# Sign Permit

## Application Information

### Included in this Packet:

Sign Permit Application Checklist
Sign Permit Application
Road Types
Land Development & Permit eSystem
Information Electronic Messaging Centers - Timing and Illuminance Requirements
Sign Permit Ordinance (Adopted March 2013)

**Planning and Development Services Department City of Round Rock, Texas**
Updated: August 2016

# Sign Permit Process

## Steps:

1. Obtain and review a copy of the Sign Ordinance online at Municode.
2. Determine if this property lies within a Planned Unit Development (PUD) as specific requirements related to signage may be required within the assigned PUD.
3. Submit the completed application, including the supporting documents listed below to the Building Inspections Department and pay the required fee. For illuminated signs, the sign company must have a registered Electrical Sign License with TDLR.
4. The Building inspections Department distributes the application to the appropriate reviewing authorities.
5. Reviewers will contact the applicant if there is a problem with the submittal or if more information is needed for approval.
6. When the review is complete and all comments are adequately addressed by the applicant the permit is issued and the applicant will be notified by the Building Inspections Department.
7. Once the sign installation is complete the applicant must call the Building Inspections Department for a final inspection.

## Information required for submittal:

1. Dimensioned drawing showing the sign elevation from the proposed grade level and all sign dimensions: sign display area(s), height of the sign base, total sign height, etc.
2. Free standing signage: a copy of the site plan showing the measured location of the sign, the location(s) of all existing free-standing signs on the property, and all of the required setback(s) and utility easements for the signage being sought. The sign design must be signed and sealed by a Registered Professional Engineer.
3. Building Signage: show the placement of all signs in relation to other architectural features on the building, and the length of the occupant frontage.
4. Appropriate construction plans, wiring diagrams, materials schedules, illumination, attachment detail, lettering types and any other construction details for the sign.
5. One or more optional photographs of the sign, if it has already been fabricated (NOT a substitute for the required elevation drawings).

# Sign Permit Application

**Business Name:** _____

**Business Address:** _____

**Legal Description: Lot:** _____ **Block** _____**Subdivision Name:** _____

### General Application Information:

**I. Property Ownership Information:**

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

**II. Sign Contractor Information:**

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

## Project Information:

1) **Property Acreage:**

   ❑ less than 5 acres ❑ 5 acres or more

2) **Does this property lie in one of these special areas:**

   a) ❑ Original Settlement *(Historic or Chisholm Trail Overlay)* ❑ Downtown Master Plan

   b) Planned Unit Development (PUD): _____

## Proposed Signage:

** Note, for building signage or freestanding signage, please use the attached worksheets.

1. Permanent:

   ❑ Area Identification ❑ Neighborhood Information Kiosk ❑ Subdivision Marketing

   ❑ Model Home Complex

   a. Type of road the occupant frontage faces <u>or</u> type of road adjacent to the lot or multi-tenant center

   ❑ Freeway ❑ Commercial Road ❑ Neighborhood Road

2. Temporary:

   ❑ Banner (new occupancy) ❑ Banner ❑ Building Scrim Sign

## Information Required for Submittal:

❑Dimensioned drawing showing the sign elevation from the proposed grade level and **all** sign dimensions: sign face(s), sign pole(s), sign foundation, etc.

❑Free standing signage: a copy of the site plan showing the measured location of the sign, the location(s) of all existing free-standing signs on the property and on adjacent properties, and all of the required setback(s) and utility easements for the signage being sought. The sign design must be signed and sealed by a Registered Professional Engineer.

❑Building Signage: dimensions of the building facade.

❑Appropriate construction plans, wiring diagrams, materials schedules, illumination, attachment detail, lettering types and any other construction details for the sign.

❑One or more optional photographs of the sign, if it has already been fabricated (NOT a substitute for the required elevation drawings).

