

CITY OF GLENCOE

ZONING ORDINANCE

JUNE 2001

Prepared for the

CITY OF GLENCOE

by the

EAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

CONTENTS

I	PREAMBLE	3
	1. Authority	3
	2. Short Title	3
	3. Interpretation	3
	4. Jurisdiction of Ordinance	4
II	DEFINITIONS	5
	1. General Interpretive Guidelines.....	5
	2. Specific Definitions.....	5
III	GENERAL REQUIREMENTS	17
	1. Uses	17
	2. Structures.....	17
	3. Height and Density	17
	4. Accessory Structures.....	17
	5. Lots.....	18
	6. Yards and Open Space	18
	7. Building Setback Lines	19
	8. Frontage on Corner Lots and Double Frontage Lots	19
	9. Access to Streets	19
	10. Fences and Walls	19
	11. Traffic Visibility at Intersections.....	20
	12. Stormwater Management	20
IV	SPECIAL USE PROVISIONS	23
	1. Nonconforming Uses and Structures	23
	2. Group Homes.....	26
	3. Manufactured Homes	26
	4. Home Occupations and Cottage Industries	28
	5. Off-Street Parking Requirements.....	31
	6. Accessory Residential Units.....	36
	7. Sign Regulations	38
	8. Telecommunications Towers, Antennas, and Satellite Dishes.....	52
	9. Temporary Use Buildings and Offices.....	64
	10. Common Open Space Requirements	64
V	ZONING DISTRICT REQUIREMENTS	67
	1. Establishment of Zoning Districts	67
	2. Zoning District Boundaries	67
	3. Interpretation of Zoning District Boundaries	67
	4. Interpretation of Uses.....	68
	5. AG: Agricultural Zoning District.....	70
	6. R-1: Single Family Residential District	74
	7. R-2: Medium Density Residential Zoning District	77

8.	R-3: Multi-Family Residential Zoning District	79
9.	MHP: Manufactured Home Park Zoning District.....	82
10.	B-1: Local Business Zoning District.....	87
11.	B-2: General Business Zoning District.....	91
12.	HC-1: Highway Commercial Zoning District.....	94
13.	GM: General Manufacturing Zoning District.....	96
14.	FHA: Flood Hazard Area Zone.....	98
15.	PUD: Planned Unit Development	100
VI	ADMINISTRATIVE AND ENFORCEMENT GUIDELINES.....	105
1.	Zoning Permit Required.....	105
2.	General Administration.....	105
3.	Temporary Land Uses.....	106
4.	Violation Procedures.....	107
VII	BOARD OF ADJUSTMENT	109
1.	Creation	109
2.	Composition and Appointment.....	109
3.	Procedures of the Board of Adjustment	109
4.	Appeals to the Board of Adjustment.....	109
5.	Powers and Duties of the Board of Adjustment	110
6.	Appeals From Actions By the Board of Adjustment	111
VIII	AMENDMENTS.....	113
1.	Procedures	113
2.	Authorized Petitioners.....	113
3.	Petition for Amendment.....	113
4.	Planning Commission Action.....	114
5.	City Council Action	114
6.	Time Limit.....	115
7.	Initial Zoning of Annexed Property	115
8.	Speculative Rezoning	115
IX	LEGAL PROVISIONS.....	117
1.	Conflicts With Other Ordinances	117
2.	Repeal of Conflicting Ordinances.....	117
3.	Severability.....	117
4.	Violations and Penalties.....	117
5.	Restrictive Covenants and Bylaws.....	117
6.	Effective Date	118
	PLANNING COMMISSION RESOLUTION	119
	CITY COUNCIL ORDINANCE.....	121

APPENDIX A: FORMS.....	123
1. Zoning Permit Application.....	125
2. Rezoning Application.....	129
3. Petition for Variance	132
4. Zoning Violation Complaint Form	134
5. Notice of Zoning Violation	135
6. Notice of Citation.....	136

AN ORDINANCE ESTABLISHING COMPREHENSIVE ZONING REGULATIONS FOR THE CITY OF GLENCOE, ALABAMA, PROVIDING FOR THE ESTABLISHMENT OF DISTRICTS WITHIN THE CORPORATE LIMITS OF THE CITY OF GLENCOE, ALABAMA; TO REGULATE WITHIN SUCH DISTRICTS THE HEIGHT, NUMBER OF STORIES AND SIZE OF BUILDINGS AND OTHER STRUCTURES, THE PERCENTAGE OF LOT THAT MAY BE OCCUPIED, THE SIZE OF YARDS AND OTHER OPEN SPACES, THE DENSITY OF POPULATION AND THE USE OF BUILDINGS, STRUCTURES AND LAND: TO PROVIDE FOR OFF-STREET LOADING AND UNLOADING OF TRUCKS AND OTHER MOTOR VEHICLES: TO PROVIDE FOR METHODS OF ADMINISTRATION OF ORDINANCE AND PENALTIES FOR THE VIOLATION THEREOF: TO PROVIDE FOR THE ESTABLISHMENT OF A BOARD OF ADJUSTMENT: TO ASSIST IN CERTAIN PHASES OF THE ADMINISTRATION OF THE ORDINANCE: AND TO REPEAL EXISTING ZONING ORDINANCES AND CONFLICTING LAWS.

**ARTICLE I
PREAMBLE**

SECTION 1 - AUTHORITY

This ordinance is established in pursuance of the authority conferred unto the City of Glencoe by Title 11, Chapter 52, Article 4, Sections 70 to 84 inclusive, Code of Alabama 1975, as amended, and for the general purposes of:

promoting the health, safety, morals, public peace, order, or general welfare of the City of Glencoe, Alabama;

lessening congestion in the streets;

securing safety from fire, panic, and other dangers;

providing adequate light and air;

preventing the overcrowding of land;

avoiding undue concentration of population;

facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements;

conserving the value of buildings; and

encouraging the most appropriate use of land and buildings throughout the City;

all in accordance with a comprehensive plan, the City Council of the City of Glencoe, Alabama, does hereby ordain and enact into law this Zoning Ordinance.

SECTION 2 - SHORT TITLE

This Ordinance shall be known and may be cited as the “Glencoe Zoning Ordinance”.

SECTION 3 - INTERPRETATION

In this interpretation and application, the provisions of this Ordinance shall be considered minimum requirements adopted for promotion of the health, safety, morals, convenience, order, prosperity, and general welfare of the community. The standards and requirements of this ordinance should be applied and enforced to balance public and private interests in the development of land in a manner that promotes mutual understanding and respect, and with

GLENCOE ZONING ORDINANCE

prompt and just consideration given to the various interests involved in land investment, ownership, and development.

SECTION 4 - JURISDICTION OF ORDINANCE

The requirements and standards contained in this Ordinance shall apply to all areas within the corporate boundaries of the City of Glencoe.

**ARTICLE II
DEFINITIONS**

SECTION 1 - GENERAL INTERPRETIVE GUIDELINES

- 1.1 Except as otherwise provided herein, all words shall have the customary dictionary meaning. The present tense includes the future tense. The singular number includes the plural, and the plural includes the singular. Words of the masculine gender include the feminine, and words of the feminine gender include the masculine. The word “person” includes a firm, corporation, association, organization, trust, or partnership. The word “lot” includes “plot” or “parcel”. The word “building” includes “structure.” The word “lot” includes the words “plot” or “parcel.” The word “shall” is mandatory. The word “may” is permissive. The word “used” or “occupied”, as applied to any land or building, shall be construed to include the words “intended, arranged, or designed to be used or occupied.”
- 1.2 Where any word specifically defined in the Glencoe Subdivision Regulations is used within these regulations, but is not specifically defined herein, then the specific definition contained in the Glencoe Subdivision Regulations shall apply. If a word used and defined in the Glencoe Subdivision Regulations bears a different or conflicting definition within this Zoning Ordinance, then the word shall be used and interpreted within each code in accordance with the specific definition contained therein.
- 1.3 Any words specifically defined in a subsequent section or article of this Ordinance shall carry that meaning within the context of the specific section or article within which it is defined.
- 1.4 Any lingering confusion or questions regarding the definition of a term used in these regulations shall be decided by the Board of Adjustment.

SECTION 2 - SPECIFIC DEFINITIONS

When used in these regulations, the following words and phrases shall have the meaning given in this section, unless specifically defined in a subsequent section or article:

- 2.1 ***Accessory Structure or Use.*** A subordinate structure or a portion of the main structure, the use of which is incidental to the main or principal use of the premises. An accessory use is one which is incidental to the main or principal use of the premises.
- 2.2 ***Alley.*** A public service way which affords only a secondary means of access to the rear or side of abutting property and is not intended for general traffic circulation.
- 2.3 ***Alteration and Altered.*** The word “alteration” shall include any of the following:

- A. Any addition to the height, width, or depth of a building or structure;
- B. Any change in the location of any of the exterior walls of a building or structure;
- C. Any change in the position or placement of a existing structure or building on a lot;
- D. Any increase in the interior accommodations of a building or structure;
- E. Any repairs, renovation, remodeling, or rebuilding to a building or structure which costs, in total, more than fifty (50) percent of the original value of the building or structure prior to the initiation of said activity.

2.4 ***Automobile Filling and Service Stations.*** A place of business which conducts routine and incidental maintenance, inspection, and repair services for malfunctioning, excessively worn, or broken parts and components on otherwise operable motor vehicles and/or which has pumps and underground storage tanks through which motor vehicle fuels, oils, fluids, or lubricants are dispensed, sold, or offered for sale. No above ground storage tanks with a capacity in excess of five hundred (500) gallons shall be permitted. Such facilities may offer certain automobile and travel related commodities and services limited to the following:

- A. The sale and servicing of spark plugs, batteries, distributors and distributor parts;
- B. Maps, atlases, and other directional travel guides;
- C. Tire servicing and repair, but not recapping or re-grooving;
- D. The replacement and servicing of mufflers and tail pipes, water hoses, fan belts, fuel pumps, oil pumps, carburetors, alternators, hoses, wiring, and lines, brakes, light bulbs, fuses, floor mats, seat covers, windshield wipers and wiper blades, grease retainers, filters, wheel bearings, mirrors, tune-ups and the like, but *not* including exclusive auto parts sales where no repair or maintenance service is offered, full vehicle restoration, body painting or repainting (other than incidental touch-up associated with permitted repair and servicing work), whole engine replacement, the on-site storage and salvaging of inoperable motor vehicles, and other similar major vehicle body and restoration work or overhauls;
- E. Radiator cleaning and flushing;
- F. Greasing and lubrication;
- G. Washing, polishing, and the sale of automobile washing and polishing products;

H. Food or soft drink vending machines dispensing pre-packaged food products, including brewed coffee by the cup.

(See also “body shop” and “convenience store.”)

2.5 **Bed and Breakfast Inn.** A lodging facility having the exterior appearance of a single family house and providing short-term (less than one month per visit) rental sleeping accommodations. Such structure shall contain at last two (2), but not more than ten (10) bedrooms for rent. Individual bedrooms within a Bed an Breakfast Inn shall not contain any kitchen facilities, and must be accessed through a central internal lobby, foyer, or office. The lodging facility shall also contain the primary living facilities for the resident manager or owner of the facility. Breakfast shall be the only meal served to paying guests of the facility, which shall be prepared in a central kitchen facility and served in a central dining room. A Manufactured Home shall not be used as a Bed and Breakfast Inn. (See also “boarding or rooming house,” “hotel,” and “motel.”)

2.6 **Board of Adjustment or Board.** The Zoning Board of Adjustment of Glencoe, Alabama.

2.7 **Boarding or Rooming House.** A building other than a hotel or motel where lodging or lodging and meals is provided to non-institutionalized persons (persons capable of independent living) for compensation over a long-term period (at least month-to-month). The structure shall contain at least three (3), but not more than twenty (20), private rooms for rent and shall provide either shared or common kitchen facilities or shared bathroom facilities. Individual lodging rooms within the building must be accessed through a central internal lobby or office. The rooms contained within the structure shall not constitute independent dwelling units under the terms of this Ordinance. (See also “bed and breakfast inn,” “dwelling, multi-family,” “hotel,” and “motel.”)

2.8 **Body Shop.** A motor vehicle repair and restoration facility or garage that conducts minor and major vehicle repairs, including but not limited to: full vehicle restoration work, body painting or repainting, whole engine replacement, and other similar major vehicle body and restoration work or overhauls, but not including the on-site storage and salvaging of inoperable motor vehicles. Such facilities may offer for sale motor vehicle fuels on an incidental basis. (See also “automobile filling and service stations” and “Junkyard.”)

2.9 **Buffer.** A densely planted strip of evergreen shrubs or trees, or solid fencing, earthen berm, a natural drainage way, or a similar condition, or any combination thereof intended to serve as a physical and visual divider between different uses or lots. No buffer shall

- be less than fifteen (15) feet in width at any point. Each buffer shall be improved to provide an effective year-round visual screen between adjoining uses, such that evergreen trees shall not be spaced less than fifteen (15) feet apart on center and that evergreen shrubs shall not be spaced less than seven and one-half (7 ½) feet on center within the buffer strip.
- 2.10 ***Building.*** Any structure having a roof and intended for the shelter, housing, or protection of persons, animals, or property.
- 2.11 ***Building, Accessory.*** A subordinate building or a portion of the principal building, the use of which is incidental to the dominant use of the principal building on the same lot.
- 2.12 ***Building Height.*** The vertical distance measured from the average elevation of the proposed finished grade at the front of the building to the highest point of the roof for pitched roofs or, for flat roofs, to the mean height level between eaves and ridges for gable, hip and gambrel roofs and to the deck line of mansard roofs.
- 2.13 ***Building, Principal.*** A structure within which the primary or dominant use of the applicable underlying lot is conducted.
- 2.14 ***Building Setback Line.*** A line establishing the minimum allowable distance between the nearest portion of any structure (excluding steps, gutters, and similar protruding fixtures on a building) and the fronting right-of-way line of the abutting street.
- 2.15 ***Business, Retail.*** A commercial establishment that generally sells commodities or personal services in varying quantities directly to the ultimate consumer. These commodities or services are primarily for the use of the purchaser.
- 2.16 ***Business, Wholesale.*** A commercial establishment that generally sells commodities or services in large quantities or by piece to retailers, contractors, other wholesale businesses, or manufacturing establishments. These commodities or services are mainly for resale, for use in the fabrication of a product, or for use by a retail business.
- 2.17 ***City.*** The City of Glencoe, Alabama.
- 2.18 ***City Council.*** The City Council of the City of Glencoe, Alabama.
- 2.19 ***Clinic, Medical.*** A public or private institution devoted to out-patient diagnosis, treatment, or care of sick or injured persons. No bedroom facilities for in-patient

treatment shall be provided. A medical clinic may include laboratories, a commercial cafeteria, and/or a commercial pharmacy (see also “hospital”).

- 2.20 **Comprehensive Plan.** The most current or recently adopted land use or comprehensive plan for the City of Glencoe, as may be amended.
- 2.21 **Condominium.** A multi-unit residential structure where it is possible to acquire legal ownership of a unit without title to the land on which it is located or with the purchase of a partial or shared interest in the land on which it is located.
- 2.22 **Construction, Actual.** The commencement and continuous, uninterrupted (not to include delays caused by inclement weather conditions) prosecution of construction for the purpose of permanent placement and fastening of materials to the land or structure, said purposes for which a permit has been issued. Construction includes filling, grading, the installation of drainage facilities, and the substantial demolition, clearing, excavation, or removal of an existing structure preparatory to new construction, provided that work shall be reasonably continuous until completion of the approved construction.
- 2.23 **Convenience Store.** A business use that sells motor vehicle fuels through pumps and underground storage tanks in combination or conjunction with general grocery and sundry goods primarily targeted to travelers or designed to serve quick-stop (generally ten item sales or less) shoppers, including but not necessarily limited to: packaged and prepared food products, grocery items, magazines, newspapers, maps and atlases, tobacco products, over-the-counter (but not prescription) drugs, health and beauty products, and video rentals. Such businesses may include, if permitted within the applicable zoning district, not more than three (3) distinct business operations in a single structure with internal public access between each business. Any multiple business operations shall be limited to grocery stores, fast food restaurants or pizza pallors, video rental stores, ice cream shops, souvenir shops, tobacco stores, and news stands. (See also “automobile filling and service station.”)
- 2.24 **Cottage Industry.** An accessory business use which is conducted within a building accessory to the permanent dwelling unit of the business owner. All cottage industries shall comply with the relevant standards contained in Article IV, Section 4 of this Ordinance (see also “home occupation”).
- 2.25 **Development.** The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, alteration, relocation, or enlargement of a structure; any mining, dredging, fitting, grading, paving, excavation, drilling, or disturbance of land; or any use or expansion of use of land.
- 2.26 **Dwelling.** A building or portion thereof designed, arranged, or used principally for residential occupancy.

- 2.27 ***Dwelling, Multi-Family.*** A building containing two or more functionally independent dwelling units on a commonly-shared lot, such as a duplex or apartment.
- 2.28 ***Dwelling, Single Family.*** A dwelling designed for and occupied by not more than one family and having no roof, wall, or floor in common with any other dwelling unit, including manufactured homes (unless otherwise specified herein) and modular homes.
- 2.29 ***Dwelling Unit.*** A dwelling or a portion thereof providing complete and separate facilities for one or more persons living as a single housekeeping unit.
- 2.30 ***Family.*** One or more persons occupying a dwelling or manufactured home, who live and function as a single housekeeping unit.
- 2.31 ***Flood.*** An overflow of water onto lands not normally covered by water, resulting in significant adverse effects in the vicinity.
- 2.32 ***Flood Hazard Area.*** All the land encompassed by the floodway and the floodway fringe areas.
- 2.33 ***Floodplain.*** Any land area susceptible to being inundated by water from any source (see definition of “flood”).
- 2.34 ***Floodway.*** The natural channel and the portion of the floodplain along the channel which must be retained solely for the passage of floodwaters to prevent an undue increase in flood heights upstream.
- 2.35 ***Floodway Fringe Areas.*** Areas lying outside the floodway but within the area subject to inundation by the 100-year flood, which is a flood having an average frequency of occurrence in the order of once in 100 years, although the flood may actually occur in any year.
- 2.36 ***Floor Area, Gross or Total.*** The total area of a building measured by taking the outside dimensions of the building at each floor level intended for occupancy or storage, not including: attic space providing headroom of less than seven feet; unusable basement, cellar, or crawl space; uncovered steps or fire escapes; open porches, decks, or patios; accessory water or cooling towers; and accessory off-street parking and loading spaces.
- 2.37 ***Frontage.*** The distance along the boundary line of a lot which coincides with the public or approved private street right-of-way that provides primary vehicular access to the lot.

- 2.38 **Group Home.** A dwelling housing individuals who are not necessarily related by blood or marriage and who live and function as a single housekeeping unit under the supervision of one or more resident manager or resident manager teams. A resident manager team may include more than one resident care provider, as may be necessary, to provide around-the-clock staff support and coverage to serve the specific developmental or rehabilitation needs of the client population. Each resident manager or team and all associated individuals that are functionally or programmatically served by that resident manager or team shall constitute an individual and separate family residing within the group home. Specific individual living facilities shall be provided within the home for each family residing therein. A group home serves socially, physically, mentally, or developmentally impaired individuals in a family-type living arrangement, including homes for orphans or neglected children, homes for people with disabilities or who are mentally retarded or mentally ill, rehabilitation homes for drug or alcohol dependency, emergency care homes for abused spouses or children, and similar group residency individuals who require on-site assistance, counseling, or supervision from a resident manager, but do not otherwise represent a danger to society. Group homes shall comply with the relevant standards contained in Article IV, Section 2 of this Ordinance.
- 2.39 **Hazardous Materials.** Any explosive, corrosive, flammable, toxic, or carcinogenic material, chemical, or substance that poses a threat to human health or welfare. Such substances do not include common household products and cleansers which may, by their nature, include or constitute hazardous materials, as long as they are used exclusively for their intended purpose and are not stored in quantities that are excessive for common residential use.
- 2.40 **Hazardous Waste.** Any discarded or disused material, chemical, or substance which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may:
- A. cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or
 - B. pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed, or otherwise managed.
- 2.41 **Home Occupation.** An business activity for gain or support incidental to the use of the premises for residential purposes, conducted only by members of a family residing on the premises, and conducted entirely within a dwelling or accessory building, in connection with which there is no advertising of any nature other than one non-illuminated accessory sign not exceeding two square feet in area. All home occupations shall comply with the relevant standards contained in Article IV, Section 4 of this Ordinance (see also “cottage industry”).

- 2.42 **Hospital.** A public or private institution devoted to in-patient or in-patient and out-patient diagnosis, treatment, or care of sick or injured persons. A hospital may include laboratories, a commercial cafeteria, and/or a commercial pharmacy (see also “clinic, medical”).
- 2.43 **Hotel.** A commercial boarding and lodging facility offering sleeping accommodations to the public on a daily or weekly basis. Such facilities shall contain not less than ten (10) bedrooms. Individual lodging rooms within a hotel shall not contain full kitchen facilities for exclusive use, and must be accessed through a central internal lobby or office which is supervised at all times. Accessory uses permitted within a hotel building may include: a restaurant, conference facility, laundry facilities, meeting rooms, banquet rooms, gift shops, and recreational and exercise facilities. (See also “bed and breakfast inn,” “boarding or rooming house,” “dwelling, multi-family,” and “motel.”)
- 2.44 **Junk Yard.** Any lot or parcel of land upon which discarded or nonfunctional articles, products, and materials are kept, compacted, burned, stored, cannibalized, bought, or sold, but not actively repaired or used for their original purposes or as originally manufactured units. Such articles shall include, but may not be limited to: household appliances, scrap metal (ferrous or nonferrous), demolition materials or debris, worn or used rags, used furniture, scrap paper or glass, used or flat tires, and inoperable automobile bodies and parts. Any lot containing, for a period exceeding thirty (30) consecutive days, two (2) or more motor vehicles that are unregistered or are incapable of fully operating (start and move) under their own power shall constitute minimum prima-facie evidence of a Junkyard. (See also “body shop” and “solid waste facility.”)
- 2.45 **Lot.** An unsubdivided parcel or portion of land or legal lot of record occupied or intended to be occupied by a building or group of buildings, uses, and open spaces belonging to the same. The word includes the terms “plot” and “parcel.” The establishment of lease or rental lines shall not define separate lots for purposes of this Ordinance.
- 2.46 **Lot, Corner.** A lot adjoining an intersection of two street rights-of-way such that it possesses frontage along the right-of-way lines of both intersecting streets. A lot located along a curved street shall be considered a corner lot if street frontage opposes both the rear and one side yard of the lot and the interior angle formed by the intersecting front street line and the side street line is less than one hundred thirty five (135) degrees.
- 2.47 **Lot Depth.** The longest distance between any point along the frontage line of a lot and the opposing rear property line as measured by a line drawn perpendicular to the building setback line. (See also “building setback line” and “lot width.”)
- 2.48 **Lot, Double Frontage.** A lot possessing frontage on two (2) or more streets that do not intersect at any point along the subject lot boundaries.

- 2.49 **Lot, Interior.** A lot other than a corner lot possessing frontage on only one (1) street.
- 2.50 **Lot of Record.** Any validly recorded unsubdivided parcel of land which, at the time of its recording, complied with all applicable laws, ordinances, and regulations.
- 2.51 **Lot Width.** The distance between the side lines of a lot, measured along the building setback line.
- 2.52 **Manufactured Home.** A structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width or 40 body feet or more in length or when erected on site is three hundred twenty (320) or more square feet, which is built on a permanent chassis and designed to be used as a dwelling with or without permanent foundation, and which is connected to the required utilities and includes plumbing, heating, air conditioning, and electrical systems contained therein. All manufactured homes shall comply with the relevant and applicable standards contained in Article IV, Section 3 of this Ordinance. (See also “mobile home” and “modular home.”)
- 2.53 **Manufactured Home Park.** A tract of land in single ownership having multiple spaces for lease which are used or designed to accommodate manufactured homes.
- 3.54 **Mobile Home.** A structure which complies with the definition of “manufactured home” but which was manufactured prior to June 15, 1976. After the effective date of this Ordinance, mobile homes shall be a nonconformity subject to the regulations established in Article IV, Section 1 of this Ordinance. (See also “manufactured home” and “modular home.”)
- 2.55 **Modular Home.** A dwelling transported in pre-manufactured sections or components to the construction site and assembled and inspected in accordance with a national building code and bearing an insignia issued by the Alabama Manufactured Housing Commission verifying compliance of the structure’s components with all applicable requirements of the 1975 Code of Alabama, as amended. (See also “manufactured home” and “mobile home.”)
- 2.56 **Motel.** A commercial boarding and lodging facility offering sleeping accommodations to the public on a daily, weekly, or monthly basis. Such facilities shall contain not less than (10) bedrooms. Individual lodging rooms within a motel may be accessed directly from the outdoors and may contain partial kitchen facilities, such as a sink, small refrigerator, and a microwave oven, but not a stove, convection oven or dishwasher. Accessory uses permitted within a motel building may include: a restaurant, laundry facilities, meeting rooms, gift shops, and recreational and exercise facilities. Guest rooms also may be provided in the form of separate cottages on the motel premises, as

GLENCOE ZONING ORDINANCE

long as any bathroom facilities are connected to municipal sewer or a sanitary on-site septic system approved for such use by the Health Department. (See also “bed and breakfast inn,” “boarding or rooming house,” “dwelling, multi-family,” and “hotel.”)

- 2.57 ***Net Area.*** The total area of a site minus the street area.
- 2.58 ***Nonconformity.*** A lot of record, structure, or use of a lot or structure that legally existed at the time of enactment of this Ordinance or of subsequent amendment to this Ordinance, but which no longer conforms to all applicable provisions of the district in which it is located.
- 2.59 ***Open Space.*** Space which is not occupied by a building or structure and is maintained in a natural state or has been developed to support outdoor recreational uses.
- 2.60 ***Planning Commission or Commission.*** The City Planning Commission of the City of Glencoe, Alabama.
- 2.61 ***Public Land Use.*** Any land use operated by or through a unit or level of government, either through lease or ownership, such as: municipal administration and operation; county buildings and activities; state highway offices and similar land uses; and Federal uses such as post offices, bureau of public roads, internal revenue offices, military installations, etc.
- 2.62 ***Regular Zoning District.*** A zoning district which is delineated on the base zoning map.
- 2.63 ***Restaurant.*** A commercial dining facility serving food prepared or cooked on the premises to patrons who will primarily consume the prepared food on the premises or within the dining facility. Under the terms of this definition, a restaurant shall include delis, cafes, and ice cream parlors. (See also definition of “restaurant, drive through.”)
- 2.64 ***Restaurant, Drive Through.*** A commercial dining facility serving food prepared or cooked on the premises and specifically designed to afford patrons the option of dining on the premises or taking the prepared food away for off-site consumption. Such dining facilities are distinguished by the provision of a drive-through lane or service window or the absence of seating or parking facilities for on-site dining. (See also definition of “Restaurant.”)
- 2.65 ***Shopping Center.*** A retail business development consisting of a group of commercial establishments designed as a unit and having shared parking and driveway facilities.

