

**ARTICLE 6
OFF-STREET PARKING AND LOADING**

601. REQUIRED NUMBER OF PARKING SPACES.

601.A. Overall Requirements.

1. Number of Spaces. Each use that is newly developed, enlarged, significantly changed in type or increased in number of establishments shall provide and maintain off-street parking spaces in accordance with Table 6.1 and the regulations of this Article.
2. Uses Not Listed. Uses not specifically listed in Table 6.1 shall comply with the requirements for the most similar use listed in Table 6.1, unless the applicant proves to the satisfaction of the Zoning Officer that an alternative standard should be used for that use.
3. Multiple Uses. Where a proposed lot contains or includes more than one type of use, the number of parking spaces required shall be the sum of the parking requirements for each separate use.
4. SALDO. The requirements for numbers of parking spaces in this Section shall supersede any requirements for amount of parking within the Subdivision and Land Development Ordinance.

TABLE 6.1 - OFF-STREET PARKING REQUIREMENTS

USE	NUMBER OF OFF-STREET PARKING SPACES REQUIRED	PLUS 1 OFF-STREET PARKING SPACE FOR EACH:
A. <u>RESIDENTIAL USES:</u>		
1. Dwelling Unit	2 per dwelling unit, except 1 per conversion apartment that only includes one bedroom or is an efficiency unit.	
2. Home Occupation, Moderate-Scale	See Section 404	
3. Home Occupation, Small-Scale	None additional required	Non-Resident Employee
4. Housing Permanently Restricted to Persons 55 Years and Older and/or the Physically Handicapped	1 per dwelling/ rental unit, except 0.5 per dwelling/ rental unit if evidence is presented that the non-physically handicapped persons will clearly primarily be over 70 years old	Non-Resident Employee
5. Boarding House	1 per rental unit or bed for adult, whichever is greater	Non-Resident Employee
6. Group Home	See Section 402	
7. Manufactured/Mobile Home Park	2 per dwelling unit	
C. <u>INSTITUTIONAL USES:</u>		
1. Place of Worship or Church	1 per 4 seats in room of largest capacity	Employee
2. Hospital	1 per 2 beds	1.2 Employees

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USE	NUMBER OF OFF-STREET PARKING SPACES REQUIRED	PLUS 1 OFF-STREET PARKING SPACE FOR EACH:
3. Nursing Home	1 per 6 beds	1.2 Employees
4. Personal Care Home	1 per 4 beds	1.2 Employees
5. Day Care Center	1 per 10 children, plus 2 spaces designed for safe and convenient drop-off and pick-up	1.2 Employees
6. School, Primary or Secondary	1 per 4 students aged 16 or older	Employee
7. Utility Facility	1 per vehicle routinely needed to service facility	
8. College, University or Trade School	1 per 1.5 students not living on campus who attend class at peak times (plus required spaces for on-campus housing)	Employee
9. Library, Community Center or Cultural Center or Museum	1 per 4 seats (or 1 per 250 sq. ft. of floor area accessible to patrons and/or users if seats are not typically provided)	Employee
10. Treatment Center	1 per 2 residents aged 16 years or older plus 1 per non-resident intended to be treated on-site at peak times	Non-Resident Employee
11. Swimming Pool, Non-Residential	1 per 40 sq. ft. of water surface, other than wading pools	Employee
C. <u>COMMERCIAL USES:</u>	All commercial uses, as applicable, shall provide additional parking or storage needed for maximum number of vehicles stored, displayed or based at the lot at any point in time. These additional spaces are not required to meet the stall size and parking aisle width requirements of this Ordinance.	
1. Auto Service Station or Repair Garage	5 per repair/ service bay and 1/4 per fuel nozzle with such spaces separated from accessways to pumps	Employee; plus any parking needed for a convenience store under "retail sales"
2. Auto, Boat, Recreational Vehicle or Manufactured Home Sales	1 per 15 vehicles, boats, Rvs or homes displayed 1 per 10 Recreational vehicles/Manufactured Home Sales	Employee
5. Bed and Breakfast Use	1 per rental unit plus the 2 per dwelling unit	Non-resident employee
6. Bowling Alley	2 per lane plus 2 per pool table	1.2 Employees
7. Car Wash	2 per washing lane or stall, which may be located in drying or vacuuming areas	1.2 Employees

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USE	NUMBER OF OFF-STREET PARKING SPACES REQUIRED	PLUS 1 OFF-STREET PARKING SPACE FOR EACH:
8. Financial Institution (includes bank)	1 per 200 sq. ft. of floor area accessible to customers, plus 3 convenient spaces for each automatic banking transaction machine	Employee
9. Funeral Home	1 per 5 seats in rooms intended to be in use at one time for visitors	Employee
10. Miniature Golf	2 per hole	1.2 Employees
11. Haircutting/ Hairstyling	2 per customer seat used for haircutting, hair styling, hair washing, manicuring or similar work	1.2 Employees
12. Hotel or Motel	1 per rental unit plus 1 per 4 seats in any meeting room (plus any required by any restaurant)	1.2 Employees
13. Laundromat	1 per 3 washing machines	On-site Employee
14. Offices or clinic, Medical/ Dental	5 per physician and 4 per dentist	1.2 Employees
15. Offices, other than above	1 per 300 sq. ft. of total floor area	
16. Personal Service Use, other than haircutting/ hairstyling	1 per 200 sq. ft. of floor area accessible to customers (min. of 2 per establishment)	Employee
17. Indoor Recreation (other than bowling alley), Membership Club or Exercise Club	1 per 4 persons of maximum capacity of all facilities	Employee
18. Outdoor Recreation (other than uses specifically listed in this table)	1 per 3 persons of capacity (50% may be on grass overflow areas with major driveways in gravel)	1.2 Employees
19. Restaurant	1 per 4 seats	1.2 Employees
20. Retail Sales (other than Types separately listed)	1 per 200 sq. ft. of floor area of rooms accessible to customers.	
21. Retail Sales of Only Furniture, Lumber, Carpeting, Bedding or Floor Covering	1 per 400 sq.ft. of floor area accessible to customers	
22. Tavern	1 per 30 sq. ft. of total floor area	1.2 Employees
23. Theater or Auditorium	1 per 4 seats, one-half of which may be met	1.2 Employees

USE	NUMBER OF OFF-STREET PARKING SPACES REQUIRED	PLUS 1 OFF-STREET PARKING SPACE FOR EACH:
	by convenient parking shared with other business uses on the same lot that are typically not routinely open beyond 9:30 p.m.	
24. Trade/Hobby School	1 per 2 students on-site during peak use	1.2 Employee
25. Veterinarian Office	5 per veterinarian	1.2 Employee
<u>E. INDUSTRIAL USES:</u> All industrial uses (including warehousing, distribution and manufacturing)	In addition to parking or storage needed for maximum number of vehicles stored, displayed or based at the lot at any point in time, which spaces are not required to meet the stall size and aisle width requirements of this Ordinance 1 per 1.2 employee, based upon the maximum number of employees on-site at peak period of times	1 visitor space for every 10 managers on the site
Self-Storage Development	1 per 20 storage units	1.2 Employee

601.B. Parking Reduction in CD District.

