

Monday, September 21, 2020

5:00 p.m.

Town of Coaldale HUB (2107 13 Street)



Municipal Planning Commission Agenda

1.0 CALL TO ORDER

2.0 ADDITIONS TO THE AGENDA

3.0 NEW BUSINESS

- 3.1 Development Application 2020-085
Town of Coaldale property west of 2608 21st Avenue
Temporary sign – time extension requested

4.0 INFORMATION ITEMS

- COVID-19 meeting requirements

5.0 IN-CAMERA DELIBERATIONS

6.0 ADJOURNMENT

Staff Report to the Municipal Development Authority Board

Development Application #	2020-085
Applicant	Kelly Wiebe on behalf of the Coaldale Copperheads
Civic Address	Town-owned property directly west of 2608 21 st Avenue
Legal Description	The subject land is within the r-o-w of 21 st Avenue
Zoning	N/A
Description of Application	Application for temporary signage for a period of 180 days, whereby the LUB maximum is 60 days

BACKGROUND/DESCRIPTION OF APPLICATION:

We are in receipt of Development Application #2020-085 requesting a temporary sign that is proposed to be located in Town road r-o-w along 21st Avenue, directly west of 2608 21st Avenue (McDonald's restaurant), for a period of 180 days. This is in excess of the 60 day maximum that is allowed as per Sec. 2(b) of Part 8 of Schedule 13 (Sign Regulations) of the Town's Land Use Bylaw.

Due to the nature of the request, the application is required to come before the Municipal Planning Commission for a decision.

It is worth noting that the same application has been made for several years and has consistently been approved up to this point. This is not to say that the current request must be approved, but as a point of note regarding the history of previous decisions for the same request.

APPLICABLE SECTIONS OF THE LAND USE BYLAW:

- Land Use Bylaw Schedule 13 (Signage)

RECOMMENDATION

The board considers APPROVAL of Development Application (2020-085) to allow for the approval of the signage as applied for, subject to the following conditions:

1. The sign must be placed in the location as identified and shall meet all other requirements of Schedule 13 of the Land Use Bylaw.
2. Other conditions as deemed necessary by the Municipal Planning Commission.

OR, if the board so wishes, REFUSAL with Reasons.

Respectfully Submitted:

Spencer Croil, RPP MCIP

Director of Planning and Community Development and Development Officer

ATTACHED FILES:

- Application and site plan
- Notice to Neighbouring Property Owners
- Schedule 13: Signage



TOWN OF COALDALE SIGN APPLICATION DEVELOPMENT PERMIT

Date of Application: Jan 17, 2020

Date Deemed Complete: _____

Sign Permit
Application No.

2020-085

IMPORTANT NOTICE: This application does not permit you to install the sign until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

APPLICANT INFORMATION

Name of Applicant: Coaldale Copperheads

Mailing Address: Box 1231

Phone: 403.393.3129

Phone (alternate): _____

City/Town: Coaldale

Fax: _____

Postal Code: T1M1N1

Email: Coaldalecopperheads@hotmail.com

☐ Check this box if you would like to receive documents through email.

Is the applicant the owner of the property?

☐ Yes

☒ No

IF "NO" please complete box below

Name of Owner: Town of Coaldale

Mailing Address: _____

Phone: _____

City/Town: _____

Postal Code: _____

Applicant's interest in the property:

- ☐ Agent
- ☐ Contractor
- ☐ Tenant
- ☐ Other _____

SIGN INFORMATION

TYPE OF WORK: ☐ New Permanent Sign

☐ Changes to Existing Sign

☒ Temporary Sign

Sign Location (Civic Address): Highway Commercial C-2 (West of McDonalds Town owned property)

Are there any other signs at this location?

☐ Yes

☒ No

If yes, please state how many: _____

SIGN TYPE*: ☒ Portable ☐ Temporary ☐ Canopy ☐ Window ☐ Freestanding ☐ Fascia ☐ Billboard ☐ Mural ☐ Projecting ☐ Under Canopy ☐ Roof ☐ Other *see Land Use Bylaw for definitions	PROJECTION STYLE: <i>Mark any or all that apply</i> ☐ Lettering / logo ☒ Manual changeable lettering content ☐ Electronic changeable lettering content ☐ Animation ☐ Movement / rotation	ILLUMINATION: <i>Mark any or all that apply</i> ☒ No illumination ☐ Direct illumination ☐ Internal illumination ☐ Flashing
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Length of Sign:	☐ m ² <u>8</u> ☐ ft ²	Office Use
Height of Sign:	☐ m ² <u>4</u> ☐ ft ²	
Sign Face Area (length x height):	☐ m ☐ ft	
Top of Sign Height:		
from Grade:	☐ m ☐ ft	
from Roof:	☐ m ☐ ft	

If the sign is only for temporary use:

For how many days is the sign proposed to be displayed?

180 days

(Sept 18/20 - Apr 4/21)

SITE PLAN

**Please attach a plan drawn to a suitable scale and photographs, if available, illustrating:

- ☐ Location of all existing and proposed sign(s) on the property
- ☐ Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- ☐ Details of sign content (wording, lettering, graphics, colour and design scheme, materials, etc.)
- ☐ Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
- ☐ Setbacks from property lines of proposed sign(s) and existing building(s)

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Sign.


 APPLICANT

 Registered Owner (if not the same as applicant)

TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Coaldale, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at his own risk.
3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. In accordance with Part 5, Schedule 4, a grade plan is required for development in all zoning districts.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
6. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements, the Designated Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans where landscaping is required by the Land Use Bylaw.
3. Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
4. Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by metres and the number of storeys.

Please note: Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.

FOIP Notification: Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Coaldale programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Coaldale, 1920-17th Street, T1M 1M1 or 403-345-1300.



September 11, 2020

TO: NEIGHBOURING PROPERTY OWNERS

**RE: NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING
DEVELOPMENT APPLICATION 2020-085**

APPLICANT: COALDALE COPPERHEADS

**ADDRESS: ON TOWN OF COALDALE PROPERTY TO THE WEST OF
2608 – 21st AVENUE**

ZONING: HIGHWAY COMMERCIAL – C-2

Dear Sir/Madam,

We are in receipt of a Development Application (2020-085) to display a temporary sign at the above referenced property. Land Use Bylaw 677-P-04-13 states that a development permit for a temporary sign shall be valid for a period of no longer than 60 days. A request has been made for a 120 day time extension waiver which would allow the sign to be displayed continuously for a total of 180 days.

