

CITY OF BEREA, KENTUCKY



LAND MANAGEMENT AND DEVELOPMENT ORDINANCE

ADOPTED FEBRUARY 2018

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ARTICLE I INTRODUCTION

100 OVERVIEW

This ordinance is designed to guide land use management together with land division and development decisions in the City of Berea, Kentucky as a means of implementing the Berea Comprehensive Plan. It is the desire of the City of Berea and the Berea Planning Commission that the use of this document will facilitate the orderly development of the City in the future.

The sequence of land management and development in the City usually begins with a determination of how the land is to be used. Following this decision, the land may need to be divided into additional tracts or parcels (subdivided) prior to the final step involving the physical development of the land. This ordinance consists of two primary elements: (1) The Use of Land and Structures (formerly covered in the Zoning Ordinance), and 2) The Division and Development of Land (formerly covered in the City's Subdivision Regulations).

The ordinance has been written in such a way as to provide a degree of flexibility in the use, development, and management of land while being careful to protect the health, safety, and general welfare of citizens. One goal of the ordinance is to recognize the unique qualities of the Berea community and to ensure that these qualities receive appropriate consideration in the overall development process. A second goal is to avoid excessive regulation and costs associated with land use and development decisions. An additional goal is to spell out in an organized and easily understood format (in sufficient detail) how the overall land use management, division, and development process functions within the City of Berea.

**ARTICLE II
GENERAL PROVISIONS**

200 TITLE

This ordinance shall be known and may be cited to as the Berea Land Management and Development Ordinance. The Official Zoning Map is hereby made a part of this ordinance. Certified copies of this ordinance and map are on file with the Planning Commission, City Clerk, and Madison County Clerk.

201 AUTHORITY

These regulations are adopted under the authority granted in Kentucky Revised Statutes (KRS) Chapter 100.

202 PURPOSE

The purpose of this ordinance is to promote public health, safety, community values, and the general welfare of the City of Berea, Kentucky, to facilitate orderly and harmonious development, to preserve the aesthetic or historical character of the area, and to regulate the density of population and the intensity of land use in order to provide for adequate greenspace, light, and air. In addition, this ordinance is designed to provide for vehicle parking and loading space, as well as to facilitate police and fire protection, prevent the overcrowding of land, blight, danger, and congestion in the circulation of people and commodities, and prevent the loss of life, health, or property from fire, flood, or other dangers. These regulations are used also to protect airports, highways, and other transportation facilities, public grounds and facilities, historic districts, primary agricultural land and other natural resources, and other specific areas of the City which need special protection.

203 JURISDICTION

On and after the date of adoption, these regulations shall govern the use of land and structures and the subdivision of land within the corporate limits of the City of Berea and extend to such areas beyond the corporate limits as may be specified in agreements between the City of Berea and Madison County and set out on a map adopted in said agreements.

204 MINIMUM REQUIREMENTS

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements. The Planning Commission may require standards above the minimum contained herein whenever it finds that the protection of public health, safety, and welfare warrants such increases. Examples include the provision of infrastructure in excess of the stated minimum, when it is deemed necessary to provide future development on adjacent sites.

205 CONSISTENCY WITH OTHER PROVISIONS

Whenever there is a discrepancy between minimum standards set forth in these regulations and those of other lawfully adopted rules, regulations, resolutions, or ordinances, the most restrictive or highest standard shall apply.

206 SEPARABILITY AND SEVERABILITY

Should any section *or* provision of these regulations be for any reason held void or invalid by any court of competent jurisdiction, it shall not affect the validity of any other clause, section or provision thereof which is not itself void or invalid.

207 RELATION TO THE COMPREHENSIVE PLAN

The implementation of these regulations is closely related to the attainment of goals and objectives contained in the current Comprehensive Plan for Berea, Kentucky. The sections of the plan dealing with land use and subdivision development should serve as primary reference points in administering these regulations.

208 REPEAL OF CONFLICTING ORDINANCES

All ordinances or parts of ordinances in conflict with this ordinance or inconsistent with the provisions of this ordinance are hereby repealed to the extent necessary to give this ordinance full force and effect.

209 EFFECTIVE DATE

This ordinance shall become effective from and after the date of its approval and adoption by the City of Berea, Kentucky

Mayor, City of Berea, Kentucky

Date

**ARTICLE III
ADMINISTRATION AND ENFORCEMENT**

300 THE CITY OF BEREA

The City Council of the City of Berea is the body of elected officials responsible for overall governance of land within its jurisdiction. Its specific responsibilities as pertains to planning, land use, and development activities are as follows:

- 1) Development, adoption, administration, and amendment of laws, regulations, and rules for conduct of governmental affairs.
- 2) Adoption of the goals and objectives of the comprehensive plan which serves as the general guide for future growth and development.
- 3) Final determination regarding all applications for land use changes and oversee the administration of subdivision regulations and building codes.

301 THE BEREA PLANNING COMMISSION

The Berea Planning Commission is a nine (9) member body, appointed by the Mayor of Berea with concurrence of the City Council. The Commission's responsibilities as provided for in KRS 100:

- 1) Preparation and adoption of the comprehensive plan.
- 2) Review of and revisions to the comprehensive plan.
- 3) Review and act upon all applications for the subdivision of land and development plans based on Article V of these regulations.
- 4) Review and make recommendations to the appropriate governmental body on all applications for amendments to the land use regulations and official land use map.
- 5) File certificates of land use restrictions.
- 6) Conduct planning activities relevant to and in conjunction with the Comprehensive Plan.
- 7) Promote the purposes and objectives of the Overlay Zone Ordinances.

302 THE BOARD OF ADJUSTMENT

The City of Berea Board of Adjustment consists of five (5) members appointed by the Mayor with concurrence of the City Council, and has the following responsibilities as pertains to this ordinance (KRS 100.217):

- 1) Hear and decide applications for conditional use permits.
- 2) Act on applications for non-conforming uses and structures.
- 3) Act on applications for variances.
- 4) Hear and decide cases where it is alleged by an applicant that there is an error in any order, requirement, decision, grant, or refusal made by the

administrative official in the enforcement of these regulations.

303 DEPARTMENT OF CODES AND PLANNING

The City of Berea Department of Codes and Planning shall be responsible for administration of this and other pertinent ordinances and all required permits and inspections within the City limits.

304 CODES ADMINISTRATOR

A Codes Administrator shall be appointed by the Mayor to administer the Development Ordinance. The Codes Administrator may be designated to issue building permits and certificates of occupancy in accordance with the literal terms of the regulations but may not have the power to permit any construction, or to permit any use or any change of use which does not conform to the literal terms of the Development Ordinance.

**ARTICLE IV
THE USE OF LAND AND STRUCTURES**

400 PURPOSE

The purpose of this section is to protect and promote the general welfare, health, safety, and morals of the public by establishing regulations and standards to:

- A. Preserve and protect the aesthetic quality, natural beauty, and character of the land and the natural resources.
- B. Preserve, enhance, and protect the character and quality of life of the community.
- C. Encourage the harmonious interaction of residential, commercial, industrial, public and semi-public, and agricultural land uses.
- D. Promote and protect the safety of the public against fire, flood, or other hazards.
- E. Promote and protect the safety and convenience of motorists, pedestrians, and cyclists.
- F. Encourage the best possible use of the land while avoiding the undesirable effects of overcrowding, congestion, and mixture of incompatible uses.

401 PROCEDURES

401.1 AMENDING THE TEXT

As provided for in KRS 100.211, a proposal to amend the text of Article IV, The Use of Land and Structures, which must be voted upon by the legislative body (City Council), may originate with the Planning Commission or legislative body which is a member of the unit. Regardless of the origin of the proposed amendment, it shall be referred to the Planning Commission before adoption. The Planning Commission shall hold at least one (1) public hearing after notice as required by KRS Chapter 424 and make a recommendation as to the text of the amendment and whether the amendment shall be approved or disapproved and shall state the reasons for its recommendation. In the case of a proposed amendment originating with a legislative body, the Planning Commission shall make its recommendation within sixty (60) days of the date of its receipt of the proposed amendment. It shall take an affirmative vote of a majority of the legislative body to adopt the proposed amendment.

401.2 AMENDING THE OFFICIAL ZONING MAP

- A. Prior to application for amendment to the Official Zoning Map, the applicant is encouraged to have a conference with the Codes Administrator to discuss the proposed land use change.
- B. Amendment application. A proposal to amend the Official Zoning Map may originate with the Planning Commission, City Council, or the owner of the property in question. The application for amendment shall contain at least the following items:
 - 1. Interest and Ownership. The applicant's name, address, and interest in the

application and the name, address, and interest of every person, firm, or corporation represented by the applicant in the application, the name and signature of the owner or owners of the entire land area to be included within the proposed district and all encumbrances of such land and the names and addresses of owners of all adjacent property. If the applicant is not the owner, then the owner shall submit an affidavit certifying the person acting as a representative has the authority to act on his/her behalf. If the owner of record is a corporation, trust, limited liability company, non-profit organization, or entity other than an individual property owner or owners, legal representation is required for the public hearing.

C. Planning Commission Action:

1. Following receipt of an application, the Planning Commission shall fix a reasonable time for a public hearing. Public notice shall be given in accordance with KRS Chapter 424; such notice shall include publication in a local newspaper of general circulation at least once but may be published two (2) or more times, provided that one (1) publication occurs not less than seven (7) days nor more than twenty-one (21) days before the occurrence of the hearing. In lieu of newspaper publication, a local government may post the required advertisement online on a notice website operated by the local government that is accessible to the public at all times in accordance with KRS 424.145 Subsections (4) to (9). The records custodian of the Planning Commission shall also give notice at least 14 days in advance of the hearing by first class mail to the owner(s) of the adjacent property. Adjacent property includes property contiguous to the site in question as well as property directly across the roadway. Copies of affidavits of publication shall be presented to the Planning Commission by the records custodian as evidence of compliance prior to the hearing. In addition, the records custodian shall post a notice on the property for fourteen (14) consecutive days. This notice shall be in compliance with KRS Chapter 100.212 and with any requirements established by the Planning Commission.
2. If the property which is proposed to be changed adjoins property in a different planning unit, or property which is not part of any planning unit, notice of the hearing shall be given at least fourteen (14) days in advance of the hearing, by first-class mail to certain public officials, as follows: (a) If the adjoining property is part of a planning unit, notice shall be given to that unit's planning commission; or (b) If the adjoining property is not part of a planning unit, notice shall be given to the mayor of the city in which the property is located or, if the property is in an unincorporated area, notice shall be given to the judge/executive of the county in which the property is located.
3. If the City proposes to annex unincorporated or accept the transfer of incorporated territory, it may amend its comprehensive plan and the Official Zoning Map to incorporate and establish zoning or other land use regulations for the property proposed for annexation. If the City elects to follow this procedure, the Planning Commission shall hold a public hearing after the adoption of the ordinance, stating the City's intention to annex and prior to final action taken on the ordinance of

annexation, for the purpose of adopting the comprehensive plan amendment and making its recommendations as to the classification of the land which will be effective for the property upon its annexation. Notice setting forth the time, date, location, and purpose for the public hearing shall be published as required by KRS Chapter 424 and shall be given to the owners of all properties within the area proposed for annexation or transfer and to adjoining property owners in conjunction with KRS 100.212(2). The City Council shall take final action on the recommendations of the Planning Commission prior to adoption of the ordinance of annexation or transfer and shall include in the ordinance of annexation or transfer a map showing the zoning or other land use regulations which will be effective for the annexed or transferred property. If the City elects not to follow this procedure, the newly annexed or transferred territory shall remain subject to the same land use restrictions, if any, as applied to it prior to annexation or transfer, until those restrictions are changed by an amendment to the Official Zoning Map or other regulations in accordance with KRS 100.209.

4. The requirements of this Development Ordinance are based on recommendations included in the Berea Comprehensive Plan. KRS 100.213 requires that before any amendment to the Official Zoning Map is granted, the Planning Commission must first find that the proposed map amendment is in agreement with the Comprehensive Plan, or in the absence of such a finding, that one or more of the following apply:
 - (A) The original land use classification given to the property was inappropriate, and that the proposed land use classification is appropriate, or
 - (B) There have been major changes of an economic, physical, or social nature within the area involved which were not anticipated in the adopted comprehensive plan, and which have substantially altered the basic character of such area.
5. Pursuant to KRS 100.211, the Planning Commission shall hold at least one public hearing and shall make findings of fact which shall be recorded in the minutes and records of the Planning Commission. The Planning Commission may vote to approve, reject, or defer action on the proposed amendment and thereafter, shall make a report of its recommendations within sixty (60) days, which shall include findings of fact and forward its findings of fact and recommendation in writing to the City Council.

The findings of fact shall include a summary of the evidence and testimony presented by the proponents and opponents of the proposed amendment. A tie vote shall be subject to further consideration by the Planning Commission not to exceed sixty (60) days, at the end of which if the tie has not been broken, the application shall be forwarded to the City Council without a recommendation for approval or disapproval (KRS 100.211). If the Planning Commission fails to make a recommendation upon the proposal within sixty (60) days, the application shall be forwarded to the City Council without a recommendation of approval or disapproval (KRS 100.211).

6. Action by the City Council:

(1) Recommendation of approval of requested zoning map amendment: Upon receipt of a Report of the Planning Commission recommending approval of a proposed zoning map amendment, the City Clerk shall place the matter on the agenda of the next regularly scheduled Council meeting for consideration of the Council. The Council may (a) accept the recommendation of the Planning Commission without a hearing or only argument-type hearing; (b) review the record made before the Planning Commission and make its own adjudicative facts which may differ from those of the Commission; or (c) hold its own trial type hearing and make its own adjudicative facts which may differ from those made by the Planning Commission. If the Planning Commission recommends the requested map amendment, the City Council can override the recommendation by a majority vote of the membership of the legislative body.

(2) Recommendation of disapproval of requested zoning map amendment: Upon receipt of a Report of the Planning Commission recommending disapproval of a proposed zoning map amendment, the matter shall not be submitted to the Council unless within thirty (30) days of the final action of the Planning Commission, the applicant or two (2) members of the City Council requests consideration by the Council. In such event, the Council shall determine whether to (a) accept the recommendation of the Planning Commission without a hearing, or (b) hold an argument-type hearing for review of the recommendation and the record made before the Planning Commission and make its own adjudicative facts which may differ from those of the Commission; or (c) hold its own trial type hearing and make its own adjudicative facts which may differ from those made by the Planning Commission.

(3) In the event that the Council determines to hold an argument-type hearing, the matter shall be placed on the next regularly scheduled Council meeting agenda, and (i) the Council members shall be provided record made at the Planning Commission; and specifically the application, minutes of the meeting, and the Report of the Planning Commission; (ii) shall have the opportunity to, but is not required to, review the video recording of the hearing where evidence was presented, and the opportunity to review any documentary evidence presented to the Commission; and (iii) the Council may hear arguments or statements in support or against the recommendation of the Planning Commission.

(4) In the event that the Council determines to hold its own trial-type hearing, the matter shall be placed on the next regularly scheduled Council meeting agenda, and the City Clerk shall advertise the matter for a public hearing. The Council members shall be provided with the record made at the Planning Commission; and specifically, the application, minutes of the meeting, and the report of the Planning Commission, and the hearing shall proceed *de novo* with the applicant providing evidence and arguments in support of the proposed map amendment, and opponents afforded the

opportunity to present evidence and arguments in opposition to the proposed map amendment.

7. When an application for a land use map amendment has been disapproved by the legislative body, an additional request for a change in land use for that tract of land or land included in that tract shall not be filed within six (6) months of the date of disapproval, as adopted by the City in accordance with KRS 100.213(2).
8. No application for subdivision plat approval, development plan approval, or zoning map amendment, shall be reconsidered by the Planning Commission, or resubmitted to the Planning Commission within six (6) months of the meeting where such application is denied, as adopted by the City in accordance with KRS 100.213(2) unless:
 - a. The applicant files an affidavit with the request for reconsideration or the resubmitted application setting out and demonstrating that the prior action of the Planning Commission failed to consider essential evidence making the original determination erroneous under the appropriate statutory standard, or subdivision regulation standard, and the Planning Commission;
 - b. The new application is substantially different; or
 - c. There has been a change of conditions or law under which the denial was made.

In any such event, the Planning Commission must affirmatively vote to permit the resubmittal or reconsideration, and specifically set out the reasons thereof.

Pursuant to KRS 100.203 (2), the Planning Commission, as a condition to the granting of any zone change, may require the submission of a development plan, which shall be limited to the provisions of the definition contained in KRS 100.111(8). Where agreed upon, this development plan shall be followed. As a further condition to the granting of a zoning change, the planning commission may require that substantial construction be initiated within a certain period of time of not less than one (1) year; provided that such zoning change shall not revert to its original designation unless there has been a public hearing.

401.3 DEVELOPMENT PLAN REQUIREMENTS

1. A development plan is required for all multi-family residential, commercial, and industrial development projects. The following development plans shall be reviewed by staff and the staff may approve same if all requirements noted in the Land Use and Development Ordinance are met:
 - a) All multi-family developments from three (3) to twenty-five (25) units located on one tract of land.
 - b) All commercial developments with structures totaling up to 39,999 square feet either

- singular or cumulative on one tract of land.
- c) All industrial developments with structures totaling up to 99,999 square feet either singular or cumulative on one tract of land.
2. The Planning Commission shall be involved in the approval process in the following developments:
 - a) Any of the above-listed development plans not approved by the staff.
 - b) All multi-family developments with greater than twenty-five (25) units that are located on one tract of land.
 - c) All commercial developments with structures of 40,000 square feet or greater, either singular or cumulative on one tract of land.
 - d) All industrial developments with structures of 100,000 square feet or greater, either singular or cumulative, on one tract of land.
 3. An application shall be submitted as part of any development plan. The application shall contain the following information:
 - a) The name, address, and telephone number of the owner of all land within the building site (and developer, if different from owner).
 - b) If the developer is not the owner, a notarized affidavit signed by the owner shall be submitted stating that the owner authorizes the developer to act on his behalf, and that the owner agrees to abide by any restriction or condition placed on the development plan.
 - c) A legal description of the entire area to be developed.
 - d) Copies of any documents pertinent to the development of the property, including deed restrictive covenants, easements, or encroachment permits.
 - e) A brief concise description of the proposed usage of the property, including the anticipated number of employees or families, types of products produced or sold, services rendered, or any other related activities.
 4. The development plan shall be drawn to scale, bear the seal and signature of an architect, engineer, or land surveyor (as appropriate) of the Commonwealth of Kentucky, and contain the following.
 - a) The boundary lines of the building sites and all lots or parcels which comprise the building site.
 - b) The area of the building site in square footage or acreage.

- c) The type, location, and size of all utility and right-of-way easements which shall be labeled as existing or proposed.
 - d) The deed book or plat cabinet reference numbers for all deeds or easements together with a copy of the deed.
 - e) All existing and proposed final contours with benchmarks and the source of the contours.
 - f) All existing natural features such as trees, sinkholes, streams, creeks, or other bodies of water.
 - g) The sizes and locations of all proposed or existing site improvements, including but not limited to:
 - Off-street parking and loading areas
 - Buffer strips and open spaces
 - Service roads, fire lanes, and sidewalks
 - Vehicle entrance and access locations and dimensions
 - Paved areas, curbs, and curb cuts
 - Fire hydrants and Fire Department connections
 - Landscaping
 - Guardrails, fences, or hedges
 - Signs
 - Exterior lighting
 - Electric, water, and gas meters
 - Trash collection areas
 - Sidewalks, pedestrian ways
 - Bikeways and trails (if Development intersects with Comprehensive Plan for planned trails and paths)
 - h) Provisions for drainage of all surface water and soil erosion control measures, based on state accepted standards and MS4 best management practices, as required by the current edition of the City of Berea Stormwater Design Manual. The design professional shall include a thorough summary outlining the water quantity and water quality considerations of the designed system and its components. A narrative shall be submitted so the reviewer may discern the designer's considerations in the infrastructure chosen and the implications on the City of Berea stormwater infrastructure system as a whole.
 - i) All existing and proposed structures and their proposed uses.
 - j) On-site or off-site improvements that are appropriate to promote the purposes in Section 202 and 400 of this Land Development Ordinance.
5. Upon receipt of a development plan prepared in accordance with the provisions above,

the Codes Administrator shall immediately forward copies to the appropriate City officials and reviewing agencies and schedule a meeting of the Development Review Team, which shall review the development plan for compliance with any applicable codes, ordinances, or standards.

All development plans shall include but not be limited to the items found in the Development Plan Checklists found in Appendix H.

6. The reviewing agencies shall review the plan for compliance with the standards, codes, or ordinances which they are responsible for administering, and report to the Codes Administrator within the time frame requested. Upon receipt of all review comments, a list of corrections / deficiencies will be provided to the owner and design professional listed on the application. Corrections shall be made and re-submitted promptly to the Codes & Planning Office for review. Failure to re-submit corrected plans within six (6) months of the Development Review Team Meeting will result in expiration of the Development Plan.
7. Only one (1) principal building may be erected on any lot or parcel of record in a R-3, B-1, B-2, PSF, INS, P-1, I-1, I-2 zone, unless the building is approved as part of a larger development plan approval.

Upon completion of the development plan requirements for a development and prior to the issuance of a certificate of occupancy, an as-built plan shall be submitted to the Codes office for review and compliance. Any substantive changes shall require the approval of the original approving authority. An inspection shall be conducted by the Codes Department prior to certificates of occupancy.

Any requests for variances or waivers of any section or requirement of the Land Management and Development Ordinance shall be brought before the Berea Planning Commission for consideration of approval. The request shall be presented at the next meeting of the Planning Commission where business will be conducted.

The Codes Administrator shall submit a report to the Planning Commission at each business session about development plans that have been submitted and the current status of the development plans. This report shall be a timeline description from submission to completion.

402 CERTIFICATES OF LAND USE RESTRICTION

- 402.1** In accordance with KRS 100.3681-100.3684, when land use restrictions are imposed to include variances, conditional use permits, conditional land use management conditions, unrecorded preliminary subdivision plats and development plans, but not including zoning map amendments which impose no limitations or restrictions upon the use of the property other than those generally applicable to properties within the same land use district and not including any recorded subdivision plat, a certificate of land use restriction must be completed

by the appropriate body (Planning Commission, Board of Adjustment, or City Council) which finally adopts or imposes the land use restriction. The certificates shall be in the format provided for in KRS 100.3683 (see Appendix) and shall be filed with the County Clerk within thirty (30) days of the date upon which the body takes final action to impose or adopt the restriction. The City shall collect the County Clerks' filing fee from the applicant at the time any processing is initiated which may result in the imposition, adoption, amendment or release of any land use restriction. In addition, the City may also charge the applicant a fee for reasonable cost of completing the certificate not to exceed ten dollars and fifty cents (\$10.50), in addition to any other applicable filing or administrative fee, to compensate the City for completing and filing the certificate. The fees shall be refunded to the applicant in the event no land use restriction is imposed or adopted as a result of the proceeding. The County Clerk shall upon receipt of the fee, file and maintain these certificates among the official records of the office. The County Clerk shall index the certificates by property owner, and if applicable, name of subdivision or development. The County Clerk shall maintain in the office a record of the name and address of the agency having custody of the official zoning map.

When a restriction reflected on the certificate is amended, a new certificate shall be filed. In the case of such amendment or in the event the original restriction is released, the previous certificate shall be released by the secretary of the body which amended or released the restriction in the same manner as releases of encumbrances upon real estate.

The failure to file, file on time, or to complete the certificate properly or accurately shall not affect the validity or ability to enforce any land use restriction or regulation. An improper filing may be corrected by a subsequent proper filing. Nothing herein shall affect the running of time for any appeal or other act for which a time limit is prescribed in these regulations.

When a zoning map amendment is filed for more than five (5) contiguous properties, or a land use restriction is imposed upon two (2) or more properties or lots in the same proceedings, a single certificate shall be filed for all the properties or lots collectively, and a single fee shall be paid.

403 CONDITIONAL USE PERMITS

- 403.1** The Board of Adjustment shall have the power to hear and decide applications for conditional use permits to allow proper integration into the community the uses which are specifically named in the Land Management and Development Ordinance which may be suitable only in specific locations in the district only if certain conditions are met (KRS 100.237), or which the Board determines by specific findings of fact are compatible with the character of the district. In applying for a conditional use permit, the applicant shall submit an application to the Codes & Planning Department and shall follow all procedures set forth in this

chapter. The Codes Administrator shall then refer the application to the Board of Adjustment. The Board shall charge a fee (Appendix I) for reviewing all conditional use permit applications and shall notify all adjacent property owners by first class mail of the time and place of the meeting at which the review will occur. The applicant shall pay the costs of notification upon receipt of a statement from the appropriate City official. If the owner of record is a corporation, trust, limited liability company, non-profit organization, or entity other than an individual property owner or owners, legal representation is required for the public hearing.

When an application is made for a conditional use permit for land located in or abutting any residential district, written notice shall be given at least fourteen (14) days in advance of the public hearing on the application to the applicant, Codes Administrator, and owner of every parcel of property adjoining the property (and directly across the street) to which the application applies and such other persons as the regulations shall direct.

Written notice shall be by first class mail with certification by the Board's secretary or other officer that the notice is mailed. It shall be the duty of the applicant to furnish to the Board the name and address of any owner of each parcel of property as described in this subsection. Records maintained by the property valuation administrator may be relied upon to determine the identity and address of said owner. In the event such property is in condominium or cooperative forms of ownership, then the person notified by mail shall be the president or chairperson of the owner group which administers property commonly owned by the condominium or cooperative owners.

403.2 The Board may approve, modify, or deny any application for a conditional use permit, as provided for in Section 406.6 of this ordinance. If it approves such a permit, it may attach necessary conditions such as time limitations, requirements that one or more things be done before the request can be initiated, or conditions of a continuing nature. Any such conditions shall be recorded in the Board's minutes and on the conditional use permit along with a reference to the specific section in the regulations listing the conditional use under consideration. The Board shall have the power to revoke conditional use permits, or variances for non-compliance with the condition thereof. Furthermore, the Board shall have a right of action to compel offending structures or uses removed at the cost of the violator and may have judgement in person for such cost.

403.3 The granting of a conditional use permit does not exempt the applicant from complying with all of the requirements of building, housing, and other regulations.

In any case where a conditional use permit has not been exercised within the time limit set by the Board, or within one year if no specific time limit has been

set, such conditional use permit shall not revert to its original designation, unless there has been a public hearing. “Exercised”, as set forth in this section, shall mean that there are binding contracts for the construction of the main building or the improvement is under construction to a substantial degree or that prerequisite conditions involving substantial investment shall be under contract, in development, or completed. When construction is not part of the use, “exercised” shall mean that the use in operation is in compliance with the conditions as set forth in the permit.

