

**MINUTES  
CITY OF LAUREL  
CITY COUNCIL WORKSHOP  
TUESDAY, AUGUST 04, 2020**

A Council Workshop was held in Council Chambers and called to order by Mayor Tom Nelson at 6:31 p.m. on August 4, 2020.

**COUNCIL MEMBERS PRESENT:**

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Emelie Eaton  | <input checked="" type="checkbox"/> Heidi Sparks |
| <input type="checkbox"/> Bruce McGee              | <input type="checkbox"/> Richard Herr            |
| <input type="checkbox"/> Scot Stokes              | <input checked="" type="checkbox"/> Irv Wilke    |
| <input checked="" type="checkbox"/> Richard Klose | <input checked="" type="checkbox"/> Don Nelson   |

**OTHERS PRESENT:**

Nick Altonaga, Planning Director

Kurt Markegard, Public Works Director

**Public Input:**

There were none.

**General Items**

1. Appointment of Bill Mountsier to the Public Works Committee.

Council noted that they were glad to see Mr. Mountsier is continuing on this committee. He is a very valuable member.

2. Appointment of Bill Mountsier to the Emergency Services Committee.

Council noted Mr. Mountsier was a very valuable asset to the Emergency Services Committee due to this law enforcement background.

**Executive Review**

3. Resolution - A Resolution To Authorize The Mayor To Sign An Agreement With Laurel Public Schools, District 7 and 7-70, Continuing The School Resource Officer (SRO) Program For the Laurel High School.

There are two SRO contracts. One for the High School and one for the Middle School. Both contracts are the same as in previous years. The wages reflect the current Collective Bargaining Agreement for 303.

4. Resolution - A Resolution To Authorize The Mayor To Sign An Agreement With Laurel Public Schools, District 7 and 7-70, Continuing The School Resource Officer (SRO) Program For the Laurel Middle School.

The same as the previous agenda item.

5. Resolution - Budget Amendment Resolution Amending Appropriations And Revenues For The Federal Equitable Sharing Fund For Fiscal Year 2019-2020

Every year the City has to do a budget amended for the Federal Equitable Sharing Fund because we cannot budget for this each year.

It was questioned what is the Federal Equitable Sharing. It was clarified this fund is where we get the money from Officer Brew's work with the Drug Task Force. Money from forfeitures goes into a pool and is shared with all departments involved. The money we get back is based on the amount of time we put in compared to others.

6. Resolution - A Resolution Of The City Council Approving An Application For Special Review For The Town Pump Located At 312 S. 1st Avenue, City Of Laurel, For The Purpose Of Allowing Replacement Of Manual Reading Board Signs With Electronic Message Boards.

Nick Altonaga, Planning Director, briefly reviewed the attached Staff report. The City/County Planning Board voted to approve and recommend this request. The sign is similar to those around it.

7. Resolution - Resolution Approving Change Order #2 To The City's Contract With Hardrives Construction, Inc. Authorizing Additional Work For City Of Laurel's 2020 Pavement Maintenance Project And To Authorize The Mayor To Sign Change Order Documents On The City's Behalf.

Kurt Markegard, Public Works Director, stated during chip sealing, it was noticed there was not enough quantity to cover all the chip sealing initially approved. This change order will allow the same streets to be addressed, but the chip sealing from curb to curb. It is correcting the quantities. More cracks needed to be sealed. All cracks have been measured for a precise amount to be able to bring the cost to Council.

Ryan Walsh stated the bid went out at \$460k to \$470k. Initially, there was \$900k budgeted. We were able to increase the project scope. We are up to \$760k or \$770k at this point. We increased the project \$248k up to \$743k. This second change order will increase it by \$116k to a budget of \$860k. There is a little bit extra into that estimate in case we go over the budget.

There is a timeframe when crack seal and chip seal can be done. Chip sealing will begin the 3<sup>rd</sup> week of August. This project takes care of streets graded a level 6 out of the Pacer study.

It was questioned if this change order keeps in line with what was already budgeted. It was clarified there is still money left over. This allows for more streets to be taken care of.

8. Ordinance - An Ordinance Amending Title 12 Chapter 12.04 Of The Laurel Municipal Code Relating To The City's Street And Sidewalk Construction And Maintenance.

Kurt Markegard, Public Works Director, stated the City could create a district via resolution to assess businesses differently than residential. However, the money can only be spent in that district. The proposed changes reflect back to State statute. They reflected current language from he to he/she. Also removed the second Monday of August as Council does not convene on Mondays.

Montana Legislature has changed that. The City can assess differently as needed. The City cannot assess ditch companies and their property within City limits.

**Council Issues**

9. Discussion - Uncontrolled Intersections (E. 8th Street/ 5th and Main)

Public Works and Emergency Services Committees talked about the intersection at W. Main and 5<sup>th</sup> Avenue at their last month's meeting.

A Council Member noticed a discussion on Facebook of kids walking on Eleanor Roosevelt Dr between Fir and Cottonwood with concerns the speed limit is not being adhered to.

It was clarified that the Public Works Director could not speak to traffic or speed. However, looking at the map, Eleanor Roosevelt Dr. goes between City and County in various locations. The City would need to engage the County Commissioners.

The example of no-stop signs at the intersection with the new trailer park development. The developer can be asked to post a stop sign. It is a private road. The City can require one if it is the City's right-of-way.

While speed bumps do slow down traffic, from a Public Works perspective, that can cause issues. Snowplows do not like speed bumps as they can cause damage to City rigs. However, crews could work around them if needed.

Emergency Services Committee talked about asking the State to do a traffic study at the intersection of W. Main and 5<sup>th</sup> Avenue.

It was questioned if a traffic study could also be done on Eleanor Roosevelt Dr. to see how to slow people down. It was clarified that both of these areas are different. And have different processes. To address Eleanor Roosevelt Drive, the City will need to speak with the County. Will bring this item back in September with County Commissioners to have further discussion.

The Public Works Director stated he did call the district administrator about putting in a new 4-way stop at W. Main and 5<sup>th</sup> Avenue. They want the traffic to stabilize before doing a traffic study since the new interchange recently opened. If Council would like a traffic study, the City will need to send a letter. Chief Langve stated there has also been discussion about reducing speeds to 8<sup>th</sup> Avenue, but the State would have to approve any speed reductions.

It was questioned who decides when the traffic has stabilized. This intersection needs relief now, whether temporary or permanent. Council did agree the speed should be slowed through there to 25 mph as this stretch of road is getting busier. Council noted when Wood Power Grip releases their employees for the day, it can be very difficult to get across at the W. Main and 5<sup>th</sup> Ave intersection. The buses also have issues too. The State will have to evaluate the intersection and evaluate the best option. The City will start this conversation and work on moving this item forward.

#### 10. West Railroad Update

This project has been sidetracked with COVID.

Kurt Markegard, Public Works Director, stated funding the gap is the most challenging part of this project. By far, stormwater will be the more challenging aspect of this project. It is expected to be costly. All the streets on the Southside need to be rebuilt. Currently, the stormwater goes to Russell Park, then goes under the interstate and into the refinery. All infrastructure on the Southside needs to be replaced. We need to have an excellent foundation to move forward with this project. There needs to be a discussion about either widening the streets or making them one way. In some areas, stormwater is only 2 feet below the road. There is also discussion about putting in a lift station to address the stormwater from W. Railroad street. They can also use valley gutters and have the water flow past houses, but some residents worry about flooding. The Clerk/Treasurer will need more time to determine what the assessments for the TIF are going to be. The first step in this process is addressing the issues with stormwater for the Southside as a whole. We need to also address the best method to move refinery workers in and out of the Southside.