1. Purposes. To recognize the availability of on-street parking in the CD district, and the limited ability to provide parking to serve existing buildings, and the potential of customers walking to businesses in the CD District.
2. The numbers of required off-street parking spaces within the CD District shall be modified as follows:
 - a. Off-street parking shall not be required for lawful non-residential uses within the CD District within buildings that existed prior to the adoption of this Ordinance.
 - b. Off-street parking shall be required for any new residential units, any new building and any expansion of a building (beyond the waiver for minor additions permitted in Section 602.C.2).

602. **GENERAL REGULATIONS FOR OFF-STREET PARKING.**

602.A. General. Parking spaces and accessways shall be laid out to result in safe and orderly use, and to fully take into account all of the following: vehicular access onto and off the site, vehicular movement within the site, loading areas, pedestrian patterns and any drive-thru facilities. No parking area shall cause a safety hazard or impediment to traffic off the lot.

602.B. Existing Parking. Any parking spaces serving such pre-existing structures or uses at the time of adoption of this Ordinance shall not in the future be reduced in number below the number required by this Ordinance.

602.C. Change in Use or Expansion. A structure or use in existence at the effective date of this Ordinance that expands or changes in use of an existing principal building shall be required to provide all of the required parking for the entire size and type of the resulting use, except as follows:

1. If an existing lawful use includes less parking than would be required, then that deficit of parking shall be grandfathered for new uses. For example, if an existing store included 3 parking spaces and was required to provide 7 spaces, there is a deficit of 4 spaces. Therefore, if that store is converted to an office that would need 10 spaces, the office would need to provide a total of 6 spaces (10 minus the pre-existing deficit of 4).
2. If a use expands by an aggregate total maximum of 10 percent in the applicable measurement (such as building floor area) beyond what existed at the time of adoption of this Ordinance, then no additional parking is required.
3. See exemption for parking in the DC district in Section 601.B.

602.D. Continuing Obligation of Parking and Loading Spaces. All required numbers of parking spaces and off-street loading spaces shall be available as long as the use or building which the spaces serve still exist, and such spaces shall not be reduced in number below the minimum required by this ordinance. No required parking area or off-street loading spaces shall be used for any other use (such as storage or display of materials) that interferes with the area's availability for parking.

602.E. Location of Parking. Required off-street parking spaces shall be on the same lot or abutting lot with the principal use served, unless the applicant proves to the satisfaction of the Zoning Officer/Zoning Hearing Board that a method of providing the spaces is guaranteed to be available during all of the years the use is in operation within 400 feet of the entrance of the principal use being served. The Zoning Officer/Zoning Hearing Board may require that the use be approved for period of time consistent with the lease of the parking, and that a renewal of the permit shall only be approved if the parking lease is renewed.

603. **DESIGN STANDARDS FOR OFF-STREET PARKING.**

603.A. General Requirements.

1. No parking area shall be designed to require or encourage parked vehicles to back into a public street in order to leave a parking space, except for a single family or two-family dwelling with its access onto a local street or parking court. Parking spaces may back onto an alley.
2. Every required parking space shall be designed so that each motor vehicle may proceed to and from the parking space provided for it without requiring the moving of any other vehicle, except for spaces serving a single family, twin or townhouse dwelling.
3. Parking areas shall not be within a required buffer yard or street right-of-way.
4. Except for parking spaces immediately in front of individual dwellings, all areas for off-street parking, off-street loading and unloading and the storage or movement of motor vehicles shall be physically separated from the street by a continuous grass or landscaped planting strip, except for necessary and approved vehicle entrances and exits to the lot.
5. Each lot shall provide adequate area upon the lot to prevent back-up of vehicles on a public street while awaiting entry to the lot, or while waiting for service at a drive-thru facility.

603.B. Size and Marking of Parking Spaces.

1. Each parking space shall be a rectangle with a minimum width of 9 feet and a minimum length of 18 feet.
2. All spaces wherever practical shall be marked to indicate their location, except those of a one or two family dwelling.

603.C. Aisles.

1. Each aisle providing for one-way traffic to access parking stalls shall have the following minimum width:

----- Angle of Parking -----	----- Minimum Aisle Width -----
Parallel or 30 degrees	12 feet
45 degrees	14 feet
60 degrees	18 feet
90 degrees	20 feet
-----	-----

Minimum
Aisle Width

2. Each aisle providing access to stalls for two-way traffic shall be a minimum of 24 feet in width. A width of 20 feet may be allowed for parking areas with spaces that are parallel or involve an angle of parking of 45 degrees or less.

603.D. Access Drives and Driveways.

1. Width of Driveway/Accessway at Entrance onto a Public Street, at the edge of the cartway*

	1-Way Use	2-Way Use
----- Minimum	12 feet *	25 feet *
Maximum	20 feet *	30 feet *
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* Unless a different standard is required by PennDOT for an entrance to a State road, or the applicant proves to the satisfaction of the Zoning Officer that a wider width is needed for tractor-trailer trucks.

2. Adequate provisions shall be made to maintain uninterrupted parallel drainage along a public street at the point of driveway entry. The Borough may require an applicant to install an appropriate type and size of pipe at a driveway crossing.

603.E. Paving, Grading and Drainage.

1. Parking and loading facilities and including driveways shall be graded and adequately drained to prevent erosion or water flow across streets or adjoining properties.
2. Except for landscaped areas, all portions of required parking, loading facilities and driveways shall be surfaced with asphalt or concrete or paving block.
 - (a) However, private parking areas may use a 2A modified gravel surface.

603.F. Lighting of Parking Areas. See "Light and Glare Control" in Section 507.

603.G. Handicapped Parking.

1. Any lot including 4 or more off-street parking spaces shall include a minimum of one handicapped space. The following number of handicapped spaces shall be provided, unless a revised regulation is officially established under the Federal Americans With Disabilities Act:

TOTAL NO. OF REQUIRED PARKING SPACES ON THE LOT	REQUIRED MINIMUM NO./ PERCENT OF HANDICAPPED PARKING SPACES
4 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of required number of spaces
1,001 or more	20 plus 1% of required number of spaces over 1,000

2. Handicapped parking spaces shall be located where they would result in the shortest reasonable accessible distance to a handicapped accessible building entrance. Curb cuts shall be provided as needed to provide access from the handicapped spaces.
3. Each required handicapped parking space shall be 8 by 18 feet. In addition, each space shall be adjacent to a 5 feet wide access aisle. Such access aisle may be shared by two handicapped spaces by being placed between them. However, 1 out of every 8 required handicapped parking spaces shall have an adjacent access aisle of 8 feet width instead of 5 feet.
4. Handicapped parking spaces shall be located in areas of less than 6 percent slope in any direction.
5. All required handicapped spaces shall be well-marked by clearly visible signs or pavement markings. Blue paint is recommended.
6. Handicapped parking spaces and adjacent areas needed to access them with a wheelchair shall be covered with a smooth surface that is usable with a wheelchair.