403.4 The Codes Administrator shall review all conditional permits except those for which all conditions have been permanently satisfied, at least once annually and shall have the power to inspect the land or structure where the conditional use is located in order to ascertain that the landowner is complying with all the conditions which are listed on the conditional use permit. If the landowner is not complying with the conditions on the conditional use permit, the Codes Administrator shall report the fact in writing to the chairman of the Board of Adjustment. The report shall state specifically the manner in which the landowner is not complying with the conditions on the conditional use permit and a copy of the report shall be furnished to the landowner at the same time it is furnished to the chairman of the Board of Adjustment. The Board shall hold a hearing on the report within a reasonable time and notice of the time and place of the hearing shall be furnished to the landowner at least one week prior to the hearing. If the Board of Adjustment finds that the facts alleged in the report of the Codes Administrator are true and that the landowner has taken no steps to comply with them between the date of the report and the date of the hearing, the Board of Adjustment may authorize the Administrative Official to revoke the conditional use permit and take the necessary legal action to cause the termination of the activity on the land which the conditional use permit authorizes.

403.5 Once the Board of Adjustment has completed a conditional use permit and all the conditions required are of such type which can be satisfied completely and permanently, the Codes Administrator, upon request of the applicant, may, if the facts warrant, make a determination that the conditions have been satisfied and enter the facts which indicate that the conditions have been satisfied and the conclusion in the margin of conditional use permit which is on file.

403.6 All conditional use permits approved by the Board of Adjustment shall be recorded at the expense of the applicant in the office of the county clerk.

404 VARIANCES

404.1 Pursuant to KRS 100.241 - 100.251, the Board shall have the power to decide on applications for variances. The Board may impose any reasonable conditions or restrictions on any variance it decides to grant. A variance applies to the property

for which it is granted, and not to the individual who applied for it. A variance runs with the land and is transferable to any future owner of the land, but it cannot be transferred by the applicant to a different site. All variances approved by the Board of Adjustment shall be recorded at the expense of the applicant in the office of the county clerk. If the owner of record is a corporation, trust, limited liability company, non-profit organization, or entity other than an individual property owner or owners, legal representation is required for the public hearing.

- 404.2** Before any variance is granted, the Board must make findings as per KRS 100.243 including but not limited to the following, which shall be recorded along with any imposed conditions or restrictions in its minutes and records issued in written form to the applicant to constitute proof of the variance.
- A. The requested variance arises from special circumstances which do not generally apply to land in the general vicinity, or in the same district.
 - B. Such special circumstances are not the result of actions of the applicant taken subsequent to the adoption of these regulations.
 - C. The strict application of the provisions of the regulations would deprive the applicant of reasonable use of the land or would create an unnecessary hardship for the applicant.
 - D. Reasons that the variance will not adversely affect the public health, safety, and welfare, will not alter the essential character of the general vicinity, and will not cause a hazard or a nuisance to the public.

405 NONCONFORMING USES AND STRUCTURES

- 405.1** The lawful use of a lot or a structure existing at the time of adoption of any land use regulations affecting it may be continued, although such does not conform to the provisions of such regulations, except as otherwise provided herein.
- 405.2** A nonconforming use may lapse for a period of six months without being considered abandoned. The property owner may appeal to the Board of Adjustment for an additional year prior to the end of the first year. Any abandonment of a non-conforming use for a period of more than six months will result in the property being required to conform to existing land use requirements regarding appropriate uses.
- 405.3** A residential dwelling may be built upon a lot which was nonconforming at the time this ordinance was adopted even though such lot fails to meet the requirements for area or frontage, or both, that are generally applicable in the district. However, dimensional requirements other than those applying to area or frontage (or both) of the lots shall conform to the regulations for the district in which such lot is located. Variances must be obtained from the Board of Adjustment as described in Section 404 of this ordinance.
- 405.4** The Board of Adjustment shall not allow the enlargement or extension of a

nonconforming use beyond the scope and area of its operation at the time the regulation which makes it nonconforming was adopted, nor permit a change from one nonconforming use to another unless the new nonconforming use is in the same or a more restrictive classification.

405.5 Should any nonconforming structure or nonconforming portion of a structure be damaged, destroyed, or demolished by any means, it may be reconstructed or repaired within one year, but not to exceed the number of cubic feet existing in it, and not to extend or enlarge the scope and area of its operation prior to its damage, destruction, or demolition.

405.6 Administrative Review and Appeals

The Board of Adjustment shall have the power to hear and decide cases where it is alleged by an applicant that there is error in any order, requirement, decision, grant, or refusal made by an administrative official in the enforcement of the land use regulations. Such appeal shall be made within thirty (30) days.

405.7 Procedure for Appeals to the Board (KRS 100.261).

Appeals to the Board of Adjustment may be taken by any person or entity claiming to be injuriously affected or aggrieved by an official action or decision of the codes enforcement officer. Such appeal shall be taken within thirty (30) days after the appellant or his agent receives official notice of the action, by filing an appeal specifying the grounds thereof, and giving notice of such appeal to any and all parties of record. Said officer shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken and shall be treated as and be the respondent in such further proceedings. At the public hearing on the appeal held by the Board, any interested person may appear, and all shall be given an opportunity to be heard. The Board will rehear an appeal only in cases where new evidence is available, or where the appealing person or entity desires a complete transcription for the court record.

405.8 Public Notice of Appeal Hearing

The Board shall fix a reasonable time for hearing the appeal and give public notice in accordance with KRS Chapter 424, as well as written notice to the appellant and the Codes Administrator at least one week prior to the hearing and shall decide it within sixty (60) days. If the owner of record is a corporation, trust, limited liability company, non-profit organization, or entity other than an individual property owner or owners, legal representation is required for the public hearing.

406 LAND USE CLASSIFICATION AND DESIGNATION

406.1 LAND USE ZONES:

Land use zones are areas of land use in which more specific land use categories are identified. There are sixteen (16) regular land use zones within the City of Berea, each of which is described below with the purpose it is designed to serve.

R-1 Single Family Residential Zone: The R-1 zone allows for low to medium density single-family dwellings in residential neighborhoods and protects them from the encroachment of non-residential or higher density residential uses.

R-1A Single Family Residential Zone, Inner City: The R-1A zone allows for the provision of single-family dwellings on smaller lots in the older parts of the City.

R-1T Townhouse Residential Zone: The R-1T zone allows for attached and detached single-family dwellings and supporting uses at a higher density than would be possible in other single-family residential zones. Zero lot line houses and patio houses are permitted in this zone.

R-2 Two Family Residential Zone: The R-2 zone allows for medium density single and two-family residential uses by permitting smaller lot sizes and the development of duplex dwelling units.

R-3 Multi-Family Residential Zone: The R-3 zone allows for the development of high-density residential uses and to meet the demand for rental dwelling units.

MP/C Mobile/Manufactured Home Park/Community Zone: The MP zone allows for the regulation, location encouragement, stabilization, protection, and development of well-planned mobile/manufactured home parks/communities.

B-1 Minor Business Zone: The B-1 zone allows for the development of neighborhood businesses that provide convenient type goods and services on smaller tracts of land which tend to attract lower volumes of vehicular traffic and are likely to be surrounded by medium to high density residential areas which generate pedestrian traffic.

B-2 Major Business Zone: The B-2 zone allows for the development of shopping-type commercial activities which generate larger volumes of vehicular traffic. These larger tracts are readily accessible to the main traffic corridors and highly visible to vehicular traffic.

B-3 Planned Shopping Center Zone: The B-3 zone encourages larger scale planned development of land for commercial purposes and the expansion of existing shopping centers.

B-4 Interchange Business Zone: The B-4 zone provides for planned commercial uses at limited access highway interchange areas and is designed for the convenience of both the traveling public and local citizens in such a way as to minimize traffic congestion and maximize safety.

P-1 Professional Zone: The P-1 zone encourages the clustering of professional, research, medical, and related uses; and encourages the renovation and preservation of existing older residential structures for offices which may retain a residential function as part of the professional use. These zones should abut an arterial or collector street. The P-1 zone is also designed to act as a transitional use between more intensive non-residential uses and high-density residential uses in areas and will likely require a protective buffer between uses.

I-1 Manufacturing Zone: The I-1 zone meets the needs of smaller, free-standing manufacturers, largely of a light industrial nature, which have access to major arterial roads or railroads, and need to be screened off to protect adjacent less-intensive land uses.

I-2 Industrial Park Zone: The I-2 zone accommodates a variety of manufacturers, from small-scale light industries to large-scale heavy industries, on larger tracts of land that have been pre-planned to provide the necessary infrastructure and protection from surrounding land uses.

PSF Public and Semi-Public Facilities Zone: The PSF zone has been established to provide suitable sites and surroundings for institutional, public, and semi-public land uses. Included among the permitted uses are parks, public schools, colleges, hospitals, police and fire facilities, swimming pools, golf courses and other related activities.

INS Institutional Zone: The INS zone preserves and provides for development of institutional uses within the City.

Permitted Uses:

- (1) Educational activities directly related to an institution offering full-time courses leading to an accredited degree. This is primarily for Berea College Campus.
- (2) Proprietary-type functions which are customarily performed by private businesses or entities for a profit, not directly related to the educational purposes of this institution, shall not be permitted in the INS zone.

Accessory uses:

Activities incidental to the function of the institution which are managed and operated by the institution, but not including proprietary-type functions.

Development:

All proposed development within the INS zone which alters the traffic patterns on existing City streets shall be presented to the Planning Commission for review. No building permit shall be issued until the development is approved by the Planning Commission. (Ord. No. 11.84, 6-19-84)

A Agricultural Zone: The A zones have been established to preserve and protect the decreasing supply of agricultural land, to minimize urban-type development in rural areas, and to provide for green space in keeping with the objectives of the Comprehensive Plan.

406.2 Overlay Districts: These districts have been created to provide additional regulations for design standards and development within any area of the City determined to be:

- (1) An area that has historical, architectural, natural, or cultural significance that is suitable for preservation or conservation; or
- (2) An area that is located near a body of water, or along an established commercial corridor that has a special character related to the location that is suitable for conservation.

PUD Planned Unit Development District: The PUD district has been established to allow the mixing of uses and densities on larger tract developments and to allow higher densities than otherwise provided for in established districts.
See Section 409.3.1 for specific PUD requirements.

CSD Chestnut Street District: This district is designed to protect the architectural integrity of structures in an older historic area of the City fronting Chestnut Street.

TD North Broadway Tourism District: This district is designed to protect the unique qualities associated with tourism in the area generally referred to as “Old Town.”

PC Protected Corridor District: This district is designed to protect visual entrances to the City and to protect environmentally sensitive areas from inappropriate development.

The requirements of these overlay districts are covered in Section 409.

406.3 TYPES OF LAND USE:

406.3.1 TYPES OF LAND USES:

- | | |
|-----------------|---|
| Permitted (P) | These uses are deemed to be the most appropriate uses and are allowed in a district subject to the restrictions applicable to that district. |
| Conditional (C) | These are uses that are allowed in a district, but which would impair the integrity and character of the district in which it is located, or in adjoining districts, unless restrictions on location, size, extent, and character of performance are imposed in addition to those imposed within this ordinance. Conditional uses require Board of Adjustment approval. |
| Accessory | These uses are subordinate or incidental to the principal use and are located on the same lot with the principal use. |
| Unclassified | The Board of Adjustment may determine in which category an unclassified use shall be classified. In making their determination, the Board of Adjustment shall consider the characteristics of the site, the surrounding area, and the proposed use. |

406.4 LAND USE CLASSIFICATION:

The purpose of this section is to regulate the use of land and structures conducted within the different zones, to ensure that they are in keeping with the purposes of each zone and are compatible with one another. For the purpose of determining which uses shall be permitted in the different zones, the uses shall be defined and listed by categories in Section 406.6 below.

406.5 DIMENSIONAL REQUIREMENTS

RESIDENTIAL AREAS (IN SQUARE FEET)	R-1 SINGLE FAMILY	R-1A INNER City	R-1T TOWN HOMES	R-2 DUPLEX	R-3 MULTI FAMILY	MP MOBILE HOME PARK	PUD PLANNED UNIT DEVELOPMENT	A AGRICULTURE	ACC USES
MINIMUM BUILDING SITE AREA	10,000	6,000 (PER UNIT)	1,500 (PER UNIT)	10,000	7,000* 8,000*	10 ACRES 10,000**	1,900	5 ACRES	N/A
MINIMUM BUILDING LOT WIDTH AT FRONT SETBACK LINE	80	60	16	80	70	100	20	100	N/A
MINIMUM FRONT YARD SETBACK	25	25	10	25	25	25	25	50	25
MINIMUM SIDE YARD SETBACK	15	8	NONE	10	8	10	7.5	15	5
MINIMUM REAR YARD SETBACK	25	25	10	25	20	15	10	25	5
MAXIMUM BUILDING HEIGHT	30	30	30	30	80	20	80	80	30

*7,000 square feet for the first unit, 1,500 square feet for each additional unit for 1-bedroom units. 8,000 square feet for the first unit, 1,500 square feet for each additional unit for 2 or more-bedroom units.

**The minimum site area for a mobile home park/community is 10 acres, with a maximum of 20 acres. The minimum lot size for an individual mobile/manufactured home is 10,000 square feet.

Note: Lots approved by the Planning Commission for multi-family use (R-3) prior to October 1, 2004, may be developed pursuant to density requirements of the former zoning code.

Note: Townhomes shall adhere to R-1T requirements.

Condominiums shall adhere to the zone requirements in which they are built and the governing KRS on condominiums. Residential uses permitted in Commercial Zones shall conform to R-3 setback requirements.

NON RESIDENTIAL AREAS (IN SQUARE FEET)	B-1 MINOR BUSINESS DISTRICT	B-2 MAJOR BUSINESS DISTRICT	B-3 PLANNED SHOPPING DISTRICT	B-4 INTER-STATE COMMERCIAL	P-1 PROFESSIONAL	I-1 MANUFACTURING	I-2 INDUSTRIAL	PSF PUBLIC SEMI PUBLIC	A AGRICULTURE	INS INSTITUTIONAL
MINIMUM BUILDING LOT AREA	10,000	10,000	10,000	10,000	7,000	1 ACRE	50 ACRES/ 1 ACRE*	1 ACRE	5 ACRES	
MINIMUM BUILDING SITE WIDTH AT FRONT SETBACK LINE	50	50	50	50	70	100	100	100	200	50
MINIMUM FRONT YARD SETBACK	25	25**	25	25	25	50	50	25	50	25
MINIMUM SIDE SETBACK	0	0	25	0	10	25	25	15	25	10
MINIMUM REAR YARD SETBACK	20	20	25	15	20	50	50	25	25	20
MAXIMUM BUILDING HEIGHT	40	80	80	80	80	80	80	80	80	80

*The minimum size tract for a new industrial park is 50 acres, and the minimum building site for an industry within the park is one acre.

** In the Old Town area, the minimum front yard setback shall be in accordance with the overlay guidelines and in keeping with the adjacent structures.

406.6 ALLOWABLE LAND USES

<u>RESIDENTIAL</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>MP/C</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>A</u>
Detached Single Family Dwellings*	P	P	P	P	P	P	P	P			P
Duplex Dwellings				P	P		P	P		P	
Townhomes/ Condominiums			P		P		P	P		P	
Multi-Family Dwellings					P		P	P		P	
Bed/ Breakfast Inns	C			C	C		P	P		P	C
Bed/ Breakfast Home	C			C	C		P	P		P	C
Rooming & Boarding Houses	C	C	C	C	C		C	C			C
Short Term Rental see section 408 A	C	C	C	C	P		P	P			C
Residential Care Facilities***	P	P	P	P	P		P	P		P	
Accessory Dwelling Unit	C			C	C						
Group Homes***	C			C	C		C	C		C	C
Mobile/ Manufactured Homes**						P					P
Mobile/Manufactured Home Parks/ Communities**						P					P

*Includes modular homes

**Mobile/Manufactured homes are allowed as permitted (P) uses in the A and MP/C districts in the City of Berea. Mobile home/manufactured parks/communities are allowed in the MP/C district within the City of Berea. For specific standards applicable to mobile/manufactured home parks/communities, refer to Appendix J.

***Subject to licensing requirements by the KY Cabinet for Health & Family Services.

<u>PUBLIC/ SEMI-PUBLIC</u>	<u>R- 1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B- 3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
SCHOOLS	C	C		C	C		P	P		P	P	P	P	C
Police/Fire Stations	C	C	C	C	C		P	P	P	P	P	P	P	C
Governmental Offices	C	C	C	C	C	C	P	P	P	P	P			C
Parks/ Playgrounds	P	P	P	P	P		P	P		P	P			C
Swimming Pools Sport/Recreation Facilities	C	C	C	C	C		P	P		P	P			P
Utility Facilities*														
Cellular Antenna Towers	SEE SECTION 412													
Libraries, Museums						C***	P	P		P				
Churches	C	C	C	C	C		P	P		P	P			P

*Public utilities operating under state authority shall not be required to receive Planning Commission approval for the location or relocation of any of their service facilities. However, the utility in question shall provide the Planning Commission with information on the proposed change (see KRS 100.324).

*** These would only be conditionally permitted under limited size and incidental to the primary use.

<u>BUSINESS AND PERSONAL SERVICES</u>	<u>R-1</u>	<u>R-1 A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Private Recreation /Sports Center							C	P	P	P				
Art Galleries, Exhibition Halls						C		C**	P	P	P			
Private Golf Courses	C			C	C		C	P	P	P	P			C
Arenas/ Amphitheaters								C		C	P			C
Private Clubs/ Lodges						C**	P	P	P	P				
Photography Art						C**	P	P	P	P				
Barber/ Beauty Shops							P	P	P	P				
Health Spas, Weight Loss Fac.						P	P	P	P	P				
Pet Grooming							P	P	P	P				
Tanning Salons							C	P	P	P				
Auto Repair, Auto Parking							C	P		P				
Auto Body Shops							C	P		P				
Miscellaneous Repairs							C	P		P		C		C
Travel Center***										P		P	P	
Fueling Center										P		P	P	
Truck Service Center***										C		C	C	
Laundromats					C		P	P	P	P				
Tailors/ Seamstresses/	C					P	P	P		P				C
Amusement/ Recreation							C	P		P	P			
Adult* (Sexually explicit)													C*	
Hotels/Motels							C	P	P	P				
Funeral Home	C			C	C		P	P	P	P				
Cemetery	P			P	P		P	P						
Massage Therapist	C			C	C	P	P	P	P	P				
Dog Boarding	C					C	C	P	P	P				C
Commercial Kitchen	C					C		P	P	P				C

<u>BUSINESS AND PERSONAL SERVICES</u>	<u>R-1</u>	<u>R-1 A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Community Uses (such as libraries, open space and trails, recreation facilities)								P	P	P				
Health/Fitness Centers						P	P	P	P	P				
Cultural Facilities								P	P	P				
Laboratories								P	P	P				
Offices						P	P	P	P	P				
Printing/ Publishing						P	P	P	P	P				
Recreation / event space						C	C	P	P	P				
Repair/Maintenance, consumer products						P	P	P	P	P				
Sign Shops						P	P	P	P	P				
Agritourism / Wedding Barn / Event Venue	C													C

*The regulations dealing with location of adult (sexually explicit) entertainment are found in City of Berea Ordinance # 25-02.

** These uses would be small and compatible to the neighborhood both in characteristic and scale.

***Travel Center shall be a minimum of 5 acres in size. Truck Service Center shall be a minimum of 15 acres. Reference definitions.

<u>RETAIL TRADE</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Food Stores (NH/Convenient)							P	P	P	P				
Food Stores Community							C	P	P	P				
General Merchandise							P	P	P	P				
Auto Dealers								P	P	P				
Service Stations							P	P	P	P				
Apparel/Accessory Store							P	P	P	P				
Furniture, Furnishing and Appliances							P	P	P	P				
Eating/Drinking Establishments						C*	P	P	P	P				
Drug Stores/ Pharmacies							P	P	P	P				
Office Supplies							P	P	P	P				
Toys/Sporting Goods							P	P	P	P				
Books, Records, Tapes, Media							P	P	P	P				
Hardware Related							P	P	P	P		P	P	
Gifts, Jewelry, Novelties							P	P	P	P				
Bicycles/Motorcycles							C	P	P	P				
Auto Parts/Supplies							C	P	P	P				
Package Liquor/Beer/Wine (If approved)								P	P	P				
Pet Stores							C	P	P	P				
Farm Equipment Supply							P	P	P	P				P
Feed/Seed/Garden Supplies							C	P	P	P				P
Computers/Electronics							P	P	P	P				
Miscellaneous Retail							C	C	C	C				
Manufactured Structure Sales								P		P		P	P	
Salvage Yards												C	C	
Artisan/Craft Studios	C	C		C	C	P	C	P	P	P				C
Farmers Markets/Agribusiness					C		C	P		P	C			C

<u>RETAIL TRADE</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Urban Farms	C			C	C		C	P		P	C			C
Greenhouse/Plant Nursery								P	P	P		P	P	P
Artisan Products, small scale assembly	C						C	P	P	P				
Artisan Glass Product, small scale manufacturing								P	P	P				
Bakeries, food related retail	C							P	P	P				P
Catering	C					C		P	P	P				C
Cabinetmaking/Carpenter Shops								P	P	P				
Furniture, Woodworking Shops								P	P	P				P
Handicraft Industries, small scale assembly								P	P	P				

*Only incidental uses of food, example – tea houses, etc.; no more than 15% of facility for use

<u>PROFESSIONAL SERVICES</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Architects/Engineers/Land Surveyors	C	C		C	C	P	P	P	P	P	P			
Accountants	C	C		C	C	P	P	P	P	P	P			
Bank Investment Services	C	C		C	C	P	P	P	P	P	C			
Business Consultants	C	C		C	C	P	P	P	P	P	C			
Real Estate	C	C		C	C	P	P	P	P	P	P			
Tax Services	C	C		C	C	P	P	P	P	P	P			
Attorneys	C	C		C	C	P	P	P	P	P	P			
Advertising/Public Relations	C	C		C	C	C	P	P	P	P	P			
Broadcasting and Recording Studios							P	P	P	P				
Business Support Services	C			C	C	P	P	P	P	P				
Conference and Convention Facilities located within the principal building								P	P	P				
Research and Development								P	P	P		P	P	C
Medical Cannabis Safety Compliance Facility								C	C	P		P	P	

<u>HEALTH SERVICES</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Hospitals								P		P	P			
Physical Therapy						P	C	P	P	P	P			
Assisted Living Facilities						P	C	P	P	P	P			
Nursing Homes, Intermediate and Skilled Care					P			P		P				
Doctor/Dentist Office	C			C	C	P	P	P	P	P	P			
Inpatient Addiction Treatment										P				
Inpatient Rehabilitation (physical, occupational)						P	C	P	P	P	P			
Hospices						P	C	P		P	P			
Veterinary offices						P	C	P	P	P				C
Private Health Care Facility												P*	P*	
Medical Cannabis Dispensing**								C	C	P				

*I-1 and I-2 health care facilities for exclusive use of the workforce and industry; not open to the public.

**KY Law prohibits Medical Cannabis Businesses from establishing within 1000' of schools, daycares, or other educational facilities.

<u>EDUCATIONAL/ SOCIAL SERVICES</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Day Care Facilities*	C	C	C	C	C	C	P	P	P	P	P	P**	P**	C
Counseling Services	C			C	C	P	C	P	P	P	P			C
Education								P	P	P	P			
Social Services Organizations	C			C	C	C	C	P	P	P	P			
Business/Technical Training	C			C	C	C	C	P	P	P	P	P	P	

*Must meet requirements OF KY Cabinet for Health & Family Services as applicable.

**I-1 and I-2 childcare facilities for exclusive use of the workforce and industry; not open to the public.

<u>WAREHOUSING/ STORAGE</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Warehouses								P	P	P		P	P	
Self Service Storage Facility				C*	C*		C	P		P		C		C
Moving/Storage							C	C		P		P	P	
Truck Freight Terminals								C	C	P		P	P	
Warehouse Distributors								C		P		P	P	

*Part of housing complex. Not rented to General Public; to be used by residents.

<u>MANUFACTURING</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Food and Related	C*	C*	C*	C*	C*							C	P	
Apparel/Finished Goods	C*	C*	C*	C*	C*							C	P	
Lumber/Wood Products	C*	C*	C*	C*	C*							C	P	
Paper/Related	C*	C*	C*	C*	C*							C	P	
Printing /Publishing	C*	C*	C*	C*	C*							C	P	
Chemicals/ Petroleum													C	
Rubber/Plastics													C	
Leather Products	C*	C*	C*	C*	C*								C	
Stone, Clay, Concrete, Glass	C*	C*	C*	C*	C*							C	C	
Manufactured Structures										P		P	P	
Primary Metals	C*	C*	C*	C*	C*							C	C	
Industrial Equipment												C	P	
Transportation Equipment												C	P	
Electronics												C	P	
Commercial Solar Energy Facility												C	C	C

<u>MANUFACTURING</u>	<u>R-1</u>	<u>R-1A</u>	<u>R-1T</u>	<u>R-2</u>	<u>R-3</u>	<u>P-1</u>	<u>B-1</u>	<u>B-2</u>	<u>B-3</u>	<u>B-4</u>	<u>PSF</u>	<u>I-1</u>	<u>I-2</u>	<u>A</u>
Continued														
Medical Cannabis Cultivator												P	P	C
Medical Cannabis Processor / Producer												P	P	C
Light Manufacturing**								P	P	P				C
Light Warehousing**								P	P	P				C

*These types of uses are only allowed in single family dwellings and must meet all requirements for a home occupation as set forth in section 408.

**Excluded: Any use which is obnoxious or offensive or creates a nuisance outside of the property line by reason of the emission of dust, fumes, glare, heat, liquids, noise, odor, smoke, steam, vibrations, or similar disruption.

<u>AGRICULTURE*</u>	<u>A</u>
Crop Production	P
Pastures	P
Timber	P
Orchard Fruits/Vineyards	P
Horticulture	P
Livestock Production**	P
Poultry Production**	P
Farm Machinery Repair/Serviceing	P
Aquaculture	P
Medical Cannabis Cultivation	C

*See the definition of agricultural use in Article VI. If the principal use of a five (5) acre or larger lot is used for a single-family residence it is not considered as an agricultural use.

** High density livestock activity such as cattle, hog, and poultry feedlots and similar intensive feeding operations are prohibited.

406.7 USES PROHIBITED IN ALL DISTRICTS

The following shall be prohibited uses in all districts:

1. Stockyards.
2. Manufactured housing, unless in an approved mobile home park, or Zone Classification.
3. Recreational Vehicles as defined by KRS 186.650 within the City limits used for habitation, over seven (7) days, except in a conditionally approved commercial location. Recreational vehicles in an approved campground shall not have any decks, porches, or permanent appurtenances, and shall only be permitted to stay in an approved campground for a period of 90 days if used as a primary residence.
4. Junkyards. The administrative official shall ensure that all junkyards existing as nonconforming uses maintain valid permits to operate issued by the Kentucky Department of Transportation, as required by KRS 177.905 thru 177.950, and shall ensure that all screening required by the Department of Transportation is maintained as long as the junkyard remains in operation.
5. No manufacturing or other process shall be carried out that is objectionable by reason of odor, dust, smoke, gas fumes, noise, vibration, refuse matter or water-carried waste.

407 THE OFFICIAL ZONING MAP

For the purpose of administering this chapter, the City of Berea is divided into land use areas and districts, the boundaries of which are shown on the Official Zoning Map.

407.1 The Official Zoning Map for the City of Berea shall be identified by the title “Official Zoning Map of Berea, Kentucky” and shall bear the signature of the Mayor attested by the City Clerk and bearing the seal of the City following the statement “This is to certify that this map is the Official Zoning Map of Berea, Kentucky, as adopted in the Ordinances by the City Council.