It was questioned if we have funding for this project. It was clarified that the City is looking for funding options for the gap. The Clerk/Treasurer needs to see with the EDII project what the revenue will be for the TIF District. The EDII project is two weeks out from paving. Once this project is complete can tell you what funds are leftover. The TIF District may be able to address blocks 1-5 and help close the funding gap.

It was questioned if this item can come back before Council once the EDII project is complete and the Clerk/Treasurer has had a chance to review the numbers. It was clarified this item would be put on the September 15<sup>th</sup> Workshop.

#### 11. Discussion - Replacement and Depreciation fund for Solid Waste

Kurt Markegard, Public Works Director, stated that he met with the Clerk/Treasurer last month. Other enterprise funds have a replacement and depreciation funds; however, Solid Waste does not. The charge for Solid Waste was \$11.80 in 2001 and has since gone up to \$14.00. The increase occurred in 2014 or 2015. Solid Waste is currently running in the hole for the last three years. They looked at costs for personnel and the container site. They barely have enough personnel to provide the service. Landfill costs have gone up exponentially. They were \$11.5 per ton; now, it is \$26 per ton. With people eating at home, they create more garbage, and staff is

taxed to get the routes done. They also need new equipment. Currently, the City has five trucks. All costs are going up, but the rates are not going up accordingly. Currently, the County is paying approximately \$29 per month for garbage services. The City currently is charging \$14 per month. The Container Site does not charge City residents unless it is construction debris. This is an excellent service to our residents. A lot of people use the Container Site. There has been discussion about charging for the Container Site, but cans in the alleys will just get fuller. It would be better to keep on a paid monthly rate. Kois Brothers are here this evening to talk about an option to help replace aging equipment. These items are expensive. The equipment would be on a payment plan.

It was questioned about the lease program discussed at the last Public Works Committee meeting and would the depreciation and replacement fund be part of that. It was clarified that the City already has a depreciation and replacement fund for both Sewer and Water. Businesses get picked up six times a week. Residents get picked up once a week. We need a rate structure to cover all of these things. If the City does not want to lease the equipment can save money and write a check for the entire purchase.

It was further clarified that an enterprise fund could not engage in a contract without paying for it out of the enterprise fund. They are run like a small business and cannot have General Fund give any money to make them work. Before moving forward with the lease option would need to ensure funding is appropriate. It was also clarified to have a replacement and depreciation fund that needs to be defined in the rates. The fund collects funds until they are needed. Costs for Solid Waste got more expensive. The trucks' cost got more expensive, the cost to dump at the landfill got more expensive, the cost to maintain the trucks got more expensive.

Marty Kois, with Kois Brothers, stated they have a tax-exempt lease option. Laurel has one of the lowest rates in the State. The problem comes to illegal dumping. It can make it challenging to address the issues. To help people get further into those programs, approached a Tax Exempt Leasing company to look at options. For example, Municipality needed a new sewer truck, took in their old sewer truck on payment for the first year. Their next payment wasn't due for 360 days. The down payment came via the truck they had for trade. It, in turn, gave them a whole year to build up revenues to make the Tax Exempt leasing. The leasing can be structured however the City would like. The most beneficial options are three years, seven years, or eight years. The City should consider replacing vehicles at the eight-year mark as the majority of repairs come after the seven-year mark. You can get warranties up to 7 years in the program. With solid waste trucks, there is a telemetric program that they can see what the issue is. Can see how far out the arm went and what is stalling the arm out. A few of the City's trucks have come from out of state. They are located close by and are able to help solve some of those problems. Also, have a monthly and quarterly service program to assist the mechanic in identifying potential issues. The goal is to get the most in trade values to assist with the leasing process.

The telemetric has four cameras on the truck, with an additional hopper camera. There have been situations where there were bodies dumped inside a can and be able to see that and hit the emergency stop before the packer panel. It is an accident prevention piece as well. It is a subscription-based fee. It can help identify who was at fault in the event of an accident.

Mayor Nelson stated there are a few options at the end of the lease as well. It was clarified there is a \$1 buy-out or putting the vehicle back in as a trade. This can be structured to fit the City's budget.

It was questioned if this is a per vehicle program or more than one vehicle. It could be multiple vehicles in the same lease. We are currently looking at four now. The trade will come off the top figure. The lease can be set up for quarterly or yearly payments. The vehicles being discussed currently are a street sweeper, jet rodger, and two garage trucks. Maintenance is needed to help catch things before they are critical.

It was questioned what other municipalities they are working with currently. They are currently working with Great Falls, which is also looking to purchase garbage trucks. Automated trucks take five times more maintenance. The only other item that takes the most maintenance is the street sweeper. Great Falls is looking at a three-year turn with their solid waste trucks.

It was stated the jet rodger would come out of Sewer, the street sweeper would come out of Streets, and the two garbage trucks would come out of Solid Waste. The Clerk/Treasurer was questioned if there was even enough money in Solid Waste right now to be able to afford that portion of this lease. The response was based on the \$250k figure that Solid Waste has enough to enter into this lease for two years, and then they would be strapped. This is why there has been discussion about raising the rates.

Many municipalities are looking to move to a 30/60/90 gallon can, but as people place their garbage on the curb, it creates more work for the drivers to maneuver to the cans. This option helps with the illegal throwing of stuff in the alleyways.

## **Other Items**

### **Review of Draft Council Agendas**

12. Review of Draft Council Agenda of August 11, 2020.

### **Attendance at Upcoming Council Meeting**

All Council Members present will be at next week's meeting.

### **Announcements**

It was requested at the next Workshop the Local American Legion Post would like to do a presentation about the American Legion obtaining 1 acre of land at the Cemetery to create a parking lot.

The Public Works Director reminded Council that the windmills would continue to be unloaded except 3–5-minute traffic delays. This project is expected to run for another four months.

13. Employee Recognition July 2020-December 2020.

Mayor Nelson thanked employees for their years of service.

The council workshop adjourned at 8:02 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brittney Moorman", with a long horizontal flourish extending to the right.

Brittney Moorman  
Administrative Assistant

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**



## LAUREL CITY-COUNTY PLANNING DEPARTMENT

### STAFF REPORT

TO: Laurel City-County Planning Board / Zoning Commission  
FROM: Nicholas Altonaga, Planning Director  
RE: Special Review – Town Pump Signage at 312 S. 1<sup>st</sup> Ave  
DATE: July 29, 2020

#### DESCRIPTION/LOCATION:

The applicant Mark Lynde of Sign Pro has submitted an application for special review on behalf of his client, Town Pump. The affected property is located at 312 S. 1<sup>st</sup> Avenue in the City of Laurel. The Parcel is zoned Highway Commercial and is within the Community Entryway Zoning District.

The applicant is requesting a special review to replace manual reader board signs with electronic message boards. The property is legally described as EAST YELLOWSTONE SUBD, S16, T02 S, R24 E, BLOCK 29, Lot 7 - 21, ADJ VAC ALLEY & TR A-B COS 2460.

