

CITY OF ABBEVILLE
FOOD TRUCK PARK SPECIAL USE
PERMIT APPLICATION
(For construction of a new food truck park)

Application is hereby made for a special use permit to construct a Food Truck Park in accordance with the description and for the purpose hereinafter set forth. This application is subject to all City and State Laws and ordinances as well as Health Department codes, and which are hereby agreed to by the undersigned and which shall be deemed a condition entering the exercise of this permit.

PROPERTY OWNER (as shown on deed)

Full Name: _____ Phone: _____
Mailing Address: _____ Email: _____
Address of potential food truck park: _____

CONSTRUCTION INFORMATION

Construction cost: _____
Dimensions of Lot: _____
Onsite Commissary to be built: _____ Yes or _____ No

Read and initial the following statements acknowledging you have read and understood:

- I understand at no point shall the food truck park remain open for 24 hours _____
- I understand all food truck parks allowable hours of operation are 6:00am to 12:00am _____
- I understand I am responsible to make sure all food trucks are removed from food truck park upon closing of the food truck park each night. If the site includes a commissary, food truck vendors who have permission from food truck park owner to remain on site, may do so. _____
- I understand as the property owner, or his/her designated manager of the food truck park shall be responsible for the orderly organization of all food trucks, the cleanliness of the park, and the park's compliance with all rules and regulations. _____
- I understand that I must contact Ms. Kelly Smith with the Vermilion Parish Health Department @ 337-893-1438 to submit my site plan and go over each item on the Health Department's requirement sheet which is attached in this packet _____
- I understand if I choose to install a sign, only monument signs are allowed _____
- I have received the City of Abbeville's Food Truck Park ordinance and have read it and understand and agree to comply with it in its entirety. _____
- I have received the City of Abbeville's landscaping and fence ordinance and have read it and understand and agree to comply with it in its entirety. _____

REQUIREMENTS TO SUBMIT FOR PLAN REVIEW OF CONSTRUCTION

- Copy of plat of property (visit Clerk of Court in Courthouse)
- Digital drawings for your food truck park construction, include landscaping plans with completed landscaping application, grease trap drawings with completed grease trap application, drainage plans, plans of construction of fence if property is next to residential properties.

PROVIDE ANY ADDITIONAL INFORMATION IN RELATION TO THE CONSTRUCTION:

Signature

Date

Sec. 10-58. - Food truck park.

A food truck park is a permitted use and requires a special use permit. A food truck park shall require a certificate of occupancy and be subject to the following requirements:

(1) *General regulations:*

- a. All food truck parks shall comply with all the requirements of this Code as well as all other applicable ordinances, statutes, rules and regulations of the [City/Parish] and State of Louisiana.
- b. At no point shall food truck park remain open for twenty-four (24) hours. Allowable hours of operation are 6:00 a.m. till 12:00 a.m.
- c. If a food truck park is proposed on a site that requires a new utility connection or if a permanent structure is being constructed, the property shall be on a legally platted lot.
- d. The commercial design standards in the City of Abbeville ordinances shall apply to any permanent structure on the site. These standards do not apply to any individual food truck and trailer vendor.
- e. All food truck and trailer vendors shall be removed from any food truck park upon closing of the park. If a commissary is provided on-site and a food truck and trailer vendor is approved to use the site's commissary, then that food truck and trailer vendor will not have to be removed from the site each day.
- f. The property owner, or his/her designated manager, of the food truck park shall be responsible for the orderly organization of all food truck and trailer vendors, the cleanliness of the park, and the park's compliance with all rules and regulations.

(2) *Food truck park dimensional standards:*

- a. The number of food truck and trailer vendor spaces allowed at the food truck park shall be calculated at one (1) vendor space per one thousand (1,000) square feet of lot space. The minimum number of vendor spaces shall be two (2). The maximum number of vendor spaces allowed on any site shall be limited to ten (10), except that a request may be made to the executive director to approve an alternative number of vendors spaces. Vendor spaces do not need to be occupied at all times, but they must be shown and designed during the site plan process.
- b. Only one (1) food truck and trailer vendor is permitted to occupy each vendor space at the food truck park.
- c. No food truck and trailer vendor, or permanent structures, shall be located within the required building setbacks of the applicable zoning district.
- d.