## Application Fees:

| APPLICATION TYPE | Total Valuation | Fee (City use only) |
|---|---|---|
| Building Signage* | | |
| Freestanding Signage* | | |
| Other signage* | | |
| | **Total Fee:** | |

**Total the valuations for each sign type to include in the application fee chart.*

## *Owner Affidavit:*

*I, as the owner of the subject property, hereby authorize the aforementioned prime consultant to act on my behalf concerning all matters related to this development application.*

*Signature:* _____

*Printed Name:* _____ *Date:* _____

## *Applicant Signature*

*I, as the prime consultant have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.*

*Signature:* _____

*Printed Name:* _____ *Date:* _____

# Required Sign Information: Building Signs

Project Name: _____

Project Address: _____

Total number of building signs: _____

*****Dimensioned elevation drawings and construction plans are required for each sign before the application can be reviewed.***

*If more than 7 building signs are proposed, use more than 1 sign information sheet.*

| ***Sign*** | ***Sign Type*** *(see below)* | ***Occupant Frontage Length*** | ***Area of Sign*** | ***Material(s)*** | ***Illumination*** | ***Valuation*** | ***Road Type*** |
|---|---|---|---|---|---|---|---|
| ***#1*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#2*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#3*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#4*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#5*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#6*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#7*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |

***Building sign types: wall sign, hanging & projecting, awning/canopy, vehicle service canopy, parking garage***

**Total Valuation of building signage: _____**

❑ By checking this box, you are stating that proposed signage is not within 10% of any architectural features.

# Required Sign Information: Freestanding Signs

Project Name: _____

Project Address: _____

Total number of freestanding signs: _____

*****A site plan with sign locations and construction details for each sign is required before the application can be reviewed. The sign design must be signed and sealed by a Registered Professional Engineer.***

*If more than 7 freestanding signs are proposed, use more than 1 sign information sheet.*

| ***Sign*** | ***Sign Type*** *(see below)* | ***Area*** / ***Total Height & Base Height*** | ***Front & Side Setback*** / ***Spacing*** | ***Materials*** | ***Illumination*** | ***EMC Area*** / ***Display Interval*** | ***Valuation*** | ***Road Type*** |
|---|---|---|---|---|---|---|---|---|
| ***#1*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#2*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#3*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#4*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#5*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#6*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |
| ***#7*** | | | | | ❑Internal<br>❑External<br>❑Halation<br>❑None | | | ❑Freeway<br>❑Commercial<br>❑Neighborhood |

***Freestanding sign types: monument, low-profile, pylon, pillar, post/panel, armature***

**Total Valuation of freestanding signage: _____**

# Application: Banners & Building Scrims

Return to: Planning & Development Services Dept.
301 W. Bagdad Ave. Suite 210, Round Rock, TX 78664
Phone: 512-218-5428 Fax: 512-218-3286

## I. Applicant Information

Applicant Name: _____

Phone: _____ Email: _____

Business/Property Name: _____

Business/Property Address: _____

## II. Banner Description

☐ General purpose banner ☐ New occupancy banner

*A new occupancy banner is only for new businesses that have applied for but do not yet have a permanent sign.*

Banner size (include units): height:_____ x width:_____ = area:_____

*A general purpose banner may not exceed 15 sq. ft. in size.*

*A new occupancy banner may not exceed 40 sq. ft. in size.*

Sketch/describe where the banner will be displayed on the building (attach photo if necessary):

## III. Building Scrim Description

Scrim size (include units): height:_____ x width:_____ = area:_____

How many stories (or how many feet) tall is the building? _____

Please attach a photo of the building indicating where the scrim will be displayed.