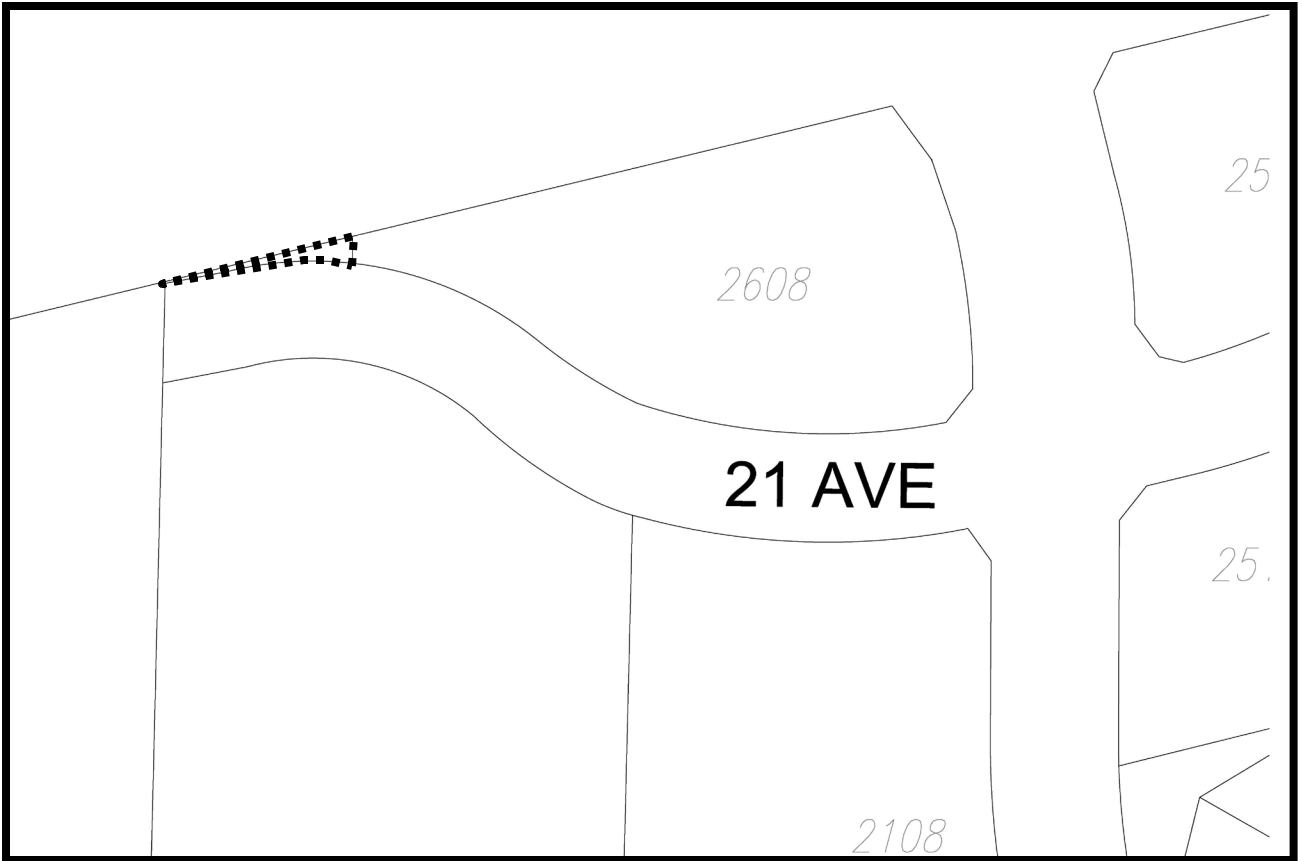
The Town of Coaldale Land-Use Bylaw states that waiver exceeding 10% of any measurable standard shall be considered by the Municipal Planning Commission (MPC). As such, a hearing must be held for consideration of this application.

Pursuant to the provisions of Section 42 of Bylaw 677-P-04-13 being the Land Use Bylaw of the Town of Coaldale, notice is hereby given that on **Monday September 21, 2020 at 5:00p.m., the Municipal Planning Commission (MPC) will consider Development Application (2020-085). The hearing will take place virtually however a member of staff will be at the Coaldale HUB (2107 13 Street, Coaldale) should you wish to attend the meeting.**

Any comments you wish to make concerning the application can be made in writing to the Town of Coaldale at any point up to the date and time of the meeting. Comments on the application can be dropped off in person at the Town Office, faxed to 403-345-1311 or emailed to buildingcoaldale@coaldale.ca. Please note that all submissions will be made public.

Sincerely,

Spencer Croil,
Director of Planning and Community Development and Development Officer
cc. *Applicant*



SCHEDULE 13: SIGN REGULATIONS

SCHEDULE 13: SIGN REGULATIONS

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1. PERMITS REQUIRED

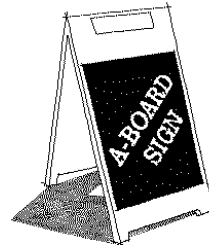
Except as stated below in Section 5 (Signs Not Requiring A Permit), no sign shall be erected on land or affixed to any exterior surface of a building or structure unless a development permit for this purpose has been issued by the Development Authority.

2. DEFINITIONS

It should be noted the definitions contain reference locators (e.g. *see Section 1*) that have been italicized for ease of reference. These references should not be interpreted as part of the definition and may be subject to change.

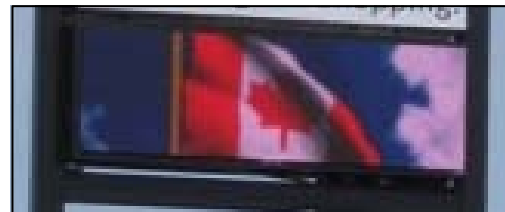
For the purpose of the Land Use Bylaw and this Schedule, the following definitions apply:

A-BOARD means a temporary sign which is set on the ground, built of 2 similar pieces of material and attached at the top by a hinge(s) so as to be self supporting when the bottom edges are separated from each other and designed and built to be easily carried by 1 person. *See subsection 8(2) Temporary Signs.*

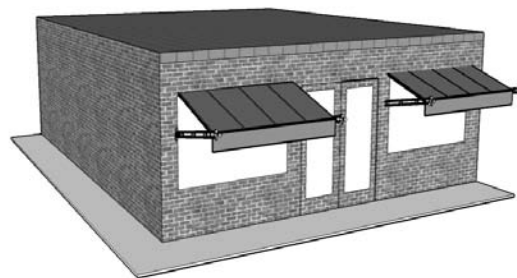


ABANDONED SIGN means a sign which advertises or identifies an activity, business, owner, product, lessee or service which no longer exists or a sign for which no legal owner can be found.

