

1 City of Pass Christian
2 Municipal Complex Auditorium
3 105 Hiern Avenue

4
5 **Planning Commission**
6 **Meeting Minutes**
7 **Tuesday, March 13, 2018, 6:00 PM**
8

9 **CALL TO ORDER**

10 Vice Chairman Ken Austin called the meeting to order at 6:00 PM. In attendance were Commissioners
11 Margaret Jean Kalif, Adam Pace, Lisea Johnson, Steve Hunter, Rebecca O'Dwyer, Michael Lizana and Lisa
12 Smith. Chairman Tom Phares was not in attendance.

13
14 The City Attorney, Malcolm Jones, was in attendance.

15
16 **ADOPTION OF MINUTES**

17 The first order of business was the adoption of the minutes from the monthly Planning Commission
18 meeting held on January 30, 2018. Vice Chairman Austin pointed out a couple of typos and A *Motion* by
19 Commissioner Pace, seconded by Commissioner O'Dwyer, was made to adopt the minutes with the
20 noted corrections. The motion passed unanimously.

21
22 **NEW BUSINESS**

23 ○ *Open Public Hearing*

24 A *Motion* by Commissioner Pace, seconded by Commissioner Johnson, was made to open the public
25 hearing. The motion passed unanimously.

- 26
27 ○ *Application PD-10-2018, The Planning & Zoning Department, City of Pass Christian, Planning*
28 *Commission Approval for the following Text Amendments to the Pass Christian SmartCode, Adopted*
29 *June 21, 2016.*

30
31 Vice Chairman Austin introduced the application.

32
33 The City Planner, Danit Simon, went over each General Text Amendment from the memorandum (the
34 general text amendments and the signage text amendments are in the packet as two separate
35 memorandums, but share the same project number):

36
37 **General SmartCode Text Amendments:**

38 ~~Strikethrough:~~ Remove from text

39 **Blue:** Add to text

- 40
41 **1- Screening:** The front screening can be aligned with the front façade of the structure, or at the rear of
42 the front porch, which would create a patio area at grade. Regardless of where the front screening
43 is placed, the side screening remains 20-feet in depth.

44 *Architectural Standards (T3, T4 & T5): For any structure elevated more than 4 feet above grade,*
45 *along Frontage and Elevations extending through the Second Layer, areas below the first Story shall*
46 *be screened from view from Frontage lines so as to provide not less than 75% opacity on average,*
47 *when viewed from a point 5 feet above grade at the Frontage Line. **The screening may align with the***

48 *front façade of the structure or at the rear of the front porch. Materials used for such screening shall*
49 *comply with the requirements of this Code for exterior finish materials.*

50

51 The Commissioners were in agreement with the update.

52

53 **2- Exterior Finish Materials:**

54 *Architectural Standards (T3, T4 & T5): The exterior finish material on all Facades shall be limited to*
55 *brick, wood siding, ~~cementitious~~ cement siding and/or stucco; to wood trim, ~~cementitious~~ cement*
56 *trim, painted solid PVC or urethane trim, or similar painted solid synthetic trim; ~~or to such other~~*
57 *materials as shall appear on a list maintained and approved by the City Architect and by the Design*
58 *and Development Center, if one has been established. Premium Vinyl Siding may be permitted by*
59 *Warrant. Permitted materials for doors, windows, and soffits are vinyl, metal, fiberglass and wood.*
60 *Permitted materials for roofs are shingles and metal. Permitted materials for screening are treated*
61 *wood and vinyl. Lattice must be Privacy Lattice only, and Wooden Privacy Lattice must be ¾-inch*
62 *thick minimum. The City Architect may approve additional materials, with a list maintained by the*
63 *Planning Office.*

64

65 The Commissioners were in agreement with the update.

66

67 **3- Allowable T3E Encroachments:**

68 *5.3.2 Building Configuration (T3R, T3E, T3V)*

69 *b. In the T3R Zone, no Encroachments may encroach any of the setbacks. In the T3E and T3V Zones,*
70 *open porches, awnings, balconies, staircases, swimming pools, air-conditioning platforms, bay*
71 *windows and roof overhang may encroach up to 25% of the depth of any Setbacks.*

72

73 Malcolm Jones, the City Attorney, asked if this applies for all T3 Zones.

74

75 Simon explained that the T3R Zone has smaller setbacks and does not allow for any encroachments. The
76 T3E Zone has much larger setbacks and already allows for certain elements to encroach up to 25% the
77 depth of the setback, this amendment is to include roof overhang into this category of allowable
78 encroachments.

79

80 Vice Chairman Austin noted that the T3V Zone and the T6 Zone were never created within the City's
81 SmartCode and should be removed to avoid confusion.

82

83 The Commissioners were in agreement with the update and removal of non-existing zones.

84

85 **4- T4L Zone Setbacks:**

86 *5.4.1 Building Disposition (T4L, T4+, T4C)*

87 *f. Setbacks for Principal Buildings shall be as shown on Tables ~~14G~~ 5.4.11a, 5.4.11b and 5.4.11c for*
88 *Zones T4L, T4+ and T4C as appropriate. In the case of an Infill Lot, Setbacks shall match ~~one or the~~*
89 *other of the an existing adjacent Setback by approval of the Zoning Board of Adjustments by*

90 *Warrant with the Agreement of Affected Property Owners. In the case of an Infill Lot, in the T4L*
91 *Zone Maximum Front Setbacks may match an existing adjacent Setback by right. Setbacks may*
92 *otherwise be adjusted up to 15% by Warrant for demonstrated cause with the Agreement of*
93 *Affected Adjacent Property Owners.*

94
95 Vice Chairman Austin stated that he is in favor of the amendment but finds the language a little unclear
96 and requested that Simon try to clean up the wording.

97
98 The Commissioners were in agreement with the update and Austin’s request.