- 2.66 **Solid Waste.** Any solid refuse materials generated by residential, commercial, industrial, or institutional uses for disposal.
- 2.67 **Solid Waste Facility.** Any land or structure used for the long-term disposal, storage, transfer, collection, treatment, utilization, processing, incineration, or any combination thereof, of solid waste.
- 2.68 **Special Zoning District.** A zoning district that overlays one or more regular zoning district identified on the zoning map.
- 2.69 **Story.** That portion of a building included between the surface of any floor and the surface of the floor immediately above, or if there be no floor above it, then the space between such floor and the ceiling above it.
- 2.70 **Street.** A dedicated right-of-way within which an improved surface has been constructed for vehicular traffic, which is opened to the general public and which affords the principal means of access to abutting property. A public street is a street that has been dedicated for public use, improved according to City standards, and accepted by the City as a public right-of-way. A private street is a street that has been dedicated for public use, improved according to City standards, and is owned and maintained by an individual or an association of homeowners served by the street.
- 2.71 **Street, Arterial.** As defined in the Comprehensive Plan.
- 2.72 **Street Centerline.** A line formed by the midpoint between the inside edges of the curbs or the drainage ditches along the improved roadway within a street right-of-way.
- 2.73 **Street, Collector.** As defined in the Comprehensive Plan.
- 2.74 **Street, Local.** As defined in the Comprehensive Plan.
- 2.75 **Street Line.** The right-of-way of a street.
- 2.76 **Street, Major.** All arterials and collectors.
- 2.77 **Streets, Minor.** All local streets.
- 2.78 **Structure.** Anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground. Among other things, structures include buildings, manufactured homes, walls, fences, and outdoor advertising signs.

- 2.79 **Substantial Improvement.** Any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure either before the improvement or repair is started or, if the structure has been damaged and is being restored, before the damage occurred.
- 2.80 **Theater, Drive-In.** An open-air performance facility specifically designed to allow patrons to view a performance or motion picture while seated in a parked motor vehicle.
- 2.81 **This Ordinance.** The City of Glencoe Zoning Ordinance.
- 2.82 **Townhouse.** Buildings containing only one (1) or two (2) dwelling units, with three (3) or more buildings attached to each other by party walls without openings. Side yards shall be required only at the end of rows of attached dwellings. In districts where permitted, the lot area of each building must be at least equal to the minimum lot area of that district.
- 2.83 **Use.** The purpose or activity for which land or a building or other structure is designed, arranged, or intended, or the purpose or activity for which land is or may be occupied or maintained.
- 2.84 **Yard.** A space on the same lot with a principal building, open, unoccupied, and unobstructed by buildings or structures from ground to sky except where encroachments and accessory buildings are expressly permitted.
- 2.85 **Yard, Front.** A yard extending the full width of the lot, and situated between the right-of-way line of the abutting street and the nearest point of the principal building.
- 2.86 **Yard, Rear.** A yard extending the full width of the lot from the rear of the lot to the nearest point of the principal building.
- 2.87 **Yard, Side.** A yard situated between the nearest point of the principal building and the side line of the lot, generally extending from the rear line of the front yard to the front line of the rear yard.
- 2.88 **Zoning District.** A section of the City of Glencoe for which the zoning regulations are uniform, as delineated on the Zoning Map.
- 2.89 **Zoning Map.** The “Zoning Map, City of Glencoe, Alabama” which includes a base map or maps of the regular zoning districts and an overlay or overlays of the special zoning districts.

**ARTICLE III
GENERAL REQUIREMENTS**

SECTION 1 - USES

Except as hereinafter provided, no building or parcel of land shall hereafter be used or occupied and no building or part thereof shall be erected, moved, or altered except for a use permitted within the zoning district in which it is located.

SECTION 2 - STRUCTURES

It is the intent of this Ordinance that no more than one principal use structure shall be located on any single lot of record, plus any permitted accessory structures. Accessory structures shall not include functionally independent living quarters.

SECTION 3 - HEIGHT AND DENSITY

- 3.1 *Height of Structures.* In each district, each structure hereafter erected or altered shall not exceed the height limits specified in this Ordinance. Height limitations shall not apply to church steeples, barns, silos, farm structures, chimneys, flag poles, public utility poles, radio and television towers and all such structures specifically exempted from local zoning regulations by applicable federal law, cooling towers, water tanks, and similar structures not intended for human occupancy.
- 3.2 *Intensity of Use.* Each building and lot shall not be used or occupied hereafter by more families or for a higher intensity of use than permitted in the zoning district in which it is located.

SECTION 4 - ACCESSORY STRUCTURES

- 4.1 *In residential districts.* Accessory structures in residential districts or the agricultural district, or any lot used primarily for residential purposes, shall conform to the following regulations:
- A. Accessory structures shall be permitted in the rear yard only. Accessory structures shall not exceed the height of the principal use structure, shall not cover more than 30% of the rear yard, and shall be located at least five feet from all lot lines.
 - B. When an accessory building is attached to the principal building by a breezeway, passageway, or similar means, it shall comply with the yard requirements of the principal building to which it is attached.

ARTICLE III: General Requirements

- C. On any lot adjoining along its side lot line another lot which is in a residential district, no part of any accessory building shall be located within sixty (60) feet of any front lot line.
- 4.2 *In nonresidential districts.* On any nonresidential lot sharing a side lot line with a lot in a residential district, no part of any accessory building shall be located within fifty (50) feet of the property line dividing the non-residential lot and the residentially zoned property. On any lot adjoining along its side lot line another lot which is in a residential district, no part of any accessory building shall be located within sixty (60) feet of any front lot line.
- 4.3 *Minimum separation.* Except as herein provided, no accessory building shall be located closer than five (5) feet to a lot line, nor closer than ten (10) feet to a principal building or to any other accessory building on the same lot.

SECTION 5 - LOTS

- 5.1 *Minimum lot size.* All lots created after the effective date of this Ordinance shall comply with the minimum lot size requirements for the zoning district within which they are located.
- 5.2 *Yard reduction.* Except as herein provided, no lot shall be reduced in area so that yards and other open spaces total less than the minimum area required under this Ordinance.
- 5.3 *Minimum frontage.* All lots shall have a minimum frontage of not less than forty (40) feet along a public street or a private street dedicated for public use and constructed in accordance with all applicable City street standards. The minimum required frontage shall be reduced to thirty (30) feet for lots fronting on the turn-about at the end of a permanent cul-de-sac.
- 5.4 *Minimum lot width-to-length ratio.* No part of any lot shall be narrower than one (1) foot for each three (3) feet of length as measured along the longest side boundary of the lot.

SECTION 6 - YARDS AND OPEN SPACE

- 6.1 *Required yards and open spaces.* In each district, each structure hereafter erected or altered shall be provided with the yards specified, and shall be on a lot of the area and width specified in this Ordinance. No open space or lot required for a building or structure shall, during its life, be occupied by or counted as open space for another building or structure. Except as hereafter provided, no yard or other open space provided, nor the off-street parking and loading spaces required, about any building for the purpose of complying with the regulations of this Ordinance shall hereafter be included as a part

of a yard or other open space, or the off-street parking or loading spaces, for any other building.

- 6.2 *Yards and open spaces on substandard lots.* Where the owner of a property, at the time of adoption of this Ordinance, has a lot or lots of official record which are substandard to the requirements of the district in which they are located according to this Ordinance, the building and its accessory structures may be built, provided:
- A. The yard space and other requirements conform as closely as possible, in the opinion of the Board of Adjustment, to the requirements of the district in which the property is located.
 - B. That neither side yard shall be reduced to less than five (5) feet.
 - C. No building shall be required to set back more than the average of the setbacks of the existing residences within 100 feet each side thereof, but in no case shall the setback of any building hereafter erected or altered be less than 20 feet.

SECTION 7 - BUILDING SETBACK LINES

- 7.1 *Properties abutting existing improved public streets.* When any required yard abuts a street or roadway with an existing public street right-of-way of forty (40) feet or more, the setback shall be the standard setback required in that zoning district. The setback shall be measured from the property line.
- 7.2 *Properties abutting dedicated rights-of-way.* When any required yard abuts a street or roadway with a dedicated right-of-way (public or private) of less than forty (40) feet, the setback shall be not less than twenty (20) feet, **plus** any additional setback required by the minimum dimensional requirements for the applicable zoning district. The setback shall be measured from the centerline of the existing improved roadway. If no improved roadway has been constructed within the right-of-way, then the twenty (20) foot setback shall be measured from the centerline of the dedicated right-of-way.
- 7.3 *Properties abutting street or roadways without dedicated rights-of-way.* When any required yard abuts a street or roadway (public or private) without a dedicated right-of-way, the setback shall be not less than twenty (20) feet, **plus** any additional setback required by the minimum dimensional requirements for the applicable zoning district. The setback shall be measured from the centerline of the existing improved street or roadway.

SECTION 8 - FRONTAGE ON CORNER LOTS AND DOUBLE FRONTAGE LOTS

On lots having frontage on more than one street, the side or rear yard setback along the secondary street shall not be less than the required front yard setback for the applicable zoning district.

SECTION 9 - ACCESS TO STREETS

No building for human occupancy shall be erected without unrestricted vehicular access to a public street or a private street dedicated for public use and constructed in accordance with all applicable City street standards.

SECTION 10 - FENCES AND WALLS

- 10.1 *Height on residential properties.* Fences or walls may be erected, placed, maintained, or grown along a side or rear lot line on residentially zoned property, or adjacent thereto, to a height not exceeding six (6) feet above the ground. Fences or walls located in a required front yard shall not exceed a height of four (4) feet, and in the first ten (10) feet from the right-of-way the height shall not exceed two-and-one-half (2½) feet. Where such lot line is adjacent to a non-residentially zoned property, fences and walls may be maintained at a height not exceeding eight (8) feet.
- 10.2 *Height on nonresidential properties.* No fence or wall erected, placed, maintained, or grown along a lot line on any non-residentially zoned property shall exceed a height of eight (8) feet.
- 10.3 *Prohibited materials.* Barbed wire shall not be used as fencing for any residential property.

SECTION 11 - TRAFFIC VISIBILITY AT INTERSECTIONS

On any corner lot, nothing shall be erected, placed, or grown in such a manner as to limit or obstruct traffic visibility at the street intersection. A clear sight triangle shall be maintained upon such lot, such sight triangle beginning at the intersection of the two lot lines along the street and running along each lot line for twenty-five (25) feet; the third leg of the triangle is formed by connecting the other two legs of the triangle. Within such sight triangle, nothing shall be erected, placed, or grown taller than a height of thirty-six (36) inches above the centerline grades of the intersecting streets.

SECTION 12 - STORMWATER MANAGEMENT

Stormwater runoff from construction sites and urban development is a significant source of surface water contamination. Since H. Neely Henry Lake or the Coosa River is an important economic resource to Glencoe, new development and construction activity must be designed to minimize on-site erosion and the resulting sedimentation of off-site water resources that can be generated by stormwater runoff. Therefore, all development shall comply with the following requirements. The City may request assistance from the Natural Resource Conservation District or other qualified experts in evaluating the applicant's proposed measures to comply with these requirements.

- 12.1 *Exempt activities.* The following activities shall be exempt from these stormwater management requirements:
- A. Minor land disturbing activities normally associated with single family uses, such as home gardens, landscaping, building repairs or alterations, swimming pool installation, or other related, low-impact activities.
 - B. Construction of a single family dwelling on an individual lot and the installation or replacement of a manufactured home.
 - C. Agricultural practices or the construction of farm buildings, when conducted in full compliance with all applicable Best Management Practices.
 - D. Private and commercial forestry activities, when conducted in full compliance with all applicable Best Management Practices.
- 12.2 *ADEM permit required.* Construction projects or land disturbing activities involving one (1) or more acre of land must be approved by the Alabama Department of Environmental Management prior to development. Applicants subject to this requirement shall provide evidence that a stormwater discharge permit has been issued by ADEM prior to the issuance of a zoning permit by the Enforcement Officer.
- 12.3 *Tie-in required.* All proposed drainage improvements shall tie into any existing man-made or natural drainageways along the existing public streets adjoining the development site. Under no conditions shall stormwater drainage be emptied into the sanitary sewer system or vice-versa.
- 12.4 *Basic guidelines.* Stormwater management measures shall be designed in accordance with all applicable Best Management Practices for the proposed type of construction activity. Appropriate short-term (during construction) and long-term (after construction is complete) measures shall be applied to minimize potential erosion of disturbed soils on the development site. All slopes on the development site in excess of ten (10) percent grade shall be permanently stabilized through the use of natural vegetation (preferably native vegetation), retaining walls, terracing, or a combination, as may be appropriate. Development sites which will contain more than twenty thousand (20,000) square feet of impervious surfaces or upon which more than fifty (50) percent of the total lot area will consist of impervious surfaces shall contain adequate stormwater management facilities (detention or retention basins, drainage ways, storm drains, etc.) to accommodate on-site and safely release or transmit the runoff that would be generated by a twenty-five (25) year storm event, without causing an increase or surge in the volume and velocity of off-site peak stormwater runoff over the pre-development state. However, if the site is located within the FHA: Flood Hazard Area Zone, the stormwater management facilities shall be designed to accommodate on-site and safely release or transmit the runoff that

would be generated by a one hundred (100) year storm event, without causing an increase or surge in the volume and velocity of off-site peak stormwater runoff over the pre-development state.

- 12.5 *Creative and innovative polluted runoff management practices.* Where feasible and appropriate, proposed developments may incorporate creative and innovative design to minimize the impacts of polluted runoff on the environment. Such design features may include, but are not limited to, undisturbed natural buffers between impervious surfaces and adjoining streams and drainageways, maximum retention of existing mature trees on building lots, the use of seeded shallow "V" drainage swales (with stabilized cut slopes not to exceed a ten [10] percent grade) rather than concrete curb and gutter, the use of porous pavement surfaces for parking lots, service roads, alleys, and cul-de-sacs, the use of crushed gravel or turf parking areas for small parking lots or spillover parking areas, and the creation of wetlands for stormwater detention and retention, and other practices as may be appropriate to address on-site stormwater drainage needs. Such creative and innovative design features should be used in the following development settings;
- A. where they will be compatible with existing off-site stormwater management infrastructure improvements serving the drainage basin, and
 - B. where appropriate to adequately and safely accommodate the stormwater runoff that would be generated by the proposed level of impervious surfaces without the need for excessive perpetual maintenance.
- 12.6 *Stormwater management on privately owned common open space lands.* Where any stormwater management improvements are to be constructed on common open space lands within the development, such improvements shall be subject to special maintenance provisions as required in Article IV, Section 10 (Common Open Space Requirements) of this Ordinance. The City of Glencoe shall assume no responsibility or liability for the continued, maintenance, improvement, or repair of privately owned stormwater management facilities.

ARTICLE IV SPECIAL USE PROVISIONS

SECTION 1 - NONCONFORMING USES AND STRUCTURES

- 1.1 *Purpose of Provisions.* Within the zoning districts established by this Ordinance or by subsequent amendments to this Ordinance, there exist lots, structures, uses of land and structures, and characteristics of use which were lawfully created, established, or constructed before this Ordinance was adopted or amended, but which would be prohibited, regulated, or restricted under the terms of this Ordinance or of subsequent amendments. It is the intent of this Ordinance to permit these nonconformities to continue until they are removed or discontinued, but not to actively encourage their survival. It is further the intent of this Ordinance to assure that nonconformities shall not be enlarged, expanded, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district. Nonconforming status runs with the land; i.e., a change in ownership or tenancy does not terminate the nonconforming status of a lot and/or structure.
- 1.2 *Incompatibility of Nonconforming Uses.* Nonconforming uses are declared by this Ordinance to be incompatible with the permitted uses in the zoning districts in which they are located. A nonconforming use of land, of structure, or of land and structure in combination shall not be extended, enlarged, or otherwise intensified after passage of this Ordinance either by additions to any existing structure or by the addition of other uses of the property which would be generally prohibited in the district in which such use is located.
- 1.3 *Avoidance of Undue Hardship.* To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction, or designated use of any building upon which actual construction was lawfully initiated prior to the effective date of adoption of or amendment to this Ordinance.
- 1.4 *Single Nonconforming Lots of Record.* A single lot of record which does not meet the minimum space and height requirements of the zoning district in which it is located at the effective date of adoption of or amendment to this Ordinance may be used or sold for the erection of those buildings and accessory buildings necessary to carry out the permitted uses in that district, provided:
- A. Minimum space and height requirements of the lot shall conform as closely as possible to the applicable standards for the district.
 - B. Requirements for yards and setbacks, accessory buildings and uses, and off-street parking and loading spaces shall conform as closely as possible to the applicable standards for the district.

- C. Variance for area, dimensional, and other requirements shall be obtained only through action of the Board of Adjustment as authorized in Article VII, Section 5.3 of this Ordinance. A variance shall only be required where the proposed structure cannot be designed to comply with the applicable dimensional requirements of the zoning district.
 - D. Such lot must not have continuous frontage with other lots in the same ownership that could be combined to eliminate the nonconformity.
- 1.5 *Procedure to Cure Nonconforming Lots of Record.* If two (2) or more lots or a combination of lots and portions of lots are contiguous, have continuous frontage, are in single ownership, and are of record at the time of passage of or amendment to this Ordinance, and if all or part of the lots do not meet the minimum space and height standards of this Ordinance, the land involved shall be considered to be an undivided parcel for the purpose of this Ordinance and no portion of said parcel shall be used or sold in a manner which diminishes compliance with the minimum space and height standards. Nor shall any existing lot of record be divided in a way that would create a lot that does not comply with the applicable minimum space and height standards of this Ordinance. Nothing in this provision shall be interpreted to prevent the adjustment of an adjoining lot line or the resubdivision of a lot so combined, where sufficient land area exists to establish more than one conforming lot.
- 1.6 *Nonconforming Structures.* Where, at the effective date of adoption of or amendment to this Ordinance, a lawful structure exists that could not be built under the terms of this Ordinance by reason of not complying with minimum dimensional requirements or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, provided:
- A. No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
 - B. Should such nonconforming structure or nonconforming portion of structure be destroyed by any means to the extent of more than 75% of its current replacement value, it shall be reconstructed only in conformity with the provisions of this Ordinance.
 - C. Should such structure be voluntarily relocated for any reason for any distance whatsoever, it shall thereafter conform to the requirements or standards for the district in which it is located after it is moved.
- 1.7 *Nonconforming Uses of Land, Structure, or Land and Structure in Combination.* Where, at the time of adoption of or amendment to this Ordinance, lawful uses of land, structure,

or land and structure in combination exist which, under the terms of this Ordinance, would not be permitted in the zoning district in which they are located, the uses may be continued so long as they remain otherwise lawful, provided:

- A. No such nonconforming uses, nor structures devoted to nonconforming uses, shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption of or amendment to this Ordinance.
- B. No such nonconforming uses, nor structures devoted to nonconforming uses, shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such uses at the effective date of adoption of or amendment to this Ordinance.
- C. No additional structures shall be erected in connection with such nonconforming uses.
- D. If any such nonconforming uses are discontinued for a period of more than one (1) year, any subsequent use of the land and/or structure formerly devoted to such nonconforming uses shall thereafter conform to the requirements or standards specified by this Ordinance for the zoning district in which such land and/or structure is located.
- E. If any nonconforming use is replaced by a permitted use, any subsequent use of the land and/or structure formerly devoted to such nonconforming uses shall thereafter conform to the requirements or standards for the district in which it is located, and the nonconforming use may not thereafter be resumed.
- F. A nonconforming use may change to a new nonconforming use, provided the new use is more consistent with the permitted uses of the district in which it is located and is less objectionable and generates fewer external impacts on neighboring uses and properties than the previous nonconforming use. In determining whether the new use would be in greater conformity with this Ordinance, impact criteria such as, but not limited to, the following shall be evaluated:
 - 1. The degree to which traffic generation and congestion, including truck, passenger car, and pedestrian traffic would be reduced.
 - 2. The degree to which external noise, smoke, dust, fumes, vapors, gases, heat, odor, glare, or vibration would be reduced.
 - 3. The degree to which the nature of the new use or business activity is consistent with other business uses permitted in the district.

- G. Where nonconforming use status applies to land and structure in combination, removal or destruction of the structure to the extent of more than 75% of its current replacement value shall terminate the nonconforming status of the structure but shall not terminate the nonconforming status of the land.

1.8 *Repairs and Maintenance.*

- A. On any structure devoted entirely or in part to a nonconforming use, work may be done on ordinary maintenance, including remodeling, or on repair or replacement of nonbearing walls, fixtures, wiring, or plumbing, provided the cubic content of the structure, as it existed at the effective date of this Ordinance or subsequent amendment, shall not be increased.
- B. On any lot devoted entirely or in part to a nonconforming use, work may be done on ordinary maintenance, repair, or replacement of parking and loading areas, signs, lighting, fences, walls, and related exterior amenities, provided the extent of those amenities shall not be increased or rearranged.
- C. Nothing in this section shall be deemed to prevent the strengthening or restoring to a safe condition of any structure or exterior amenity declared to be unsafe by any official charged with protecting the public safety, upon order of such official.

SECTION 2 - GROUP HOMES

Group homes shall be conducted within a building that is consistent or compatible with the character of the district in which it is located.

- 2.1 *No exterior changes incompatible with residential character.* A group home located in a single family or medium density residential district shall be conducted within a building that shall maintain the exterior appearance of a single family dwelling, with no separate outside entrances to individual bedrooms.
- 2.2 *Group homes in multi-family and nonresidential districts.* A group home in a multi-family or business district may be conducted in a building other than a single family dwelling, provided that the group home conforms to the characteristics described in the definition of “group home” in Article II, Section 2.33 of this Ordinance.
- 2.3 *Compliance with all applicable State laws.* Where applicable, the group home shall provide evidence that it will operate in compliance with any State licensing requirements.

SECTION 3 - MANUFACTURED HOMES

All manufactured homes shall comply with the following requirements:

GLENCOE ZONING ORDINANCE

- 3.1 *H.U.D. seal required.* Prior to installation, each manufactured home shall bear a seal certifying compliance with the Manufactured Home Construction and Safety Standards Act promulgated by the U.S. Department of Housing and Urban Development. Any existing mobile home or manufactured home not bearing such seal shall be deemed a nonconforming structure and shall be treated as a nonconforming structure and use in accordance with the regulations established in Section 1 of this Article.
- 3.2 *Anchoring requirements.* All manufactured homes shall be set up, installed, and anchored in full compliance with the requirements of the Alabama Manufactured Housing Commission. Each manufactured home site shall be properly prepared for set up and installation as may be necessary and appropriate to prevent the accumulation of standing water or the drainage of stormwater runoff beneath the manufactured home. Where a concrete pad is available, a manufactured home shall be properly anchored to it.
- 3.3 *Skirting required.* All manufactured homes not located within the MHP - Manufactured Home Park Zoning District shall be skirted by a continuous brick and mortar masonry curtain wall. All other manufactured homes shall be skirted with a weather-resistant material which resembles a permanent foundation commonly found on a single family dwelling. All skirting shall be adequately vented, and shall be completely installed within ninety (90) days of the date that the manufactured home has been installed and anchored to the home site. Where the space beneath a manufactured home that is to be enclosed by skirting is not completely covered by a concrete pad, then a ground vapor retarder of 6 mil rated polyethylene sheeting or greater shall be installed over the entire area enclosed by skirting.
- 3.4 *Axles and tow bars removed.* Once a manufactured home has been placed on an individual lot, all tow bars and axles shall be removed and stored in a location on the lot where they will not be seen from the street or neighboring homes.
- 3.5 *Access to exterior entrances.* Immediately after installation and prior to occupation, steps and a landing or porch shall be constructed at each raised exterior entrance or doorway to the manufactured home. At a minimum, the front or main entrance to a manufactured home shall be served by a stairway (not less than three feet in width) leading to a landing or porch not narrower than five (5) feet in depth (as measured outward from the exterior of the structure) nor shorter than eight (8) feet in length (centered along the entranceway) and containing a railing along all exterior edges of the landing and stairway. A stairway (not less than three feet in width) with exterior railings shall be erected at all other exterior entrances to the manufactured home. All required stairways and landings/porches shall be constructed of wood or brick materials, or some combination of both. Required railings may be constructed of wood or metal materials.
- 3.6 *Sanitary facilities.* Each manufactured home shall contain at least one shower or tub, a flush toilet, a lavatory, hot and cold running water, and a central source of heat for the occupants thereof.

3.7 *Compatibility With Adjoining Residential Properties.* While the City of Glencoe acknowledges and accepts its responsibility to promote a wide range of affordable housing styles for its residents, it also must recognize that manufactured homes are a distinct type of housing that can, under certain circumstances, alter or disrupt the stability of property values and character of established residential neighborhoods that consist predominantly or exclusively of site-built single family detached dwellings. Such disruptions can be especially severe in neighborhoods that consist of historic homes that represent and reflect a specific architectural style and character or that consist of uniformly high value dwellings, relative to the value of a standard manufactured home. In these special neighborhoods, the City's responsibility to provide siting flexibility for manufactured homes must be reasonably tempered and balanced by the City's competing responsibility to maintain the character, architectural integrity, and property value stability of established single family residential neighborhoods. Therefore, manufactured homes may be permitted on a vacant lot within an AG, R-2, R-3, or B-1 Zoning District only in full compliance with the following special conditions:

- A. the proposed manufactured home will not be located on a vacant lot that is within a designated local, state, or federal historic district or a vacant lot that is between two or more structures that have been listed on or are eligible for addition to the National Register of Historic Places; and
- B. the combined value of the proposed manufactured home and the property upon which it will be sited shall not be less than ninety-five (95) percent of the average fair market value of all adjoining properties that have been improved for single family residential use, according to the property value records maintained by the County Tax Assessor's Office.

SECTION 4 - HOME OCCUPATIONS AND COTTAGE INDUSTRIES.

- 4.1 *Home Occupations.* A home occupation may consist of any accessory business use that fully complies with all of the standards contained in this section. No home occupation shall be allowed in any multi-family dwelling.
- 4.2 *Cottage Industries.* A cottage industry may consist of any accessory business use, except solid waste facilities, junk or scrap metal shops, automobile repair shops or garages, or food processing/packing operations, that fully complies with all of the standards contained in this section. Cottage industries may be permitted only within the Rural Residential Zoning District.
- 4.3 *Standards Applicable to both Home Occupations and Cottage Industries.* The following standards shall apply to both home occupations and cottage industries.

- A. The home occupation or cottage industry must be owned and operated by the owner of the dwelling within which or property upon which such business use is to be located, or the business owner must have written approval of the owner of the premises, if the applicant is a tenant.
- B. The home occupation or cottage industry shall be operated only by the members of the family residing in the principal dwelling located on the lot upon which such business use will be located.
- C. The home occupation or cottage industry shall not involve the use of or result in the production of any hazardous materials or hazardous waste.
- D. The home occupation or cottage industry shall not generate smoke, glare, vibrations, electrical disturbance, radioactivity, or other conditions that will be a nuisance to the surrounding area. The home occupation shall not involve the use of any equipment or process that creates visual or audible interference on any radio or television receivers on the premises or that causes fluctuations in line voltage off the premises.
- E. The home occupation or cottage industry shall not generate any business or customer traffic (either by the business operators or customers) between the hours of 8:00 p.m. and 6:00 a.m..
- F. At least three (3), but no more than five (5), off-street parking spaces shall be provided for the home occupation or cottage industry.
- G. No home occupation or cottage industry shall require the use of more than one vehicle for exclusive use of the business. Any vehicle used for such business that has attached to its surface a trademark, business advertisement, or other device that represents the business use shall not be parked along the street or within the required front yard setback of the property.
- H. Not more than one non-illuminated accessory sign having a sign area of not more than two (2) square feet shall be allowed to advertise any home occupation or cottage industry.

4.4 *Standards Applicable to Home Occupations.* The following standards shall apply to only home occupations.

- A. All business operations, activities, and transactions associated with the home occupation shall be conducted entirely within the dwelling unit. No business operations, activities, or transactions shall be conducted in any portion of the dwelling not approved for home occupation use by the City.