## IV. Display Dates

Proposed display dates: begin: _____ end: _____

## V. Signature

Applicant Signature: _____ Date: _____

# Road Types & Special Areas

## For Determining Sign Standards

**Legend**

- Freeway
- Commercial Road
- Neighborhood Road
- Special Areas*
- Round Rock City Limits
- Round Rock ETJ

** Special Areas also include properties with H Overlay Zoning, which are too small to display.*

0 0.5 1 2 3 4 Miles

Planning & Development Services Department
City of Round Rock, March 14, 2013

## Land Development and Permit eSystem

The City of Round Rock has implemented a Land Development and Permit eSystem accessible by project applicants and/or their representatives. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more. The most efficient way to find what you are looking for is to search by permit number, which will be given by the department you submit your application to. Click on this link and save it to your favorites in order for this site to be easily accessible in the future. You may also go to www.roundrocktexas.gov and click on the Development/Permit Tracker listed under online services on the left side of the home page.

## Electronic Messaging Centers Timing and Illuminance Requirements

Please note the following requirements for Electronic Messaging Centers (EMC's) as stated in the City of Round Rock's Sign Ordinance:

- **Section 30-10(f)(7).** EMCs shall not change their message more than once every eight seconds and shall not be animated. Transitions shall be static/instant, with a transition time of one second or less.
- **Section 30-10(f)(8).** The illuminance of an EMC shall be measured with an illuminance meter set to measure foot candles accurate to at least two decimals. Illuminance shall be measured with the EMC off, and again with the EMC displaying a white image for a full color capable EMC, or a solid message for a single-color EMC. All measurements shall be taken perpendicular to the face of the EMC using the following formula:

$$\text{Measurement distance} = \sqrt{[(\text{sign display area of EMC})\text{x } 100]}$$

  The difference between the off and solid-message measurements using the EMC measurement distance formula shall not exceed 0.3 foot candles at night.

- **Section 30-10(f)(9),** All EMC's shall have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night and shall be able to be adjusted to comply with the 0.3 foot candle measurements in subsection (8) above.

The illuminance measurement must be included on the sign specifications sheet for any proposed electronic messaging centers and shall be submitted with your sign permit application. For questions or additional information please contact Diane Buck at (512)341-3166 or dbuck@roundrocktexas.gov.

## Chapter 30 SIGNS [1]

Sec. 30-1. Purpose.
Sec. 30-2. Applicability and intent.
Sec. 30-3. Signs exempt from the regulations.
Sec. 30-4. Definitions.
Sec. 30-5. Measurement standards.
Sec. 30-6. Criteria for determining sign standards: road types and special areas.
Sec. 30-7. General illumination standards.
Sec. 30-8. Building sign standards.
Sec. 30-9. Special purpose building sign standards.
Sec. 30-10. Freestanding sign standards.
Sec. 30-11. Special purpose freestanding sign standards.
Sec. 30-12. Sign maintenance standards.
Sec. 30-13. Prohibited signs.
Sec. 30-14. Nonconforming signs.
Sec. 30-15. Sign permitting, fees, review procedures and enforcement.
Sec. 30-16. Exceptions.
Sec. 30-17. Area identification and entry feature signs.
Sec. 30-18. Real estate marketing signs.
Sec. 30-19. Promotional signs.
Sec. 30-20. Neighborhood event signs.
Sec. 30-21. Neighborhood information kiosks.
Sec. 30-22. Garage/yard sale signs.
Sec. 30-23. Political campaign signs.

### Sec. 30-1. Purpose.

The purpose of this chapter is:

(1) To stimulate a healthy economy by:
  a. Permitting businesses to inform, identify and communicate effectively; and
  b. Directing the general public through the use of signs on buildings and sites.

(2) To protect and enhance the physical appearance of the community in a lawful manner by:
  a. Providing standards for the appropriate design, scale and placement of signs;
  b. Satisfying the community's desires for signs that are attractive;
  c. Avoiding sign standards which are so rigid and inflexible that all signs have a monotonous look and design;
  d. Considering that areas outside the city may one day be annexed into the city; and
  e. Addressing abandoned signs that may cause an area to look blighted.

(3) To foster public safety along public streets within the community by:
  a. Ensuring that all signs are in safe and appropriate locations; and

b. Ensuring that the information displayed on a sign is clearly visible and legible so that a sign achieves its intended purpose without causing undue distraction.