There shall be a minimum of ten (10) feet of separation between each individual food truck and trailer vendor, and a minimum of twenty (20) feet of separation between any food truck and trailer and a permanent on-site structure.

- e. A food truck and trailer vendor shall remain outside of a required fire lane, be located a minimum of three (3) feet from any fire hydrant and shall not block access to a Fire Department Connection (FDC).
- f. No vehicle drive-through services shall be permitted within a food truck park.
- g. During hours of operation, each food truck and trailer vendor shall be responsible for providing two (2) trash receptacles for use by customers and shall ensure the area is kept clear of litter and debris at all times. A common dumpster must be provided within the food truck park and must comply with state department of health requirements and city ordinances relative to dumpsters.
- h. Any food truck park may establish or utilize a permanent structure for indoor seating, entertainment venue, or similar purposes provided that structures comply with all applicable requirements, including but not limited to building and fire department requirements.

(3) *Required site plan:*

- a. A detailed site plan shall be required for the approval of any food truck park. At a minimum, the site plan must show the location of, and detail, the following items:
 - i. Each food truck and trailer vendor space with appropriate separation distances;
 - ii. Utility connections, including electric, gas, water, and sewer;
 - iii. On-site lighting;
 - iv. Activity areas, including playground, movie screen, stage or similar areas;
 - v. Restrooms and hand washing facilities;
 - vi. Designated customer seating areas;
 - vii. Proposed parking areas including on-site and off-site spaces;
 - viii. Fire lanes and fire truck routes;
 - ix. Dumpsters and service vehicle access for waste removal, moving vendor trailers, etc.
- b. Access to a food truck park shall be through a single, all weather surface driveway directly connected to public street, with a maximum driveway width of thirty-five (35) feet. Where on-site parking is proposed near a driveway, a minimum throat distance of fifty (50) feet shall be provided unless otherwise reduced by the city engineer.
- c. All food truck and trailer vendors shall not be parked on unimproved surfaces and at a minimum be parked on compacted gravel base.
- d.

Venues for live music, art performances, movies or similar activities shall be subject to the provisions provided herein, with the proposed location identified on the site plan.

- e. In order to improve safety, all electrical services necessary to serve a food truck and trailer vendor or food truck park shall be provided through permanent on-site connections. Aerial electrical line extensions shall be prohibited. Individual generators may only be utilized in cases of power outages.
- f. Individual electric service outlets with connection boxes shall be installed at each space through approved underground utility line extensions.
- g. Customer seating shall be provided at a minimum rate of four (4) seats per individual vendor, and may be grouped within the food truck park. Seating areas may be located within a permanent building or under a shade structure, provided said building or structure meets all minimum building and fire code requirements. Where outdoor seating is proposed, the surface shall consist of turf grass, crushed granite, pavement, mulch, or other improved surface.
- h. All food truck parks shall be in compliance with all other provisions of this Code, State and National Building Codes, or other requirements (e.g. Fire Department, Health Department) to protect health, safety and general welfare.
- i. Outdoor fryer, grill, and smokers are not allowed outside of food truck and trailer per state department of health and hospitals.

(4) *Lighting:*

- a. On-site lighting shall be provided within a food truck park and shall be in accordance with exterior lighting standards with exception that string lights shall be permitted throughout a food truck park. String lights shall adhere to the UL standards and shall not be placed in a manner which would establish a safety issue.

(5) *Parking:*

- a. The required number of off-street parking spaces shall be calculated at a rate of two (2) parking spaces per food truck and trailer vendor, provided however that an alternate parking plan may be completed and approved by the mayor or his/her designee.
- b. If the site plan identifies available space on-site for employees and/or towing vehicles to park, then the mayor or her designee may approve a reduced number of required parking spaces.

(6) *Signage:*

- a. One (1) monument sign shall be permitted for the entrance to the food truck park. The sign shall comply with all applicable sign requirements found in this Code of Ordinances.
- b.

Each food truck and trailer vendor within a food truck park may have signs mounted to their vehicle and/or trailer.