ANIMATION means a projection style where action or motion is used to project sign content, including lighting changes, special effects or pictures, but does not include changeable content.

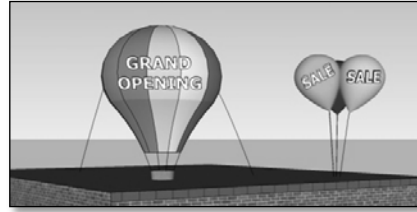


AWNING means an adjustable or temporary roof-like covering fitted over windows and doors and used for either shelter, advertising or decoration.



Building with two awnings over windows

BALLOON SIGN means any inflatable device used or employed as a sign, that is anchored to the ground or to a building or structure. *See subsection 8(2) Temporary Signs.*



BANNER SIGN means a temporary sign that is made of lightweight material intended to be secured to the flat surface of a building or structure, at the top and the bottom on all corners, excluding official flags and emblems. *See subsection 8(2) Temporary Signs.*



BENCH SIGN means a sign that is painted on or affixed flat to a bench.

BILLBOARD SIGN means a freestanding structure constructed to provide a medium for advertising where the subject matter is not necessarily related to a use at or around the parcel on which the billboard is located and where the copy can be periodically replaced. *See subsection 8(7) Billboard Signs.*

CANOPY means a permanent fixture fitted over windows and doors and used for either shelter, advertising or decoration.

CANOPY SIGN means a sign that is mounted, painted or otherwise attached to an awning, canopy or marquee. *See subsection 8(3) Canopy Signs.*

CHANGEABLE CONTENT means sign content which changes automatically through electronic and/or mechanical means and may include typical features such as an electronic message centre or time and temperature unit.



Mechanical
changeable copy



Electronic/digital
changeable content

CONSTRUCTION SIGN means a temporary sign which is placed on a site to advertise items such as the provision of labour, services, materials or financing on a construction project. *See subsection 8(2) Temporary Signs.*

DIRECTIONAL AND INFORMATION SIGN means a sign the message of which is limited to providing direction guidance, distance, facility or similar information and which may contain a name or logo.



ELECTRONIC SIGN CONENT see Section 7 for SIGN CONENT and PROJECTION STYLES.

FASCIA SIGN means a sign attached across the face of the building, located approximately parallel thereto, in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign, which does not project more than 0.3 m (1 ft.) from the building. *See subsection 8(6) Fascia Signs.*

FREESTANDING SIGN means a sign supported independently of a building, wall, or other structure by way of columns, uprights, braces, masts or poles mounted in or upon grade. *See subsection 8(5) Freestanding Signs.*

FRONTAGE means the front lot line and the side of a lot abutting a public roadway. Frontage does not include any side of a lot abutting a lane unless the lane is the only means of physical access.

HOME OCCUPATION SIGN means a sign advertising a home occupation approved under the provisions of the Land Use Bylaw.

LUMINOSITY means the measurement of brightness.

MULTI-TENANT SIGN means any type of sign that may contain sign content that advertises more than one tenant and/or business. See Section 8 below for applicable sign type: e.g. freestanding sign, billboard sign, portable sign, etc.

MURAL SIGN means any picture, scene, graphic or diagram displayed on the exterior wall of a building for the primary purpose of decoration or artistic expression and not created to solely display a commercial message or depiction. *See subsection 8(8) Mural Signs.*

OFF-PREMISES SIGN means any type of sign that may contain sign content that advertises or otherwise identifies a service, product or activity conducted, sold or offered at a location other than the premises on which the sign is located. See Section 7 (Sign Content, Projection Styles, and Illumination) and Section 8 (Sign Types) for additional regulations for any and all signs containing off-premises sign content.

OFF-PREMISES SIGN CONTENT means sign content which advertises or otherwise identifies a service, product or activity conducted, sold or offered at a location other than the premises on which the sign is located.

ON-PREMISES SIGN CONTENT means sign content which advertises a service, product or activity conducted, sold or offered on the property that the sign is located.

OVERHANGING means that which projects over any part of any street, lane or other municipally owned property.

PARAPET means the extension of a false front wall above a roof line.

POLITICAL POSTER SIGN means a temporary sign announcing or supporting candidates or issues in any election or plebiscite. *See subsection 8(2) Temporary Signs.*

PORTABLE SIGN means a sign that is not permanently affixed to a building, structure, or the ground and does not include A-Board signs as defined in this Bylaw.

PROJECTING SIGN means a sign other than a canopy sign or fascia sign which is attached to and projects, more than 0.3 m (1 ft.) horizontally from a structure or building face. For the purposes of this Bylaw shingle signs are considered projecting signs. *See subsection 8(9) Projecting Signs.*

PUBLIC TRANSPORTATION VEHICLE means publicly owned, operated and/or funded transit and transportation facilities.

REAL ESTATE SIGN means a sign advertising real estate (i.e. property) that is for sale, for lease, or for rent or for real estate that has been sold.

RESIDENCY IDENTIFICATION SIGN means a sign located on a lot in a residential district that provides for the name and/or address of the owner or occupant of a dwelling.

ROTATING SIGN means a sign or portion of a sign which moves in a revolving manner. See Section 8 for applicable sign type requirements: e.g. freestanding sign, billboard sign, portable sign.

ROOF SIGN means any sign erected upon, against, or directly above a roof or on top of or above the parapet of a building.

SHINGLE SIGN means a small sign which is suspended from a mounting attached directly to the building wall. Shingle signs are generally placed perpendicular to the face of a building and are typically found in pedestrian oriented environments such as a downtown and/or historic district. See subsection 8(9) *Projecting Signs*.



Examples of shingle signs

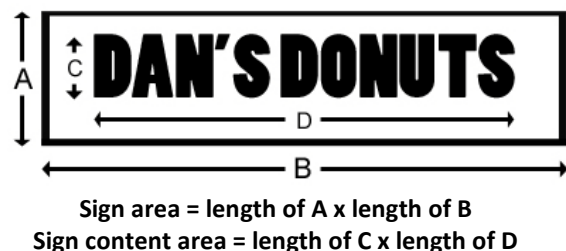
SIGN means a lettered board and/or other public display intended for the advertising or calling attention to any person, business, matter, message, object or event.

SIGN ALTERATION means the structural and/or projection style modification of a sign but does not include the routine maintenance, painting or change in face, content, copy or lettering.

