

1. April 7, 2015 - Planning & Zoning Commission - Work Study Session - Agenda

Documents: [2015APR07_PZ_SS_AG.PDF](#)

2. April 7, 2015 - Planning & Zoning Commission - Work Study Session - Packet

Documents: [2015APR07_PZ_SS_PK.PDF](#)

3. April 7, 2015 Study Session Draft Minutes

Documents: [2015APR07_PZ_SS_MND.PDF](#)



Town of Chino Valley
MEETING NOTICE
PLANNING AND ZONING COMMISSION

WORK STUDY SESSION
April 7, 2015
6:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION ITEMS**
 - A.** Continued discussion of proposed amendments to Chapter 4.21 Sign Regulations
- 4. PUBLIC COMMENTS**
- 5. ADJOURN**

Dated this 2nd day of April, 2015.

By: Ruth Mayday, Planner

A copy of the agenda and background material provided to the Commissioners is available for public inspection at the Marion Lassa/Chino Valley Library, 1020 W. Palomino Road, Chino Valley, Arizona. Further details may be obtained by contacting Development Services Department at 1982 Voss, Chino Valley, Arizona (928) 636-4427.

The Town endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 636-2646 (voice) or use 711 (Telecommunications Arizona Relay Service) to request an accommodation to participate in this meeting.

In accordance with Chapter 3, Title 38, Section 38-431.02 Arizona Revised Statutes, public notice is hereby given that four (4) or more members of the Mayor and Town Council may be present at this meeting.



Town of Chino Valley
MEETING NOTICE
PLANNING AND ZONING COMMISSION

WORK STUDY SESSION
April 7, 2015
6:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION ITEMS**
 - A.** Continued discussion of proposed amendments to Chapter 4.21 Sign Regulations
- 4. PUBLIC COMMENTS**
- 5. ADJOURN**

Dated this 2nd day of April, 2015.

By: Ruth Mayday, Planner

A copy of the agenda and background material provided to the Commissioners is available for public inspection at the Marion Lassa/Chino Valley Library, 1020 W. Palomino Road, Chino Valley, Arizona. Further details may be obtained by contacting Development Services Department at 1982 Voss, Chino Valley, Arizona (928) 636-4427.

The Town endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 636-2646 (voice) or use 711 (Telecommunications Arizona Relay Service) to request an accommodation to participate in this meeting.

In accordance with Chapter 3, Title 38, Section 38-431.02 Arizona Revised Statutes, public notice is hereby given that four (4) or more members of the Mayor and Town Council may be present at this meeting.

P&Z Work Study Session

Meeting Date: 04/07/2015

Submitted By: Ruth Mayday, Development Services

Information

Subject

Continued discussion of proposed amendments to Chapter 4.21 Sign Regulations

Attachments

Draft Matrix

4.21.6 Permitted Permanent Signs

1. Agricultural and Residential Districts: For all signs within “Agricultural and Residential Districts” (OS, AR-36, AR-5, AR-4, SR-2.5, SR-2, SR-1.6, SR-1, SR-.16, MR-1, and MHP-4) the following shall apply:

A. Wall Signs

May or may not be illuminated with a maximum height of ten feet (10') except where specifically noted.

Purpose	Zoning District	Max Dimensions	Standards
Single Residence	SR-.16, SR-1, SR-1.6, SR-2, SR-2.5, AR-4, AR-5, AR-36, OS	3 sq. feet (8 sq. feet in OS, AR-36, & AR-4)	One or more identification signs may be permitted.
Multiple Residences (Apartments, condos, town-houses, manufactured home park, recreational vehicle park, or similar use)	SR-.16, SR-1, SR-1.6, SR-2, SR-2.5, AR-4, AR-5, AR-36, OS	3 sq. feet Max Height: 6' from the story floor level	One or more identification signs may be permitted.
Non-Residential Uses (such as but not limited to churches, schools, group homes, farms, not intended for home occupations)	SR-.16, SR-1, SR-1.6, SR-2, SR-2.5, AR-4, AR-5, AR-36, OS	16 sq. feet	One or more identification signs per lot or parcel permitted.

B. Freestanding Monument Signs

May or may not be illuminated with a maximum height of six feet (6').

Purpose	Zoning District	Max Dimensions	Standards
Multiple Residences (Apartments, condos, town-houses, manufactured home park, recreational vehicle park, or similar use)	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	32 sq. feet Max Height: 6'	A maximum of two (2) freestanding monument signs may be permitted. Signs should be located near the main entrance(s) and may include the name and/or logo of the development and shall include the street address. Street address numerals must be in a contrasting color and/ or material from the color or material used for the background for the numerals on the sign.
Non-Residential Uses (Such as but not limited to churches, schools, group homes, farms, not intended for home occupations)	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	32 sq. feet Max Height: 6'	One (1) freestanding monument signs per lot permitted. The sign may include the name and/or logo of the facility, organization or development and shall include the street address.