99
100 **5- Story Definition:**

101 ***Story:** a habitable level within a building of no more than 14 or 16 feet In height from finished floor*
102 *to the finished floor above, or finished floor clear to the ceiling for the top-most floor of a building.*
103 *Attics equal to or less than 50% of the footprint of the structure, and raised Basements are not*
104 *considered Stories for the purposed of determining Building Height. (See Building Height.)*

105 The Commissioners were in agreement with the update.

106
107 **6- Boathouses on lots without Principal Structures:**

108 **5.14 OUTBUILDING POLICY.**

109 ***5.14.4 Non-dwelling boathouses on parcels without a primary building.** A non-dwelling boathouse on a*
110 *parcel without a primary building can be placed on a parcel without a primary structure under*
111 *the following conditions:*

- 112 *a. Any boathouse erected on a parcel without a primary building is required to have a permit*
113 *issued by the Department of Marine Resources, and must meet all applicable codes and*
114 *regulations.*
- 115 *b. The owner of the vacant lot shall sign an agreement to maintain the boathouse and the*
116 *vacant lot in an acceptable fashion, not allowing vegetation to grow to a height of more*
117 *than 18”, nor allow trash, vehicles, boats, recreational vehicles, or storage or any kind*
118 *including boat equipment, etc. to accumulate on the vacant property, and boats and*
119 *boathouse are prohibited to function as dwelling units.*
- 120 *c. Any person failing to comply with the conditions of the agreement after having been directed*
121 *to do so by the Code Enforcement Officer shall be guilty of a misdemeanor, and upon*
122 *conviction shall be fined \$100 per day until the lot, boathouse and boats are restored to*
123 *compliance with the agreement.*

124
125 Vice Chairman stated that 18” is pretty high, can it be lowered?

126
127 Jones stated the City’s Property Maintenance Code (“PMC”) covers all the provisions in b including the
128 grass height and trash, and there is a stronger penalty than listed in c from the PMC.

129

130 Simon responded that she would match the grass height to the measurement listed in the PMC,
131 reference the PMC in b for clarification, and update c to match the penalty language in the PMC.
132 The Commissioners were in agreement with the update with the requested changes to include the PMC.

133

134 **7- Sliding Doors Along Frontages:**

135 **Architectural Standards (T3, T4, T5)**

136 ~~Doors and windows that operate as sliders are prohibited along Frontages.~~ *Sliding patio doors and*
137 *sliding windows are prohibited along Frontages. Large opening door systems, folding, multi-sliding*
138 *and stacking, are permitted along Frontages.*

139

140 The Commissioners were in agreement with the update.

141

142 A *Motion* by Commissioner O'Dwyer seconded by Commissioner Pace, was made to approve the seven
143 proposed General SmartCode Text Amendments with the recommended changes to be finalized by the
144 City Planner. The motion passed unanimously.

145

146 Simon added that she would email the Commissioners the final version prior to the Board of Aldermen
147 Meeting.

148

149 Jones mentioned that some of the Warrants require Agreement of Affected Property Owner, and it
150 would be helpful to remove that excessive requirement.

151

152 Simon explained that it is only for setback Warrants that are reviewed by the Zoning Board of
153 Adjustments ("ZBA"), and the ZBA's Chairman is now considering removing that clause. And, we are also
154 considering removing Warrants when there is for example a Protected Tree or drainage easement that is
155 requiring the setback change, especially for Maximum Setbacks that don't cause any encroachments,
156 and instead allowing those situations to be allowed By Right.

157

158 Vice Chairman Austin stated that those changes seem reasonable and should be addressed at a future
159 meeting.

160

161 Vice Chairman Austin introduced the second half of the application.

162

163 Simon, went over each Signage Text Amendment from the memorandum:

164

165 **Signage SmartCode Text Amendments:**

166 ~~Strikethrough:~~ Remove from text

167 **Blue:** Add to text

168

169 **Signage Standards:**

170 **5.3.8 Single-Family Residential Zone (T3R, T3E)**

171 a. One address number no more than 6-inches measured vertically shall be attached to the
172 building in proximity to the principal entrance or at a mailbox.

- 173 b. One Blade Sign for each business may be permanently installed perpendicular or parallel to the
174 Façade. Such a sign shall not exceed a total of 4 square feet.
175 ~~c. [RESERVED]~~
176 ~~d. There shall be no signage permitted additional to that specified in this section. Signage not~~
177 ~~specified in this section may be requested by Warrant.~~
178 e. Signage shall not be lit.

179

180 The Commissioners were in agreement with the updates.

181

182 5.4.8 General Urban, Mixed-Use Zone (T4L, T4+, T4C)

- 183 a. One address number no more than 6-inches measured vertically shall be attached to the
184 building in proximity to the principal entrance or at a mailbox.
185 ~~b. One Blade Sign for each business may be permanently installed perpendicular or parallel to the~~
186 ~~Façade. Such a sign shall not exceed a total of 4 square feet 6 square feet. In the T4C Subzone,~~
187 ~~such a sign shall not exceed a total of six (6) square feet.~~
188 c. Either (1) a single external sing band may be applied to each building Façade (in T4C sign bands
189 are prohibited on the rear of the building), not to exceed 3-feet in height; or (2) one Monument
190 Sign as defined in Article 7 may be installed in the First Layer.
191 d. A sign may be attached to a fence only when no other location for a sign is available, the sign
192 may not exceed 3-feet in height and 10-feet in width. Corner lots may have a sign fronting each
193 street.
194 ~~e. In the T4C Subzone a single external sign band may be applied to each building Façade, except~~
195 ~~for the rear of the building, providing that such sign not exceed three (3) feet in height.~~
196 ~~f. [RESERVED]~~
197 ~~g. There shall be no signage permitted additional to that specified in this section. Signage not~~
198 ~~specified in this section may be requested by Warrant.~~
199 h. Any illumination of signs shall be external from the top of the sign downward by means of Fully
200 Shielded Luminaires.
201 i. Permitted Signs as listed above in the T4+ Zone, which are southern facing, visible from Highway
202 90, and absolutely undetectable from all residential structures may be internally illuminated by
203 Warrant.

204

205 Vice Chairman Austin commented on Item i, it's difficult to predict where residential units will end up,
206 and permitting an internally illuminated sign ("IIS") by Warrant even with the review process in a mixed-
207 use zone does not guarantee that a residential structure will not go up in the future and be impacted by
208 the IIS. We don't want to discourage residential development because of an existing IIS, and if we allow
209 an IIS, we need to grandfather or secure that approval so that future residential development does not
210 require the IIS to be taken down, which would burden on the sign's owner.

211

212 Simon responded that there is no way to predict future development, and the best way to avoid the
213 situation you are describing is to have the sign be externally lit, which is just as visible as any IIS from
214 Highway 90 or any other location. I inserted Item i into the text amendments, because at the three Sign
215 Meetings there were so many adamant requests, including from some of the Aldermen, for IIS at
216 locations visible from Highway 90.