407.2 If, in accordance with the provisions of this chapter and KRS Chapter 100, amendments are made in the zones or overlay district boundaries or other matters portrayed on the Official Zoning Map of the City of Berea, such amendments shall be made to the Official Zoning Map promptly after the amendment has been approved by the appropriate governing body with an entry on the Official Zoning Map as follows:

“By official action of the City Council, this map is amended as authorized by the Ordinance Number and signed by the Mayor and attested by the City Clerk.”

407.3 No changes of any nature shall be made to the Official Zoning Map or matter shown thereon except in conformity with the procedures set forth in this chapter and in KRS Chapter 100. Any unauthorized change of whatever kind by any

person or persons shall be considered a violation of this chapter and punishable as provided herein.

407.4 Regardless of the existence of purported copies of the Official Zoning Map which may from time to time be made or published, the Official Zoning Map which shall be located in the office of the appropriate Administrative Official shall be the final authority as to the current land use classification of land and water areas, buildings, and other structures in the City or county.

407.5 In the event the Official Zoning Map becomes damaged, destroyed, lost, or difficult to interpret because of the nature or number of changes and additions, or due to deterioration with the passage of time, the City of Berea may adopt a new Official Zoning Map which shall supersede the prior map, but no such correction shall have the effect of amending the original Official Zoning Map, or subsequent amendment thereof. The new Official Zoning Map shall be identified by the same signature, seal, and wording as provided in the original map.

407.6 INTERPRETATION OF BOUNDARIES

Where uncertainty exists with respect to the boundaries of any of the land use areas or districts as shown on the Official Zoning Map, the following rules shall apply:

1. Boundaries indicated as approximately following the center lines of streets, highways, or alleys shall be construed to follow such center lines.
2. Boundaries indicated as approximately following platted lot lines or property lines shall be construed as following such lot lines or property lines.
3. Boundaries indicated as approximately following City limits shall be construed as following such City limits.
4. Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks.
5. Boundaries indicated as following shorelines shall be construed to follow such shorelines, and in the event of change in the shoreline, shall be construed as moving with the actual shoreline; boundaries indicated as approximately following the centerline of streams, rivers, creeks, or other natural drainage courses shall be construed to follow such center lines.
6. Boundaries indicated as parallel to or extensions of features indicated in divisions 1 through 5 above, shall so be construed.
7. Where physical or geographical features existing on the ground are at variance with those shown on the Official Zoning Map, or in other circumstances not covered by divisions 1 through 5 above, the Planning Commission shall interpret the zone or overlay district boundaries.

408 SUPPLEMENTARY USE REGULATIONS

- A. Short-Term Rental. The provisions for Short-Term Rental shall apply to detached single family dwellings, duplexes, and multi-family dwelling units in permitted or conditionally permitted zones in accordance with Allowable Land Uses 406.

Each unit rented for short-term rental (transient basis, less than 30 days) shall comply with the following:

1. Application for new short-term rental permits shall be made to the City of Berea Codes & Planning Office.
2. Approved short-term rentals shall register with the City of Berea Codes & Planning Office annually.
3. A current City of Berea Business License shall be maintained, and transient room tax collected as required.
4. Registration is nontransferable; the new owner of a short-term rental property desiring to continue the use shall file an application for approval.
5. Guest check-in shall be no later than 10:00 pm.
6. Maximum occupant load shall be calculated based on the current adopted version of KY Building Code and Property Maintenance Code.
7. Two off-street parking spaces shall be provided for each dwelling unit.
8. Smoke alarms shall be provided in accordance with the current KY Residential Code.
9. A life safety inspection shall be approved by the Codes & Planning Office upon initial application and approval.
10. Contact information for the owner or on-call representative shall be posted in a conspicuous place in each rental unit for 24-hour emergency contact.

If any of these provisions cannot be met, the property owner shall file an application for a conditional use permit to be considered by the Board of Adjustments.

Safe, clean, and sanitary condition of the interior and exterior premises shall be maintained in accordance with the current Property Maintenance Code. Violations of this code or other applicable ordinances shall be subject to penalties of the code of ordinance as cited. Three or more notices of violation of the registered property in a one-year period will be evaluated by the Codes & Planning Office and taken to the appropriate board for revocation of the permit for short-term rental.

- B. Home Occupations. Home Occupations shall be permitted as a conditional use in all residential land use districts, provided they comply with all of the following:
1. Upon a conditional use permit being approved by the Board of Adjustment, a Codes official shall inspect the site where the home occupation is to be located to

ensure compliance with this section of the ordinance. If the terms of this section are being violated, the Home Occupation Permit may be revoked.

2. Allowable uses include but are not limited to professional offices, workshops, studios, and personal services. Retail sales or processing of any product shall be allowed only under conditions established by the Board of Adjustment.
3. The use shall be conducted entirely within the principal dwelling or garage. In agricultural districts, the use may be conducted in an accessory structure.
4. The use shall not occupy more than 25% of the gross floor area of the structure.
5. There shall be no evidence of the use visible from the exterior of the dwelling except for one non-illuminated, wall mounted sign of not more than six square feet in area.
6. There shall be no noise, odors, fumes, dust, or vibrations emitted from the building.
7. There shall not be more than one employee who is not a family member residing at that location.
8. Two off-street parking spaces may be required for customers and clients in addition to off-street parking for the residents.

C. Accessory Uses and Structures.

1. Accessory uses or structures are subordinate to the principal use of the land or building, are located on the same lot, and serve a purpose that is customarily incidental to the principal land use or principal building use. Setback dimensions for accessory structures shall be 5' at side and rear yards, 25' at front yard, and shall not be placed in easements. There shall be a 5' separation between the primary structure and accessory structures.
2. Residential accessory structures shall be permitted in all residential and agricultural districts (except where prohibited by private deed restrictions/covenants) and include but are not limited to the following: detached garages, storage sheds, carports, patios, picnic shelters, playhouses, treehouses, swimming pools, greenhouses, swing-sets/slides, and radio/television antennae.

In-ground pools shall be completely enclosed by a fence or wall at least 4' in height. The walls of an above ground pool may be considered part of the required fence height. All gates or openings in the fence shall be equipped with self-closing and self-latching devices. Pools shall not be located beneath or within 10' of an overhead electric line or in accordance with the currently adopted National Electrical Code.

All ladders shall be removed while the pool is not in use; decks, steps, or other means of access to an above ground pool shall be secured within a fence or equipped with self-closing and self-latching devices.

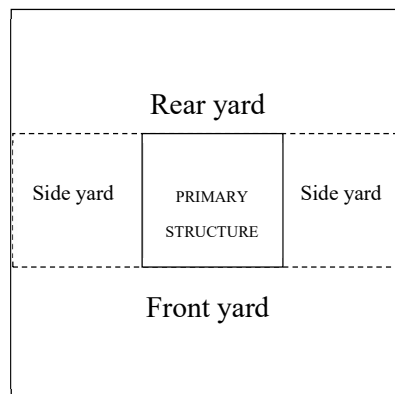
Residential accessory structures may be located in a side yard or rear yard provided they comply with all setback requirements and do not occupy more than 25% of the yard area.

3. Non-residential accessory structures shall be allowed in all non-residential districts and include but are not limited to the following: storage buildings, storage silos, heating and mechanical equipment, conveyor equipment, trash dumpsters, compactors, incinerators, or electric substations.

Non-residential accessory structures shall obtain a permit in all non-residential zones provided they comply with all the requirements.

4. A building permit must be obtained from the Berea Codes Enforcement office for detached garages, storage sheds, carports, patios, picnic shelters, swimming pools, and any other permanent structures, to ensure the proper placement of the structure in relation to easements and setbacks required by the Land Development Ordinance. No more than a total of twenty-five percent (25%) of the property owner's side or rear yard may be occupied by residential and non-residential accessory structures.

The following diagram shall be used to determine front, side and rear yard areas:



- D. Roadside Sales. Included in roadside sales are temporary stands and temporary places of business for sales of locally grown fruit, flowers and vegetables, crafts, seasonal items such as Christmas trees, Memorial Day flowers, fireworks, and similar seasonal merchandise. Roadside sales shall be permitted in business districts provided:
 1. A roadside sales permit shall be obtained from the Administrative Official. The Administrative Official shall approve the site and may issue a three day or 21-day permit; however, not more than three permits may be issued to the same vendor at the same location during any calendar year.
 2. Temporary structure allowed may include booths, tents, trucks, or tables, but no campers or manufactured structures shall be permitted.
 3. One sign, not more than 12 square feet in area may be allowed.
 4. No merchandise or signs shall be displayed in any public way.

5. Adequate off-street parking shall be provided for customers. If located on a commercial establishment lot, the sale area shall not occupy any of the required off-street parking spaces.
- E. Fences, Walls, and Hedges. Fences, walls, and hedges serve to enclose similar land uses and to separate different land uses. They also serve as buffers that screen activities that might be inharmonious. There are two types of these devices; 1) those that do not impede visibility by more than twenty (20) percent, and 2) those that do impede visibility by more than twenty (20) percent. Type 1) includes but is not limited to chain link, woven wire, split rail, and other similar fences, and low-density vegetative screens. Type 2) includes but is not limited to masonry walls, board and stockade fences, chain link fences with inserts, and dense hedges or vegetative screens. These devices shall be permitted in the rear or side yard in any district, unless subdivision covenants deem otherwise. Chain link fences and retaining walls shall be allowed in front yards provided they are not more than four (4) feet in height and don't impede visibility. Area around fences up to and including property lines shall be mowed and maintained. A building permit from the Codes Office shall be obtained if fences over 7' tall are constructed. Barbed wire, electrified fences or other similar protection devices shall not be permitted in any residential district or adjacent to any residential use in agricultural districts.
- F. Storage of recreational vehicles. Storage of recreational vehicles including campers, boats and trailers, motor homes, off-road vehicles, and other non-licensed vehicles may be stored in any district, provided:
1. Recreational vehicles may be stored on the driveway on the side or in the rear of the dwelling, but only in the front yard when it has been determined that there is not sufficient space in the side or rear yard. In no case shall such parking cause visibility problems.
 2. Not more than one recreational vehicle shall be stored on any lot, nor shall their storage impede visibility of vehicular or pedestrian traffic.
 3. Recreational vehicles may not be stored on any public way for more than twenty-four (24) hours.
 4. Only operable, functional recreational vehicles possessing current vehicle registration, when registration is required, are permitted.
 5. Only recreational vehicles registered to the occupant may be stored on the occupant's lot.
- G. Outdoor uses. Unless specifically permitted elsewhere in this chapter, all usages, including storage or displays thereof, shall be conducted entirely within completely enclosed structures. The following shall be excepted from this requirement:
1. Uses located within a B-2, B-4 I-1, or I-2 district.
 2. Agricultural uses within any district.
 3. Storage or display of automobiles, trucks, boats, or recreational vehicles.
 4. Fuel pumps for permitted service stations.

5. Displays or production of trees, shrubs, vegetable plants and flowers.
 6. Trash dumpsters, compactors, or receptacles.
- H. Separate building site required. Unless specifically permitted elsewhere in this chapter, a separate building site shall be provided for each individual building or use, except for permitted accessory buildings or accessory uses.
- I. Visibility at intersections. On corner building sites, no structure, fence, or planting which creates a material impediment to visibility shall be permitted within the triangular area formed by the intersecting street lines and a straight line connecting such street lines at points 30 feet from their point of intersection.
- J. Projecting architectural features. Every part of a required yard shall be open and unobstructed from the ground to the sky except for permitted accessory structures and for the ordinary projection of sills, belt course, cornices, buttresses, eaves, and similar architectural features, provided that such projections shall not extend more than five feet into any required yard. Open fire escapes may extend into any required yard not more than 3 ½ feet.
- K. Landscaping. In the City of Berea, a landscape plan shall be submitted with the development plan for review and approval by the appropriate agency or staff.
1. Purpose. The purpose of these landscape requirements is to enhance the aesthetic qualities of development and to minimize the friction that might occur between different land uses. In addition, the planting of trees, shrubs, and ground cover, and use of fences, walls, and earthen mounds help to retard erosion, channel vehicular and pedestrian circulation, protect surrounding property values, reduce the effects of air, odor, visual, and noise pollution, and reduce glare from outdoor lighting.
 2. Developer's Responsibility. The landscape buffer set forth in this section shall be provided as a condition of development by the owner or developer of the property in question. An owner securing a change in land use classification which creates a different situation shall be deemed the one responsible for creating the different situation and shall provide the buffer areas as a condition of such land use change. If the different situation already exists or is created by a general land use change not sponsored by the property owner, the buffer easement shall be provided as a condition of the approval of any subdivision of the affected land. When a subdivision or other development is being established in an area that is contiguous to a farm, the developer of the subdivision shall be responsible for providing a fence to separate the new development.
 3. Compliance. The Codes Administrator shall be responsible for insuring compliance with this section of the ordinance as part of any subdivision plat or development plan review. The Codes Administrator shall inspect the premises prior to the issuance of a certificate of occupancy to ensure that the landscape buffer is in place. If, due to seasonal variance, planting is not practical at the time required for issuance of the certificate of occupancy, the property will be

- inspected at such time as the planting is actually done.
4. Exceptions. In a situation whereby reason of exceptional shape, topographic, dimensional, or other special conditions, enforcement of this section would create an undue hardship on the applicant, the applicant may request a variance or waiver of such requirements.
 5. Relationship to Yard Requirements. The landscape buffer areas set forth in this section shall be included in the minimum yard requirements of the appropriate land use district. If the buffer area is greater than the yard requirement, the yard requirement shall be extended to accommodate the buffer.
 6. Buffer Area Conflicts. Where landscape buffers are required, the buffer shall be moved outside the easement line. Trees, fences, or other plantings shall not be installed that would cause a violation of any utility easements.
 7. Provision of Planting Materials and Barriers. Such trees, shrubs, ground covers, and barriers as required shall be provided by the owner or developer and considered as any other site improvement. The Planning Commission may require the posting of a surety bond to cover the cost of landscape improvements.
 8. Inclusion on Subdivision Plats and Development Plans. Areas to be set aside for landscape buffer areas shall be shown on subdivision plats and development plans as applicable. Each lot shall have a minimum of one tree planted for each fifty (50) feet of street frontage. Trees shall have a minimum trunk size of two inches in diameter unless otherwise specified, shall be nursery grown, and shall be chosen from the acceptable tree list below.
 9. Maintenance of buffer strip. Landscape buffers shall be maintained by the property owner in a neat, clean, and sanitary manner.
- L. Landscape Buffer Requirements: The landscape buffers described below shall apply to all common boundaries between different land uses. The buffer effect may be accomplished by trees, shrubs / hedges, or barriers in any combination that accomplishes the objectives of these requirements. In addition, ground cover shall be provided in the form of grass, low shrubs, or mulch. Plants shall be those that are acclimated to the local environment.

M. Acceptable Tree List:

Large trees (over 50 feet tall):

- American basswood (*Tilia americana*)
- American beech (*Fagus grandiflora*)
- American elm (*Ulmus americana*) only
- Dutch elm disease-resistant varieties bald cypress (*Taxodium distichum*)
- Chinkapin oak (*Quercus muehlenbergii*)
- European larch (*Larix decidua*)
- Ginkgo (*Ginkgo biloba*) fruitless cultivars only
- Japanese zelkova (*Zelkova serrata*)
- Lacebark elm (*Ulmus parviflora*)
- London planetree (*Platanus x acer folia*)
- Kentucky coffee tree (*Gymnocladus dioicus*) fruitless cultivars only

Northern red Oak (*Quercus rubra*)
Scarlet oak (*Quercus coccinea*)
Shingle oak (*Quercus imbricaria*)
Shumard oak (*Quercus shumardii*)
Swamp white oak (*Quercus bicolor*)
Sweetgum (*Liquidambar styraciflua*)
Sugar maple (*Acer saccharum*)
Sugarberry (*Celtis laevigata*)
Tulip poplar (*Liriodendron tulipifera*)
Water oak (*Quercus nigra*)
Willow oak (*Quercus phellos*)
White oak (*Quercus alba*)

Medium trees (25-50 feet tall):

Allegheny serviceberry (*Amelanchier laevis*)
Amur maackia (*Maackia amurensis*)
Black gum (*Nyssa sylvatica*)
Carolina silverbell (*Halesia tetraptera*)
Hardy rubber tree (*Eucommia ulmoides*)
Hedge maple (*Acer campestre*)
Hophornbeam (*Ostrya virginiana*)
Japanese pagoda (*Styphnolobium japonicum*)
Japanese snowbell (*Styrax japonicus*)
Japanese tree lilac (*Syringa reticulata*)
Katsuratree (*Cercidiphyllum japonicum*)
Littleleaf linden (*Tilia cordata*)
Persian parrotia (*Parrotia persica*)
Thornless honeylocust (*Gleditsia triacanthos* var. *inermis*)
Trident maple (*Acer buergerianum*)
Turkish filbert (*Corylus colurna*)
Yellowwood (*Cladrastis kentukea*)

Small trees (10-15 feet tall):

American hornbeam (*Carpinus caroliniana*)
Amur maple (*Acer ginnala*)
Crabapple varieties (*Malus* spp.)
Eastern redbud (*Cercis canadensis*)
White fringe tree (*Chionanthus virginicus*)
Flowering dogwood (*Cornus florida*)
Hawthorn varieties (*Crataegus* spp.)
Japanese cherry (*Prunus* spp.)
Kousa dogwood (*Cornus kousa*)
Red horse chestnut (*Aesculus x carnea*)
Tatarian maple (*Acer tataricum*)

Prohibited Trees:

All flowering pears (*Pyrus calleryana*)
Ash varieties (*Fraxinus* spp.)
Birch varieties (*Betula* spp.)
Box elder (*Acer negundo*)
Catalpa varieties (*Catalpa* spp.)
Common apple (*Malus pumila*)
Evergreens
Ginkgo; female (*Ginkgo biloba*)
Goldenraintree (*Koelreuteria paniculata*)
Mulberry varieties (*Morus* spp.)
Pin oak (*Quercus palustris*)
Norway maple (*Acer platanoides*)
Siberian elm (*Ulmus pumila*)
Silver maple (*Acer saccharinum*)
Tree of heaven (*Ailanthus altissima*)

ADJOINING USES (Proposed Use to Existing adjacent use)	BUFFER WIDTH	TREES	SHRUBS OR BARRIERS
Single and Two Family Residential	10 feet	1 small or medium tree @ 40-foot intervals	6-foot continuous hedge or 4-foot wall/fence
Single or Two family and Multi-family or Mobile	10 feet	1 small or medium tree @ 40-foot intervals	6-foot continuous hedge or 4-foot wall/fence
Multi-family and Mobile Home	10 feet	1 medium or large tree @ 40-foot intervals	continuous or at 10 foot intervals with wall/fence
Single or Two-family and Commercial or Industrial	15 feet	1 medium or large tree @ 40-foot intervals	6-foot continuous hedge or intermittent planting w/wall or 6-foot wall/fence 6-foot continuous hedge
Multi-family or Mobile Home and Commercial or Industrial	10 feet	1 medium or large tree @ 40-foot intervals	or intermittent planting w/wall, or 6-foot wall/fence
All residential and Freeways/Highways and railroads	20 feet	1 medium or large tree @ 30-foot intervals	6-foot continuous hedge or 6-foot wall/fence
Commercial and Industrial	10 feet	1 medium or large tree @ 40-foot intervals	4-foot continuous hedge or at 10-foot intervals w/wall, or 4-foot wall/fence
Commercial/Industrial and Freeways/Highways	10 feet	1 medium or large tree @ 50-foot intervals	4-foot continuous hedge or 4-foot wall/fence
All uses and Utility stations, Landfills, Salvage yards, Sewer plants	10 feet	1 medium or large tree @ 30-foot intervals	6-foot continuous hedge or 6-foot wall/fence

N. Open Space Requirements

It is desirable that a portion of the land within multi-family residential areas be set aside as green or open space. This land is designed and intended for the common use and enjoyment of the residents and their guests.

- 1) Land designated as open space shall not be occupied by any structure or impervious surfaces, with the exception of recreational facilities such as picnic tables, play equipment for youngsters, and similar facilities as approved by the Planning Commission.
- 2) Land within R-1T, R-3, and PUD developments shall be set aside for open space as follows:

- a) R-1T and PUD developments shall set aside a minimum of twenty (20) percent of the total development area as usable open space.
- b) R-3 developments shall set aside a minimum of ten (10) percent of the total development area as usable open space.

O. “Big Box” Development

- 1) Purpose. Berea has previously had large-scale commercial buildings (hereafter referred to as Big Box Development) that were designed to accommodate only the original tenants, and when vacated, were rendered unsuitable in both size and layout for most potential subsequent tenants and remained vacant or underutilized. Accordingly, the City of Berea has established these guidelines to avoid the negative consequences of such development in the future.
- 2) Application. These guidelines shall apply to all projects for retail establishments of more than 40,000 square feet, or expansion of existing buildings or developments which would result in a building of more than 40,000 square feet and shall be incorporated in the proposed development plan.
- 3) Design Guidelines. For specific Big Box design criteria (see Berea City Code §81.309).

409 OVERLAY DISTRICTS

409.1 Purpose

In accordance with KRS 82.650 - 82.670, and Section 407.2 of this ordinance, the City of Berea has established Overlay Districts to provide additional regulations for design standards and development within any area of the City determined to be:

- 1. An area that has historical, architectural, natural, or cultural significance that is suitable for preservation or conservation.
- 2. An area that is located near a body of water, or along an established commercial corridor that has a special character related to the location that is suitable for conservation.

409.2 Provisions for Establishment/Administration of an Overlay District: (KRS 82.650-670)

- 1. An accurate description of the boundaries of the district.
- 2. A description of the historical, architectural, cultural, aesthetic, natural, or other distinctive characteristics of the district that are to be preserved or conserved.
- 3. A delegation of responsibility for the administration of overlay regulations to an appropriate entity of City government pursuant to KRS 82.670.
- 4. The standards, guidelines, or criteria proposed to govern development within the district to preserve, conserve, or protect the historical, architectural, cultural, aesthetic, or other distinctive characteristics of the district. These standards,

- guidelines, or criteria may be set out descriptively or by illustrations and may incorporate by reference established architectural standards or guidelines.
5. Upon the effective date of the establishment of an overlay district, no person shall begin any major structural change or any ordinary repairs to any building or structure or change or create any surface parking lot or clear a parcel or lot of trees or other major vegetation or change the appearance to signage within an overlay district until the City has issued a permit, without cost, certifying that the person has complied with the provisions of these regulations. This prohibition shall not apply to emergency repairs that need to be made to a building or structure within an overlay district.
 6. Development plans are required for all proposed development in overlay districts, in accordance with Section 401.3.
 7. The body delegated to administer this section of the ordinance shall follow the procedure described in Section 401.2 in establishing an overlay district.
 8. Overlay district regulations shall not conflict with the land use management regulations for the district and shall not permit uses prohibited by underlying district regulations or prohibit uses permitted by underlying district regulations.

409.3 Procedures

The establishment of an Overlay District shall follow the procedure for amending the Official Zoning Map as described in Section 401.2. The Planning Commission may require a Development Plan (Section 401.3) as part of the application. In addition, any subdivision of the development site is subject to the subdivision provisions of this ordinance (Article V). A building permit and certificate of occupancy may be required for each building as deemed appropriate. An Overlay District shall be designated on the Official Zoning Map by the appropriate abbreviation. Any application for an Overlay District whose application is denied by the Planning Commission shall have the right to appeal within 30 days from the decision of the Planning Commission to City Council. The decision of the City Council may be appealed to the Madison County Circuit Court pursuant to KRS 100.347.

409.3.1 Planned Unit Development District (PUD)

Objectives

The Planned Unit Development District has been established to allow flexibility in residential design and development. The primary use of the district is residential, but there is an allowance for neighborhood commercial activity. The objectives of a PUD are:

1. To provide maximum living environments by allowing a variety of housing and building types and permitting an increased density (if applicable), reductions in lot dimensions, yards, and area requirements.
2. To provide a more useful pattern of open space and recreation areas, and if

permitted as part of the project, more convenience in the location of selected commercial uses and services.

3. To allow a development pattern which preserves and utilizes natural topographic features, scenic vistas, landscaping, and prevents the disruption of natural drainage patterns.
4. To encourage a more efficient use of land than generally is achieved through conventional development, resulting in substantial savings through more efficient use of space.
5. To create a development pattern in harmony with land use density, transportation facilities, and community facilities of the Comprehensive Plan.

Higher densities may be allowed in a PUD provided that the developer can demonstrate that any increment of public cost clearly attributable to increased densities will be compensated for by the private amenities and public benefits to be achieved by the development plan.

Provisions

Whenever there is a conflict or difference between the provisions of this section of the ordinance and other sections of the ordinance, the provisions of this section shall prevail for PUDs.

1. Compatible residential, neighborhood commercial (B-1), public, and semi-public uses may be combined, provided the proposed location of the commercial activities will not adversely affect adjacent property, or jeopardize the health, safety, and general welfare of the public. The Planning Commission may place limits on the amount of commercial development and shall not allow the development of commercial areas until completion of the residential areas.
2. The minimum site area for development is five (5) acres, and the minimum lot area is 1,900 square feet, with a minimum lot width of twenty (20) feet, and setback lines of twenty-five (25) feet in the front, and twenty (20) feet in the rear.
3. Spacing between the exterior side walls of buildings shall be at least fifteen (15)
4. Clustering of dwellings is encouraged. There shall not be more than eight (8) individual units in a contiguous cluster.
5. Notwithstanding the other provisions of this ordinance, every lot abutting the perimeter of the PUD site shall maintain all yard requirements specified by the applicable land use district.
6. A minimum of twenty (20) percent of the total development site shall be reserved for common open space and recreational facilities for the residents of the development.
7. The project land shall be owned, leased, or controlled either by a single

person or entity, either public or private.

8. Underground utilities are required (if practical). If this requirement cannot be met, a detailed explanation must be submitted and approved.

409.3.2 The Chestnut Street Residential District (CSD)

- a. The Chestnut Street Residential District includes all property located on Chestnut Street as shown in the Chestnut Street Overlay District Map (see Appendix M).
- b. The distinctive characteristics of the district that are to be protected and preserved are described in the Chestnut Street Design Overlay District Design Guidelines, and cover demolition, new construction, additions, garages/outbuildings, and site features (see Appendix M for specific requirements).
- c. The responsibility for administering the overlay district is vested in the Planning Commission.
- d. The applicant for major structural change or ordinary repair (as deemed appropriate) shall make application to the Codes Administrator, and such application shall be reviewed by the Planning Commission.
- e. The Planning Commission shall review any proposed changes related to demolition, new construction, additions, garages and outbuildings, and site features, submitted by an applicant. Upon completion of the review, and approval of the request, the Department of Codes and Planning shall issue a permit certifying that the applicant has complied with the provisions of the overlay district. The applicant may then proceed with completion of the designated changes. If the request is denied, the applicant may resubmit an application, no sooner than one (1) year from the date of the action taken by the Commission.

409.3.3 North Broadway Tourism District (TD): This district is designed to protect the unique qualities associated with tourism in the area generally referred to as “Old Town.”