#### Applicant Data:

Owner: MBDII RE LLC  
Legal Description: EAST YELLOWSTONE SUBD, S16, T02 S, R24 E, BLOCK 29, Lot 7 - 21, ADJ VAC ALLEY & TR A-B COS 2460  
Address: 312 S. 1<sup>st</sup> Ave  
Parcel Size: 67,076 Sq. Ft.  
Existing Land Use: Town Pump gas station  
Proposed Land Use: Town Pump gas station (updated signage)  
Existing Zoning: Central Business District  
Overlay District: Community Entryway Overlay District

#### Surrounding Land Use and Zoning (See Exhibits A & B)

|               |                                  |           |                                 |
|---------------|----------------------------------|-----------|---------------------------------|
| North Zoning: | Highway Commercial               | Land Use: | Montana Lil's Casino            |
| South Zoning: | Residential Limited Multi-Family | Land Use: | Residential                     |
| East Zoning:  | Highway Commercial               | Land Use: | Conoco, Subway, Citybrew, CENEX |
| West Zoning:  | Community Commercial             | Land Use: | Southside Storage               |



#### **STAFF FINDINGS:**

1. The applicant is requesting a special review for the proposed replacement of a manual reader board sign with an electronic message board sign.
2. The application packet is attached and contains:
  - a. Cover Letter,
  - b. Application Form,
  - c. Site Map,
  - d. Tax Information,
  - e. Sign renderings, and
  - f. Certified list of surrounding property owners.
3. LMC 17.42.050 Table – Signs by Zoning District lists:
  - a. “Fixed Message Electronic Variable Message Sign” and “Computer Controlled Variable Message Sign” are SR, Special Review, within the Entryway Zoning District.
  - b. “Pictographic Changeable Copy Signs which depict only still frames and change not less than 60 seconds” are SR, Special Review, within Highway Commercial Zoning but are Not allowable within the Entryway Zoning District.
  - c. “Pictographic Changeable Copy Signs which depict motion, flashing, and blinking of any kind” are not allowable within any Laurel zoning district.
4. LMC 17.42.040 – Definitions lists specific definitions for these sign types under “Changeable Copy Sign”
  - a. Fixed Message Electronic Signs. Signs whose basic informational content has been preprogrammed to include only certain types of information projections, such as time and temperature
  - b. Computer Controlled Variable Message Electronic Signs. Signs whose alphabetic or numeric content can be changed or altered by means of computer driven electronic impulses.
  - c. Pictographic Changeable Copy Sign means a sign whose still framed pictographic or symbolic content can be changed or altered by manual or electric, electromechanical or electronic means. Still frame pictures may change but not sooner than every sixty seconds. No pictographic changeable copy sign can depict movement or motion, flashing, blinking or other special effects including scrolling text.
5. LMC 17.26.052 Development Standards - Signage is attached to this staff report in full.
6. LMC 17.42 – Sign Code is attached to this Staff Report in Full.
7. LMC 17.68 – Special Review Procedure is attached to this Staff Report in Full.
8. The advertising requirements of LMC 17.68.030 C, D, and E have been met.

#### **ZONING COMMISSION CONSIDERATIONS AND RECOMMENDATION:**

The Zoning Commission shall review and make determinations on Chapter 17.68 – Special Review Procedure, Section 040 – Zoning Commission Action. This section is presented below.

- A. After presentation to the zoning commission of the request for special review by the applicant, the zoning commission shall make a recommendation to the city council to:
  1. Grant the application for special review;
  2. Deny the application;
  3. Delay action on the application for a period not to exceed thirty days; or

4. Grant the application subject to conditions and recommendations and give the reasons therefor.
- B. Before approving a special review use, the zoning commission shall find that the contemplated use(s):
  1. Complies with all requirements of this section;
  2. Is consistent with the objectives and purposes of this title and the Laurel comprehensive planning process;
  3. Is compatible with surrounding land use or is otherwise screened and separated from adjacent land in such a way as to minimize adverse effects;
  4. Further the zoning commission shall consider and may impose modifications or conditions concerning, but not limited to the following:
    - a. Street and road capacity,
    - b. Ingress and egress to adjoining streets,
    - c. Off-street parking,
    - d. Fencing, screening and landscaping,
    - e. Building bulk and location,
    - f. Usable open space,
    - g. Signs and lighting,
    - h. Noise, vibration, air pollution and similar environmental influences.

#### **STAFF SUGGESTED CONDITIONS:**

The Planning Board/Zoning Commission recommends the following conditions for approval if the City Council votes to approve this application for Special Review.

1. Signs shall comply with Chapter 17.42 of the Laurel Municipal Code.
2. Signs shall comply with Chapter 17.26.052 of the Laurel Municipal Code.
3. Installed electronic signs shall be either a fixed message electronic variable message sign or computer controlled variable message sign.
4. Pictographic changeable copy signs depicting motion, flashing, and blinking of any kind shall not be installed as part of this proposed upgrade, or any future proposed signage upgrade on site.
5. Signs shall be properly maintained through actions such as cleaning, painting, and the prompt replacement of defective parts.

#### **PROCEDURAL HISTORY:**

- The initial application was submitted on February 19, 2020.
- The onset of the COVID-19 pandemic caused a postponement of the regular meetings of the Laurel City-County Planning Board.
- The Planning Director had been in contact with the applicant as to scheduling the special review and providing supporting documentation.
- A public hearing was conducted at the July 22, 2020 meeting of the Laurel City-County Planning Board regarding the application.
- The Laurel City-County Planning Board voted to approve the special review with the suggested Staff Conditions within the staff report.
- A public hearing is scheduled to be conducted at the August 11, 2020 meeting of the Laurel City Council.

Attachment 1. LMC Chapter 17.26.052 - Development standards. Part A. Signage

A. Signage.

1. Review Consideration. Signage in the EZD needs to recognize the relationship between adjacent land uses and the natural features of the location such as existing views and proximity to residences. Although signs perform a function in providing information concerning services, products, and business, a profusion of signs produces a cumulative effect that cancels out individual effectiveness and detracts from the appearance of the community as a whole. All signage shall be reviewed with the following considerations and criteria:
  - a. Use of subdued, low-key colors;
  - b. Location, size, and height that do not obstruct views of the community, the river corridor, traditional open spaces, or the mountains;
  - c. Sign is built of permanent, durable materials;
  - d. Size and location avoids or minimizes the sense of clutter with nearby signs;
  - e. The sign is professionally prepared and finished on both sides;
  - f. The location and placement of the sign will not endanger motorists or pedestrians and does not interfere with the clear vision triangle at street, railroad, or street driveway intersections;
  - g. The sign will not cover or blanket any prominent view of a structure or façade of historical or architectural significance;
  - h. The sign will not obstruct views of users of adjacent buildings to side yards, yards or to nearby open space;
  - i. The sign will not negatively impact the visual quality of a public open space such as a recreation facilities, square, plaza, court yard and the like;
  - j. The sign cannot be seen from the Yellowstone River or any city, county or state park or—if it can be seen—it must be located one thousand feet from the boundaries of such spaces.
2. Only one sign is allowed per parcel of record and there shall be at least one thousand feet between signs.
3. A construction permit is required whenever the sign copy is changed and any alterations to the sign are made.
4. Signs shall be limited to one hundred sixty square feet in copy area.
5. Non-conforming signs are required to be brought into compliance with this section within six years from the date of adoption of this ordinance or upon the earliest occurrence of the following events.
  - a. The sign is relocated or replaced;
  - b. The structure or size of the sign is altered in any way;
  - c. The sign suffers more than fifty percent appraised damage or deterioration or the sign is taken out of service for any reason, such as being knocked down by weather or other means;
  - d. If any non-conforming sign is abandoned or voluntarily discontinued for a period of one hundred eighty days, any subsequent use must be in conformity with this ordinance. An abandoned sign is a sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product, or activity, and/or for which no legal owner can be found. An abandoned sign is to be removed by the owner within fifteen days of notice from the public works department.
6. No portable signs as described in the city signage ordinance are allowed in the EZD.
7. Transit Bus Benches. Transit bus benches, with or without advertising, may be placed within the city right-of-way upon application and approval of the ADA coordinator, the transit

administrator and in consultation with the public work director. All benches must comply with any applicable city, state, and or/federal standards or regulations. The city may approve a bench provider, with or without advertising, pursuant to its procurement policy, as amended.