SIGN AREA means the entire area within a single continuous perimeter enclosing the extreme limits of a sign and in no case passing through or between any adjacent elements of same. However, such perimeter shall not include any structural elements lying outside the limits of such sign and not forming an integral part of the display. See figure below.

SIGN CONTENT means the wording/lettering, message, graphics or content displayed on a sign.

SIGN CONTENT AREA means the entire area within a single straight line geometric figure or a combination of squares or rectangles that will enclose the extreme limits of the advertising message or announcement including decorations related to the specific nature of the advertising message or announcement.



SIGN HEIGHT means the vertical distance measured from the highest point of the sign or sign structure to the finished grade.

SIGN ILLUMINATION means the lighting or exposure of a sign to artificial lighting either by lights on or in the sign or directed toward the sign.

SIGN PROJECTION STYLE means the method by which the sign content is conveyed to the viewer (e.g. lettering/logo, animation, changeable content, movement/motion).

SIGN TYPE means the type of structure of a sign (e.g. billboard, freestanding, portable, etc.) used to convey sign content.

TEMPORARY SIGN means any sign permitted, designed or intended to be displayed for a short period of time (not to exceed 30 days), not including portable signs, however including balloon signs, developer marketing signs, land use classification signs, construction signs, political poster signs, window signs, banner signs, A-board signs or any other sign that is not permanently attached to a building, structure or the ground.

UNDER-CANOPY SIGN means a sign that is suspended from or below the ceiling or roof of an awning, canopy or marquee.

VEHICLE SIGN means a sign attached to, painted on or installed on a vehicle other than a public transportation vehicle, handi-bus, taxi cab or school bus.

WINDOW SIGN means a sign painted on, attached to or installed on a window intended to be viewed from outside the premises. *See subsection 8(4) Window Signs.*

3. PROHIBITED SIGNS

- (a) Signs which employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting but does not include changeable content, sign projection styles or animation.
- (b) Signs which emit amplified sounds or music.
- (c) In any residential district:
 - i. signs that employ animation or changeable content as the projection style.
- (d) In any non-residential district:
 - i. signs that employ changeable content, animation or pictorial scenes at a luminosity, intensity and/or interval which may create a public hazard or nuisance.
- (e) Any signs located within the public right-of-way or on public property, except for signs *approved* by the Town of Coaldale, which may include: canopy signs, projecting signs and temporary signs or signs approved by the Province of Alberta or Federal Government.
- (f) Signs that are attached to or appearing on any vehicle or trailer which is parked on a public right of way or any other public lands or on private land that is located adjacent to a public right of way with the intent/purpose of displaying the sign to motorists and the public for any period of time excepting thereout signs for special events organized by a non-profit association, group or organization for a display time period not to exceed 24 hours.

- (g) Any sign which has not obtained a development permit or any sign which has not been deemed exempt from the requirement of obtaining a development permit as per this sign schedule [see Section 5 (Signs Not Requiring A Permit)].

4. GENERAL STANDARDS AND REGULATIONS FOR ALL SIGNS

The following regulations shall be applied to all signs:

- (a) Unless otherwise specified, a development permit application is required for all signs. Application is made using Form F, Appendix A, unless specifically exempt under Section 5 (Signs Not Requiring A Permit).
- (b) The Designated Officer may refer any development permit application for a sign to the Municipal Planning Commission for a decision.
- (c) All signs shall be compatible with the general character of the surrounding streetscape and the architecture of nearby buildings.
- (d) All signs shall be of quality construction and of a design suitable for public display.
- (e) All signs shall be maintained in good repair and a safe and tidy manner.
- (f) No sign shall be placed in a public road or laneway or sited in such a manner that the sign causes confusion with or obstructs the vision of any information sign or a traffic control sign, signal, light or other traffic device.
- (g) No sign shall be located or placed in such a manner that it will create a potential hazard or conflict with rights-of-way, easements or the routing of any public utility, and will not create a traffic hazard or obstruct the public's view of any other signage.
- (h) The size, location, illumination and materials of all signs and outdoor advertising structures and features shall not detract from the design of existing and proposed buildings and structures and the surrounding properties.
- (i) Any sign which creates a traffic or a pedestrian hazard either due to its design or location shall not be permitted.
- (j) A sign shall be located entirely within the subject lot unless prior written approval granting permission for the sign to overhang another property is submitted to the Town by the affected property owner.
- (k) A sign shall not be erected on any property unless permission is granted in writing from the registered property owner.
- (l) Sign alterations (e.g. change in size, shape, type, illumination, sign projection style, etc.) shall not be made without first obtaining the required permits or written authorization.
- (m) Any signs that rotate, employ animation or changeable content require approval of the Development Authority.
- (n) In all cases, the required distance from overhead power and service lines, as set forth in the *Alberta Electrical Utility Code*, shall be maintained.
- (o) A sign shall not be attached to a public bench, light standard, utility pole or any other publicly owned structure or building without prior written authorization from the Development Authority.
- (p) The source of light for all sign illumination shall be steady and suitably shielded.

- (q) Subsequent to approval from the Development Authority, signs may be permitted to locate within the setback requirement of a land use district if it does not interfere with visibility at an intersection and complies with other requirements of this sign schedule.
- (r) The following rules apply to all types of signs on municipal property:
 - i. No signs shall be located on, erected on, or attached to municipal property, buildings or structures unless permission is granted in writing from the Town.
 - ii. If permission is granted for a sign to be located on, erected on, or attached to municipal property, buildings or structures, the sign type shall comply with all applicable sign regulations contained within this Land Use Bylaw.
 - iii. Any sign located on, erected on, or attached to municipal property without authorization from the Town, may be removed without notice.
- (s) Any abandoned sign shall be removed at the property owner's expense. If abandoned signs are not removed the Town may remove the sign.
- (t) Non-compliance with any regulation of this Bylaw may result in the Town removing a sign without notice and any cost associated with its removal may be charged to the sign owner. A sign recovery charge of \$200 will be required prior to the return of the sign to the owner.
- (u) Any signs removed by the Town may be held for 30 days after removal at the owner's risk. Should the signs not be claimed by the owner after 30 days from the date of removal, the signs will be disposed of at the discretion of the Town.
- (v) Any sign overhanging public or Town-owned property shall be required to provide proof of insurance and may be required to enter into a save harmless agreement with the Town.
- (w) The Town shall not be held liable for any injury, loss or damage suffered by any person or corporate body which is caused by any sign located in the Town whether or not the sign is in accordance with the requirements of this Bylaw.