C. Directional Signs

Purpose	Zoning District	Max Dimensions	Standards
Multiple Residences (Apartments, condos, town-houses, manufactured home park, recreational vehicle park, or similar use) Non-Residential Uses (Such as but not limited to churches, schools, group homes, farms, not intended for home occupations)	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	6 sq. feet Max Height= 3'	Directional signs shall not be included in calculating the total aggregate area of signage allowed on a particular lot or for a particular business, and may include a maximum of 25% of the sign area devoted to the display of a business logo or identification. Shall not be located within the sight visibility triangle as described in Section 4.6, of any driveway.

D. Directory Signs

Such signs may be used for Multiple Residence Uses and Non- Residential Uses when required to identify the location of various buildings, offices, or businesses within a complex. The use, number, and location of such signs must be approved and comply with the requirements of this Ordinance. Each sign may be illuminated and have a maximum area of eighteen square feet (18 sq. feet) and a maximum height of six (6) feet. These signs shall not be included in calculating the total aggregate area for signage allowed on a parcel or lot or for a particular business.

Purpose	Zoning District	Max Dimensions	Standards
Single Residence Uses	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	3 sq. feet	One (1) or more identification signs may be permitted.
Multiple Residence Uses (Apartments, condos, town-houses, manufactured home park, recreational vehicle park, or similar use)	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	3 sq. feet 32 sq. feet total aggregate area	One (1) wall sign per individual unit or dwelling, may be permitted. Max of two (2) freestanding monument signs per development
Non-Residential Uses (such as but not limited to churches, schools, group homes, farms, not intended for home occupations)	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	48 sq. feet total aggregate area	A maximum of two (2) signs per lot or parcel may be permitted.

E. Reader Panel Signs

Purpose	Zoning District	Max Dimensions	Standards
Elementary and secondary schools	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS	32 sq. feet Max Height: 14'	One (1) freestanding reader panel sign with a max area of thirty-two square feet (32 sq. feet) is permitted in addition to what is allowed in Section 4 (a) Total Signage.
Churches	SR-.16, SR-1, SR-1.6 , SR-2, SR-2.5 , AR-4, AR-5 , AR-36, OS		May use up to one-half (1/2) of the allowed freestanding sign area for a reader panel.

2. Non-Agricultural and Residential: Signs within “Non-Agricultural and Residential Districts” (CL, CH, I, PL and OS) shall comply with the following applicable restrictions. Additionally, any complex of three (3) or more businesses shall be required to submit a comprehensive sign package to be reviewed and recommended by the Commission and approved by Council.

A. Wall Signs

May or may not be illuminated.

Purpose	Zoning District	Max Dimensions	Standards
Wall Signs	CL, CH, I, PL and OS	Front building elevation: 1 sq. foot Other exterior walls: ½ sq. foot for each linear foot of the building frontage Aggregate area: 200 sq. feet Horizontal distance no greater than 80% of the width of the building	Wall signs pertaining to any one (1) business within a complex, on a separate parcel or lot, or on a freestanding PAD shall be permitted on the exterior walls of the space occupied by the business.

B. Freestanding Monument Signage

One (1) freestanding monument sign for identification purposes shall be permitted per business, except as otherwise allowed.

Purpose	Zoning District	Max Dimensions	Standards
Single Tenant Building	CL, CH, I, PL and OS	32 sq. feet Max Height: 8'	May include the name and/or logo of the business and shall include the address.
Single Building Development with Multiple Tenants	CL, CH, I, PL and OS	48 sq. feet Max Height: 8'	May include the name and/or logo of the businesses and shall include the address.
Multiple Building Developments or Commercial Centers	CL, CH, I, PL and OS	48 sq. feet per sign Max Height: 8' The minimum distance between two (2) signs on the same street frontage shall be three hundred thirty feet (330').	One sign may be permitted for every three hundred thirty feet (330') of street frontage with a maximum of two (2) signs per street frontage if applicable. The individual buildings within the development and/or the PAD sites within the commercial center shall not be considered as separate developments for signage purposes. May be either a freestanding center identification sign or a multi-tenant identification sign.