604. OFF-STREET LOADING.

- 604.A. Each use shall provide off-street loading facilities, which meet the requirements of this Section, sufficient to accommodate the maximum demand generated by the use and the maximum size vehicle, in a manner that will not routinely obstruct traffic on a public street.

- 604.B. At the time of review under this Ordinance and/or under the Subdivision and Land Development Ordinance, the applicant shall provide evidence to the Zoning Officer on whether the use will have sufficient numbers and sizes of loading facilities. The Planning Commission and/or Borough Council may provide advice to the Zoning Officer on this matter as part of any plan review by such boards. For the purposes of this Section, the words "loading" and "unloading" are used interchangeably.
- 604.C. Each space and the needed maneuvering room shall not intrude into approved buffer areas and landscaped areas.
605. **FIRE LANES.** Fire lanes shall be provided where required by State or Federal regulations or other local ordinances. The specific locations of these lanes are subject to review by borough Fire Officials.

**ARTICLE 7
SIGNS**

701. **APPLICABILITY.**

701.A. **Purposes.** This Article is intended to: promote and maintain a good overall community aesthetic quality; establish reasonable time, place and manner of regulations for the exercise of free speech, without regulating content; promote traffic safety by avoiding distractions and sight distance obstructions; and protect property values and ensure compatibility with the character of neighboring uses.

701.B. **Permit Required.** A zoning permit shall be required for all signs except for: a) signs meeting the requirements of Section 703 and b) non-illuminated window signs constructed of paper, cardboard or similar materials and that are not of a permanent nature. Only types, sizes and heights of signs that are specifically permitted by this Ordinance within the applicable District shall be allowed.

701.C. **Changes in Signs.** Any lawfully existing sign (including nonconforming signs) may be painted or repaired or changed in logo or message without a new permit under this Ordinance provided that the changes do not increase the sign area or otherwise result in noncompliance or an increased non-conformity with this Ordinance.

702. **NONCONFORMING SIGNS.**

702.A. Signs legally existing at the time of enactment of this Ordinance and which do not conform to the requirements of the Ordinance shall be considered nonconforming signs.

702.B. An existing non-conforming sign may only be replaced with a conforming sign, except a lawful non-conforming sign serving a lawful non-conforming principal use on the same lot may be replaced with a new sign advertising the nonconforming use if the new sign is not more nonconforming in any manner than the previous sign.

703. **MISCELLANEOUS SIGNS NOT REQUIRING PERMITS.** The following signs shall be permitted by right within all zoning districts within the following regulations, and shall not be required to have a permit under this Article.

TYPE AND DEFINITION OF SIGNS NOT REQUIRING PERMITS	MAX. NO. OF SIGNS PER LOT	MAX. SIGN AREA PER SIGN * ON RESIDENTIAL LOTS OF LESS THAN 2 ACRES	MAX. SIGN AREA PER SIGN * ON LOTS OTHER THAN RESIDENTIAL LOTS OF LESS THAN 2 ACRES	OTHER REQUIREMENTS
<u>Christmas Tree Sign</u> - Advertises the seasonal sale of Christmas trees.	2	8	20	Shall only be posted during seasons when such products are actively offered for sale.

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<u>Charitable Event Sign</u> - Advertises a special event held a maximum of 9 days in any calendar year that primarily is held to benefit a U.S. Internal Revenue Service certified tax-exempt nonprofit organization.	2	4	20 for each of 2, or 40 if only a single sign is used	Shall be placed a max. of 30 days prior to event and removed a max. of 7 days after event.
<u>Contractor's Sign</u> - Advertises a building tradesperson, engineer or architect who is actively conducting significant work on a particular lot that is not such person's place of business.	2	8	20	Shall only be permitted while such work is actively and clearly underway and a max. of 10 days afterward. Such signs shall not be placed on the lot for more than 1 year, unless a 1 year extension is granted by the Zoning Officer. Shall not be illuminated.
<u>Directional Sign</u> - provides information indicating traffic direction, entry or exit, loading or service area, directions to apartment numbers or parking courts in a development, fire lanes, parking or closely similar information regarding the same lot as the sign is on, and that does not include advertising.	No max.	3, other than signs painted on pavement	3, other than signs painted on pavement	Directional signs within a residential development shall not be illuminated.
<u>Flag</u> - a banner or pennant made of fabric or materials with a similar appearance that is hung in such a way to flow in the wind and that includes some type of commercial message.	2	50	50	Governmental flags and flags without a commercial message are not regulated by this Ordinance.
<u>Garage Sale Sign</u> - advertises an occasional garage sale/porch sale or auction.	2 per event	2 per sign	2 per sign	Shall be placed a max. of 48 hrs. before permitted garage sale or auction begins, and be removed max. of 24 hrs. after event ends.
<u>Home Occupation Sign</u> - advertises a permitted home occupation.	1	1	1	Shall not be illuminated. See Section 404.B.
<u>Identification Sign</u> - only identifies the name and/or occupation of the resident and/or the name, street address and/or use of a lot, but that does not include advertising.	1	1, except 2 for a principal non-residential use	6	Maximum height of 8 feet.

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<u>Open House Sign</u> - advertises the temporary and periodic open house of a property for sale or rent.	2 per event	4	4	Shall be placed max. of 5 days before open house begins, and be removed max. of 24 hrs. after open house ends. Such sign shall not be posted more than 5 consecutive days.
<u>Political Sign</u> - advertises a person or party seeking political office or a political cause or opinion on a referendum or matter of political concern and which relates to a scheduled election or matter of upcoming vote by a governmental body.	No maximum	15 per sign	40 per sign	Shall be placed a max. of 30 days prior to election, vote or referendum and removed a max. of 7 days after such election , vote or referendum. Persons posting political signs shall maintain a written list of locations of such signs, unless posting signs on their own property. Political signs shall not be placed on private property without the prior consent of the owner. If a political sign does not meet these requirements, then it shall be regulated as an "off-premises sign" (see Section 712).
<u>Public Services Sign</u> - advertises the availability of restrooms, telephone or other similar public convenience.	No max.	2	2	
<u>Real Estate Sign</u> - advertises the availability of property on which the sign is located for sale, rent or lease.	1 per street the lot abuts	6	32	Shall only be placed on the property while it is actively for sale, lease or rent, and shall be removed a max. of 7 days after settlement or start of lease.
<u>Service Organization/ Place of Worship Sign</u> - an off-premises sign stating name of a recognized incorporated service organization or place of worship and that states the place and times of meetings or services and/or an arrow directing persons to such location.	2	2	2	Maximum of 2 such signs per such organization or place of worship.
<u>Time and Temperature Sign</u> - with a sole purpose to announce the current time and temperature and any non-profit public service messages.	1	Not permitted	40	

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<u>Trespassing Sign</u> - indicating that a road is private, that trespassing is prohibited on a lot, or controlling certain activities such as hunting and fishing on the lot.	No max.	2	4	

* Maximum sign areas are for each of 2 sides of each permitted sign, measured in square feet.