(4) To have administrative review procedures which are the minimum necessary to:

a. Balance the community's objectives and regulatory requirements with the reasonable advertising and way-finding needs of businesses;

b. Allow for consistent enforcement of this chapter;

c. Address nonconforming signs;

d. Minimize the time required to review a sign permit application; and

e. Address changes in sign manufacturing technology, as necessary.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-2. Applicability and intent.

(a) *Applicability.*

(1) A sign may be erected, placed, established, painted, created or maintained in the City of Round Rock and its extraterritorial jurisdiction only in conformance with the standards, procedures, exemptions, and other requirements of this chapter.

(2) Pursuant to the terms of V.T.C.A., Local Government Code § 216.902, the provisions of this chapter 30 regulating signs shall be enforced in, and extended to the city's area of extraterritorial jurisdiction, except as provided below.

(3) The provisions of this chapter 30 shall not be enforced in that portion of the city's extraterritorial jurisdiction that is located in the Brushy Creek Municipal Utility District and that is also located more than 150 feet from the public right-of-way of RM Highway 620.

(b) *Intent.* The intent of this chapter as more specifically set forth herein, is:

(1) To establish a permit system to allow a variety of types of signs for business uses and for a limited variety of signs for other uses, subject to the standards and the permit procedures in this chapter.

(2) To establish sign development standards, that relate signs to the speed and function of the road type on which they appear or for areas identified by the city with separate standards appropriate for the designated area.

(3) To allow certain signs that are small, unobtrusive, and incidental to the principal use of the respective sites on which they are located, subject to the substantive requirements of this chapter, but without the requirement for permits.

(4) To provide for temporary signs in limited circumstances.

(5) To prohibit all signs not expressly permitted by this chapter.

(6) To provide for the enforcement of provisions of this chapter.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-3. Signs exempt from the regulations.

The following signs shall be exempt from regulation under this chapter:

(1) Political campaign signs on private property.

(2) Any public purpose/safety sign, including regulatory signs, and any other notice or warning required by federal, state or local law, regulation or resolution.

(3) Works of art, including murals, which do not include a commercial message.

(4) Holiday decorations containing no commercial message, and displayed only during the appropriate time of the year.

(5) Flags.
(6) Historic-age signs.
(7) Building markers.
(8) Incidental signs.
(9) Information signs.
(10) Building addresses, except as required on freestanding signs.
(11) Barber poles.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-4. Definitions.

The following words and phrases used in this chapter shall have the following meanings:

*Abandoned sign.* A sign which for a period of at least 90 consecutive days advertises or identifies a business establishment that has been closed or abandoned.

*Animated sign.* A sign which has any visible moving part, flashing or oscillating lights, visible mechanical movement of any description, or other apparent visible movement achieved by any means that move, scroll, rotate, revolve, change, flash, osculate or visibly alters in appearance of the sign. This shall specifically exclude barber poles, and time/temperature signs.

*Architectural feature.* Any element or details of a building or structure that defines its style, such as, but not limited to, windows, doors, and building material coursing patterns.

*Area identification sign/entry feature sign.* Any sign or entry feature identifying the name of a subdivision, district or development with multiple buildings grouped together with a distinct identity.

*Armature sign.* A freestanding sign that hangs, suspended by chains, hooks, or similar means, below an arm extending horizontally from a single vertical support affixed to the ground.

*Awning/canopy.* A shelter extending from the exterior wall of a building.

*Awning/canopy sign.* Any sign that is painted on or applied directly to, and contained entirely within the face, valance, or side panels of an awning/canopy. When the shelter is made from rigid materials, a sign may be mounted to the underside or top.

*Bandit sign.* A temporary sign, usually made of cardboard or foam board, mounted on an angle iron or a wooden stake.

*Banner.* A temporary, lightweight sign that contains a message which is attached or imprinted on a flexible surface and that is typically constructed of nondurable materials, including, but not limited to, cloth, and/or plastic.