- c. Each food truck and trailer vendor within a food truck park may have one (1) "A-frame" sign, not to exceed three (3) feet in height, immediately adjacent to their vehicle for the purpose of displaying a menu or special advertisement.
- d. If the food truck park is located within any special zoning district, additional standards may apply pursuant to the requirements of that zoning district.

(7) *Restroom facilities:*

- a. Each food truck park shall provide facilities to accommodate for a minimum of two (2) restrooms. Temporary portable restroom facilities may be approved. If utilizing temporary portable restrooms, proof of contract must be submitted prior to issuance of permit.
- b. The restroom facilities shall be equipped with hand washing facilities, or at a minimum, hand sanitation stations shall be provided near the restroom facility and throughout the food truck park.

(8) *Venues:*

- a. Playgrounds, movie areas, stages for musical or art performances, or similar are encouraged within a food truck park. Said areas shall be oriented away from neighboring uses to reduce noise and light, and potential nuisance.
- b. Any food truck park shall comply with nuisance's ordinances.

(9) *Landscaping:*

- a. All food truck parks shall meet the landscaping requirements of the City of Abbeville ordinances.
- b. Food truck parks adjacent to single-family or multi-family zoned property, shall provide a landscape/eight (8) foot fence buffer.
- c. Park owners are encouraged to provide for an aesthetically-pleasing environment within the park, which includes shade and seating elements in addition to pervious groundcover.
- d. The mayor or his/her designee may allow for alternative compliance as it pertains to landscaping requirements.

(Ord. No. 22-09, 11-15-22; Ord. No. 23-08, 6-20-23)

**CITY OF ABBEVILLE
LANDSCAPING APPLICATION**



Date: _____

Applicant Name: _____

Mailing Address: _____

Phone #: _____

Email: _____

Address of Landscaping: _____

Attach Landscape Design Plan (must include):

- Locations & dimensions of proposed landscaping strips adjacent to public right of way, including a description and location of the trees and plant materials to be placed within the landscaping strips
- Locations and dimensions of the proposed landscaped areas within a parking area, including a description and location of the trees and plant materials to be placed within the landscaped areas.
- Location and calipers of existing health trees to be retained and counted as part of the landscaping requirements.
- An explanation of how existing healthy trees, which are proposed to be retained, will be protected from damage during construction; and a presentation of how existing trees will be integrated into the proposed landscape design.
- A representation of the method used to comply with intersection visibility requirements.
- Trees are prohibited within utility easements.
- Minimum clearances/separation distances measured horizontally from trees to overhead utility lines shall be
 - Class A Trees - 30 ft
 - Class B Trees - 15 ft

Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

Signature

Date

I have read and agree with the statements above.

Sec. 5-224. - Landscape standards.

- (a) Landscape area requirements:**
 - (1) Landscape areas shall be minimally fifteen (15) percent of the developmental area.**
 - (2) The landscape area, as defined above, shall contain a perimeter green strip of at least five (5) feet, in accordance with the landscape ordinance, section 5-219 et seq.**
 - (3) Landscape areas may be provided in the form of islands within the interior parking area, land strips, peninsulas of landscape strips, or a combination thereof.**
- (b) Every part of vehicular use area, with the exception of loading areas, shall be within one hundred (100) feet of the trunk of a tree.**
- (c) A "class B" tree shall be provided for every ten thousand (10,000) square feet (or fraction thereof rounded up) of developmental area. For the purpose of this calculation, one (1) class A tree can be substituted for two (2) class B trees. Additional trees may be necessary to meet spacing requirements.**
- (d) In addition to above, all developmental areas over one and one-half (1.5) acre shall have at a minimum of one (1) class A tree per acre as part of the total tree count.**
- (e) The landscape design shall minimally contain within one-third (⅓) of the landscape area shrubs with associated ground cover plants and/or mulching.**
- (f) A minimum of one hundred (100) square feet for each class A tree or fifty (50) square feet for each class B tree on nonpaved area is required for each tree at the planting location.**
- (g) Unpaved areas not covered with mulch or planted trees, shrubs, or ground cover shall be planted with turf grass to prevent erosion.**
- (h) Driveway entrances/exits (limited to two (2) each of thirty-five-foot width or less) are allowed within perimeter green strips. Parking spaces are not allowed within landscape areas.**
- (i) The landscape design shall also adhere to chapter 5, article VII, Trees, as part of the landscape requirements.**
- (j) Plant material shall be true to name, variety and size, and shall conform to all applicable provisions of the latest edition American Standards for Nursery Stock, and shall be installed and maintained.**
- (k) The overall developmental areas shall be designed as required by the city engineer in accordance with prevailing sight triangle requirements. No trees or shrubbery which would interfere with visibility of drives and public way will be installed.**
- (l) Landscape material which is preserved or installed as part of the minimum landscape requirements of this article shall be maintained in perpetuity.**