217

218 Commissioner Pace stated that Warrant's to allow IIS shouldn't be restricted to "southern facing," there
219 could be other locations where an IIS would be appropriate, and could be reviewed by a Warrant
220 Application.

221
222 Jones added that “absolutely undetectable from residential structures” is too vague to enforce.
223

224 Commissioner Pace suggested removing Item i and adding it to Item g that illumination may also be
225 requested: “Signage not specified in this section including illumination may be requested by Warrant.”
226

227 The Commissioners were in agreement with the updates, removing Item i, and updating Item g with the
228 noted change.

229

230 **5.5.8 Urban Center, Mixed-Use Zone (T5C, T5H)**

231 a. One address number no more than 6-inches measured vertically shall be attached to the
232 building in proximity to the principal entrance or at a mailbox.

233 b. Blade Signs, not to exceed 6 square feet for each separate business entrance, may be attached
234 perpendicular or parallel to the Façade.

235 ~~c. [RESERVED]~~

236 d. Either (1) a single external sign band may be applied to each building Façade, not to exceed 3-
237 feet in height; or (2) one Monument Sign as defined in Article 7 may be installed in the First
238 Layer. A single external Sign Band may be applied to each Façade of the building, providing that
239 such sign not exceed 3 feet in height.

240 e. A sign may be attached to a fence only when no other location for a sign is available, the sign
241 may not exceed 3-feet in height and 10-feet in width. Corner lots may have a sign fronting each
242 street.

243 ~~f. There shall be no signage permitted additional to that specified in this section. Signage not~~
244 ~~specified in this section may be requested by Warrant.~~

245 g. Signage shall be lighted only by external means, except that signage within the shop front
246 glazing window may be neon lit not to exceed 25% of the window. Externally illuminated signs
247 shall be lighted from the top of the sign downward by means of a Fully Shielded Luminaire.
248 Illumination of off-site advertising signs is prohibited in T5 Zones, except in T5H Zones within
249 one half mile of a Special District where, by explicit allowance in this Code, a lighted off-site
250 monument sign may be permitted by Warrant.

251 h. Permitted Signs as listed above in the T5 Zones, which are southern facing, visible from Highway
252 90, and absolutely undetectable from all residential structures may be internally illuminated by
253 Warrant.

254

255 Jones asked for clarification on the location of the neon lit signs mentioned in Item g, are they located
256 on the interior or exterior of the building?

257

258 Simon stated that those signs are on the inside of the stores, visible through the windows, and she
259 would clarify that point in the language.

260

261 The Commissioners were in agreement with the updates, removing Item h, and updating Item g to
262 include illumination.

263

264 **8E.2.8 Retail Big-Box Special District (SD-W)**

265 a. One address number with numerals no less than 6-inches measured vertically shall be attached
266 to the building in proximity to the principal entrance.

- 267 b. Blade signs, not to exceed 6 square feet for each separate businesses entrance, may be attached
268 perpendicular to the Façade. Alternatively, for each public entrance to the building, one
269 external-facing sign may be applied to the Façade of a building in the vicinity of each entrance
270 provided that such sign not exceed 3-feet in height. Such sign may be lighted by external means
271 only (see h below).
- 272 c. Additionally one external-facing sign independent of all entrance locations may be applied to
273 the Façade of each building providing that such sing not exceed 8-feet in height. Such sign may
274 be lighted by internal or external means (see h below).
- 275 d. 1 on-site Monument Sign as defined in Article 7 may be installed in the First Layer, the area
276 within 3-feet of the Monument base shall be landscaped with native species, and may be
277 externally lighted.
- 278 e. Within the special District SD-W, each parcel of 10-acres or more, which is built in compliance
279 with this code, shall be permitted to place one off-site Monument Sign. Such sign shall be
280 located within one quarter mile of the corresponding parcel, may be internally or externally
281 illuminated (see h below), and may be located outside of the corresponding Special District SD-
282 W within an adjacent T5C or T5H Zone by Warrant. ~~If externally illuminated, lighting shall be
283 from the top of the sign downward by means of Fully Shielded Luminaries. The lot area within 3
284 feet of the Monument base shall be landscaped with native species. consistent with Table 4B
285 requirements for T5 or T6 or other native species approved by Warrant.~~
- 286 f. Additional on-site signage may be provided for the purpose of safety or traffic direction,
287 externally lit (see h below), by Warrant. ~~Such signage may be externally lit if approved by
288 Warrant.~~
- 289 g. A sign may be attached to a fence only when no other location for a sign is available, the sign
290 may not exceed 3-feet in height and 10-feet in width, external lighting (see h below). Corner
291 lots may have a sign fronting each street.
- 292 h. The external lighting of signs, where permitted, shall be accomplished by lighting from the top
293 of the sign downward by means of Fully Shielded Luminaries, with the exception that signs
294 permitted to be applied to the Façade of a building may be externally illuminated from beneath
295 by Luminaries shielded from view from above the building.
- 296 i. A flagpole, where permitted, may be illuminated from either the top down or vial uplighting. If
297 illumination is provided by uplighting, Luminaries shall be entirely shielded from the direct view
298 of drivers of automobiles on public roads and from the view of pedestrians more than fifteen
299 feet (15') from the bas of the flagpole. Such uplighting shall be limited to 5,000 lumens
300 maximum.