ARTICLE IV: Special Use Provisions

31

- B. The home occupation shall not occupy more than 25% of the total dwelling unit floor area. In no instance shall the total floor area devoted to a home occupation exceed five hundred (500) square feet.
- C. The home occupation shall not cause or result in any change in the outside appearance and residential character of the dwelling unit.
- D. The home occupation shall not generate more customers to the home at any point in time than can be accommodated in the improved off-street parking area on the property, and in no instance shall the total customer traffic at the home exceed more than three vehicles at a time.
- E. The home occupation shall not produce any vibrations, noises, or odors that may be discernable by the average person outside of the dwelling unit.
- F. All equipment, materials, and products of the home occupation, with the exception of one vehicle intended for business use, shall be safely and securely stored inside the dwelling unit at all times.
- G. The home occupation and dwelling unit shall comply with all applicable building and fire codes. Home occupations will not be permitted in any dwelling unit in which the primary residential use does not fully comply with the applicable requirements for the zoning district within which it is located.

4.5 *Standards Applicable to Cottage Industries.* The following standards shall apply to only cottage industries.

- A. No cottage industry shall be permitted on a lot smaller than three (3) acres in total land area.
- B. All business operations, activities, and transactions associated with the cottage industry shall be conducted entirely within the primary dwelling unit and/or in an accessory building on the same lot. No activities associated with a cottage industry, including materials storage, shall be located or conducted within an accessory building that is more than fifty (50) feet from the closest part of the principal dwelling or less than fifty (50) feet from an adjoining property line. No business operations, activities, or transactions shall be conducted in any portion of the dwelling or lot not specifically approved by the City for cottage industry use.
- C. The cottage industry shall not occupy a total area greater than 40% of the total dwelling unit floor area or eight hundred (800) square feet, whichever is less.

- D. The cottage industry shall not cause or result in any change in the outside appearance or character of any structure on the lot.
- E. The home occupation shall not generate more customers to the home at any point in time than can be accommodated in the improved off-street parking area on the property, and in no instance shall the total customer traffic at the home exceed more than four (4) vehicles at a time.
- F. The cottage industry shall not produce any vibrations, noises, or odors that may be discernable by the average person beyond the boundaries of the lot.
- G. All equipment, materials, and products of the cottage industry, with the exception of one vehicle intended for business use, shall be safely stored inside a secured structure on the lot.
- H. The cottage industry and dwelling unit shall comply with all applicable building and fire codes. Cottage industries will not be permitted in any structure which does not fully comply with all applicable requirements for the zoning district within which it is located.

4.6 *Expiration of Permit.* A permit for a home occupation or cottage industry shall expire under the following conditions:

- A. Whenever the applicant ceases to occupy the structure or lot for which the home occupation or cottage industry permit was issued. No subsequent occupant of such premises shall engage in any home occupation or cottage industry until a new permit has been issued for the proposed business activity. A permit to operate a home occupation or cottage industry is not transferable to a new residence or lot.
- B. Whenever the holder of a home occupation or cottage industry permit ceases operation of the permitted business activity for any period of ninety (90) consecutive days.
- C. When the owner of a permitted home occupation or cottage industry is issued a notice of violation of this Ordinance, the owner shall cease and desist from all business operations until such time as the enforcing officer has verified, through on-site inspection, that the violation has been remedied. Failure to cease and desist from all business operations, in accordance with this provision, shall constitute a separate violation. If the owner fails to comply with a cease and desist order, or the violation has not been remedied within fifteen (15) days of the date that the notice of violation was issued, the home occupation or cottage industry permit and business license shall expire and no resumption of business

activities associated with such business may occur without first obtaining a new permit and business license.

SECTION 5 - OFF-STREET PARKING REQUIREMENTS

5.1 *Basic design requirements for parking lots.* Required parking spaces, as set forth below, shall provide not less than two hundred (200) square feet of total parking lot area per space and shall be located entirely off of street rights-of-way. Each individual parking space shall be at least eight (8) feet, six (6) inches in width. Required spaces shall have an all-weather surface, an unobstructed maneuvering space, and access lanes of adequate width leading to a street or alley. Overflow or reserve parking areas in excess of the minimum spaces required herein may be constructed of permeable surface materials, including gravel, crushed stone, or other porous pavement materials designed to serve the anticipated intensity or frequency of overflow parking and to prevent excessive soil erosion. Except for one and two-family dwellings with access from local or minor collector streets only, maneuvering and turning areas shall be provided so that no vehicles will be required to back into a street. Only vehicles in operating condition shall be allowed to occupy these spaces. The following identifies the minimum number of automobile parking spaces for specified uses. Where a particular use is not specifically mentioned, the requirements of a similar or related use shall apply. Where more than one use will be conducted on a specific site, the site shall satisfy the combined requirements of all specified uses. Required parking spaces shall include spaces designated for people with disabilities, the number and design of which shall be in accordance with the standards set forth by the Americans with Disabilities Act.

- A. *Automobile Service Stations* - Three (3) parking spaces for each grease rack, vehicle lift, or similar facility, plus one (1) for each attendant.
- B. *Bowling Alleys* - Three (3) parking spaces for each alley.
- C. *Churches, Theatres, Auditoriums, Stadiums or Other Places of Public Assembly* - One (1) parking space for every four (4) seats in the principal assembly room or area.
- D. *Dwellings* - Two (2) parking spaces per dwelling unit, except that residential structures containing three (3) or more dwelling units shall have one and one-half (1 ½) parking spaces per unit.
- E. *Hospitals, Sanitariums or Nursing Homes* - One (1) space for each four (4) beds intended for patients, plus one (1) space for each staff member employed during the peak work shift.
- F. *Manufactured Home Parks* - Two (2) parking spaces located on each manufactured home site, plus one-half (½) parking space per site to be located

so as to serve the parking needs of visitors to the park and of occupants who have more than two automobiles. However, for each manufactured home space that fronts along a private road that does not provide through-traffic service, the minimum space required for each off-street parking space on the lot shall be reduced to one hundred two (102) square feet, and the requirement to provide off-street space for vehicle turn-around without backing into the street shall be waived.

- G. *Motels and Hotels* - One (1) parking space for each room leased for guest accommodation, plus one (1) additional space per full-time equivalent employee during the peak work shift.
- H. *Offices, or Professional or Public Buildings* - One (1) parking space for each two hundred fifty (250) square feet of gross floor area or four (4) parking spaces for each separate office or work cubicle, whichever is greater. Travel lanes for drive-through services shall not be included in the minimum area required for the parking lot.
- I. *Private Club or Lodge* - One (1) space for every ten (10) members.
- J. *Restaurant or Other Eating Place* - One (1) parking space for every two (2) seats. Travel lanes for drive-through services shall not be included in the minimum area required for the parking lot.
- K. *Retail or Services* - One (1) parking space for each three hundred 300 square feet of gross floor area devoted to trade or service activity (including inventory storage space and administrative office space). Travel lanes for drive-through services shall not be included in the minimum area required for the parking lot.
- L. *Rooming Houses, Boarding Houses, and Bed and Breakfast Inns* - One (1) parking space for each rental room, plus two (2) spaces for each resident manager unit.
- M. *Schools* - One (1) parking space for each administrative employee working at the school. Two (2) parking spaces for each classroom serving students below grade ten (10). One (1) parking space for every five (5) students of classroom seating capacity for each classroom serving students in grade ten (10) or higher.
- N. *Shopping Centers* - Four (4) parking spaces for each 1,000 square feet of area devoted to trade or service activity.
- O. *Warehousing, Manufacturing, and Industrial Establishments* - Three (3) parking spaces for every two (2) employees working during the peak work shift.

- P. *Wholesale Establishments* - One (1) parking space for every one thousand (1,000) square feet of gross floor area.

- 5.2 *Plans and Specifications Required for Off-Street Parking Spaces.* Plans and specifications showing required off-street parking spaces, including the means of access and interior circulation, shall be submitted to the enforcing officer for review at the time of application for a zoning permit.

- 5.3 *Location of Parking Spaces.*
 - A. Except for one and two family dwelling units, if required parking spaces cannot be provided on the same lot on which the principal use is conducted, such spaces may be provided on adjoining off-street property, provided that the required spaces are located no further than four hundred (400) feet from the main entrance of the principal use. Such parking spaces shall be associated with the permitted use and shall not thereafter be reduced or encroached upon in any manner.

 - B. Parking spaces designated for use by people with disabilities shall be located in close proximity to the main entrance of the building with which they are associated, in accordance with the standards set forth by the Americans with Disabilities Act.

- 5.4 *Truck Parking Restrictions.* No trucks larger than 3/4 ton pick-up trucks shall be permitted to park in any residential district, except that a truck or commercial vehicle not greater than one and one quarter (1.25) tons may be parked in an accessory structure within a residential district.

- 5.5 *Joint Use of Off-Street Parking Areas.* Nothing in this Ordinance shall be construed to prevent the joint use of an off-street parking area or facility by two or more buildings or uses if the total of such spaces, when used together, shall not be less than the sum of the requirements for the various individual uses or buildings computed separately.

- 5.6 *Landscaping.* All paved surface parking lots containing more than one hundred (100) parking spaces shall incorporate, within the paved area, landscaped islands constituting not less than ten (10) percent of the total paved portions of the parking lot. The area of any required islands shall not be counted as part of the required minimum parking area for the off-street parking lot. Landscaped islands shall be distributed broadly throughout the parking lot and designed to provide sufficient unpaved area to support healthy plant growth and root structures. Each landscaped island shall also be designed to accommodate at least one shade tree, which shall be not less than ten (10) feet tall at planting. Shrubs, flowers, and other ornamental plants or ground cover shall be incorporated into the landscaping on each island. Special consideration shall be given to

native plants and trees when selecting vegetation and additional consideration shall be given to the location of trees and tall shrubs with respect to above ground power lines, light poles, and other possible obstructions, to prevent the need for excessive pruning as the trees and shrubs grow and mature.

5.7 *Plans and Specifications Required for Off-Street Loading and Unloading Spaces.* Plans and specifications showing required loading and unloading spaces, including the means of ingress and egress and interior circulation, shall be submitted to the enforcing officer for review at the time of application for a zoning permit.

5.8 *Off-Street Loading and Unloading.*

- A. All commercial and industrial structures hereafter erected or created are required to provide and maintain adequate off-street space for loading and unloading of materials, goods, or things, and for delivery and shipping. Such off-street space shall be designed so that service and delivery vehicles may use this space without encroaching on or interfering with public use of streets and alleys by pedestrians and other vehicles. All such structures are also required to have sufficient off-street parking space for all vehicles owned, controlled, or rented by such establishment.
- B. Where any commercial or industrial structure is enlarged, or any such use is expanded, the full amount of off-street loading space shall be provided and maintained for the structure or use in its enlarged size.
- C. Where the use of a structure or land, or any part thereof, is changed to a use requiring off-street loading space under this article, the full amount of off-street loading space shall be provided and maintained to comply with this Section.
- D. Off-street loading space shall be an area at least 12 feet wide by 45 feet long with 14-1/2 feet of vertical clearance. Off-street loading spaces shall be provided and maintained in accordance with the following schedule:
 1. For each retail store, storage warehouse, wholesale establishment, industrial plant, freight terminal, market, restaurant, funeral home, laundry, dry cleaning plant, or similar use which has an aggregate floor space of:
 - a. Less than 8,000 square feet - No off-street loading required, but no permit will be issued without off-street loading until the enforcement officer has approved the plot plan of the proposed structure;
 - b. 8,000 square feet to less than 20,000 square feet - One space of off-street loading is required;

- c. 20,000 square feet to less than 60,000 square feet - Two (2) spaces of off-street loading is required;
 - d. For each additional 50,000 square feet, or fraction thereof, over 60,000 square feet - One (1) additional off-street loading space is required.
 - 2. For each auditorium, convention hall, exhibition hall, hotel, office building, stadium, sanitarium, or similar use which has an aggregate gross floor area of:
 - a. Less than 10,000 square feet - No off-street loading required, but no permit will be issued without off-street loading until the enforcement officer has approved the plot plan of the proposed structure;
 - b. 10,000 square feet to less than 40,000 square feet - One (1) space of off-street parking is required;
 - c. For each additional 50,000 square feet, or fraction thereof, over 40,000 square feet - One (1) additional off-street loading space is required.
 - 3. For any use not specifically mentioned herein, the off-street loading requirements specified above for the most similar use shall apply.
 - E. No area or facility supplied to meet the required off-street parking facilities shall be utilized for or deemed to meet the requirements of this article for off-street loading facilities.
 - F. Nothing in this article shall prevent the collective, joint, or combined provision of off-street loading facilities for two or more buildings or uses, provided that such off-street loading facilities are equal in size and capacity to the combined requirements of the several buildings or uses and are so located and arranged as to be usable thereby.
 - G. Plans for buildings or uses requiring off-street loading facilities under the provisions of this article shall clearly indicate the location, dimensions, clearance, and access of all such required off-street loading facilities.
- 5.9 *Emergency Vehicle Access.* The enforcing officer shall require, at the specific request of the Police Chief or Fire Chief, separate additional emergency vehicle access lanes, if deemed necessary to provide for adequate emergency vehicle access to the principal structures on the property. Where required, emergency vehicle access lanes shall be located as close as possible to the main entrance of the principal structures of the

property, shall be at least 15 feet in width, and shall be visibly designated for exclusive emergency use, either by painting, appropriate signage, or both.

- 5.10 *Continuing Character of Obligation.* Required off-street parking and loading spaces associated with newly erected or altered buildings or newly established uses of land shall be a continuing obligation of the owner of said building or land so long as the structure or use exists or its use requiring such parking or loading facilities continues. Apart from the discontinuance, sale, or transfer of the building or use, it shall be unlawful for said owner to discontinue, change, dispense with, or cause the discontinuance or change of the required vehicle parking or loading space without establishing alternative vehicle parking or loading space which meets the requirements of and is in compliance with this Ordinance; or for any person to use a building or lot without providing vehicle parking or loading spaces which meet the requirements of and are in compliance with this Ordinance.

SECTION 6 - ACCESSORY RESIDENTIAL UNITS

Technological and medical advances have made it possible for people to live longer lives and to live more independently than ever before. At the same time, a declining number of children must provide care and support for an expanding elderly population, despite increased work demands to make ends meet. The City of Glencoe understands the demands faced by working adults, and seeks to provide an option for families to provide special and convenient care for elderly and handicapped members. The purpose of this Section is to establish basic standards for the development of *accessory* residential units to provide a semi-independent living environment for family members who require special care and support from the primary household. Such a unit would provide greater privacy and personal freedom than an added bedroom within the primary dwelling, but would not create an additional independent living unit that would alter the character of the original single family structure and the surrounding neighborhood. However, nothing in this section shall be interpreted to require the creation of an accessory residential unit to provide in-home care for an elderly or handicapped family member. Accessory residential units shall be allowed only for single family dwellings, excluding manufactured homes. Where permitted, all accessory residential units must comply with all of the following requirements.

- 6.1 *Incomplete facilities for exclusive personal use.* The purpose of this provision is to provide opportunities for families to provide essential on-site care and support for elderly and handicapped members, not to provide opportunities for families to create independent rental units for general leasing. Therefore, accessory residential units must be designed to prevent independent use. All accessory residential units must lack either complete kitchen facilities or bathroom facilities for exclusive personal use. An incomplete kitchen must lack either a convection oven/stove or a kitchen sink. An incomplete bathroom must lack either a toilet or shower/bathtub. The remaining kitchen or bathroom facilities necessary to serve the accessory residential unit must be provided within the primary dwelling unit. The applicant shall provide evidence that the sewage disposal needs of the additional accessory bedroom(s) can be satisfied by the existing

sewage service. No separate meters for utility service shall be established or provided for any accessory residential unit.

- 6.2 *Maximum floor area.* Accessory residential units shall contain not more than five hundred (500) gross square feet or twenty-five (25) percent of the total improved floor area of the primary residential dwelling, whichever is less.
- 6.3 *Leasing agreement prohibited.* No accessory residential unit shall be leased to a tenant through any formal leasing agreement or contract. Any reimbursement arrangements for use of the unit or support services provided to the tenant shall be on an informal and incidental basis.
- 6.4 *Contained within primary dwelling.* An accessory residential unit must be attached to (by a common wall) or contained within the primary dwelling unit on a property. No accessory structure or outbuilding on the lot may be used or modified to serve as an accessory residential unit. Not more than one (1) exterior entrance to an accessory residential unit shall be permitted.
- 6.5 *Limit on number of units.* Where permitted, no more than one (1) accessory residential unit shall be allowed per primary dwelling.
- 6.6 *No change in character of structure.* An accessory residential unit shall be designed to cause no apparent change in the exterior residential character or appearance of the primary dwelling unit.
- 6.7 *Documentation of need.* Accessory residential units are intended to serve specific family or household needs that would be better satisfied by the creation of a semi-independent living environment. Applicants who desire to construct an accessory residential unit shall submit a written statement to the enforcement officer describing the need that will be served by the accessory residential unit.

SECTION 7 - SIGN REGULATIONS

- 7.1 *Purpose of Sign Regulations.* The public has a legitimate interest and concern in the construction, maintenance, and regulation of outdoor advertising within the City. While Glencoe acknowledges the legitimate public need for business visibility, local businesses must also recognize the legitimate public need for a beautiful and uncluttered community and the City's legitimate need to ensure safe traffic circulation on City streets. Local experience within Anniston, Gadsden, Atlanta, and Birmingham generally supports the contention that excessive, competing signage along public streets can create visual clutter, which makes it difficult for motorists to see traffic control and highway safety signs and to know where entrances to adjoining businesses are located. The City also has determined that excessive, competing signage can divert motorist attention from the highway, which contributes to traffic accidents. Therefore, Glencoe has determined that it is desirable to prescribe the manner of sign construction and to compel the use of safe materials; limit the number, type, surface area, height, and location of signs; and require clean and sanitary maintenance of signs in order to protect and promote the public health, safety, and welfare of the community. Further, these sign regulations are intended to lessen hazards to pedestrian and vehicular traffic; preserve property values; prevent unsightly and detrimental development which has a blighting influence upon the community; and, in general, preserve the character and aesthetic quality of the various zones within the city.
- 7.2 *Sign Terms Defined.* The following sign terms, when used in this Ordinance, shall have the meanings defined by this section.
- A. ***Advertiser.*** Any person, corporation, or other entity that seeks to convey a visual or audio message to the public.
 - B. ***Animated sign.*** Any sign which all or any part thereof visibly moves, imitates movement, or changes appearance in any fashion whatsoever.
 - C. ***Balloon sign.*** Any device which is inflated by gas or air and intended to serve as a sign or to direct attention to a specific property or location.
 - D. ***Banner.*** A temporary sign intended to be hung either with or without a frame or suspended from wires, cables, or rope. Banners generally possess letters, characters, illustrations, or ornamentations applied to paper, plastic, or fabric. Banners shall include pennants, but shall not include official flags of a government entity or political subdivision.
 - E. ***Beacon or searchlight.*** Any light with one or more beams (including laser beams), which may be stationary, moving, or rotating, directed into the

atmosphere or directed at one or more points not on the same property as the light source.

- F. **Building nameplate.** A small memorial plaque, usually composed of metal or wood, affixed flush to an exterior wall near the main entrance of a building and bearing the name of the building or occupant, the date of construction, and/or the persons, entities, or corporations that financed its construction.
- G. **Billboard.** Any sign owned by a person, corporation, or other entity that is erected for the purpose of selling, leasing, or donating the display space on that sign to an advertiser.
- H. **Canopy.** Any permanent roof-like structure projecting from the wall surface of a building or structure, generally located at or below the roof line and designed to provide shelter from the elements. A canopy shall include all structures commonly known as awnings and marquees.
- I. **Canopy sign.** Any sign attached to or made part of the front, top, or side of a canopy.
- J. **Copy.** The permanent or removable wording and/or graphics placed upon, painted upon, or bonded to the display surface of a sign.
- K. **Erect a sign.** To build, construct, attach, hang, place, suspend, paint, or affix a sign.
- L. **Exempt sign.** A sign made exempt from a sign permit, in accordance with Subparagraph 7.4 (Signs Exempt from Sign Permits) of this Section.
- M. **Face.** That portion of a sign upon which the copy is placed, attached, bonded, or painted.
- N. **Flashing sign.** Any lighted sign or sign containing a reflective surface which changes color, twinkles, or flashes regularly or intermittently. Flashing signs shall not include signs displaying the current time and temperature, as permitted by the City Council, or traffic control signs.
- O. **Freestanding sign.** Any permanent sign that is either mounted independently upon the ground or supported by one or more columns or poles, and independent of support from any other building or structure on the site. Freestanding signs shall include, but shall not be limited to, all signs commonly

known as ground signs, pole signs, pylon signs, A-frame signs, sandwich signs, and billboards.

- P. ***Hanging sign.*** Any sign which is attached to and projects down or dangles from a roof, canopy, or projecting brace that is attached to the face of an exterior building wall.
- Q. ***Historic marker.*** A sign prepared in accordance with National Trust for Historic Preservation guidelines and approved by the City Council which identifies an historic landmark or district on the property. Such sign may contain a narrative describing the historic significance of the landmark or district.
- R. ***Number of signs.*** For the purpose of determining the number of signs, each sign shall be considered a single display surface or display device containing elements organized, related, and composed to form a unit. Where copy is displayed in a random manner without organized relationship of elements, each element shall be considered a single sign. A multi-sided sign shall be considered one sign.
- S. ***Permanent sign.*** Any sign, other than a temporary sign, designed with a permanent display face. If a sign face is permanent but the copy displayed is subject to periodic changes, that sign shall still be regarded as permanent.
- T. ***Portable sign.*** Any sign that is not attached to a stationary object or structure that has a footing or that is not implanted beneath the surface of the soil. Such signs are commonly mounted on wheels or a frame that rests upon the ground. Portable signs shall include vehicles or portions of vehicles upon which signs or sign copy have been affixed that are permanently parked or displayed in one or more locations to serve exclusively as a business advertisement.
- U. ***Projecting sign.*** Any sign containing not more than two (2) faces, that is affixed directly to the exterior wall of a building or structure or to a solid brace or frame that is attached to the exterior wall of a building or structure in such a manner that the sign face extends outward from the wall surface.
- V. ***Roof sign.*** Any sign that is mounted upon, affixed to, or painted upon the roof of a building or structure or that extends above the building or structure roof line.
- W. ***Sign.*** Any identification, structure, illustration, or device, illuminated or non-illuminated, that is visible to the general public and directs attention to a

product, message, service, place, activity, person, institution, business, or solicitation. A sign shall also include any emblem, painting, flag, statue, banner, pennant, balloon, or placard designed to advertise, identify, or convey information to the public.

- X. **Sign area.** That gross area, in square feet, of the advertising copy surface of a sign, as delineated by one continuous perimeter line, enclosing the extreme limits of the writing, representation, or other display. Where a sign contains multiple faces, only one (1) face of the sign shall be used in computing the sign area.
- Y. **Sign structure.** Any construction used or designed to support a sign.
- Z. **Snipe sign.** A sign of any material that is attached in any way to a utility pole, tree, fence, rock, or other similar object located on public or private property. Snipe signs shall not include real estate, political, yard sale, “beware,” “keep out,” “posted,” “private property,” or “no trespassing” signs.
- AA. **Temporary sign.** Any sign fabricated of paper, plywood, fabric, window whitewash, or other light, impermanent material and intended to be displayed for a limited duration. If a sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as temporary.
- AB. **Traffic control sign.** A sign or electronic device, such as a traffic signal or signs denoting stop, danger, handicap parking, one-way traffic, no parking, fire lane, etcetera, for the purpose of directing or regulating the movement of traffic and/or pedestrians.
- AC. **Wall sign.** Any sign displaying only one (1) face that is mounted flat upon, affixed flat to, or painted upon an exterior wall surface of a building or structure and is located entirely below the roof line.
- AD. **Window sign.** A temporary sign placed inside or upon a building or structure window and intended to be seen from the exterior of the building or structure.

7.3 Required Permits, Fees, and Inspections.

- A. Except where this chapter explicitly exempts a sign, all signs erected shall require a sign permit issued by the Enforcement Officer. In addition, whether a sign is exempt or not, city building and electrical codes may require additional permits. No sign permit shall be required for routine maintenance or painting

of a permitted or pre-existing, nonconforming sign, provided that such maintenance or painting activities do not alter the original format or appearance of the sign or result in any increase in the existing sign area or height of the sign.

- B. Each application for a sign permit shall include the following items:
1. Name, signature, and address of the property owner, authorized agent of the property owner, if any, and sign contractor.
 2. Address of the property where the sign is to be erected.
 3. Lot area, zoning, and principal land use(s) on the lot subject to erection of a sign.
 4. A complete description of the sign(s) to be erected, including, but not limited to number, type, freestanding or attached, method of illumination, on or off-premises display, and setbacks.
 5. A dimensioned sketch of the sign and a plot plan showing the location of each sign on the lot.
 6. Other details sufficient for the Enforcement Officer to determine compliance with the requirements of this chapter.
 7. The required application fee.
- C. A \$25.00 fee shall accompany each application for a sign permit.
- D. The Enforcement Officer shall inspect each sign authorized by permit to determine compliance with the permit application.

7.4 *Signs Exempt from Sign Permits.* The following signs are exempt from required sign permits and all associated fees, and are permitted in accordance with the standards contained within this section and any other applicable provisions of these sign regulations. All exempt signs are permitted in any district if related to a permitted activity on a lot.

- A. *Historic markers.* Where approved by the City Council.
- B. *Traffic control signs.* Such sign may include legal notices required by law; warning signs and no trespassing signs; identification, informational, or directional signs erected by any governmental agency or public utility.

- C. *Directional signs.* Such sign may indicate bus stops, taxi stands, off-street parking or loading facilities; other signs required for the control of vehicular or pedestrian traffic; restroom identification and direction; drive-thru window direction; telephone identification; and similar directional information. Such signs shall not exceed four (4) square feet in total sign area.
- D. *Flags.* Any official flag of a government entity and banners of a religious, charitable or fraternal organization. This exemption shall include the supporting device or flag pole. However, no property shall display more than four (4) flags without prior approval from the City Council.
- E. *Artistic displays.* Such display may include decorative or architectural features of a building; public art works or displays; and similar artistic displays.
- F. *Real estate or rental signs.* Each property may have up to one (1) non-illuminated real estate or rental sign, containing a maximum of two (2) sign faces in compliance with the following requirements:
 - 1. The maximum sign area shall not exceed six (6) square feet for signs in a residential zone or twelve (12) square feet for signs in a non-residential zoning district.
 - 2. Multiple listing strips, sale pending, and sold signs shall be allowed when attached to the real estate sign, as long as the combined sign area does not exceed the maximum allowed in subparagraph “a” above.
 - 3. One (1) on-premise ‘open house’ or ‘open for inspection’ sign, not exceeding three (3) square feet in sign area, may be allowed per property. Similar off-premise signs for directional purposes shall be allowed within the public right-of-way at subdivision entrances or on other private properties with the consent of the property owner. These signs must be removed when the premises are no longer open for inspection.
 - 4. All real estate signs shall be removed when ownership or occupancy of the property has changed and the property is no longer listed for sale, lease, or rent.
- G. *Construction site identification sign.* Each construction site shall be allowed to erect not more than one (1) non-illuminated, single face, temporary construction sign on a property which has been authorized for construction by the issuance of a zoning permit. Construction site signs shall not be allowed on properties where only one (1) single family or duplex home is to be constructed. Said sign shall be freestanding, and the sign area shall not exceed twenty (20) square feet within any residential zone or thirty-two (32) square feet within any non-residential zoning district. Construction signs must be set back at least ten

(10) feet from all property lines. The sign may include the names of the persons and firms performing services or labor, or supplying materials for the construction project. Any temporary construction sign shall be removed before any building or structures built on the property may be occupied. Temporary construction signs for residential developments shall be allowed to remain erect until seventy-five (75) percent of the total residential lots have been sold, or until a permanent identification sign has been erected, whichever occurs first.