In addition, the following types of signs are not regulated by this Ordinance:

- 703.A. Historic Sign. Memorializes an important historic place, event or person and that is specifically authorized by the Borough or a County, State or Federal agency.
- 703.B. Holiday Decorations. Commemorates a holiday recognized by the Borough, County, State or Federal Government, and which do not include advertising.
- 703.C. Not Readable Sign. Not readable from any public street or any exterior lot line.
- 703.D. Official Sign. Erected by the State, County, Borough or other legally constituted governmental body, or specifically authorized by Borough ordinance or resolution, and which exists for public purposes.
- 703.E. Required Sign. Only includes information required to be posted outdoors by a government agency or the Borough.
- 703.F. Right-of-Way Sign. Posted within the existing right-of-way of a public street and officially authorized by the Borough or PennDOT.

704. FREESTANDING, WALL AND WINDOW SIGNS.

704.A. The following are the signs permitted on a lot within the specified districts and within the following regulations, in addition to "Exempt Signs" and "Temporary Signs" permitted in all districts by other provisions of this Article. See definitions of the types of signs in Section 202.

ZONING DISTRICT OR TYPE OF USE	MAXIMUM HEIGHT OF FREESTANDING SIGNS	MAXIMUM AREA OF WALL SIGNS	MAXIMUM AREA OF WINDOW SIGNS	MAXIMUM AREA AND NUMBER OF FREESTANDING SIGNS
R-1, R-2 and R-3 Districts for permitted principal non-residential uses. For home occupation signs, see Section 404. No new signs in the R-1 and R-2 district shall be internally illuminated.	8 feet	20 square feet on each side of a building.	May be used in place of a wall sign with the same restrictions	1 sign on each street the lot abuts, each with a maximum sign area of 20 sq.ft.
CD District	15 feet	10% of the vertical area of the building side on which the signs are attached. *	Temporary non-illuminated signs are not regulated. Other window signs are regulated under wall signs.	1 sign per street that the lot abuts, each with a maximum area of 30 sq.ft.
CF, I and I/C Districts; and permitted principal non-residential uses in the PD District	25 feet	15% of the vertical area of the building side on which the signs are attached.	Temporary non-illuminated signs are not regulated. Other window signs are regulated under wall signs.	1 sign per street that the lot abuts, each with a maximum area of 50 sq.ft.**

* In the CD district, a portion of the permitted wall sign area may be used for a projecting sign, provided such sign has a minimum clearance over the sidewalk of 8 feet, is constructed of a durable material, has a maximum sign area on each of 2 sides of 20 square feet, and is securely attached to the building. (Amended 8/31/00, Ordinance 582).

** The maximum freestanding sign area may be increased to 100 square feet along one street if a lot includes 5 or more principal uses or more than 300 feet of lot frontage on that street. In such case, the 100 square feet sign area placed on one sign or two signs that total 100 square feet per side.

704.B. Maximum Height of Wall Signs. The maximum height of wall signs shall be equal to the top of the roof along the wall to which they are attached.

704.C. Portable Signs (Including "Signs on Mobile Stands") and Other Temporary Signs.

1. Purpose. These standards recognize portable signs as a particular type of sign that has the characteristics of a temporary sign but that has been inappropriately used as a permanent sign. This Section is based on the policy that if a use desires to regularly display a sign for regularly changing messages, that it erect a permanent sign within all of the requirements of this Ordinance.
2. Definition of a "Portable Sign"- A freestanding sign that is attached to a chassis or legs that allows it to be towed or carried from one location to another and that is not permanently attached to the ground.
3. Portable signs are prohibited in all districts, except one sign with a maximum sign area of 40 square feet may be permitted once for a maximum of 20 days in any one year.

705. **ABANDONED OR OUTDATED SIGNS.** Signs advertising a use no longer in existence (other than a sign relating to a building that is clearly temporarily vacant and being offered to new tenants or for purchase) shall be removed within 180 days of the cessation of such use.

706. **LOCATION OF SIGNS.** The following shall regulate the location of signs:

706.A. Setbacks. A sign, except Official Signs, Nameplate Signs, Public Service Signs and Directional Signs, shall:

1. not project over any existing street right-of-way, except for permitted "projecting signs" within the CD district or a sign serving a public purpose that is approved by the Borough (such as a banner over a street advertising a charitable event);
2. for a freestanding sign for a commercial or industrial business, shall not be located within 10 feet of an abutting lot line of a lot that only includes one dwelling unit.

706.B. Sight Distance. No sign shall be so located that it interferes with the sight distance requirements of Section 803.

706.C. Off-Premises. No signs except permitted Off-Premise, Official, Political or Public Service Signs shall be erected on a property to which it does not relate. See Section 712.

706.D. Permission of Owner. No sign shall be posted on any property or sign pole or public utility pole, unless permission has been received from the pole or property owner.

706.E. Utility Poles. No sign shall be attached to a utility pole using metal fasteners, except by a utility or government agency.

707. **ILLUMINATION OF SIGNS.** See "Light and Glare Control" in Article 5.

708. **VEHICLES FUNCTIONING AS SIGNS.** Any vehicle, trailer or structure to which a sign is affixed in such a manner that the carrying of such sign or signs no longer is incidental to the primary purpose of the vehicle or structure but becomes a primary purpose in itself shall be considered a freestanding sign and as such shall be subject to requirements for freestanding signs in the district in which such vehicle or structure is located.

709. **PROHIBITED SIGNS.** The following signs are prohibited in all zoning districts:

709.A. Any moving object used to attract attention to a commercial use. Flags and banners except as is permitted by Section 703 and except for flags or banners meeting the requirements for a particular type of sign.

709.B. Flashing, blinking, twinkling, animated or moving signs of any type. Time and temperature signs may flash. In addition, flashing lights visible from a street shall not be used to attract attention to a business. This restriction specifically includes window signs, but does not prohibit Christmas lighting or displays, within Section 703.

709.C. Signs which emit smoke, visible vapors or particles, sound or odor.

709.D. Signs which contain information that states or implies that a lot may be used for any purpose not permitted under the applicable provisions of this Ordinance.

709.E. Signs that are of such character, form, shape or color that they imitate or resemble any official traffic sign, signal or device or that have any characteristics which are likely to confuse or distract the operator of a motor vehicle on a public street (such as prominent use of the words "Danger").