301
302 Jones asked why the code requires native species?
303

304 Simon explained that the way native species is enforced throughout the code, is that the plant has to be
305 listed on the USDA Plant Hardiness Zone Map to thrive in Pass Christian's Zone, in order to encourage
306 the survival and longevity of the plantings.
307

308 The Commissioners were in agreement with the updates.
309

310 **8E.3.8 Industrial-Marine Special District (SD-I)**

- 311 a. One address number with numerals no less than 6-inches measured vertically shall be attached
312 to the building in proximity to the principal entrance.
- 313 b. Blade signs, not to exceed 6 square feet for each separate businesses entrance, may be attached
314 perpendicular to the Façade. Alternatively, for each public entrance to the building, one

- 315 external-facing sign may be applied to the Façade of a building in the vicinity of each entrance
316 provided that such sign not exceed 3-feet in height. Such sign may be lighted by external means
317 (see h below).
- 318 c. Additionally one external-facing sign independent of all entrance locations may be applied to
319 the Façade of each building providing that such sing not exceed 8-feet in height. Such sign may
320 be lighted by internal or external means (see h below).
- 321 d. 1 on-site Monument Sign as defined in Article 7 may be installed in the First Layer, the area
322 within 3-feet of the Monument base shall be landscaped with native species, and may be
323 externally lighted (see h below).
- 324 e. For sites with a Parking Lot Frontage or with front setbacks exceeding 20 feet, one off-site
325 Monument Sign may be employed by the business established, not to exceed one sign per 200-
326 feet of street frontage in any case. Such sign shall be located with a setback of at least 10 feet
327 from the Frontage Line, and may be externally or internally illuminated (see h below). The lot
328 area within 3-feet of the Monument base shall be landscaped with native species consistent
329 with Table 4B, requirements for T5 or T6 or other native species approved by Warrant.
- 330 f. Additional on-site signage may be provided for the purpose of safety or traffic direction,
331 externally lit (see h below), by Warrant. Such signage may be externally lit if approved by
332 Warrant.
- 333 g. A sign may be attached to a fence only when no other location for a sign is available, the sign
334 may not exceed 3-feet in height and 10-feet in width, external lighting (see h below). Corner
335 lots may have a sign fronting each street.
- 336 h. The external lighting of signs, where permitted, shall be accomplished by lighting from the top
337 of the sign downward by means of Fully Shielded Luminaries, with the exception that signs
338 permitted to be applied to the Façade of a building may be externally illuminated from beneath
339 by Luminaries shielded from view from above the building. Internal illumination shall be
340 permitted by Warrant, and shall be only via lighter letters and symbols on a non-illuminated
341 dark background; illuminated area shall not exceed 25% of the message area of the sign. No
342 animation of signage shall be permitted.
- 343 i. A flagpole, where permitted, shall not be illuminated.
- 344 j. Billboards shall not exceed 25-foot height maximum above Natural Grade. Illumination, if
345 provided, shall be external and in accordance with the above requirements (h).
- 346

347 The Commissioners were in agreement with the updates.

348

349 **8E.4.8 Medium-Density Mixed-Use Special District (SD-M)**

- 350 a. One address number with numerals no less than 6-inches measured vertically shall be attached
351 to the building in proximity to the principal entrance.
- 352 b. Blade signs, not to exceed 6 square feet for each separate businesses entrance, may be attached
353 perpendicular to the Façade. Alternatively, for each public entrance to the building, one
354 external-facing sign may be applied to the Façade of a building in the vicinity of each entrance
355 provided that such sign not exceed 3-feet in height. Such sign may be lighted by external
356 means, or internally by Warrant.
- 357 c. Additionally one external-facing sign band independent of all entrance locations may be applied
358 to the Façade of each building, providing that such sing not exceed not to exceed 8-feet in
359 height, Such sign may be lighted by lighted internally or externally (see h below).
- 360 d. 1 on-site Monument Sign as defined in Article 7 may be installed in the First Layer, the area
361 within 3-feet of the Monument base shall be landscaped with native species, and may be
362 externally lighted (see h below).

- 363 e. ~~[Reserved]~~
- 364 f. Additional on-site signage may be provided for the purpose of safety or traffic direction,
365 [externally lighted \(see h below\)](#), approved by Warrant. ~~Such signage may be externally lit if~~
366 ~~approved by Warrant.~~
- 367 g. [A sign may be attached to a fence only when no other location for a sign is available, the sign](#)
368 [may not exceed 3-feet in height and 10-feet in width, external lighting \(see h below\). Corner](#)
369 [lots may have a sign fronting each street.](#)
- 370 h. The external lighting of signs, where permitted, shall be accomplished by lighting from the top
371 of the sign downward by means of Fully Shielded Luminaries, with the exception that signs
372 permitted to be applied to the Façade of a building may be externally illuminated from beneath
373 by Luminaries shielded from view from above the building. ~~Internal illumination shall be~~
374 ~~permitted by Warrant, and shall be only via lighter letters and symbols on a non-illuminated~~
375 ~~dark background; illuminated area shall not exceed 25% of the message area of the sign. No~~
376 ~~animation of signage shall be permitted.~~
- 377 i. A flagpole, where permitted, shall not be illuminated.

378
379 The Commissioners were in agreement with the updates.
380

381 **8E.5.8 Auto-Centric Special District (SD-A)**

- 382 a. One address number with numerals no less than 6 inches measured vertically shall be attached
383 to the building in proximity to the principal entrance.
- 384 b. Blade signs, not to exceed 6 square feet for each separate businesses entrance, may be attached
385 perpendicular to the Façade. Alternatively, for each public entrance to the building, one
386 external-facing sign may be applied to the Façade of a building in the vicinity of each entrance
387 provided that such sign not exceed 3-feet in height. Such sign may be lighted by external means
388 [\(see h below\)](#).
- 389 ~~e.~~ Additionally one external-facing sign independent of all entrance locations may be applied to
390 the Façade of each building providing that such sign not exceed 8 feet in height, [may be](#)
391 [internally or externally lighted \(see h below\)](#). ~~Such sign may be lighted by internal or external~~
392 ~~means.~~
- 393 d. [1 on-site Monument Sign as defined in Article 7 may be installed in the First Layer, the area](#)
394 [within 3-feet of the Monument base shall be landscaped with native species, and may be](#)
395 [externally lighted \(see h below\)](#).
- 396 ~~e.~~ For sites with Parking Lot Frontage or with front setbacks exceeding 20 feet, one off-site
397 Monument Sign may be employed per parcel; if multiple parcels are served by a single effective
398 connected fronting parking lot, only one such sign shall be permitted for the whole. Such sign
399 shall be located with a setback of at least 10 feet from the Frontage Line, and may be externally
400 or internally illuminated. The lot area within 3 feet of the Monument base shall be landscaped
401 with native species ~~consistent with Table 4B, requirements for T5 or T6 or other native species~~
402 ~~approved by Warrant.~~
- 403 f. Additional on-site signage may be provided for the purpose of safety or traffic direction,
404 [external lighting \(see h below\)](#), approved by Warrant. ~~Such signage may be externally lit if~~
405 ~~approved by Warrant.~~
- 406 g. [A sign may be attached to a fence only when no other location for a sign is available, the sign](#)
407 [may not exceed 3-feet in height and 10-feet in width, external lighting \(see h below\). Corner](#)
408 [lots may have a sign fronting each street.](#)
- 409 h. The external lighting of signs, where permitted, shall be accomplished by lighting from the top
410 of the sign downward by means of Fully Shielded Luminaries, with the exception that signs

411 permitted to be applied to the Façade of a building may be externally illuminated from beneath
412 by Luminaries shielded from view from above the building. ~~Internally lit signs shall comprise~~
413 ~~lighter letters and symbols on a non-illuminated dark background; illuminated area shall not~~
414 ~~exceed 25% of the message area of the sign. No animation of signage shall be permitted.~~

415 i. A flagpole, where permitted, shall not be illuminated.