409.3.4 Protected Corridor District (PC): This district is designed to protect visual entrances to the City and to protect environmentally sensitive areas from inappropriate development.

410 PARKING REQUIREMENTS

410.1 PURPOSE

The purpose of this section is to establish requirements regulating the quantity and design of off-street parking areas, to relieve traffic congestion in the public ways, and to minimize potential detrimental effects of off-street parking on adjacent properties.

410.2 GENERAL REQUIREMENTS

- A. The provisions of this section are the minimum permissible off-street parking requirements and shall apply to all applicable districts.
- B. No building or structure shall be constructed, enlarged, or altered, or its use changed or enlarged, unless off-street parking has been provided in conjunction with this section.
- C. Each application for a building permit shall include sufficient information or plans to enable the Codes Administrator to determine whether the requirements of this section have been met, to include:
 - 1. Location and dimensions of all parking spaces, driveways, aisles, and pedestrian walkways.
 - 2. Provisions for pedestrian and vehicular circulation, lighting, and drainage.
 - 3. Number of anticipated employees, company-owned vehicles, building rooms, offices, square footage, or other related information for determining the number of spaces required.
 - 4. Landscaping plan.
- D. All required off-street parking shall be located on the same building site, or on a site adjacent to the land use served.
- E. Collective off-street parking may be provided; however, the required number of spaces provided shall not be less than would otherwise be required individually.
- F. Upon written application and written certification of approval by the owner, adjacent off-street parking spaces may be shared if the hours of usage for the uses in question do not coincide.

410.3 OFF-STREET PARKING AND DESIGN STANDARDS:

410.3.1 Access

- A. Access to off-street parking areas within the City of Berea shall be as follows:
 - 1. The location, width, and number of entrance and exit driveways serving public accessory parking facilities, drive-in businesses, fee parking lots, and public parking lots, shall be planned in such a manner as not to interfere with either the use of adjacent property or the flow of traffic on the streets to which they connect and in accordance with the Access Management Ordinance. Intersections between off-street parking areas shall be provided where feasible.
 - 2. Location of curb cuts shall be approved by the City Street Superintendent.
 - 3. Parking areas of up to twenty (20) spaces shall have at least one (1) two-lane driveway located at least fifty (50) feet from any street intersection measured along the curb.
 - 4. Parking areas of more than twenty (20) spaces shall have two (2) two-lane driveways located not less than fifty (50) feet from the right-of-way line of the nearest intersecting street.
 - 5. Entrance or exit driveways shall have travel lanes of a minimum width of ten

- (10) feet and a maximum width of twelve (12) feet for each lane.
6. The angle of the intersection between the driveway and the street shall be between seventy (70) and ninety (90) degrees. The radius of the driveway apron shall be at least twenty (20) feet, or as required by the Codes Administrator for the use proposed.
 7. All parking spaces, except those required for single family household detached dwellings, shall have access to a public street or alley in such a manner that any vehicle leaving or entering the parking area from or into a public street or alley shall be traveling in a forward motion.
 8. Properties located in a residential district shall not be utilized to provide parking for or access to non-residential districts. However, the Board of Adjustment may authorize a conditional use permit to grant the development of a parking area in a residential district, provided that such parking area is no farther than two hundred (200) feet from the use which it is serving.
 9. On any residential property where the garage access is located in the side or rear yard of the property, there shall be a minimum of ten (10) foot driveway accessing the garage.
 10. Parking of vehicles in any parking lot shall be with marked stalls only.
 11. Aprons at entrances shall have a minimum 1 ½" lip at the entrance unless otherwise approved.

B. Setbacks

The location of off-street parking facilities and access drives for more than five (5) vehicles, excluding single and two household dwellings, may be located in the required yards unless otherwise specified elsewhere in this ordinance.

C. Landscaping and Screening

In addition to the setback requirements specified in this chapter for off-street parking for more than five (5) vehicles, screening shall be provided on each side of the parking area that abuts any residential district or use.

D. Paving and Drainage

Any off-street parking area for more than five (5) vehicles and its access drives shall be graded and drained so that the natural flow of surface water shall not be channeled or concentrated onto adjacent property by means other than a designated drainage course. Parking areas and access driveways in all zones other than R-1 and A, shall be improved with an asphaltic or concrete surface. Pavers may also be used if approved. Pavers shall include durable materials suitable for parking such as cobblestones, brick, concrete formed blocks, or cut stone, provided the materials are specifically designed and installed for vehicular loads.

E. Barriers

Whenever a parking lot extends to a property line, fencing, wheel stops, concrete curbs or other suitable barriers shall be provided in order to prevent any part of a

parked vehicle from extending beyond the property line and from destroying the screening materials, or from interfering with pedestrian use of sidewalks.

F. Visibility

Access of driveways for parking areas shall be located in such a way that any vehicle entering or leaving such parking area shall be clearly visible by any pedestrian or motorist approaching the access or driveway from a public street, private street, or alley.

G. Marking

All parking areas for more than five (5) vehicles shall be marked with paint lines or in some other manner approved by the City and shall be maintained in a clearly visible condition.

H. Maintenance

Any owner of property used for parking areas shall maintain such areas in good condition.

I. Signage

Where necessary, entrances, exits, and the intended circulation pattern shall be clearly marked in the parking area. Signs may also be permitted which indicate the operator of the parking facility. Stop signs shall be installed where parking areas exit to a public way.

J. Lighting

Lighting shall be in conformance with Section 413 of this ordinance.

K. Stacking Spaces for Drive Through Businesses

Businesses utilizing drive-through windows or those that offer drive-through facilities shall provide sufficient stacking space for five (5) vehicles. For the purposes of this article one stacking space shall be construed as a minimum of nine (9) feet in width and nineteen (19) feet in length. Such stacking space shall begin at the point of business transaction and shall accommodate five (5) vehicles without obstruction to vehicular traffic or parked vehicle areas. The point of business transaction shall include teller windows, fast food order location, a gasoline fuel pump, car wash bay, or the drive through automated teller window.

L. Parking of Commercial Vehicles

Commercial vehicles with or without signage which are over nine (9) feet in width or nineteen (19) feet in length, shall not be parked in a parking area. Such vehicles shall be parked or stored in the required off-street loading spaces.

M. Parking on Unimproved Surfaces Prohibited

No motor vehicle shall be parked or stored on any area not improved in accordance with Section D above. Both the owner of any such improperly parked or stored vehicle and the owner or occupant of the property on which the vehicle is parked or stored shall be considered in violation of this section.

410.3.2 Determination of Required Spaces

In computing the number of parking spaces required by this ordinance, the following shall apply:

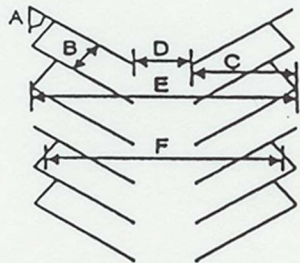
- A. Where floor area is designated as the standard for determining parking space requirements, floor area shall be the sum of the net leasable horizontal area of all floors of a non-residential building. Those areas used for storage or otherwise not occupied by people may be excluded from the floor area calculation if such exclusion is approved by the Planning Commission.
- B. Where seating capacity is designated as the standard for determining parking space requirements, the capacity shall mean the number of seating units as determined in the proposed plan.
- C. Where the required parking is determined by the number of employees, the maximum number of employees on duty on the premises at one (1) time, or any two (2) successive shifts, whichever is greater, shall be used.
- D. Fractional number shall be increased to the next highest whole number.
- E. When the building floor area is designated as the standard for determining parking space requirements and that number is less than the minimum standard, at least one (1) parking space shall be provided on the premises.

410.3.3 Parking Space Dimensions

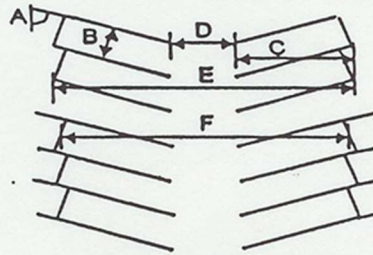
Each off-street parking space shall have the following dimensions and shall be of useable shape and conditions. 90-degree spaces shall be permitted to be reduced from 10' x 19' spaces to 9' X 19' for existing lots with space limitations.

A Parking Angle	B Stall Width	C Length of Stall	D Aisle Width	E Curb to Curb Width (Single Bay)	F Bay Width (Center to Center)
0 degrees	10 feet	21 feet	24 feet	42 feet	42 feet
45 degrees	10 feet	20 feet	13 feet 24 feet (two-way)	53 feet	46 feet
60 degrees	10 feet	21 feet	18 feet 24 feet (two-way)	60 feet	55 feet
90 degrees	10 feet	19 feet	24 feet	62 feet	62 feet

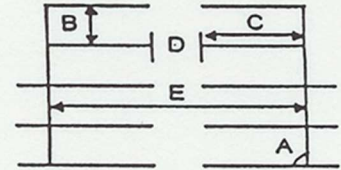
PARKING AREA DESIGN STANDARDS



45 DEGREE PARKING



60 DEGREE PARKING



90 DEGREE PARKING

410.4 Parking Space Requirements

Parking spaces required for selected land use activities along with the criteria for determining the spaces are indicated below. If a particular use is not included in the list, the Codes Administrator will determine the requirements based on the land use most closely related to the one in question.

<u>Uses</u>	<u>Space Requirements</u>
<u>Residential</u>	
One and Two Family	2 per dwelling unit
Multi-family	2 per dwelling unit in 1-bedroom units 2.5 per dwelling unit in 2 or more-bedroom units (rounded up)
Group quarters	3 spaces for every 5 beds
Homes for senior citizens	1 per 2 beds
<u>Commercial</u>	
Automobile repair	2 spaces per service bay (excluding the bay) + one space per employee, and 1 space per employer vehicle

Automobile sales	1 space per 400 sq. ft. of net floor area of sales, shop and garage, + 1 space per employee
Banks, financial institutions	1 space per 200 sq. ft. of net floor area + stacking spaces for drive through
Car wash	5 stacking spaces per lane for automatic: 4 stacking spaces + 2 drying spaces per stall
Convenience store	1 space per 200 sq. ft. of net floor area, + 1 space per island, + 1 space per employee
Day Care Center, child / Pre-school	1 space per employee, + 1 space for each 6 children + 1 space per facility vehicle
Service stations	1 per pump + 1 per bay + 1 per 200 sq. ft. gross floor area for offices/retail activities
Funeral homes	1 per 100 sq. ft. gross floor area
Grocery stores	1 space per 175 sq. ft. of net sales floor area
Health/fitness facility	1 space per 200 sq. ft. of net floor area
Hotels, motels	1 per space per 200 sq. ft. of net floor area
Mini-storage facility	3 spaces + 1 per 100 storage units
Offices (low)*	5 spaces for first 1,000 sq. ft., + 1 space for each 250 sq. ft. of net floor area
Offices (high)*	6 spaces + 1 space per 200 sq. ft. in excess of 1,000 sq. ft.
Retail, sales/service (high)*	1 per 200 sq. ft. gross sales floor area
Retail, sales/service (low)*	1 per 400 sq. ft. gross floor area
Restaurants, sit-down	1 per 100 sq. ft. gross floor area
Restaurants, with drive-thru	1 per 3 seats

*Where the specific office or retail use is not known, the high traffic volume requirements shall apply.

Restaurants, drive through	5 stacking spaces per lane
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Entertainment/Recreation

Bowling alley	4 per lane + 1 per 100 sq. ft. gross floor area for other uses
Theaters	1 space per 3 seats

Sports arena, stadiums	1 space per 3 seats
Parks, recreation areas	4 spaces per acre
Golf courses	4 per golf hole + 1 per 250 sq. ft. gross floor area of pro-shop, concession, etc.

Public/Semi -public

Libraries, museums	1 per 400 sq. ft. gross floor area
Elementary/Middle Schools	One space for each 3 auditorium seats, or 1 space per classroom (whichever is greater)
High school	1 per employee + 1 per 6 students + 12 visitor spaces
Vocational/Technical	1 per employee + 1 per 2 students
College/university	1 per employee + 1 per 4 students
Government building	1 per 250 sq. ft. + 1 per 4 patrons (whichever is greater)
Police/fire stations	1 per employee on maximum shift + 1 per facility vehicle + 1 per 250 sq. ft. of net floor area
Civic clubs, related activities	1 per 50 sq. ft. of net floor area
Churches/places of worship	1 per 4 seats in sanctuary
Hospitals/clinics	2 spaces per bed or 1 space per 150 sq. ft. net floor area, whichever is greater.

Manufacturing

1 per 1½ employees on maximum shift + 1 space per facility vehicle and 5 spaces for visitors.

410.5 Loading and Unloading Areas:

Whenever the normal operation of any development requires that goods, merchandise, or equipment be routinely delivered to or shipped from that development, a sufficient off-street loading and unloading area must be provided in accordance with this section to accommodate the delivery or shipment operations in a safe and convenient manner. The loading and unloading area must be of a sufficient size to accommodate the number and types of vehicles that are likely to use this area, given the nature of the development in question. The following table

indicates the number and size of spaces that, presumptively, satisfy the standard set forth in this section. However, the Codes Administrator may require more or less area if reasonably necessary to satisfy the foregoing standard.

<u>Gross Leasable Area of Building</u>	<u>Number of Spaces*</u>
1,000 - 19,999	1
20,000 - 79,999	2
80,000 - 127,999	3
128,000 - 191,000	4
192,000 - 255,999	5
256,000 - 319,999	6

Plus, one (1) space for each additional 72,000 square feet or fraction thereof.

*Minimum dimensions of 12 feet x 55 feet and overhead clearance of 14 feet from street grade required.

Loading and unloading areas shall be located in the rear of the structure and designed so that the vehicles using them can; 1) maneuver safely and conveniently to and from a public right-of-way, and 2) complete the loading and unloading operations without obstructing or interfering with any public right-of-way or any parking area. No area allocated to loading and unloading may be used to satisfy other area requirements for off-street parking.

411 SIGN REGULATIONS

411.1 Intent

This article provides content-neutral sign standards that allow legitimate signage for agricultural, residential, professional office, business, and industrial activities while promoting signs that:

- A. Reduce intrusions and protect property values.
- B. Minimize undue distractions to the motoring public.
- C. Protect the tourist industry by promoting a pleasing community image; and
- D. Enhance and strengthen economic stability.

411.2 Scope

These provisions apply to the display, construction, erection, alteration, location, and maintenance of all new and existing signs within the corporate limits of Berea.

411.3 Exempt Signs

The following signs are exempt from the provisions of this Article and are, therefore, exempt from the requirement to obtain a sign permit:

- A. Signs not visible from the public way beyond the boundaries of the property upon which they are located.
- B. Government signs that are placed by government officers in the performance of their duties.
- C. Temporary or permanent signs erected by public utility companies or construction companies in the performance of their professional duties.
- D. Vehicle signage when painted directly on a vehicle or attached magnetically, unless the vehicle is parked in the same place for more than 6 days within a 60-day period.
- E. Temporary signage containing non-commercial speech of 32 square feet or smaller placed on or after April 15 and removed by the last day of May. Temporary signage containing non-commercial speech of 32 square feet or smaller placed on or after the first day of October and removed by November 15. Temporary signs shall not be placed in the rights-of-way or the sight triangles of any intersection.
- F. Temporary signs not to exceed 32 square feet for a new business for up to 30 consecutive days from the first day of business. Exempt signage shall only be displayed on the property where the new business is located.
- G. Signage not to exceed 12 square feet placed by realtors in the performance of their professional duties.
- H. Window signage.
- I. Incidental signs including directional signage.
- J. Historic markers.
- K. Change of copy on any sign where the framework or other structural elements are not altered.

411.4 Permit Requirements

- A. No sign regulated by this ordinance (except those specifically exempted in Section 411.3) shall be displayed, erected, relocated, or altered unless all necessary permits have been issued by the City of Berea Codes Department. Applicants shall submit an application form to the department before any permit may be issued. Signs shall only be erected or constructed in compliance with the approved permit.
- B. Applicants shall obtain a building permit for the foundation of freestanding and monument signs with engineered design for all signs with a height over 10' or at the discretion of the building official. Applicants shall also obtain an electrical permit for signs that require electrical service. Final inspections for building permits and electrical permits require a minimum notice of 24 hours to the City's building inspector and/or electrical inspector.
- C. Signs permitted as an accessory to a legal, nonconforming use shall be subject to the regulations of the zone in which the nonconforming use is located.

411.5 Nonconforming Signs

A legal, nonconforming sign may continue in existence as long as it is properly maintained in good condition.

These provisions shall not prevent the repair or restoration to a safe condition of any sign, but a nonconforming sign shall not be:

- A. Changed to another nonconforming sign except where only the face or copy is changed.
- B. Structurally altered so as to increase the degree of nonconformity of the sign.
- C. Expanded or enlarged.
- D. Reestablished after its removal; or
- E. Moved to a new location on the building or lot.

411.6 Illegal Signs

All illegal signs shall be subject to immediate enforcement action by the Codes Enforcement Office.

411.7 General Requirements

All signs in all zones shall meet the following requirements:

- A. Illuminated signs shall be located in a fashion which prevents all direct rays of light from shining beyond the property lines of the lot on which the sign is located.
- B. No light, sign, or other advertising device shall be designed or erected to imitate or resemble any official traffic sign, signal, or device or use any words, phrases, symbols, or characters implying the existence of danger, or the need to stop or maneuver the vehicle.
- C. No sign shall be attached to or painted on the surface of any tree, utility pole, or streetlight.
- D. Projecting signs shall have at least 7' of clearance above a sidewalk.
- E. Neon or other lighted tubing signs shall not be permitted except where such lighting is used behind solid lettering to produce a "halo" effect, or where it is used indirectly. Neon lighting to be used to outline buildings, structures, or ornamental features shall first receive a conditional use from the Board of Adjustment.
- F. No sign, except for government signs, shall be located within the sight triangle of any intersection (Reference §408 H).
- G. No sign shall be placed in or project into the public or private street right-of-way, except as specifically permitted herein, or unless placed by a government official in the performance of their duties.
- H. Freestanding, monument, and projecting face sign area shall be computed as follows:
 - a. Double-faced signs shall have only one face counted in calculating the area.
 - b. Sign with more than two faces shall have the area calculated by summing the area of all sign faces and dividing by two (2).
 - c. The area enclosing the perimeter of each cabinet shall be calculated to determine the area.
 - d. The perimeter of the measurable area shall not include embellishments (e.g., pole covers, framing, or decorative roofing) provided there is no written copy on such embellishments.
 - e. Maximum height shall be measured from the finished grade at the center of the sign and shall include the sign's base.
- I. All signage shall meet minimum of 10' setback from all property lines, unless otherwise noted.

- J. Every sign, including those for which a permit is not required, shall be maintained in good condition at all times.

411.8 Prohibited Signs in All Zones

The following signs and/or sign features shall be prohibited in all zones:

- A. Mobile signs.
- B. Roof signs that extend higher than the top of the roof.
- C. Rotating or moving signs.
- D. Abandoned signs.
- E. Streamers, pennants, and tag signs or similar signs or devices except when attached to a permitted temporary sign.
- F. Any sign which emits any noise or odor.
- G. Freestanding signs which overhang any part of a building.
- H. Flashing or blinking signs that obstruct driver's vision.
- I. All Interstate billboards including those with an electronic message display system, except as permitted by section 411.10.6 (C).
- J. Signs in a public right-of-way; unless placed by a government official in the performance of their duties; and
- K. Handbills.

411.9 Signs Requiring a Conditional Use Permit in All Zones

Only the Board of Adjustment shall have the authority to approve sign variances or conditional use permits for signs unless the request is made to the Planning Commission in conjunction with a Development Plan. Applications for these signs shall be submitted and processed as outlined in Article 403 of the City of Berea Land Management and Development Ordinance.

411.10 Signs Permitted by Specific Zone

Any sign not specifically permitted shall be prohibited.

411.10.1 Agricultural Zone (A)

- A. Residence** - One nameplate wall sign not exceeding two (2) square feet in area and one wall sign not exceeding two (2) square feet in area (incidental – do not require a permit).
- B. Farm**
 - a. Two signs per entrance if incorporated into a fence or wall feature, or one freestanding sign per entrance. Signs shall not exceed 32 square feet in area each and shall have a front yard setback of ten (10) feet.
 - b. Incidental signs - which shall not exceed two (2) square feet in area nor require sign permits.

C. Permitted and Conditional Uses

- a. One freestanding sign not exceeding 32 square feet in area and ten (10) feet in height.
- b. One bulletin board, not exceeding 12 square feet in area and ten (10) feet in height.
- c. One wall sign per building not exceeding 32 square feet in area; and
- d. Incidental signs which shall not exceed two (2) square feet in area each and do not require sign permits.
- e. Signage shall have a front yard setback of ten (10) feet.

411.10.2 Mobile Home (MP) Zone

- A. One freestanding sign per park entrance. Sign shall not exceed 32 square feet in area, ten (10) feet in height, and shall have a minimum setback of ten (10) feet from the property line; and
- B. One nameplate wall sign per mobile home that shall not exceed two (2) square feet in area (incidental – do not require a permit).

411.10.3 Low-Density Residential Zones (R-1, R-1A, R-1T, R-2)

- A. **Residence** - One nameplate wall sign not exceeding two (2) square feet in area and one wall sign not exceeding two (2) square feet in area (incidental – do not require a permit).
- B. **Home Occupation** - One wall sign not exceeding six (6) square feet in area.
- C. **Subdivision** - One freestanding sign per entrance into the subdivision not to exceed 32 square feet in area and eight (8) feet in height.
- D. **Buildings Used for Religious or Educational Activities**
 - a. One freestanding sign that shall not exceed 32 square feet in area and ten (10) feet in height.
 - b. One wall sign that shall not exceed 12 square feet in area.
 - c. One bulletin board that shall not exceed 12 square feet in area and ten (10) feet in height; and
 - d. Incidental signs which shall not exceed two (2) square feet each in area nor require sign permits.
- E. **All other Permitted and Conditional Uses**
 - a. One wall sign that shall not exceed 12 square feet in area; and
 - b. Incidental signs which shall not exceed two (2) square feet each in area nor require sign permits.

411.10.4 High-Density Residential Zones (R-3)

- A. **Single Family Residence, Home Occupation, and Subdivision** – Signage as allowed in §411.10.3 above.

B. Multi-Family Residence

- a. One freestanding sign that shall not exceed 32 square feet in area and eight (8) feet in height and shall have a front yard setback of ten (10) feet.
- b. One wall sign that shall not exceed 12 square feet in area; and
- c. Incidental signs which shall not exceed two (2) square feet each in area nor require sign permits.

C. Buildings Used for Religious or Educational Activities

- a. One freestanding sign that shall not exceed 32 square feet in area and ten (10) feet in height.
- b. One wall sign that shall not exceed 12 square feet in area.
- c. One bulletin board that shall not exceed 12 square feet in area and ten (10) feet in height; and
- d. Incidental signs which shall not exceed two (2) square feet each in area nor require sign permits.

D. All other Permitted and Conditional Uses

- a. One freestanding sign that shall not exceed 32 square feet in area and eight (8) feet in height and shall have a front yard setback of ten (10) feet.
- b. One wall sign that shall not exceed 12 square feet in area; and
- c. Incidental signs which shall not exceed two (2) square feet each in area nor require sign permits.

411.10.5 Standard Signage Permitted in all Professional, Commercial and Industrial Zones (P-1, B-1, B-2, B-3, PSF, I-1, and I-2)

- A. One freestanding or monument sign per street frontage with a maximum of five (5) signs per lot.
 - a. Freestanding signs shall not exceed 100 square feet in area, 30 feet in height, and shall have a minimum setback of ten (10) feet. Where a lot has two (2) street frontages, two (2) free standing signs shall be allowed or combined into one free standing sign. For buildings with more than one occupying business this freestanding sign may list all businesses within the building.
 - b. Monument signs shall not exceed 60 square feet in area, eight (8) feet in height, and shall have a minimum setback of ten (10) feet.
- B. A wall sign, canopy sign or awning sign per street frontage with a maximum of two (2) signs per building. The maximum allowed area for all signage in this category is 32 square feet or three (3) square feet per lineal feet of street frontage whichever is greater. Awnings shall have at least seven (7) feet of clearance above grade when fully extended. When a building contains two or more separate businesses, these requirements shall be applied separately to the lineal frontage of the portion of the building occupied by the individual business.
- C. One wall sign per tenant or lessee not exceeding two (2) square feet in area.
- D. One attraction board either attached to the wall or attached to the permitted freestanding sign not to exceed 32 square feet in area and eight (8) feet in height.

- E. One menu board for every property that includes a drive-thru lane, walk-up window or drive-up curbside. Menu boards shall not exceed 55 square feet in area and shall have a maximum height of eight (8) feet.
- F. One marquee per theatre. A marquee shall not exceed 32 square feet in area, shall not project more than eight (8) feet from the building face to which it is attached, and shall have a minimum clearance of eight (8) feet.
- G. Incidental signs – which shall not exceed two (2) square feet each in area nor require sign permits.
- H. Buildings Used for Religious or Educational Activities
 - a. In addition to signage permitted above, one bulletin board, not exceeding 32 square feet in area and eight (8) feet in height.

411.10.6 Additional Signage Permitted in Specific Commercial and Industrial Zones

In Addition to signs as permitted in 411.10.5 above, the following signs shall be permitted in B-4, I-1, and I-2 zones.

- A. Total of 7 signs per lot frontage.
- B. Total surface area of all signs not to exceed 7 square feet per lineal feet of street frontage.
- C. One interstate sign for those businesses which lie within a 2,200-foot radius of the center point of an interstate interchange overpass. These businesses may have the following signs: 1-interstate sign, freestanding signs, and wall signs. Interstate signs shall be subject to the following restrictions:
 - 1. Shall not have an electronic message display system.
 - 2. The Interstate sign shall not exceed 400 square feet in area.
 - 3. Height (from the base to the top of the sign) shall not exceed 90 feet.
 - 4. The sign's base shall be at least 90 feet from any residential zoned property.
 - 5. In addition to a sign permit, engineering will be required for foundations of signs with a height over 10', and a building permit shall be obtained prior to installation.

411.10.7 Electronic Signs / Electronic Message Display Systems

- A. Electronic signs are prohibited in the P-1 (Professional Office) and B-1 (Neighborhood Business) districts and all overlays and historic areas.
- B. Electronic message display systems may be incorporated into one freestanding or wall sign for each property located within B-2, B-3, B-4, I-1, I-2, and PSF zones.
- C. Churches that have been conditionally permitted for zoning must also have a Conditional Permit from the Board of Adjustment for signage.
- D. Signs shall be sized for square footage and height to meet requirements of the zone in which it is located but shall not exceed 20 square feet. Electronic signs may only advertise the premise on which the sign is located.
- E. Messages must change in no less than two (2) seconds and shall remain static for no less than ten (10) seconds and shall have static images only. Flashing signs, scrolling message signs, audible messages, or any form of animated images are prohibited.

- F. No signs that resemble any regulatory or warning traffic control device or sign as found in the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways shall be permitted.
- G. Vehicle or trailer mounted electronic sign displays of any type, including parked or moving vehicles, are prohibited.
- H. Automated light intensity and dimming controls for electronic signs shall be required. Surface luminosity limits shall be 5000 nits maximum during daylight hours and 150 nits maximum during nighttime hours.