5. SIGNS NOT REQUIRING A PERMIT

The following signs do not require a sign permit, but shall otherwise comply with this Bylaw and be suitably maintained to the satisfaction of the Development Authority.

- (a) Construction signs which do not exceed 3 m² (32.39 ft²) in area provided such signs are removed within 14 days of the completion of construction;
- (b) Fascia signs on a shipping container that are placed temporarily on a construction site in compliance with Schedule 3, subsection 4(d);
- (c) Banner signs which are displayed for a period of time not exceeding 30 days;
- (d) Signs, notices, placards, or bulletins required to be displayed:
 - in accordance with the provisions of federal, provincial, or municipal legislation;
 - by or on behalf of the federal, provincial, or municipal government;
 - on behalf of a department, a commission, a board, a committee, or an official of the federal, provincial, or municipal government;
- (e) Signs located on public transportation vehicles or taxi-cabs;
- (f) Signs located inside a building and not intended to be viewed from the outside;

- (g) The name and address of a building when it forms an integral part of the architectural finish of that building;
- (h) Street numbers or letters displayed on a premises where together the total sign content area is less than 1 m²;
- (i) Residency identification signs which state no more than the name and/or address of the person(s) occupying the lot, provided the sign is no greater than 0.4 m² (4 ft²) in area;
- (j) Signs placed on premises for the guidance, warning, or restraint of persons and/or vehicles;
- (k) Municipal road signs used for street name identification or traffic direction and control;
- (l) Vehicle signs except as prohibited in Section 3 (Prohibited Signs);
- (m) Entrance or exit signs used for the purpose of directing traffic providing:
 - those signs do not display any advertising message, other than a business logo, and
 - the sign area does not exceed 1 m² in area, and
 - the sign height does not exceed 1.2 m.
- (n) Any and all signs where all relevant details of the subject sign(s) have been submitted, evaluated and approved as part of a separate development permit application;
- (o) A-board signs where the owner of the sign submits written authorization from the owner of the land where the sign is to be located and where the sign is removed from that location on a daily basis, or where the Town is the owner of the land (e.g. roadway or sidewalk) the sign may be allowed during normal business hours;
- (p) The alteration of a sign which only includes routine maintenance, painting or change in face, content or lettering and does not include modification to the sign structure or projection style;
- (q) Freestanding signs for community / neighbourhood / subdivision identification purposes where all relevant details and design drawings have been submitted, evaluated and approved as part of a subdivision application process;
- (r) All signs for public buildings except for freestanding signs, and any signs that contain movement/motion (i.e. rotate, etc.), or employ animation or changeable content, which shall require the approval of the Municipal Planning Commission;
- (s) Real estate signs, provided all such signage is removed within 30 days after the sale or lease of the premises upon which the sign is located and these signs shall not be placed in a road;
- (t) Garage sale signs which do not exceed 1 m² (10.8 ft.) in area, provided the owner of the property upon which the sign is located has approved its placement and the sign is removed immediately upon the conclusion of the sale. These signs shall not be displayed for more than 48 hours in a seven-day period;
- (u) On-premises directional and informational signage and incidental signs 0.4 m² (4 ft²) or less in area;
- (v) Any traffic or directional and informational signage erected by the Town, Province of Alberta or Federal government;
- (w) Any community service bulletin board erected by the Town and any notices posted on the bulletin board;
- (x) Any window sign painted on, attached to or installed on a window provided that no more than 50 percent of the subject window area is covered;

- (y) Any sign appearing on street furniture, such as benches or garbage containers, that are located on private property;
- (z) Any sign appearing on street furniture, such as benches or garbage containers, that are located on public land if an agreement to locate the street furniture has been reached with Council;
- (aa) Under-Canopy signs that are not illuminated and/or do not overhang public property and meet the regulations for under-canopy signs as per this sign schedule;
- (bb) Political poster signs provided all such signage is removed within 5 days after the closing of the polling stations for the relevant election or plebiscite and comply with the following requirements:
 - i. signs cannot emit sound, use video features or be illuminated;
 - ii. signs shall be maintained in a condition that is neat and shall not be unsightly or dangerous;
 - iii. signs shall not interfere with or be confused with a traffic control device;
 - iv. signs shall not interfere with the safe and orderly movement of pedestrians or vehicles, or restrict the sight lines for pedestrians or motorists;
 - v. signs shall not exceed 1.1 m² in area, 1.2 m in height, and be self supporting;
 - vi. signs shall not be posted for more than 60 days;
 - vii. signs shall not be posted within the property boundaries of any existing Town owned land or facility or any sidewalks or road right of way adjacent to Town owned land or facilities but, may be posted on boulevards and road rights of way adjoining parks and playing fields; and
 - viii. signs shall be a minimum of 3 m from any road access and a minimum of 5 m from any intersection.

6. SIGN PERMIT APPLICATION REQUIREMENTS

- (a) A development permit for a sign shall be made to the Development Authority by an applicant, a landowner, or someone that has been authorized by the landowner (i.e. agent) to submit a development permit application, on a completed application form.
- (b) An application for a development permit to erect, place, alter or relocate a sign shall also be accompanied by:
 - i. the name and address of:
 - a. the sign manufacturer or company, and
 - b. the lawful sign owner;
 - ii. a letter of authorization from the affected registered property and/or building owner (if the applicant is not the landowner).
- (c) The Development Authority may refuse to accept a development permit application for a sign where the information provided by subsection 6(d) below has not been supplied or where, in the opinion of the Development Authority, the quality of the material supplied is inadequate to properly evaluate the application.
- (d) The Development Authority may require any additional information deemed necessary to evaluate a development permit application for a sign, but generally, an application for a permit to erect, place, alter or relocate a sign shall be made to the Development Authority and shall be accompanied by photographs and/or drawings, to an appropriate scale, showing where applicable:
 - i. the location of all existing and proposed sign(s);

- ii. the setback distance(s) from the proposed sign(s) to all existing freestanding and billboard signs;
- iii. the size, height, and area of the proposed sign(s), including any supporting structures;
- iv. details with respect to the sign content (i.e. wording/lettering, text, message, graphics, etc.);
- v. the colour and design scheme;
- vi. materials specifications;
- vii. location of the property boundaries of the parcel upon which the proposed sign(s) is to be located;
- viii. utility rights-of-way, access easements and any other related encumbrances;
- ix. location of existing building(s) on the site;
- x. the type of illumination, animation and/or changeable content, if any, and details with respect to the proposed luminosity intensity and/or interval;
- xi. If a sign is to be attached to a building, the details regarding the extent of the projection.