8. Lighting. All sign lighting must incorporate cut-off shields to direct light downward. Luminaries shall not be visible from adjacent streets or properties. A sign's lighting will not cause hazardous or unsafe driving conditions for motorists and will not glare, reflect, or spill onto adjacent business or residential areas.

## Attachment 2. LMC Chapter 17.42 - SIGN CODE

### 17.42.010 - Adoption.

The Uniform Sign Code, 1997 Edition, published by the International Conference of Building Officials, together with any appendix or subsequent amendments or additions thereto, adopted or as may be adopted in the future by the city of Laurel, is [by this Section] 17.42.010 adopted by and declared to be the sign code of the City.

One full printed copy of the code shall be available in the offices of the city. The aforesaid, Uniform Sign Code is adopted by reference and made a part of this chapter as fully, and for all intents and purposes, as though set forth herein at length. It shall be known and designated as the "Uniform Sign Code" of the city.

(Ord. 99-10 (part), 1999; Ord. 96-11, 1996; Ord. 859, 1986; prior code § 15.52.010)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

### 17.42.020 - Updated references.

The sign code described in Section 17.42.010 may be amended by resolution or administrative order of the mayor.

(Ord. 99-10 (part), 1999; Ord. 860, 1986; prior code § 15.52.020)

### 17.42.030 - Intent.

This code shall not regulate official traffic or government signs; the copy and message of signs; signs not intended to be viewed from a public right-of-way; window displays; product dispensers and point of purchase displays; scoreboards on athletic fields; flags of any nation, government or fraternal organization; gravestones; barber poles; religious symbols; or any display or construction not defined in this chapter as a sign.

(Ord.02-32 (part), 2003)

### 17.42.040 - Definitions.

"Animated sign." A sign depicting action, motion, light, or color change, or that change the sign displayed through electrical or mechanical means. Animated also includes signs that use blinking, flashing or scrolling or other special effects to depict motion.

"Area of sign" means the entire area of a sign including the area within a perimeter, which forms the outside shape including the frame, forming an integral part of the display, but excluding the necessary supports or uprights on which the sign may be placed. The frame of a sign may be excluded from the area where such frame conveys no message and is constructed or affixed for aesthetic reasons beyond the necessary supports.

For computing the areas of any wall or canopy sign, which consists of letters mounted or painted on a wall or canopy, the area shall be deemed to be the area of the smallest rectangular figure which can encompass all of the letters. (See below section calculation of sign area.)

"Bandit sign" means an illegal commercial sign posted on a utility pole, street sign, or other street furniture; or any other sign placed within a public right of way or public property or on private property. A bandit sign generally has less than six square feet or less of advertising area and are made of vinyl, paper, cloth or fabric, polyboard, corrugated plastic, poster board, plastic core, cardboard, wood, or plywood, including signs with wood or wire framing, posts or stakes.

"Banner sign" means any sign (other than an official flag) made of cloth, paper or fabric of any kind, which is used to attract attention, whether or not imprinted with words or characters.

"Beacon" means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also, any light with one or more beams that rotate or move.

"Billboard, on-premises" is a sign intended to capture the attention of motorists along interstate highways and other roads located in the entryway zoning district, that also promotes an activity, product,

commodity, service, entertainment or communication which is sold or offered at the premises on which the sign is located.

"Billboard, off-premises" is a sign intended to capture the attention of motorists along interstate highways and other roads located in the entryway zoning district, that also promotes an activity, product, commodity, service, entertainment or communication which is not sold or offered at the premises on which the sign is located.

"Building marker" means any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

"Canopy sign" means any sign that is a part of or attached to any awning, canopy or other fabric, plastic or structural protective cover over a door, entrance, window or outdoor service area, and which does not extend horizontally beyond the limits of the canopy.

"Changeable copy sign" means a sign whose alphabetic and numeric content can be changed or altered by manual or electric, electromechanical or electronic means. Changeable copy signs are limited to time and temperature displays. For changeable copy signs displaying informational and other pictographic content see "pictographic changeable copy sign."

- a. Fixed Message Electronic Signs. Signs whose basic informational content has been preprogrammed to include only certain types of information projections, such as time and temperature.
- b. Computer Controlled Variable Message Electronic Signs. Signs whose alphabetic or numeric content can be changed or altered by means of computer-driven electronic impulses.

"Copy" means the content of a sign surface in either permanent or removable letter, alphabetic or numeric form.

"Directional/informational sign" means an on-premises sign giving directions, instructions or facility information and which may contain the name or logo of an establishment but no advertising copy, e.g., parking or exit and entrance signs. The sign may contain a logo provided that the logo may not comprise more than twenty percent of the total sign.

"Director" means the director of planning of the city of Laurel or his or her designee.

"Flag" means any fabric, banner or bunting containing distinctive colors, patterns or symbols, used as a symbol of a government, political subdivision or other entity.

"Freestanding sign" means any sign supported by uprights or braces permanently placed upon the ground, and not attached to any building.

"Government sign" means any temporary or permanent sign erected and maintained by the city, county, state or federal government for traffic direction or for designation of or direction to any school, hospital, historical site or public service, property or facility.

"Height of sign" means the vertical distance measured from the highest point of the sign to the crown of the adjacent street, not including the interstate highway.

"Lot" means any piece or parcel of land or a portion of a subdivision, the boundaries of which have been established by some legal instrument of record that is recognized and intended as a unit for the purpose of transfer or ownership.

"Maintenance" means for the purposes of this code, the cleaning, painting, repair or replacement of defective parts of a sign in a manner that does not alter the structure of the sign.

"Monument sign" means a sign mounted directly to the ground with maximum height not to exceed ten feet.

"Nonconforming sign" means a sign, which was erected legally, but which does not comply with subsequently enacted sign restrictions and regulations.

"On-premises sign" means a sign that advertises solely for the property on which it is located.

"Pictographic changeable copy sign" means a sign whose still framed pictographic or symbolic content can be changed or altered by manual or electric, electromechanical or electronic means. Still frame pictures may change but not sooner than every sixty seconds. No pictographic changeable copy sign can depict movement or motion, flashing, blinking or other special effects including scrolling text.

"Portable sign" means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

"Principal building" means a structure accommodating the principal use to which the property is devoted. Lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages and other clearly accessory uses shall not be considered principal buildings.

"Projecting sign" means a sign, other than a wall sign, which is attached to and projects from a building no more than twelve inches. Supports shall be covered in a neat and orderly fashion. Guy wire support is prohibited.

"Roof sign, above-peak" means any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

"Roof sign, integral" means any sign erected or constructed as an integral or essentially integral pan of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by a space of more than six inches.

"Setback" means the distance from the property line to the nearest part of the applicable building, structure or sign, measured perpendicularly to the property line.

"Sign" means any identification, descriptions, illustration or device illuminated or nonilluminated which is visible from any public place or is located on private property and exposed to the public and which directs attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, banner, pennant, placard or temporary sign designed to advertise, identify or convey information, with the exception of window displays and national flags. For the purpose of removal, signs shall also include all sign structures.

"Snipe sign" means a sign made of any material when such sign is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, fences or other objects and the advertising matter appearing thereon is not applicable to the present use of the premises upon which such sign is located.

"Street" means a public way for vehicular traffic, whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, land, place or however otherwise designated which has been dedicated to or acquired for public use, and which extends the full width between right-of-way lines.