709.F. Signs or displays visible from a lot line that include words or images that are obscene or pornographic.

709.G. Balloons of greater than 25 cubic feet that are tethered to the ground or a structure for more than 2 days and that are primarily intended for advertising purposes.

709.H. Floodlights and outdoor lasers for advertising purposes.

710. **CONSTRUCTION OF SIGNS.** Every permanent sign permitted in this section shall be constructed of durable materials and shall be kept in good condition and repair. The Zoning Officer shall by written notice require a property owner or lessee to repair or remove a dilapidated or unsafe sign within a specified period of time. If such order is not complied with, the Borough may repair or remove such sign at the expense of such owner or lessee.

711. **MEASUREMENT OF SIGNS.**

711.A. **Measurement of Sign Area.**

1. Sign area shall include all lettering, wording and accompanying designs and symbols, together with related background areas on which they are displayed. One "freestanding sign" may include several signs that are all attached to one structure, with the total "sign area" being the area of a common geometric form that could encompass all signs.
2. The sign area shall not include any structurally supporting framework, bracing, or clearly defined wooden framing if such area does not include any display, lettering or sign and if such area is clearly incidental to the sign area itself.
3. Where the sign consists of individual letters or symbols attached to or painted directly on a building or window, other than an illuminated background that is a part of the sign, the sign area shall be the smallest rectangle that includes all of the letters and symbols.
4. The maximum sign area of sign shall be for each of two sides of a sign, provided that only one side of a sign is readable from any location.
5. Unless otherwise specified, all square footages in regards to signs are maximum sizes.

712. **OFF-PREMISE SIGNS (Including Billboards).**

- 712.A. **Purposes.** Off-premise signs are controlled by this Ordinance for the following purposes, to: ensure that a physical environment is maintained that is attractive to desirable types of development, especially light industrial and office parks; prevent visual pollution in the Borough and protect property values, especially in consideration of the fact that most commercial areas of the Borough are within close proximity to existing residences; prevent glare on adjacent property and streets; avoid the creation of additional visual distractions to motorists, especially along busy arterial streets that involve complex turning movements and numerous traffic hazards; recognize the numerous alternative forms of free speech available in the Borough, including existing nonconforming off-premise signs, on-premise signs and temporary signs and printed and electronic media; carry out the purposes listed in Section 701.
- 712.B. **Nonconforming Off-Premise Signs.** This section is not intended to require the removal of an existing lawfully-placed off-premise sign that is in structurally sound condition.
- 712.C. **PennDOT and Borough Sign.** Signs erected and maintained by PennDOT are permitted by right in all Districts. Also, a banner or other sign approved by the Borough within or over a public right-of-way for a public or charitable purpose shall be permitted.
- 712.D. **Permitted Off-Premise Signs.** An off-premise sign is only permitted if it meets the following requirements:
1. **District.** An off-premise sign is only permitted in the I District.
 2. **Location.** An off-premise sign is only permitted if the sign is within 300 feet of the existing right-of-way of an arterial street and if all portions of the sign are a minimum of 40 feet from all of the following: any lot line or any existing street right-of-way.
 3. **Maximum Sign Area.** 150 square feet.
 4. **Spacing.** Any off-premise sign shall be separated by a minimum of 1,000 feet from any other off-premise sign, including signs on either side of a street and including existing signs in other municipalities. No lot shall include more than 1 off-premise sign.
 5. **Maximum Height.** 40 feet above the elevation of the adjacent street, measured at the street centerline.
 6. **Attached.** No off-premise sign or sign face shall be attached in any way to any other off-premise sign, except that a sign may have two sign faces of 150 square feet each if they are placed approximately back-to-back.
 7. **Lighting and Glare.** See standards in Article 5.
 8. **Residences.** No off-premise sign greater than 10 square feet in sign area shall be located within 500 feet of an existing dwelling.
 9. Nothing in this section shall preclude any advertising signs in the CD or CF zoning districts from advertising for off-premise activities. (*Section 9 added 2/24/11 – Ordinance 681*)

ARTICLE 8
GENERAL REGULATIONS

801. SUBDIVISION AND LAND DEVELOPMENT ORDINANCE APPROVAL.

801.A. Land Development Approval for Certain Uses. In addition to zoning approval, the following uses are classified as a "land development", requiring approval under the applicable provisions of the Borough Subdivision and Land Development Ordinance (SALDO).

1. A group of two or more residential or nonresidential principal buildings, whether proposed initially or cumulatively.
2. A single nonresidential principal building on a lot or lots regardless of the number of occupants or tenure.
3. The division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.
4. A subdivision of land.
5. The conversion of an existing single-family detached dwelling or twin dwelling unit into a total of 4 or more dwelling units.

The development of any accessory building, including farm buildings, on a lot or lots which are subordinate to an existing principal building shall not be classified as a "Land Development".

801.B. Subdivision Approval Required for Certain Uses. In addition to zoning approval, the following uses are classified as a "subdivision", requiring approval under the applicable provisions of the Borough Subdivision and Land Development Ordinance:

1. The division or redivision of a lot, tract or parcel by any means into two or more lots, tracts, parcels, or;
2. Other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development.

The subdivision by lease of land for agricultural purposes into parcels of more than ten acres, not involving any new street or easement of access or any residential dwelling, shall be exempted from the definition of "subdivision."

802. STREET FRONTAGE, BUILDINGS PER LOT AND SIZE OF DWELLINGS.

802.A. Street Frontage Required. Every principal building shall be built upon a lot with frontage upon a public or private street improved to meet Borough standards or for which such improvements have been insured by the posting of a performance guarantee pursuant to the Subdivision and Land Development Ordinance, excepting however, those principal buildings specifically approved by Borough Council.

802.B. Two or More Buildings on a Lot. Two or more principal buildings on a lot are permitted within the CD or CF Districts.

1. They shall be separated by at least twice the required side yard in such District, and
2. Conform to the standards and improvements required for a land development by the Subdivision and Land Development Ordinance.

802.C. Minimum Size of Dwellings. Each dwelling unit shall include a minimum of 500 sq.ft. of enclosed habitable, indoor, heated floor area, not including areas that are shared among dwellings.

803. **HEIGHT EXCEPTIONS.** The maximum structure height specified for each district shall not apply to: communications towers, standard antenna, water towers, clock or bell towers, steeples of places of worship, electrical transmission lines, elevator shafts, skylights, windmills, chimneys or other appurtenances usually required to be and customarily placed above the roof level and not intended for human occupancy.

804. **SPECIAL LOT AND YARD REQUIREMENTS, SIGHT TRIANGLE AND BUFFER YARDS.** The lot or yard requirements for any new building or use shall not include any part of a lot that is required by any other building or use to comply with the requirements of this Ordinance.

804.A. Exceptions to Minimum Lot Areas, Lot Widths and Yards.