7. SIGN CONTENT, PROJECTION STYLES AND ILLUMINATION

1. OFF-PREMISES SIGN CONTENT

Off-premises sign content means any sign content, which advertises or otherwise identifies a service, product or activity conducted, sold or offered at a location other than the parcel on which the sign is located. Off-premises sign content typically applies to freestanding or portable signs.

- (a) The sign content area containing off-premises sign content (excluding billboard signs) that is visible from a roadway shall not exceed:
 - i. 2.3 m² (25 ft²) where the speed limit is no greater than 50 km per hour, and
 - ii. 4.6 m² (50 ft²) where the speed limit is greater than 50 km per hour but not greater than 70 km per hour.

Note: For billboard signs see subsection 8(7) below.

- (b) Except for billboards, signs containing off-premises sign content shall only identify businesses or services licensed to operate in the Town of Coaldale, charitable organizations or service clubs.
- (c) All signs containing off-premises sign content shall comply with all other provisions and regulations of this Bylaw and sign schedule, unless specifically exempted.
- (d) A separation distance for freestanding signs containing off-premises sign content shall comply with Section 8 (Sign Types), subsection 5(e) of this Schedule.
- (e) A separation distance for billboards containing off-premises sign content shall comply with Section 8 (Sign Types), subsection 5(g) of this Schedule.

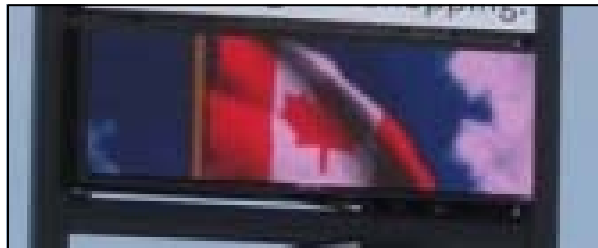
2. PROJECTION STYLES

The content of any sign type (e.g. portable, freestanding, billboard, etc.) may be projected using one or a combination of more than one of the following projection styles.

- (a) *Lettering/Logo*: means the sign content contains simple wording, lettering, logo or graphics that are not animated, moving or cannot be changed automatically.



- (b) *Animation*: means the sign content or a portion of the sign content contains action or motion, including lighting changes, special effects or pictures, but does not mean changeable content.



- (c) *Changeable content*: means the sign content or a portion of the sign content changes automatically through electronic and/or mechanical means.



Mechanical
changeable content



Electronic/digital
changeable content

- (d) *Movement/motion*: means the sign, sign content or a portion of the sign conveys its message to the public through the movement or motion of its mechanical parts. Typical signs using this projection style include rotating signs.



Any change in projection style requires the submission of a new development permit application.

3. ILLUMINATION

Any sign may be considered illuminated if it is lighted by or exposed to artificial lighting either by lights on or in the sign or directed toward the sign. Illuminated signs may be regulated by the Land Use Bylaw. See Section 8 of this Schedule for specific regulations pertaining to the illumination of various sign types (e.g. portable, freestanding, billboard, etc.).

8. SIGN TYPES

1. PORTABLE SIGNS

PORTABLE SIGN means a sign that is not permanently affixed to a building, structure, or the ground and does not include A-Board signs as defined in this Bylaw.

1A – PORTABLE SIGN TYPE A means a portable sign not projected by using electronic content or animation.



1B – PORTABLE SIGN TYPE B means a portable sign projected by using electronic content or animation.



- (a) All portable signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) Portable signs projected using animation, digital or electronic changeable copy shall be at the discretion of the Municipal Planning Commission.
- (c) Portable signs shall be allowed for the announcement of special events, sales, or circumstances where a sign is needed for short specified time periods.
- (d) A development permit for a portable sign will be valid for a period of no longer than **60 days**.
- (e) Once the permit has expired for a portable sign at a location address, application for another portable sign on the same site shall not occur until 30 days has elapsed from the expiration of the previously approved permit or 30 days from the date at which the portable sign is removed, whichever is the later of the two dates.
- (f) Portable signs shall not be allowed in any residential land use district unless placed on Town boulevards and permission has been obtained from the Development Authority.
- (g) The sign area of a portable sign shall not exceed **3.7 m² (40 ft²)**.

- (h) Permits for portable signs shall not be issued for locations where damage to municipal infrastructure may be caused.
- (i) No more than one portable sign per business frontage or where there are two (2) or more frontages, a total of two (2) portable signs may be located on a single lot or premises, except in a designated tourism signage area where more than two (2) portable signs may be located at the discretion of the Municipal Planning Commission.
- (j) No portable sign (including electrical cords) shall be placed on or extend over or project into any municipal property or beyond the boundaries of the private lot or premises upon which it is sited without the written authorization of the Development Authority.
- (k) All portable signs shall be located within the property lines of the location address shown on the development permit application.
- (l) The proposed advertising copy and/or business shall be indicated at the time of the development permit application.
- (m) The Development Authority may require the posting of a security with the Town to ensure compliance with any and all conditions of approval and the removal of the sign on or before the date of expiry of the permit.
- (n) A portable sign shall not be allowed to locate or remain on a site without a development permit, whether the sign displays any advertising or not.
- (o) Portable signs may contain off-premises sign content as defined in Section 2 (Off-Premises Sign Content) of this Schedule.
- (p) The Development Authority must only approve the location of the portable sign on the premises after having given due consideration for the location of power supply, sight lines visibility, parking pattern on the site and/or any other site specific development constraints that the Development Authority considers relevant.

2. TEMPORARY SIGNS

TEMPORARY SIGN means any sign permitted, designed or intended to be displayed for a short period of time, not including portable signs, however including balloon signs, construction signs, political poster signs, banner signs, A-board signs or any other sign that is not permanently attached to a supporting structure or building.

- (a) All temporary signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) A development permit for a temporary sign will be valid for a period of no longer than **60 days**.
- (c) Once the permit has expired for a temporary sign at a location address, application for another temporary sign on the same site shall not occur until 30 days has elapsed from the expiration of the previously approved permit or 30 days from the date at which the temporary sign is removed, whichever is the later of the two dates.
- (d) No temporary signs shall be suspended on or between support columns of any permanent sign such as a freestanding sign or billboard sign, notwithstanding any other sign that may be considered as permanent by the Development Authority.
- (e) The maximum sign area of a temporary sign shall be no greater than **3.7 m² (40 ft²)**.
- (f) No posters or signs shall be placed on any public utility such as a power pole.
- (g) No posters or signs shall be placed on municipal, provincial or federal signage.

