



## *Memorandum*

**To:** Planning Commission

**From:** Kristy Winser, Planning Staff [Kwinser@co.routt.co.us](mailto:Kwinser@co.routt.co.us)

**Date:** April 4, 2019

**Subject:** Worksession/Adoption of 2019 Housekeeping Amendments, PL-19-100

**Attachments:**

- Exhibit A redline version
- Exhibit A clean version
- Joint Meeting Minutes March 7, 2018

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The Housekeeping Amendments were previously discussed at the March 7, 2019 Joint Meeting discussion. This agenda item is scheduled as both a Worksession/Adoption hearing to allow for flexibility to move forward with amendments ready for adoption or to further discuss proposed amendments.

To summarize, Planning Commission and the Board agreed that the following items could be scheduled for adoption. The proposed amendments are shown on the attached redline version of Exhibit A.

- Amendment to Value Added Agricultural Processing to allow small scale poultry processing.
- Amendment to the definition of Structure to include additional elements allowed in a setback that are listed as “structure exclusions”.
- Amendment to fix a typo within the Attorney Opinion in the Regulations.
- Create a permit process with standards for an occupied trailer as accessory to a building permit.

The one item needing more discussion was for proposed amendments to the sign code. As it were presented, some signs are exempt from the permitting process, but the location standards still apply. However, Road & Bridge Department has suggested that a permit should be required for any sign in the right of way. In addition, proposed amendments regarding ranch signs were

also suggested for them to be located on the same property that is identified on the sign. This is an ongoing dialogue with staff and below are the suggested changes for discussion.

## 5.9 Sign Standards and Permits

### 5.9.1 Purpose and Objectives

- A. Promote the use of signs that are aesthetically pleasing, of appropriate scale and integrated with the rural landscape, in order to meet the County's Master Plan objectives related to the quality and character of the rural landscape;
- B. Protect the public welfare and enhance the appearance and economic value of the rural landscape by protecting scenic views and avoiding visual clutter and pollution that can compromise the character and quality of the rural landscape;
- C. Ensure that signs are compatible with their surroundings and prevent the placement of signs that are a nuisance to occupants of adjacent and contiguous properties and the traveling public;
- D. Promote the safety of persons and property by ensuring that signs do not create a hazard by confusing or distracting motorists or impairing motorists' ability to see obstacle or other vehicles or to read traffic signs;
- E. Assist in wayfinding; and
- F. Provide fair and consistent permitting and enforcement.

### 5.9.2 Applicability

- A. All construction, relocation, enlargement, alteration, and modification of signs within the unincorporated areas of Routt County shall be in compliance with the regulations of this Section 5.9, all State and Federal laws and regulations concerning signs and advertising, and applicable building codes.
- B. No sign or part of a sign, lighting for a sign, may be constructed, relocated, enlarged, altered, or modified without a Minor Use Permit pursuant to Section 3.2.1, unless specifically exempted by this Section 5.9.
- ~~C. No signs are permitted in County Right of Ways unless a permit is obtained. Any sign not permitted to be in the County Right of Way may be removed by the County at any time.~~

### 5.9.3 Exemptions

The following signs do not require a ~~Minor Use~~ Permit. Unless specifically mentioned below, all signs shall comply with the General Standards contained in Section 5.9.4; as long as the applicable standards are complied with:

- A. **Public Signs.** Signs required or specifically authorized for a public purpose by any law or by a Resolution of the Board of County Commissioners.
- B. **Address Signs.** Signs limited to the name of the resident and address of the premises provided that the sign does not exceed two (2) square feet in area, and that no more than one (1) is placed on the frontage. All address signs shall comply with the Routt County Addressing requirements.
- C. **Site Signs.** A temporary sign that is posted on property that is actively marketed for sale. Such signs shall be no greater than twelve (12) square

feet in size and shall be limited to no more than one (1) sign per parcel of land.