416

417 The Commissioners were in agreement with the updates.

418

419 **8E.6.8 High-Hazard Commercial Special District (SD-HH)**

420 a. One address number with numerals no less than 6 inches measured vertically shall be attached
421 to the building in proximity to the principal entrance.

422 b. Blade signs, not to exceed 6 square feet for each separate businesses entrance, may be attached
423 perpendicular to the Façade. Alternatively, for each public entrance to the building, one
424 external-facing sign may be applied to the Façade of a building in the vicinity of each entrance
425 provided that such sign not exceed 3-feet in height. Such signs may be lighted only by external
426 means (see h below).

427 e. Additionally one external-facing sign independent of all entrance locations may be applied to
428 the Façade of each building providing that such sign not exceed 8-feet in height, [internally or](#)
429 [externally lighted \(see h below\)](#). ~~Such sign may be lighted by internal or external means.~~

430 d. [1 on-site Monument Sign as defined in Article 7 may be installed in the First Layer, the area](#)
431 [within 3-feet of the Monument base shall be landscaped with native species, and may be](#)
432 [externally lighted \(see h below\)](#).

433 e. For sites with Parking Lot Frontage or with front setbacks exceeding 20 feet, one off-site
434 Monument Sign may be employed per parcel; if multiple parcels are served by a single effective
435 connected fronting parking lot, only one such sign shall be permitted for the whole. Such sign
436 shall be located with a setback of at least 10 feet from the Frontage Line, and may be externally
437 or internally illuminated. The lot area within 3 feet of the Monument base shall be landscaped
438 with native species ~~consistent with Table 4B, requirements for T5 or T6 or other native species~~
439 ~~approved by Warrant.~~

440 f. Additional on-site signage may be provided for the purpose of safety or traffic direction,
441 [externally lit](#), approved by Warrant. ~~Such signage may be externally lit if approved by Warrant.~~

442 g. [A sign may be attached to a fence only when no other location for a sign is available, the sign](#)
443 [may not exceed 3-feet in height and 10-feet in width, external lighting. Corner lots may have a](#)
444 [sign fronting each street.](#)

445 h. The external lighting of signs, where permitted, shall be accomplished by lighting from the top
446 of the sign downward by means of Fully Shielded Luminaries, with the exception that signs
447 permitted to be applied to the Façade of a building may be externally illuminated from beneath
448 by Luminaries shielded from view from above the building.

449 i. A flagpole, where permitted, shall not be illuminated.

450

451 The Commissioners were in agreement with the updates.

452

453

454 **8E.5.8 Harbor Special District (SD-HH)**

455 a. [1 Sandwich Board Sign or Yard Sign per businesses may be displayed at time of store opening](#)
456 [and removed at store closing, on-premises only, maximum height of 4-feet when measured](#)
457 [from Natural Grade and width of 3-feet, permit not required.](#)

458

459 Jones pointed out that there is a separate Harbor Ordinance, which requires all signage to be presented
460 to the Mayor and Board of Aldermen.

461
462 Vice Chairman Austin stated that if the SmartCode does not have jurisdiction over the Harbor District,
463 this provision should not be added. We can make a recommendation to the Mayor and Board of
464 Aldermen to implement this into the existing Harbor Ordinance at a later date.

465
466 The Commissioners were in agreement to remove this text amendment.
467

468 **5.14 ADDITIONAL SIGNAGE STANDARDS.**

469 The purpose of Sign regulations in this section is to provide a comprehensive system of regulations for
470 Signs visible from the public right-of-way and to provide a set of standards that is designed to optimize
471 communication and quality of Signs while protecting the public and the aesthetic character of the City.

472 473 **5.14.1 Generally:**

474 It is further intended that these regulations:

- 475 a) Safeguard and enhance property values;
- 476 b) Protect public and private investment in real property values;
- 477 c) Protect public and private investment in real property and improvements;
- 478 d) Preserve and improve the aesthetic qualities and features of the City;
- 479 e) Reduce public safety hazards;
- 480 f) Enhance and promote the development of business and industry within the City;
- 481 g) Generally promote the health, safety, and welfare of the general public.

482 483 **5.14.2 Applicability:**

484 These regulations apply to all Signs, except those Signs located in the public right-of-way, within the City.
485 No Signs or advertising devices of any kind or nature shall be erected or maintained on any premises or
486 affixed to the inside or outside of any Structure to be visible from the public right-of-way except as
487 specifically permitted in or excepted by these regulations.

488
489 Signs and components thereof shall be maintained in a safe, neat, clean, attractive and structurally
490 sound condition and not adversely affect or impair public safety. All Signs shall be kept neatly painted,
491 including all metal parts and supports thereof that are not galvanized or of rust-resistant material. Land
492 adjacent shall be kept free of weeds and trash and shall be the responsibility of the owner.

493 494 **5.14.3 Enforcement**

- 495 a) The Code Enforcement Officer will frequently inspect, take notice of unauthorized Signs, Signs
496 erected outside of permit conditions, abandoned Signs, and Signs in disrepair.
- 497 b) The Code Enforcement Office shall give notice to the owners of record of non-compliant Signs
498 and provide them with the opportunity to be heard by the ~~Planning Commission Zoning Board of~~
499 ~~Adjustments~~ concerning the Signs' status as legal or non-compliant.
- 500 c) Any person failing to remove or repair a non-compliant sign after having been directed to do so
501 by the Code Enforcement Officer shall be guilty of a misdemeanor and, upon conviction, shall be
502 fined ~~\$100~~ \$10 per day until the Sign is either removed or made to conform with this code. For
503 any Sign removed by the City, the owner, agent or person having the beneficial interest in the
504 building or premises upon which such Signs are located, or in the sign itself, will incur all costs
505 necessary to remove the Sign.