411.10.8 Institutional (INS)

Projecting or free-standing signs shall require a permit and sizing shall be based on B-2 allowances in §411.10.5 above.

411.10.9 Planned Unit Development (PUD) Overlay

A permitted sign's height, size, location, and design features shall be determined by the sign requirements set forth in the zone in which the proposed or existing use is first permitted.

411.11 Temporary Signs

Shall include banners, streamers, tethered balloons, and inflatable signs and objects. One temporary sign per street frontage shall be allowed subject to the following conditions:

- a. Temporary signs require a permit for each occasion they are displayed.
- a. Shall not exceed 50 square feet per sign where non-rigid materials are used.
- b. Shall not exceed 32 square feet per sign where rigid materials, such as wallboard or plywood, are used.
- c. Shall comply with the applicable regulations for the zone in which they are located.
- d. Shall not remain in place for a period of more than thirty (30) continuous days on two (2) separate occasions within a one (1) year period.
- e. Shall not be placed within the public right-of-way or the sight triangle at intersections.

411.12 Maintenance Standards

Every sign, including those signs for which a permit is not required, shall be maintained in good condition at all times.

411.13 Penalties for Violation

Violation of the provisions of these sign regulations shall constitute a misdemeanor which shall be subject to the fines and penalties as set forth in Section 305 for violation of City of Berea Land Management and Development Ordinance.

411.14 Severability Clause

In the event any word or sentence in this ordinance, or provision or portion of this ordinance, or rules adopted by this ordinance is invalidated by any court of competent jurisdiction, the remaining words and/or sentences, provisions, or portions thereof shall not be affected and shall continue in full force and effect.

411.15 Definitions

The definitions contained in this section shall be applied in the interpretation of all sections within Article 411 of this ordinance, except where the context clearly indicates otherwise. Words used in the present tense shall include the future tense, singular number shall include the plural, and plural include the singular.

1. **Abandoned Sign:** Signage that has been neglected and fallen into disrepair.
2. **Attraction Board:** Copy is changed manually or electronically on a regular basis.
3. **Awning Sign:** Applied directly to the surface of an awning; defined as a shelter supported entirely on a wall and made of non-rigid material supported by a frame.
4. **Banner Sign:** Made of non-rigid material with no enclosing framework.
5. **Billboard:** Signage intended for lease to a variety of businesses, organizations, and/or individuals. In such case, the sign itself shall be the income generator and the primary commercial use of the property.
6. **Bulletin Board:** Allows the manual or electronic change of copy and is used to notify the public of noncommercial events or occurrences such as church services, political rallies, civic meetings, or similar events.
7. **Canopy Sign:** Applied directly to the surface of a canopy; defined as a permanently roofed shelter covering a sidewalk, driveway, or similar area. Canopies may be supported by a building, columns, poles, braces, or a combination of both.
8. **Double-Faced Sign:** Two (2) faces either set parallel or up to a 45-degree angle. Any two sign faces set at an angle greater than 45 degrees shall be considered two (2) separate signs.
9. **Electronic Sign / Electronic Message Display System:** Copy which uses rotating reflective discs, direct illumination, rotating veins, light emitting diodes (LEDs), liquid crystal diodes (LCDs), or other digital devices and is changed by a central computer.
10. **Farm:** A tract of at least 5 contiguous acres used for the production of agricultural or horticultural crops. Agricultural and horticultural crops shall be defined as, but not limited to, livestock, livestock products, poultry, poultry products, grain, hay, pastures, soybeans, tobacco, timber, orchard fruits, vegetables, flowers, ornamental plants, vineyards, and wineries.
11. **Flashing or Blinking:** Intermittent or sequential illumination for the purpose of attracting attention to the sign.
12. **Freestanding Sign:** Attached to the ground by columns, poles, braces, or other means and not attached to any building.
13. **Government Sign:** Temporary or permanent, erected by government employees or officers in the performance of their professional/elected duties.

14. **Handbill:** Printed or written material, circular, leaflet, pamphlet, or booklet designed for distribution on vehicles or other property, excluding postal distribution, which advertises merchandise, commodities, or services.
15. **Illegal Sign:** Does not meet the requirements of this zoning ordinance and has not been identified as a legal, nonconforming sign.
16. **Illuminated Sign:** Emits or reflects artificial light from any source.
 - a. **Directly illuminated:** Lighted by an unshielded light source (including neon tubing) which is visible as a part of the sign and where light travels directly from the source to the viewer's eye.
 - b. **Indirectly illuminated:** Light source projects light onto the exterior of the sign surface or onto the building where the sign is located.
 - c. **Internally illuminated:** Light source is within the sign, with a transparent or translucent background or cover which silhouettes letters or designs.
17. **Incidental Sign:** Not exceeding two (2) square feet in area.
18. **Interstate Sign:** Sign that is designed to be seen from an interstate highway.
19. **Marquee Sign:** Used in conjunction with a theatre, is attached to the building, and projects from the building.
20. **Menu Board:** Freestanding signs placed at properties where there is a drive-thru lane, walk-up window or drive-up curbside.
21. **Mobile Sign:** Affixed to a frame having wheels or capable of being moved. Mobile signs do not have a permanent foundation and cannot withstand the wind-load stress requirements of the adopted building code as they are designed to stand free from a building. The removal of wheels from such a sign or temporarily securing a sign of this type shall not prevent it from being classified as a mobile sign within this definition. This includes signage placed in a truck bed or on a trailer designed to be pulled behind a vehicle.
22. **Monument Sign:** Attached to a permanent foundation or decorative base and not attached to or dependent for support from any building, pole, post, or similar upright.
23. **Nonconforming Sign:** Legally erected but does not comply with the current regulations for the zone in which it is located.
24. **Non-Illuminated Sign:** Does not emit or reflect artificial light from any source.
25. **Portable Sign:** Small sign, easily transported by hand, placed outside during business hours and brought into the business after hours, usually tent style or A-frame.
26. **Projecting Sign:** Attached to a building, extends more than 24 inches.
27. **Roof Sign:** Projects above the cornice of a flat roof or the ridgeline of a gabled or hipped roof. In determining the top edge of the roof, calculation shall not include cupolas, pylons, chimneys, or other projections above the roofline.
28. **Rotating or Moving Sign:** Any portion of which moves by mechanical means or the wind; does not refer to changing copy with an electronic message display system.
29. **Sign:** Any copy, including material used to differentiate the copy from the background, which is applied to a surface as a means of identifying, advertising, announcing, or illustrating products, services, and/or events.
30. **Sign Clearance:** The vertical distance between the lowest point of any sign and the grade at the base of the sign.
31. **Sign Copy:** Any word, figure, number, symbol, or emblem affixed to a sign.

- 32. **Sign Height:** The vertical distance measured from the highest point of the sign, including the frame and any embellishments, to the bottom of the base of the sign.
- 33. **Sign Setback:** The horizontal distance between a property line and a sign. The measurement shall be taken at the closest point between the property line and any part of the sign.
- 34. **Sign Surface:** That part of the sign on which the message is displayed.
- 35. **Square Foot:** A unit of area equal to one foot by one-foot square.
- 36. **Street Frontage:** Property line that lies adjacent to the street right-of-way.
- 37. **Temporary Sign:** A banner, pennant, poster, or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or other like materials and that appears to be intended to be displayed for a limited period of time. They are intended to be displayed for not more than 30 continuous days or more than two (2) times per calendar year.
- 38. **Vehicle Signage:** Signage painted directly on a vehicle or attached magnetically.
- 39. **Wall Sign:** Attached directly to a building; includes mansards, canopies, awnings, and signs attached to a roof which do not project above the roofline.
- 40. **Window Display:** Merchandise or other objects placed inside a building to be viewed from outside the building.
- 41. **Window Sign:** Attached to or located within three (3) feet of the interior of a window and which can be seen through the window from the exterior of the structure.

412 CELLULAR ANTENNA TOWERS

412.1 Purpose: Due to the semi-public nature of cellular antenna towers and other wireless communications systems, it is the purpose of this section to regulate these facilities in order to:

- 1. Accommodate the need for cellular or wireless communications towers while regulating their location and number in the City of Berea.
- 2. Minimize the adverse visual effects of such facilities through proper siting and design.
- 3. Avoid potential damage to adjacent properties from structural failure of communication towers and support structures.
- 4. Encourage the joint use of any new and existing communications towers and support structures in order to reduce the number of such structures needed in the future.

412.2 Use Regulations: The following regulations shall apply to cellular or wireless communication antennas and towers:

- 1. New cellular or wireless communication antenna towers, or antennas to be mounted to an existing communications tower may be located in all districts except single-family residential districts. This requirement may be waived if there are no other alternatives available.
- 2. Any cellular or wireless communications antenna that is mounted to an existing structure shall be compatible in color with that structure.

3. Cellular or wireless communications sites shall not be located any closer than 1,000 feet from any residential district.
4. The cellular or wireless communications company shall be required to demonstrate, using the latest technological evidence, that the antenna or tower must be placed where it is proposed in order to satisfy its necessary function in the company's grid system.
5. If the cellular or wireless communications company proposes to build a new tower as opposed to mounting an antenna on an existing structure, it is required to demonstrate that it has contacted the owners of nearby tall structures within a one (1) mile radius of the site proposed and has asked for permission to install the cellular or wireless communications antenna on these structures and was denied for reasons other than economic ones. "Tall structures" shall include, but not be limited to, smokestacks, water towers, buildings over 50 feet in height, antenna support structures or other cellular or wireless communications companies, other communication towers, and roadway lighting poles.
6. The City may deny the application to construct a new cellular or wireless communications tower if the applicant has not made a good faith effort to mount the structure on existing structures.
7. The applicant shall demonstrate that the antenna/tower is to be constructed at the minimum height necessary in order to function satisfactorily. The applicant shall demonstrate that the proposed cellular or wireless communications tower and its antenna are safe, and the surrounding properties will not be negatively affected by tower failure, falling ice, or other debris, electromagnetic fields or radio frequency interference. In addition, all towers shall be fitted with anti-climbing devices as approved by the manufacturers and shall be enclosed (along with support structures) by a fence that is a minimum of eight (8) feet in height to prevent unauthorized access.
8. In order to limit the number of antenna support structures needed in the future, the proposed new tower shall be required to accommodate other users, including other cellular or wireless communications companies, and local law enforcement and emergency agencies.
9. The applicant must demonstrate that it is licensed by the Federal Communications Commission (FCC) to engage in such activities.
10. A site development plan shall be required as part of the application process.

413 OUTDOOR LIGHTING

The following regulations shall apply to any outdoor lighting located within the City of Berea, in any district where there are parking spaces for five (5) or more vehicles, or where a building, sign, or electrical permit is required for the installation of lighting fixtures.

A. Submission of Lighting Plan

Any building, structure or use of land that requires a review and approval of a parking plan, as specified in this article, shall provide a lighting plan. A lighting plan may also be required at the determination of the Administrative Official, when a building, sign, or electrical permit application for lighting fixtures is filed. The lighting plan shall provide the following information as a minimum:

1. A photometric plan showing the proposed intensity levels of the lighting throughout the site, indicating foot-candle measurement. The lighting plan shall include the property lines and right-of-way lines for the site and shall include the first fifty feet of adjacent property, at a minimum. Light levels shall be indicated a minimum of thirty feet onto adjacent properties. The lighting plan shall indicate all site lighting including on-building security, flood, and other lights in the evaluation. The initial output of lamp fixtures, as defined by the manufacturer, is the value to be considered in the intensity analysis.
2. The lighting plan shall indicate the locations of each of the proposed fixtures.
3. The lighting plan shall indicate the minimum, maximum, and average intensity/ illumination for the site.
4. Details of all proposed outdoor lighting fixtures shall be provided, indicating manufacturer, model and style of the fixture. A graphic representation of the fixture is requested. The fixture lamp type (i.e. low-pressure sodium, metal halide, etc.) shall be indicated on the proposed plans.
5. The proposed height of the lighting fixtures shall be indicated.
6. The hours of use of the lighting fixtures shall be indicated on the plans.

B. Height

All outdoor lighting shall be designed, located, and mounted at heights no greater than twelve (12) feet above grade for non-cutoff-lights and twenty-two (22) feet above grade for cutoff lights. A greater height may be authorized in any district by a variance approved as required in Section 404. Lighting height should not exceed the permitted building height. The following guidelines are provided based on the intensity of the proposed use.

Height Range by Activity Level:

Low: 10 ft. to 15 ft.; medium: 10 ft. to 18 ft.; high: 10 ft. to 22 ft.

Examples of Activity Levels for Open Parking Facilities:

High: Regional shopping centers, motorist services at expressway interchanges, athletic facilities, regional cultural or civic facilities.

Medium: Community and neighborhood shopping centers, office parks,

hospitals, commuter lots, community facilities (cultural, civic, recreational).

Low: Multi-family dwellings, education facilities, churches, local commercial and industrial uses.

C. Illumination

Outdoor lighting shall be designed and located with a maximum illumination of 0.5 foot-candles at the property line. Lighting for parking areas and where security lighting is needed shall have a minimum of 0.5 foot-candles. The guidelines for illumination levels listed below are based on the activity levels described above.

Average Illumination by Activity Level

Low: 1.0 foot-candle; medium: 2.0-foot-candles; high: 3.0 foot-candles.

Maximum Illumination (foot-candles) by Activity Level

Low: 5.0 foot-candles; medium: 10.0 foot-candles; high: 15.0 foot-candles.

Uniformity of Illumination (maximum/minimum foot-candle ratio)

Should not exceed 15:1.

Illumination of Access Drive

Should not exceed average foot-candles maintained at adjacent public road.

D. Light Trespass

Light trespass is any form of artificial illumination emanating from a light fixture (or illuminated sign) that penetrates other property and creates a nuisance. A lighting plan shall be provided by the property owner proposing the installation of outdoor lighting fixtures and shall meet the following minimum standards for light trespass:

1. Outdoor light fixtures shall be directed so that there will not be any objectionable direct glare source visible from any property and shall be properly installed and thereafter maintained.
2. At a height of five (5) feet above the property line of the subject property, illumination from light fixtures shall not exceed 0.5 foot-candles in a vertical plane on adjacent property.
3. Appropriate fixture lamp types and shielding shall be installed to prevent light trespass onto adjacent property.

E. Shielding

All outdoor lighting for non-residential uses shall be located, screened, or shielded so adjacent lots located in residential districts are not directly illuminated. Shielding may also be required for high intensity light fixtures to prevent glare to adjacent uses, public rights-of-way, and drivers. Perimeter lighting should be cut-off fixtures to prevent light trespass onto adjacent properties.

F. Color and Glare

No outdoor lighting shall be of such intensity or color distortion as to cause glare or to impair the vision of drivers, pedestrians, or adjacent properties. Shields and/or filters are required for light fixtures with high intensity and glare potential. All lighting shall be provided by cut-off fixtures with no extended/projected lenses.

G. Factors for Evaluation

The following factors shall be considered in the evaluation of lighting plans:

Pole height

Type of luminaire

Site coverage-average maintained

Uniformity: (1) maximum: minimum, (2) average: minimum

Intensity at property line

H. Location

Outdoor lighting need not comply with the yard requirements of each district, except that no such light shall obstruct vision in the sight triangles as specified elsewhere in this ordinance.

I. Exemptions

1. All outdoor lighting fixtures producing light directly by the combination of fossil fuels, such as kerosene lanterns or gas lamps, are exempt from the requirements of this section.
2. Holiday lighting shall be exempt from the requirements of this section.
3. All temporary emergency lighting needed by police or fire departments or other emergency services, as well as all vehicular luminaires, shall be exempt from the requirements of this section.

J. Special Approval

Search lights, laser source lights, or any similar high-intensity light shall not be permitted except in emergencies by police and fire department personnel at their discretion, unless a temporary sign/use permit is issued by the Codes Administrator.

K. Modifications

Should any outdoor light fixture or the type of light source therein be changed after the permit has been issued, a change request must be submitted to the Codes Administrator for approval, together with adequate information to assure compliance with this section, which must be received prior to substitution.

414 COMMERCIAL SOLAR ENERGY FACILITIES

The following regulations shall facilitate the siting, development, construction, installation, and decommissioning of commercial solar energy systems (SES) and facilities of any size which are ground mounted in the City of Berea in a predictable manner that promotes and protects the safety, health, and welfare of the community. These regulations shall not apply to utility infrastructure, or systems regulated by the Public Service Commission.

Routine maintenance, repair, or replacement of solar panels which does not increase the SES footprint or modifications to an existing SES alone, or in combination, that increases the total SES footprint by no more than five percent of the original footprint do not require subsequent applications under this section.

A. Height

Ground-mounted SES shall not exceed 15 feet in height as measured from the highest natural grade below each solar panel without approval by the Board of Adjustments. The height restriction excludes utility poles, substation structures, and antennas constructed for the project. A ground-mounted SES may exceed 15 feet in height upon a finding that the SES would be more productive, use less land, provide environmental and economic benefits, or other advantages if the height limitation is increased.

B. Buffer / Screening

SESs approved as a conditional use shall have or install a 25' wide buffer of natural vegetation, plantings, earthen berms, and/or fencing that provides an effective visual and lighting screen between the SES and adjacent properties in any zone, unless waived by the Board of Adjustments. Existing buffers along the perimeter shall be preserved when practical.

C. Location / Approval

Components of SESs shall not be placed within any legal easement or right-of-way, or be placed within any stormwater conveyance system, or in any other manner that would alter or impede stormwater runoff from collecting in a constructed stormwater conveyance system. Concentrated discharge of stormwater runoff from SESs shall be carefully managed to prevent soil scouring, erosion, and contamination. Water runoff, soil scouring, erosion, and contamination shall be managed from design through the decommission of the project.

A development plan shall be submitted for approval to ensure compliance with stormwater, utility, buffer, and other requirements.

D. Signage

SES warnings and notices. The following notices shall be clearly visible on SES facilities:

1. "No Trespassing" signs shall be attached to every perimeter fence.
2. "Danger" signs shall be posted at a height of five feet on SES accessory structures.
3. A sign shall be posted on SES structures showing an emergency telephone number, which shall be updated and current.
4. The manual electrical and/or shutdown disconnect switch(es) shall be clearly labeled.
5. Sign or signs shall be posted on the pad-mounted transformer and the substation(s) warning of high voltage.
6. Private roads providing access to SES shall have posted an Emergency-911 address private road sign.

E. Material Handling, Storage and Disposal

All solid wastes whether generated from supplies, equipment, parts, packaging, operation, or maintenance of the SES, including parts and equipment related to the construction, operation and/or maintenance of the SES shall be removed from the site and disposed of in accordance with all federal, state, and local laws. All hazardous materials or waste related to the construction, operation and/or maintenance of any SES shall be handled, stored, transported, and disposed of in accordance with all applicable local, state and federal laws.

F. Maintenance

The SES owner or operator shall maintain the facility in good condition. Maintenance may include, but not be limited to, painting, structural repairs, vegetative screening, fences, landscaping and plantings, and integrity of security measures. The SES must be properly maintained and be kept free from all hazards, including, but not limited to faulty wiring, loose fastenings, being in an unsafe condition or detrimental to public health, safety, or general welfare. Site access shall be maintained to a level acceptable to the fire marshal or fire department for emergency response. The owner or operator shall be responsible for the cost of maintaining the SES and any access road(s), including regular plowing of snow to maintain road access.

G. Lighting

The lighting of SES shall be limited to the minimum necessary for safe operation, and shall be directed downward, incorporate full cut-off features, and incorporate motion sensors where feasible. Lighting shall be designed to avoid light trespass and prevent glare. Nothing in this section is intended to preclude the installation of lighting required by the Federal Aviation Administration.

H. Reflective Surfaces

All surfaces shall be matte or non-reflective. All SES shall be situated to eliminate concentrated glare onto nearby structures or roadways.

I. Conflict with other regulations

Nothing in this chapter is intended to preempt other applicable state and federal laws or regulations, including compliance with all Federal Aviation Administration rules and regulations, nor are they intended to interfere with, abrogate, or annul any other ordinance, regulation, statute, or other provision of law. In the event that any provision of these regulations imposes restrictions different from any other ordinance, regulation, statute, or provision of law, the provisions that are more restrictive or that impose higher standards shall govern.

J. Decommissioning

A decommissioning plan shall be submitted for review as a supplement to the development plan. The plan shall outline the responsibility for and anticipated means and cost of removing an SES at the end of their serviceable life or upon becoming a discontinued or abandoned in order to ensure that the SES is properly decommissioned. All materials shall be recycled or otherwise reused to the extent reasonably practicable, and the disturbed areas shall be reclaimed, revegetated, and restored consistent with the previous use and zoning classification of the property.

The contents of the decommissioning plans shall be as follows:

1. Written assurance that the SES will be properly decommissioned within one (1) year of the expiration of the project life; in the event that the SES project is abandoned; or in the circumstance that one year has passed without energy production.
2. Plan for removal of all physical material pertaining to the project improvements above ground and to a minimum depth of four (4) feet below ground level within one (1) year of the discontinuation or abandonment of the SES, and restoration of the project area to the condition similar to its previous use. Below ground level is understood to be from existing grade. Covering with fill material does not constitute removal. Removal obligations shall be completed by the applicant or successor at the applicant's expense.
3. Procedures for the removal of any roads or temporary access on-site, including those constructed for the purposes of decommissioning; the grading and reseeded of any disturbed areas with suitable, native vegetation; and the de-compaction of soils on land zoned for agricultural use.
4. A cost estimate for demolition and removal of the SES, and for the subsequent reclamation and de-compaction of the land within the project boundary. The cost estimates shall be made by a competent independent third party, such as a professional engineer, a contractor capable of decommissioning, or a person with suitable expertise or experience with decommissioning SES.

5. A financial assurance in the form of a bond or letter of credit equal to the estimated cost of fully completing the decommissioning plan plus 20% contingency, approved by the Planning Commission, less the salvage value for the decommissioned facilities and components.

The decommissioning plan and financial assurance amount shall be reviewed every five (5) years by the operator and updated to reflect any significant changes, including but not limited to planned SES project life, property easements and leases, and changes to the estimated cost of decommissioning or salvage values. An update of the decommissioning plan shall be required upon change of ownership of any SES facility.

The bond or similar financial assurance shall be forfeited if the party responsible for completing the decommissioning plan either fails to begin work on the plan within one (1) year of the expiration of the project life; within one (1) year in the event that the SES project is abandoned; or within one (1) year of the date that the SES facility ceases to produce electricity, or fails to complete the decommissioning plan within two (2) years of the date the facility ceases to produce electricity for sale. The Planning Commission may extend the deadlines for good cause shown. Any funds from a bond or financial assurance that are forfeited for failure to begin or complete a decommissioning plan promptly shall only be used to complete the decommissioning of SES facilities on the property or properties for which the bond or financial assurance was posted.

Prior to decommissioning, the appropriate authority or owner of the SES shall notify the Codes & Planning Department in writing of their intention to decommission, including a start date.

ARTICLE V THE DIVISION AND DEVELOPMENT OF LAND

500 PURPOSE

The purpose of Article V is to regulate the subdivision and subsequent physical development of the land within the City limits of Berea to ensure that lots, streets, sidewalks, public utilities, drainage facilities, and other related items are completed in such a way as to protect the health, safety, and general welfare of the public. These regulations spell out the procedure for submission, review, and recording of plats, the specifications for format and contents of all subdivision plats, requirements for design of and specifications for lot layout, physical improvements of streets, utilities, and other facilities, and the extent to which they shall be installed or dedicated as conditions precedent to approval of any plat. In addition, provisions for good and sufficient surety to ensure proper completion of physical improvements, and specifications for the extent to which land is to be used for public purposes are included.

501 AUTHORITY

The legal authority for the division and development of land is based upon KRS 100.277 as follows:

A. No person shall subdivide any land before securing the Planning Commission's approval of a plat designating the areas to be subdivided, and no plat of a subdivision of land within the planning unit's jurisdiction shall be recorded by the County Clerk until the plat has been approved by the Planning Commission and the approval entered thereon in writing by the chairman or other authorized officer of the Planning Commission.

B. No person owning land comprising a subdivision shall transfer, sell, or agree to sell any lot or parcel of land located within a subdivision by reference to, or by exhibition, or by any other use of a plat of such subdivision, before such plat has received final approval by the Planning Commission, and has been recorded. Any such instrument of transfer, sale, or contract shall be void and shall not be subject to being recorded, but all rights of such purchaser to damages are hereby preserved. The description of such a lot or parcel by metes and bounds in any contractor instrument of transfer or other document used in the process of selling or transferring same shall not exempt the person attempting to transfer from penalties provided or deprive the purchaser of any right or remedies he/she may otherwise have.

C. When a tract of land is being divided and the property owner declares that the intended use is for agriculture, the Planning Commission shall review all survey plats or deeds submitted for recording by the county clerk as an agricultural exemption. When a tract of land is being divided and the property owner seeks an agricultural exemption the owner must give testimony and provide a written notarized affidavit stating that the primary use of the land is for agricultural use and not for residential building development for sale or lease to the public (see definition of Agricultural Use). Additionally, the Planning Commission may require that a statement be placed on the plat that the land is not to be used for residential building development for sale or lease to the general public. The Codes Administrator shall review the proposed plat to ensure that the affidavit is valid.

502 ADMINISTRATIVE PROCEDURES

502.1 Planning Commission Authority and Responsibilities:

The Berea Planning Commission shall be responsible for administration of this section of the ordinance and shall have the authority to engage in the following activities:

- (1) Review, process and take final action on all plans and plats as described in these regulations.
- (2) Receive applications, fees, drawings and maps as a result of subdivision review of various plats and plans and coordinate inspection services for constitution of public improvements.

- (3) Distribute copies of submitted plans and plats to various legislative units and utility companies for review, comment and/or approval.
- (4) Maintain files for subdivision plats and plans.
- (5) Seek advice, if necessary, from consultants and other local, regional, and state agencies regarding subdivision proposals.
- (6) Hear and take action on dimensional variances for newly created lots. In determining whether a variance should be granted or not, the Planning Commission shall use the criteria outlined in KRS Chapter 100.
- (7) Hear and take action on individual waiver requests other than dimensional variances to seek relief from a requirement in the regulations. Upon written request by the subdivider of the lot the Planning Commission shall review and take action on a waiver request as a result of an unusual or extreme circumstance, while still meeting the intent of these regulations. Such circumstances may include new construction technology, existing topography, or site conditions that have existed for some time and are not the result of actions of the applicant, provided that solely financial circumstances considerations shall not constitute a hardship. A waiver request must clearly demonstrate such creates a hardship placed upon the applicant; how the waiver will alleviate the hardship, and the effect of the waiver on the planning process, and how the intent of the regulations will still be met.

502.2 Amendments

The Planning Commission may revise, modify, or propose regulations by appropriate action taken at a scheduled meeting after the required notice and subsequent public hearing. All amendments are referenced at the beginning of this document and have been adopted in accordance with KRS Chapter 100.