- D. **Trespass Signs.** Signs located on a property, posting said property for warnings, or prohibitions on trespassing, hunting, fishing, swimming, or other prohibited activity. Such signs shall be no larger than one (1) square foot in size and shall be spaced no closer than one hundred fifty (150) feet apart.
- E. **Cornerstones, Plaques.** Signs in the nature of cornerstones, commemorative tablets, and historical signs not more than six (6) square feet per sign in area and not legible from the roadway.
- F. **Road Signage.** Typical road signage related to public safety that the County or the Colorado Department of Transportation installs or requires a land owner to install.
- G. **Temporary Signs.** Temporary signs shall be displayed for a period of not more than 120 consecutive days and not more than 120 days in the aggregate in any 12 month period of time. Such signs shall be no greater than 32 square feet.
- H. **Window Signs.** Signs inside a structure in a window. Such signs shall be not greater than four (4) square feet per sign in area, and shall be limited to no more than one (1) sign per eight (8) square feet of window area.
- I. **Directional Signs.** Signs indicating entrances, exits, and one-way streets and located on the property to which the sign relates. Such signs shall not exceed six (6) inches by thirty (30) inches and shall be located only at driveways and building access.
- J. **Ranch Signs.** Signs limited to the name of ranch, name of resident and address of premises.
- K. **Flags.** Flags are limited to one per property and shall be displayed on a flag pole affixed to the ground or to a structure.
- L. **Internal Signs.** Signs that are posted internally on a piece of property that are not discernible from the property line.
- M. **Typical Maintenance.** Painting, repainting or cleaning of a sign without changes to the structure, or lighting, or any other change that would require a permit.

#### 5.9.4 General Standards

All signs which require a permit shall conform to all the following standards:

- A. **Number:**
  - 1) No more than two (2) signs per parcel, provided that only one (1) sign per frontage may be detached from a structure on the parcel.
  - 2) Only one (1) sign per frontage shall be permitted for any frontage less than fifty (50) feet.
- B. **Location.**
  - 1) *Detached Signs:* No portion of a detached sign, or its frame, bracing or support structure shall be located closer than five (5) feet from every boundary line of the lot or fifteen (15) feet from any public right-of-way, unless approved by Routt County Public Works.

Any sign not approved by Routt County Public Works to be located in the right of way may be removed by the County at any time.

- 2) *Attached Signs:* may not project from its related structure, other than the allowable depth of the sign, unless minimum clearance above grade is at least nine (9) feet; and no sign shall project from the related structure, other than the allowable depth of the sign, closer than fifteen (15) feet to any public right-of-way.
- 3) No sign shall be located so as to obstruct a motorist's vision of oncoming traffic.

**C. Height above grade:**

- 1) Detached signs shall not exceed a height above grade of twenty (20) feet.
- 2) Attached signs shall not project above the roof of the supporting building.
- 3) The height for both attached and detached signs shall be measured to the highest point of the sign trim or support structure.

**D. Sign Area:**

- 1) *Total Sign Area:* Twenty (20) square feet or one (1) square foot per each foot of lot frontage; not to exceed a total of 100 square feet for all signs on a single frontage.
- 2) *Attached signs:* There is no maximum size for an attached sign provided it meets the requirements for Total Sign Area.
- 3) *Detached signs:* The maximum sign area for any detached sign shall be forty (40) square feet, and the ratio of height to width shall not be less than one (1) to three (3) nor greater than three (3) to one (1).

**E. Computation of Sign Area:** The area of all signs shall be computed by determining the sum of the area of each square, rectangle, triangle, portion of a circle, or any combination thereof which creates the smallest continuous single perimeter enclosing the extreme limits of the display surface or faces of the sign excluding reasonable frames or non-structural trim, bracing and support structure. The measured area shall include only one side of the sign, and one additional sign face is authorized, provided it is attached to the approved sign, identical to the approved sign, and separated from the approved sign, by an angle of at least 270 degrees on a horizontal plane.

**F. Metallic Signs.** Signs with metallic surfaces shall be treated to reduce reflection, whether from sunlight or artificial illumination, on nearby residential properties and the vision of passing motorists.

**G. Lighting.** Illuminated signs shall conform to the following standards:

- 1) Signs illuminated from an exterior source shall be downcast and opaquely shielded.
- 2) Signs illuminated from an interior light source shall be allowed provided that the light source is not visible from the exterior of the sign and provided the wattage does not exceed the following requirements:

- a. Fluorescent lights not to exceed five (5) watts per square foot of sign area;
  - b. Incandescent lights not to exceed twenty-five (25) watts per square foot of sign area;
  - c. Gas-fired lights not to exceed thirty (30) milliamps per eight (8) linear feet of tube. Such gas-fired lights may include but are not restricted to: neon, argon, and mercury.
- 3) None of the foregoing provisions shall be construed to allow sign illumination that constitutes a traffic hazard.