*Base (of a sign).* The portion of a sign that is in contact with the finished grade, and acts as the sign structure.

*Billboard sign.* A large outdoor board for displaying advertisements which promotes or advertises commodities or services available at a location other than where the sign is located and shall include those signs whose message space is available for lease, rent or hire and exceeds the maximum allowance of sign display area for freestanding signs in this chapter.

*Building construction sign.* A nonpermanent sign identifying persons, firms or businesses

directly connected with a construction project.

*Building scrim sign.* A large nonrigid banner of a durable, mesh, fabric material that allows air and light to pass through, used to wrap a building or portion of a building with items of information.

*Building sign.* Any sign attached to any portion of a building, including accessory buildings and structures, on windows, and attached or placed on awnings/canopies.

*Business use.* Land uses classified by the zoning ordinance as commercial, and industrial, including churches, schools and similar institutional uses, governmental uses, and multifamily projects, but not customary home occupations.

*Cabinet sign.* A sign, which is typically internally lit and contains all of its components and items of information within a single enclosure and whose perimeter is not shaped to the content of the sign and where the sign face is differentiated from the structure against or within which a sign face is placed. Logos, pan-faced signs, raceways, and taglines shall be exempt from this definition.

*Canopy.* See *Awning/canopy.*

*Canopy sign.* See *Awning/canopy sign.*

*Cap (of a sign).* The uppermost surface or part of a sign that is usually added as a decorative feature.

*Changeable message.* Items of information that may be changed or rearranged through manual, mechanical or electrical means, including time and temperature messages and EMC's.

*Channel letters.* Individually constructed and individually illuminated letters, graphics, or graphic elements.

*City.* The City of Round Rock, a municipal corporation in the State of Texas.

*Clearance (of a sign).* The distance between the finished grade and the bottom of a sign over a public-right-of-way or walkway that shall remain clear of all obstruction.

*Commercial message.* Words and trademarked logos which identify the goods and services available at a business use.

*Commercial road.* Those roads that are specifically set out in subsection 30-6(b)(2).

*Comprehensive sign plan (CSP).* A coordinated plan of all signs, including exempt and temporary signs for one or more business uses, located on a development site. The CSP shall include, but not be limited to, indications of the locations, dimensions, colors, letter styles and sign types of all signs to be installed on a site.

*Directional sign.* A permanent sign located on private property, directing or guiding traffic onto the property and/or toward parking, exits or other identified locations on the property.

*Electronic messaging center (EMC).* Any sign using an array of lights which can be programmed to provide items of information as a changeable message displayed through electronic means.

*Elevation.* A view of a building seen from one side.

*External illumination (of a sign).* Light shining on the outer surface of a sign. Includes backlit signs when shielding is provided.

*Festoon.* A fabric suspended, draped and bound at intervals and suspended between two locations or points.

*Finished grade.* The completed elevations of lawns, walks, roads and other surfaces brought to a grade as designed.

*Flag.* Any fabric, banner or bunting used as a symbol of a government, or political subdivision.

*Freestanding sign.* Any sign which is attached to or is a part of a completely self-supporting structure. The supporting structure shall be firmly in or below the ground surface and not attached to any building or other structure, whether portable or stationary.

*Freeway.* Only those roads that are specifically set out in subsection 30-6(b)(1).

*Garage/yard sale sign.* Any sign advertising the sale of personal household goods in a residential zoning district or on the property of a nonprofit organization.

*Halation illumination (of a sign)/illumination by halation.* Effect given off by cove or reverse channel lighting where the light source is shielded from direct view and illumination of a sign occurs as a result of the light reflecting off an adjacent background.

*Hanging sign.* Any sign suspended from an awning, canopy, eave or overhang, typically by a chain, hooks, brackets or similar devices intended to affix hanging signs to a building.

*Historic-age sign.* A sign that is itself of historic significance, contributes to the historic fabric of the area, or is historically linked with the operation of a business. These signs are typically at least 50 years old and may be preserved in place as decorative features.