3. CANOPY SIGNS

CANOPY SIGN means a sign that is mounted, painted or otherwise attached to an awning, canopy or marquee.



Examples of canopy signs

- (a) All canopy signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) No part of a canopy sign shall project more than 1.2 m (4 ft.) over a public sidewalk or within 1 m (3.3 ft.) of a curb adjoining a public roadway.
- (c) A canopy sign shall be mounted no less than 2.4 m (8 ft.) above grade.
- (d) A canopy sign or any physical supports for the sign shall not extend beyond the lateral or vertical dimensions of the canopy or its apron.
- (e) A canopy sign shall not be clad with wood, metal, or solid fibre glass.
- (f) Approval of any canopy signage overhanging public land under the sign regulations is conditional upon the owners and/or occupiers of the premises upon which said sign is located providing proof of liability insurance, and entering into an encroachment and hold harmless agreement with the Town of Coaldale. The agreement may be registered on title.

4. WINDOW SIGNS

WINDOW SIGN means a sign painted on, attached to or installed on a window intended to be viewed from outside the premises.



Examples of window signs

- (a) All window signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) In any residential district, a maximum of one window sign per lot not to exceed 0.38 m² (4 ft²) in area may be permitted.
- (c) In all other districts, a window sign painted on, attached to or installed on a window may occupy no more than 50 percent of the subject window area.

5. FREESTANDING SIGNS

FREESTANDING SIGN means a sign supported independently of a building, wall, or other structure by way of columns, concrete foundation, uprights, braces, masts, or poles mounted in or upon grade.



Examples of freestanding signs

- (a) All freestanding signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) Development permits for freestanding signs in all residential, public service and urban reserve districts shall require the approval of the Municipal Planning Commission.
- (c) No more than one freestanding sign per business frontage may be erected.
- (d) Freestanding signs shall have a minimum separation distance of 30 m for those signs located on the same side of a roadway.
- (e) Freestanding signs with off-premises sign content shall have a separation distance of 152 m (500 ft.).
- (f) All freestanding signs shall be completely located on the same lot as the use being advertised, with the exception of off-premises sign content approved in accordance with the provisions of this sign schedule.
- (g) No temporary signs shall be suspended on or between support columns of any freestanding sign.
- (h) Freestanding signs that may be proposed within a clear vision triangle area of a corner lot shall meet the requirements of Schedule 4, Section 6 (Clear Vision Triangle for Corner Lots).
- (i) In residential districts freestanding signs shall not be permitted except for the following purposes:
 - i. community / neighbourhood / subdivision identification purposes;
 - ii. approved multi-unit residential development projects; and
 - iii. institutional facilities and uses, and child care facilities.



- (j) Freestanding signs shall be subject to the following maximum height and area restrictions:
 - i. In the C-1 district, the maximum height shall be 7.6 m and the maximum sign area shall be a 7 m² on each of a multiple-sided sign.
 - ii. In the C-2, I, I-2 districts, the maximum height shall be 7.6 m and the maximum sign area shall be 15 m² on each side of a multiple-sided sign.

6. FASCIA SIGNS

FASCIA SIGN means a sign attached across the face of the building, located approximately parallel thereto, in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign, which does not project more than 0.3 m (1 ft.) from the building.



Coaldale examples of fascia signs

- (a) All fascia signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) The total maximum sign area permitted for fascia signs is 20 percent of the area formed by each building face or bay.
- (c) A fascia sign shall not project more than 0.3 m (1 ft.) from the face of a building.
- (d) Whenever there is a band of several fascia signs, they should be of a consistent size and located near the same level as other similar signage on the premises and adjacent buildings.
- (e) A fascia sign shall not be located above any portion of a street, or project over public property, unless the fascia sign maintains a minimum clearance from grade of 2.4 m (8 ft.) and the maximum projection shall be no greater than 0.3 m.

7. BILLBOARD SIGNS

BILLBOARD SIGN means a freestanding structure constructed to provide a medium for advertising where the subject matter is not necessarily related to a use at or around the parcel on which the billboard is located and where the copy can be periodically replaced.



- (a) All billboard signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) Billboard signs shall be limited to lots immediately adjacent to Highway 3 within Town limits.
- (c) There shall be a 300 m (984 ft.) separation distance between billboard signs on the same side of the highway.
- (d) There shall be a 300 m (984 ft.) separation distance between billboard signs on opposite sides of the highway.

- (e) Where signs are adjacent to the provincial highway where speeds are 100 km/h, the minimum distance between billboards on the same side of the roadway shall be 1,000 m (3,280 ft.), unless otherwise authorized by Alberta Transportation.
- (f) The permitted maximum sign area shall be restricted to 18.6 m² (200 ft²).
- (g) Signs shall be located so as to not become a visual obstruction or other traffic hazard.
- (h) No billboard sign shall be illuminated unless the source of light is steady and suitably shielded.
- (i) Any electrical power supply to billboard signs shall be located underground.
- (j) Billboard signs shall not have animation, electronic changeable copy or any moving or rotating parts.
- (k) A billboard sign shall not conflict with the development and land use guidelines of the surrounding streetscape or the architecture of any nearby buildings and adjacent land uses.
- (l) Billboards shall be constructed of high-quality construction materials and be maintained in a satisfactory state of repair.
- (m) The Designated Officer shall refer any billboard sign applications to Alberta Transportation for comment.
- (n) The applicant shall be responsible for obtaining any other necessary municipal, provincial or federal permits.
- (o) Billboard signs shall be removed by their owner once development commences on the subject site.

8. MURAL SIGNS

MURAL SIGN means a painting or other decorative work applied to and made integral with an outside wall surface of a building.



Mural sign in Coaldale

- (a) All mural signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) No more than one mural sign shall be allowed per commercial building unless specifically authorized by the Municipal Planning Commission.
- (c) The location, theme, construction materials and size associated with the mural shall be to the satisfaction of the Municipal Planning Commission.

- (d) The mural must be a painting or other decorative work (artistic rendering/scene) and no mural shall be created to solely display a commercial message or depiction.
- (e) The Municipal Planning Commission may require that the mural content be reflective of the Town's history and/or heritage.
- (f) Display of text, including a business name or commercial message, within a mural shall not exceed 10 percent coverage of the wall surface area, up to a maximum coverage size of 100 ft².

9. PROJECTING SIGNS

PROJECTING SIGN means a sign other than a canopy sign or fascia sign which is attached to and projects, more than 0.3 m (1 ft.) horizontally, from a structure or building face. For the purposes of this Bylaw shingle signs are considered projecting signs and are referenced in subsection 9(i) below.