- H. *Window signs.* Properties not located within a residential zoning district (AG, R-1, R-2, R-3, and MHP) may display window signs, provided that the sign area of any individual window sign shall not exceed fifteen (15) square feet and no more than thirty (30) percent of the total surface area of any window may be obscured by window signs.
- I. *Political signs.* Temporary political signs advertising campaigns of candidates for political offices or advertising, proposing, opposing, or relating views or positions upon a political question appearing or to appear upon an official election ballot may be erected in connection with elections or political campaigns. No political signs shall be allowed within or upon a public right-of-way. Within residential districts (AG, R-1, R-2, R-3, and MHP) only one (1) sign per candidate or political issue may be placed upon any single lot of record. Within all other regular zoning districts, not more than two (2) signs per candidate or political issue may be placed on any single lot of record. The total sign area for any political sign shall not exceed six (6) square feet. Political signs shall not be erected more than ninety (90) days prior to the date of the election, whether general or special, for which the person or issue advertised will appear on the ballot. Such signs must be removed within fifteen (15) days after the date of the election or run-off election (if necessary) has occurred.
- J. *Garage or yard sale sign.* A temporary sign advertising the sale of personal property on a lot may be erected on the lot where the sale is to take place. Such signs shall not exceed four (4) square feet in sign area and shall be displayed only on the day immediately prior to and day(s) during which the sale is conducted.
- K. *Special event sign and decorations.* A temporary sign indicating a special event such as a grand opening, traveling public exhibits, fair, carnival, circus, festival, personal announcements of births, marriages, birthdays, or similar events may be erected on the lot where the event is to take place, provided that such signs do not exceed the maximum applicable height and surface area requirements for the type of sign used and the sign is installed not more than thirty (30) days prior to the event and removed not more than ten (10) days after the event has occurred. Decorative flags, banners, and bunting shall be allowed

only for city-wide celebrations, conventions, and commemorations when specifically authorized by the Mayor and City Council. This exemption also shall apply to decorative lights and displays celebrating any legal holiday.

- L. *Entrance/exit signs.* Entrance and/or exist signs which have a maximum sign face length of three (3) feet, a maximum sign face height of one-and-one-half (1.5) feet, and a total maximum sign height of two (2) feet. Only one (1) entrance/exit sign shall be allowed per curb cut. Entrance/exit signs shall not be allowed in residential zones or for any single or two-family residential uses located within any zoning district.
- M. *Farm information sign.* Such sign may include farm logos or product information affixed to vehicles, equipment, buildings, silos, and tanks, and similar non-freestanding agricultural displays.
- N. *Vehicle signs.* Such sign may depict identifying name, business, product, service, logo, and similar information painted or otherwise affixed to a registered vehicle that is in operating condition and is used regularly for business transportation. This exemption shall not apply to vehicles or portions of vehicles that are permanently parked in one or more locations to serve exclusively as a business advertisement. Such vehicles or portions thereof shall constitute a portable sign under the context of these regulations.
- O. *Building nameplates.* Not more than one (1) nameplate per non-residential building, which shall not exceed two (2) square feet in total sign area.
- P. *Legal notices and official instruments.* Legal notices and instruments required by a government or public regulatory entity to be posted or displayed shall be exempt from all aspects of these regulations.
- Q. *Residential family name and/or house number signs.* A sign of less than two (2) square feet in area located on a parcel of property used for residential purposes, if that sign announces the name of the occupants or the street number of the property only.

7.5 *Sign Prohibitions.* Except where qualified below, the following signs are specifically prohibited throughout Glencoe:

- A. Any sign or advertising structure which, by reason of location, position, shape, or color, interferes with, obstructs the view of, resembles, or can be confused with an authorized traffic control sign, signal, or device, or which incorporates the words “stop,” “look,” “danger,” “turn back,” or any other word, phrase, or symbol or character that would interfere with, mislead, or confuse motorists.

GLENCOE ZONING ORDINANCE

- B. Any sign incorporating any noisy mechanical device (whistles, horns, sirens, or any other noisy audible devices) or emitting smoke or steam.
- C. Any sign of any type or support thereof placed, extending, or projecting into or upon a public right-of-way, except as expressly authorized.
- D. Animated or revolving signs.
- E. Any sign located so that it substantially interferes with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private drives.
- F. Any sign with illegal, obscene, or prurient words, scenes, or graphics.
- G. Any sign that blocks another sign, fire escape, door, window, parking or loading aisle or space.
- H. Any sign that is damaged or not in a structurally safe condition and good state of repair.
- I. Roof signs.
- J. Snipe signs.
- K. Portable signs.
- L. Beacons or searchlights.
- M. Flashing signs.
- N. Banners, unless approved by the Mayor or City Council for a grand opening or a city-wide celebration, convention, or legal holiday.
- O. Billboards.
- P. Balloon signs.

7.6 *Treatment of Abandoned Signs and Signs Advertising Abandoned Uses, Products, or Services.*

- A. Any sign copy or billboard copy identifying or announcing a use or business activity that has been abandoned, closed, or relocated, or which advertises a product, service, or entertainment the production, sale, or provision of which has been discontinued or canceled, shall be removed within six (6) calendar months of the date of abandonment or discontinuance.

- B. If a sign face is left blank for a continuous period of one hundred twenty (120) days, that sign shall be considered abandoned, and within 30 days after abandonment the owner of the property where the sign is located shall cause the sign to be removed or replace the sign face or copy with an appropriate display or advertisement.

7.7 *Nonconforming Signs.*

- A. *Grandfather status.* Any permanent sign legally existing on or before the date of adoption of these regulations, or any future amendment thereto, that does not conform with the requirements of these regulations may be continued and maintained. All nonconforming portable or temporary signs shall be removed or replaced with a conforming sign within one (1) year of the date of adoption of these regulations.
- B. *Alterations.* A nonconforming sign shall not be rebuilt, expanded, or altered in a way that would increase the degree of nonconformity as it existed at the time the grandfather status was conferred. This requirement shall not be interpreted so as to prohibit proper maintenance of a nonconforming sign or changes to the copy of the sign that do not increase the existing degree of nonconformity.
- C. *Expiration.* A nonconforming sign shall not be rebuilt or re-established after its use has been discontinued for a period of one (1) calendar year, unless approved by the City Council.
- D. *Damage repair.* A nonconforming sign shall not be reconstructed or repaired to a nonconforming status if it has sustained damage exceeding seventy-five (75) percent of the current replacement cost of the sign immediately prior to damage, unless approved by the City Council. Current replacement cost shall be determined by the City Council.

7.8 *Dimensional Requirements for Permitted Signs.*

- A. *Canopy signs.* In zoning districts where permitted, canopy signs shall be allowed on the vertical faces of any canopy, awning, or marquee that is located directly above a building entranceway. Under no circumstances shall the sign face or copy of any canopy sign be allowed to extend beyond the edges of the vertical face of a canopy, awning, or marquee. In addition, the following absolute dimensional requirements shall apply.
 - 1. *Maximum sign area per single canopy face:* twelve (12) square feet.

GLENCOE ZONING ORDINANCE

2. *Total cumulative sign area for all sign faces on an individual canopy, awning, or marquee:* twenty (20) square feet.
 3. *Maximum sign face or copy height:* two (2) feet.
 4. *Maximum sign face or copy width:* six (6) feet.
- B. *Freestanding signs.* In zoning districts where freestanding signs are permitted, each lot of record may have not more than one (1) freestanding sign as an accessory structure to a principal use structure on the property. Freestanding signs shall be securely fastened to the ground or to some other metallic or concrete supportive structure so that there is no danger that either the sign or the supportive structure may be moved by the wind or other forces of nature and cause injury to persons or property. The City Council may approve one (1) additional freestanding sign for any existing lot of record that is accessed by more than one collector or arterial street on opposing sides of the property. Furthermore, if a development is located on a corner lot that has at least two hundred (200) feet of frontage on each of the two intersecting public streets, then the City Council may allow not more than one freestanding sign along each side of the development site bordered by such streets. Freestanding signs shall be located as close a possible to the main traffic access to the property, but shall not be located closer than four (4) feet to the right-of-way of a public street nor closer than ten (10) feet to any property boundary. In addition, no freestanding sign shall be located less than fifty (50) feet from another freestanding sign on the same side of the street or less than one hundred (100) feet from another freestanding sign on the same property. All freestanding signs shall comply with the following dimensional requirements.
1. *Maximum sign area:*
 - a. thirty (30) square feet for buildings containing less than two thousand, five hundred (2,500) square feet of gross floor area;
 - b. forty (40) square feet for buildings containing at least two thousand, five hundred (2,500), but less than fifteen thousand (15,000) square feet of gross floor area; and
 - c. eighty (80) square feet for all buildings containing at least fifteen thousand (15,000) square feet of gross floor area. However, the City Council may increase the maximum sign area to a total sign area of not more than one hundred (100) square feet for a freestanding sign that will serve all businesses in a shopping plaza or office park containing not less than three (3) businesses.

2. *Maximum sign height, including the supporting structure and sign face:* twelve (12) feet along a street in a residential zoning district (R-1, R-2, R-3, and MHP), twenty-five (25) feet in all other districts. However, the City Council may increase the maximum height of a freestanding sign to ensure sign visibility from an adjoining public street, where the elevation of the street exceeds the elevation of the property by more than five (5) feet at the point where the freestanding sign will be erected. In no instance shall the increased height allow the top of the freestanding sign face or copy to extend more than twenty (20) feet above the nearest surface elevation of the paved street.
 3. *Maximum sign face or copy height:* eight (8) feet.
 4. *Maximum sign face or copy width:* ten (10) feet.
- C. *Hanging and projecting signs.* In zoning districts where hanging and/or projecting signs are allowed, each building may have not more than one (1) hanging or projecting sign per building wall that has an exterior entrance. Hanging or projecting signs may extend into a public right-of-way, but shall not extend any closer than four (4) feet to the inside face of a street curb or the outer edge of the paved travel lane of a street, whichever is applicable. Hanging or projecting signs shall be located as close as possible to said exterior building entrance in accordance with the following requirements:
1. *Maximum sign area:* twelve (12) square feet.
 2. *Maximum sign face or copy height:* four (4) feet.
 3. *Maximum sign face or copy width:* three (3) feet.
 4. *Minimum elevation from the bottom of the sign face or copy (including all supporting frames or braces) to the finished ground level directly beneath the sign:* eight (8) feet.
- D. *Wall signs.* In zoning districts where wall signs are allowed, no portion of a wall sign shall extend above the building roof line or beyond the edges of the wall. In addition, no portion of a wall sign shall obscure any portion of a window or entranceway to the building. Each wall sign shall be affixed flush to the wall, and shall not project more than four (4) inches away from the wall surface, exclusive of any approved lighting fixtures. The following dimensional requirements also shall apply to all permitted wall signs:
1. *Maximum sign area of any individual wall sign:* twenty-four (24) square feet.

2. *Maximum cumulative sign area of all wall signs on a single building:* forty-eight (48) square feet, or not more than thirty (30) percent of the surface area of an affected wall, whichever is less.
3. *Maximum sign face or copy height:* four (4) feet.
4. *Maximum sign face or copy width:* six (6) feet.

7.9 *Signs Allowed Within Residential Zoning Districts.* Within agricultural and residential zoning districts (AG, R-1, R-2, R-3, and MHP) the only signs that shall be allowed are those classified as exempt from these regulations under Subparagraph 7.4 of this Section and residential subdivision entrance signs in accordance with the following requirements:

- A. Permanent freestanding ground signs to residential subdivision developments may be erected at principal entrances to the project. One sign shall be permitted at each principal entrance to the development.
- B. Entrance signs shall not exceed twenty (20) square feet in sign area and five (5) feet in height as measured from the base of the sign.
- C. Entrance signs shall be securely fastened to the ground or to some other substantial supportive structure so that there is no danger that either the sign or the supportive structure may be accidentally toppled or moved by the wind or other forces of nature and cause injury to persons or property.
- D. Residential subdivision entrance signs shall not be illuminated, unless indirect illumination is afforded by a street light positioned at the entranceway.
- E. Development entranceways, and, specifically, the area adjoining the entrance sign, should be appropriately landscaped and maintained to provide an attractive and inviting entrance to the subdivision.

7.10 *Signs Allowed Within Non-residential Zoning Districts.* All signs that are exempt from these regulations shall be permitted in any non-residential zoning district in accordance with the conditions specified in Subparagraph 7.4 of this Section. In addition, owners of land within a non-residential zoning district may erect any sign identified in Subparagraph 7.8 of this Section in accordance with all dimensional requirements prescribed therein. However, in no instance shall the cumulative total sign area for all signs permitted under Subparagraph 7.8 of this Section that are erected on a single lot of record exceed the limits specified below for the applicable non-residential zoning district.

Where a lot of record is divided by two or more non-residential zoning districts, the cumulative total sign area limitation of the more restrictive zoning district shall apply to the entire non-residentially zoned area of the subject lot of record.

1. *B-1- Local Business District.* Fifty (50) square feet of cumulative total sign area.
 2. *B-2 - General Business District.* One hundred (100) square feet of cumulative total sign area.
 3. *HC-1 - Highway Commercial District.* One hundred twenty (120) square feet of cumulative total sign area.
 4. *GM - General Manufacturing District.* Eighty (80) square feet of cumulative total sign area.
 5. *FHA - Flood Hazard Area Zone.* The total permitted cumulative sign area allowed shall be determined by the underlying zoning district requirements.
 6. *PUD - Planned Unit Development Zone.* The total permitted cumulative sign area allowed shall be determined by the underlying zoning district requirements.
- 7.11 *Traffic Visibility Provisions.* No permanent or temporary sign exceeding four square feet in area shall be permitted within the clear sight triangle of an intersection, as defined in Article III Section 11, Traffic Visibility at Intersections, or within fifteen feet from the front lot line. This limitation may be waived if such sign does not obstruct visibility between a height of thirty-six (36) inches and eight feet above the nearest street grade level or otherwise does not interfere with traffic visibility for entrance onto and exit from the lot and adjacent lots and the visibility of traffic flow through nearby intersections, as determined by the Enforcement Officer. In any event, no sign, regardless of size, height, or design shall extend into any right-of-way, except as expressly authorized.
- 7.12 *Construction and Maintenance of Signs.*
- A. All signs shall conform with applicable city building codes, which provide a comprehensive set of construction standards for signs. These specifications include wind loads, vibration resistance, seismic loads, acceptable supports, allowable stresses, materials, and electrical wiring.
 - B. All signs and all components thereof, including structural supports, shall be kept in a state of good repair.
 - C. The area surrounding the base of any freestanding sign shall be kept clear of all debris and undergrowth.
 - D. No person may, for the purpose of increasing or enhancing the visibility of any sign, damage, trim, destroy, or remove any trees, shrubs, or other vegetation within any right-of-way (unless express written authorization is obtained from

the agency having jurisdiction over the right-of-way) or on any area where landscaping is required by this chapter.

SECTION 8 - TELECOMMUNICATION TOWERS, ANTENNAS, AND SATELLITE DISHES

8.1 *Purpose of Regulations.* The public has a legitimate interest and concern in the placement and appearance of telecommunication towers, antennas, and satellite dishes under the Telecommunications Act of 1996, where such control does not conflict with or unreasonably constrain the legitimate right of businesses to exercise free trade. Glencoe desires access to advanced technology to serve its businesses and citizens, but not at the expense of the community's overall appearance and public image. Glencoe seeks to impose sensible controls on telecommunication facilities, in order to maintain the aesthetic character and charm of the community and its neighborhoods against the insensitive and uncontrolled proliferation and placement of wireless facilities. New telecommunications towers should not create a cluttered landscape or dominate the community's skyline as it is viewed from the primary highway entrances to Glencoe. To that end, the City desires to partner with telecommunications firms to ensure expansion of the existing telecommunications infrastructure that will provide effective advanced communications services throughout the City and surrounding environs, commensurate with local needs, with a minimal visual impact on the character and charm of the community, and without creating impediments to free competition among wireless telecommunications providers seeking to serve the City. These regulations have been developed by the City to achieve the aforementioned objectives.

8.2 *Definitions.* The following sign terms, when used in this Ordinance, shall have the meanings defined by this section.

A. ***Antenna.*** An electromagnetic device which conducts radio signals, through an attached cable or wave guide, to or from a radio transmitter or receiver. "Antenna" includes devices commonly known as "whips," "panels," and "parabolic dishes." "Antenna" shall include an antenna used in conjunction with microwave, cellular, or personal communication service systems and any other type of telecommunications systems now or hereafter in use.

B. ***Applicant.*** A party or parties who apply for a permit to construct a tower, to install an antenna on a proposed or existing tower, or to locate equipment on a proposed or existing tower compound.

C. ***Co-Location Site.*** A parcel of land or other site on which the antennas and related equipment of more than on party are located.

D. ***Communication Facilities.*** Towers, antennas, and associated equipment collectively.

- E. **Equipment.** All equipment and facilities used in conjunction with one (1) or more towers and/or antennas, including, but not limited to, electronic systems, generators, fuel tanks, and fuel.
- F. **FAA.** The U.S. Federal Aviation Administration.
- G. **FCC.** The U.S. Federal Communications Commission.
- H. **Fiber-Optics.** Light transmissions through very fine flexible glass, by internal reflection.
- I. **Monopole.** Any self-supporting wooden pole, metal, or concrete pole designed to support an antenna; provided, that the word “monopole” shall not include a latticed steel or metal tower, a tower which requires guy wires for support, or a tower which has more than one (1) source of support, such as a tower with more than one (1) leg.
- J. **Residential Property.** Any land which is located in a Residential Zoning District—AG, R-1, R-2, R-3, or MHP.
- K. **Surveyor.** A person who is registered with, and licensed by, the State of Alabama as a surveyor.
- L. **Tower.** Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and any other like structure used to support wireless telecommunications transmission facilities now or hereafter in use. As used in this Section, “tower” shall include any telecommunication tower installed or constructed within the City prior to the effective date of this ordinance, regardless of whether such tower is a monopole or another type of tower.
- M. **Tower Compound.** A parcel of land or a building on which communication facilities are located.
- 8.3 **Jurisdiction of Regulations.** All communication facilities or structures greater than one (1) meter in size, including but not limited to those facilities known as “cellular”, “personal communication system (PCS)”, “paging services”, and similar services, shall comply with these regulations. However, the following shall be exempt from these regulations under the specified conditions:

- A. *Public Property.* Antennas or towers located on property owned, leased, or otherwise controlled by the City of Glencoe, provided a license or lease authorizing such antenna or tower has been approved by the City Council.
 - B. *Amateur Radio or Receive-Only Antennas.* Any tower, or the installation of any antenna that does not exceed the maximum height restriction of the applicable zoning district or seventy (70) feet—whichever is less—and is owned and operated by a federally-licensed amateur radio station operator, or is exclusively for receive-only antennas.
 - C. *Pre-Existing Communication Facilities or Towers.* Any communication tower or antenna which was constructed prior to the effective date of these regulations and which complied with all applicable State, Federal, and Local codes, laws, and regulations in effect at the time of construction, provided, however, that all pre-existing communication facilities or towers shall submit a written request of exemption to the Enforcement Officer within six (6) months of the effective date of these regulations. The written request shall state the name, mailing address, business and home telephone numbers of the owner, the street address and tax parcel identification number of the property upon which the communication facilities are located, and the date upon which construction of the facilities was complete. All written requests containing the required information shall be automatically approved if received within the above specified deadline.
- 8.4 *Basic Requirements and Design Considerations.* All proposed communication facilities (towers and antennas) governed by these regulations shall comply with the following requirements and guidelines.
- A. *Compliance with FAA Regulations.* All proposed communication facilities shall comply with all applicable FAA requirements, including but not limited to, Part 77 of the Federal Aviation Regulations (FAR), as amended.
 - B. *Compliance with FCC Regulations.* All proposed communication facilities shall comply with all applicable FCC requirements, including but not limited to, the Telecommunications Act of 1996, as amended.
 - C. *Structural Safety.* All proposed communication facilities shall comply with wind loading and other applicable structural standards contained in local building and technical codes, as they may be in effect and amended from time to time, including, without limitation, the Southern Standard Building Code and the Electronic Industries Association Code and any amendments thereto or replacements thereof, as may be adopted by the City Council. The City's Building Inspector or his/her designee shall determine whether a proposed communication facility will comply with this requirement.

- D. *Appearance and View Protection.* All proposed communication facilities with the exception of proposed antennas that will be co-located on a pre-existing tower shall be attractively camouflaged, disguised, or hidden in a manner that it will blend into the surrounding environment to the greatest extent possible. Examples of proper camouflaging include: designing a tower to resemble a tree, designing a monopole to look like and function as a flag pole or freestanding sign support, hiding an antenna within a church steeple, or any other effective means of disguising the appearance of a tower or antenna that may be appropriate for the setting in the area surrounding the proposed communication facility site. It shall be the burden of the applicant to document and prove that a proposed communication facility cannot be effectively camouflaged, before approval of a non-camouflaged structure may be permitted by the City. In such instances, the applicant shall explore alternative means of minimizing the visual impact of the antenna, such as installing it onto an existing telephone pole, streetlight, or building rooftop, rather than erecting a new tower specifically for the proposed antenna. However, in no instance shall a non-camouflaged communication facility be approved for a residential property.
- E. *Signs prohibited.* No signs or other forms of advertising, including signs displaying the name of the owner or user of the tower or antenna, may be attached to or depicted on a communication facility, unless the proposed facility is a new monopole specifically camouflaged and approved to serve as a permitted freestanding sign support. This prohibition shall not apply to any required warning or private property posting signs.
- F. *Construction materials.* Where applicable building codes, technical codes, and federal regulations permit flexibility in the choice of construction materials and where the selection of alternative construction materials will not compromise the structural integrity of the proposed communication facility, proposed new towers and monopoles shall be constructed of materials that have a composition, texture, and color that will most closely resemble structures and natural features that exist on and adjoining the facility site.
- G. *Health Effects.* All proposed communication facilities shall comply with all applicable FCC regulations and requirements in effect to prevent detrimental health effects from the proposed communication facilities. Under the Telecommunications Act of 1996, the City cannot deny a request to construct a communication facility on the grounds that its radio frequency or electromagnetic emissions would be harmful to the environment or the health of residents, if those emissions meet FCC standards.
- H. *Interference with Existing Communication Facilities.* All proposed communication facilities shall comply with all applicable FCC regulations and

requirements in effect to prevent interference with existing communication facilities serving the area.

- I. *Siting Requirements for Whip Antennas.* Whip antennas shall not be allowed on a wall mounted antenna structure.
- J. *Co-location.* No new tower or monopole shall be erected on a proposed communication facility site unless the applicant can document and prove that an existing co-location site is not available or is not technically capable of serving the specific telecommunication need in the area of the proposed site. This co-location requirement may be waived by the City where the proposed antenna would create an excessively cluttered appearance on the available co-location site (thereby drawing greater visual attention to the existing antenna site or creating a more imposing obstruction to scenic views and vistas from the area) *and* the proposed new antenna would be less visible or intrusive on the surrounding area if effectively camouflaged on an alternate site.
- K. *Setback Requirements.* All proposed communication facilities and structures, including guys and accessory facilities shall satisfy the minimum setback requirements of the zoning district in which they will be sited. However, all proposed tower compounds that will be located on a residential property shall be subject to an additional setback from all property boundaries of the site equal to the height of the tower structure as measured from the finished ground level at the base or pad surface to the tallest point of the structure. If the tower compound abuts a property with an existing or approved (but not yet constructed or completed) residential use, the residential property setback requirement shall be satisfied for all property boundaries of the site that abut said existing or approved residential uses.
- L. *Lighting.* Towers may not be artificially lighted, except where required to satisfy applicable FAA regulations. Lights for security and to assist in making emergency repairs may be installed on buildings within the tower compound which contain equipment essential to the operation and maintenance of the tower. Such lights shall be shielded and directed in a downward direction from a height of not more than ten (10) feet, and no such light may exceed a maximum of one hundred fifty (150) watts. Such lights shall be located and directed so that they do not shine, reflect, or generate excessive glare onto or toward any residential property or adjoining property upon which a residential use exists or has been approved for construction.
- M. *Security Fence.* All communication facilities to be located within a proposed tower compound shall be secured by the construction of an eight (8) foot high security fence or wall constructed, at a minimum, using chain link fencing.

- N. *Landscaping.* All proposed tower compounds must be surrounded by a landscaped buffer which shall provide an effective year-round screen to a height of at least eight (8) feet upon planting in order to screen views of the tower compound from adjacent public ways, residential properties, and properties upon which a residential use exists or has been approved for construction. The buffer shall include a landscaped strip at least four (4) feet in depth located outside of the security fence or wall. The landscaped strip shall be planted with a combination of trees, shrubs, vines, and grown covers which are capable of attaining, at maturity, a height as high as the security fence or wall and which will enhance and screen the outward appearance of the security fence. The use of native species of plants and trees are encouraged to the extent that they will satisfy the requirement for adequate year-round screening. The applicant shall provide documentation to show what forms of vegetation will be planted within the landscaped area and how the area will be effectively maintained to ensure the long-term health of the plantings. Such documentation shall include the name, mailing address, and business telephone number of the party who shall be responsible for the maintenance and repair of the communication facilities and any fences, walls, and landscaped buffer areas. If the person or party responsible for such maintenance and repair changes any time after approval has been issued, the owner of the tower must provide the City's Enforcement Officer with written notice of the new party's name, mailing address, and business telephone number and the date upon which the change will become effective.
- O. *Communication Facility Siting Priorities.* When selecting sites within the City to locate proposed communication facilities or tower compounds, priority shall be given to locations in non-residential zoning districts. Residential property sites shall be given the lowest possible consideration for new sites.
- P. *Access and Parking.* A driveway and parking area with a surface appropriate for the intensity of use shall be provided for each proposed tower compound to provide adequate access to the tower compound for the maintenance and repair of the communication facilities and for vehicle providing emergency services. Subject to the approval of the City Council and to an appropriate agreement with the owner thereof, access and parking for the tower compound may be provided on an adjoining property or along one or more public streets adjoining the tower compound.
- 8.5 *Levels of Review and Approval.* In recognition of the high standards for proposed communication facilities established by this Ordinance, allowances have been made for an efficient and, in certain instances, expedited review process, where the applicant can demonstrate that a good faith effort to embrace and comply with the spirit and intent of these guidelines has been made in the design of the proposal. The three levels of review

and approval and the types of projects that can be considered within each level are as follows:

- A. *Review and Approval by Enforcement Officer.* The following types of communication facilities shall be reviewed and approved by the Enforcement Officer without the need for a public hearing, provided the proposed improvements fully complies with all requirements specified in Section 8.4 of this Article:
1. Any antenna (and associated cables and equipment) that will be co-located on an existing approved or registered pre-existing tower, as long as the proposed antenna(s) will not protrude at any point from the exterior surface of said tower by a distance of more than four (4) feet and the tower will contain no more than five (5) antennas if the application is approved. In addition, the supporting equipment for the proposed antenna(s) shall not require the construction of any new freestanding structures on the tower compound.
 2. Any antenna (and associated cables and equipment) that will be sited in an existing structure that fully conforms with all applicable requirements of this Ordinance (not a non-conforming structure) and where, after installation, the antenna and all supporting equipment will be completely enclosed by the exterior walls of the structure or completely screened from public view at any point on the land within two (2) thousand feet of the proposed antenna. An example of such a scenario would be the placement of an antenna within the steeple of a church or the dome of a farm silo. The addition of the antenna and supporting equipment to the existing conforming structure shall not require the construction of an addition to house the communication facilities. However, interior modifications to the structure may be permitted as part of the approval by the Enforcement Officer.
- B. *Review and Approval Exclusively by City Council.* The City Council shall have the authority to review and approve the following specific types of communication facilities and tower compounds, subject to the conduct of a public hearing, but without the need for a formal recommendation from the Planning Commission:
1. Any antenna (and associated cables and equipment) that will be installed on a co-location site that does not fall within the approval authority of the Enforcement Officer, as specified in Subparagraph A. 1. of this Section.
 2. Any new antenna (not including a tower) that will be attached to an existing structure that fully conforms with all applicable requirements of

GLENCOE ZONING ORDINANCE

this Ordinance (not a non-conforming structure), but that would not otherwise fall within the approval authority of the Enforcement Officer as specified in Subparagraph A. 2. of this Section.