502.3 Procedures for Obtaining Subdivision Approval

The procedure for obtaining approval of a subdivision plat from the Planning Commission generally includes the following:

- (1) Voluntary advisory meeting with the Planning Commission staff.
- (2) The definition and determination of minor or major subdivision review.
- (3) Minor subdivision - plat review and approval. If the minor plat meets all requirements, the Commission does not review it, and it is signed by the chair.
- (4) Major subdivision - preliminary plat review and approval - development plan review and approval - record (final) plat review and approval.

The Planning Commission is assisted by the Development Review Team (DRT) in the review process. The DRT shall consist of the Code Administrator, Police Chief, Fire Chief, Sewer Superintendent, Street Superintendent, utilities representatives, City Engineer, and other representatives as may be needed. The DRT shall review all plats for compliance with the technical provisions of the regulations. DRT shall meet monthly, or as needed.

502.3.1 Advisory Meeting with the Planning Commission

Prior to the preparation of any subdivision plan or plat, a subdivider or applicant is encouraged to meet with the Planning Commission's Codes Administrator or staff in order to expedite the processing or review of each subdivision plan or plat. This meeting is intended to familiarize the subdivider with the current regulations and to ascertain the location of any planned development projects and infrastructure, which may affect the property being considered for subdivision. This step does not require a formal application or the filing of a plat with the Planning Commission, but does require the subdivider to submit the following information:

- (1) Name of the subdivision, date, direction to the site, north arrow, and scale.
- (2) Name and addresses of property owner(s).
- (3) A conceptual plan of the property showing shape, approximate dimensions, and total acreage.
- (4) A vicinity map showing the general location of the property, existing roads, surrounding property, and major physical features.
- (5) Generalized layout of proposed streets and lots.
- (6) Available and proposed utilities.
- (7) Relationship to services, including schools, parks, etc.
- (8) Intended use for all parcels of land.

502.3.2 Minor Subdivisions

The Administrative Official shall determine whether the proposed subdivision constitutes a minor or major subdivision. To qualify as a minor plat, a subdivision must meet one of the following requirements:

- (1) The subdivision contains no more than three (3) contiguous lots (counting the remainder of the parent tract). If more than three lots are involved, then said lots shall be handled as a major subdivision and processed as a preliminary and final plat.
- (2) The parcel to be subdivided will not involve the construction of any public water lines, storm or sanitary sewers, and streets, which require review and processing through preliminary and final plats.
- (3) The subdivision provides for the transfer of land between adjacent property owners and does not involve the creation of any new lots or building sites.
- (4) The subdivision includes any number of lots of record that are being consolidated to create a lesser number of parcels and involves no new public improvements.

Any plat that does not meet the above criteria shall be considered a major plat. Subdivision plats that are submitted for multi-family residential, commercial, or

industrial development shall be considered as major plats and are subject to the preliminary and final plat review process and submission of development plans.

502.3.2.1 Minor Plat Submission

The subdivider shall submit to the Codes Administrator six (6) signed copies and a digital copy of the minor plat at a minimum size of 11” X 17” prepared in accordance with all applicable requirements of this ordinance. For a list of information items to be provided in a minor plat, see Minor Plat Requirements in Appendix H. The Codes Administrator shall review the minor plat to ensure that it meets all the applicable requirements and shall take one of the following actions: 1) approve the minor plat; or 2) disapprove the minor plat. If the minor plat is disapproved, written notice of such action, including the reasons for disapproval shall be forwarded to the applicant and notification given to the Chairman of the Planning Commission. If the minor plat is approved, the Chairman of the Planning Commission shall sign the minor plat which shall be recorded at the expense of the applicant in the county clerk’s office.

502.3.3 Major Subdivisions

Any subdivision not meeting the requirements of Section 502.42 shall be considered as a major plat and subject to a two-step review process; 1) review of the preliminary plat, and 2) review of the final plat.

502.3.4 Preliminary Plat

The purpose of the preliminary plat is to provide a graphic statement of the proposed development of a tract of land. The preliminary plat shall include construction plans to be approved by the City Engineer. No work shall be permitted on land to be subdivided until the preliminary plat has been approved by the Planning Commission. The preliminary plat is “preliminary” in the sense that the Planning Commission may make recommendations for improving the design or improvement standards before they become finalized on the land. Upon approval of the preliminary plat by the Planning Commission, the developer is authorized to proceed with the development of the approved plan and the construction of public facilities. If the proposed subdivision is to be constructed in more than one phase, the developer shall show the entire proposed development on the preliminary plat. Phases shall occur in such a way as to minimize the cost of extending utilities.

502.3.4.1 Submission

The developer shall apply for approval of a preliminary subdivision plat on the application form provided by the Department of Codes and Planning. The completed application shall be submitted to the Codes Administrator along with the plat and the Plat Requirements Checklist in accordance with the requirements

of Section 503. The preliminary plat shall be prepared by a registered engineer at a scale of not less than one hundred (100) feet per inch and shall be on one or more sheets 24 x 36 inches in size. When preliminary plats are being submitted for development, the location of at least three (3) physical monuments shall be labeled as to their State Plane Coordinate position expressed in U.S. Survey Feet based upon NAD 83 KY South Zone and all parcel lines and street centerlines shall be geometrically tied to these monuments.

502.3.4.2 Number of Copies

The developer shall submit six (6) copies and a digital copy of the preliminary plat with required construction drawings and supplementary information to the Codes Administrator for distribution to the Development Review Team (DRT) and the Planning Commission for review and recommendations and copies of construction plans to be submitted.

502.3.4.3 Preliminary Plat Review

The DRT shall conduct a technical review of the preliminary plat and submit written comments to the Planning Commission at the Planning Commission work session. These comments will focus on any concerns or conditions to be met in gaining approval that need to be addressed regarding the plat. The Planning Commission shall review the report of the DRT and shall receive additional information at its regular work session. The developer or an authorized representative shall be present at the meeting to answer questions or provide additional information. The intent of the work session is to generate discussion and provide pertinent information needed by the Planning Commission in their decision-making process. Any conditions to be met in gaining approval shall be met before the plat can be voted on, with any exceptions being determined by the Planning Commission. Final consideration of the proposed preliminary plat will normally be made during a Planning Commission business meeting (regular or special called). In determining whether a preliminary plat shall be approved, the Planning Commission shall consider the following:

- (1) Conformance with plat requirements.
- (2) Adequate infrastructure to support development, interconnection of proposed streets with existing or future streets, and location of all public and semi-public spaces and buildings to include parks, schools, homes, utilities, businesses and industries.
- (3) Distribution of population and traffic in a manner so as to create conditions favorable to health, safety, convenience, efficiency, sustainability, and the harmonious development of the community.
- (4) Comments from other agencies and officials. Notice shall be given to other local governments if the subdivision includes a street extending into their jurisdiction.

- (5) Comments expressed by the public at the Planning Commission meeting.
- (6) Conservation/protection of natural resources.

Regarding highway access, a preliminary plat may receive conditional approval pending receipt of an access permit from the state highway department (if applicable).

502.3.4.4 Planning Commission Action

Within sixty-five (65) days of the Planning Commission business meeting on the preliminary plat, the Commission shall make one of the following decisions: 1) approve the plat, 2) approve the plat subject to conditions, 3) disapprove the plat, unless such time is extended by agreement of the Planning Commission and the developer, or 4) postpone taking action for specific stated reasons up to thirty (30) additional days. If the Planning Commission finds that the preliminary plat does not meet the requirements of the regulations, it shall either disapprove the plat or conditionally approve the plat, subject to specified revisions being met within the 65-day period. Approval of the preliminary plat by the Planning Commission does not constitute final approval of the subdivision but is merely an authorization to proceed with the preparation of the final plat and construction of public facilities. In the event of a disapproval or conditional approval of the preliminary plat, a statement in writing by the Planning Commission setting forth the reasons for disapproval or the conditions approval shall be entered into the records of the Planning Commission. Any conditions set for approval of the preliminary plat must be met within thirty (30) days of conditional approval pursuant to the bylaws of the Planning Commission.

502.3.4.5 Effective Period of Approval

At such time as a preliminary plat has been approved by the Planning Commission, one copy shall be returned to the developer for compliance with final approval requirements. Such approval shall be effective for one (1) year from the date of approval. During that time, the general terms and conditions under which the preliminary plat was granted will not be affected by any changes to these regulations. An extension of twelve (12) months may be granted provided the developer submits a written request to the Planning Commission and it is approved.

502.3.4.6 Adjustment of Preliminary Plat Requirements

The Planning Commission may waive a specific requirement of the plat requirements provided no waiver shall be granted which will have the effect of nullifying the intent and purpose of the regulations. Economic hardship shall not

be deemed a sufficient basis for granting a waiver. In granting any waiver, the Commission shall attach such conditions as are necessary in its judgment to secure substantially the objectives of the requirements being adjusted. Any waiver of these requirements shall be requested specifically in writing by the developer with reference to the particular section to be waived. This request shall be accompanied by the submission of the preliminary plat and be entered in the minutes of the review meeting.

502.3.4.7 Amending the Preliminary Plat

If the developer desires to make a substantial change in a preliminary plat that has been approved by the Planning Commission (such as in the number of lots, major realignment of streets, or use of previously dedicated property), an amended preliminary plat must be submitted in accordance with procedures previously described.

502.3.5 Final Plat

The final plat serves as a plat of record for public recording and transfer of land, and as a check to assure that subdivision requirements (including any conditions stipulated in the preliminary plat) have been met. The final plat shall conform substantially to the preliminary plat as approved, and it may constitute only a portion of the preliminary plat which the developer proposes to develop and record. No final plat shall be approved until at least twenty-eight days following the approval of the preliminary plat. No final plat will be reviewed by the Planning Commission at the business meeting until the following on-site improvements have been completed; 1) the road base, excluding the final 1½ inch surface coat, 2) waterlines, 3) sanitary sewers, 4) drainage structures, 5) soil erosion control measures, and 6) curbs and gutters. In addition, any required off-site improvements must be completed, and as-built drawings provided. See appendix “H”. As an option, the developer may make a request to the Planning Commission to install the surface coat of pavement at the time of infrastructure installation, prior to final plat approval. The developer must include 20% of the cost of materials, equipment, and installation of the surface coat in the bond for incomplete infrastructure, which shall be kept as a maintenance guarantee until street, sidewalk, and infrastructure maintenance is accepted by the City.

502.3.5.1 Submission

Within one (1) year of approval of the preliminary plat, the developer shall submit the final subdivision plat for review and action by the Planning Commission. Failure to submit the final plat within a year’s time shall require re-approval of the expired preliminary plat. An extension of one (1) year may be granted provided the developer submits a written request to the Planning Commission and it is approved. The developer shall submit an application for final plat approval along with the plat requirements checklist to the Codes Administrator. At the time of

submission, a non-returnable application fee shall be paid according to the fee schedule. The final plat shall be prepared by a registered engineer or surveyor (as applicable), at a scale of not less than one hundred (100) feet per inch on one or more sheets 24 x 36 inches in size. In addition to hard copies, all final plats are to be submitted in digital format for GIS mapping purposes only as provided for in the Berea GIS Guidebook.

502.3.5.2 Number of Copies

Six (6) copies and a digital copy of the final plat, together with any street profiles or other plans that may be required, shall be submitted to the Codes Administrator.

502.3.5.3 Final Plat Review

The Development Review Team (DRT) shall review the final plat as to computations, certifications, monuments, and related items, to ensure that all required improvements have been completed to the satisfaction of City engineering standards. The Codes Administrator shall submit a written report to the Planning Commission for their consideration in reviewing the final plat. In case a security bond, or irrevocable commercial letter of credit has been posted, the developer’s engineer shall provide a detailed breakdown of the individual project development costs as well as the percentage of work completed on each improvement. The developer’s engineer shall verify that the amount of the surety is sufficient to cover the cost of required improvements yet to be completed.

502.3.5.4 Planning Commission Action

Within forty-five (45) days after the review of the final plat, the Planning Commission shall approve or disapprove the plat. Failure of the Planning Commission to act upon the final plat within forty-five (45) days shall be deemed approval of the plat. If the plat is disapproved, the grounds of the disapproval shall be stated in the records of the Planning Commission and the developer will be notified of the reasons for disapproval. Approval by the Planning Commission shall not constitute acceptance of the dedication of any streets, other public way, or ground. Street acceptance may be requested when the subdivision is built out to 75% completion. When streets have been constructed, inspected, and approved, the dedicated street or public way shall be accepted for maintenance by the City within forty-five (45) days and shall be a public way for all purposes.

503 PLAT/DEVELOPMENT REQUIREMENTS

The requirements for submission of preliminary (P), and final (F) plats are indicated on the requirements checklist that follows (X indicates applicable):

P F

1.	Name of the subdivision/development plan, date, label, type, graphic scale, north arrow, north at the top (or within 90 degrees of the top of the page), acreage to be subdivided, current land use classification, and purpose.	X	X
2.	Name, address, and telephone number of the property owner, subdivider (if other than the owner), and developer; written permission by the owner of the land for (name) to represent the owner at the Planning Commission meeting.	X	X
3.	Name, address, and seal of the registered professional land surveyor or engineer responsible for preparation of the plat.	X	X
4.	Names of adjacent property owners of record (with deed book references) and abutting subdivisions and streets.	X	X
5.	Vicinity sketch map, at a scale of two thousand (2,000) feet per inch or greater, showing the subject property and surrounding land within one-half (½) mile, and including existing roads with at least one intersection of common reference, scale, north arrow, and an outline of the subject property. Boundary lines and streets in adjacent subdivisions shall be shown, along with how they connect with streets in the proposed subdivision, to assure the most advantageous development. Existing schools, parks, shopping centers and other major facilities shall be shown.	X	X
6.	The proposed subdivision shall be shown at a scale of not more than one hundred (100) feet per inch (except where sheet size is prohibitive). Boundaries of the tract will be drawn showing all bearings and distances.	X	X
7.	The plat will show physical features such as streams, ponds, wooded areas, existing structures, and sink holes.	X	X
8.	Existing topographic contours at an interval of not greater than five (5) feet shall be shown for the subject property. Where topographic conditions warrant, a contour interval of two (2) feet may be required. Contours shall be shown on all plats.	X	
9.	If the property fronts on a state highway, obtain and submit with the plat, a properly signed State Highway Encroachment Permit.		X
10.	Location, dimensions, and names of existing streets, railroads, easements, municipal boundaries, or other public properties, and significant features shall be shown within and adjacent to the property, for a minimum distance of two hundred (200) feet.	X	X
11.	Location and capacities (if applicable) of existing sewers, fire hydrants, water mains, storm drains, and power transmission lines.	X	
12.	Location, right-of-way, and pavement width of proposed streets; streetlights, street signs, fire hydrants, utility and drainage	X	

easements laid out according to sound planning principles.		
13. Radii of streets, points of curvature, lengths of arcs.	X	
14. Street names selected so as not to duplicate any other streets in Madison County.	X	X
15. Layout of proposed parcels of land including dimension of lot lines, lot numbers, and front, side, and rear building setback lines. Lots or parcels shall be laid out according to sound planning principles.	X	X
16. Designation and acreage of all parcels and areas to be used for non-residential purposes, including parcels reserved or dedicated for public use and utility installations. All such parcels shall be assigned parcel numbers.	X	X
17. Location of monuments and pins which shall be placed at the intersection of street center lines, changes in street direction, and the intersections and angles of the subdivision boundary.	X	X
18. Note indicating the lot number and area in square feet of the smallest lot in the subdivision.	X	X
19. Subdivision plats being submitted for commercial or industrial development shall include additional information as requested by the Planning Commission.	X	
20. Approval from the Kentucky Division of Water and the City of Berea prior to any construction or other activity in or along a stream that could in any way obstruct flood flows. Activities include reconstruction, fill, alterations of structures, and the like. No new residential structures may be constructed in a floodway, nor shall anything be placed in a floodway that will cause any rise in base flood elevations.	X	X

SUPPLEMENTARY PLAT REQUIREMENTS

The following items of information shall be submitted as a supplement to the plat and considered to be a part of the plat (as applicable).

	P	F
1. A copy of the appropriate completed subdivision application form.	X	X
2. Description of physiographic characteristics to include soil types, slope, permeability rates, ground water, depth to bedrock, sinkholes, flood frequency, wetlands.	X	
3. Statement of deed restrictions and protective covenants, if any.		X
4. Typical street cross-sections showing roadbed construction, curbs, gutters, sidewalks, and relationship of underground utilities.	X	X
5. Plans for providing domestic water supply. The water system	X	

- shall include a statement that there is an adequate water supply and pressure to support the proposed development.
6. Drainage/soil erosion control plan. The developer shall indicate (on a supplemental attachment) the plan for controlling drainage and soil erosion both during and upon completion of development. The location and specifications of such controls as silt fences, staked hay bales, detention/retention ponds, etc. shall be shown. The drainage plan shall include contours, location and size of culverts, location and specifications for detention/retention ponds and other drainage structures, and calculations of runoff estimates before and after development. Erosion control measures are to be listed on the plat/plan and must be put in place in conjunction with initial site preparation activities. Completion of a Stormwater Control Facility Maintenance Agreement, as required by the Stormwater Control Ordinance, to be recorded in the office of the County Clerk. X
 7. Certification on the plat showing that streets and utilities have been approved by the appropriate agencies and conform to general requirements and minimum standards of design. Property fronting on a state or federal highway must receive approval from the State Highway Department for ingress and egress. X
 8. Certification on the plat showing that the applicant is the owner, and a statement by the owner dedicating street rights-of-way, and any other sites for public use. X
 9. Certification on the plat by a professional surveyor licensed by the Commonwealth of Kentucky, as to the accuracy of the survey of plat. X X
 10. Certification by a professional engineer licensed by the Commonwealth of Kentucky that all improvements have been constructed as shown on the final plat. Any differences from the final plat shall be reflected on a final set of as-built drawings. X
 11. Certification that the subdivider has complied with one of the following options: X
 - a. All the improvements have been installed in accordance with the requirements of these regulations, or
 - b. A security bond, certified check, or irrevocable letter of credit has been posted with the Administrative Official in sufficient amount to assure such completion of all required improvements. The amount sufficient for completion shall be determined by the developer's engineer.
 12. Certification on the plat by the Chairman of the Planning Commission that the plat has been approved for recording in the office of the County Clerk. X

504 ENFORCEMENT

Chapter 100 of KRS enables the Planning Commission to establish standards for local development as well as to establish the procedures necessary for implementing these standards. The statute also includes specific provisions for the enforcement of these regulations and penalties for the violation thereof. The City shall have a cause and action for all appropriate relief, including injunctions against any governmental bodies or any person who violates this chapter or regulations adopted hereunder (KRS 100.337).

505 PLATS OF RECORD

Much of the authority for regulating land subdivision comes from the necessity for recording parcels of land within the County Clerk's Office as a condition for transfer of ownership. Following approval of the final/minor plat the Codes Administrator shall return the signed plat to the developer with Planning Commission certification thereon for filing with the clerk as an official plat of record. All final/minor plats shall be recorded at the expense of the applicant in the office of the Court Clerk in accordance with KRS 100.329. When the plat is recorded, the applicant shall return the signed original to the Department of Codes and Planning. A final/minor plat shall be recorded within one year of approval by the Planning Commission or else the approval automatically expires. The developer may request an extension of six (6) months by submitting a written request to the Planning Commission prior to the expiration of the plat.

506 LAND SOLD IN VIOLATION (KRS 100.292)

When it has been discovered that land has been sold or transferred, or that a contract has been entered into for the sale or transfer of land in violation of the provisions of this chapter pertaining to the regulation of subdivisions, the owner or owners of record shall file plats of the land in accordance with this chapter. When land is transferred or sold, or a contract has been entered into for sale or transfer of land in violation of this chapter, the land shall be governed by the subdivision regulations both prior to and after the platting of the land by the owner of record, as if a plat had been filed in accordance with the provisions of this chapter pertaining to subdivision regulations.

507 APPEALS

Any person or entity claiming to be injured or aggrieved by final action of the Planning Commission shall appeal from the final action to the Madison Circuit Court. Such appeal shall be taken within thirty (30) days after such action. Such action shall not include the Planning Commission's recommendations made to other governmental bodies. All final actions which have not been appealed within thirty (30) days shall not be subject to judicial review.

508 DESIGN AND IMPROVEMENTS

508.1 Minimum Standards

The standards set forth in this section are authorized under KRS 100.281 and are considered to be minimum acceptable standards of design for safe, efficient, and economic development within the City. Where the Planning Commission determines that excess capacity facilities are needed, as defined in the respective sections, the City may make arrangements to assist in covering the cost of that capacity required beyond what is needed to serve the immediate development.

508.2 Developer's Responsibility

Generally, the developer shall be responsible for providing the land and constructing those public improvements required to serve the development. It is also the responsibility of the developer to notify the proper governmental agency when improvements are underway so that work can be inspected to ensure compliance with this ordinance. Additionally, the developer is required to notify the appropriate governmental agency when work is completed so that a final inspection can be conducted.

508.3 Site Conditions

508.3.1 Land Suitability

If the Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to flooding, poor drainage, topography, inadequate infrastructure, or other conditions which may endanger life, health, or property, the Planning Commission shall not approve the land for subdivision unless adequate methods are proposed by the developer for alleviating these unsuitable conditions. In addition, the Planning Commission may refuse to approve what it considers to be scattered or premature subdivision of land which would involve danger or injury to the public health, safety, or welfare by reason of a lack of water supply, schools, proper drainage, adequate roads or transportation facilities, or other public services, or which would necessitate an excessive expenditure of public funds for the supply of such facilities or services.

508.3.2 Natural Features

The street plan and lot layout of the proposed subdivision shall be so designed as to preserve natural features such as trees, streams, inherent characteristics of the land, and the disposition of topsoil.

508.4 Lot Development

The size, proportion, and orientation of individual parcels of land and the buildings placed on them will vary with intended type of land use and with the geologic

characteristics of the land. Other principles of lot use and layout are more generally applicable and are basic to the principles of good subdivision design.

508.4.1 Lot Area and Dimensions

Section 406.5 specifies the minimum lot area and dimensional requirements for each land use classification.

508.4.2 Single Building Per Lot

Each separate principal use building shall be situated on a separate and single subdivided lot of record, provided that multiple structures are permitted if a development plan providing for additional structures is approved pursuant to this ordinance.

508.5 Lot Layout

508.5.1 Lot Lines

All side lines of lots should be at right angles to straight streets and radial to curved streets. All lots shall front on a public street for a minimum distance of fifty (50) feet, provided, however, that this provision shall not apply to the subdivision of a single lot (i.e., one additional lot) provided that the lot shall have a legally enforceable and adequate ingress and egress; and further provided that the original parcel from which the subdivision is made shall not have subdivided, nor the title transferred, within the previous five (5) years. An applicant desiring to invoke this provision shall appear before the Planning Commission and establish the above facts to the Commission's satisfaction.

508.5.2 Corner Lots

Corner lots shall be laid out so as to provide at least minimum front yard requirements along both street frontages. Access points to corner lots shall be a distance of at least fifty (50) feet from the intersection of streets as measured along the curb.

508.5.3 Double Frontage Lots

Lots shall not be laid out so that they have frontage on more than one street except for corner lots, or when the rear of the lot faces an arterial, freeway, or railroad right-of-way and the front of the lot faces on a minor street.

508.5.4 Topography

All parcels or lots shall be laid out in proper relationship to the topography and shall provide a building site of adequate size that will minimize problems of drainage and soil erosion.

508.5.5 Land Remnants

If remnants of land exist after subdividing and have no apparent future use which can be properly controlled, they shall be incorporated into the lot pattern of the proposed subdivision.

508.5.6 Building Setback Line

The building setback line for development of a parcel of land shall be in accordance with the requirements of Section 406.5.

508.6 Lot Identification

508.6.1 Monuments

All lot/boundary corners shall be monumented as prescribed by the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors Standards of Practice (Boundary Surveys 201 KAR 18:150). In addition, all street right-of-way centerlines shall be monumented at all intersections, points of curvature, and points of tangency with the same materials as specified by the above-mentioned minimum standards.

In addition, a PK nail or mag nail shall be set on the street right-of-way centerlines at intersections of all lot lines extended to said centerline. The nail at the centerline could be supplemented or replaced by nails shot or driven into the concrete gutter of the curb on the lot lines extended.

508.6.2 Lot Numbers

All parcels of land in a subdivision, other than streets, shall be given a consecutive lot number.

508.6.3 Property Numbering System

Individual lots shall be given a street address in compliance with Madison County 911 by the City of Berea's GIS department.

508.7 Streets

Proposed streets shall be considered in their relationship to existing and planned streets, to topography, public convenience and safety, and in relationship to proposed land uses to be served. It is desirable that consideration shall be given to other modes of transportation to include sidewalks, bikeways, and walking trails. Streets, as ways for movement of vehicular traffic, serve two principle functions: 1) the movement of people and goods, and 2) access to adjoining properties. Unfortunately, these two functions are often in conflict due to the fact that the smooth flow of vehicular traffic is interrupted by the number of access points allowed. To adequately provide for these two competing

functions, sound traffic engineering principles require the use of a street classification system with several levels. Each street classification serves the two functions in varying degrees

508.7.1 Street Classification System

The following functional street classifications shall be considered in the planning and development of a subdivision:

1. **Arterial Streets** - primarily designed to move moderate/heavy volumes of traffic at moderate speeds, local traffic to major activity centers, or to state and federal highways. Example: Glades Road
2. **Collector Streets** - streets that are designed to collect traffic from local streets and channel it to local arterial streets or state/federal highways. Example: North Powell Avenue
3. **Frontage or Service Roads** - are roads that are designed to provide access to property adjacent to highways or major arterials, at moderate speeds. These roads normally run parallel to the highway or arterial with access provided at established access points. Example: Clay Drive
4. **Local Streets** - primarily designed to provide access to individual lots in subdivisions, and to move small volumes of traffic at low speeds. Cul-de-sac streets are included in this classification. Example: VanWinkle Grove.

508.7.2 Conformance with Plan

The arrangement, location, character, width, grade, and construction of all streets shall conform to the Transportation Plan Element of the City’s Comprehensive Plan, Appendix A, B, C, D and the Access Management Ordinance shall be considered in relationship to connectivity to existing and planned streets, topography, access to adjacent land, and public safety and convenience.

Any potential development of multiple building complexes including multi-family shall be constructed on collector or arterial streets at a minimum of 32’ wide.

Developments on state roads shall submit a Traffic Impact Study as required by KYTC and the results shall be submitted with the construction plans to the Codes & Planning Office. Results shall be presented to the Planning Commission for plan approval.

508.7.3 Street Classification Standards

<u>Street Classification</u>	<u>Minimum R-O-W Width</u>	<u>Minimum Pavement Width</u>	<u>Maximum</u>	<u>Percent Grade*</u> <u>Minimum</u>
Arterial Streets	80 feet	36 feet	5%	0.5%
Collector Streets	60 feet	32 feet	8%	0.5%

Frontage/Service Roads	50 feet	28 feet	10%	0.5%
Local (Minor) Streets	50 feet	28 feet	10%	0.5%
Cul-de-sac**	50 feet	28 feet	10%	0.5%

* In addition to the grade requirements indicated above, where a subdivision street intersects with other streets/roads, a minimum area 150 feet in length with no more than a 6% slope will be provided for safety.