C. Directional Signs

Purpose	Zoning District	Max Dimensions	Standards
Directional Signs	CL, CH, I, PL and OS	6 sq. feet Max Height: 3'	Shall not be included in calculating the total aggregate area of signage allowed on a particular lot or for a particular business, and may include a maximum of twenty-five percent (25%) of the sign area devoted to the display of a business logo or identification. They shall not be located within the sight visibility triangle as described in Section 4.7, of any driveway.

D. Directory Signs

Purpose	Zoning District	Max Dimensions	Standards
Directory Signs	CL, CH, I, PL and OS	18 sq. feet Max Height: 6'	Such signs may be used when required to identify the location of various buildings, offices or businesses within the complex. These signs shall not be included in calculating the total aggregate area for signage allowed on a parcel or lot or for a particular business.

Purpose	Zoning District	Max Dimensions	Standards
Drive-thru Boards	CL, CH, I, PL and OS	50 sq. feet Max Height: 8'	Each drive-thru restaurant may be permitted one (1) preview menu Board and one (1) ordering menu Board. These signs may be freestanding or wall-mounted and shall be located a minimum of forty-five feet (45') from the street property line and the front of the Board(s) shall not be visible from the public street. These signs shall not be included in calculating the total aggregate area for signage allowed on a parcel or lot or for a particular business. Freestanding menu Boards shall have a monument

			vase of masonry construction and shall have landscape area at the base of the sign area.
--	--	--	--

E. Drive-thru Restaurant Menu Boards

F. Window Signage

Purpose	Zoning District	Max Dimensions	Standards
Window Signs	CL, CH, I, PL and OS	25% of the window area	The total aggregate area of all window signs shall not exceed twenty-five percent (25%) of the total area of the windows through which they are visible.

G. Awning Signs

Purpose	Zoning District	Max Dimensions	Standards
Awning Signs	CL, CH, I, PL and OS	25% of the front face area of the awning	Awning signs may identify the name of the business. Logos may be used but not in such a way where it is the predominant element of the awning sign. Such signs shall not include any additional advertising copy.

H. Shingle Signs and Projecting Signs

Purpose	Zoning District	Max Dimensions	Standards
Shingle Signs	CL, CH, I, PL and OS	3 sq. feet 8' minimum clearance between the bottom of the sign and the sidewalk.	One (1) shingle sign or projecting sign that is designed and oriented primarily for the aid of pedestrians may be allowed per business and shall be located immediately adjacent to the business it identifies. May identify the name and/or logo of the business, and such signs shall not include any additional advertising copy.
Projecting Signs	CL, CH, I, PL and OS	15 sq. feet 8' minimum clearance between the bottom of the sign and the sidewalk. 1 sq. foot for each linear street frontage of the business	One (1) shingle sign or projecting sign that is designed and oriented primarily for the aid of pedestrians may be allowed per business and shall be located immediately adjacent to the business it identifies. May identify the name and/or logo of the business, and such signs shall not include any additional advertising copy. A wall or parapet sign is not permitted if a projecting sign is used to identify the business.

I. Parapet Signs

Purpose	Zoning District	Max Dimensions	Standards
---------	-----------------	----------------	-----------

Parapet Signs	CL, CH, I	25 % of the front face area of the parapet	Signs may identify the name of the business. Logos may be used but not in such a way where it is the predominant element of the parapet sign. Such signs shall not include any additional advertising copy.
---------------	-----------	--	---

Parapet signs shall not project above the top of the building parapet

J. Total Signage Standards

- i. The total maximum aggregate signage shall not exceed two hundred thirty-two (232 sq. feet) for a single-tenant development.
- ii. The total maximum aggregate signage shall not exceed two hundred thirty-two (248 sq. feet) for a multi-tenant development.
- iii. The freestanding monument sign(s) for multi-tenant, multi-building, or shopping center developments shall not be counted towards the individual businesses' or anchor tenant's allowed signage provided that the name of the businesses or anchor tenant is not part of the center identification name on the freestanding sign.
- iv. In addition to above, drive-thru restaurants may be permitted one (1) freestanding or wall-mounted preview menu Board and one (1) ordering menu Board with a maximum aggregate area of fifty square feet (50 sq. ft.) for both signs.
- v. In addition to above (Total Signage), multiple building developments or commercial centers may be permitted additional freestanding center or multi-tenant identification signs with a maximum area of forty-eight square feet (48 sq. ft.) each in accordance with the provisions outlined in this Ordinance.

- vi. The provisions above shall apply unless such guidelines are addressed in an approved comprehensive sign plan.