3. Any new monopole not greater than thirty (30) feet in height and located in a non-residential zoning district that is camouflaged or disguised in such a way that it cannot be immediately recognized as an antenna support.
4. Any new antenna or tower to be located on property owned, leased, or otherwise controlled by the City of Glencoe and located within a non-residential zoning district.

C. *Review and Approval by City Council Upon Recommendation From Planning Commission.* All applications not subject to review and approval by the Enforcement Officer in accordance with Subparagraph A of this Section or review and approval exclusively by the City Council in accordance with Subparagraph B of this Section shall be subject to review and public hearings by both the Planning Commission and the City Council. The Planning Commission shall review the application and issue a recommendation for approval or denial to the City Council. Final review and approval or denial of the application shall be issued exclusively by the City Council.

8.6 *Approval Procedures.* Review and approval of an application shall be conducted in accordance with the following procedures.

- A. *Pre-Application Consultation.* Any applicant seeking to develop communication facilities or tower compounds that fall within the jurisdiction of these regulations may request an informal consultation with the Enforcement Officer and/or Building Inspector prior to the preparation and submission of a formal application. The purpose of this voluntary consultation shall be to answer specific questions about the process or applicable design requirements, discuss possible camouflaging or co-location options, or discuss application format options and/or potential supporting documentation submission needs. Any such consultation discussions must occur before a formal application is submitted to the City, shall be non-binding on the applicant and the City, and shall not in any way constitute or be interpreted to constitute a decision to approve or deny an application.
- B. *Receipt of Application.* All required applications shall be submitted to the Enforcement Officer. Upon submission, the Enforcement Officer shall determine that the application contains all submission requirements specified in Section 8.7 of this Article and is, therefore, complete. No incomplete application shall be received by the City for review and approval. Once the

Enforcement Officer determines the application is complete, the application shall be determined to have been received by the City on that date.

- C. *Enforcement Officer Review.* The Enforcement Officer and/or Building Official shall review a complete application within thirty-one (31) days of the date of receipt. At the end of that review, the Enforcement Officer shall issue approval or denial for those aspects of the application that fall within the approval authority of the Enforcement Officer, as specified in Section 8.5, Subparagraph A of this Article. If the application or any part of the application is denied, the Enforcement Officer shall provide the applicant with a written letter of denial outlining the specific findings of fact used by the City as the basis of the denial. Such denial shall be based on the unwillingness of the applicant to comply with the requirements of the regulations and/or the failure of the application to satisfy specific basic requirements and design considerations outlined in Section 8.4 of these regulations. If the Enforcement Officer fails to render a decision on the application within the required thirty-one (31) days, then aspects of the application subject to review and approval by the Enforcement Officer shall be deemed to be automatically approved without further consideration by the City. However, the City Council may grant an extension to the thirty-one (31) day deadline not to exceed an additional thirty-one (31) days, due to extended illness or absence of the Enforcement Officer during the required review and approval period or the submission of an application that is too large or extensive to be reviewed by existing staff resources within the prescribed time frame. On the date that the Enforcement Officer's review period ends, any remaining portions of the application not subject to approval or denial by the Enforcement Officer shall be submitted to the City Council and/or Planning Commission for action, as may be applicable. The forwarded application shall be accompanied by a written report from the Enforcement Officer regarding his/her assessment of the proposed communication facility(ies) or tower compound(s) with the applicable requirements specified in Section 8.4 of this Article.
- D. *Planning Commission and City Council Review.* All applications or portions of applications requiring review and approval of the City Council and/or Planning Commission in accordance with Section 8.5, Subparagraphs B or C of this Article shall follow the same general guidelines as for an amendment to this Ordinance as specified in Article VIII (Amendments) of this Ordinance, with the specific exception that Planning Commission review shall not be required for applications that may be approved exclusively by the City Council, in accordance with Section 8.5, Subparagraph B of this Article.
- E. *Public Hearing.* The City Council and, if necessary, Planning Commission shall each conduct one public hearing on the application at the earliest regular meeting date that will satisfy the public hearing notice requirements following

the date of submission by the Enforcement Officer. The required public hearing shall be noticed in the same manner prescribed in the applicable Sections of Article VIII of this Ordinance (Section 4 for the Planning Commission and Section 5 for the City Council). At the hearing, the presiding body shall entertain a report from the Enforcement Officer regarding his/her assessment of the proposed communication facility(ies) or tower compound(s) with the applicable requirements specified in Section 8.4 of this Article. A written copy of the Enforcement Officer's report shall be incorporated into the minutes of the public hearing, along with a written synopsis of all public comments received and an attendance sheet identifying the names and mailing addresses of every person who attended the public hearing.

- F. *Decision.* The presiding body shall render a decision on the application within thirty-one (31) days from the date that the public hearing is closed. For the Planning Commission, such decision shall be in the form of a written recommendation, along with a list of the findings of fact upon which the recommendation was based, to the City Council for final action. If the Planning Commission fails to render a formal recommendation on the application within the required thirty-one (31) days, then the application shall be transmitted to the City Council for final decision with an automatic or implied recommendation of approval. If the City Council fails to render a decision on the application within the required thirty-one (31) days, then the application shall be deemed to be automatically approved without further consideration by the City. If the application or any part of the application is denied, the City Council shall provide the applicant with a written letter of denial outlining the specific findings of fact used by the City Council as the basis of the denial. Such denial shall be based on the unwillingness of the applicant to comply with the requirements of the regulations or specific basic requirements and design considerations outlined in Section 8.4 of these regulations that the application fails to satisfy.

- 8.7 *Submission Requirements.* All applications to construct communication facilities that fall within the jurisdiction of these regulations shall provide adequate documentation to demonstrate compliance with all applicable basic requirements and design considerations specified in Section 8.4 of these regulations. A single application may include any number of proposed tower compounds that will be located within the jurisdiction of this Ordinance, even though some of the proposed tower compounds may be subject to expedited review procedures as provided in Section 8.5 of this Article. Where an application includes tower compounds subject to different levels of review, the application may be divided into sections for each review category, within which all necessary supporting information for each proposed tower compound shall be provided. Whenever portions of an application have been approved or denied through an expedited review process, that information and any terms of said approval or denial shall be noted and considered in the subsequent review procedures for the remaining portions of the

application. The Enforcement Officer shall determine the number of application copies that must be submitted by the applicant, based on the number of parties who must review the application. One (1) copy of the application shall be required for each of the following review agents, as may be required: the Enforcement Officer, Building Inspector (if such person is not the Enforcement Officer), Planning Commission (as a body), and the City Council (as a body). At a minimum, each required application shall contain the following:

- A. A completed ***zoning permit application form***, including the required ***application fee***.
- B. A ***site plan*** of the tower compound, prepared by a surveyor, at a scale not less than one (1) inch to fifty (50) feet, showing the location, street address, tax parcel identification number, and dimensions of the parcel of land that will contain the tower compound, the location of all required setback lines, driveways, parking areas, buffers, fencing, landscaping, stormwater management improvements, fuel tanks (both above and below ground), and structures that exist or will be constructed on the property. If the property upon which a proposed tower compound will be located exceeds one hundred (100) acres in size, then the scale of the site plan shall be increased to one (1) inch to one hundred (100) feet, or the Enforcement Officer may grant authority to the applicant to limit the site plan coverage to a specified area around the proposed tower compound.
- C. ***Written proof of ownership*** of the proposed tower compound or authorization to use it.
- D. A ***written report*** including a description of the proposed tower or antenna with the technical reasons for its design, a certificate from the project engineer documenting the structural integrity of the tower or antenna support for its proposed use including any co-located communication facilities that may already exist at the site, and an affidavit signed by the owner of the proposed communication facilities and the project engineer attesting compliance of the proposed communication facilities with all applicable FCC requirements with regard to any potential detrimental health effects that could be generated by the proposed facilities.
- E. A ***silhouette and elevation view*** of the proposed tower (or the existing tower, if the applicant is seeking permission to install an antenna on an existing tower) and all other communication facilities, and the tower compound, describing colors and materials to be used for the communication facilities and any security fence, decorative fence, and decorative wall. The configuration of proposed antenna arrays must be shown on the silhouette. The proposed location of future, additional antenna arrays must be shown on the silhouette by dashed

lines. The elevation view shall portray the general context and compatibility of the proposed facilities with respect to surrounding structures and natural features.

- F. Copies of any proposed *easements*, where applicable to the project.
 - G. Documentation of the *frequency band and wattage* of the proposed communication facilities.
 - H. For each new monopole, tower, or antenna that is not otherwise located on a co-location site, a *written report* documenting the attempts made by the applicant to secure a suitable co-location site both within the city and in the adjoining unincorporated areas and any supporting technical reasons supporting the need for a new independent site.
- 8.8 *Inspection/Fee.* To determine whether tower compounds are in compliance with the requirements of this Ordinance, the City shall make, or have made on its behalf, an annual inspection of the communication facilities on each tower compound and the walls, fences, and landscaping around each tower compound, for which an annual inspection fee of \$200.00 shall be imposed. If more than one antenna is located on a tower, the annual inspection fee shall be \$300.00. The fee shall be due on January 1 of each year and shall be delinquent if not paid by January 31 of such year. To help defray the cost of collecting delinquent fees, an additional fee, in the amount equal to ten (10) percent of the fee shall be payable for each month, or portion of a month, after January in which the fee remains unpaid. If the fee is not paid within three (3) months of its due date, the City may withdraw its permission for the location of communication facilities on the tower compound, in which event, all communication facilities must be removed from the tower compound within three (3) months of the day on which the owner or owners of the tower receive notice of such withdrawal of permission. The fee shall be payable by, and shall be the responsibility of the owner or owners of the tower, even if additional antennas located on the tower are owned by other parties. If there is more than one owner of the tower, each owner shall be jointly and severally liable for the entire amount of the fee and any additional fees due because of delinquency in payment. Any inspection conducted in accordance with these regulations shall not be relate to the safety or structural soundness of the communication facilities or tower. The purpose of the inspection shall be limited to determining whether such communication facilities and tower compound are in compliance with the provisions of this Ordinance. Any violation of the provisions of the Ordinance that are discovered through said inspection shall be processed and resolved in accordance with the procedures specified in Article VI, Section 4 of this Ordinance.
- 8.9 *Removal of Obsolete Towers.* Any tower that is no longer serving an active communication use shall be removed at the owner's expense. The owner shall provide the Enforcement Officer with a copy of the notice to the FCC of intent to cease

operations and remove the tower and all associated communication facilities from the site within three (3) months from the date that all operations ceased. Where a tower serves as a co-location site, this provision shall not apply until all active users cease operation. If the owner of the tower fails to remove the tower as required, the responsibility for removal shall then apply to the owner of the land upon which the obsolete tower is located. Once the responsibility for removal has shifted to the property owner, the property owner shall remove the obsolete tower within one (1) month of the date that tower owner's removal deadline lapsed. If neither the owner of the tower nor the owner of the land removes the obsolete tower within the time prescribed herein, the City may, but shall not be obligated to, remove the obsolete tower. If the City removes the obsolete tower, it shall be entitled to recover the cost of removal from the owner of the tower and/or the owner of the land upon which the tower is located.

- 8.10 *Satellite Dishes.* All satellite dishes exceeding one (1) meter in diameter shall be considered structures required to be installed in accordance with all applicable provisions of this Ordinance, the Standard Building Code, and any other applicable regulations enforced by the City of Glencoe. All such dishes shall be located in the rear yard of the property, and shall be set back from all property lines a distance equal to the height of the dish.
- 8.11 *Appeals.* All appeals from a decision by the Enforcement Officer or City Council shall be to the Circuit Court or FCC as prescribed by the Telecommunication Act of 1996.

SECTION 9 - TEMPORARY USE BUILDINGS AND OFFICES

Nothing in this ordinance shall be construed to prohibit the use of a trailer for a temporary construction office in accordance with the building code of the City of Glencoe, nor shall this ordinance be deemed to prohibit the parking of only one unoccupied camper-trailer, not exceeding ten (10) feet in width and twenty-five (25) feet in length, in an accessory private garage building or in a rear yard of any district, so long as no living quarters are maintained and no business is practiced in such camper-trailer while it is so stored or parked.

SECTION 10 - COMMON OPEN SPACE REQUIREMENTS

Within developments where common open space is required or will be provided by a developer, the following requirements shall apply:

- 10.1 *Access to common open space.* Open space should be distributed throughout the development so that all lots within the development shall have either direct access or access from an improved public right-of-way or easement to such areas. Common open space lands shall be designed to permit access for maintenance without the need to cross private lands. Where common or public lakefront open space is provided within a proposed development, such lands shall be afforded convenient vehicular and pedestrian access from all lots within the development. Such access may be provided through a combination of streets and greenbelt easements.
- 10.2 *Minimum size of subdivision.* No subdivision containing fewer than twenty-five (25) lots or units shall contain common open space lands, unless such common lands are deemed necessary by the Planning Commission to provide and maintain required stormwater management improvements.
- 10.3 *Improvements prohibited from inclusion in common open space.* Common open space shall not include public or private streets, driveways, private yards, patios, parking areas, or utility easements, where the utilities within the easement would interfere with reasonable active or passive recreation uses. Sidewalks, playgrounds, and other outdoor recreational facilities, and ponds or lakes may be constructed within common open space lands, where adequate provisions are made for continued private maintenance of any such improvements.
- 10.4 *Management agreement for control and maintenance of common areas.* The City of Glencoe shall bear no responsibility or liability for the continued maintenance, repair, or improvement of privately owned common open space lands. No lot or structure in a development containing common or shared open space shall be sold until a corporation, association, property owner's group or similar entity has been formed. Such corporation shall possess the right to assess all the properties which are jointly owned with interests in the common areas and facilities in the entire development, or in the tract which is a part of the entire development, to meet the expense of such entity. The corporation also

ARTICLE IV: Special Use Provisions

shall be vested with authority to control, and the duty to regularly maintain (either directly or by contract), all of said mutually owned features of the development or tract portion thereof. In addition, the homeowner's association bylaws or rules shall contain provisions authorizing the local government to maintain said open space at the association's expense and upon fifteen (15) days advance written notice, if the association has not properly maintained any or all open space entrusted to it. Such entity shall operate under recorded conditions, covenants, and restrictions which may include compulsory memberships of all owners of lots and/or dwelling units, and flexibility of assessments to meet the changing costs of maintenance, repairs, and services. The Subdivider or developer shall submit evidence of compliance with these requirements to the Planning Commission prior to approval of a Zoning Permit or Final Plat.

**ARTICLE V
ZONING DISTRICT REQUIREMENTS**

SECTION 1 - ESTABLISHMENT OF ZONING DISTRICTS

For the purpose of this Ordinance, the City of Glencoe is hereby divided into the type of districts designated as follows:

1.1 Regular Districts

AG	Agricultural
R-1	Single Family Residential
R-2	Medium Density Residential
R-3	Multi-Family Residential
MHP	Manufactured Home Park
B-1	Local Business
B-2	General Business
HC-1	Highway Commercial
GM	General Manufacturing

1.2 Special Districts

FHA	Flood Hazard Area
PUD	Planned Unit Development

SECTION 2 - ZONING DISTRICT BOUNDARIES

The boundaries of the various zoning districts are hereby established as shown on the Zoning Map. The Zoning Map includes a base map which identifies the location of the regular districts and an overlay to the base map which outlines the boundaries of the special districts. The Zoning Map and all explanatory matter thereon accompany and are hereby made a part of this Ordinance. Official copies of the Zoning Map shall be on file in the office of the City Clerk.

SECTION 3 - INTERPRETATION OF ZONING DISTRICT BOUNDARIES

Where uncertainty exists as to the boundaries of any district shown on said maps, the following rules shall apply:

- 3.1 Where boundaries are indicated as approximately following jurisdictional limits or platted lot lines or other property lines, such lines shall be construed to be such boundaries.
- 3.2 Where boundaries are indicated as approximately following streets, alleys, rights-of-way, or railroads, such boundaries shall be construed to follow the center lines of such streets, alleys, rights-of-way, or railroads.

- 3.3 Where boundaries are indicated as approximately following shorelines of lakes or ponds, such boundaries shall be construed to follow the mean high water lines of such lakes or ponds. In the event of a change in the mean high waterline, the boundaries shall be construed as moving with the actual mean high waterline.
- 3.4 Where boundaries are indicated as approximately following streams, rivers, or other perennial water courses, such boundaries shall be construed to follow the centerline of such waterways as determined by the mean high water mark along opposing banks. In the event of a natural change in the location of such waterways, the district boundary shall be construed as moving with the centerline.
- 3.5 Where boundaries are indicated as being separate from but approximately parallel to any features listed in Subparagraphs 3.1 through 3.4 of this Section, such boundaries shall be construed as being parallel to and at such distance as indicated on the Zoning Map. If no distance is given, such dimension shall be determined by the use of the scale shown on the Zoning Map.
- 3.6 In unsubdivided property or tracts where a district boundary divides a lot, the location of such boundary, unless same is indicated by dimensions, shall be determined by use of the scale appearing on the Zoning Map.
- 3.7 Where a public road, street, or alley shown on the Zoning Map is officially vacated or abandoned, the regulations applicable to the property to which the right-of-way reverts shall apply to the vacated or abandoned road, street, or alley.
- 3.8 In case any further uncertainty exists, the Board of Adjustment shall determine the location of boundaries. The Board of Adjustment may also cause to be prepared sectional maps of any part of the City which will interpret the exact location of the district boundaries, following the guidelines contained in the preceding paragraphs.

SECTION 4 - INTERPRETATION OF USES

Where doubt exists as to whether a new or previously unclassified use is similar in nature to the permitted uses identified in this Ordinance, the Board of Adjustment shall approve or deny the location of the unclassified use in question. In making such a determination, the Board of Adjustment shall consider the extent to which the proposed use is consistent with the intent of the zoning district and determine the specific permitted use within the zoning district that is most similar in impact and characteristics to the proposed new use. However, in no instance shall the Board of Adjustment interpret a proposed use as being permitted in one district, when the use is more similar in impact and characteristics to a use that is permitted exclusively in another district. The following procedures to establish consistency of unclassified uses shall be observed.

ARTICLE V: Zoning District Requirements

- 4.1 *Determination by Board of Adjustment.* If compatible with the existing zoning district intent, the unclassified use shall be permitted by special exception upon approval of and subject to the conditions set by the Board of Adjustment. Such conditions of approval shall be established to prevent undue impacts of the new use on surrounding uses, and shall be limited to:
- A. Special setback requirements;
 - B. Special buffer or fencing requirements;
 - C. Special lighting requirements to prevent excessive glare on neighboring properties;
 - D. Special parking requirements;
 - E. Special landscaping requirements;
 - F. Special limitations on signage;
 - G. Special limitations on traffic access points to the property; and
 - H. Special stormwater management requirements.
- 4.2 *Rezoning required.* If the unclassified use is deemed to be incompatible with the existing zoning district intent, the Enforcement Officer shall recommend the most appropriate district classification and shall require the applicant to seek rezoning of the property in question, before the proposed use can be conducted on the property. In addition, the unclassified use shall be permitted by special exception in the district to which the property was rezoned, upon approval of and subject to the conditions set by the Board of Adjustment.
- 4.3 *Amendment of permitted uses.* Following the final action on the unclassified use, as Subparagraphs A or B of this Section may require, the Planning Commission may initiate an amendment to this Ordinance to add the newly permitted use to the list of permitted uses in the appropriate zoning district(s).

SECTION 5 - AG: AGRICULTURAL ZONING DISTRICT

- 5.1 ***District Intent.*** The purpose of this district shall be to encourage very low density single family residential development in outlying areas of the community that are just beginning to be developed, that lack full access to municipal infrastructure, or that are located upon or near sensitive natural resources.
- 5.2 ***Permitted Uses.*** The following identifies the uses permitted in the AG - Agricultural Zoning District.
- A. Single-family dwellings.
 - B. Accessory residential dwelling units in compliance with all requirements specified in Article IV, Section 6 of this Ordinance.
 - C. Single Family Group homes, subject to the standards established in Article II, Section 2.33 and Article IV, Section 2 of this Ordinance.
 - D. Accessory uses and buildings, subject to the standards established in Article III, Section 4 of this Ordinance.
 - E. Home occupations, subject to the standards established in Article IV, Section 4 of this Ordinance.
 - F. Cottage industries, subject to the standards established in Article IV, Section 4 of this Ordinance.
 - G. Agricultural, dairying, and poultry and livestock raising, provided that the subject lot contains not less than five (5) acres of land, and all buildings used for housing fowl or animals, storing grain or feed, or processing products shall not be located closer than one hundred (100) feet to any property line.
 - H. Sale of products and commodities raised on the premises only, provided that any structure used for such sales shall not be closer than thirty (30) feet to the front or side property lines.
 - I. Non-commercial agriculture, poultry, horse, and livestock raising as an accessory use to a one family dwelling for the principal benefit of the occupant thereof, provided that the subject lot contains not less than three (3) acres of land, and all related accessory buildings are located in the rear yard and not closer than one hundred (100) feet to any property line.
 - J. Harvesting of timber, provided that such activities comply with all applicable Best Management Practices promoted by the U.S. Department of Agriculture,

and no clear cutting of land shall occur within one hundred fifty (150) feet of the mean high water mark of H. Neely Henry Lake.

- K. Riding stables and academies, provided that the subject lot contains not less than five (5) acres of land, and any structure, pen, or corral housing animals (but not including grazing areas) shall not be closer than one hundred (100) feet to any property line.
- L. Public or private schools, including pre-schools, day nurseries, and kindergartens, provided that any play area is enclosed on all sides by a fence to a height of at least four feet.
- M. Publicly-owned and operated community structures and lands, including parks.
- N. Public utility structures and lands.
- O. Public or private fishing clubs, gun clubs, and other similar outdoor recreational activities, provided that all activities shall be conducted at least two hundred (200) feet from any property line and the discharge of any firearms shall be directed away from any established residential uses.
- P. Athletic fields or stadiums, race tracks and speedways, and other recreational areas for public use, including golf driving ranges, swimming pools, fish lakes, and similar recreational uses, provided that all activities are located at least two hundred (200) feet from any property line.
- Q. Public or private golf course.
- R. Churches and other similar places of worship.
- S. Cemeteries.
- T. Boat docks and boat houses, as accessory uses to a residential use.
- U. Bed and Breakfast Inns.
- V. Residential Care Homes, Domiciliary Care Facilities, or Board and Care Homes.
- W. Greenhouses and nurseries.
- X. Temporary or portable sawmills for the cutting of timber on the surrounding land, provided that machine operations shall not be located closer than two hundred (200) feet from any property line.

- Y. Veterinary Clinic, Commercial Kennels, and the raising of other domestic animals for sale, provided that no portion of a building, structure, outdoor run, or pens used to house or exercise such animals shall not be located closer than one hundred (100) feet from any property line.

5.3 *Dimensional Requirements:*

- A. **Minimum Lot Size:** 1.0 Acre for all lots. Lots not served by municipal sewer shall contain at least 1.0 acre, plus any additional area deemed necessary by the Etowah or Calhoun County Health Department for proper siting and installation of on-site sewage disposal facilities.
- B. **Minimum Lot Width:** Two hundred fifty (250) feet.
- C. **Minimum Front Yard Setback:** Thirty (30) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
- D. **Minimum Side Yard Setbacks:** Ten (10) feet.
- E. **Minimum Rear Yard Setback:** Forty-five (45) feet.
- F. **Maximum Structure Height:** Thirty-five (35) feet or two and one half (2.5) stories for all structures that are not exempt from height requirements, as specified in Article III, Section 3.1 of this Ordinance.
- G. **Maximum Impervious Surface Area:**
1. For all lots under three (3) acres in size, not more than eight (8) percent of the total lot area.
 2. For all lots between three (3) and five (5) acres in size, not more than seven (7) percent of the total lot area.
 3. For all lots greater than five (5) acres in size, not more than six (6) percent of the total lot area.

5.4 *Minimum standards for all dwellings.*

- A. **Minimum Dwelling Unit Gross Floor Area:** Eight hundred (800) square feet.
- B. **Minimum required roof pitch:** 3:12
- C. **Landscaping:** All dwelling sites shall be landscaped in a manner consistent with other adjoining residential home sites in the area or neighborhood. At a minimum, ornamental shrubs shall be applied along the front yard foundation or skirting of each dwelling.
- D. **Utility Installation:** All electrical service meters shall be attached to the exterior wall of the dwelling. No temporary service poles shall be used for permanent residential utility service.

SECTION 6 - R-1: SINGLE FAMILY RESIDENTIAL DISTRICT

- 6.1 ***District Intent.*** This zoning district is intended to promote low density suburban tract residential development for single family uses in areas that have limited access to municipal infrastructure or are located in close proximity to sensitive natural resources.
- 6.2 ***Permitted Uses.*** The following identifies the uses permitted in the R-1: Single Family Residential District.
- A. Single-family dwellings, excluding manufactured homes which shall be prohibited in the R-1: Single Family Residential District.
 - B. Accessory residential dwelling units in single family dwellings only and in compliance with all requirements specified in Article IV, Section 6 of this Ordinance.
 - C. Single Family Group homes, subject to the standards established in Article II, Section 2.33 and Article IV, Section 2 of this Ordinance.
 - D. Accessory uses and buildings, subject to the standards established in Article III, Section 4 of this Ordinance.
 - E. Home occupations, subject to the standards established in Article IV, Section 4 of this Ordinance.
 - F. Non-commercial agriculture, horse, and livestock raising as an accessory use to a one family dwelling for the principal benefit of the occupant thereof, provided that the subject lot contains not less than three (3) acres of land, and all related accessory buildings are located in the rear yard and not closer than fifty (50) feet to any property line.
 - G. Public or private schools, including pre-schools, day nurseries, and kindergartens, provided that any play area is enclosed on all sides by a fence to a height of at least four feet.
 - H. Public parks, playgrounds, community buildings, and similar public service facilities serving residential areas.
 - I. Public utility structures and lands, provided that there is no outside storage area and a natural or landscaped buffer not less than twenty (20) feet in width is provided for the side and rear yards.
 - J. Public or private golf course.

- K. Churches and other similar places of worship.
- L. Cemeteries.
- M. Boat docks and boat houses, as accessory uses to a residential use.
- N. Bed and Breakfast Inns.
- O. Residential Care Homes, Domiciliary Care Facilities, or Board and Care Homes.
- P. Riding stables and academies, provided that the subject lot contains not less than three (3) acres of land, and any structure, pen, or corral housing animals (but not including grazing areas) shall not be closer than one hundred (100) feet to any property line.

