing non-conforming signs.

Commissioner Dandoy felt the Planning Commission needed to find a balance between aesthetics and non-conforming signs.

Chairman Kirch wasn't a fan of roof signs. She was concerned they could become a hazard during an earthquake. She felt they should be taken out of the ordinance.

Commissioner Karras felt the biggest challenge would be defining specialty signs and enforcing them.

Chairman Kirch felt there was good substance in the current sign regulations. They just needed to be tweaked. The Planning Commission also had to consider Midland Drive. As it was widened, there would be more commercial development.

Commissioner Dandoy felt monument signs might be the way to go. He didn't want to cause business owners to have major expenses complying with the new regulations. He asked what would happen if a business owner requested approval of a sign the Planning Commission might be considering eliminating. Mr. Parkinson said any requests for sign approval could be delayed six months with a moratorium to allow the City time to adopt new regulations.

Commissioner Ohlin was excused at 6:48 p.m.

Commissioner Dandoy felt each Planning Commission member should read through the sign regulations to determine what needed to be tweaked.

Chairman Kirch felt the numbers of signs allowed per businesses were in line with surrounding cities.
Michelle Drago asked about billboard signs. The City had several of them. Steve Parkinson stated that the current sign regulations prohibited billboards. He didn't want to add them back in. All of the City's current billboards were non-conforming uses.

Chairman Kirch asked that Steve Parkinson put all of the sign regulations in a table format for the members to review. She asked that the Planning Commission members review the sign regulations and email their comments to Steve Parkinson by February 10th.

3. STAFF UPDATE

There was discussion regarding annexation of unincorporated islands in Roy City.

Chairman Kirch asked about UDOT's deadline for widening Midland Drive between 3300 South and 6000 South. Mr. Parkinson did not know.

4. ADJOURN

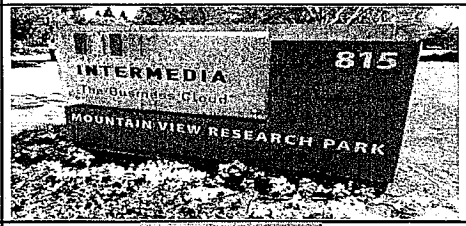
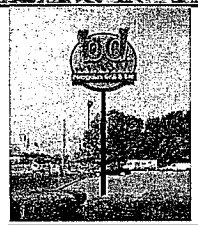
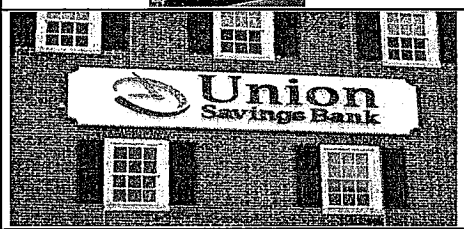
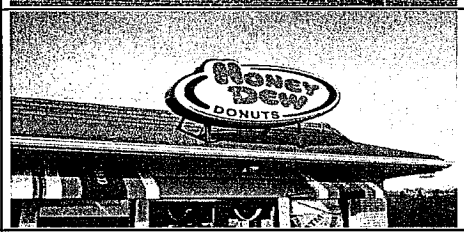
Commissioner Karras moved to adjourn at 7:08 p.m. Commissioner Paul seconded the motion. Commission members Dandoy, Karras, Kirch, Paul, and Stonehocker voted "aye." The motion carried.

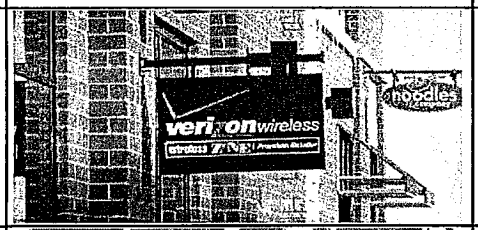
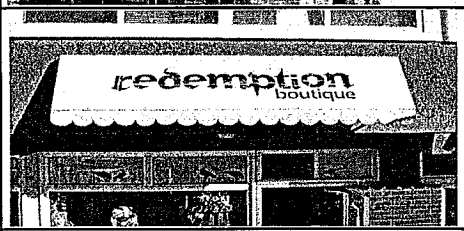
Gennie Kirch
Chairman

Attest:

Michelle Drago
Secretary

dc:pjan2715

Sign Type	Picture	Description	Residential					Commercial			Manufacturing	
			R-1	RMH	R-2	R-3	R-4	CC	RC	BP	M	LM
Monument		Sign erected upon the ground, where there is no gap between it and the ground.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Pole/Freestanding		A sign which is supported by one or more uprights, poles, or braces fastened to a foundation. For individual business use.					Y	Y	Y	Y	Y	Y
Pylon/Shoppin		Similar to a pole sign, generally taller and used for shopping center type development.						Y	Y	Y		
Wall/Flush/Flat		Sign attached to a building or other structure that projects less than eighteen (18) inches beyond the building but extends parallel or substantially parrallel thereto.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Roof		Sign erected upon or supported by the roof or parapet of a building						Y	Y	Y	Y	Y

Sign Type	Picture	Description	Residential					Commercial			Manufacturing	
			R-1	RMH	R-2	R-3	R-4	CC	RC	BP	M	LM
Projecting		A sign extending in whole or in part more than twenty four (24) inches beyond the builiding line						Y	Y	Y	Y	Y
Awing		Sign that is a part of or attached to an awning canopy or structural protective cover over a door, entrance, or window.										
Temporary		Sign which is intended to advertise community or civic events, construction projects and real estate for sale or lease on a temporary basis.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Reader Board		Sign with changeable copy designed for occasional promotional events.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Electronic Message		Sign which is operated by a programmable computer system, which displays messages or numbers with alternating lighted messages.						Y	Y	Y		

Sign Type	Requirements	Regional Commercial	Manufacturing	Community Commercial	Business Park	Recreation Light Manufacturing R-4 Zone	Residential
Electronic Message Center	No more than 50% of sign may be used as Elect. Message Center. And no more than 30% of total sign as EMC. No more than 1 EMC sign allowed per site. Exception shopping centers with at least five acres and min. 150 ft frontage may have 2 signs.	Permitted No electronic message center shall be permitted closer than 100 feet to adjacent residential zoning.		Conditional Use Allowed only on properties, sites, developments with min. of 3 acres with frontage on Midland Drive, 1900 West or 3500 West and within 600 feet of intersections at 4000 S, 4800 S, 5600 S, or 6000 S. May not be located with 100 feet of another EMC or residential zoning district.		Prohibited	Prohibited
Pole Sign	Include freestanding signs with at least 10 feet above grade. Min. setback 1 foot from property line, 10 feet from vehicular access. No more than two separate sign cabinets. Only 1 pole sign allowed. Exception shopping centers with at least five acres and min. 150 ft frontage may have 2 signs.	Height – maximum 30 feet Freeway oriented signs (1900 W and within 300 feet of I-15. Conditional Use – freeway sign max. 50 feet Must be located on portion of property closest to or adjacent to I-15. Cannot be located on frontage of 1900 W. Shopping Center – at least 5 acres, designed for multiple tenants. Conditional Use for up to 40 feet may be allowed. Theme required.		Height – maximum 20 feet. Allowed only allowed on properties, sites or developments with 3 minimum of 3 acres with frontage on 1900 West. Pole Cover shall use pole covers or decorative support structures. Many not contain a sign copy. Single Pole. Shall be located in landscaped areas and are designed to relate to the building and site.			

Monument Signs	Low profile with little or no clearance from grade to cabinet, and may be located on pedestals of no more than 1 foot in height. Must have clear view of vehicular or pedestrian traffic. Setback requirement is 5 feet from property line and not closer than 10 feet of any point of vehicular access. Shall be located within landscaped areas.	Permitted use Street frontage less than 100 feet. Maximum height 6 feet. Maximum width is 8 feet. Street frontage with more than 100 feet. Height maximum is 8 feet. Width maximum is 12 feet. Designed to relate to the building	Permitted use only for residential subdivisions or public or quasi-public uses. Height max is 4 feet Width max is 6 feet.

Roy City does not have ordinances covering the following signs. Examples from other municipalities are given for ideas about wording.