Purpose	Zoning District	Max Dimensions	Standards
<u>Grand Openings</u> Banners, Pennants, and Displays	CL, CH, I, Public or Institutional Property	Not Specified	Permitted to be displayed at the time of original opening or when reopened by a new owner or lessee for a maximum of thirty (30) days. Such signs are allowed on-site. In residential districts, such signs may only be permitted for multiple residence uses and non-residential uses. No pennant, banner or display shall be displayed on or above the roof of any building. A minimum of thirty (30) days shall pass between each such display. Banners shall be made of cloth, nylon, or similar material.
<u>Special Events</u> Banners, Pennants, and Displays	CL, CH, I, Public or Institutional Property	48 sq. feet	Allowed for a maximum period of ten (10) consecutive days on each occasion, with the exception of grand opening or reopening signs and such signs shall be reviewed on a case-by-case basis. No pennant, banner or display shall be displayed on or above the roof of any building. A minimum of thirty (30) days shall pass between each such display. Limited to one (1) per street frontage of the business. Banners may be hung from streetlights that are specifically designed to accommodate banners and which advertise a Town-authorized special event, community-wide event or message but not for individual businesses.

A-Frame Signs	CL, CH, I, Public or Institutional Property	Limited to one of two sizes: 24" W x 36" H OR 31" W x 40" H	May be made of wood, vinyl, metal or other similar non-pliable material ("Portable sign") may be displayed for a maximum of three-hundred and sixty-five (365) days. A Portable sign is not permitted on another person's property without written permission. A Portable sign is not permitted to obstruct the Public Right of Way, or within any Town-owned property. Portable sign display is not permitted during hours of non-operation (close of business).
---------------	---	---	---

4.21.7

3. Temporary Signs

Off-site Directional Signs	CL, CH, I, Public or Institutional Property	Preference	Signs shall be placed twenty-four (24) hours in advance of the event and shall be removed within twenty-four (24) hours after the conclusion of the event. Signs shall not be within the public rights-of-way. Prior to installation, approval shall be obtained from the owner of the property on which the off-site signs directional signs will be placed.
----------------------------	---	------------	---

Political Signs			Shall not be displayed earlier than sixty (60) days prior to an election and shall be removed within fifteen (15) days after the specific election to which they refer. The Town may impose a bond requirement for political signs to help insure the prompt removal of all political signage as required by this Ordinance. Sign shall not be placed in any portion of the public right-of-way, except during that period of time commencing sixty (60) days before a primary election and ending fifteen (15) days after the general election. A sign for a candidate in a primary election who does not advance to the general election, shall be removed from Town Right-of-way fifteen (15) days after the primary election. Prior to installation, approval shall be obtained from the owner of the property on which the political signs will be placed.
Real Estate Signs-Residential	SR-.16, SR-1, SR-1.6, SR-2, SR-2.5, AR-4, AR-5, AR-36, OS	<u>Parcels less than 5 acres</u> 6 sq. feet Max Height: 5' <u>Parcels 5 acres or more</u> 32 sq. feet Max Height: 8'	One (1) non-illuminated sign, located on the subject property, shall be permitted.
Real Estate Signs-Vacant Commercial & Industrial Property	CL, CH, I	32 sq. feet Max. Height: 8'	One (1) non-illuminated sign, located on the subject property, shall be permitted.
Real Estate Signs-Developed Commercial & Industrial Property	CL, CH, I	12 sq. feet Max. Height: 6'	One (1) non-illuminated sign, pertaining only to the building upon which displayed shall be permitted.

Real Estate Signs- Open House	SR-.16, SR-1, SR-1.6, SR-2, SR-2.5, AR-4, AR-5, AR-36, OS	Max Height: 3'	A maximum of four (4) open house directional signs, including any such sign on the property of the home for sale, may be posted for each home provided they are not placed or located upon Town sidewalks or within the public right-of-way. The signs may be posted only when a sales person is on duty at the home for no longer than nine (9) hours during any twenty-four (24) hour period.
Construction or Development Signs		32 sq. feet Max Height: 8'	One such sign may be posted on the lot or parcel where the construction or repair will be conducted. If construction plans have not been submitted to the Development Services Department for the parcel or lot within one hundred twenty (120) days after issuance of the construction or development sign permit, the sign shall be removed and will not be approved for replacement until after a building permit has been issued by the Town for the project. In all cases, such signs shall be removed within ten (10) days following issuance of a certificate of occupancy for the project.