(Ord. No. 14-08, 10-7-14)

Sec. 5-225. - Fences.

- (a) Location:**

- (1) Fences may be erected along the boundaries of a lot or required setback, unless a specific restriction is provided in an article of this Code.
 - (2) No fence foundation may conflict with public servitudes or public infrastructure — i.e. water, electrical power, drainage, storm sewer, or other utilities defined in this Code. Any damage to the public infrastructure shall be repaired and paid for by the fence owner. If, within thirty (30) days after notification of damage, work is not completed to repair the public infrastructure, the work may be done by the city, or its designee, and all costs associated therewith shall be assessed to the property owner and shall be a lien thereon.
 - (3) Fences may not block the function and flow of the public storm water system and shall not block the function and access to utilities facilities, without the prior written consent of the city.
- (b) *Material for construction of fence:*
- (1) *General rule:*
 - a. All fences shall be constructed of materials approved by the planning and zoning commission, such as brick, masonry, or a combination thereof, wood, chain link, or vinyl.
 - (2) *Exception:*
 - a. Chain link fences shall not be permitted in situations governed by section 5-10.
- (c) *Height:*
- (1) Except as provided by section 5-10, hereof, and the line of sight requirements hereinafter stated in section 5-226, fences may be built at a height of five (5) to seven (7) feet without the necessity of a building permit. Any fence in excess of seven (7) shall be subject to construction requirements of chapter 5.

(Ord. No. 16-09, 8-2-16)

Sec. 5-226. - Line of sight.

(a) *Applicability:*

- (1) This subsection applies to existing obstructions predating adoption of this ordinance and new construction of fences or signs or placement of movable objects, and new planting of hedges, bushes, or other plants.
 - (2) Utility structures, traffic and street signs, where necessary as determined by the director of public works, and buildings existing at the time of adoption of this ordinance are exempt from this subsection. This subsection becomes enforceable upon application for a building permit. This subsection shall apply to properties located at the intersection of a major public street with another major, or minor, public street; the intersection of any public street with a private street or driveway, which provide egress and ingress to a residential or commercial establishment.
- (b) It is unlawful to construct or maintain, or permit to remain, any fence, sign, movable object, hedges,

bushes, or other plants which exceed thirty-six (36) inches in height measured from the street level on any lot where the fence, sign, movable object, hedges, bushes, or other plants obstruct the line of sight at street intersections as described in (a)(4) hereof.

- (c) The sight line and the curb lines of the street intersections represent sight triangles that are to be free from obstructions as noted in this section.
- (d) The sight distance is measured from a point along the street intersection of the minor intersecting street, private street, or driveway, located twenty (20) feet from the centerline of said intersection. This point shall be visible from a height of three and one-half (3½) feet above the pavement of the major street.

(Ord. No. 16-09, 8-2-16)

Sec. 5-227. - Compliance with State of Louisiana and National Codes or Standards.

Any fence built within the corporate limits of the City of Abbeville shall comply with the Louisiana Statute Uniform Construction Code Council and the American Fence Association, where applicable.

(Ord. No. 16-09, 8-2-16)

Sec. 5-357. - Landscaping and fencing.