"Street frontage" means the length of the property line of any one premises along each public right-of-way it borders excluding alleys, government easement accesses, and the interstate highway.

"Suspended sign" means a sign that is suspended from the underside of a horizontal place surface and is supported by such surface.

"Temporary sign" means a nonpermanent sign erected and maintained for a specific limited period of time.

"Wall sign" means any sign attached parallel to, painted on the wall surface, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface. Wall signs shall not exceed twelve inches in depth measured from the face on the wall on which the sign is mounted.

"Wind-driven sign, allowable" means any sign consisting of one or two banners, flags, or other objects or material fastened in such a manner as to move upon being subjected to pressure by wind or breeze.

"Wind-driven sign, conditional" means any ribbons, spinners, streamers, pennants, balloons, inflatable or other wind driven signs subjected to pressure by wind, fan, or breeze.

"Window sign" means any sign, pictures, symbol or combination thereof, designed to communicate information about an activity, business, commodity, event, sale or service that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

#### 17.42.050 - Signs prohibited.

All signs not expressly permitted under this section or exempt from regulation hereunder in accordance with the following section are prohibited. Such signs include, but are not limited to:

- A. Beacons;
- B. Strings of lights not permanently mounted to a rigid background, except those exempt under the following section;
- C. Animated signs;
- D. Above-peak roof signs;
- E. Abandoned signs;
- F. Pictographic changeable copy signs which depict motion of any kind, including flashing, blinking and scrolling text or other special effects;
- G. Snipe signs or bandit signs;
- H. Signs placed on vehicles or trailers, which are parked or located for the primary purpose of displaying, said signs (this does not apply to signs or lettering on buses, taxis, or vehicles operating during the normal course of business).

(Ord. 02-32 (part), 2003)

**Table - Signs by Zoning District**

| Type of Sign  | A<br>G | R<br>P | N<br>C | C<br>BD | C<br>C | H<br>C | L<br>I | H<br>I | I | E<br>ZD | Ove<br>rly<br>District | All<br>Residen<br>tial<br>Districts |
|---|--------|--------|--------|---------|--------|--------|--------|--------|---|---------|------------------------|-------------------------------------|
| Animated Sign<br>(Including Flashing,<br>Blinking, Scrolling) |        |        |        |         |        |        |        |        |   |         |                        |                                     |
| Bandit Sign   |        |        |        |         |        |        |        |        |   |         |                        |                                     |
| Banner Sign   |        | A      | A      | A       | A      | A      | A      | A      | / | A       | A                      |                                     |
| Beacon  |        |        |        |         |        |        |        |        |   |         |                        |                                     |
| Billboard - On<br>Premise                                     | S<br>R |        |        |         |        | S<br>R |        |        |   |         |                        |                                     |
| Billboard - Off<br>Premise                                    | S<br>R |        |        |         |        | S<br>R |        |        |   |         |                        |                                     |
| Building<br>Marker  | A      | A      | A      | A       | A      | A      | A      | A      | / | A       | A                      |                                     |
| Canopy Sign   |        | A      | A      | A       | A      | A      | A      | A      |   | A       | A                      |                                     |



|   |   |   |   |        |        |        |        |        |   |        |    |   |
|---|---|---|---|--------|--------|--------|--------|--------|---|--------|----|---|
| Fixed Message<br>Electronic Variable<br>Message Sign  |   |   |   | S<br>R | S<br>R | S<br>R | S<br>R | S<br>R |   | S<br>R | SR |   |
| Computer<br>Controlled Variable<br>Message Sign   |   |   |   | S<br>R | S<br>R | S<br>R | S<br>R | S<br>R |   | S<br>R | SR |   |
| Pictographic<br>Changeable Copy<br>Signs which depict<br>only still frames<br>and change not<br>less than 60<br>seconds |   |   |   |        |        | S<br>R | S<br>R | S<br>R |   |        |    |   |
| Pictographic<br>Changeable Copy<br>Signs which depict<br>motion, flashing<br>and blinking of any<br>kind                |   |   |   |        |        |        |        |        |   |        |    |   |
| Direction/Infor<br>mation Sign  | A | A | A | A      | A      | A      | A      | A      | / | A      | A  |   |
| Flag  | A | A | A | A      | A      | A      | A      | A      | / | A      | A  | A |
| Freestanding<br>Sign  |   |   |   | A      | A      | A      | A      | A      |   | A      | A  |   |
| Government<br>Sign  | A | A | A | A      | A      | A      | A      | A      | / | A      | A  | A |
| Monument<br>Sign  |   | A | A | A      | A      | A      | A      | A      | / | A      | A  | * |
| On Premise<br>Sign  | A | A | A | A      | A      | A      | A      | A      | / | A      | A  |   |
| Off Premise<br>Sign   |   |   |   |        |        |        |        |        |   |        |    |   |
| Portable Sign   |   |   |   |        |        |        |        |        |   |        |    |   |
| Projecting Sign   |   | A | A | A      | A      | A      | A      | A      | / | A      | A  |   |
| Roof Sign,<br>Integral  | A | A | A | A      | A      | A      | A      | A      |   | A      | A  |   |
| Roof Sign -<br>Above Peak   |   |   |   |        |        |        |        |        |   |        |    |   |
| Snipe Sign  |   |   |   |        |        |        |        |        |   |        |    |   |

|                               |   |   |   |   |   |        |        |        |   |        |    |  |
|-------------------------------|---|---|---|---|---|--------|--------|--------|---|--------|----|--|
| Temporary Sign                | A | A | A | A | A | A      | A      | A      | / | A      | A  |  |
| Wall Sign                     | A |   |   | A |   | A      | A      | A      |   | A      | A  |  |
| Wind-driven Sign, allowable   |   |   |   |   |   | A      | A      | A      |   | A      | A  |  |
| Wind-driven Sign, conditional |   |   |   |   |   | S<br>R | S<br>R | S<br>R |   | S<br>R | SR |  |
| Window Sign                   |   |   |   | A | A | A      | A      | A      |   | A      | A  |  |

\*As allowable by subdivision regulations

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.060 - Portable and banner signs.

Permits required. It shall be unlawful for any owner or person entitled to possession of any property or business, or their authorized representatives, to erect, construct, move, or display a temporary sign or cause the same to be done, without first obtaining a temporary sign permit from the sign administrator. A temporary sign permit may be issued.

- A. To new businesses or to existing businesses which are relocating and shall be limited in use to one time for no longer than sixty days; or
- B. To existing businesses for the purpose of advertising and shall be limited to a maximum of thirty consecutive days per calendar year. Such thirty-day period may be split into no more than two separate periods of fifteen consecutive days each.

(Ord.02-32 (part), 2003) (Laurel Supp. No. 3, 12-04)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.070 - Signs not requiring permits.

The following types of signs are exempted from permit requirements but must be in conformance with all other requirements of this section:

- A. Construction signs of sixteen square feet or less;
- B. Special event or holiday lights or decorations;
- C. Nameplates of two square feet or less;
- D. Public signs or notices, or any sign relating to an emergency;
- E. Real estate signs; (see signs permitted, Section 17.42.130(B);
- F. Political signs; (see signs permitted, Section 17.42.130(D);
- G. Interior signs not visible from the exterior of the building;
- H. Directional signs not to exceed twelve square feet in area or six feet in height.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.080 - Overlay zoning districts.

The provisions of the Entryway Zoning district, SE 4th Overlay District, or Downtown Overlay District pertaining to signs shall apply to all signs in that district and are in addition to the provisions of this section.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.090 - Calculation of sign area.

The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any one point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure, the sign area shall be computed by the measurement of one of the faces.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.100 - Maintenance.