- 506 d) If the owner cannot be found, or fails to respond to notice, then the Code Enforcement Officer
507 shall order the removal of the illegal sign and take it to the City Barn, giving notice to the
508 Owner—if possible—that the owner may reclaim such Sign within thirty (30) days.
509 e) The timely filing of a proper notice of appeal of the decision to the Board of Aldermen shall stay
510 any criminal prosecution under the terms of this code.

511

512 Commissioner Pace requested that the Item c correspond to the PMC's penalty language.

513

514 The Commissioners were in agreement with the updates, and to include the PMC's penalty language.

515

516 **5.14.4 Fees**

517 The fees prescribed in the City Code must be paid to the City of Pass Christian for each Sign installation
518 for which a permit is required by this code and must be paid before any such permit is issued, as
519 provided for herein. Fees for Sign permits for each Sign erected, installed, affixed, structurally or
520 electrically altered or relocated shall be determined in accordance with the fee schedule established by
521 resolution of the Board of Aldermen.

522

523 **5.14.5 Permit Process**

524 The permit process is intended to ensure that Signs in the City, where they are allowed, meet conditions
525 perceived by this Code before permits are issued.

526 a. Applicants for new Signs shall apply to the Planning Office and complete the appropriate
527 application form. If an applicant is applying for a sign on new construction, the sign permit will
528 be given at the same time as the building permit. Work on new Signs shall not be initiated until
529 permits have been issued.

530 b. The City Planner shall examine all applications and approve those that clearly meet the
531 requirements of the SmartCode Ordinance, and issue permits for conforming Signs after
532 receiving the requisite fee set forth. Applicants requesting a minor variance from any of the
533 required stipulations set forth in this code shall be heard by the Planning Commission by
534 Warrant.

535

536 **5.15.6 Grandfathered Nonconforming Signs**

537 All regulations concerning nonconforming existing structures in Section 1.8 of the SmartCode shall apply
538 to nonconforming Signs, which existed as of the date of the adoption of the SmartCode. A list of
539 grandfathered nonconforming Signs shall be maintained by the City Planner.

540

541 **5.15.7 Permit Required; Signs Exempted from Permit Requirements**

542 Except for classes of Signs exempted from permit requirements as specified below, all Signs shall require
543 permits.

544 The following types of Signs are exempted from the permit requirements because such Signs are needed
545 in order to convey messages to protect lives, give direction, identify public access way, and protect civil
546 rights.

547

548 Such Signs shall comply with size and location requirements as set forth in these regulations for the
549 specific Transect in which they are to be located.

550 a. Signs Identifying Streets: No sign permit shall be required for Signs identifying streets. Signs
551 identifying streets shall be the responsibility of the City to specify and erect.

- 552 b. Signs Displaying Assigned Address Numbers: No sign permit shall be required for addresses, as
553 required by the applicable Building Code, on all buildings to assist emergency and postal
554 authorities. These Signs are the responsibility of the owner or tenant.
- 555 c. State Historical Markers: No sign permit shall be required for standard historical markers
556 erected by Official State authority. Standard historical markers erected by the Official State
557 Authority shall be considered public information signs.
- 558 d. Real Estate Signs: No sign permit shall be required for Real Estate Signs. On properties in the
559 T1, T2, and T3 Transects, Temporary Real Estate Signs of up to 16 square feet plus one smaller
560 “hang on” sign may be erected on each street frontage during the listing period and for fourteen
561 (14) days after closing. On properties in the T4 and T5 Transects, Temporary Real Estate Signs of
562 up to 32 square feet plus one smaller “hang on” sign may be erected on each street frontage
563 during the listing period and for fourteen (14) days after closing. Additional real estate Signs
564 may be erected on any frontage enfronting a waterway, civic space, recreational space, or golf
565 course. On properties with 200 ft. or greater at the Frontage, additional Real Estate Signs may
566 be erected at intervals of no less than 100ft. On parcels five (5) acres or more, signs can be up
567 to 32 square feet regardless of Transect. Such signs shall be non-illuminated and limited in
568 content to the name of the owner or agent, the address or telephone number for contact, and
569 an indication of the area and general classification of the property. Temporary Directional Signs
570 during the listed period and for 14 days after closing, one per property, a maximum of 1.5
571 square feet.
- 572 e. Political Election Signs: No sign permit shall be required. Political Signs must be removed within
573 seven (7) days after the last election in which the candidate participates. Failure to do so will
574 entitle the City to remove them and bill the candidate for the cost of removal and destruction.
- 575 f. Contractor/Architectural Signs: No permit shall be required for contractor/architectural Signs.
576 Up to two (2) temporary Contractor/Architectural Signs—the first sign of fourteen (14) square
577 feet or less—and the second sign of eight (8) feet or less, may be erected during the building or
578 renovation period and for ten (10) days thereafter.
- 579 g. Signs, Banners and Flags supporting Civic and Charitable Events of Community Interests: No sign
580 permit shall be required for Signs, Banners, and Flags not exceeding thirty-two square feet may
581 be erected. Signs may not be erected more than fourteen (14) days in advance of the scheduled
582 event and must be removed within three days after the event, weather permitting. Failure to
583 do so will entitle the City to remove the Signs and bill the sponsor of the event.
- 584 b. Transient Vendor Signs: Vendors in compliance with all laws, may have 1 Temporary Sign at the
585 immediate location, a Sandwich Board Sign or a Yard Sign may be displayed at time of opening
586 and removed at closing, maximum of 4-feet in height when measured from Natural Grade and
587 3-feet in width, no lighting, additional directional signs are prohibited, permit required. Failure
588 to remove the sign entitles the City to remove the Signs and bill the vendor. Signs that become
589 damaged or weathered must be removed.
- 590 h. Decorative flags, bunting and other decorations related to holidays: No permit shall be required
591 for decorative flags, bunting, and other decorations related to holidays that may be displayed at
592 residences and private and public clubs.

593
594 Vice Chairman Austin asked for clarification on transient vendors.