## **Exhibit A**

### **Section 2 Definitions**

#### **1. Value Added Agricultural Processing:**

The processing of agricultural products including the processing of poultry. Except for poultry, this does not include the processing of meat or game. Examples include but are not limited to: the manufacturing of herbal products, food products, woolen products, and cheese. May include accessory retail sales and/or a farm stand.

##### **A. Small Agricultural Processing Operation**

A value added agricultural processing facility that meets the following requirements:

1. 75% (by volume) of raw materials to be processed are raised or grown on the site; and
2. The total processing area is 1200 sq. ft. or less in gross floor area; and
3. Traffic generation from the value added processing and/or sale of value added processing products is less than 50 vehicle trips per day, including customers, employees and deliveries; and
4. The total number of birds processed per year is less than 250.

##### **B. Medium Agricultural Processing Operation**

A value added agricultural processing facility that meets the following requirements:

1. The parcel on which the agricultural use is proposed is 35 acres in area or greater; and
  - a. More than 50 percent (by volume) of raw materials to be processed are raised or grown on the site; and/or
  - b. The total processing area is between 1201 to 4000 sq. ft. in gross floor area; and
  - c. Traffic generation from the value added processing and/or sale of value added processing products is less than 50 vehicle trips per day, including customers, employees and deliveries; and/or
  - d. The total number of birds processed per year is in between 250 and 500.
2. The parcel on which the agricultural use is proposed is less than 35 acres; and

- a. More than 50 percent (by volume) of raw materials to be processed are raised or grown on the site; and/or
- b. The total processing area is 1200 sq. ft. or less in gross floor area; and
- c. Traffic generation from the value added processing and/or sale of value added processing products is less than 50 vehicle trips per day, including customers, employees and deliveries; and/or
- d. The total number of birds processed per year is in between 250 and 500.

C. **Large Agricultural Processing Operation**

A value added agricultural processing facility that meets the following requirements:

- 1. The parcel on which the agricultural use is proposed is 35 acres in area or greater; and
  - a. Less than 50 percent (by volume) of raw materials to be processed are raised or grown on the site; and/or
  - b. The total processing area is more than 4000 sq. ft. in gross floor area; and/or
  - c. Traffic generation from the value added processing and/or sale of value added processing products is 50 or more vehicle trips per day, including customers, employees and deliveries; and/or
  - d. The total number of birds processed per year is in between 501 and 1,000.
- 2. The parcel on which the agricultural use is proposed is less than 35 acres; and
  - a. Less than 50 percent (by volume) of raw materials to be processed are raised or grown on the site; and/or
  - b. Total processing area is between 1201 to 4000 sq. ft. in gross floor area; and/or
  - c. Traffic generation from the value added processing and/or sale of value added processing products is 50 or more vehicle trips per day, including customers, employees and deliveries; and/or
  - d. The total number of birds processed per year is in between 501 and 1,000.

	Value Added Agricultural Processing Operation				
	Small – Administrative Permit	Medium – Conditional Use Permit		Large – Special Use Permit	
<b>Acreage</b>	Any Acreage	More than 35	Less than 35	More than 35	Less than 35
<b>Percentage of product grown on site</b>	More than 75%	More than 50%	More than 50%	Less than 50%	Less than 50%
<b>Facility size</b>	1200 square feet or less	1201-4000 sq. ft.	1200 square feet or less	4000 square feet or greater	1201-4000 square feet
<b>Vehicle trips per day</b>	Less than 50	Less than 50	Less than 50	More than 50	More than 50
<b>Number of birds</b>	0 - 250	250 - 500	250 - 500	500 - 1000	500 - 1000

#### 8.25 Standards for Value Added Agriculture Processing

- A. The agricultural processing facility must be clearly incidental to and supportive of the dominant agricultural use of the site.
- B. The agricultural processing and sales facility must be operated by the owner or lessee of the agricultural use.
- C. The hours of the processing and retail operation are limited to the hours between 7:00 am and 9:00 pm, unless otherwise approved through the permitting process.
- D. The processing facility shall not be classified as a hazardous waste generator under state or federal regulations.
- E. Sales of products on site, in addition to those grown or processed on the site, shall be limited to those clearly incidental and accessory to the farm products or as declared and approved through the permitting process.
- F. All federal, state, and local permits shall be obtained and complied with. The operation shall comply with all federal, state, and local laws.
- G. In addition to the processing area, the accessory retail sales area shall not exceed 300 square feet.
- H. The access to serve the use shall have an approved County or CDOT access permit. Additionally, adequate parking shall be provided. There shall be no parking in the road Right of Way.
- I. All poultry processed must be raised by the producer.