All signs shall be properly maintained. Exposed surfaces shall be clean and painted if paint is required. Defective parts shall be replaced.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.110 - Lighting.

Unless otherwise prohibited by this code, all signs may be illuminated provided they do not cause or contribute to a public nuisance. Lighting restricted to the sign face.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.120 - Changeable copy.

Unless otherwise specified by this section, any sign in this chapter allowed may use manual or fixed message electronic sign.

Computer controlled variable message electronic signs shall be permitted provided that the bottom of the reader board is ten feet above the crown of the adjacent road.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.130 - Signs permitted (exceptions to this section are noted in the overlay zoning district).

- A. One non-illuminated sign for each street frontage of a construction project, not to exceed forty-eight square feet in sign area. Such signs may be erected thirty days prior to beginning of construction and shall be removed thirty days following completion of construction.
- B. One non-illuminated real estate sign per lot or premises not to exceed sixteen square feet in sign area for residential properties and thirty-two square feet for commercial properties. Such signs must be removed fifteen days following sale, rental, or lease of the real estate involved.
- C. One non-illuminated attached building nameplate per occupancy, not to exceed two square feet in sign area.
- D. Non-illuminated political signs not to exceed sixteen square feet in sign area each. Such signs shall not be erected more than forty-five days prior to the election or referendum concerned and shall be removed ten days following such election or referendum. Political signs may be placed only on private property and only with the permission of the property owner.
- E. One subdivision sign per street frontage not to exceed forty-eight square feet in sign area in each location.
- F. One identification sign per entrance to an apartment or condominium complex, not to exceed thirty-six square feet in sign area.
- G. The total square footage of all signs located on the property, including, but not limited to freestanding, wall, projecting, integrated roof, canopy, and directional signs, shall not exceed two square feet in sign area for each lineal foot of property frontage. This frontage shall be calculated using local streets (not the interstate highway).
- H. One on-premise, freestanding sign may be installed to a height of forty feet and may be a maximum of three hundred fifty square feet if the principal purpose of such signs is to address interstate traffic

as determined by the director. The sign must be oriented perpendicularly to the interstate so the sign is visible to the interstate traveler.

- I. Freestanding signs which are not on-premise and which do not address interstate traffic as determined by the director may be installed to a maximum height of twenty-four feet and may have a maximum size of one hundred fifty square feet. Exceptions to this are noted in the entryway zoning district.
- J. The setback for the leading edge of freestanding signs shall be a minimum of ten feet.
- K. No sign may be placed or designed so as to simulate or interfere with traffic control devices or official highway directional/informational signs.
- L. Wall signs shall not exceed twenty percent of the square footage of the wall area upon which they are installed. Electric awning and canopy signs shall not exceed twenty percent of the square footage of the wall area upon which they are installed. The combination of wall signs, electric awning, canopy signs and projecting signs shall not exceed twenty percent of the allowed wall sign area.
- M. Integrated roof signs may be used instead of wall signs. The integrated roof sign size shall not exceed the allowable size for a wall sign. Integrated roof signs shall be constructed so as to conceal all structures and fastenings. The height of the sign shall not exceed the roof to which it is attached.
- N. Projecting signs may be used instead of any wall or freestanding signs provided they do not project beyond the property line and maintain a clearance of ten feet over the sidewalk and fourteen feet over any parking lot, driveway or crown of the street, whichever is higher. Where zoning allows for one hundred percent lot coverage or zero setbacks, projecting signs shall never extend beyond the sidewalk and must be ten feet over the sidewalk. Projecting sign size shall not exceed the allowable size for a wall sign.
- O. Window signs shall not cover more than thirty percent of the window area.
- P. On-site directional signs as required.

(Ord. 02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.140 - Shopping center signs (exceptions to this section may be noted in the Entryway Zoning, SE 4th Street or Downtown Overlay District).

- A. Shopping centers shall be allowed one freestanding sign directory sign per frontage. The sign shall not exceed one hundred fifty square feet plus five percent of the one hundred fifty square feet per tenant. Maximum sign size shall not exceed three hundred fifty square feet.
- B. Shopping centers signs shall not exceed the maximum allowable freestanding signage.
- C. Shopping center signs cannot be used if the common signage plan is used.

(Ord. 02-32 (part), 2003)

**Table - Sign Requirements**

| Type of Sign            | Requires Permit** | Illumination | Maximum Height | Maximum Sign Area | Setbacks | Maximum Number of Signs* | Maximum Permitted Sign Use    |
|-------------------------|-------------------|--------------|----------------|-------------------|----------|--------------------------|-------------------------------|
| Banner Sign             | Y                 |              |                |                   |          |                          | 60 days/30 days see 17.42.060 |
| Billboard - On Premises | Y                 |              |                |                   |          |                          |                               |

|  |  |   |  |                     |     |  |   |
|--|--|---|--|---------------------|-----|--|---|
| Billboard<br>- Off<br>Premises                             | Y  |   |  |                     |     |  |   |
| Building<br>Marker   | Y  |   |  |                     |     |  |   |
| Building<br>Nameplate                                      |  |   |  | 2 sq. ft            |     |  |   |
| Canopy<br>Sign   | Y  |   |  | 20% of<br>wall area |     |  |   |
| Changea<br>ble Copy Sign                                   | Y  |   |  |                     |     |  |   |
| Construc<br>tion sign                                      |  | N |  | 48 sq.<br>ft.       |     |  | 30<br>days<br>before and<br>after<br>constructio<br>n |
| Fixed<br>Message<br>Electronic<br>Variable<br>Message Sign | Y  |   |  |                     |     |  |   |
| Compute<br>r Controlled<br>Variable<br>Message Sign        | Y  |   |  |                     |     |  |   |
| Pictograp<br>hic<br>Changeable<br>Copy Sign                | Y  |   |  |                     |     |  |   |
| Direction<br>al/<br>Informationa<br>l Sign                 | As<br>required<br>per<br>Ordinanc<br>e 02-32 |   |  |                     |     |  |   |
| Flag   |  |   |  |                     |     |  |   |
| Freestan<br>ding Sign                                      | Y  |   | 40'/24'<br>See LMC.<br>17.42.130.<br>H, I. |                     | 10' |  |   |
| Governm<br>ent Sign  |  |   |  |                     |     |  |   |

|  |   |   |                        |                                |   |                                  |  |
|--|---|---|------------------------|--------------------------------|---|----------------------------------|--|
| Monument Sign                            | Y |   |                        |                                |   |                                  |  |
| On Premises Sign                         | Y |   |                        |                                |   |                                  |  |
| Political Signs                          |   | N |                        | 16 sq. ft.                     | Prohibited in ROW   |                                  | No more than 45 days prior to election and removed immediately following |
| Portable Sign                            | Y |   |                        |                                | In CBD may extend over sidewalk with 10' clearance. Prohibited encroachment into right of way in all other zoning districts |                                  | 60 days/30 days see 17.42.060  |
| Real Estate Sign                         |   | N |                        | 32 sq.ft.                      | Prohibited in ROW   | 1 per lot                        | 15 days after the sale, rental or lease                                  |
| Projecting Sign                          | Y |   |                        |                                |   |                                  |  |
| Roof Sign, Integral                      | Y |   | Cannot exceed roofline | 20% of wall area               |   |                                  |  |
| Shopping Center Signs (cannot be used if | Y |   |                        | 150 sq.ft. plus 5% per tenant. |   | 1 Freestanding Pole per frontage |  |

|  |   |  |  |                                       |  |  |  |
|--|---|--|--|---------------------------------------|--|--|--|
| common signage plan is used.)  |   |  |  | Maximum sign not to exceed 350 sq.ft. |  |  |  |
| Temporary Sign   | Y |  |  |                                       |  |  |  |
| Wall Sign  | Y |  |  | 20% of wall area                      |  |  |  |
| Window Sign  | Y |  |  | Up to 30% of window area              |  |  |  |
| *The total square footage of all signs located on the property shall not exceed 2 square feet in sign area for each lineal foot of local street frontage (Does not include interstates). |   |  |  |                                       |  |  |  |
| **See 17.42.040  |   |  |  |                                       |  |  |  |

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.150 - Common signage plan.