- (a) Walls or fences constructed of wood, brick, masonry, and chain link shall be used to secure the site and provide a barrier. All walls and fencing shall be used in conjunction with landscaping in keeping with the city's landscaping ordinance (chapter 5, article VIII).**
- (b) Existing mature tree growth on affected sites shall be preserved to the maximum extent possible; in keeping with the city's tree ordinance (chapter 5, article VII).**

(Ord. No. 15-01, 1-6-15)

HEALTH DEPARTMENT FOOD TRUCK/MOBILE UNIT PARKS CHECKLIST

****NOTE: YOU MUST CALL KELLY SMITH @ 337-893-1438*****

- I. What is the MU Park providing?
 - A. Water?
 1. Private or Community?
 2. Individual Taps or Communal Tap?
 3. If water is provided, sewer must be provided as well.
 - B. Sewer?
 1. Private or Community?
 2. Individual Taps or Communal Dumping Station?
 3. If sewer is provided, is a grease trap available?
 4. If private, is the system appropriately sized?
 - C. Electricity?
 1. Individual outlets at each lot?
 2. Whose name is the electricity under?
 - D. Trash?
 1. Dumpster or Cans?
 2. Is a dumpster pad/can wash available?
 - Keep in mind that the water connection could be considered a source of water for the units to access.
 3. Who is responsible for the upkeep on the premises (trash & debris, cans, dumpster pad/can wash area)?
 - E. Restrooms?
 1. Permanent or portable?
 2. Who is responsible for the restrooms?
 3. Where will mobile unit employees use the restroom?
 - F. Seating?
 1. Is seating available?
 2. Who is responsible for trash/debris on the premises, restroom upkeep etc.?
 - G. Commissary?
 1. Is a commissary available on site?

2. If no commissary is available, who is responsible to ensure mobile units are returning to their commissary after each day of operation?

II. How is the park owner responsible for in ensuring that mobile units are operating according to regulations?

A. Permits

1. Ensure that all mobile units have a current LDH permit.

B. Water

1. If water connections are provided, they must be connected to an approved community water system.
2. If water connections are provided, sewer connections are provided.
 - For each water connection, there must be a sewer connection.
 - No permanent plumbing is allowed.
3. Water connections must be equipped with backflow preventers.

C. Sewer

1. If sewer taps are provided, they must be of the appropriate type & plumbed to an approved sewer system.
 - No permanent plumbing is allowed.
2. Wastewater may not be disposed of on the surface of the ground, in ditches/coulees, in storm drains etc.
3. Portable or temporary wastewater storage containers are not allowed.
4. Grease trap – decided by the CBO.

D. Dumpster

1. If a dumpster or trash can is provided for use by the mobile units, an approved dumpster pad/can wash station must be provided.
2. Constructed of non-absorbent material such as concrete or asphalt and shall be smooth, durable, and sloped for drainage to an approved sewer system, with hot and cold water available for cleaning.
3. Water tap at this area may not be utilized by mobile unit for filling fresh water tanks.
4. Sewer tap at this area may not be utilized by mobile unit for emptying waste water tanks without approval.

E. Premises

1. Keep premises clean and free of litter and debris.

F. Restrooms

1. Provide a restroom for mobile unit employees.
2. Must be kept clean, well maintained, and with appropriate restroom supplies.

G. Commissary

1. Inform mobile units that they should return to their commissaries at the end of each day of operation.
2. Mobile units cannot be allowed stay on site for days or weeks at a time, without returning to their commissaries.

CITY OF ABBEVILLE SIGN/BILLBOARD PERMIT APPLICATION



Application is hereby made for a building permit in accordance with the description and for the purpose hereinafter set forth. This application is made subject to all City and State Laws and Ordinances and which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

APPLICANT NAME: _____ PHONE #: _____

APPLICANT ADDRESS: _____ CELL #: _____

PROPERTY OWNER AS SHOWN ON DEED:

FULL NAME: _____

PHONE #: _____ CELL #: _____

OWNER MAILING ADDRESS: _____

LOT NO: _____ BLOCK 3: _____ SUBDIVISION: _____

LIST ANY STRUCTURES ON THIS TRACT: _____

APPLICATION FOR:

- | | | |
|---|--|--|
| <input type="checkbox"/> New Sign | <input type="checkbox"/> Alteration of Existing Sign | <input type="checkbox"/> Expansion of Sign |
| <input type="checkbox"/> Reconstruction of Sign | <input type="checkbox"/> Relocation of Sign | <input type="checkbox"/> Billboard |