1. Nonconforming Lots. See Section 808.
2. Irregularly Shaped Lots. In the case of irregularly shaped lots, the minimum lot width specified in the district shall be measured at the rear line of the minimum required front yard, provided that in no case shall the lot frontage measured at the street right-of-way line be less than 70 percent of the minimum lot width except in the following situations: on cul-de-sacs or courts or street centerline curves of less than 300 feet radius where the lot frontage measured at the street right-of-way line shall not be less than 40 percent of the minimum lot width. *However, in no case shall the setback from a public street be less than ten (10') feet* (added 2/09-Ord.660).

3. Through Lots. Front yards shall be provided along all portions of a through lot abutting any street, except where a provision of a different yard will comply with the prevailing front yard pattern on adjoining lots.
4. Corner Lots. Front yards shall be provided along all portions of a corner lot abutting any street, except where the provision of a different yard will comply with the prevailing yard pattern on adjoining lots.
5. Steps, Porches, Basement Doors and Ramps. Steps providing access to a building, ground level unroofed porches, basement "Bilko"-type doors, and ramps necessary for wheelchair access are not required to meet the minimum setback requirements of this Ordinance.

6. Wood Decks. See note after the table in Section 307.A.

804.B. Traffic Visibility Across Corners.

1. For a subdivision or land development, see the applicable clear sight triangle provisions of the Borough Subdivision and Land Development Ordinance. (Note - As of the adoption date of this Ordinance, such provisions were in Section 502.10 and included the measurements described in subsection "2." below.)
2. If an application is not a subdivision or land development, then under this Zoning Ordinance a clear sight triangle shall be required meeting the following requirements:
 - a. Clear sight triangles shall be established and shown on site plans at each intersection of two or more streets. The two shorter legs of the triangle shall be measured 30 feet along the street lot lines from their point of juncture. The ends of the two shorter legs shall be connected by a longer leg.
 - b. Within this triangle, no building shall be permitted and no structure over 2 feet in height shall be permitted that would obstruct views of traffic, except for sign posts and tree trunks. Such restriction shall be binding upon current and future owners of the property.

804.C. Buffer Yards. Any nonresidential use which borders any Residential District shall provide buffer yards which comply with the following standards:

1. Size, Location.
 - a. A 5 feet wide buffer yard shall be required, unless otherwise indicated in this Ordinance.
 - b. The buffer yard shall be measured from the district boundary line or from the street right-of-way line (where a street serves as the district boundary line). Buffer yards shall not be within an existing or future street right-of-way and shall be in addition to that right-of-way.
 - c. The buffer yard may be part of a required front, side or rear yard, provided the larger yard requirement shall apply in case of conflict.
2. Characteristics.
 - a. The buffer yard shall be a landscaped area free of structures, dumpsters, manufacturing or processing activity, materials or vehicular parking. No driveways or streets shall be permitted in the buffer yards except at points of ingress or egress.
 - b. In all buffer yards, all areas not within the planting screen shall be planted with grass seed, sod or ground cover, and shall be maintained and kept clean of all debris, rubbish, grass more than 12 inches in height, or weeds.
3. Planting Screen.
 - a. Each buffer yard shall include a planting screen of trees, shrubs and/or other plant materials extending the full length of the lot line to serve as a barrier to visibility, airborne particles, glare or noise.
 - b. Any fence in a buffer yard shall be placed on the inside of any required plant screen.
 - c. Each planting screen shall meet the following requirements:
 - 1) Plant materials needed to form the visual screen shall have a minimum height when planted of 4 feet. In addition, an average of 1 shade or ornamental deciduous tree shall be placed for each 50 feet of length of the buffer yard. Such trees may be clustered or spaced unevenly.

- 2) Plants needed to form the visual screen shall be of such species, spacing and size as can reasonably be expected to produce within 4 years an 80 percent year-round visual screen at least 6 feet in height.
 - 3) The plant screen shall be permanently maintained by present and future landowners. Any plants needed to form the visual screen that die or are removed shall be replaced within 180 days.
 - 4) The plant screen shall be placed so that at maturity the plants will be at least 5 feet from any cartway and will not grow over an exterior lot line.
 - 5) The plant visual screen shall be interrupted only at: a) approved points of approximately perpendicular vehicle or pedestrian ingress and egress to the lot, b) locations necessary to comply with sight distance requirements, and c) locations needed to meet other specific State and Borough requirements.
- d. In circumstances where it is impractical for a Planting Screen to meet all the requirements of this Section or would create an undue hardship, the Zoning Hearing Board may modify the requirements or approve acceptable alternatives which shall satisfy the spirit, objectives and intent of the screen requirements.
4. Plans.
- a. Prior to the issuance of any Zoning Permit, the applicant shall submit plans showing:
 - 1) the location and arrangement of each buffer yard,
 - 2) the placement, species and size of all plant materials, and
 - 3) the placement, size, materials and type of all fences to be placed in such buffer yard.
 - b. Such plans shall be reviewed by the Zoning Officer to ascertain that the plans are in conformance with the terms of this Ordinance.

805. **ESTABLISHMENT OF FUTURE RIGHT-OF-WAY WIDTHS FOR STREETS.**

805.A. Purpose. Minimum future right-of-way widths are established for streets where the existing right-of-way is less than that indicated in Section 805.B. for the particular class of road.

805.B. Measurement.

1. The right-of-way shall be measured the following distances from the centerline of the existing street. However, no future right-of-way width shall apply in the CD District.

<u>Type of Street</u>	<u>Distance from Centerline</u>
Arterial Street	40 feet
Collector Street	30 feet
Local Street	25 feet

2. All front yards and other appropriate yards shall be measured from the right-of-way line.
3. The specific classification of each road is shown on an Official Street Map.
4. The Zoning Officer may permit the future right-of-way width to be reduced where the applicant proves that the additional width would not have any valid present or future purpose.

806. **LANDSCAPING.**

806.A. Any part of a commercial, industrial, institutional or apartment lot which is not used for structures, loading areas, parking spaces and aisles, sidewalks and designated storage areas shall be provided with an all-season, well-maintained vegetative groundcover, and shall be landscaped with trees and shrubs.

1. However, within the I/C district, groundcover and landscaping is only required surrounding any new or expanded building, as opposed to all open areas of the entire lot.

806.B. See the buffer yard provisions in Section 803.

807. **FRONTAGE DEVELOPMENT ALONG ARTERIAL STREETS.** In order to encourage the sound development of frontage along arterial streets (as defined on the Official Street Map) and to minimize traffic congestion and hazard, the following provisions shall apply plus any applicable PennDOT requirements.

807.A. Off-Street Parking and Loading. All areas for off-street parking, off-street loading and unloading, and the storage or movement of motor vehicles shall be physically separated from the street by a raised curb, planting strip, wall or other suitable barrier against unchannelled motor vehicle entrance or exit, except for necessary accessways or access roads which supply entrance to and egress from such parking, loading or storage area. All parking areas or lots shall be designed to prohibit vehicles from backing out on the street, and the capacity of each lot shall provide adequate storage area and distribution facilities upon the lot to prevent backup of vehicles on a public street while awaiting entry to the lot.