6.3 Dimensional Requirements:

- A. **Minimum Lot Size:** Fifteen thousand (15,000) square feet for lots served by municipal sewer. Lots not served by municipal sewer shall contain at least 15,000 square feet, plus any additional area deemed necessary by the Etowah or Calhoun County Health Department for proper siting and installation of on-site sewage disposal facilities.
- B. **Minimum Lot Width:** Eighty-five (85) feet.
- C. **Minimum Front Yard Setback:** Thirty (30) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
- D. **Minimum Side Yard Setbacks:** Ten (10) feet.
- E. **Minimum Rear Yard Setback:** Forty-five (45) feet.
- F. **Maximum Structure Height:** Thirty-five (35) feet or two and one half (2.5) stories for all structures that are not exempt from height requirements, as specified in Article III, Section 3.1 of this Ordinance.
- G. **Maximum Impervious Surface Area:** Twenty-five (25) percent.

6.4 Minimum standards for all dwellings.

- A. **Minimum Dwelling Unit Gross Floor Area:** One thousand, three hundred (1,300) square feet.
- B. **Minimum exterior width of dwelling:** Twenty (20) feet.
- C. **Minimum required roof pitch:** 3:12
- D. **Landscaping:** All dwelling sites shall be landscaped in a manner consistent with other adjoining residential home sites in the area or neighborhood. At a minimum, ornamental shrubs shall be applied along the front yard foundation or skirting of each dwelling.
- E. **Utility Installation:** All electrical service meters shall be attached to the exterior wall of the dwelling. No temporary service poles shall be used for permanent residential utility service.

SECTION 7 - R-2: MEDIUM DENSITY RESIDENTIAL ZONING DIST.

7.1 ***District Intent.*** This zoning district is intended to promote moderate density residential development for single family, duplex, and single and double-wide manufactured homes on individual lots in areas that have access to extensive municipal infrastructure and are in close proximity to places of employment and commercial districts.

7.2 ***Permitted Uses.*** The following identifies the uses permitted in the R-2 Medium Density Residential Zoning District.

- A. All uses permitted in the R-1: Single Family Residential District including manufactured homes, except riding stables and academies.
- B. Two-family or duplex dwelling units (including two-family group homes).

7.3 ***Dimensional Requirements:***

- A. **Minimum Lot Size:** Ten thousand, two hundred fifty (10,250) square feet for all lots served by municipal sewer. Lots not served by municipal sewer shall contain not less than the minimum required for the specific type of unit, plus any additional area deemed necessary by the Etowah or Calhoun County Health Department for proper siting and installation of on-site sewage disposal facilities.
- B. **Minimum Lot Width:** Seventy-five (75) feet.
- C. **Minimum Front Yard Setback:** Thirty (30) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
- D. **Minimum Side Yard Setbacks:** Ten (10) feet.
- E. **Minimum Rear Yard Setback:** Forty (40) feet.
- F. **Maximum Structure Height:** Thirty-five (35) feet or two and one half (2.5) stories for all structures that are not exempt from height requirements, as specified in Article III, Section 3.1 of this Ordinance.
- G. **Maximum Impervious Surface Area:** Twenty-eight (28) percent.

7.4 *Minimum standards for all dwellings.*

- A. **Minimum Dwelling Unit Gross Floor Area:** One Thousand (1,000) square feet for all single family dwellings and nine hundred (900) square feet per unit for two family dwellings.
- B. **Minimum exterior width of dwelling:** Fourteen (14) feet.
- C. **Minimum required roof pitch:** 3:12
- D. **Landscaping:** All dwelling sites shall be landscaped in a manner consistent with other adjoining residential home sites in the area or neighborhood. At a minimum, ornamental shrubs shall be applied along the front yard foundation or skirting of each dwelling.
- E. **Utility Installation:** All electrical service meters shall be attached to the exterior wall of the dwelling. No temporary service poles shall be used for permanent residential utility service.

SECTION 8 - R-3: MULTI-FAMILY RESIDENTIAL ZONING DIST.

8.1 ***District Intent.*** The purpose of this district shall be to provide opportunities for a broad range of residential environments, including single family, duplex, manufactured homes (on individual lots), and multi-family (including townhouse and condominium developments) housing in areas that are served by the full array of municipal facilities and services offered by the city and that are immediately adjacent to places of employment and commercial districts. This zone also may be used by the city as a transitional buffer zone between commercial and lower intensity residential zones.

8.2 ***Permitted Uses.*** The following identifies the uses permitted in the R-3 Multi-Family Residential Zoning District.

- A. All uses permitted in R-2: Medium Density Residential Zoning District.
- B. Multi-family dwellings (including group homes housing three or more families).
- C. Condominiums.
- D. Townhouses.
- E. Boarding and rooming houses.
- G. Educational, training, health, medical or nursing uses of public, charitable, or philanthropic nature, including rest homes and sanitariums.
- H. Nursing Homes.
- I. College or School Dormitories.

8.3 ***Dimensional Requirements:***

- A. **Minimum Lot Size:** Ten thousand (10,000) square feet for the first dwelling unit, plus two thousand (2,000) square feet for each additional dwelling unit. Lots not served by municipal sewer shall contain not less than ten thousand (10,000) square feet, plus any additional area deemed necessary by the Etowah or Calhoun County Health Department for proper siting and installation of on-site sewage disposal facilities.
- B. **Minimum Development Site Size (*for multi-family dwellings*):** Twenty-five thousand (25,000) square feet.

- C. **Minimum Lot Width:** One hundred (100) feet.
- D. **Maximum Density (*for multi-family dwellings*):** Seventeen (17) dwelling units per acre rounded down to the nearest whole unit.
- E. **Minimum Front Yard Setback:** Twenty-five (25) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
- F. **Minimum Side Yard Setbacks:** Ten (10) feet.
- G. **Minimum Rear Yard Setback:** Thirty (30) feet.
- H. **Minimum Buffer Along Adjoining Single Family Zones (*for multi-family dwellings*):** Thirty (30) feet.
- I. **Minimum Separation Distance Between all Buildings on a single lot:** Ten (10) feet.
- J. **Maximum Percentage of Lot Covered by Impervious Surfaces:** Thirty (30) percent.
- K. **Maximum Structure Height:** Forty-five (45) feet or three (3) stories for all structures that are not exempt from height requirements, as specified in Article III, Section 3.1 of this Ordinance.

8.4 *Minimum standards for all dwellings.*

- A. **Minimum Dwelling Unit Gross Floor Area:** Eight hundred fifty (850) square feet for all single family dwellings and seven hundred fifty (750) square feet per unit for all other dwelling structures.
- B. **Minimum exterior width of dwelling:** Fourteen (14) feet.
- C. **Minimum required roof pitch:** 3:12 for all single family and two-family dwellings. No minimum roof pitch required for multi-family dwellings.

- D. **Landscaping:** All dwelling sites shall be landscaped in a manner consistent with other adjoining residential home sites in the area or neighborhood. At a minimum, ornamental shrubs shall be applied along the front yard foundation or skirting of each dwelling.

- E. **Utility Installation:** All electrical service meters shall be attached to the exterior wall of the dwelling. No temporary service poles shall be used for permanent residential utility service.

SECTION 9 - MHP: MANUFACTURED HOME PARK ZONING DIST.

9.1 ***District Intent.*** The purpose of this district is to provide opportunities for the site development of high intensity, single family manufactured home parks, where units are placed on rented lots and served by municipal water and sewer. It is the objective of this district to encourage an affordable, quality single family environment.

9.2 ***Permitted Uses.*** The following identifies the uses permitted in the MHP Manufactured Home Park district.

- A. Single Family Manufactured homes, as defined in Article II, Section 2, and subject to the minimum standards specified in Article IV, Section 3 of this Ordinance.
- B. One-family dwelling for the exclusive use of a watchman, caretaker, owner, or manager of a manufactured home park.
- C. Office, maintenance, and storage buildings incidental to a manufactured home park.
- D. Personal Service facilities, such as laundromats (including coin operated dry cleaning) and refuse disposal areas, accessory to and intended to serve residents of the manufactured home park only.
- E. Recreational facilities designed and intended for use by residents of the manufactured home park only.
- G. In addition to the manufactured home spaces, off-street parking and loading spaces for vehicles in operating condition only, subject to the standards established in Article IV, Section 5.
- H. Not more than one accessory storage or utility shed of uniform construction for each manufactured home lot or space. Said storage or utility shed shall not contain more than one thousand (1,000) cubic feet of storage space.

9.3 ***Dimensional Requirements:***

- A. **Minimum Development Site Size:** Five (5) acres.
- B. **Minimum Rental Lot Size:** Four Thousand (4,000) square feet.
- C. **Minimum Rental Lot Width:** Forty (40) feet.

D. Minimum Front Yard Setback:

1. Twenty (20) feet from the edge of the right-of-way line of any internal street within the manufactured home park that does not provide through traffic access to more than one external street.
2. Thirty (30) feet from the edge of the right-of-way line of any external local street or internal street within the manufactured home park that provides through traffic access to more than one external street. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
3. For any lot with frontage along a street classified as an arterial or collector in the Comprehensive Plan, all structures shall be set back at least ninety (90) feet from the centerline of the street.

E. Minimum Side Yard Setback: No principal structure within the park shall be located less than ten (10) feet from any rental lot line.

F. Minimum Frontage for Each Manufactured Home Space or Lot: Forty (40) feet for any lot or space adjacent to an internal or external street, except that the minimum frontage shall be reduced to Thirty (30) feet for any lot or space adjoining the turn-about at the end of a permanent cul-de-sac.

G. Minimum Separation Distance Between all Buildings:

1. All residential manufactured homes within the park shall be separated by not less than fifteen (15) feet between opposing unit sides (which shall be the longest exterior walls of the manufactured home) and not less than ten (10) feet between opposing unit ends (which shall be the shortest exterior walls of the manufactured home).
2. Accessory structures for any residential manufactured home within the park shall be sited not less than ten (10) feet from any other structure nor less than five (5) feet from any rental lot line.
3. All other buildings within the park (office, laundry facility, non-manufactured home residence) shall be located not less than thirty (30) feet from any other principal structure.

H. Minimum Buffer along all Exterior Boundaries of the Manufactured Home Park: Thirty (30) feet along any Single Family Zoning District (R-1 and R-2) boundary and twenty (20) feet along all other boundaries of the Manufactured Home Park. A landscaped strip within each buffer area of not less than eight (8) feet wide shall be provided along the

manufactured home park boundary lines that do not abut a public street. This landscaped strip shall be improved to serve as a year-round visual screen, greenbelt, or a planing strip composed of deciduous or evergreen shrubs. Said shrubs shall be not less than four (4) feet tall when planted and shall be maintained in such a manner as not to exceed a height of twelve (12) feet.

- I. **Maximum Percentage of Development Site Covered by Impervious Surfaces:** Fifty (50) percent.
- J. **Maximum Structure Height:** Twenty-five (25) feet or two (2) stories for all structures that are not exempt from height requirements, as specified in Article III, Section 3.1 of this Ordinance.
- K. **Minimum required roof pitch:** 3:12

9.4 ***Site Development Requirements.*** In addition to the Dimensional Requirements listed in Section 9.3 above and the applicable Manufactured Home standards contained in Article IV, Section 3 of this Ordinance, each Manufactured Home Park shall comply with the following requirements.

- A. All proposed lots and buildings in a Manufactured Home Park shall be served by municipal water and sewer. Each manufactured home space shall be provided with a cold water tap at least four (4) inches above the ground or slab and with a trapper sewer connection to the municipal sewer system that is at least four (4) inches in diameter.
- B. The proposed park shall be located on a site graded and improved to insure proper drainage and freedom from standing water.
- C. All driveways and walkways within the park shall be paved and adequately lighted.
- D. Electrical outlets supplying at least 220 volts each shall be provided for each manufactured home space.
- E. All manufactured homes placed in the park shall bear a seal certifying compliance with the Manufactured Home Construction and Safety Standards Act promulgated by the U.S. Department of Housing and Urban Development. Any existing mobile home or manufactured home not bearing such seal shall be deemed a nonconforming structure and shall be subject to the regulations established in Article IV, Section 1 of this Ordinance.
- F. All manufactured homes placed in the park shall be properly anchored to the ground in compliance with all applicable state laws, and all tow bars and axles shall be removed and stored in a location on the site where they will not be seen from the street or neighboring homes.

- G. All manufactured homes placed in the park shall be skirted with a weather-resistant material. All skirting shall be adequately vented.
- H. A dedicated area of not less than Eight (8) percent of the gross site area of a manufactured home park shall be reserved for common open space. Such common open space shall, at a minimum, be landscaped and appropriately improved to provide an area for healthful recreational use by the intended tenants of the park only. Examples of appropriate recreational area development include, but are not limited to, a playground for parks where young children will live or a paved walking/exercise trail for parks where senior citizens will live. This recreational area shall be designed and located so as to be free of traffic and above ground utility hazards, and should, where physical conditions permit, be located as centrally and conveniently within the park as is possible.
- J. No portion of a manufactured home park site that is located within a 100 year floodplain shall be improved for residential use.
- K. Each manufactured home park shall provide adequate on-site containers for the collection of household garbage generated by the tenants of the park. All garbage containers shall be placed and kept within three- or four-sided enclosures with walls at least four (4) feet high to provide proper screening of the containers.
- L. All manufactured home parks shall be located on public streets providing safe and convenient access. All manufactured home parks designed to accommodate fifty (50) or more manufactured homes shall provide sidewalks along at least one side of each internal street.
- M. All lots and/or spaces dedicated for manufactured homes within a manufactured home park shall possess frontage on an internal or external street. All internal streets within the park that provide through traffic access to more than one (1) external street shall comply with all applicable street standards for the City of Glencoe. All other streets within the park shall, at a minimum, comply with the following requirements:
 - 1. *Minimum Dedicated Right-Of-Way Width:* Thirty-Six (36) feet.
 - 2. *Minimum Roadway or Cartway Width:* Twenty (20) feet.
 - 3. *Roadway or Cartway Surface Type:* All streets shall be paved. All roadway surface improvements shall be constructed in accordance with applicable City standards.
- N. Every park shall be equipped at all times with fire hydrant equipment in good working order, of such type, size, and number and so located within the park as to satisfy applicable regulations of the City. Fire hydrants shall be placed

within the manufactured home park so that no mobile home shall be more than one thousand (1000) feet away from said hydrant. No open fires shall be permitted at any place which may endanger life or property. No fires shall be left unattended at any time.

- O. The manufactured homes may be installed within an approved manufactured home park only after at least fifty (50) percent of its lots or space have been completely improved or developed. This section shall in no way be construed to prevent development in stages of manufactured home parks, provided the total development plan is approved by the Glencoe Planning Commission and developed in increments of two (2) acres minimum.
- P. No addition of any type other than an awning of aluminum, canvas, or fiberglass shall be added to a manufactured home within an approved manufactured home park. Said awning may be screened in. The awning shall not be greater than nine (9) feet in width and shall not be enclosed with any material other than screen.

9.5 ***Manufactured Home Park Plan.*** A manufactured home park preliminary site plan shall be submitted to the Planning Commission for review and approval prior to the issuance of a Zoning Permit by the Enforcement Officer. The Plan shall be drawn to scale and shall contain or include the following information. Such Plan shall be reviewed and approved by the Planning Commission only at a regular public meeting, but no specific public hearing shall be required for review and approval of the site plan only.

- A. A legend containing a site location map; the proposed name of the manufactured home park; the names of the developer, owner, and plan preparer, a north arrow; a scale; and an explanation of all symbols used on the plan.
- B. The location of all rights-of-way, streets, utility lines, hydrants, garbage containers, and other infrastructure improvements.
- C. The boundaries and dimensions of all rental lots in the park.
- D. The boundaries of all buffers and common open spaces, including all proposed recreational improvements.
- E. Proposed drainage and stormwater management improvements, as required in Article III, Section 12 of this Ordinance.
- F. The boundaries of all floodplains on the site.
- G. The location of any proposed office, showroom, or personal service facilities in the park.

SECTION 10 - B-1: LOCAL BUSINESS ZONING DISTRICT

10.1 ***District Intent.*** The purpose of this district shall be to provide opportunities for small scale, low impact, commercial business, office, and service operations utilizing not more than 2,500 square feet of gross floor area, (excluding accessory residential uses for the property owner, manager, or proprietor) and associated compatible uses that primarily serve neighborhood or local business needs. The local business zoning district is designed to serve small scale business opportunities in a neighborhood setting (rather than in a central business district or along a major highway corridor), where good traffic access is available (such as street corner locations where a neighborhood collector street intersects with another collector street or an arterial highway). The size of a B-1 zone should be limited to the areas immediately surrounding key neighborhood intersections, to help minimize the intrusion of commercial uses into stable residential areas.

10.2 ***Permitted Uses.*** The following identifies the uses permitted in the B-1: Local Business Zoning District.

- A. Single and Two-family (duplex) dwellings, including home occupations in single family dwellings only and subject to compliance with all requirements specified in Article IV, Section 6 of this Ordinance.
- B. Accessory residential dwelling units in single family dwellings only and in compliance with all requirements specified in Article IV, Section 6 of this Ordinance.
- C. Multi-family dwellings.
- D. Boarding and rooming houses.
- E. Educational, training, health, medical or nursing uses of public, charitable, or philanthropic nature, including rest homes and sanitariums.
- F. Nursing Homes.
- G. *Retail establishments customarily serving residential neighborhoods*, such as: pharmacies or drug stores, grocery markets, clothing and apparel stores, gift shops, greeting card shops, book stores, music stores, consignment shops, news stands, toy stores, fish and tackle shops, craft and hobby shops, florist shops, video stores, furniture stores, and other similar establishments.
- H. *Personal or professional service establishments, and businesses repairing and servicing small equipment*, such as: barber shops and salons, photocopiers or print shops, coin-operated laundromats, tailors, shoe repair shops, electronic or small appliance repair shops, photography studios, camera shops, health and

fitness clubs, newspaper offices, radio station studios, television station studios, jewelry and watch repair shops, and other similar establishments.

- I. *Professional offices* such as: banks (which do not offer drive-through services), doctors offices, dentist offices, accounting and tax preparation services, real estate offices, attorneys offices, investment offices, consulting offices, and other similar establishments.
- J. *Dine-in or carry-out restaurants that do not offer drive-through services* such as: cafes, delis, bakeries, coffee shops, ice cream parlors, pizza parlors, and other similar dining or food establishments.
- K. *Family entertainment and cultural uses* such as: video arcades, dance studios, and other similar establishments that cater to children and families (not adults exclusively) and that do not serve or offer alcoholic beverages for sale.
- L. Clubs or lodges, public and private.
- M. Public and private educational institutions and associated accessory uses.
- N. Churches and cemeteries.
- O. Public and semi-public institutions and offices, including government offices.
- P. Bed and breakfast inns.
- Q. Group homes, subject to the standards established in Article II, Section 2.33 and Article IV, Section 2 of this Ordinance.
- R. *Loft, efficiency, and studio apartments*, provided that all of the following requirements are satisfied:
 - 1. such residential uses are located above the first floor of a multi-story commercial use building;
 - 2. appropriate soundproofing or sound attenuation measures have been installed to limit noise impacts that may be generated by ground floor commercial uses,
 - 3. adequate off-street parking for all proposed apartment units is provided in the rear yard of the lot,
 - 4. separate building entrances are available for the proposed apartments,

5. all exterior apartment windows and doors are secured by appropriate locks or security devices,
 6. adequate fire escape ladders are available for each apartment unit and hard-wired fire alarms and sprinkler systems are provided on all floors of the building, and
 7. the lower floor commercial uses in the building will not operate between the hours of 8:00 p.m. and 7:00 a.m..
- S. Public utility structures and lands, provided that there shall be no outside storage area and a buffer shall be provided along the side and rear yards.
- T. *Automobile Filling and Service Stations*, provided that all structures, including pumps, shall comply with the setback line of any abutting street and that points of ingress and egress shall not be located closer than fifty (50) feet to each other (centerline to centerline) nor less than one hundred (100) feet to any street intersection, and shall not exceed twenty-five (25) feet in width.
- U. Accessory off-street parking and loading spaces, subject to the standards established in Article V, provided that no equipment or inoperable vehicles are externally parked or stored.
- V. Accessory uses and buildings, subject to the standards established in Article III, Section 4 of this Ordinance.

10.3 ***Dimensional Requirements:***

- A. **Maximum business Size:** Not more than two thousand, five hundred (2,500) square feet of gross floor area devoted to the business use, including areas used for inventory storage and administrative offices.
- B. **Minimum Front Yard Setback:** Twenty (20) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
- C. **Minimum Rear Yard Setback:** Twenty (20) feet.
- D. **Minimum Setback from the Mean High Water Mark of H. Neely Henry Lake:** Twenty-five (25) feet .

- E. **Maximum Percentage of Lot Covered by Impervious Surfaces:** Forty (40) percent for all lots not fronting on H. Neely Henry Lake and thirty (30) percent for all lots with frontage along the mean high water mark of H. Neely Henry Lake.
- F. **Maximum Structure Height:** Forty-five (45) feet or three (3) stories.

10.4 *Minimum standards for all dwellings.*

- A. **Minimum Dwelling Unit Gross Floor Area:** Eight hundred fifty (850) square feet for all single family dwellings and seven hundred fifty (750) square feet per unit for all other dwelling structures.
- B. **Minimum exterior width of dwelling:** Fourteen (14) feet.
- C. **Minimum required roof pitch:** 3:12 for all single family and two-family dwellings. No minimum roof pitch required for multi-family dwellings.
- D. **Landscaping:** All dwelling sites shall be landscaped in a manner consistent with other adjoining residential home sites in the area or neighborhood. At a minimum, ornamental shrubs shall be applied along the front yard foundation or skirting of each dwelling.
- E. **Utility Installation:** All electrical service meters shall be attached to the exterior wall of the dwelling. No temporary service poles shall be used for permanent residential utility service.

SECTION 11 - B-2: GENERAL BUSINESS ZONING DISTRICT

11.1 ***District Intent.*** This zoning district is intended to provide development opportunities for a mix of small and large scale commercial uses requiring large lots and good highway access, and which may serve a broader market that may extend well beyond the City's corporate limits.

11.2 ***Permitted Uses.*** The following identifies the uses permitted in the B-2: General Business Zoning District.

- A. All non-residential uses permitted in the B-1: Local Business Zoning District. Not more than one third (1/3) of all required off-street parking spaces may be located within the front yard of the property.
- B. Banks and financial institutions that offer drive-through services.
- C. Convenience stores.
- D. Hospitals (which may include a commercial cafeteria and/or a commercial pharmacy), medical clinics, laboratories, sanitariums, and nursing homes.
- E. Hotels and motels.
- F. Movie Cinemas, Auditoriums, and Theaters, including Drive-In Theaters.
- G. Restaurants that offer drive-through services.
- H. *The manufacturing of articles sold at retail* shall be permitted as an accessory use to the retail business, provided that such manufacturing activities occupy less than thirty (30) percent of the gross floor area and employs no more than four operators. All sales, storage, service or incidental manufacturing activities shall be conducted within a fully enclosed building on the property.
- I. *Veterinary establishments and kennels*, provided that all animals are kept within suitable designed, soundproofed, and air conditioned buildings.
- J. *Athletic fields or stadiums, race tracks and speedways, and other recreational areas for public use*, including golf driving ranges, bowling alleys, swimming pools, fish lakes, and similar recreational uses, provided that the parcel contains at least ten (10) acres of land, that all outdoor lighting provided for night use shall be properly directed and shielded as needed to prevent excessive glare on adjoining properties, and all activities are located at least one hundred (100) feet from any property line.

- K. Truck terminals and other transportation distribution centers.
- L. *Commercial and public entertainment and recreation facilities*, including parks, playgrounds, play fields, roller skating rinks, miniature golf courses, amusement parks, fairgrounds, and other similar facilities.
- M. Campgrounds and Recreational Vehicle parks.
- N. *Wholesale business and distribution establishments* not involving over twenty thousand (20,000) square feet of area for storage of ware to be wholesaled or distributed.
- O. Mini-warehouses.
- P. *Building contractor's office*, except outside storage of heavy equipment, and building materials.
- Q. Marinas.
- R. Shopping Centers, consisting of three (3) or more independent businesses.
- S. *Automobile, truck, farm implement, and mobile home sales and service* (not including parts yards and junkyards) provided that when business is located in a shopping center not more than ten (10) vehicles may be displayed outside per agency.
- T. *Tire retreading and recapping establishments*, provided that no building for such use shall have any openings other than stationary windows, within one hundred (100) feet of a residential district and provided that all storage and processing is located in an enclosed building.
- U. Laundry and dry cleaning services.
- V. Nurseries and greenhouses.
- W. Mortuaries and funeral homes.
- X. Broadcast stations and transmission facilities.

11.3 ***Dimensional Requirements:***

- A. **Minimum Front Yard Setback:** None specified, although a minimum setback may be required under the conditions specified in Article III, Section 7 of this Ordinance. Every effort should be made to site

commercial structures as close to the right-of-way line as is possible, while retaining at least a minimal front yard setback to provide adequate space for landscaping, signage, and other similar on-site improvements. Where a sidewalk exists along the front yard, the building storefront shall not be located more than fifty (50) feet away from the right-of-way line. Any buildings that will be constructed on a vacant lot between two pre-existing buildings shall not be located closer to or farther from the right-of-way line than the buildings on the immediate adjoining side lots. Not more than one third (1/3) of all required off-street parking spaces may be located within the front yard of the property.

- B. **Minimum Side Yard Setbacks:** None required. Where the side yard of a property adjoins a residential zoning district, a side yard buffer along the residential zoning district line shall be provided. Where a building will be constructed to share a common wall with a building on an adjoining lot, a protective fire wall shall be installed within the common wall in compliance with all applicable Fire Codes.

- C. **Minimum Rear Yard Setback:** None required. However, where the rear yard of a B-2 property adjoins a residential zoning district, a rear yard buffer along the residential zoning district line shall be provided..

- D. **Minimum Setback from the Mean High Water Mark of H. Neely Henry Lake:** Twenty-five (25) feet .

- E. **Maximum Percentage of Lot Covered by Impervious Surfaces:** Fifty (50) percent for all lots not fronting on H. Neely Henry Lake and forty (40) percent for all lots with frontage along the mean high water mark of H. Neely Henry Lake.

- F. **Maximum Structure Height:** None specified.

- G. **Curb Cut Access:** Access to each commercial use located on a lot which is at least ten thousand (10,000) square feet in area shall be only at clearly defined and marked entrances and exits no greater than twenty-five (25) feet in width separated by a curb or similar barrier to vehicular movement of at least fifty (50) feet in length; providing that this requirement shall not preclude the construction of special turnout lanes in the center of or along the side of the abutting roadway.

SECTION 12 - HC-1: HIGHWAY COMMERCIAL ZONING DISTRICT

12.1 ***District Intent.*** This district is intended to accommodate a variety of general commercial uses characterized primarily by retail, office and service establishments oriented primarily to major traffic arteries. It is not the intent of this ordinance to encourage the development of long, narrow strips of commercial development fronting on major arteries, often referred to as “strip commercial” areas, but rather to accommodate and control highway commercial uses which are existing.

12.2 ***Permitted Uses.*** The following identifies the uses permitted in the HC-1: Highway Commercial Zoning District.

- A. All uses permitted in the B-2: General Business Zoning District. Not more than one half (1/2) of all required off-street parking spaces may be located within the front yard of the property.
- B. Miniature golf courses.
- C. Night clubs.
- D. Hospitals, sanitariums, nursing homes, rest homes, convalescent homes, homes for orphans, homes for the aged, provided that no such facility shall have lot area of less than one acre, and that no building in connection with such facility shall be closer than twenty-five (25) feet to any lot zoned for residential uses.
- E. Parks, amusement parks, playgrounds, and play fields.
- F. Indoor gun clubs and shooting ranges.
- G. Golf courses, public and private.
- H. Shopping plazas, shopping malls, and office parks.