Examples of projecting signs

- (a) All projecting require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) Projecting signs shall be placed:
 - i. at right angles to the building face to which they will be attached; or
 - ii. in the case of corner sites, placed at equal angles to the building faces that form the corner.
- (c) Approval of any projecting signage overhanging public land under the sign regulations is conditional upon the owners and/or occupiers of the premises upon which said sign is located providing proof of liability insurance, and entering into an encroachment and hold harmless agreement with the Town of Coaldale. The agreement may be registered on title.
- (d) Projecting signs shall have a minimum vertical clearance of 2.4 m (8 ft.) measured between the lower sign edge and grade.
- (e) A projecting sign shall not extend horizontally more than 2 m (6.5 ft.) from a structure or building face.
- (f) A part of a projecting sign shall not project or extend within 1.5 m (5 ft.) horizontally of the edge of a curb or roadway.
- (g) The maximum allowable height for a projecting sign, measured from the top of the sign to grade, shall not exceed the lesser of:
 - i. the height of the eave line or roof line,
 - ii. 6 m (20 ft.),
 - iii. or to the satisfaction of the Municipal Planning Commission.

- (h) One projecting sign per business area may be allowed provided the maximum sign content area does not exceed 5 m² (54 ft²) in area.
- (i) Shingle signs are part of a specialized and narrow class of projecting signage typically found in pedestrian oriented environments such as downtowns and/or historic districts and are subject to the following limitations:
 - i. they may not be attached to a structure other than a building;
 - ii. they may not project more than 0.91 m (3 ft.) from the surface of the building to which it is attached;
 - iii. they may not contain more than a total of 0.46 m² (5 ft²) of display surface, excluding the supporting structure;
 - iv. they may be only as high as the eave line of the building surface to which it is attached or 3.35 m (11 ft.) above grade, whichever is lower;
 - v. they may not be lower than 2.28 m (7.5 ft.);
 - vi. they may not be internally illuminated;
 - vii. they may not be more than four inches or less than one-half inch thick, except as reasonably required in connection with some graphic element of the sign;
 - viii. the total fascia sign display area otherwise permitted shall be reduced by the sign content area, excluding the supporting structure, of the shingle sign approved;
 - ix. only one shingle sign may be approved for installation on a single frontage of a premises; and
 - x. no shingle sign may be approved for a premises for which a freestanding sign permit is outstanding.

10. UNDER CANOPY SIGNS

UNDER-CANOPY SIGN means a sign that is suspended from or below the ceiling or roof of an awning, canopy or marquee.

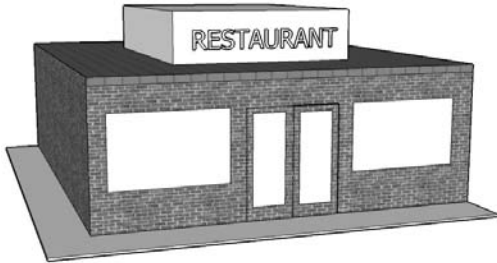


Examples of under canopy signs

- (a) All under canopy signs that are illuminated or overhang public property require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) The maximum vertical dimension of an under-canopy sign shall be 0.3 m (1 ft.).
- (c) The minimum vertical distance between grade and the lowest part of the sign shall be 2.4 m (8 ft.).

11. ROOF SIGNS

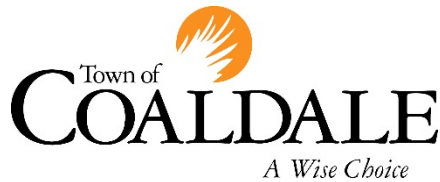
ROOF SIGN means any sign erected upon, against, or directly above a roof or on top of or above the parapet of a building.



- (a) All roof signs require a development permit except those signs exempted in Schedule 13, Section 5 (Signs Not Requiring A Permit).
- (b) No more than one roof sign per building shall be permitted.
- (c) A roof sign shall not project more than 2 m (6.56 ft.) above the highest point of the roof.
- (d) A roof sign shall not utilize animation, electronic changeable content and/or movement/motion as the chosen projection style(s).
- (e) Where the roof sign display surfaces are back-to-back in a common structure, it shall be construed to be a single sign.
- (f) Every roof sign shall be erected in such a manner that the support structure, guy wires, braces, and all other secondary supports are not visible, so that the roof sign appears to be an architectural component of the building, unless otherwise directed by the Municipal Planning Commission.
- (g) No roof sign shall extend beyond the ends or sides of the building.
- (h) The maximum sign area of a roof sign shall be no greater than 5.57 m² (60 ft²).
- (i) Roof signs shall not contain off-premise sign content.

12. OTHER SIGNS

- (a) When a sign cannot be clearly categorized as one of the sign types as defined in this Bylaw, the Municipal Planning Commission shall determine the sign type and any and all applicable controls.



Current to September 2020

PLEASE READ RE: COVID-19 AND TOWN MEETING REQUIREMENTS

OUT OF AN ABUNDANCE OF CAUTION AND TO ENSURE THE TOWN IS MEETING PROVINCIAL REQUIREMENTS FOR SOCIAL DISTANCING AND THE MAXIMUM ALLOWABLE SIZE OF A GROUP,

ATTENDANCE AT THE JULY 8th MUNICIPAL PLANNING COMMISSION MEETING INCLUDES THE FOLLOWING OPTIONS:

1. IN-PERSON ATTENDANCE

Please review the attached Province of Alberta guidance document on covid-19. If you are feeling unwell or meet any of the other parameters related to a need to avoid being in public, as listed in the document, please **do not** attend the meeting in-person.

If you do attend the meeting in-person, you will be required to follow the instructions for safe entry into the building, including but not limited to using hand sanitizer upon entrance, and not touching any surfaces or objects unless it is completely necessary to do so.

2. VIRTUAL ATTENDANCE AND/OR WRITTEN FEEDBACK

You are welcome to attend the meeting virtually. If you do wish to attend the meeting virtually, please contact us at your earliest convenience and instructions for how to attend virtually will be provided to you.

If you are unable to attend the meeting virtually, you are encouraged to provide written feedback in the form of an email or a printed (or handwritten) letter that can be dropped off at the Town Office. If you wish to provide feedback via printed or handwritten letter, please drop your submission in the Town's mail drop box, located to the right of the front doors to the office (1920, 17 Street).

If you have any questions or concerns with the above please don't hesitate to contact the Town at 403.345.1304 or buildingcoaldale@coaldale.ca.