807.B. Access. Each use with less than 100 feet of frontage on an arterial street shall have not more than one accessway to each such street, and no business or other use with 100 feet or more of frontage on an arterial street shall have more than two accessways to any one street for each 300 feet of frontage. Where practical, access to parking areas shall be provided by a common service driveway in order to avoid direct access to an arterial or collector street.

807.C. Planned Developments. In the case of a shopping center, office complex, group of apartment dwellings or similar grouping of principal buildings on a lot, and in any other case where practical:

1. Each principal building shall front upon a marginal access street, service road, common parking lot or similar area and not directly upon a public street carrying through-traffic.
2. Each point of vehicular access to and from a public street shall be located at least 150 feet from the intersection of any public street right-of-way lines. A point of vehicular access which converts a "T" intersection into an intersection of two streets which cross one another shall be permitted.
3. Provision shall be made for safe and efficient ingress and egress to and from public streets and highways serving the unified development, without undue congestion to, or interference with normal traffic flow within the Borough.
4. All streets and accessways shall conform to the specifications determined by the Borough Engineer and the requirements of the Borough Subdivision and Land Development Ordinance. Provision shall be made for adequate signalization, turn, standby and deceleration lanes, and similar facilities where deemed necessary by the Borough Engineer.
5. All driveways, aisles, maneuvering spaces, vehicular service areas or spaces between or about buildings, other than those related to a dwelling shall be adequately illuminated during night hours of use at no cost to the Borough.

807.D. Reverse Frontage Encouraged. Direct vehicular access from individual lots abutting arterial or collector streets shall be strongly discouraged. Reverse frontage shall be encouraged.

808. **NONCONFORMITIES.**

808.A. Purposes. Within the zoning districts established by this Ordinance, as amended, there exists and will exist certain nonconformities which, if lawful before these Ordinances were passed or amended, may be continued subject to certain regulations. Ordinarily these nonconforming conditions would be prohibited, regulated or restricted by these ordinances and amendments.

1. In order to avoid hardship, this Ordinance will not require a change in plans, construction or designated use of any building or structure where actual construction has lawfully begun prior to the effective date of adoption or amendment of this Ordinance. The actual building construction must have and must continue in a diligent manner.

808.B. Registration of Nonconforming Uses and Structures. See Section 104.F.

808.C. Continuation. Any lawful nonconforming use, structure or lot may be continued, maintained, improved and repaired, provided it conforms to the remainder of this section.

808.D. Changes in Construction and Size.

1. Nonconforming Structure.

- a. A nonconforming structure may be altered, reconstructed or enlarged provided that such alteration, reconstruction or enlargement does not increase the nonconformance or the nonconforming part of the structure.
- b. In the case of a nonconforming structure which is used by a nonconforming use, such alteration, extension or enlargement shall also meet the requirements of Section 808.D.3.

2. Nonconforming Lots.

- a. Single Family Dwellings. In any zoning district where single family dwellings are permitted, a single family dwelling may be constructed on any nonconforming single lot of record at the date of adoption or amendment of this Ordinance subject only to the following requirements: (amended 10/31/02, Ordinance 602)
 - 1) Lots for single homes in an R-1 district must comply with 80% of this Ordinance's requirements for lot area, lot width, rear yard dimension, side yard dimensions, front yard dimensions and maximum building coverage.
 - 2) Lots for single homes in R-2 and R-3 districts must comply with 60% of this Ordinance's requirements for lot area, lot width, rear yard dimensions, side yard dimensions, front yard dimensions and maximum building coverage.
- b. Buildings in Districts other than R-1, R-2 and R-3. Buildings may be placed on any single legal nonconforming lot subject to the following requirements:
 - 1) The building may not exceed two stories.
 - 2) The building must house a permitted use.
 - 3) Parking and loading areas must conform to this Ordinance.
 - 4) The front, side and rear yards must conform to the general nature of the neighborhood.
 - 5) A side yard clearance of at least ten feet must be maintained where the lot abuts a residential district.
- c. Paragraphs a and b above only apply to nonconforming lots whose owner does not own adjacent property. When adjacent property with continuous frontage is owned at the time of adoption of this Ordinance, the entire parcel of land will be considered as a single entity. This parcel of land may not be used, sold or subdivided in a manner which creates a lot whose width or area does not meet the requirements of this Ordinance.

3. Nonconforming Use. Nonconforming uses shall not be altered, reconstructed, extended or enlarged, except in accordance with the following provisions:
 - a. Such alteration, reconstruction, extension or enlargement shall be permitted only by special exception.
 - b. Such alteration, reconstruction, extension or enlargement shall be only upon the same lot which existed when the use became nonconforming.
 - c. Any increase in volume or area of the nonconforming use shall not exceed an aggregate of more than 50 percent of said volume or floor area during the life of the nonconformity.
 - d. Only the portion of the ground area of any lot upon which a nonconforming use exists shall be considered in computing the area occupied by such a use. The computations of volume and area, both to establish the extent of the nonconformity, and to determine the limits of its expansion shall be separate.

808.E. Restoration. A nonconforming building or any building containing a nonconforming use destroyed by fire, explosion, flood or other phenomenon, or legally condemned, may be reconstructed and used for the same nonconforming use, provided that reconstruction of the building shall be commenced within one year from the date the building was destroyed or condemned and shall be completed within one year of the date commenced. An Application must be made for a building permit to rebuild; the fee shall be waived.

808.F. Ownership. Whenever a nonconforming use, structure or lot changes ownership, a previously lawful nonconforming use may be continued by the new owner. The Zoning Officer may require a new owner to re-register the nonconforming use with the Zoning Officer.

808.G. Abandonment.

1. If a nonconforming use of a building or land is discontinued, razed, removed or abandoned for 365 consecutive days, subsequent use of such building or land shall conform with the regulations of the district in which it is located.
2. The act of abandonment and the intent to abandon shall be presumed to commence on the date when customary efforts to continue the use (operation, lease, sale, etc.) cease.

808.H. Changes in Use.

1. No structure or land once changed to a conforming use shall be permitted to revert to a nonconforming use.
2. A nonconforming use may be changed to another nonconforming use only if permitted as a Special Exception by the Zoning Hearing Board after the following conditions are met:
 - a. The applicant shall show that the nonconforming use cannot reasonably be changed to a conforming use.
 - b. The applicant shall show that the proposed change will be equally or less objectionable in external effects than the existing nonconforming use with regard to:
 - 1) Traffic generation and congestion (including truck, passenger car, bicycle and pedestrian traffic),
 - 2) Noise, smoke, dust, fumes, vapors, gases, heat, odor, glare or vibration,
 - 3) Storage and waste disposal, and
 - 4) Appearance.