Sign Type	Requirements	Regional Commercial	Manufacturing	Community Commercial	Business Park	Recreation Light Manufacturing R-4 Zone	Residential
Wall Signs	These are located on the exterior wall of the business. (SAMPLE ORDINANCE WORDING)	(a) One wall sign is permitted for each building frontage or building wall facing a road where there is vehicular access. Such sign(s) shall identify only the name of the business. The Architecture and Landscape Commission may permit, where they deem it necessary, convenience signs that convey information for directional purposes. (b) The maximum sign area allowed for all wall signs shall be calculated as the lesser of: one square foot of sign area for every 300 square feet of gross building area or 5% of the building frontage. Sign types should typically include acceptable wall mounted signs or wall-mounted lettering. See figure A below. The total area of all signs on a Street Front must be less than 10% of each wall area, not to exceed 100 sq. ft. in area. (see figure A1 below.) In cases of multiple-tenant buildings, any wall sign shall not exceed 10% of the establishment's occupied portion of wall area.					
Blade signs or projecting signs mount perpendicular to the wall of the building.	Projecting signs mount perpendicular to the wall of the building. (SAMPLE ORDINANCE WORDING)	The projecting sign shall maintain a minimum clearance of ten (10) ft from the bottom of the sign above the finished grade of the sidewalk. One projecting blade/arm sign per primary business entrance. The projecting sign shall not project more than four (4) ft. from the wall and shall not exceed eight (8) sq. ft. in area. Projecting signs should reflect the proportional and dimensional relationships of the structure. The projecting sign shall not be mounted above the floor of the second story, parapet wall or eave line of the building. Signs may be installed onto corners of buildings where applicable.					

Banner Sign		Permanent Building Mounted Banners mounted only to a non-fronting wall in perpendicular, vertical orientation to wall surface are permitted, provided that the structure is at least twenty six (26) feet in height and has received approval by the Zoning Administrator after review and recommendation by the Architectural Review Board. Such banners are not allowed on ground levels of building walls. Vinyl sign substrate is allowed, provided that the sign is installed and secured tightly to building. No loose, non-secure attachments are allowed. Rigid, weatherproof panel construction is required. Building Mounted Banners should have sleeves to mount to a top AND bottom armature, consisting only of round or square steel tubing, spaced apart to ensure rigid installation. No loose, flapping or hanging banners are allowed for this use. Bottom banner mounting armature must be no lower than twelve (12) feet from the ground. No individual building mounted banner shall exceed sixteen (16) sq. ft. or be wider than two (2) feet wide. Maximum of number of banners is determined by the total aggregate of sign area per street front, less than 10% of the wall area, not to exceed 100 sq. ft. Area of one side of each banner counts towards total aggregate area of applicable wall. No such banner or metal armature shall be attached to any other existing signs
Awnings	Typically canvas over a frame and are a classy look for any business. (SAMPLE ORDINANCE WORDING)	Custom awnings/logos must be professionally designed. Any graphics or logotypes applied to the awning face or valance count towards overall allowable signage area per wall face. All awnings should be made of woven fabric, suggested weight to be 9.25 oz. per square yard. A flame-resistant fabric needs to be used when any part of an awning extends over any public or private right of way. Pitch can and will vary, but is limited to a minimum 35 degrees and a maximum 55 degrees. The bottom valance length can and should vary in length from 0" to a maximum 9". Bottom edge of awning / valance must be 8'- 6" min. above the sidewalk or grade below. Structural tubing should be steel or aluminum frame only.
Window graphics	Window graphics can be one as window decals or fully cover the windows. (SAMPLE ORDINANCE WORDING)	Permanent tenant identification information may appear in store front windows and glass doors as signage. Window signs used for shop front and mixed use buildings are permitted provided that: A. Aggregate total of window signs shall not exceed 25% of the window. If multiple windows on the street front are available, each use of vinyl per window may not exceed 25% per window. B. Vinyl lettering for days and hours of operation can be up to three (3) inches high letters and numerals, and shall be figured into the aggregate total area allowed. Other logotypes or letters can be larger than three (3) inches. Signs that are installed or hung in an interior storefront (inside and visible through the window) shall also not exceed 25% of window area. Such signs may be placed at a distance no greater than 5 feet from window
Sidewalk signs	Also known as tent signs, a-frames, sandwich boards. Sidewalk signs usually have a frame with the ability to change out the signs or they can have a chalkboard or whiteboard surface so it's easy to change the message daily.	Sandwich board sign or A-frame sign shall not exceed 8 sq. ft. per sign face. Signs shall not impede normal pedestrian traffic or handicap accessibility. Signs shall not be placed along street frontage or at intersections Businesses along these corridors may place A-frame signage internal to the site. Where allowed, A-frame sign should be located within ten (10) feet of the main entrance of the building and must be removed daily.
Moving Signs	Human held signs.	

Temporary Signs	
Prohibited Signs	
On-Premise Sign-A sign which directs attention to an establishment, service, product, or activity found on the same lot where the sign is located.	
Off-Premises Sign -A sign which directs attention to an establishment, service, product, or activity *not conducted* on the same lot.	
Sample Ordinances reference	http://charmeck.org/mecklenburg/county/BOE/candidate/Documents/Handbook/Cornelius%20Sign%20ordinance.pdf I liked the table on the last page of this pdf