- A. If the owners of two or more contiguous or adjacent (disregarding intervening streets and alleys) lots or the owner of a single lot with more than one building (excluding accessory buildings) or multiple use buildings file with the director for such lot(s) a common signage plan conforming with the provisions of this section, a twenty-five percent increase in the maximum total sign area shall be allowed for each included lot. This bonus shall be allocated within each lot as the owner(s) elects.
- B. Provisions of Common Signage Plan. The common signage plan shall contain all of the following information:
  1. An accurate plot plan of the lot, at such scale as the director may reasonably require;
  2. Location of buildings, parking lots, driveways, clear vision triangles and landscaped areas on such lot;
  3. Computation of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of freestanding signs allowed on the lot(s) included in the plan under this chapter;
  4. An accurate indication on the plot plans of the proposed location of each present and future sign of any type, whether requiring a permit or not;
  5. Window signs may simply indicate the areas of the windows to be covered by window signs and the general type of the window signs (e.g., paper affixed to window, painted, etched on glass, or some other material hung inside the window) and need not specify the exact dimension or nature of every window sign.

The common signage plan shall also specify standards of consistency among all signs on the lots affected by the plan with regard to:

1. Color scheme;
2. Letter or graphic style;
3. Lighting;
4. Location of each sign on the building(s);
5. Material; and

6. Sign proportions.

- C. Limit on Number of Freestanding Signs Under Common Signage Plan. The common signage plan, for all lots with multiple uses or multiple users, shall limit the number of freestanding signs to a total of one for each street on which the lots included in the plan have frontage and shall provide for shared or common usage of such signs. Where street frontage exceeds five hundred feet, one additional freestanding sign may be allowed per five hundred-foot increment.
- D. Other Provisions of the Common Signage Plan. The common signage plan may contain other restrictions as the owners of the lots may reasonably determine.
- E. Consent. Common signage plan shall be signed by all owners or their authorized agents in such form as the director shall require.
- F. Procedures. Common signage plan shall be included in any development plan, site plan, planned development or other official plan required by the city for the proposed development and shall be processed simultaneously with such other plan.
- G. Amendment. Common signage plan may be amended by filing a new common signage plan that conforms with all requirements of the code in effect.
- H. Existing Signs Not Conforming to Common Signage Plan. If any new or amended common signage plan is filed for a property on which existing signs are located, it shall include a schedule for bringing into conformance, all signs not conforming to the proposed amended plan or to the requirements of this section effective on the date of submission.
- I. Binding Effect. After approval of a common signage plan, no sign shall be erected, placed, painted or maintained, except in conformance with such plan, and such may be enforced in the same way as any provision of this chapter. In case of any conflict between the provisions of this section and common signage plan, the section shall control.
- J. Dissolution of Common Signage Plan. If the signatories of a common signage plan wish to dissolve the common signage plan, written notice must be submitted to the director. All signs on the property for which the common signage plan was dissolved must bring all signs into conformance with this section within thirty days of the date written notice was submitted to the director.

(Ord.02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.160 - Nonconforming signs.

- A. Existing signs which do not conform to the specific provisions of this section may be eligible for the designation "legal nonconforming" provided that:
  - 1. The director determines such signs are properly maintained and do not in any way endanger the public;
  - 2. The sign was installed in conformance with a valid permit or variance or complied with all applicable laws on the date of adoption of this section.
- B. A legal nonconforming sign may lose this designation if:
  - 1. The sign is relocated or replaced; or
  - 2. The structure or size of this sign is altered in any way except toward compliance with this section. This does not refer to change of copy or normal maintenance.
- C. The legal nonconforming sign is subject to all requirements of this section regarding, safety, maintenance, and repair. However, if the sign suffers more than fifty percent damage or deterioration, as based on appraisal, it must be brought into conformance with this section or removed.

(Ord.02-32 (part), 2003)

(Ord. No. O15-02, 4-21-2015; Ord. No. O16-01, 2-2-2016)

17.42.170 - Construction specifications.



- A. Plans and specifications and the required review fee for all signs, including those in the entryway zoning district, must be submitted to the city of Laurel building department prior to the start of construction. The building department must grant a construction permit prior to any construction activity.
- B. All signs shall be installed in compliance with the International Building Code (IBC) and applicable electrical codes required, permitted and enforced by the State of Montana.
- C. All signs shall be inspected by the city of Laurel building department for compliance with all applicable codes. (including, but not limited to structure, wind load, and electrical hook-up).
- D. All electrical freestanding signs must have underground electrical service to such signs.
- E. Any change in sign construction or face, excluding changeable copy as defined in this chapter, shall require a new construction permit and fee.

(Ord. 02-32 (part), 2003)

(Ord. No. 015-02, 4-21-2015; Ord. No. 016-01, 2-2-2016)

17.42.180 - City fees and/or charges for signs.

The city council shall establish reasonable fees and/or charges for all signage within the jurisdiction of the city by annual resolution after a public hearing.

(Ord. 07-06 (part), 2007)

(Ord. No. 016-01, 2-2-2016)

### Attachment 3. Chapter 17.68 - SPECIAL REVIEW PROCEDURE

#### Sections:

##### 17.68.010 - Purpose of provisions.

Although each zoning district is primarily intended for a predominant type of use, there are a number of uses which may or may not be appropriate in a particular district depending upon all the circumstances of the individual case. For example, the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets, and potential environmental effects, all may indicate that the circumstances of the development should be individually reviewed. It is the intent of this section to provide a system of review of such uses so that the community is assured that the uses are compatible with their locations and with surrounding land uses, and will further the purpose of this title and the objectives of the Laurel comprehensive planning process.

(Prior code § 17.88.010)

##### 17.68.020 - Application requirements.

An application for a special review may be filed by the property owner, contract purchaser, or his authorized agent. The application shall be filed with the zoning commission secretary and shall be submitted under the following conditions:

- A. The application shall include, but not be limited to the following information:
  1. A legal and general description of the tract(s) upon the special review use is sought;
  2. A map showing the dimensions, acreage and location of the tract(s);
  3. The name and addresses of the owner(s) of the tract(s) and their agents, if any and the names and addresses of property owners of record within three hundred feet of the property for which a special review has been requested; such list of property owners shall be so certified by the county clerk and recorder's office;
  4. A site plan showing major details of the proposed development including but not limited to, the location of proposed and existing buildings and structures; off-street parking and loading; service and refuse areas; means of ingress and egress; landscaping; screening; signs and open space areas;
  5. A time schedule for development;
  6. Any other information the applicant believes will support his request.
- B. An application for a special review shall be made on or before five p.m. of the first day of the month preceding the date of the public hearing before the zoning commission. When the date of submittal falls on a weekend or holiday, the submittal shall be on the following day before five p.m.