595
596 Simon gave examples of transient vendors, such as the man selling peaches on Highway 90, or
597 individuals selling seafood. The peach man has a Privilege License and a Sign Permit, and there are
598 specific state requirements that determine whether or not seafood vendors require Privilege Licenses.
599

600 The Commissioners were in agreement with the updates.

601

602 **5.15.8 Business Signs**

603 a. Business Signs are permitted on the Immediate Premises of business on property zoned T4L,
604 T4+, T4C, T5C, T5H, and **all** Special Districts. Off premises Signs are prohibited in the T4L, T4+,
605 T4C, T5C and T5H Zones, with the exceptions listed in 5.15.8 b & c below.

606 b. New Businesses may post **a maximum of 10** temporary signs, a maximum of 3 square feet (Yard
607 Sign), at off premises locations for a maximum of 60 days, within the first six months of opening,
608 a sign permit is required, **without a fee.**

609 a. **Temporary Signs Supporting Local Businesses: Twice a year for special events and promotions,**
610 **a business may erect 1 on-premises Temporary Sign, no lighting, maximum of 3-feet in height**
611 **and 5-feet in width, which can be attached to the building, or if free standing cannot be more**
612 **than 4-feet in height when measured from Natural Grade; and 2 off-premises Temporary Signs,**
613 **no lighting, a maximum of 3 square feet (Yard Sign), cannot be more than 3-feet in height when**
614 **measured from Natural Grade. A Sign Permit is required, without a fee. Signs may be posted**
615 **for a maximum of 17 days, failure to remove the sign entitles the City to remove the Signs and**
616 **bill the business. Signs that become damaged or weathered must be removed.**

617 c. Corner Visibility: On a corner lot in any T4L, T4+, T5C, T5H, when the building is so constructed,
618 no sign shall be erected, placed or allowed in such a manner as materially to impede visibility
619 across the corner between a height of two and one-half (2 ½) feet and ten (10) feet above the
620 center line grades of the intersecting streets and within twenty (20) feet of the corner as
621 measured at the property line.

622 d. Graphic Design and Content: Content may include only name of associated business and
623 generic description of precuts, services offered, and logo identifying the type of business.
624 Product name may not be used if the product constitutes less than 25% of the volume of
625 business.

626 e. **Window Signage: A maximum of 30% of glass window and door space, affixed from the interior**
627 **of the structure, may be used for additional signage, permit not required.**

628 b. **Sandwich Board Signs: 1 Sandwich Board Sign per businesses may be displayed at time of store**
629 **opening and removed at store closing, on-premises only, maximum height of 3-feet and width**
630 **of 2-feet, may not block sidewalks, permit not required. Signs that become damaged or**
631 **weathered must be removed.**

632

633 Vice Chairman Austin stated that 60-days and 10-signs seems excessive for Item b (New Businesses).
634 Austin proposed 30-days and 5-signs. The other Commissioners agreed.

635

636 Vice Chairman Austin requested that Temporary Signs Supporting Local Businesses be increased to four
637 times a year as was requested by a local businesses owner at one of the Sign Meetings, to improve
638 community support. The other Commissioners agreed.

639

640 The Commissioners requested to remove Item e (Window Signage) not wanting to add additional
641 regulations to businesses.

642

643 The Commissioners were in agreement with the updates, the changes to Item b (New Businesses),
644 increasing Temporary Signs Supporting Local Businesses to four times a year, and the removal of the
645 Window Signage Item.

646

647 **5.15.9 Prohibited Signs**

- 648 a) Bench Signs;
- 649 b) Cloth, paper, vinyl, canvas and plactive advertising Signs (with exceptions as listed in 5.15.7 and
- 650 5.15.8);
- 651 c) Signs affixed to utility poles and trees, and fences;
- 652 d) Signs on vehicles used primarily for advertising and not transportation;
- 653 e) Manual or electronic movable letter signs;
- 654 f) Portable signs;
- 655 g) Rooftop signs;
- 656 h) Signs using rotating or flashing lights, animation or motion;
- 657 i) Billboards (except in the Industrial-Marian Special District).
- 658

659 Jones and Commissioner Smith requested that the spelling of plactive be reviewed and if a typo be

660 corrected.

661

662 The Commissioners were in agreement with the updates with the review of plactive.

663

664 **5.15.10 Specific Stipulations:**

665 Each of the below signs requires a Sign Permit Application and Fee.

666

- 667 c. Service Stations:
- 668 i. One brand identification sign not higher overall than fifteen (15) feet.
- 669 ii. The Signage area atop the pole is restricted to a maximum of twenty (20) square feet.
- 670 iii. Design can include only brand name, logo, and prices of principle types of fuel sold. Sign may be illuminated from within.
- 671 iv. No sign shall be closer than twelve (12) feet from the curb.
- 672 v. There may be one (1) non-illuminated price sign at each pump, two (2) non-illuminated self-service Signs per pump island, and necessary instructions for assistance of customers.
- 673
- 674
- 675 vi. Any glass areas of the station may carry credit card information and temporary promotional material no to exceed in size 25% of the glass area.
- 676
- 677 vii. External banners, promotional Signs, or neon Signs will not be permitted except by Warrant.
- 678
- 679 viii. Combination of fuel and food operations may have Food Information Sign rather than fuel prices on a ground mounted sign.
- 680
- 681 d. Multiple-Occupancy Professional Buildings Monument Sign: The building shall be allowed a Sign Band no more than three feet in height on each façade of the building. The site is also allowed either a Monument Sign as defined in Article 7 (Warrant NOT required), or a ground-mounted sign, a maximum of (15) feet in height, identifying the name and address, and if appropriate, a directory. A Warrant is only required for the ground mounted sign, to determine the height, surface area and directory. Lighting of the sign is determined by the Transect Zone's Signage Standards.
- 682
- 683
- 684
- 685
- 686
- 687
- 688 e. Shopping Centers: One (1) ground-mounted sign bearing the name of center and logo, a maximum of fifteen (15) feet in height. Height, surface area, and directory to be determined by Warrant. Lighting of the sign is determined by the Transect Zone's Signage Standards.
- 689
- 690
- 691 f. Subdivision Signs: One permanent Monument Sign as defined in Article 7 may be located at each subdivision entrance; lighting of the sign is determined the Transect Zone's Signage
- 692