*Historic overlay.* Any historic area designated according to the procedures in section 46-107 of this Code.

*Holiday decorations.* Signs or displays including lighting which are a nonpermanent installation celebrating national, state and local holidays or holiday seasons.

*Home occupation sign.* A sign located at a residence that displays the name of a customary home occupation, as defined in chapter 46, zoning.

*Illuminance.* A measure of the amount of light intercepting an object at a given distance from a light source measured in foot candles.

*Illumination (of a sign).* Any sign for which an artificial source of light is used in order to make readable the sign's message, including internally and externally lighted signs, halation, and reflectorized, glowing or radiating signs. Illumination includes light sources such as neon, cold cathode, LED (light emitting diodes) incandescent lamps, fluorescent lamps, high intensity discharge lighting and photo luminescent material.

*Incidental sign.* A small sign, emblem or decal (not otherwise defined herein) containing information incidental to the operation of the business, such as, but not limited to, hours of operation, telephone number, address, accepted credit cards, directory signs, information signs, drive-through menuboard signs, and parking signs within a parking lot or garage.

*Inflatable sign.* Any hollow sign or balloon expanded or enlarged by the use of air or gas that contains a commercial message.

*Information sign.* Bulletin boards, changeable copy directories or temporary signs relating solely to governmental institutions (city, county, state, school district) intended for use by the institution on whose site the sign is located.

*Internal illumination (of a sign).* Lighting for a sign where conduits are housed within the sign or sign cabinet so that light shines through the surface of the signs. Neon signs shall also be considered to be internally illuminated.

*Items of information.* A word, logo, abbreviation, number, symbol, geometric shape, or similar that is intended to be part of the sign display area.

*Light pole-mounted banner.* A banner mounted on a vertical light pole.

*Logo.* An emblem, letter, character, pictograph, trademark, color scheme, or symbol that is registered, trademarked, or used in media to represent any firm, organization, entity, product, or service.

*Lot.* A single, legally created parcel of land intended as a unit for transfer of ownership or for development and having frontage on a dedicated street.

*Low-profile sign.* A freestanding sign, with a base measuring 100 percent of the width of the sign which may be placed on a lot five acres or greater with at least 200 feet of contiguous lot frontage and is not required to meet spacing requirements.

*Margin.* The area of a sign that is required to be kept free and clear of items of information and may be required around a building sign or around the items of information contained in a sign cabinet's panel in a freestanding sign.

*Model home sign.* Any sign identifying a model home, as being a builder's or contractor's model open to the public for inspection.

*Monument sign.* Any freestanding sign, the entire bottom of which is attached directly to the ground or is supported by a sign structure that is a base whose width measures at least 75 percent of the width of the sign that is placed or anchored in the ground.

*Multi-occupant center.* Three or more separate business uses that utilize common facilities such as off-street parking and landscaping and share driveways and utilities. Three or more separate lots under single or multiple ownership that utilize common facilities may choose to be considered a multi-occupant center by entering into an agreement subject to the approval of the city which agreement is recorded in the real property records of the applicable county.

*Mural.* A picture on an exterior surface of a structure. A mural is a sign only if it is related by language, logo, or pictorial depiction, to the advertisement of any product or service or the identification of any business.

*Neighborhood event signs.* Signs promoting drives, events, or meetings related to neighborhood activities sponsored by a homeowners association or neighborhood association.

*Neighborhood information kiosks.* A sign utilized and maintained by a homeowners association or a neighborhood association with a legal entity for the purpose of conveying information related to association activities to the association members.

*Neighborhood road.* Any road not listed as a freeway or commercial road in subsection 30-6(b).

*Neon sign.* A sign with tubing that is internally illuminated by neon or other electrically charged gas.

*Nonconforming sign.* A sign which is in conflict with the current provisions of this chapter.

*Novelty sign.* A sign which is irregularly shaped, whose structure does not conform to the regulations defining other types of signs.