**Structure Definition:**

Anything constructed or erected requiring a fixed location on the ground or attached to something having a fixed location on the ground, an edifice or building of any kind, a container greater than 120 sq. ft., or any piece of work built or composed of parts joined together in some definite manner. This shall not include pipelines, telephone lines or electrical power lines, raised garden beds, retaining walls under 4-foot, culverts, ranch entry ways, mailboxes, paver patios or on-grade patio or decking, walks, driveways, fences, and roads.

ADD Occupied trailers on construction sites to the Use Chat as allowed in all zoning districts with approval of a Minor Use Permit.

**8.30. Standards for Occupied Trailers on Construction Sites**

- A. An Occupied Trailers on a construction site is intended to be temporary living in a trailer or RV as accessory to an active building permit.
- B. All necessary permits or approvals must be obtained, including but not limited to those from the Building Department and Environmental Health Department.
- C. A maximum stay for the purpose of temporary living for 1 year shall be allowed. Extensions, may be considered on a case-by case basis at the discretion of the Building Official and Planning Director.

**Subdivision Regulations**

• **B.2.4 Attorney opinion**

B.2.4 Attorney's Opinion ATTORNEY'S OPINION I, (printed name of attorney), being an Attorney-at-Law duly licensed to practice before Courts of Record in the state of Colorado, do hereby certify that I have examined the title to all lands herein dedicated and shown upon this plat by review of the Title Commitment No. \_\_\_\_\_ dated \_\_\_\_\_, issued by \_\_\_\_\_ ("Title Commitment") and that title to such lands is in [insert owners names] ("the Owner"), free and clear of all liens, taxes, and encumbrances, except as follows: (list same or indicate NONE). Dated this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_

(Signature)\_\_\_\_\_

## Exhibit A

(Words in **bold** are proposed and words with a strike through are proposed to be deleted.)

### Section 2 Definitions

#### 1. **Value Added Agricultural Processing:**

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##### A. **Small Agricultural Processing Operation Facility**

A value added agricultural processing facility that meets the following requirements:

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2. The total processing area is 1200 sq. ft. or less in gross floor area; and
3. Traffic generation from the value added processing and/or sale of value added processing products is less than 50 vehicle trips per day, including customers, employees and deliveries; and
- ~~3.4.~~ The total number of birds processed per year is less than 250.

##### B. **Medium Agricultural Processing Operation Facility**

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	Value Added Agricultural Processing <u>Operation</u> Facilities				
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Add: Occupied trailers on construction sites to Section 8 Standards and to the Use Chart as allowed in all zoning districts with approval of a Minor Use Permit.

8.30. Standards for Occupied Trailers on Construction Sites

A. An Occupied Trailers on a construction site is intended to be temporary living in a trailer or RV as accessory to an active building permit.

B. All necessary permits or approvals must be obtained, including but not limited to those from the Building Department and Environmental Health Department.

C. A maximum stay for the purpose of temporary living for 1 year shall be allowed. Extensions, may be considered on a case-by case basis at the discretion of the Building Official and Planning Director.

**Subdivision Regulations**

• **B.2.4 Attorney opinion**

B.2.4 Attorney’s Opinion ATTORNEY’S OPINION I, (printed name of attorney), being an Attorney-at-Law duly licensed to practice before Courts of Record in the state of Colorado, do hereby certify that I have examined the title to all lands herein dedicated and shown upon this plat by review of the Title Commitment No. \_\_\_\_\_ dated \_\_\_\_\_, issued by \_\_\_\_\_ (“Title Commitment”) and that title to such lands is in [insert owners names] (“the Owner”), free and clear of all liens, taxes, and encumbrances, except as follows: (list same or indicate NONE). Dated this \_\_\_\_\_ day of \_\_\_\_\_, AD 20\_\_

(Signature)\_\_\_\_\_