ADDRESS OF SIGN/BILLBOARD: _____

COST OF SIGNAGE: \$ _____ ESTIMATED COMPLETION DATE: _____

DIMENSIONS OF SIGN/BILLBOARD: _____ HEIGHT OF SIGN/BILLBOARD: _____

MATERIALS USED TO CONSTRUCT SIGN: _____

INDICATE COLOR: Attach Graphic Illustration) _____

IF LIGHTED SIGN INDICATE WHAT SOURCE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Incandescent filament bulb | <input type="checkbox"/> Electric discharge bulb | <input type="checkbox"/> Neon tube and fluorescent tube |
|---|--|---|

TYPE OF SIGN:

- | | | |
|---|--|---|
| <input type="checkbox"/> Arcade sign | <input type="checkbox"/> Flat mounted Sign | <input type="checkbox"/> Programmable Electric Sign |
| <input type="checkbox"/> Architectural Sign | <input type="checkbox"/> Free Standing Sign | <input type="checkbox"/> Projecting sign |
| <input type="checkbox"/> Architectural Sign Cluster | <input type="checkbox"/> Historic Sign | <input type="checkbox"/> Temporary sign |
| <input type="checkbox"/> Attached Sign | <input type="checkbox"/> Inflatable sign (Balloon) | <input type="checkbox"/> Time & Temperature Sign |
| <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Landmark Sign | <input type="checkbox"/> Vertical Banner Sign |
| <input type="checkbox"/> Banner sign | <input type="checkbox"/> Light Box Sign | <input type="checkbox"/> Window Sign |
| <input type="checkbox"/> Cable-hung banner | <input type="checkbox"/> Marquee | |
| <input type="checkbox"/> Canopy Sign | <input type="checkbox"/> Monument sign | |
| <input type="checkbox"/> Fin Sign | <input type="checkbox"/> Mural | |

BILLBOARDS:

- | | | |
|--|--|---|
| <input type="checkbox"/> Double faced, Back-to-Back V type | <input type="checkbox"/> Illuminated Billboard | <input type="checkbox"/> Rotating message Billboard |
|--|--|---|

Please provide the street side linear footage of the lot on which the building is located: _____

ATTACHED SIGNS ONLY: Please provide the linear footage of frontage of building where sign will be attached: _____

REQUIREMENTS FOR SIGN/BILLBOARD PERMIT

- _____ Complete Application with Permit Department
- _____ Submit plans, drawn to scale with dimensions, including the following:
 - _____ Details indicating proposed sign area, dimensions, colors, materials, graphic illustration and methods of illumination and attachment.
 - _____ A site plan indication of the location of all existing and proposed signs.
 - _____ Building elevations with the proposed sign depicted.
 - _____ Photographs of the proposed sign location and the existing signs.
- _____ Pay for permit once sign application has been approved.

Billboards or signs with foundation and/or site requirements are subject to review by the City's Building Code Enforcement Office with Administrative Fees charged to cover to review.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the above proposed work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other statement, local, or state law regulating construction or the performance of construction.

Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit/application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

Signature _____

Date _____

I have read and agree with the statements above.

The following City of Abbeville Ordinances provide guidelines and explanations for sign requirements.

https://library.municode.com/la/abbeville/codes/code_of_ordinances

PART II - CHAPTER 5 - ARTICLE IX – SIGNS

PART II - CHAPTER 5 - ARTICLE X – BILLBOARDS

FOR OFFICE USE ONLY

Smart Zone

Main Street District

Council District _____

Flood Zone

Historical District

Permit # _____

Cultural District

Permit Fee \$ _____

Planning Zone Approval

Admin Fee \$ _____

Sec. 5-273. - Freestanding signs.

(a) *Quantity.*

- (1) One (1) freestanding sign shall be allowed on a parcel for each street frontage of the parcel which measures fifty (50) linear feet or more in length.
- (2) Exceptions.
 - a. One (1) additional freestanding sign for each fifty (50) linear feet of outdoor retail display frontage of that parcel up to a maximum of two (2) additional freestanding signs, provided that the total number of freestanding signs allowed on any parcel shall not exceed a total maximum of three (3) freestanding signs.