12.3 ***Dimensional Requirements:***

- A. **Minimum Front Yard Setback:** Forty (40) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance. However, every effort should be made to site commercial structures as close to the required front yard setback as is possible. Any buildings that will be constructed on a vacant lot between two pre-existing buildings shall not be located farther from the required minimum front yard setback line than the buildings on the immediate adjoining

side lots. Not more than one half (1/2) of all required off-street parking spaces may be located within the front yard of the property.

- B. **Minimum Side Yard Setbacks:** Thirty-five (35) feet. All required side yard setbacks along residential zoning districts shall contain an improved and maintained vegetated buffer to provide an effective year-round visual screen between the commercial use and the neighboring residential areas.

- C. **Minimum Rear Yard Setback:** Twenty-five (25) feet. All required side yard setbacks along residential zoning districts shall contain an improved and maintained vegetated buffer to provide an effective year-round visual screen between the commercial use and the neighboring residential areas.

- D. **Maximum Percentage of Lot Covered by Impervious Surfaces:** Forty (40) percent for all lots not fronting on H. Neely Henry Lake and thirty (30) percent for all lots with frontage along the mean high water mark of H. Neely Henry Lake.

- E. **Maximum Structure Height:** None specified.

- F. **Exterior Lighting:** Exterior lighting fixtures shall not extend higher than thirty-five (35) feet as measured from the ground and must be constructed to direct and control the beam within subject parcel/development. All exterior lighting fixtures shall be properly shielded to prevent excessive glare on neighboring properties.

- G. **Green Belts:** Generally, all developments in the Highway Commercial District shall have a minimum four (4) foot wide planting area around the perimeter of the parcel (except at entrances and egress points) and said area shall incorporate plants, either planted or natural existing, as may be required by the Planning Commission.

- H. **Utilities:** All on-site utility service lines must be underground and metered at a location approved by the Planning Commission.

SECTION 13 - GM: GENERAL MANUFACTURING ZONING DIST.

- 13.1 ***District Intent.*** The purpose of this district is to provide opportunities for the development of large industrial operations that will have minimal impacts on the natural environment and that will be located in areas served by all necessary municipal facilities and services. Such uses shall not produce discharges that require the issuance of a National Pollutant Discharge Elimination System (NPDES) permit and shall not emit potentially noxious fumes, odors, or particulate matter into the air. The district also will provide opportunities for the development of limited commercial uses that are accessory and complementary to the associated primary industrial use.
- 13.2 ***Permitted Uses.*** The following identifies the uses permitted in the GM: General Manufacturing Zoning District.
- A. *Any industrial enterprise engaged in a manufacturing, assembly, or processing activity* that does not produce discharges that require the issuance of a National Pollutant Discharge Elimination System (NPDES) permit and does not emit fumes, odors, or particulate matter into the air that would be discernable beyond the boundaries of the property.
 - B. *Accessory commercial activities limited to the sale or servicing of products manufactured by the primary industrial use*, provided such commercial activities occupy not more than thirty (30) percent of the total floor area of the principal use building. All commercial activities shall be conducted entirely within the principal use building.
 - C. Body Shops.
 - D. Indoor and outdoor gun clubs and shooting ranges, provided that all activities involving the discharge of fire arms shall conducted more than two hundred fifty (250) feet from any property line and directed away from any established residential uses.
 - E. Warehousing and storage facilities, including mini-warehouses.
 - F. Truck terminals and shipping facilities.
 - G. Railroad yards.
 - H. Lumber yards and mills.

- I. Accessory off-street parking and loading spaces, subject to the standards established in Article V, provided that no equipment or inoperable vehicles are externally parked or stored.

13.3 Dimensional Requirements:

- A. **Minimum Lot Size:** One (1) acre.
- B. **Minimum Front Yard Setback:** Thirty (30) feet from the edge of the right-of-way line. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
- C. **Minimum Side and Rear Yard Setback:** Twenty-five (25) feet from all adjoining property lines and an additional twenty-five (25) feet from any property line that abuts a residential zoning district (R-1, R-2, R-3, or MHP). All required setbacks along residential zoning districts shall be improved and maintained as a vegetated buffer to provide an effective year-round visual screen between the commercial use and the neighboring residential areas.
- D. **Minimum Setback from the Mean High Water Mark of H. Neely Henry Lake:** Fifty (50) feet . All required lakefront setback areas shall be maintained in a natural vegetated state and shall be kept free of all materials and supplies associated with the industrial use.
- E. **Maximum Percentage of Lot Covered by Impervious Surfaces:** Forty (40) percent for all lots not fronting on H. Neely Henry Lake and thirty (30) percent for all lots with frontage along the mean high water mark of H. Neely Henry Lake.
- F. **Maximum Structure Height:** Fifty (50) feet.

SECTION 14 - FHA: FLOOD HAZARD AREA ZONE

- 14.1 ***District Intent.*** Within floodplain areas, special land use restrictions are desired to: minimize human exposure to flood hazards, prevent excessive pollution or contamination of surface water resources during floods, provide maximum transmission and absorption of flood waters by restricting the intensity of impervious surfaces and man-made obstructions within floodplains, ensure that structures built within floodplains are properly floodproofed, to minimize private investment losses due to flooding, and ensure the City's continued participation in the National Flood Insurance Program. The purpose of this "overlay zone" is to impose special development standards and restrictions in areas identified by the Federal Emergency Management Agency as subject to special flood hazard to serve the aforementioned objectives. An "overlay zone" imposes special development requirements and restrictions in addition to the provisions of the underlying regular zoning district. Where the requirements of this district conflict with the requirements of an underlying regular zoning district or with other applicable ordinances and regulations, the more restrictive requirements shall be followed. All land use and development activities on lands within the FHA: Flood Hazard Area Zone shall also comply with all requirements of the City of Glencoe Flood Damage Prevention Ordinance.
- 14.2 ***Boundaries.*** The boundaries of the Flood Hazard Area Zone shall encompass all areas of Glencoe lying within a Special Flood Hazard Area or 100-year floodplain, as shown on the latest published Flood Hazard Boundary Map or Flood Insurance Rate Map for the subject property, prepared for the National Flood Insurance Program by the Federal Emergency Management Agency.
- 14.3 ***Prohibited Uses.*** The following uses shall be prohibited within the FHA: Flood Hazard Area Zone.
- A. On-site septic systems, leach fields, and temporary sewage holding tanks.
 - B. Open air storage or holding pits, bunkers, or ponds for the storage of animal manure or wastes.
 - C. Sanitary landfills and other solid waste facilities.
 - D. Junkyards.
 - E. Animal corrals, stockyards, and poultry houses.
 - F. Multi-family residential structures.

- G. Nonresidential buildings exceeding twenty thousand (20,000) square feet in gross floor area. However, a nonresidential building containing more than twenty-thousand (20,000) square feet of floor area may be partially located within a floodway fringe area, provided that not more than twenty-thousand square feet of total building floor area is located within said floodway fringe area, no portion of the building encroaches upon or extends into the floodway, and the building has been properly floodproofed in accordance with all applicable requirements of the Flood Damage Prevention Ordinance.
- H. Mini-storage facilities.
- I. Group homes, nursing homes, and other congregate care facilities.
- J. Public and private schools or educational buildings.
- K. Hotels, motels, and bed and breakfast inns.
- L. Warehouse facilities used for the storage of hazardous waste or materials.
- M. Residential uses not otherwise prohibited within the FHA: Flood Hazard Area Zone shall not be permitted within a floodway or a floodway fringe area, nor shall any such residential structure encroach upon a floodway or floodway fringe area. No existing residential structure shall be extended, moved, replaced, or rebuilt unless the lowest floor (including basements) of said structure complies with the applicable construction and elevation requirements of the Flood Damage Prevention Ordinance.

14.4 ***Dimensional Requirements:***

- A. Development activities and land uses within the FHA: Flood Hazard Area Zone shall comply with all requirements contained in the City of Glencoe Flood Damage Prevention Ordinance in addition to the specific requirements contained in this Zoning Ordinance.
- B. **Maximum Percentage of Lot Covered by Impervious Surfaces:** Twenty-five (25) percent for non-residential, non-agricultural, and mixed use developments. Fifteen (15) percent for residential uses. Five (5) percent for agricultural and other open space uses.

SECTION 15 - PUD: PLANNED UNIT DEVELOPMENT

- 15.1 ***District Intent.*** The purpose of the PUD - Planned Unit Development district is to encourage the development of innovative and creative land use designs in a mixed use environment. The district is intended to allow the unified planning and development of large tracts of land suitable in location, area, and character for the uses and structure proposed. A mix of uses and housing types is encouraged, provided that the proposed project is consistent with the Comprehensive Plan and the land uses proposed along the external boundaries of the development site will be compatible in intensity, character, and design with the neighboring uses.
- 15.2 ***Permitted Uses.*** Any uses allowed in the R-1, R-2, R-3, and B-1 zoning districts shall be permitted, provided that the uses are laid out and buffered to minimize potential noise, traffic, and aesthetic conflicts and the overall development scheme is consistent with the goals, objectives, and future land use map contained in the Comprehensive Plan. Proposed land uses along the boundaries of the development site shall be compatible in intensity, character, and design with the land uses allowed in the immediately adjoining regular zoning district(s). All proposed land uses shall be shown and designated clearly on the master plan of the development.
- 15.3 ***Design Requirements and Considerations.*** In order to change the regular district designation of a tract of land to PUD - Planned Unit Development, and subsequently thereby use such as tract of land, the following conditions shall be met:
- A. A master plan of development showing the exact manner in which the whole tract will be improved and used must accompany the request for change of zoning. Said master plan must be approved by the City Council after review and recommendation by the Planning Commission, and must be retained in the file of the City Clerk as a part of the city's records.
 - B. Before any building or zoning permit for the construction of a planned unit development in any portion of a PUD zoning district can be issued, a subdivision plat or plats, for the whole tract shall have been approved by the Planning Commission and recorded in accordance with the Subdivision Regulations, such plat or plats any information shown thereon shall correspond in all respects to the approved master plan of development, and the information recorded along with the subdivision plat to plats shall include the master plan of development. No permit of any type shall be issued for any use, activity, building, or site improvement that is not in accordance with the approved and recorded master plan of development.
 - C. The master plan of development for a tract may be amended at any time by the City Council, upon the recommendation of the Planning Commission, provided

a notice is given and a public hearing held thereon in the same manner as for the original approval of the change of zoning for the subject tract to a PUD zoning district classification.

- D. Landscaping and open space shall be essential part of the master plan. At least twenty-five (25) percent of the gross area shall be dedicated to open space/recreational uses (such as landscaping, bike paths, walkways [with or without exercise stations], swimming areas, and recreational courts). At least half of the required open space area shall consist of developable land area. Existing trees and natural features shall be preserved wherever possible. Said open spaces shall be integrated into the overall development design (not relegated to a corner of the site) to provide maximum access to the residents and workers of the development. At no point shall an open space area be less than twenty (20) feet in width.
- E. Insofar as possible, vehicular traffic shall be separated from pedestrian traffic. Sidewalks should be provided along all internal streets providing through traffic access and between all residential and non-residential use areas within the development.
- F. The vehicular traffic generated by the proposed development shall not exceed the capacity of access streets, and shall not disrupt established residential areas.
- G. The capacity of existing or scheduled public utility systems, streets, or schools to serve the potential number of families, businesses, and workers in the proposed development shall be considered during the review and approval process. The City of Glencoe may deny a proposed PUD master plan or require phasing of the project as may be needed to avoid public facility capacity shortfalls caused by a premature development project. Each PUD master plan shall include letters from the Superintendent of Education, the Fire Chief, the Police Chief, the Street/Sanitation Superintendent, and the Parks and Recreation Director confirming that they have considered the scale of the proposed development and have determined that it will not exceed the capacity of the specific public facilities and services within their authority to serve the needs of the proposed development and the community at large. Where such finding cannot be made by the aforementioned officials, the letter shall state, to the best of the official's knowledge, the nature of any potential infrastructure or service deficiencies and the prospective date by which the City can address the deficiencies, if specific improvements have been planned or envisioned.
- H. Every effort shall be made to maximize energy efficiency. Energy conservation measures which should be employed include:
 - 1. orienting buildings to maximize solar access,

2. utilization of landscape design techniques and species that maximize protection from excess heat in the summer and allow solar exposure in the winter,
 3. minimizing the amount of roads and streets needed to serve the development,
 4. utilizing “green” site design to minimize thermal stress on surface waters from stormwater runoff and to minimize potential storage and release of excess heat from impervious surfaces, and
 5. dedication of areas for community gardens.
- I. Every planned unit development shall include management agreement provisions for the control and maintenance of all areas within the development under common ownership as prescribed in Article IV, Section 10.4 of this Ordinance.
- J. Access shall be provided to each separately platted building site by way of a publicly dedicated street plus a driveway or clearway of at least ten (10) feet in width for residential uses, and twelve (12) feet in width for nonresidential uses.
- K. Each planned unit development shall satisfy the off-street parking and loading space requirements for the specific proposed land uses as specified in Article IV, Section 5 of this Ordinance.
- L. All electrical service meters shall be attached to the exterior wall of each dwelling. No temporary service poles shall be used for permanent residential utility service.

15.4 *Dimensional Requirements:*

- A. **Minimum Planned Unit Development Site Size:** The minimum size of the planned unit development site shall be five (5) acres. Not less than eighty (80) percent of the gross land area of the proposed development site shall consist of developable land area.
- B. **Minimum Lot Size Within a Planned Unit Development:** No minimum building site is required, provided that the land use for building coverage and off-street parking and loading spaces as required in Article IV, Section 5, does not preclude adequate open spaces for landscaping, and for recreation facilities for the occupants of dwellings. The proposed minimum and average building sites, the resulting average net density (families per acre of

residential land use), the total land used for ever purpose (including rights-of-way), the number of off-street parking and loading spaces for each use area, and the total and average land area covered by the building in each use area, shall be calculated and shown on the master plan of development. Specific minimum lot sizes may be imposed by the Etowah or Calhoun County Health Department for proper siting and installation of on-site sewage disposal facilities, where municipal sewer access is not available.

C. Minimum Building Setback Line:

1. Thirty (30) feet from the edge of the right-of-way line for all residential uses; ten (10) feet from the edge of the right-of-way line for all non-residential uses. An additional setback may be required under the conditions specified in Article III, Section 7 of this Ordinance.
2. Every effort should be made to site non-residential structures as close to the minimum front yard setback line as is possible, while providing sufficient front yard space for landscaping, signage, and other similar on-site improvements. Where a sidewalk exists or will be provided along the front yard, the non-residential building storefront shall not be located more than fifty (50) feet away from the right-of-way line. Not more than one quarter (1/4) of all required off-street parking spaces may be located within the front yard of the property.

D. Minimum Yards: No building shall be closer than fifteen (15) feet to any PUD zoning boundary line, providing that no entrance of any building shall be closer than twenty-five (25) feet to any such line.

E. Minimum Spacing Between Buildings: For dwellings, the open space between buildings shall not be less than twenty (20) feet for one story buildings, thirty (30) feet when either building is a two story building, forty (40) feet when either building is a three story building and forty (40) feet plus an additional ten (10) feet for each story over three stories when either building is over three stories in height. The minimum dimension of the yard upon which any entrance or exit of a dwelling faces shall be twenty (20) feet; such space shall not be counted as a yard for any other building.

F. Maximum Structure Height: Forty-five (45) feet.

G. Maximum Percentage Of Site Covered By Impervious Surfaces: Twenty-five (25) percent of gross area of planned unit development site area. Forty (40) percent for any individual non-residential lot within the planned unit development.

**ARTICLE VI
ADMINISTRATIVE AND ENFORCEMENT GUIDELINES**

SECTION 1 - ZONING PERMIT REQUIRED

No construction, renovation (except repairs, not changing the character of the structure and not exceeding \$1,000.00 in cost or value, or painting and wallpapering), reconstruction, or development activity governed by this Ordinance shall be conducted prior to the issuance of a Zoning Permit by the Enforcement Officer.

SECTION 2 - GENERAL ADMINISTRATION

2.1 *Enforcement Officer.* The provisions of this Ordinance shall be administered and enforced by the Building Inspector or other officer of the City as may be designated by the City Council. This official shall have the right to enter upon any premises at any reasonable time for the purpose of making inspections of building or premises necessary in carrying out his duties in the enforcement of this Ordinance.

2.2 *Invalid Permits.*

- A. No zoning permit, building permit, certificate of occupancy, or business license, or any other permit or license shall be issued by any City department, official, or employee except in full compliance with this Ordinance.
- B. Any permit or license issued by any City department, official, or employee, where issued in conflict with or violation of any terms of this Ordinance or other applicable codes or ordinances, shall hereby be declared null and void.

2.4 *Approval of Plans and Issuance of Zoning Permit.*

- A. The Enforcement Officer shall not issue a zoning permit for any proposed construction or development activity until an application and accompanying plans or documentation has been filed and reviewed in conformance with this Ordinance. To this end, the Enforcement Officer shall require that every application for a zoning permit for excavation, construction, use of land, moving, or alteration be accompanied by appropriate documentation of compliance with all other applicable codes, ordinances, and regulations and a map or plat drawn to scale and showing the following in sufficient detail to enable the Enforcement Officer to ascertain whether the proposed excavation, construction, use of land, moving, or alteration is in conformance with this Ordinance:

1. The actual shape, proportion, and dimensions of the lot to be built upon.

2. The shape, size, and location of all buildings or other structures to be erected, altered, or moved and of any buildings or other structures already on the lot.
 3. The existing and intended use of all such buildings or other structures.
 4. The setback and side lines of buildings on adjoining lots and such other information concerning the lot or the adjoining lots as may be essential for determining whether the provisions of this Ordinance are being observed.
 5. The locations of all existing zoning district boundaries that apply to the lot.
- B. If the proposed excavation, construction, moving, or alteration as set forth in the application are in conformity with the provisions of this Ordinance and other City codes, the Enforcement Officer shall issue a zoning permit accordingly. The issuance of a zoning permit shall, in no case, be construed as waiving any provision of this Ordinance.
- C. If the application is rejected, the Enforcement Officer shall state in writing on the application the reason for rejection.

2.5 *Certificate of Occupancy Required.*

- A. No land or building or other structure or part thereof hereafter constructed, moved, or altered in accordance with a zoning permit shall be occupied until the Enforcement Officer has issued a Certificate of Occupancy stating that such land or structure or part thereof is found to be in conformity with the provisions of this Ordinance.
- B. Within three (3) regular business days after the owner or his agent has notified the Enforcement Officer that a building or premises or part thereof is ready for occupancy or use, it shall be the duty of the Enforcing Officer to make final inspection of the development site, and to issue a Certificate of Occupancy if the building or premises or part thereof is found to conform with the provisions of this Ordinance and other City codes.
- C. If a Certificate of Occupancy is denied, the Enforcement Officer shall state in writing the reason for rejection.

SECTION 3 - TEMPORARY LAND USES

- 3.1 Temporary uses, as set forth below, are declared to possess characteristics which require certain controls in order to insure compatibility with other uses in the districts within

ARTICLE VI: Administrative and Enforcement Guidelines

III

which they are proposed for location. The Enforcement Officer is authorized to issue a Temporary Certificate of Zoning Compliance for any of the following temporary uses:

- A. Carnival, circus, or fair in any commercial district, for a period not to exceed 21 days, subject to the approval of the City Council.
- B. Religious meeting in a tent or other temporary structure in any district, for a period not to exceed 60 days.
- C. Open lot sale of Christmas trees in any district, for a period not to exceed 45 days.
- D. Real estate sales office in any district, for a period not to exceed one (1) year, provided that such office is placed on the property to which it is appurtenant.

3.2 All Temporary Certificates of Zoning Compliance may be renewed, provided that it is determined that said use is clearly of a temporary nature, will cause no traffic congestion, and would not create a nuisance to surrounding uses.

SECTION 4 - VIOLATION PROCEDURES

Where a violation of the requirements of this Ordinance has been identified, either by complaint or by City staff inspection, the following procedures shall be followed.

- 4.1 *Investigation.* If a complaint is received regarding an alleged violation of this Ordinance, the Zoning Enforcement Officer shall investigate the complaint and document the extent of the violation.
- 4.2 *Initial notification of violation.* Once a violation has been confirmed and documented by investigation, the Zoning Enforcement Officer shall issue a stop work order (if applicable) and/or prepare a letter to the owner of record of the property stating the nature of the violation, the date that the violation was verified, and requiring that the property owner cure the violation within a specified number of days from the date that the letter was mailed. The deadline for correction of the violation shall be established by the Zoning Enforcement Officer with due consideration and respect for the nature of the violation, the amount of work necessary to correct the violation, and the need for expeditious remedy of the violation to prevent undue public impacts. However, in no instance shall the deadline for correction of the violation be less than fifteen (15) days nor more than thirty (30) days from the date that the letter was mailed. The letter also shall state that the owner must correct the violation, or the City will issue a citation. Finally, the letter shall afford the offending property owner an opportunity to schedule a meeting with the Zoning Enforcement Officer within five (5) business days to discuss objections to the violation or to make special arrangements to cure the violation. Such notification letter shall be sent to the property owner via certified mail, return receipt requested. The

City may, at the discretion of the Zoning Enforcement Officer, send a copy of the letter to the developer or tenant of the property (as the case may be) by first class mail.

- 4.3 *Re-inspection.* The Zoning Enforcement Officer shall, at the expiration of the prescribed deadline for correction of the violation, re-inspect the property for compliance with the notification of violation.
- 4.4 *Notice of citation.* If, upon re-inspection, the Zoning Enforcement Officer confirms that the violation has not been cured as ordered, the Zoning Enforcement Officer shall prepare a notice of citation, which shall be sent to the offending property by certified mail, return receipt requested. The notice shall state the date upon which the initial violation was confirmed, the nature of the violation (including references to the specific code provisions that have been violated), the required corrective measures, the dates upon which the initial notification of violation was sent and received, the time frame afforded to the property owner for correction of the violation, the date that the failure to correct the violation was confirmed, and the amount of the applicable fine, which shall be calculated from the date of citation and full payment of which shall constitute an additional remedial action for correction of the violation. The notice also shall require the property owner to fully correct the violation within ten (10) days of the date of citation, or the owner will be required to appear before the Municipal Court, at a time and date to be determined by the Municipal Court, to answer the charge of violation as explained in the notice of citation.
- 4.5 *Court action.* If the Zoning Enforcement Officer confirms that the violation has not been cured within the time frame specified in the notice of citation, the Zoning Enforcement Officer shall file a written complaint for relief of the violation with the Municipal Court.

**ARTICLE VII
BOARD OF ADJUSTMENT**

SECTION 1 - CREATION

A Board of Adjustment is hereby established. The appointment, procedure, powers, and action of said Board of Adjustment shall be governed and controlled by Title 11, Chapter 52, Article 4, Section 80, Code of Alabama 1975, as amended.

SECTION 2 - COMPOSITION AND APPOINTMENT

The Board of Adjustment shall consist of five members, each to be appointed for a term of three years, except in the first instance as provided by law. In addition, two supernumerary members shall be appointed to serve on the Board at the call of the Chairman in the absence of regular members. Such supernumerary members shall be appointed to serve three year terms and shall be eligible for reappointment. Appointed members may be removable for cause by the appointing authority upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term become vacant.

SECTION 3 - PROCEDURES OF THE BOARD OF ADJUSTMENT

3.1 *Bylaws.* The Board of Adjustment shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this Ordinance. Meetings shall be held at the call of the Chairman and at such other time as the Board may determine. The Chairman or, in his absence, the Acting Chairman may administer oaths and compel the attendance of witnesses. All meetings shall be opened to the public.

3.2 *Records.* The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote indicating such fact, and shall keep the records of its examination and other official actions, all of which shall be of public record and be immediately filed in the office of the City Clerk.

SECTION 4 - APPEALS TO THE BOARD OF ADJUSTMENT

Appeals to the Board of Adjustment may be filed by any person aggrieved or by any officer, department, board, or bureau of the City affected by any decision of the enforcing officer. Such appeal and subsequent hearing of the appeal by the Board of Adjustment shall proceed as established by Section 80 of Title 11 of the Code of Alabama 1975, as amended, and by the rules of the Board. All appeals shall be submitted within a reasonable time, as provided by the rules of the Board, by filing with the officer from whom the appeal is taken and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall transmit forthwith to the Board all papers constituting the record upon which the action appealed was taken. An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Adjustment, after

the notice of appeal shall have been filed with him that by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property. Such proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Adjustment or by a court of record on application on notice to the officer from whom the time for the hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person or by agent or by attorney.

SECTION 5 - POWERS AND DUTIES OF THE BOARD OF ADJUSTMENT

- 5.1 *Administrative Review.* To hear and decide appeals where it is alleged there is error in order, requirement, decision, or determination made by the enforcing officer in the enforcement of this Ordinance.
- 5.2 *Special Exceptions.* To hear and decide special exceptions to the terms of this Ordinance upon which such Board is required to pass under this Ordinance. In approving a use allowed by special exception, the Board of Adjustment may impose any of the following special conditions as may be reasonable and necessary, based on specific findings of fact, to mitigate potential negative impacts of the special exception use on neighboring permitted uses in the neighborhood or zoning district.
- A. Special setback requirements (to alleviate potential use conflicts, to provide safe isolation distances, or to facilitate traffic access and mobility);
 - B. Special buffer, landscaping, or fencing requirements (to screen potentially conflicting uses);
 - C. Special lighting or light shielding requirements (to prevent excessive glare on neighboring properties);
 - D. Special parking requirements (to address special traffic or parking needs);
 - E. Special limitations on signage (to enhance or soften the appearance of the proposed use);
 - F. Special limitations on traffic access points to the property (to prevent traffic congestion and promote proper traffic circulation);
 - G. Special restrictions on operating hours (to reduce potential use conflicts);
 - H. Special soundproofing requirements (to prevent potential noise impacts); and
 - I. Special stormwater management requirements (to prevent excessive flooding or erosion impacts and/or to protect affected water resources).

5.3 *Variances.*

- A. To authorize upon appeal in specific cases such variance from the terms of this Ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this Ordinance would result in unnecessary hardship. A variance from the terms of this Ordinance shall not be granted by the Board of Adjustment unless and until a written application for a variance is submitted demonstrating all of the following:
 - 1. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.
 - 2. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
 - 3. That special conditions and circumstances do not result from the actions of the applicants or the legal owners of the property.
 - 4. That granting the variance requested will not confer upon the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.
- B. No variance may be granted for a use of land or building or structure that is not permitted by this Ordinance.
- C. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Ordinance. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Ordinance.

5.4 *Decisions of the Board of Adjustment.* In exercising the above mentioned powers, the Board of Adjustment may, so long as such action is in conformity with the terms of this Ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination as ought to be made, and to that end shall have the powers of the enforcing officer from whom the appeal is taken. The concurring vote of four members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the matter upon which it is required to pass under this Ordinance, or to effect any variation in the application of this Ordinance.

SECTION 6 - APPEALS FROM ACTIONS BY THE BOARD OF ADJUSTMENT

Any interested party who is aggrieved by any action or decision of the said Board of Adjustment may make an appeal therefrom as provided by law.

**ARTICLE VIII
AMENDMENTS**

SECTION 1 - PROCEDURES

The regulations and the number, area, and boundaries of districts established by this Ordinance may be amended, supplemented, changed, modified, or repealed by the City Council, but no amendment shall become effective unless and until it is first submitted to the City Planning Commission for its recommendation. The Planning Commission, upon its own initiative, shall hold public hearings, public notice of which shall be provided, for the consideration of any proposed amendment to the provisions of this Ordinance or to the Zoning Map of Glencoe, and report its recommendations to the City Council. The provisions of Section 78 of Title 11 of the 1975 Code of Alabama, as the same may be amended, shall apply to all changes and amendments.