808.I. District Changes. Whenever the boundaries of a district are changed so as to transfer an area from one district to another, the foregoing provisions shall also apply to any nonconforming uses or structures existing within the district to which the area was transferred.

809. **TEMPORARY STRUCTURE OR USE.** A temporary permit may be issued by the Zoning Officer for routine and customarily incidental structures or uses necessary during construction or other special circumstances of a nonrecurring nature subject to the following additional provisions:

809.A. The Zoning Officer shall establish a reasonable maximum time limit, which shall be stated on the permit. In no case shall the permit exceed an absolute maximum of one year. The permit may be renewed for good cause for one additional year. Such permit may not be renewed more than twice.

809.B. Upon expiration of the permit, the use shall cease, and such structure or use shall be completely removed without cost to the Borough.

809.C. A nonrefundable filing fee shall be required in addition to the other usual permit fees.

809.D Tension membrane structures as defined in BOCA Codes shall be permitted as temporary structures. They shall be erected for no more than four months in any twelve-month period. These structures shall require permitting and are subject to all other zoning regulations such as use and setbacks. (Amended 10/26/00, Ordinance 583)

810. **SITE PLAN REVIEW.**

810.A. Scope.

1. Procedures. Before a zoning permit is issued for any use requiring Site Plan review, the procedures of this Section shall be followed in order to more effectively administer, enforce and implement the purposes, intent and requirements of this Ordinance.
2. Land Development. Any proposed development which constitutes a "Land Development" (as defined in the Borough Subdivision and Land Development Ordinance) shall not be required to follow the procedures of this Section.
3. When Required. This Site Plan Review submission and review shall be required for the following:
 - a. Any expansion of more than 2,000 square feet in the floor area of a nonresidential building.
 - b. Any new or expansion of a paved area of greater than 5,000 square feet.
 - c. Any earth disturbance involving over 1,000 square feet of land area.

810.B. Procedure.

1.
 - a. When the applicant applies to the Zoning Officer for a Zoning Permit, the applicant shall submit 3 complete sets of Site Plans.
 - b. No Zoning Permit shall be granted until after the Planning Commission submits its recommendation to the Zoning Officer or after 45 days of the date the Site Plans were submitted.
 - c. Site Plan approval shall not relieve the applicant from any other provisions of this Ordinance nor constitute a recommendation for a variance or other relief that the applicant may seek from the Zoning Hearing Board.
2. The Zoning Officer shall forward two copies of the Site Plan to the Planning Commission within seven days of the date of official plan submission. The Zoning Officer shall retain one copy of the Site Plan for review.

3. a. The Planning Commission shall make a written recommendation to the Zoning Officer within 45 days of the date the Plan was submitted on whether the Site Plan indicates that a Zoning Permit should be granted or denied.
- b. The written recommendation shall include the underlying findings and reasons affecting the recommendation.
- c. Failure to make a written recommendation within such 45 days shall be considered a recommendation to issue such Zoning Permit.
4. a. The Zoning Officer shall review the Site Plan and the Planning Commission's recommendations and issue or deny the Zoning Permit within 60 days after the Site Plan was officially submitted.
- b. The decision of the Zoning Officer shall be in writing and shall be communicated to the applicant personally or mailed to him at his last known address not later than the day following the decision.
- c. The decision shall indicate the specific provisions of this Ordinance and other laws which have not been met and the specific reasons therefor.

810.C. Site Plan Requirements. The following information shall be included on the site plan:

1. A statement describing the proposed use.
2. A site layout drawn to a scale of not less than one inch = 50 feet showing the location, dimensions and area of each lot, the location, dimensions and height of proposed buildings, structures, streets and any existing buildings in relation to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property.
3. The location, dimensions (numbers shown) and arrangements of all open spaces and yards, landscaping, fences and buffer yards including methods and materials to be employed for screening.
4. The location, size (numbers shown), arrangement and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading and provisions to be made for lighting such areas.
5. The dimensions (numbers shown), location and methods of illumination for signs and exterior lighting.
6. The location and dimensions of sidewalks and all other areas to be devoted to pedestrian use.
7. Provisions to be made for treatment and disposal of sewage and industrial wastes and water supply.
8. The capacity and arrangement of all buildings used or intended to be used for dwelling purposes, including the proposed density in terms of number of dwelling units per acre of land.
9. A description of any proposed industrial or commercial operations in sufficient detail to indicate effects of those operations in producing noise, glare, air pollution, water pollution, fire hazards, traffic congestion or other safety hazards.
10. Description of methods to be employed in controlling any excess noise, air pollution, smoke, fumes, water pollution, fire hazards or other safety hazards.
11. All proposed site grading and drainage provisions and proposals.
12. Zoning districts and setback.
13. Floodplain delineations (if required by Zoning Officer).
14. Plan signed by owner.

810.D. Site Design Guidelines. The following guidelines are divided into eight categories to assist the applicant in the preparation of site and building plans and to assist the Planning Commission and the Zoning Officer in their reviews of all Site Plans. These guidelines are meant to encourage creativity, innovation, and well-designed developments. They apply to principal buildings and structures and to all accessory buildings, structures, signs and other site features.

1. **Relation of Proposed Buildings to the Surrounding Environment.** Relate proposed structure(s) harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed structure(s). To achieve this favorable relationship between existing and proposed uses, create focal points with respect to avenues of approach, terrain features or other buildings and related open space between all existing and proposed buildings.
2. **Drive, Parking and Circulation.** For vehicular and pedestrian circulation (including walkways, interior drives and parking) give special attention to the location and number of access points to public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, arrangement of safe and convenient parking areas. Design these vehicular and pedestrian areas to enhance the appearance of and access to the proposed buildings and structures and to the neighboring properties.
3. **Surface Water Drainage.**
 - a. Give special attention to proper site surface drainage to ensure that removal of surface waters will not adversely affect either neighboring properties or the public storm drainage system.
 - b. Remove and efficiently carry away all storm water from all roofs, canopies and paved areas.
 - c. Collect surface water from all paved areas to permit vehicular and pedestrian movement.
4. **Advertising Features.** Ensure that the size, location, lighting and materials of all permanent signs and outdoor advertising structures or features will enhance rather than detract from the design of proposed buildings and structures and the neighboring properties.
5. **Special Features.** Provide needed setbacks, screen plantings and other screening methods for exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures and similar accessory areas and structures to help make them compatible with the existing or contemplated site design and with neighboring properties.
6. **Preservation of Landscape.** Preserve the landscape in its natural state by minimizing tree and soil removal. Ensure that grade changes are compatible with the general appearance of neighboring developed areas.
7. **Solar Energy Use.** Consider the desirability and feasibility of active and passive solar energy use. Orient proposed buildings and provide structures to provide for solar energy use and to preserve solar access of adjoining properties.

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