** The turn-around diameter for a Cul-de-sac R-O-W is 100 feet, and 80 ft. diameter for the pavement, or a minimum of 75 feet from the curb turn radius. Maximum Cul-de-sac length is ~~500~~ 1000 feet from center of intersection to center of Cul-de-sac.

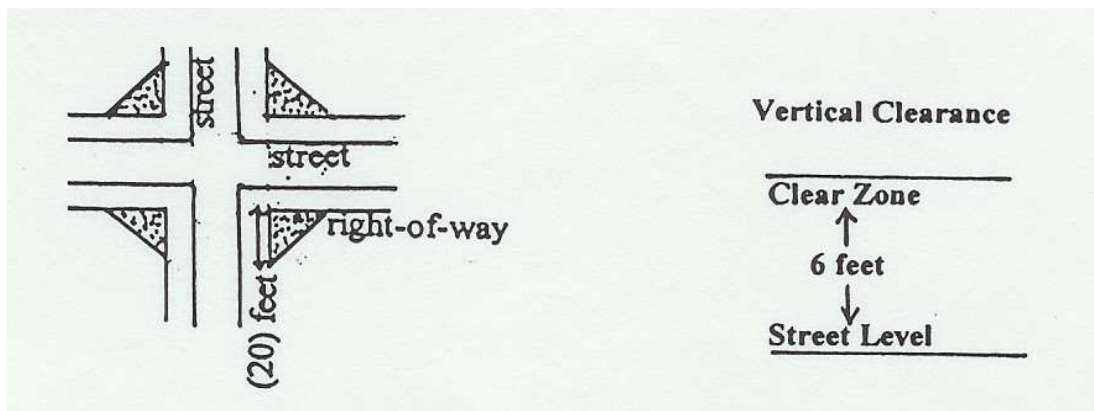
508.7.4 Responsibility for Streets

The developer shall construct all subdivision streets including all clearing, grading, laying of sub-base, base, and pavement, curbs and gutters, culverts, drain boxes, and related structures.

508.7.5 General Street Design Criteria

The following guidelines shall be used in the review of the subdivision layout:

1. **Horizontal Design** - Minimum radii for horizontal curves at a 25-mph design speed shall be one hundred and fifty (150) feet. Horizontal curve designs shall also take into consideration the vertical grades at each end of the curve. Steeper vertical grades, and/or higher design speeds may be reason to consider larger radii.
2. **Blocks** - The width of a residential block should accommodate two (2) tiers of lots. Block length should be at least six hundred (600) feet, not to exceed twelve hundred (1,200) feet.
3. **Street Intersections** - Multiple intersections involving the junction of more than two (2) streets shall be avoided; street intersections shall be aligned opposite one another, otherwise offsets between intersecting streets shall be greater than one hundred twenty-five (125) feet between center lines.



4. **Intersection Sight Distance** - The minimum safe sight distance at an intersection shall be determined as a straight line of unobstructed view measured in each direction across the corner between points, each along the right-of-way line twenty (20) feet from the intersection. Vision in the space so described shall not be blocked by shrubs, trees, or other obstructions, to a minimum height of six (6) feet. For further in-depth instruction, see the “Access Management Ordinance.”
5. **Street Names** - Street names shall be approved by the Madison County 911 Coordinator and shall not duplicate nor be confused with names of other existing streets in Madison County. Proposed streets which are clearly in alignment with existing streets shall bear the name of that street. Generally, no street should change direction by ninety (90) degrees or more without a name change.
6. **Dedication of Right-Of-Way** - All right-of-way dedications must be in conformance with the City’s Transportation Plan and the Official Map. The developer shall dedicate a minimum of fifty (50) feet as a right-of-way width for streets within the subdivision. More than one outlet shall be provided for the subdivision unless the Planning Commission makes a written finding why this requirement cannot be met. Subdivisions along existing highways or streets shall dedicate such additional right-of-way as needed to meet the standards set by the Transportation Plan. When the subdivision is located on only one side of an existing street, at least one-half of the additional right-of-way shall be provided. Notwithstanding the foregoing requirements, no additional dedication of right-of-way shall be required to meet such minimum standards where the developer has submitted a minor plat which fronts on an existing right-of-way along a street built to City designed standards. Any property owner who wishes to invoke this exemption shall appear before the Planning Commission to support the request.
7. **Dead-End Streets** - Dead-end streets, other than complete cul-de-sac streets, shall be permitted only as part of a continuing street plan and only if a temporary turn-around satisfactory to the City is provided. Dedicated rights-of-way on dead-end streets shall extend to the tract boundary, and reserve strips which might be used to control access to adjacent property are prohibited.
8. **Half-Streets** - Dedication of new half-streets along tract boundaries shall not be permitted except to complete the other half where a half street has been platted previously.
9. **Streetlights**

New Development Street Lighting

This policy is to direct the Developer in the construction, installation and placement of street lighting within the Berea Municipal Utilities (BMU) service area. Blue Grass Energy (BGE) customers are subject to rules and regulations by BGE. All plans are to be submitted to the City of Berea Codes & Planning Department in conjunction

with the Preliminary Plat and will be reviewed by Public Works and BMU for approval. Plans shall include streetlight placement, design, installation notes, and material specifications. The Developer is responsible for all design, layout, easement acquisition, and installation cost as described below.

Underground Installation:

The Developer is responsible for the installation of conduit and junction boxes as required to meet BMU standards. Conduit size will be a minimum of 1 ¼” Schedule 40, installed to a minimum depth of 30” to top of conduit, pull string will be installed in each section of conduit, and all conduits shall be inspected by BMU personnel prior to covering. If required depth cannot be obtained, the Developer will be responsible for covering conduit with concrete at a minimum depth of 12”.

Junction boxes will be a minimum of 15.5” X 19.5”. The developer is to install one (1) junction box at each pole location and one (1) 5/8” ground rod at each junction box location. Conduit and junction boxes are to be installed along the street at a distance of 3’ behind the curb.

BMU will install the poles and fixtures for the Developer. The poles will be 30’ Aluminum Direct-Buried Pole with a 6’ arm for the fixture. Poles will be installed at a depth of 5’. Poles will be spaced at a distance of 150’ or at nearest property line to the 150’ distance.

Overhead Installation:

BMU will be responsible for installing all lighting and required material according to BMU standards and approved development plans for overhead installation. Installation will include a 30’ Aluminum, Direct-Buried Pole with 6’ Arm for fixture at each approved location. Poles will be spaced at a distance of 150’ or at nearest property line to the 150’ distance. The first 150’ of wire at no cost. All remaining wire will be invoiced to the Developer at cost per foot in addition to Labor and Equipment cost.

Lighting Options:

BMU offers two different types of LED Cobra Head fixtures for street lighting. Intersections will require installation of a 110W LED fixture with 9500 Delivered Lumens. Non-intersection location will require installation of a 75W LED fixture with 6300 Delivered Lumens.

Decorative type lighting beyond BMU standard lighting shall be approved by BMU for installation and cost of material and installation will be the responsibility of the owner / developer.

Installation Cost:

The developer is responsible for the cost difference of overhead installation versus underground installation for all underground lighting installations. A cost estimate will be provided to the Developer prior to construction.

The developer will be responsible for all costs beyond the first 150' of installation for all overhead installations. A cost estimate will be provided to the Developer prior to construction.

All pole cost will be determined by current standard 30' Wooden Pole cost versus current 30' Aluminum Pole cost.

Developer will be billed a "one-time" installation fee at completion of installation, will be responsible for all monthly fees according to our current lighting rates, and will be responsible for all maintenance costs until the City of Berea accepts ownership of the installation at the time of street / infrastructure acceptance for maintenance. Once the City of Berea accepts ownership of the installation, BMU will be responsible for all maintenance activities and costs.

Street lighting in existing subdivisions or locations will be replaced with standard BMU lighting. It will be the responsibility of the owner to furnish any desired decorative type lighting to match existing.

10. Street Name Signs - The City shall arrange for the installation of street signs at all intersections. The signs shall conform to the specifications of the City and be mounted at a height of approximately seven (7) feet above the top of the curb or crown of the pavement. Street name signs shall be located on diagonally opposite corners on the far-right hand side of the intersection for traffic on the more important streets.

The city shall install all street signs other than decorative type street name signs and the developer shall be responsible for all costs. Decorative street name signs that should need replacing shall be replaced by the city with standard signage.

508.7.6 Street Construction

Subdivision streets shall be constructed in conformance with the specification provided in Appendices A, B, and C.

In residential use areas of R-1 or R-2 zones or Planned Unit Developments, the Planning Commission shall have the authority to approve streets with roll curbs at the request of the developer. The developer shall submit curb and gutter sections with street profiles for approval by the Development Review Team.

508.8 Pedestrian Walkways

Sidewalks along both sides of the street are the responsibility of the developer and are to be provided along streets in all subdivisions. Sidewalks are also required in multi-family developments. All sidewalks must meet the standards required in the Americans With Disabilities Act. They shall be constructed of concrete material of at least four (4) inches in thickness except at driveways, where a minimum depth of six (6) inches with steel or

fiber mesh reinforcements is required. Sidewalks are to be constructed prior to completion of a house on the lot, and no certificate of occupancy shall be issued until the sidewalk is in place. In all developments other than single family dwellings, sidewalks shall be placed from the building to the street sidewalk. The location of sidewalks shall be just inside the outer edge of the street right-of-way except as approved otherwise by the Planning Commission.

508.9 Driveways

508.9.1 Permits:

Persons desiring to install or construct driveways along existing state-maintained roads are required to obtain an Encroachment Permit from the Kentucky Department of Highways prior to any construction. A copy of the permit must be submitted to the Department of Codes and Planning with any request for development along said road. A permit from the City must be obtained prior to any construction on a City street.

508.9.2 Approaches:

Driveways for residential areas shall be provided with a minimum width of nine (9) feet and a minimum radius at the curb of five (5) feet, or a five (5) foot flare. Aprons at entrances shall have a minimum 1 ½” lip at the entrance unless otherwise approved. The approach should have a radius equal to the height of the lip. In areas of heavier traffic volumes or where special conditions are encountered, the Planning Commission may require an increase in driveway width and radius /flare requirements.

508.9.3 Culvert Pipe Requirements:

Any person desiring to construct a driveway along an existing maintained street or road that does not have curb and gutter, or storm water control features other than ditches shall contact the Berea Public Works Department prior to installing a culvert pipe. The culvert pipe shall meet the City’s specifications and be approved by the Street Superintendent.

508.10 Storm Drainage

A drainage system shall be designed by the developer’s engineer and constructed to provide for the proper drainage of surface water from the subdivision or development and drainage area of which it is a part. Reference Stormwater Design Manual, current edition.

508.10.1 Drainage Report

The developer’s engineer shall submit to the Department of Codes and Planning a report that provides information on the capacity of existing watercourse channels, storm sewers, culverts, and other improvements pertaining to drainage or flood control within the development, to handle the runoff which would be generated by the development itself

and the additional runoff to be anticipated from the upstream drainage area, according to the land use identified in the adopted Comprehensive Plan. Post-development peak discharge from the site shall not exceed pre-development peak discharge. Additional information shall be submitted to adequately indicate that provision has been made for disposal of surface water without any damage to the land immediately downstream from the development.

This report shall also include:

- a. An estimate of the quantity of storm water entering the development naturally from areas outside the site.
- b. Quantities of flow at each pickup point (inlet).
- c. Location, sizes, and grades of required culverts, storm drainage sewers, easements, and other required appurtenances.

508.10.2 Drainage Requirements

No final grading, construction, or installation of utilities shall be permitted in any proposed development until the construction drawings and specifications have been submitted and approved by the Planning Commission's duly authorized representative. Appropriate drainage easements shall be shown on the subdivision plat.

- a. **Street Grading** - A grading plan showing existing and proposed contours at two (2) foot intervals shall be prepared for the streets along with street improvement details.
- b. **Block Grading** - Block grading shall be accomplished in one or more of the following methods:
 - 1) A ridge constructed along the rear lot lines providing for drainage into the streets.
 - 2) Parts of all lots draining to a swale or ditch along the rear lot lines, or.
 - 3) Draining across rear or side lot lines provided that drainage onto adjoining properties shall be controlled.
- c. **Lot Grading** - Lot grading shall be accomplished as follows: Lots shall be graded so that water drains away from each building at a minimum grade of two (2) percent. Surface drainage swales shall be a minimum grade of two (2) percent and shall be designed so that the surface water shall drain into a driveway, street gutter, storm sewer, drain inlet, or drainage way.
- d. **Topsoil** - If grading results in stripping of topsoil, topsoil shall be retained on site and be uniformly spread over the lots as grading is finished. Topsoil shall not be stripped and removed from the site.
- e. **Trees** - As many trees as can be reasonably utilized in the final development plan shall be retained and the grading adjusted to the existing grade of the trees where practicable. Sidewalks may be adjusted to go around significant trees in the right-of-way or yard.
- f. **Design Criteria** - The design criteria for storm drainage systems are provided in Appendix D.
- g. **Off-Road Drainage Systems** - The design of any off-road drainage system shall include the watershed affecting the development and shall be extended to a watercourse or drainage way adequate to receive the storm drainage. When the

drainage system is outside of the road right-of-way, the developer shall make provisions for dedication of an easement to the City to provide for future maintenance of the system. Roof and area drainpipes shall not be connected into or through the curb and gutter section of public street, but rather directly connected to a storm sewer system or discharged onto the same parcel of land from which the water is generated.

- h. Drainage Easements** - Easements for drainage purposes shall be a minimum of twenty (20) feet in width. Where the watercourse is large, easement widths shall be increased as determined by the Planning Commission. Where watercourses cross platted lots diagonally, the developer should straighten such courses where practicable and should generally follow lot lines. Easements shall be shown on the record plat and shall cover all existing or reconstructed watercourses.
- i. Conservation and Trail Easements** - Where there is a blue-line stream involved in a development project, the developer shall be required to grant a conservation and trail easement to the City of Berea for the purpose of protecting the scenic, natural, and aesthetic value of the area, and for providing limited public access by pedestrians and non-motorized vehicles.

Silver Creek - 100 feet from centerline

Brushy Fork - 50 feet from centerline

Walnut Meadow - 50 feet from centerline

Terrill Branch - 25 feet from centerline

*These setbacks are in addition to any required building setbacks. Easements for drainage and utilities may or may not be required in addition based on the type and use as evidenced to and approved by the Planning Commission.

- j. Protection of Drainage Systems** - The banks of newly created ditches and channels shall be stabilized with adequate material to prevent erosion, particularly onto adjacent lots. Newly created ditches and open channels should be seeded, sodded, rip-rapped, paved, or use other acceptable erosion control methods depending upon grades, slopes, and soil types. Wherever practical, existing ditches and channels shall be retained in their natural state. Any erosion problems occurring on adjacent property as a result of the new development shall be corrected by the developer at his/her expense.
- k. Material Specifications and Construction Specifications** - Material and construction specifications for all drainage projects shall be designed in accordance with the requirements in Appendix B of these regulations.
- l. Compliance with Stormwater Manual** - All drainage shall be in compliance with the City of Berea Stormwater Manual. The most stringent regulation shall govern storm drainage regulations.

508.11 Sanitary Sewer Systems

The developer shall construct a sanitary sewage collection system designed to adequately serve all lots/property in the development plus lines adequate in size to facilitate the orderly development of nearby land which is an integral part of the neighborhood service or drainage area and connect said collection system to a centralized sewerage system. See Section 508.12 for use of on-site disposal systems.

508.11.1 Plans Required

The developer shall submit plans and specifications prepared by a registered professional engineer, showing the proposed sanitary sewerage system and facilities. Said plans shall show pipe sizes, gradients, type of pipe, invert elevations, location and type of manholes, the location, type and size of all lift or pumping stations, easements, and all construction details including such other information as required by the Planning Commission. If all facilities are to be in the rear of the lot, a thirty (30) foot easement may be required.

508.11.2 Design Standards

The proposed sewerage system shall meet the City of Berea Sewer Commission standards.

508.11.3 Material Specifications

Material and construction specifications including testing requirements for all sanitary sewer projects shall be in accordance with requirements of the City of Berea Sewer Commission except as herein provided.

508.11.4 Sewage Disposal

Except as provided for in 508.12 below, all sewage disposal in new development projects shall be by means of the City's sanitary sewer system.

508.12 Individual Sewage Disposal Systems:

Where a public sanitary sewer system is not reasonably accessible or is not expected to be reasonably accessible to the area being subdivided within a five (5) year period, an individual on-site sewage disposal system may be installed in accordance with these regulations, and subject to the approval of the Madison County Health Department. Where the City has plans for extending a sanitary sewer system into an area that is being subdivided within a five (5) year period, capped sewers shall be installed to adequately serve all lots in the proposed subdivision.

508.13 Water Systems

It shall be the responsibility of the developer to contact the applicable water district indicating the proposed layout of the water distribution system, according to the subdivision procedures identified in these regulations. The developer shall design, construct, or have constructed, a complete water distribution system which shall serve adequately all lots/property within the proposed development, plus coordinate with the applicable water district to ensure that lines are adequate in size to facilitate the orderly development of nearby land which is an integral part of the neighborhood service area. The water system shall provide water for both domestic use and fire protection.

508.13.1 Plans Required

The developer shall submit plans and specifications prepared by a registered professional engineer showing the proposed water distribution system. Said plans shall show location and size of lines, type of pipe, location of hydrants, valves, and supply facilities, booster pumps, easements, elevated or ground level storage tanks (if applicable), including all construction details and other information as may be required by the Planning Commission.

508.13.2 Design Standards

The design criteria for the water distribution system shall be as required by the applicable water district and the applicable design criteria of the Insurance Services Office of Kentucky and the National Fire Protection Association. The design of the system shall also make provisions to ensure adequate fire flow requirements, including adequate spacing for fire hydrants, size of water lines according to the type of use proposed to be served, and such other information as may be required by the Planning Commission.

508.14 Soil Erosion and Sedimentation Controls

Any developer who intends to make changes in the contours of any land proposed to be subdivided, developed, or changed in use, by grading, excavating or removing the natural topsoil, trees, or other vegetative covering thereon, shall submit a plan for erosion and sedimentation control to the Codes & Planning Department. Such plans, if required, shall contain adequate measures for control of erosion and sedimentation where necessary, and shall show any conservation and trail easements required, using the guidelines and policies provided herein and the Stormwater Manual.

508.14.1 Erosion and Sedimentation Control Measures:

Reference Stormwater Design Manual, Current Edition.

508.15 Electric, Telephone, and Other Improvements

Electric, telephone, cable, and other related services not described elsewhere in this ordinance shall be provided within the subdivision/development according to the specifications of the appropriate agency providing the service.

508.16 Construction Inspections

508.16.1 Authority and Duties of Inspectors

Inspectors shall be provided by City agencies who are authorized to inspect all work done

and all materials furnished. Such inspection, including final inspection, may extend to all or any part of the work and to the preparation, fabrication, or manufacture of the materials to be used. The inspector shall not be authorized to revoke, alter, or waive any requirements of the approved improvement drawings and specifications, but is authorized to call to the attention of the contractor, any failure of the work or materials to conform to the approved improvement drawings and specifications. The contractor shall notify the pertinent inspector at least twenty-four (24) hours prior to the time when the work is to begin on each phase of construction, such as sewer and water lines, storm sewers and street paving. The inspector shall begin inspection at the time of construction and maintain inspection as the work progresses on each phase of the project until all construction is complete. Further, and during the time of construction, any work determined by the inspector not to conform to the requirements of the approved improvement drawings and specifications shall be suspended and corrected, prior to proceeding with that phase of the project. Any question at issue which cannot be determined to conform with the approved improvement drawings and specifications shall be referred to and decided upon by the Planning Commission. Following final inspections for improvements constructed, the designer shall be required to certify in writing to the Planning Commission that improvements have been constructed in accordance with the submitted and certified as-built drawings.

508.17 Construction Responsibilities

508.17.1 Cooperation of Subdivider and/or Contractor

The subdivider and/or contractor shall have available on the project at all times, two (2) copies of all required plans and specifications. The subdivider and/or contractor shall cooperate with the inspector and with other contractors in every way possible. The subdivider and/or contractor shall at all times during actual construction have a competent superintendent acting as his agent on the project. The superintendent shall be capable of reading and thoroughly understanding the plans and specifications and shall be capable of receiving instructions from the inspector. The superintendent shall have full authority to execute the orders or directions of the inspector.

508.17.2 Final Cleanup

Upon completion of the work, the subdivider and/or contractor shall clean up all ground occupied or affected in connection with the project. There shall be no residue or material of any kind that is not part of the finished project left on the site.

508.18 Solid Waste

Solid Waste Service shall be provided per City Ordinance Chapter 30. Trash shall be kept in cans or dumpsters. If cans are used for multi-tenant buildings, a concrete pad shall be placed on the side or rear of the structure to store the cans. When dumpsters are used, they shall be screened by either a fence, masonry wall, closely spaced evergreen

trees, or landscaping. Dumpster enclosures shall be located in compliance with accessory structure setbacks for the appropriate zone, or a location approved on the development plan. At a minimum, the dumpster pad should be 6 inches thick and made of 4,000 pounds per square inch, steel-reinforced concrete. The apron shall extend a minimum of four feet in front of the gate, with the top of the pad at ground level. Driving lanes to service the dumpster shall be constructed of heavy-duty asphalt or concrete.

509 COMMUNITY FACILITIES AND OPEN SPACE

The process of land subdivision and development represents a long-term commitment to a particular land use. Included in the land uses are those that are deemed appropriate for community facilities. It is important that sufficient land be set aside for public purposes.

509.1 Reservation of Land

Where a proposed park, playground, school site, or other public use as indicated in the adopted Comprehensive Plan is located completely or partially within a proposed subdivision, such proposed land for public use may be dedicated to public use or conveyed to the City. If the land is not to be dedicated, it may be reserved by the Planning Commission for a period of not more than two (2) years from the date of approval of the final subdivision plat. During this time, the affected public agency may acquire the reserved property for its fair market value or by another appropriate method. After the two (2) year period has elapsed, if the affected public agency has not acquired such land or arranged with the owner for a satisfactory extension of such period, the owner of the property may dispose of the property in conformance with these regulations and all other appropriate legal considerations.

509.2 Official Public Properties Map

If the City has adopted an Official Public Properties Map as provided for in KRS 100.317, which includes proposed public uses, then, in addition to the provisions for reservation, the Planning Commission may reject any proposed subdivision plat which does not take such proposed uses into consideration, and the City may prevent the development of such area by denying a construction permit. Unless such permit is granted, no person shall recover any damages for the taking for public use of any improvement or structure constructed within the lines shown on the Official Map. Any such new structure or improvement shall be removed at the expense of the owner when the land is acquired for public use.

510 AGREEMENTS AND GUARANTEES

510.1 Completion of Improvements

The subdivider/developer may execute and file guarantees with the Planning Commission and the City in lieu of actual installation or completion of only those improvements not

required as described in Section 502.4.5, when requesting approval of the final plat. When a subdivision is being developed in phases, each phase shall be bonded separately.

510.2 Construction Performance Guarantees

The bond or letter of credit shall be filed with the Planning and Zoning department in the amount of one hundred twenty five percent (125%) of the cost of completion of all remaining improvements. The cost shall be estimated and determined by the Subdivider's Engineer and approved by the Codes Administrator. The bond or letter of credit shall be security for the full performance by the developer for the construction and installation of all improvements to the property required by applicable City ordinance or code and/or depicted on the Preliminary Plat/Construction Plans, all of which shall be completed, except as may be otherwise set forth herein, within twenty-four (24) consecutive calendar months of the date of approval of the final plat, or within the time frame of a mutually agreed upon extension applied for by the developer and formally approved by the Planning and Zoning Commission, provided however, that no such extension shall encompass a period of time in excess of five (5) years from the date of final plat approval. Any application for such extension shall be made in writing, shall be filed not less than ninety (90) days prior to the expiration of the initial twenty-four (24) month period, and shall express in detail the circumstances which have given rise to the developer's inability to complete the development within the initial twenty-four (24) month period. The application shall be filed with the Department of Planning and Zoning not less than ten (10) days prior to the work session at which it will come before the Planning and Zoning Commission for initial review and consideration.

Failure of the developer to complete all required improvements to the property within the time limits above set forth shall entitle the City, through approval of the Planning Commission, to make one or more draws against the bond or letter of credit for the cost of completion. The fact of the existence of the bond or letter of credit securing the developer's responsibilities and obligations hereunder shall not relieve or release the developer from its primary liability to complete such improvements; rather, such liability shall exist and continue until such time as the improvements are in fact completed and accepted by the City. At such time as the developer has completed all required improvements, the developer shall notify the Codes Administrator, who will then procure necessary inspections. Such notification shall be accomplished by the developer's submission to the Department of Planning and Zoning of a written request for final inspection including all development completion reports required, same to be signed and stamped by a licensed engineer as to accuracy. If the improvements are in conformance with the requirements, the Codes Administrator shall notify the Planning Commission and shall recommend the release of bond or letter of credit.

No developer, or any principal, owner, director, shareholder, member thereof, nor any other entity in which the developer or any principal, owner, director, shareholder, or member thereof is, to such other entity, a principal, owner, director, shareholder, or member thereof, who shall have failed to complete any required improvements, including sidewalks, in a

timely manner as hereinabove set forth shall not be eligible to submit another preliminary or final plat or any development plan for any commercial or business project until all outstanding developments have been completed and all development infrastructure has been accepted by the City.

**ARTICLE VI
DEFINITIONS**

- (A) For the purpose of these regulations certain words, phrases, and their derivatives are defined as follows: (1) The words “**person**” or “**subdivider**” includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual. (2) Words used in the future tense include the present; words used in the present include the future; words used in the singular form include the plural form; words used in the plural form include the singular form; words used in the masculine form include the feminine form; words used in the feminine form include the masculine form. (3) The word “**shall**” denotes a mandatory requirement; the word “**may**” denotes a permissive requirement, and the word “**should**” denotes a preferred requirement.
- (B) For the purposes of this Ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Access Management	Refers to statements in this document which promote the safe and reasonable access between public and private roads and adjacent land.
Access Point	An access point is the point at which a driveway or street intersects another street.
Accessory Use or Structure	A use of structure on the same lot with, and of a nature customarily incidental and subordinate to the principal use or structure.
Administrative Official (Codes Administrator)	An individual appointed by the City Council to act on the Commission’s behalf in carrying out the provisions of these regulations, or an individual appointed to assist the Codes Administrator and authorized to act on his/her behalf, or to perform the duties of the Codes Administrator in his/her absence.
Agricultural Use	Agricultural use means the use of a tract of at least (5) contiguous acres of land for production of agricultural or horticultural crops, including but not limited to livestock, livestock products, poultry, poultry products, grain, hay, pastures, soybeans, tobacco, timber, orchard fruits, vegetables, flowers or ornamental plants, and aquaculture, including provisions for dwellings for persons and their families who are engaged in the above agricultural use on the land, but not including residential building development for sale or lease to the public, and shall also include, regardless of the size of the tract of land used, small wineries licensed under KRS 243.155, and farm wineries licensed under KRS 243.156 and activities involving horses such as riding lessons, training, and boarding as described in KRS 100.111. Commercial feed lots and the raising of fur-bearing animals are not considered to be normal agricultural uses. For the purpose of this chapter, a five acre or larger lot, the principal use of which is for a single-family dwelling shall not be considered an agricultural use.