(b) *Size.*

- (1) The aggregate sign area of all freestanding signs on a parcel shall not exceed a total area equal to one (1) square foot per each one (1) linear foot of street frontage of the parcel, and the aggregate sign area of all freestanding signs along one (1) single public right-of-way shall not exceed a total area equal to one (1) square foot per each one (1) linear feet of street frontage along that one (1) public right-of-way.
- (2) No freestanding sign shall have an area in excess of one hundred twenty (120) square feet.
- (3) A freestanding sign shall have a maximum sign area of forty (40) square feet when facing streets with residential property across the street.

(c) *Height.* The maximum height of a freestanding sign shall be the square footage of the sign area divided by four (4). However, in no event shall the height of any sign exceed twenty (20) feet.

(d) *Setbacks.* The required front setback of a freestanding sign on a parcel shall be a minimum of four (4) feet for any sign that is six (6) feet or less in height, six (6) feet for any sign greater than six (6) feet in height but less than ten (10) feet in height, and ten (10) feet for any sign that is ten (10) feet or greater in height.

(e) *Programmable electronic signs.* Operation of the programmable electronic sign shall conform to the provisions of section 5-236 hereof.

(f) *Other provisions.*

- (1) *Sign base.* All freestanding signs shall be placed on a base of at least eighteen (18) inches in height that is architecturally consistent with the main building of the parcel and the freestanding sign it supports. The base shall be constructed of durable materials to reduce the likelihood of unsightly signs and blighted conditions.
- (2) *Landscaping.* All freestanding signs shall be located fully within a landscaped area extending from the supporting structure of the sign to a point on all sides that is at least four (4) feet from vertical lines drawn from the outer edges of the sign. For purposes of this provision,

"landscaped area" shall mean an area containing live plant material including, but not limited to, ground cover, shrubs, grass and trees.

(3) *Time and temperature signs.*

- a. Any otherwise allowed freestanding sign may include a time and temperature sign not exceeding fifteen (15) square feet in sign area.
- b. A time and temperature sign not exceeding fifteen (15) square feet in sign area, excluding any frame, may be located on the primary building on a parcel.
- c. Any time and temperature sign meeting the requirements of subsection a. or b. above shall not reduce otherwise allowable signage.

(g) *Multiple parcels subject to a single development permit.* Where more than one (1) parcel is subject to a single building permit issued pursuant to chapter 5, the term "parcel" as used in this section shall mean the entire site covered by the single development permit.

(h) *Architectural signs.*

- (1) The total amount of architectural signs allowed on any one building shall not exceed a total maximum area of two hundred (200) square feet per building, in the aggregate.
- (2) Each architectural sign shall be limited in area to a maximum of thirty-two (32) square feet, except that one (1) architectural sign of up to one hundred (100) square feet in area may be located on one (1) building frontage, all subject to the total maximum area allowed under subsection (b) above.
- (3) Architectural signs may be allowed on the exterior of that portion of a building containing residential uses.

(i) *Inflatable or balloon signs.*

- (1) Inflatable or balloon signs may be allowed on sites and in a manner meeting all of the following criteria:
 - a. The location is on site for a festival, special event, or grand opening; and
 - b. The permit shall be not exceed seven (7) days; and
 - c. The sign must be safely and securely mounted to a structure.
- (2) The inflatable or balloon sign allowed under this section must meet the additional following criteria:
 - a. The inflatable or balloon sign shall be no greater than one thousand (1,000) cubic feet in size; and
 - b. The inflatable or balloon sign shall extend no higher than the lesser of the following heights:
 1. Thirty (30) feet above the building parapet or building roof surface if there is no parapet; or

2. The height set forth in a no hazard determination by the Federal Aviation Administration; and
- c. The inflatable or balloon sign shall extend no less than ten (10) feet above the building parapet or building roof surface if there is no parapet.

(Ord. No. 13-07, 5-21-13; Ord. No. 14-07, 10-7-14; Ord. No. 15-10, 11-17-15; Ord. No. 21-01, 3-16-21)