SECTION 2 - AUTHORIZED PETITIONERS

A petition for amendment of this Ordinance or the zoning district boundaries may be initiated by the City Council, the Planning Commission, or the owner of a property or his agent.

SECTION 3 - PETITION FOR AMENDMENT

A petition for amendment, when initiated by the property owner or authorized agent of such owner, shall meet the application requirements of this section.

- 3.1 Any persons, firm, or corporation desiring to petition for rezoning under the authority of this section must present such petition to the Enforcement Officer in writing, at least fourteen (14) days prior to the Planning Commission hearing. The petition shall be accompanied by the following information and materials:
- A. Name, signature, and address of the property owner and agent of the property owner, if any.
 - B. Address and legal description of the property under consideration, accompanied by a copy of the applicable tax maps clearly identifying the property subject to rezoning.
 - C. Present and proposed zoning and land use of the property under consideration.
 - D. Reason for the rezoning request.
 - E. A site plan, drawn to scale and dimensioned, showing the size and location of the property boundaries, public right-of-ways, and the proposed use and development layout.

- F. A certified check, payable to the City of Glencoe in the amount of \$15.00 minimum (any additional cost above the minimum will be borne by the applicant).

SECTION 4 - PLANNING COMMISSION ACTION

- 4.1 *Notice of public hearing.* Where a zoning amendment or rezoning is petitioned by a property owner, the City Clerk shall post, at least six (6) days prior to the date of the scheduled planning commission hearing, a public hearing notice regarding the proposed rezoning in four (4) conspicuous places within the City. The notice shall state the following information:
 - A. The name of the petitioner.
 - B. The location of the property and the nature of the petition.
 - C. The current and proposed zoning and land use of the property.
 - D. The time, date, and location of the Planning Commission hearing of the proposed zoning amendment.
- 4.3 *Scheduling of hearing.* The Planning Commission shall hold a public hearing at the first regularly scheduled meeting after compliance with the application and notice requirements of this Ordinance.
- 4.4 *Planning Commission recommendation.* The Planning Commission, by majority vote, shall recommend approval or denial of the requested zoning amendment or rezoning. Once a recommendation has been approved, the Planning Commission report its recommendations and the findings thereof to the City Council. The Planning Commission report shall be transmitted to the City Council within 30 days of the hearing, unless an extension period is granted by the City Council. Otherwise, the proposed amendment shall be considered to have been recommended by the Planning Commission. To obtain an extension period from the City Council, the Planning Commission shall entertain a motion to request such extension then shall immediately forward such request to the City Council for consideration at the next regularly scheduled City Council meeting.

SECTION 5 - CITY COUNCIL ACTION

- 5.1 *Scheduling of public hearing.* Upon receipt of the recommendation of the Planning Commission, the City Council shall schedule a public hearing on the proposed amendment at the next regularly scheduled City Council meeting.

- 5.2 *Public hearing notice.* At least 15 days in advance of the passage of the amendment to the Zoning Ordinance, a notice of a public hearing on the proposed amendment shall be posted in full in four (4) conspicuous places within the City, together with a notice stating the time and place that the amendment is to be considered by the City Council and stating further that at such time and place all persons who desire shall have opportunity of being heard in opposition to or in favor of such amendment. The City Council shall hold a public hearing at the first regularly scheduled meeting after compliance with the notice requirements of this Ordinance.
- 5.3 *Approval or denial.* After the public hearing on a rezoning petition or proposed amendment to the zoning ordinance, the City Council shall vote to approve or deny the amendment. Failure by the City Council to vote in favor of a proposed amendment shall constitute denial of the amendment without a formal vote.

SECTION 6 - TIME LIMIT

After the City Council has voted on an application for rezoning or other amendment to the Zoning Ordinance, another application for rezoning of the same tract or parcel of land, or change of the same portion of the Zoning Ordinance, will not be considered until a period of one (1) year has elapsed from the date of such action by the City Council. Provided, however, that the City Council may adjust this time period, if in the opinion of a majority of the City Council an unusual situation or circumstance exists.

SECTION 7 - INITIAL ZONING OF ANNEXED PROPERTY

- 7.1 *Application for zoning.* An application for zoning of property to be annexed shall accompany each petition for annexation. The application for zoning shall be made on a form available from the City Clerk and be filed with the City Clerk at least ten (10) regular business days prior to the Planning Commission hearing. The City Clerk shall transmit such petition and application to the Planning Commission, which shall hold a public hearing and give notice of such hearing in accordance with the notice requirements in Subparagraph 4.1 (Notice of public hearing) of this Article.
- 7.2 *Planning Commission action.* The Planning Commission shall hold a public hearing at the first regularly scheduled meeting after submission and acceptance of the application. The Planning Commission, by majority vote, shall report its recommendations to the City Council as to whether the property to be annexed should be brought into the City in the zoning district requested by the applicant or, if the Planning Commission believes the requested zoning designation to be inappropriate, in the R-1 - Single Family Residential Zoning District. The Planning Commission report shall be transmitted to the City Council within thirty (30) days of the hearing date, unless the City Council grants an extension of such period. Otherwise, the zoning classification requested by the applicant shall be deemed to have been recommended by the Planning Commission.

- 7.3 *City Council action.* Upon receipt of the recommendation of the Planning Commission, the City Council shall schedule and hold a public hearing on the recommended zoning of the property to be annexed. Such hearing shall not be held until the City Council has annexed said property into the City, but may be conducted immediately following adoption of the annexation ordinances. The City Council shall give public notice of the hearing on the recommended zoning in accordance with Subparagraph 5.2 (Public hearing notice) of this Article. Following such hearing, the City Council shall decide by majority vote to accept or reject the recommended zoning. If the recommended zoning is accepted, such property shall be added to the Glencoe Zoning Map. If the recommended zoning is rejected, such ordinances shall be remanded to the Planning Commission for reconsideration.
- 7.4 *Planning Commission reconsideration.* If the City Council rejects the zoning recommended by the Planning Commission, the Planning Commission, within thirty (30) days following annexation, shall review the zoning of the newly annexed property and, if determined necessary, initiate a petition to rezone the property to the most appropriate district, in accordance with Section 3 (Petition for Amendment) of this Article. No fee shall be paid by the applicant for any reconsideration and rezoning action by the Planning Commission conducted in accordance with this Subparagraph. In determining the most appropriate zoning, the Planning Commission shall duly consider the following minimum items:
- A. The Glencoe Comprehensive Plan, as adopted by the Planning Commission, as well as other relevant land use and planning studies;
 - B. The desires of the property owner subject to rezoning, as well as concerns of adjacent property owners;
 - C. The purposes and considerations of zoning, as required by this ordinance and Section 11-52-72 of the Code of Alabama, as amended.
- 7.5 *Action on Planning Commission petition.* The Planning Commission and City Council shall act on the Planning Commission petition to rezone the newly annexed property in accordance with the procedures set forth in Sections 4 and 5 of this Article.

SECTION 8 - SPECULATIVE REZONINGS

The City of Glencoe discourages the use of rezonings as a strategy to increase speculative land value, where the applicant has no actual or immediate intent to develop in accordance with the rezoning. Rezoning are intended to grant the applicant an opportunity to exercise appropriate alternative development options in situations where development in compliance with existing zoning is not possible or practicable, as long as the proposed uses are consistent with the Comprehensive Plan and the character of the surrounding area. The granting of this privilege by

the City carries with it a good faith expectation that the proposed development will occur in a timely and deliberate manner. Therefore, when the City Council grants approval of a rezoning, the applicant should acquire a zoning permit or final plat approval (whichever is applicable) and commence construction activities in compliance with that permit or approval within one (1) year of the date upon which the rezoning is approved. If such actions have not been taken within the specified time frame, the Planning Commission may initiate actions to further rezone the subject property and/or to reinstate the original zoning classification.

**ARTICLE IX
LEGAL PROVISIONS**

SECTION 1 - CONFLICTS WITH OTHER ORDINANCES

Where other ordinances or regulations which may be adopted hereafter impose greater restrictions than those specified herein, compliance with such other ordinances or regulations is mandatory. Whenever the requirements of this ordinance conflict or are in any way inconsistent with the requirements of any other lawfully adopted statutes, rules, regulations, ordinances, the most restrictive, or that imposing higher standards, shall govern, unless otherwise specifically stated in this Ordinance. No certificate of zoning compliance or plat approval shall be issued or considered valid for any use or activity which is or would be otherwise illegal under the terms of any applicable local, State, or Federal Law. This Ordinance shall not lower the restrictions of plats, deeds, or private contracts, if such are greater than the provisions of this Ordinance.

SECTION 2 - REPEAL OF CONFLICTING ORDINANCES

All previously adopted zoning ordinances or parts of zoning ordinances that are in conflict with this Zoning Ordinance, or inconsistent with the provisions of this Ordinance, are hereby repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 3 - SEVERABILITY

If any section, clause, provision, or portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion of this Ordinance which is not, in and of itself, invalid or unconstitutional.

SECTION 4 - VIOLATIONS AND PENALTIES

Any failure to comply with the applicable requirements of this Ordinance shall constitute a violation of these Regulations under Title 11, Chapter 52, Section 83 of the Code of Alabama, 1975, as amended. Any such violation shall be punishable by a fine of up to five hundred dollars (\$500.00) and or imprisonment of not more than six (6) months, as provided in accordance with Title 11, Chapter 45, Section 9 of the Code of Alabama, 1975, as amended. Where such a violation has been confirmed to exist by the Enforcement Officer, the violation shall be cured in accordance with the administrative procedures outlined in Article VI, Section 4 of these Regulations.

SECTION 5 - RESTRICTIVE COVENANTS AND BYLAWS

A property owner may impose bylaws, covenants, and deed restrictions upon any private property. Once any such bylaws, covenants, and deed restrictions have been recorded, they can be administered only by the owner of the property, and they may be enforced only by private

GLENCOE ZONING ORDINANCE

legal action through a court of competent jurisdiction. The City of Glencoe and the Glencoe Planning Commission is in no way liable for and assumes no responsibility to approve, enforce, amend, or administer any duly adopted or recorded bylaws, covenants, and deed restrictions. Furthermore, advance knowledge by the City prior to Final Plat approval that any such bylaws, covenants, and deed restrictions will be imposed by the land owner shall in no way constitute implied authority or responsibility to approve, enforce, amend, or administer any subsequently adopted or recorded restrictive covenants or bylaws. Finally, no such authority shall be implied by the granting of a zoning permit for any development activity on a property for which special bylaws, covenants, or deed restrictions have been or will be imposed.

SECTION 6 - EFFECTIVE DATE

This Ordinance shall take effect immediately upon its adoption and publication by the City Council, in accordance with Title 11, Chapter 45, Section 8 of the Code of Alabama, 1975, as amended.

RESOLUTION # _____

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE OF THE CITY OF GLENCOE, ALABAMA AND ADOPTING THE CITY OF GLENCOE ZONING ORDINANCE, JUNE 2001, IN ACCORDANCE WITH THE PROVISIONS OF TITLE 11, CHAPTER 52, CODE OF ALABAMA, 1975, AS AMENDED; REPEALING ALL CONFLICTING ORDINANCES AND MAPS; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION.

WHEREAS, Title 11, Chapter 52, Code of Alabama, 1975, as amended, authorizes the City Council to enact a zoning ordinance to govern all territory within the corporate limits of the City of Glencoe, Alabama; and

WHEREAS, the City of Glencoe, Alabama desires to exercise its zoning powers in accordance with Alabama Law; and

WHEREAS, the Planning Commission has prepared a zoning ordinance for the City; and

WHEREAS, the Glencoe Planning Commission conducted a formal public hearing on July 17, 2001 to receive public comments on the proposed zoning ordinance in accordance with Section 11-52-77 of the Code of Alabama, 1975, as amended;

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF GLENCOE, ALABAMA:

SECTION 1. That the Glencoe Planning Commission recommends that the City of Glencoe Zoning Ordinance, June 2001 for the City of Glencoe, Alabama, attached hereto and made a part hereof, be adopted pursuant to the authority granted by Title 11, Chapter 52, Code of Alabama, 1975, as amended.

SECTION 2. That the Glencoe Planning Commission recommends that conflicting ordinances adopted previously by the City Council, be repealed.

SECTION 3. That the Glencoe Planning Commission recommends that the aforementioned zoning ordinance become effective immediately upon its adoption and publication by the City Council, in accordance with Section 11-45-8 of the Code of Alabama, 1975, as amended.

APPROVED, this 17th day of July, 2001.

Chairman
Glencoe Planning Commission

Secretary
Glencoe Planning Commission

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE CITY OF GLENCOE ZONING ORDINANCE, JUNE 2001 FOR THE CITY OF GLENCOE, ALABAMA, IN ACCORDANCE WITH THE PROVISIONS OF TITLE 11, CHAPTER 52, CODE OF ALABAMA, 1975, AS AMENDED; REPEALING ALL CONFLICTING ORDINANCES AND MAPS; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, Title 11, Chapter 52, Code of Alabama, 1975, as amended, authorizes the City Council to enact a zoning ordinance to govern all territory within the corporate limits of the City of Glencoe, Alabama; and

WHEREAS, the City of Glencoe, Alabama desires to exercise its zoning powers in accordance with Alabama law; and

WHEREAS, the Planning Commission has prepared a zoning ordinance for the City; and

WHEREAS, the Planning Commission conducted a formal public hearing on the proposed zoning ordinance and map on July 17, 2001 and subsequently adopted a resolution (Resolution # _____) recommending adoption by the City Council of the aforementioned zoning ordinance; and

WHEREAS, the City Council conducted a formal public hearing to receive public comments on the proposed zoning ordinance on August 14, 2001 as required by Section 11-52-77 of the Code of Alabama, 1975, as amended;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENCOE, ALABAMA:

SECTION 1. That the Glencoe City Council hereby adopts the City of Glencoe Zoning Ordinance, June, 2001 for the City of Glencoe, Alabama, attached hereto and made a part hereof, be adopted pursuant to the authority granted by Title 11, Chapter 52, Code of Alabama, 1975, as amended.

SECTION 2. That all conflicting ordinances adopted previously by the City Council, be repealed.

SECTION 3. That the aforementioned zoning ordinance become effective immediately upon its adoption and publication by the City Council, in accordance with Section 11-45-8 of the Code of Alabama, 1975, as amended.

ADOPTED, this _____ day of _____, 2001.

City Clerk

Mayor, City of Glencoe

Council Member

Council Member

Council Member

Council Member

CERTIFICATION OF ADOPTION

I hereby certify that the attached ordinance was duly adopted by the Glencoe City Council in regular session assembled on the _____ day of _____, 2001, and is recorded in the official minutes of the Glencoe City Council.

City Clerk

Official Seal

CERTIFICATION OF PUBLICATION

I, _____, City Clerk for the City of Glencoe, Alabama, hereby certify that this Zoning Ordinance was posted in three public places within the City, one of which was in the office of the Mayor, and two other public places, beginning on the _____ day of _____, 2001, in accordance with the provisions of Code of Alabama (1975) Section 11-45-8.

Date

City Clerk

Official Seal

APPENDIX A

FORMS

CITY OF GLENCOE, ALABAMA
ZONING PERMIT APPLICATION

All property owners within the City of Glencoe must apply for and receive a Zoning Permit before undertaking any construction activities, which shall include site preparation and excavation for the construction of new buildings (including accessory or temporary structures), moving any structures onto a property, relocating existing structures on a property, alteration or repair of a structure (excluding painting, interior remodeling, or any alteration or repair activity that will not change the character, size, or position of the structure as it exists on the property). The purpose of this permit process shall be to establish compliance with the Zoning Ordinance prior to the commencement of construction activities. The approval of a Zoning Permit Application by the Enforcement Officer shall not imply or constitute approval of any other applicable permit requirements including, but not limited to, subdivision plat approval, building permits, septic system approval from the Etowah or Calhoun County Health Department, and wetland permits from the U.S. Army Corps of Engineers. To apply for a Zoning Permit, please complete the following application and return the form with all necessary supporting documents to City Hall. Incomplete applications will not be processed. For additional information, please call the City of Glencoe Enforcement Officer at (256) 492-1425 during regular business hours.

Applicant Information:

Name _____ *of* _____ *Applicant:*

Mailing _____ *Address:*

Business Hours Telephone #: (_____)

Fax # (If available): (_____)

Property Information:

Name of Owner(s), if different from above:

Street Address of Subject Property:

Tax Map & Lot Number of Property:

Size of Subject Property: _____
Acres *Square Feet*

Current Zoning Classification of Subject Property:

Does the Subject Property Contain any Existing Structures? *Yes*
 No

Was the Property (if vacant) or Existing Improvements created or constructed prior to

the effective date of the Zoning Ordinance? *Yes*
 No

Project Information:

Do you propose to: (Please check all activities that apply to your project)

-] *Construct a new building or accessory structure on the property?*
 -] *Move a new or used structure onto the property?*
 -] *Construct an addition to an existing building or accessory structure on the property?*
 -] *Move or relocate an existing building or accessory structure to a new location on the subject property?*
 -] *Replace or repair a building or accessory structure that was damaged or destroyed by fire or act of God?*
 -] *Other activity (please explain):*
-
-

Please attach one reproducible copy of a site plan showing the proposed project activities. The site plan must show the entire boundaries of the subject property and must be drawn to scale in ink, preferably by a licensed and certified or registered surveyor, architect, or engineer. For single family residential projects, the required site plan may be drawn to scale on a survey plat contained in a closing document or a copy of the tax map showing the subject property. In addition, the site plan must contain or show the following information as may be applicable to the subject property or project (please contact the Enforcement Officer if you have any question as to whether one or more of the items listed below must be included on your site plan):

- A. *A north arrow.*
- B. *A scale bar.*
- C. *The length in feet of all property lines.*
- D. *The outline of all existing buildings or structures and any proposed buildings, structures, or building additions on the property in their proper locations. (New buildings or additions should be hatched.)*
- E. *The shortest distance in feet from all property lines to the closest point on any existing building or accessory structure or proposed new construction on the property.*
- F. *The minimum width in feet (between opposing property lines of the property.*
- G. *The maximum height in feet of any proposed new structure or addition.*
- H. *The location of any existing or proposed street access or curb cut.*
- I. *The location of any existing streams, lakes, ponds, or rivers on the property.*
- J. *The boundaries of any floodway or 100-year Flood Hazard Area on the property as identified on the applicable Flood Insurance Rate Map.*
- K. *Any boundaries of the Alabama Power Flood Easement on the property.*
- L. *The outline and location of any existing or proposed septic system and associated leachfield on the property.*

Certifications:

Applicant:

I hereby certify and attest that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer to determine the compliance of the proposed property construction or improvement activities with the City of Glencoe, Alabama Zoning Ordinance.

Date Applicant's Signature

Property Owner:

I hereby certify and attest that I have reviewed this application, and that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer to determine the compliance of the proposed property construction or improvement activities with the City of Glencoe, Alabama Zoning Ordinance.

Date Property Owner's Signature

----- FOR CITY OF GLENCOE USE ONLY -----

Enforcement Officer's Information:

Date _____ Filed:

Received _____ By:

Application Fee Received: \$ _____ [] Cash []
Check # _____

Date _____ Reviewed:

Decision: [] Application Approved [] Application Denied

Enforcement

Officer's

Signature:

Enforcement Officer's Review Checklist (To be completed by Enforcement Officer Only):

Proposed Land Use: [] *Allowed in Zone* [] *Not Allowed (Rezoning Required)*

Lot Size/Area: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Lot Width: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Street Frontage: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Front Yard: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Side Yard: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Rear Yard: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Imperv. Surfaces: [] *Complies/Grandfathered* [] *Exceeds limits (Variance Needed)*

Building Height: [] *Complies/Grandfathered* [] *Too high (Variance Required)*

Special Requirements/Conditions (required buffers, setbacks, etc.):

Other Permits/Approvals Required:

Approval Conditions (if necessary):

CITY OF GLENCOE, ALABAMA
REZONING APPLICATION

Property owners in the City of Glencoe who wish to request a change in the zoning classification that applies to one or more specific properties must complete a Rezoning Application form. To apply for a rezoning, please complete the following application and return the form with all necessary supporting documents to City Hall. Incomplete applications will not be processed. For additional information, please call the City of Glencoe Enforcement Officer at (256) 492-1425 during regular business hours.

Applicant Information:

Name _____ *of* _____ *Applicant:*

Mailing _____ *Address:*

Business Hours Telephone #: (_____)

Fax # (If available): (_____)

Property Information:

Owner(s) _____ *of* _____ *Record:*

Street _____ *Address* _____ *of* _____ *Subject* _____ *Property:*

Tax _____ *Map* _____ *&* _____ *Lot* _____ *Number* _____ *of* _____ *Property:*

Size of Subject Property: _____ [] *Acres*
[] *Square Feet*

Current Zoning Classification of Subject Property:

Proposed Zoning Classification of Subject Property:

Current Use of Subject Property:

Proposed Use of Subject Property:

Is the Subject Property Being Considered for Annexation? *Yes*
] No

Supporting Information:

Please submit the following items with the Rezoning Application form:

- [] *A written request from the property owner stating the reasons for the rezoning.*
- [] *A Certified Check payable to the City of Glencoe in the amount of \$25.00.*
- [] *A reproducible plat or plan drawn to a scale sufficient to clearly show the following items:*
 1. *The actual shape, proportion, and dimensions of the lot(s) proposed to be rezoned.*
 2. *The legal description of the lot.*
 3. *The shape, size, and location of all buildings or other structures existing on the lot and a description of any planned construction, improvement, alteration, or movement of structures.*
 4. *The existing and intended use of all such buildings or structures.*

Certifications:

Applicant:

I hereby certify and attest that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer, Planning Commission, or City Council to determine the compliance of the proposed property construction or improvement activities with the City of Glencoe, Alabama Zoning Ordinance.

Date

Applicant's Signature

Property Owner:

I hereby certify and attest that I have reviewed this application, and that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer, Planning Commission, or City Council to determine the compliance of the proposed property construction or improvement activities with the City of Glencoe, Alabama Zoning Ordinance.

Date

Property Owner's Signature

----- **FOR CITY OF GLENCOE USE ONLY** -----

Enforcement Officer's Information:

Date

Filed:

Received

By:

Application Fee Received: \$ _____ [] *Cash* []
Check # _____

Date

Reviewed:

Enforcement

Officer's

Signature:

Planning Commission Action: [] *Recommend Approval*
[] *Recommend Denial*

Planning Commission Findings:

Planning *Commission* *Chairman's* *Signature:*

CITY OF GLENCOE, ALABAMA
PETITION FOR VARIANCE

Property owners in the City of Glencoe who desire relief from certain requirements of the zoning ordinance that create a specific hardship for the property owner must file a Petition for Variance. To file a petition, please complete the following form and return it with all necessary supporting documents to City Hall. Incomplete applications will not be processed. For additional information, please call the City of Glencoe Enforcement Officer at (256) 492-1425 during regular business hours.

Applicant Information:

Name _____ *of* _____ *Applicant:*

Mailing _____ *Address:*

Business Hours Telephone #: (_____)

Fax # (If available): (_____)

Property Information:

Owner(s) _____ *of* _____ *Record:*

Street Address _____ *of* _____ *Subject Property:*

Tax Map & Lot Number of Property:

Size of Subject Property: _____ [] Acres
[] *Square Feet*

Current Zoning Classification of Subject Property:

Nature of the Hardship:

Nature of Relief Requested by Petitioner:

Certifications:

Applicant:

I hereby certify and attest that, to the best of my knowledge and abilities, the information provided in this petition is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer or the Board of Adjustment to determine the need for a variance.

Date Applicant's Signature

Property Owner:

I hereby certify and attest that, to the best of my knowledge and abilities, the information provided in this petition is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer or the Board of Adjustment to determine the need for a variance.

Date Property Owner's Signature

----- FOR CITY OF GLENCOE USE ONLY -----

Enforcement Officer's Information:

Date _____ Filed:

Received _____ By:

Amount of Fee Received: \$ _____ [] Cash []
Check # _____

Date _____ Reviewed:

Decision: [] Petition Approved [] Petition Denied

Board of Adjustment Findings and Conclusions:

Specific

Relief

Granted:

Chairman's Signature: _____

Date: _____

CITY OF GLENCOE

ZONING VIOLATION COMPLAINT

Date of complaint: _____
received

Complaint
by:

—
Form of Complaint: _____ Citizen _____ Public
Official _____ Inspector

Name of Person Filing Complaint:
_____ Telephone: _____

Nature of Complaint:

Location: _____

Probable violation of Article _____ Section _____, of the
Glencoe Zoning Ordinance,

described as follows:

Referred for inspection to:

Date of inspection:

—

Inspection findings: _____

_____ Violation found _____ No violation
found _____
Other: _____

Initial action following discovery of violation:

Notice of Zoning Violation sent on:

Other _____

Follow-up

inspection

due

on

Notes:

CITY OF GLENCOE

NOTICE OF ZONING VIOLATION

Date of notice

Name of Property Owner
Mailing address
City, State, Zip

Dear (Name of property owner) :

On (Date of investigation) , I investigated and confirmed a violation of the Glencoe Zoning Ordinance on your property located at (Street address of subject property) . The nature of this violation is (Description of the violation) , which violates Article (Cite article number) , Section (Cite section and subparagraph number) of the Zoning Ordinance. I am writing to request that you take action to correct this violation on or before (Specify date by which the violation must be corrected) , in order to avoid the issuance of a formal citation and penalty. If you feel that this notice has been issued in error or you feel that an extension to the deadline is necessary, please arrange a meeting with me on or before (Date - five business days after the date of notice) . I will be happy to discuss this problem with you in greater detail.

Thank you for your help in addressing this problem. The City of Glencoe appreciates your cooperation.

Sincerely,

 (Signature of Enforcement Officer)
Enforcement Officer

CITY OF GLENCOE

NOTICE OF CITATION

Date of citation

Name of Property Owner
Mailing address
City, State, Zip

Dear (Name of property owner) :

On (Date upon which initial violation was confirmed) , I investigated and confirmed a violation of the Glencoe Zoning Ordinance on your property located at (Street address of subject property) . The nature of this violation is (Description of the violation) , which violates Article (Cite article number) , Section (Cite section and subparagraph number) of the Zoning Ordinance. Our records show that the Notice of Violation was sent to you on (Date that the notice was mailed) and received by you on (Date of receipt by property owner) explaining the nature of this violation and requesting that you correct the problem on or before (Deadline for correction of violation specified in the notice of zoning violation) .

On (Dated of re-inspection) , I performed a follow-up investigation to determine whether or not the violation had been corrected in accordance with the Notice of Zoning Violation. My inspection of the property revealed that the violation has not been corrected in accordance with the Zoning Ordinance. Therefore, the City of Glencoe is hereby issuing this Citation to you for failure to correct a violation of the Zoning Ordinance. To correct this violation, you must (Specify corrective measures including the amount of the fine that must be paid by the property owner) on or before (Ten days after the date of citation) . If this violation is not corrected in full by the aforementioned date, the City of Glencoe will be obligated to file a written complaint with the Municipal Court for relief. If such a complaint is filed, you will be required to appear before the Municipal Court, at a time and date to be determined by the Court, to answer the charge of violation as explained in this Citation. If you have any questions regarding this violation or the subsequent actions that the City will take, please do not hesitate to contact me at (Specify contact number and/or e-mail address) during the hours of (Specify business hours) .

We appreciate your efforts to resolve this violation as soon as possible. Thank you for your cooperation.

Sincerely,

(Signature of Enforcement Officer)
Enforcement Officer