Alley	A marginal access street that provides access to properties which it abuts.
Alteration	Any change, addition, or modification in construction or type of occupancy; any change in the structural members of a building such as walls and partitions, columns, beams or girders, the completed act of which may be referred to herein as altered or reconstructed .
As Built Drawings	Final drawings/plans that accurately reflect the improvements as constructed on the ground.
Assisted Living Facility	Any institution, however named, maintained for the care or treatment of four or more ambulatory individuals unrelated to the owner or operator or their spouses, who require supervision, not nursing care.
Babysitting Service	Facilities for the care and maintenance of three or fewer children, not related by blood or adoption, whether conducted during the daytime or overnight. Cross reference: See definition for Day Care Center .
Basement	A space having one-half or less of its floor-to-ceiling height above the average level of the adjoining ground and with a floor-to-ceiling height of not less than six and a half (6 ½) ft.
Bed and Breakfast Establishment	A building occupied as a dwelling unit, but which also has guestrooms or suites which are used, rented, or hired out to be occupied or which are occupied for sleeping purposes by persons not members of the single-family unit. The building shall be further defined as either a bed-and-breakfast inn, or a bed-and-breakfast home.
Bed-and-Breakfast Home	A bed-and-breakfast establishment having five (5) or fewer guestrooms or suites.
Bed-and-Breakfast Inn	A bed-and-breakfast establishment having six (6) or more guestrooms or suites.
Bikeway	A bikeway is a way or portion of a way intended and designed primarily for bicycle traffic.
Block	A parcel of land within a subdivision that is bounded by streets and/or the exterior boundary of the subdivision.
Block Length	The distance between intersections of through streets, such distance being measured parallel to the longest street bounding the block and from right-of-way line to right-of-way line of the two intersecting

	streets.
Buildable Area	The portion of a building site remaining after the required front yard, rear yard, side yards, and building setback lines and buffer zones have been provided.
Buildable Lots	A lot which meets all design criteria in these regulations for a lot upon which to construct a building.
Building	Any covered structure, either temporary or permanent, intended for the shelter, housing, or enclosure of persons, animals, chattels, or property of any kind.
Building Height	The vertical distance from established grade to the highest finished roof surface in the case of flat (or nearly flat) roofs, or to a point at the average height of roofs having a pitch of more than one foot in 4 ½ feet. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.
Building, Main or Principal	A building in which is conducted the principal use of the lot on which it is situated.
Building Permit	A written permit issued by an authorized Official authorizing the construction, repair, alteration or addition to a building or structure.
Building Site	The lot or tract of contiguous lots, which comprises the land occupied by a principal building and any accessory buildings and including open spaces, yards, and off-street parking facilities.
Carport	A shelter for one or more vehicles which is not fully enclosed by its walls and one or more doors.
Cellular Antenna Tower	A tower constructed for, or an existing facility that has been adapted for, the location of transmission or related equipment to be used in the provision of cellular telecommunications services or personal communications services.
Cellular Communications Services	A retail telecommunications service that uses radio signals transmitted through cell sites and mobile switching stations.
Cemetery	Land used or intended to be used for the burial of humans or animals and dedicated for cemetery purposes which may include columbarium, crematory, mausoleum, and mortuary, if operated in connection with and within the boundaries of such cemetery.

Certificate of Occupancy	A certificate which must be obtained prior to occupancy of any premises.
City	The City of Berea, Kentucky.
City Council	The legislative body of the City.
City Inspector	A person employed by the City; whose responsibility it is to inspect items required by these regulations.
Clinic, Dental or Medical	A building in which a group of physicians, dentists, and allied professional assistants are associated for the purpose of carrying on their professions. The clinic may include a dental or medical laboratory, but it shall not include in-patient care or operating rooms for major surgery.
Co-location	Locating two (2) or more transmission antennas or related equipment on the same cellular antenna tower.
Commercial Solar Energy Facility	Private commercial enterprises or occupancies which are engaged in the process of solar resource evaluation, solar energy development, converting solar energy into electrical energy, collecting, storing, and transmitting the electrical energy converted from solar energy, and any and all activities and structures related to the preceding including substations, maintenance facilities and other accessory facilities.
Compatibility Standards	Standards that have been adopted by the City of Berea under the authority of KRS 100.348 for the purpose of protecting and preserving the monetary value of real property located within the City's jurisdiction.
Completely Enclosed Structure	A building enclosed by a permanent roof and solid exterior walls pierced only by windows and customary entrance and exit doors.
Comprehensive Plan	Refers to the current Berea Comprehensive Plan as authorized under KRS 100, to deal with all functions of the City over the entire incorporated area of the City.
Conditional Use	A use which is essential or would promote the public health, safety, or welfare in one or more land use districts, but which would impair the integrity and character of the land use districts in which it is located, or in adjoining land use districts, unless restrictions on location, size, extent, and character or performance are imposed in addition to those imposed in the land use regulations. Such uses may be permitted in a district as conditional uses, only when specific provisions are made in accordance with these regulations.

Conditional Use Permit	A permit issued by the Board of Adjustment stating that the conditional use meets all the conditions set forth in these regulations.
Construction Route	Access over public ways to a construction site as restricted by the City.
Covenant	A written promise or pledge placing a restriction on the use of the land. Sometimes referred to as a Restrictive Covenant or Deed Restrictions.
Condominium	The ownership of a single unit within a multiple unit structure or complex in which all common elements are held in joint ownership by the owners of the individual units. (Statutory Reference: Horizontal Property Law, KRS Chapter 381)
Culvert	A drain that channels water under a street or driveway.
Curb	A concrete boundary usually marking the edge of the roadway or paved area.
Day Care Center	Facilities for the day care and maintenance of four or more children or adults without living accommodations for the clientele. The definition shall include day nurseries, nursery schools, kindergartens, adult day care centers, and related facilities, but shall not include facilities providing overnight care. (Cross Reference: See Babysitting Service).
Detention Basin/Pond	A facility for the temporary storage of storm water runoff, designed to slow down or retard its release.
Developer	Any individual, firm, association, corporation, governmental agency, or any other legal entity commencing proceedings under these regulations to carry out the development of land as defined herein, for such entity or for another; includes the term “subdivider.”
Development	Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, excavating, grading, paving, or drilling operations. Agricultural activities such as plowing, cultivating, and gardening activities are not included in this definition.
Development Plan	A development plan is a written and graphic description of a development, including any and all of the following items: location and bulk of buildings and other structures, intensity of use, density of development, streets, ways, parking facilities, signs, drainage of surface water, access points, a plan for screening or buffering, utilities, existing man-made and natural conditions, and all other conditions agreed to by the developer.
Drive-In	Any place or premises used for the sale, dispensing, or serving of food,

Restaurant

refreshments or beverages in automobiles, including establishments where customers may serve themselves and may eat or drink the food, refreshments, or beverages in automobiles on the premises.

Dwelling

A building or part thereof used as a place of habitation under one of the following categories and shall be limited to occupant load calculated by the Kentucky Building and Life Safety Codes:

- (1) **Single-Family Detached Dwelling.** A single unit providing completely independent, non-transient living facilities for one or more related persons or no more than five (5) unrelated persons, including permanent provisions for living, sleeping, eating, cooking and sanitation, and which shall not be connected to any other unit or building.
- (2) **Accessory Dwelling Unit.** A dwelling unit that is a separate, complete housekeeping unit located on the same lot as a principal / primary dwelling. ADU's shall provide the basic requirements of shelter, heating, cooking, and sanitation. ADUs may be either detached (standalone or above an accessory building) or attached (in a basement or in an attached addition) to an existing dwelling and shall be on the same main electrical and water service as the primary structure.
- (3) **Duplex Dwelling.** A building and accessories thereto principally used, designed, or adapted for use by two families, the living quarters of which are completely separate.
- (4) **Townhouse.** A group of three or more attached single-family dwellings each separated by a common vertical wall and each having a separate lot and entrance at street level.
- (5) **Rooming and Boarding House.** A building designed or used to provide living accommodations on a non-transient basis, for compensation in which there are no separate cooking facilities for each occupant, or in which all occupants share common cooking facilities, and not occupied as a single-family unit or dwelling.
- (6) **Multi-Family Dwelling.** A building or group of buildings designed or used for rental or lease as dwelling units for three or more families with separate living quarters and cooking and bathroom facilities for each family.
- (7) **Group Home.** A facility for social rehabilitation, substance abuse or mental health conditions that contains a group housing arrangement that provides custodial care but does not provide medical care. Group homes may also include sorority or fraternity houses, hospices, orphanages, and half-way or sober

living houses for more than five (5) unrelated persons.

(8) **Short Term Rental.** A dwelling unit or sleeping unit intended to be rented, leased, let or hired out to be occupied on a transient basis for compensation.

(9) **Residential Care Facility.** A facility that provides residential care in one or more buildings on contiguous property for three (3) or more unrelated persons who have physical disabilities or are socially dependent (ex. adult daycare).

Easements A right, distinct from ownership of the land to cross property with facilities such as but not limited to, sewer lines, water lines, roads, and transmission lines; or the right to reserve and hold an area for drainage or access purposes.

Engineer A qualified registered professional engineer in good standing with the Kentucky Board of Registration for Professional Engineers and Land Surveyors.

Erected Built, constructed, altered, reconstructed, moved, or any physical operations on the premises which are required for construction. Excavating, filling, and similar earthwork shall be included in this definition.

Erosion and Soil Controls Measures taken to ensure that soil or rock fragments are not detached, moved, or worn away from the land surface by water, wind, ice, or gravity.

Establishment The place of business of any non-residential use, whether an entire building, or an area within a building which is separated by walls and designed to be used solely by the persons who own, lease, rent, or otherwise occupy the area. When more than one non-residential use occupies the same area, it shall be deemed one establishment.

Family One or more persons occupying a single dwelling unit, provided that no such family shall contain over five persons, unless all members are related by blood, adoption, or marriage, but further provided that household employees on the premises may be housed on the premises without being counted as part of a family or families. (Statutory Reference: Residential care facility for handicapped persons allowed in residential districts and subdivisions. See KRS 100.982-100.984).

Final Plat (See definition for **Plat, Record**).

Flag Lot An irregularly shaped lot which has a narrow panhandle-shaped protrusion fronting on a public street but widening considerably some

distance from the front lot line.

Flood	A general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of inland water; the usual and rapid accumulation of runoff or surface waters from any source and mud slides which are caused or precipitated by accumulation of water on the surface or underground.
Flood, 100 Year Frequency	The highest level of flooding that is likely to occur on an average of once every 100 years.
Flood Plain or Flood Prone Area	Any normally dry land area that is susceptible to being inundated by water from any source.
Floodway	The channel of a river or other watercourse and the adjacent land area that must be reserved in order to discharge the 100-year flood without increasing the water surface elevation more than one foot at any point.
Floodway Encroachment Lines	The lines marking the limits of flood ways on the official zoning map.
Frontage	That side of a lot abutting on a street; the front lot line.
Fueling Center	A facility used for the dispensing or sale of liquid or gaseous, personal or commercial, vehicular fuels including gasoline, diesel, kerosene, ethanol, methane (including natural gas), propane, or hydrogen, and battery charging stations for electric vehicles. The facility or property is not used for the sale of consumer goods, long-term or overnight parking, or other uses, and shall be designed and constructed to prohibit commercial vehicles such as a trucking rig made up of a tractor and semi-trailer; a tractor designed to haul or pull a semi-trailer; or any commercial vehicle in excess of 3 axles or 36,000 lbs.
Garage	An accessory building or a portion of the principal building used by the occupants of the premises for the shelter or storage of vehicles or other property owned or operated by the occupants of the principal building.
Grade	A ground elevation established for the purpose of regulating the number of stories and the height of a building. The building grade shall be level with the ground adjacent to the walls of the building if the finished grade is level. If the ground is not entirely level, the grade shall be determined by averaging the elevation of the ground for each face of the building.

Gross Floor Area	Total gross area on all floors of a building as measured to the outside surface of exterior walls, excluding crawl spaces, garages, carports, breezeways, attics without floors, and open porches, balconies, and terraces.
Gutter	A shallow channel usually set along a curb or the pavement edge of a road for the purpose of catching and carrying off runoff water.
Historic Overlay District	An area or neighborhood designated as historic by the Berea Board of Commissioners through the creation of an overlay district.
Home Occupation	An accessory business use that may be permitted conditionally within a dwelling in any land use district.
Hospital	An institution providing health services, both for in-patients and out-patients, and medical and surgical care of the sick and injured, which includes, as an integral part, such related facilities as laboratories, training facilities, central service facilities, staff offices, and other related functions.
Hotel	A building occupied as the temporary abiding place of more than six persons, for compensation, where rooms do not contain independent cooking facilities, and which are open to transient or permanent guests, or both. The term includes motel (see definition for Motel).
Improvement Plans	The engineering plans consisting of all items to be installed as identified in these regulations, consisting of drainage systems, sanitary and storm systems, streets, sidewalks, street lighting, utilities, etc., but excluding building plans reviewed in conformance with the building code.
Inspector	An individual or group of individuals representing either the legislative body, utility, or Planning Commission, whose sole duty is to inspect the construction and installation of public improvements.
Junction Box	A storm water manhole that connects two or more drainage pipes. It is used where there is a change in direction, elevation, or size of the pipes.
Landmark	A building, structure, historic site, or public improvement designated as historic by the Berea City Council. Property eligible to be designated as a landmark may include a brick street, cemetery, fountain, and other public or private improvements.
Light Manufacturing	A light industrial business where all processing, fabricating, storage, assembly, or disassembly of items takes places wholly within an enclosed building, and does not create dust, fumes, glare, heat, liquids,

noise, odor, smoke, steam, vibrations, or similar disruption, outside of the property lines. Typically, light industry relies more on labor and less on heavy machinery and produces smaller products with higher value per unit weight, requiring less materials, space and power. Typical items for processing, fabricating, assembly, or disassembly include but are not limited to apparel and accessories, home accessories and decor, food, jewelry, instruments, computers, electronic devices, beverage producers, and bottled liquids.

Light Warehousing Facilities for the storage of items produced by or related to Light Manufacturing, or the storage of documents. Does not include facilities in which the primary purpose is freight handling.

Loading Space An off-street space or berth on the same lot with a building or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials, and which abuts upon a street, alley, or other appropriate means of access.

Lot An area of land occupied or intended for occupancy by a use permitted in these regulations, including any principal buildings together with the accessory buildings, yard areas, and parking spaces required by these regulations, and having its principal frontage upon a publicly maintained street. (Same as a tract).

Lot Lines The lines bounding a lot as defined herein:

- (1) **Front Lot Line.** The common boundary line of a lot and a street right-of-way line. In the case of a corner lot or a double frontage lot, the common boundary line of the lot and that street right-of-way line toward which the principal or usual entrance to the main building faces, or which carries the street address.
- (2) **Rear Lot Line.** The boundary line of a lot which is most nearly opposite the front lot line of such lot. In the case of a triangular or wedge-shaped lot, for measurement purposes only, a line ten feet in length within the lot parallel to and at the maximum distance from the front lot line.

Side Lot Line. Any boundary line of a lot other than a front lot line or rear lot line.

Lot of Record (3) A lot which is part of a subdivision plat recorded in the office of the Madison County Clerk or a lot or parcel surveyed or described by metes and bounds, the description of which has been so recorded prior to adoption of these regulations.

Lot Types	<p>Lots described in this chapter are as follows:</p> <p>(1) Corner Lot. A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at one interior angle of less than 135 degrees.</p> <p>Interior Lot. A lot with only one street frontage.</p>
Lot Width	<p>(2) The horizontal distance between the side lines of a lot measured at right angles to its depth along a straight line parallel to the front lot line at the minimum required building setback line.</p>
Maintenance Agreement	<p>Maintenance acceptance follows public dedication whereby a legislative unit accepts a public improvement such as roads or utilities for maintenance.</p>
Manufactured Home	<p>A single-family residential dwelling constructed in accordance with the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 USC 5401 through 5426, as amended, manufactured after June 15, 1976, and designed to be used as a single-family dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term shall include house trailers and recreational vehicles.</p>
Manufactured Home, Qualified	<p>A manufactured home that meets all of the following criteria; 1) manufactured on or after July 15, 2002, 2) is affixed to a permanent foundation and is connected to the required utilities and installed in compliance with KRS 227.570, 3) is at least 20 feet wide at its smallest width or is 2 stories in height and oriented on the lot with its main entrance door facing the street, 4) has a minimum total living area of 900 square feet, and 5) is not located in a manufactured home land-lease community.</p>
Manufactured Home Park/Community	<p>An area of land upon which manufactured homes, manufactured home space, or both, are provided for rent or lease by the owner of the land.</p>
Manufactured Home Subdivision	<p>An area that is subdivided into individual lots which are offered for sale for the placement of manufactured homes.</p>
Modular Home	<p>A single-family residential dwelling constructed in accordance with the International Residential Code, without a steel chassis, and designed to be used as a permanent dwelling and placed on a permanent foundation also constructed in accordance with the</p>

International Residential Code. A modular home may consist of two or more sections constructed at a location other than its permanent location and transported in sections to be placed on the permanent foundation at its final location. Removal of the chassis and placement of a manufactured home on a permanent foundation shall not be deemed a modular home.

Monuments Permanent man-made markers used to mark corners of property boundaries or points of change in street alignment. Monuments must conform to the minimum standards of practice for land surveying in the Commonwealth of Kentucky.

Motel (See definition for **Hotel**).

Multi-Tenant Commercial Development A development containing two or more non-residential uses on the same building site such as shopping centers, shopping malls, or office complexes.

Net Floor Area The total area of all floors of a structure as measured to the outside of exterior walls but excluding rooms in non-residential structures designated as and used exclusively for storage, mechanical or janitorial rooms, uninhabitable areas, or rooms which when occupied would result in a vacancy elsewhere in the structure, such as restrooms, dressing rooms, locker rooms, and employee cafeterias. Areas not to be excluded are hallways, corridors, vestibules, lobbies, or other space occupied by partition walls, furniture, fixtures, appliances or machinery.

Non-Conforming Use or Structure An activity or a building, sign, sign structure or a portion thereof which lawfully existed at the time of adoption of these regulations, but which does not conform to all of the regulations contained in this chapter which pertain to the district in which it is located. (Cross Reference: Non-conforming Uses or Structures, 405). (Statutory Reference: Non-conforming Use, KRS 100.253).

Nursing Home, Intermediate and Skilled Care Any institution, however named, maintained for the care or treatment of four or more individuals unrelated to the owner or operator or their spouses, which employs nursing services or procedures in the care of such residents that require treatment, judgement, technical knowledge, and skills beyond those possessed by the untrained person.

Official Map The adopted official map of the City of Berea as provided for in KRS 100.

Open Space An area open to the sky which may be on the same lot as a building. The area may include along with the natural environmental features, swimming pools, tennis courts, and other recreational facilities that the

Planning Commission deems permissive. Structures of any kind shall not be included.

Parcel	This term is synonymous with Lot (see definition for Lot).
Plat	A drawing of a proposed lot(s) or parcel(s) of land prepared by a licensed professional to an appropriate scale as required in these regulations.
Plat, Preliminary	A drawing of a proposed subdivision by a licensed professional that is part of the major subdivision procedure containing detailed surveying and engineering information as required in these regulations.
Plat, Record	A drawing of a proposed subdivision by a licensed professional as required in these regulations which will be recorded in the County Clerk's office. Sometimes referred to as the Final Plat (see Final Plat).
Public Dedication	Public dedication involves a property owner voluntarily transferring land for public uses (streets, utilities, open space). Public dedication does not imply acceptance by the Berea City Council for public maintenance.
Public Improvement	Any physical improvement that will become the responsibility of the City of Berea for maintenance purposes upon completion of construction, dedicated and acceptance. This includes streets and utilities.
Public Facility	Any use of land whether publicly or privately owned for transportation, utilities, or communications, for the benefit of the general public, including but not limited to libraries, schools, streets, fire or police stations, City and county buildings, recreational centers and parks, and cemeteries.
Public Utility	Any person, firm, corporation, partnership, municipal or county board, department, or Commission that owns, controls, operates, or manages any facility for the production, transmission, or distribution of electricity, natural or manufactured gas, steam, water, telephone or telegraph messages, cable television signals, or the treatment of sewage for disposal.
Residential Care Facility	A residence operated and maintained by a sponsoring private or governmental agency to provide services in a homelike setting for persons with disabilities.
Resubdivision	A subdivision which is a further division of a previously recorded plat, representing a revision of the old lots, but where no new improvements

are to be constructed or extended.

Retention Basin	A pond, pool, or basin used for the permanent storage of water runoff. Unlike detention basins, retention basins have the potential for water recreation and water-oriented landscaping since water remains in the structure.
Right-of-Way	A term denoting land, property, or interest therein usually acquired by dedication, prescription, or condemnation, and intended to be used for a street, sidewalk, railroad, or some similar use. In the case of a street right-of-way, this strip of land includes the roadway itself and additional land for ditches, sidewalks, utilities, and future expansion of the roadway.
Setback Line	A line established by these regulations generally parallel with and measured from the lot line, defining the minimum limits of a yard, in which no building other than an accessory building may be located.
Self-Service Storage Facilities	A structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time.
Semi-Public	Uses that are quasi-public, to include churches, parochial schools, colleges, hospitals, and other facilities of an educational, religious, charitable, philanthropic, or non-profit nature.
Sidewalk	A paved area paralleling and usually separated from the street which is used as a pedestrian walkway.
Story	That portion of a building included between the surface of any floor and the surface of the floor next above it, or if there is no floor above it, the space between such floor and the ceiling next above it. A basement shall not be considered a story.
Street	<p>A street is an area of land dedicated for public use in order to provide for vehicular and pedestrian movement. The right-of-way limits for a street may provide for other uses (see Right-of-Way). Streets are classified as follows:</p> <p>Arterial Arterial streets provide the linkage between expressways and collector streets and generally rank next to expressways in traffic volume, speed limit control, and right-of-way limits. The primary function of an arterial street is to move vehicles from one area to another.</p>

Collectors	Collector streets are used primarily for vehicular movement and secondarily for access control.
Courts	Court streets are short and have an outlet at only one end.
Expressway	A divided arterial highway for through traffic with full or partial control of access and generally with grade separations.
Local Streets	Local streets are primarily used to provide access to properties abutting the minor street and to discourage through traffic.

There are four types:

1. **Continuing Streets** - These streets have two open ends, with each end generally connecting with different streets. One or more other streets may intersect such a street between its two open ends.
2. **Cul-de-Sacs** - These streets have only one open end which provides access to another street and a closed end with a turnaround adequate for service vehicles.
3. **Loop Streets** - These streets have two open ends, and both ends generally connect with the same street.
4. **Service Street-A Street** running parallel to an expressway or arterial and serving abutting properties. Sometimes called frontage roads.

Sub-Collectors	Sub-collector streets are primarily used for vehicular movement and link collector streets with minor streets.
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Street, Private

A street that is not publicly maintained but privately maintained by owners of property abutting the street. Private streets have a minimum of crushed aggregate or a dust free durable surface such as asphalt, concrete, or tar and chip, which affords access to adjoining property for private use of such property and may or may not meet current standards.

Street, Public	A public roadway constructed within a dedicated public right-of-way which affords the principal means of access to adjoining property. For the purpose of density calculations, a public street shall constitute all of the area within the public right-of-way. A public street is constructed to meet current standards.
Street Frontage	The linear width of any lot or building site where it adjoins a street or public way (See Frontage , and Lot Width).
Structure	Anything constructed or erected, the use of which requires a fixed location on the ground, or attachment to something having a fixed location on the ground, including buildings, radio/telecommunications towers, swimming pools, signs, and includes earthen berms, excavations, or embankments.
Subdivider	Any individual, firm, association, syndicate, partnership, trust, corporation, governmental agency, or other legal entity as mentioned in these regulations so as to create a subdivision of land.
Subdivision	The division of land into two or more parcels for the purpose, whether immediate or future, of sale, lease, or building development, or if a new street is involved, any division of a parcel of land, providing that a division of land for agricultural purposes into lots or parcels of five acres or more, and not involving a new street, shall not be deemed a subdivision if and only if a covenant appears in the deed of the new tract to the effect that the subdivision is principally for agricultural use, that residential use is incidental and that no further development shall be made of the property unless submitted to and approved by the Planning Commission. The inclusion of building restrictions on a plat shall be presumptive evidence that the division is not for agricultural purposes. The term includes resubdivision and when appropriate to the context, shall relate to the process of subdivision or to the land subdivided.
Shared Use Path	An improved trail or pathway designed to be used by pedestrians and cyclists.
Tenant Space	The area within a multi-tenant commercial development or multi-family residential development separated by walls and designed to be used solely by the persons who lease, rent, or otherwise occupy the area. When two or more persons lease the same common area, it shall be deemed as one tenant space.
Tract	A parcel or lot identified by letter or number the boundaries of which are shown on a recorded plat or in a deed.

Transient	Occupancy of a dwelling unit or sleeping unit for not more than thirty (30) days.
Travel Center	A business, facility, or development which provides hospitality, fuel, food and beverage, retail, and other services to commercial vehicles and travelers, excluding Truck Service Centers. The minimum lot size is 5 acres. Parking over 6 hours and parking of inoperable vehicles of any kind is prohibited.
Truck Service Center	A business, facility, or development which primarily provides services to commercial vehicles which are not owned by the facility or development, including fuel, food, parking, overnight parking, repair, service, and shower facilities for the operators or vehicles designed for the transportation of non-human cargo, including but not limited to truck stops, truck washes, truck service facilities, truck refueling centers and other similar uses; provided however, not including a business facility or development which only provides repair or maintenance services to such vehicles without providing fuel. Parking over 12 hours and parking of inoperable vehicles of any kind in Truck Service Centers is prohibited. The minimum lot size is 15 acres.
Uniform Application	An application for a certificate of convenience and necessity issued under KRS 278.020 submitted by a utility to the Public Service Commission to construct an antenna tower for cellular telecommunications services or personal communications service in a jurisdiction that has adopted planning & land use regulations in accordance with KRS Chapter 100.
Use	The purpose or activity for which a building, structure, or land is occupied or maintained.
Urban Farm	A parcel of land managed and maintained by an individual or group to grow and harvest food crops and/or ornamental crops to be sold for profit.
Variance	A departure from dimensional terms of this Ordinance pertaining to the height, width, or location of structures, and the size of yards and open spaces where such departure meets the requirements of KRS 100.241 to 100.247.
Waiver	Permission granted by the Planning Commission to waive or eliminate, upon written request from a subdivider, any requirement or standard in these regulations, when the applicant has presented written justification

or data that the intent of these regulations can be met while waiving the requirement.

Walking Trail

An improved trail or pathway that is designed to be used by pedestrians only.

Watercourse

A natural or man-made channel through which water flows. Drainage from lots and small minor swales are not considered to be watercourses.

Yard

A required open space unoccupied and unobstructed by any structure or portion of any structure, except as otherwise permitted.

Front Yard. An open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building.

Rear Yard. An open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building.

Side Yard. An open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point of the side lot to the nearest point of the main building.

Yard, Required

The minimum open space as specified in these regulations for front, side, and rear yards.