(Ord. 94-15, 1994; prior code § 17.88.020)

##### 17.68.030 - Evaluation responsibility—Consultation—Notification.

The planning director, upon receiving an application for a special review of an area or a particular place of property shall do the following:

- A. Consult with other departments of the city or county to fully evaluate the impact of any special review upon public facilities and services including, but not limited to schools, drainage, traffic and related facilities;
- B. Study each application with reference to its appropriateness and effect on existing and proposed land use, and references to the comprehensive plan;
- C. Advertise twice in a newspaper of general circulation in the jurisdiction of the Laurel-Yellowstone city-county planning board at least fifteen days in advance of the time and place of the public hearing;
- D. Notify, by mail, the applicant or his authorized agent at least five days prior to the date of the public hearing of the time and place of such hearing;

- E. Notify, by mail, all property owners within three hundred feet of the exterior boundaries of the property subject to the special review of the time, date, place of the public hearing and the existing and proposed classification. Further, he may notify property owners within a radius of more than three hundred feet if he determines that the proposed use of the property would have a substantial environmental impact on surrounding land uses;
- F. After the public hearing and as part of the public record, the planning director shall report his findings, conclusions and recommendations to the zoning commission.

(Ord. 94-16, 1994; prior code § 17.88.030)

17.68.040 - Zoning commission action.

- A. After presentation to the zoning commission of the request for special review by the applicant, the zoning commission shall make a recommendation to the city council to:
  - 1. Grant the application for special review;
  - 2. Deny the application;
  - 3. Delay action on the application for a period not to exceed thirty days; or
  - 4. Grant the application subject to conditions and recommendations and give the reasons therefor.
- B. Before approving a special review use, the zoning commission shall find that the contemplated use(s):
  - 1. Complies with all requirements of this section;
  - 2. Is consistent with the objectives and purposes of this title and the Laurel comprehensive planning process;
  - 3. Is compatible with surrounding land use or is otherwise screened and separated from adjacent land in such a way as to minimize adverse effects;
  - 4. Further the zoning commission shall consider and may impose modifications or conditions concerning, but not limited to the following:
    - a. Street and road capacity,
    - b. Ingress and egress to adjoining streets,
    - c. Off-street parking,
    - d. Fencing, screening and landscaping,
    - e. Building bulk and location,
    - f. Usable open space,
    - g. Signs and lighting,
    - h. Noise, vibration, air pollution and similar environmental influences.

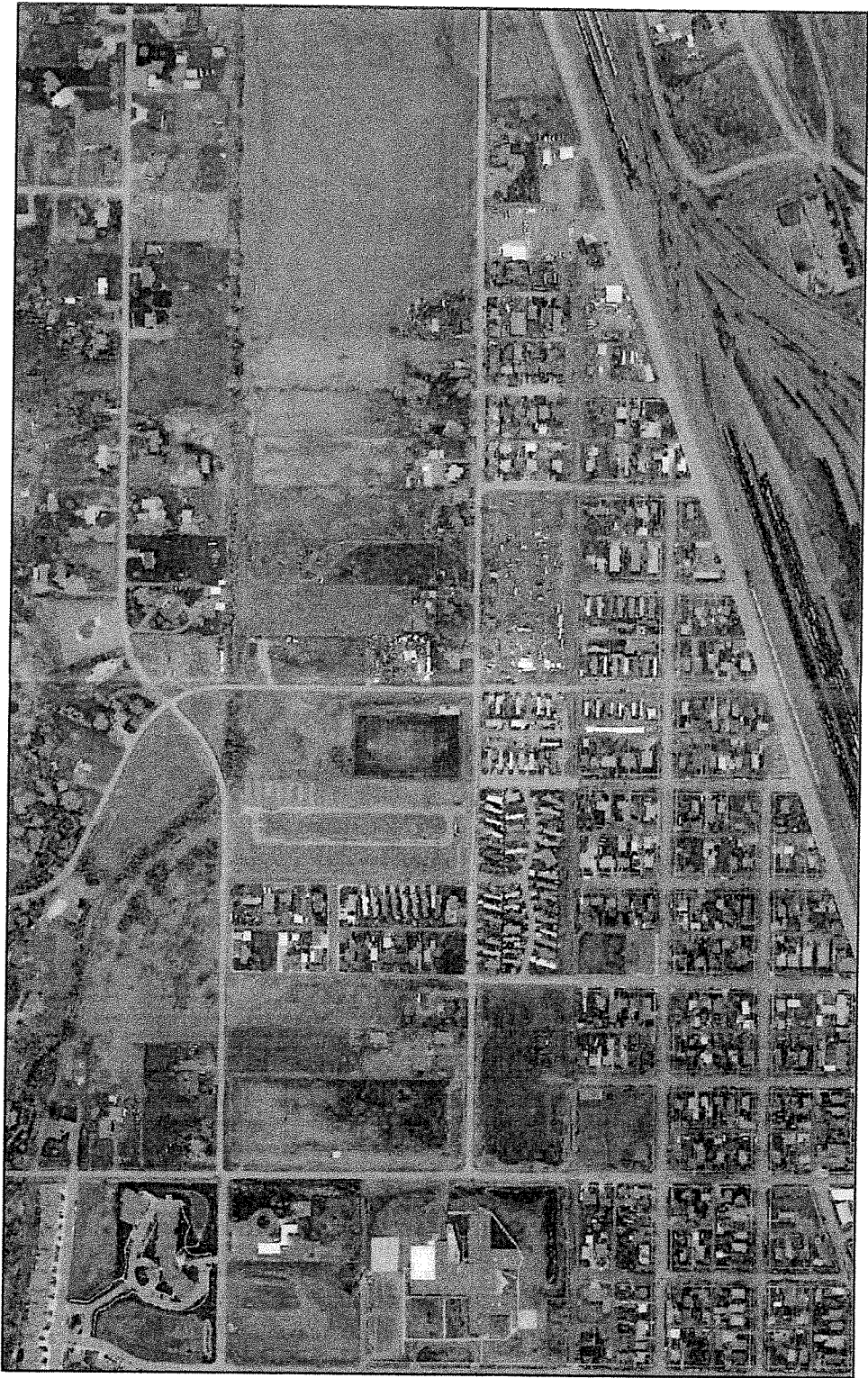
(Ord. 94-17, 1994; Ord. 953, 1989; prior code § 17.88.040)

17.68.050 - City council action.

- A. Before taking action on an application for special review, and after presentation of the zoning commission's report, the city council may hold a public hearing on the application.
- B. The zoning commission may recommend to the council whether to hold a public hearing or not. In the event the city council holds its own public hearing on the application, then the recommendations of the zoning commission and the notice of public hearing before the city council shall both be published twice in the newspaper of general circulation in the jurisdictional area of the Laurel-Yellowstone city-county planning board with the first publication being at least fifteen days prior to the hearing.

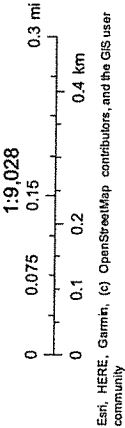
(Ord. 94-18, 1994; prior code § 17.88.050)

East 8th Street



August 4, 2020

- |                        |                      |                    |                |
|------------------------|----------------------|--------------------|----------------|
| Boundary               | Federal/State Hwy    | Local/Private      | Undeveloped Rd |
| Federal/State/Arterial | County Rd, Collector | Local Street or Rd | Private Rd     |
| Interstate             | Principal Arterial   | Ramp               | BARRIERS       |



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# East 8th Street



August 4, 2020

- Boundary
- Federal/State Hwy
- Federal/State/Arterial
- Interstate
- County Rd, Collector
- Principal Arterial
- Local/Private
- Local Street or Rd
- Ramp
- Undeveloped Rd
- Private Rd
- BARRIERS

1:9,028

0 0.075 0.15 0.3 mi

0 0.1 0.2 0.4 km

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