4. Subdivision Signs

Purpose	Zoning District	Max Dimensions	Standards
---------	-----------------	----------------	-----------

Subdivision Entry/ Identification Signs		24 sq. feet per subdivision or parcel/unit permitted Max Height: 6'	A wall sign or monument sign may be permitted at the entryway(s) of a subdivision. The signage shall be integrated to complement the streetscape and landscaping frontages.
--	--	--	---

A. Permanent Signs

B. Temporary Subdivision Advertising and Directional Signs

Purpose	Zoning District	Max Dimensions	Standards
On-site Signs		96 sq. feet Max Height: 13'	During the construction phase, each subdivision shall have one sign located at the subdivision (on-site) advertising the subdivision. Such signs may be single or double faced with boxed edges. The sign shall not be located within one hundred (100') of any property line of an existing residence. The sign must be removed when ninety-five percent (95%) of the lots within the subdivision are sold and/or the on-site sales office(s) closes. Additional on-site subdivision advertising and directional signs may be permitted in a PAD District if prior approval by the Commission and Town Council is obtained.
Residential Kiosk Signs		Max Height: 8'	Sign panels on a Town-approved kiosk structure may be authorized for the purpose of providing directional information to community facilities and residential developments, including manufactured home parks and apartment developments, which are offering first time sale and/or lease of single-family subdivisions, multiple-family condominiums, or apartments that are located within the Town limits. Sign panels may be single or double-faced. No temporary real estate kiosk sign shall be placed within three hundred feet (300') of another except when across the street from one another. Panels shall conform to color and design standards.

Residential Kiosk Signs Continued...			Any sign panel approved for a particular development project within the Town shall not be changed to another project without prior approval. Panels shall be located on designated Town Kiosk structures within the public right-of-way, or, upon finding that such location will not permit adequate directional information, kiosk structures may be approved on private property with the written permission of the property owner. Such permission includes a letter of consent allowing the Town, in the event of non-compliance, to enter the property and remove the sign. A kiosk location plan shall be prepared showing the site of each kiosk and shall be submitted and approved prior to the acceptance of a sign permit application.
Flags		12 sq. feet Max Height: 25 feet above the adjoining ground (must be on engineered footing)	Flags may be placed on, or behind, the property line of the subdivision. No more than six (6) flags may be placed at any one subdivision. Flags shall contain no lettering. The flags must be removed when ninety-five percent (95%) of the lots within the subdivision are sold and/or the on-site sales office(s) closes.
PAD Directional Signs		6 sq. feet Max Height: 3'	A maximum number of three (3) homebuilder or marketing directional signs may be permitted within an approved PAD.

DRAFT

MINUTES OF THE STUDY SESSION OF PLANNING AND ZONING COMMISSION OF THE TOWN OF CHINO VALLEY

**April 7, 2015
6:00 P.M.**

The Planning and Zoning Commission of the Town of Chino Valley, Arizona, met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on April 7, 2015.

1) CALL TO ORDER

Chair Rowitsch called the meeting to order at 6:30 p.m.

2) ROLL CALL

Present: Gwen Rowitsch, Chair; Gary Pasciak, Commissioner; Chuck Merritt, Commissioner; Florence Sloan, Commissioner; Corey Mendoza, Commissioner

Staff Present: Ruth Mayday, Development Services Director; Elyse DiMartino, Assistant Planner; Liz Hart (recorder), Deputy Town Clerk

Attendees: Virgilene Hall

3) DISCUSSION ITEMS

A) Continued discussion of proposed amendments to Chapter 4.21 Sign Regulations

Director Mayday presented an outline of proposed changes and revisions to Chapter 4.21 Sign Regulations. She reviewed the current regulations and indicated the proposed changes for each category of signs, including:

- Permitted Permanent Signs, Wall Signage, Freestanding Monument Signs, Directional and Directory Signs, Reader Panel Signs (electronic message signs), Window and Awning Signs, Parapet Signs, Temporary Signs, Real Estate Signs, Construction and Development Signs, as well as Flags, Banner and Pennants.
- Director Mayday advised that her staff has been cleaning up redundant and unnecessary language in the regulations without changing the content.
- This review is the initial strike through, which shows the stricken language and suggested changes for the regulations. Once complete these changes will be reviewed by the local business owners/stakeholders committee for feedback and input as well as to identify other signage issues.
- Once the commission has completed their review and approval of the signage regulation changes, the packet will be submitted to the Council for approval as part of the final plan.

4) PUBLIC COMMENTS

Virgilene Hall is the property manager at 1164 S. State Route 89, Chino Valley, Arizona. Some of the tenants were concerned whether they could have banners on the fence and also question where A-frame signs can but placed. Director Mayday stated that some of the sign regulations that tenants were going by may have been stricken or changed.

5) ADJOURN

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Florence Sloan to adjourn at 7:15 p.m.

Vote: 5 - 0 PASSED - Unanimously

Chair Gwen Rowitsch

Date