- 693 Standards. The sign can contain only the name of the subdivision and motto/logo. No
694 promotional matter may be shown.
- 695 g. Multiple-Family Residential Development as Condominiums, Town Houses, and Apartments:
696 One permanent Monument Sign as defined in Article 7 is allowed on each thoroughfare
697 abutting the development; lighting of the sign is determined by the Transect Zone's Signage
698 Standards. Signs may contain only the name, motto, logo, and a brief description of the
699 complex and its address. One hang-on sign announcing availability of units with sale agency
700 address and telephone number is permitted. Additional small directional Signs of not more
701 than two (2) square feet each will be permitted.
- 702 h. Civic Buildings and Spaces: One Monument Sign as defined in Article 7; lighting of the signs is
703 determined by the Transect Zone's Signage Standards. Alternative signage may be requested by
704 a Warrant to the Planning Commission.
- 705 i. North Street Corridor: Businesses on parcels fronting North Street in the T4 and T5 Zones and
706 all Special Districts, may have 1 Feather Flag Sign per business, on the Immediate Premises only,
707 a maximum of 10-feet in height measured from the Natural Grade, and 3-feet in width. If the
708 parcel has multiple frontages, the sign may only be installed fronting and in proximity to North
709 Street. Signs that become damaged or weathered must be removed.

710
711 The Commissioners were in agreement with the updates.

712
713 **5.15.11 Advertising Signs**

- 714 New Advertising Signs will be allowed only in two (2) areas:
- 715 a. Privately owned advertising signs as permitted in Special Districts;
716 b. The City will design and erect one or more Commercial Sign Boards at suitable locations for
717 providers of goods and services whose place of business is in the City of Pass Christian. Advertisers
718 may arrange for the display of uniform advertising panels affixed to the Sign Boards upon payment
719 of the necessary fees for the permit, preparation, and placement of panels.

720

721 **Article 7: Definition of Terms**

722 **Natural Grade:** The grade of the site prior to construction or sign installation, which does not include the
723 addition of rocks, dirt, flower beds, etc.

724 **Monument Sign:** A freestanding sign not exceeding 6-feet in height measured from the finished Natural
725 Grade to the top of the sign; average finish grade at the perimeter of the monument sign shall not
726 exceed 4-feet above the maximum elevation at the Frontage Line for the lot containing the Monument.
727 The total signage area shall not exceed 36 square feet on each of the two sides, not including the area of
728 the base. Permitted lighting of the Sign and Exterior Materials is determined by the Transect Zone's
729 Signage Standards. ~~A Monument Sign shall include a visually opaque base of at least 12 inches height
730 and extending along at least 75% of the length of the Monument comprised of materials appropriate for
731 building Frontages in the Transect Zone in which the Monument is located.~~

732

733 Jones raised questions on the Natural Grade definition and enforcement.

734

735 Vice Chairman Austin recommended removing the word construction and leaving it as "prior to sign
736 installation," to help clarify the definition.

737

738 The Commissioners and Jones continued to discuss the best language to prohibit methods of exceeding
739 a sign's maximum height. The Commissioners requested for Simon and Jones to finalize the language to
740 achieve the requested intention.

741
742 The Commissioners were in agreement with the updates, requesting for the Natural Grade definition to
743 be clarified.

744
745 A *Motion* by Commissioner Pace seconded by Commissioner Kalif, was made to approve the proposed
746 Signage Standards Text Amendments with the recommended changes to be finalized by the City
747 Planner. The motion passed unanimously.

748
749 ○ *Application PD-11-2018, The Planning & Zoning Department, City of Pass Christian, Planning*
750 *Commission Approval for the following Text Amendments to the Pass Christian Subdivision*
751 *Ordinance, Version 615, Adopted June 16, 2009.*

752
753 Vice Chairman Austin introduced the application.

754
755 Jones discussed that the current Subdivision Ordinance ("SO") does not have a definition for a Minor
756 Subdivision. After 2009, the Planning Commission decided that they did not want to review minor lot
757 divisions and combinations that are allowed By Right per the SmartCode and SO, and requested for
758 them to be reviewed administratively by the Planning Department and then go straight to the Mayor
759 and Board of Aldermen. Jones is looking for the administrative directive in the 2009 or 2010 Planning
760 Commission Minute Books.

761
762 Simon explained that if there is an application for subdividing a lot, and the new lots meet the minimum
763 lot size, the minimum lot frontage, the installation of a street or utilities are not required or needed, and
764 no variances are needed, it is considered a minor subdivision and the application goes straight to the
765 Mayor and Board of Aldermen for review.

766
767 Jones continued that he wants to add the language that illustrates the request of the Planning
768 Commission and the subsequent practice of the Planning Department.

769
770 Vice Chairman Austin responded that the Commission is ok with the concept, but the actual language to
771 be adopted needs to be reviewed by the Commission.

772
773 Jones also stated that the SO requires a minimum lot width of 60-feet, and the SO states that when
774 there are contradiction between the SO and the SmartCode, the SmartCode takes precedence.
775 Therefore, the 60-foot lot width minimum needs to be removed, and lot width sizes should defer to the
776 SmartCode's specific lot width standards as specified in each Zone.

777
778 The Commissioners agreed with the lot width update.

779

780 The Commissioners worked with Jones to craft the Minor Subdivision Definition: A Minor Subdivision
781 creates no more than 10 parcels that meet the Zones Minimum Lot Size, Minimum Lot Width at the
782 Frontage, no installation of streets or City utility mains, and no Platted Subdivision is created.

783
784 A *Motion* by Commissioner Lizana seconded by Commissioner Kalif, was made to approve clarifying the
785 the Subdivision Ordinance to conform with the existing practice of the Planning Department for
786 reviewing Minor Subdivision Applications, to include the Minor Subdivision Definition as listed above,
787 and to delete the 60-foot minimum lot width requirement at the Frontage, deferring to the SmartCodes
788 lot width requirements as specified for each Transect Zone. The motion passed unanimously.

789
790 Vice Chairman Austin requested that Malcolm email the Commissioners the final language prior to the
791 Mayor and Board of Aldermen's Meeting on March 20, 2018.

792
793 ○ *Close Public Hearing*

794 A *Motion* by Commissioner Kalif, seconded by Commissioner Pace, was made to close the public hearing.
795 The motion passed unanimously.

796
797 **OLD BUSINESS**

798
799 **OTHER BUSINESS/PUBLIC COMMENT**

800
801 **ADJOURN**

802 A *Motion* by Commissioner Kalif, seconded by Commissioner Lizana, was made to adjourn the meeting
803 at 7:30 P.M. The motion passed unanimously.