*Occupant frontage.* That length of a wall of a building occupied by a single business or by multiple businesses with a single entrance, which faces either a dedicated public street or internally to a parking lot or driveway of a multi-occupant center.

*Off-premises sign.* Any sign normally used for promoting an interest other than that of a business, individual, products, or service available on the premises where the sign is located.

*On-premises sign.* Any sign used for promoting a business, individual, product or service available on the premises where the sign is located.

*Pan-faced sign.* An internally lit sign with an opaque frame of extruded structural plastic that is shaped to the content of the sign and where the sign face is sculpted in relief.

*Panel (of a sign).* A flat, solid surface containing the raised, recessed, or framed part of the sign display area that is separate and distinct from the background to which it is attached or from the sign's supports.

*Parapet.* The extension of a false front or wall above a roofline.

*Pedestal sign.* A ground-mounted sign with a height of less than five feet from the finished grade that has a panel mounted on a stand.

*Pennant.* Any lightweight plastic, fabric or other material, whether or not it contains a message of any kind, suspended from a rope, wire or string designed to move in the wind and whether existing in a series or individually.

*Pillar sign.* A sign that is a stream-lined sculptural element of a single geometric shape such as an ellipse, an obelisk, or a column.

*Political campaign sign.* Any sign that displays information which references an election or referendum, or pertains to or advocates political views and policies that may be considered during an election or referendum.

*Portable sign.* Any sign not permanently affixed to a building, structure or the ground that is designed or installed in a manner allowing the sign to be moved or relocated without any structural or support changes. This term specifically includes an advertising display affixed to or installed on a vehicle or other mobile unit, such as a trailer, wheel, or skid.

*Post/panel sign.* A freestanding sign that is not internally illuminated where the sign face is a panel that is raised off the ground by two poles with a clearance of less than four feet between the finished grade and the sign display area.

*Projecting sign.* A sign which projects from and is supported by a wall or parapet of a building

with the display surface of the sign perpendicular to a wall attached by a bracket or similar device intended to affix this type of sign to a building.

*Promotional signs.* Signs and/or banners promoting drives or events of civic, philanthropic, education, or religious organizations, or those promoting special events lawfully permitted pursuant to chapter 34.

*Pylon sign.* A freestanding sign, that is supported by a structure extending from and permanently attached to the ground by a foundation or footing where the width of the sign structure measures less than 75 percent of the width of the sign.

*Raceway.* An electrical enclosure which may also serve as a mounting device for individual letters in a sign and other elements of display that are items of information.

*Real estate marketing sign.* Any nonpermanent sign pertaining to the sale, exchange, lease, rental, or availability of land, buildings, condominium and similar units, or apartments. Such signs may include building name and address, price and amenities, identity of seller or broker, and similar information.

*Regulatory sign.* Signs or notices erected and maintained by public officers or governmental agencies.

*Road type.* The hierarchy of roadways used herein to regulate sign types and sizes.

*Roof-mounted sign.* Any sign erected upon a roof or roof-mounted structure and extending above the roof or parapet of a building or structure, with the exception of building signs that are attached flush to the parapet, on a mansard roof, and signs mounted on a building canopy but do not extend above the top of the wall or parapet.

*Setback (of a sign).* The horizontal distance between a sign and the front or side property line, as measured from any part of the sign, including its extremities, supports, and sign structure.

*Sidewalk sign.* A moveable, portable, pedestrian-oriented, temporary sign that is supported by its own frame, and that is not secured or attached to the ground or surface upon which it is located.

*Sight visibility triangle.* Where one street intersects with another street or a driveway, the triangular area formed by extending two curb lines a distance of 40 feet from their point of intersection, and connecting these points with an imaginary line, thereby making a triangle. If there are no curbs existing, the triangular area shall be formed by extending the property lines a distance of 30 feet from their point of intersection, and connecting these points with an imaginary line, thereby making a triangle. Where a street intersects with an alley or driveway, the sight visibility triangle is the triangular area formed by measuring eight feet to a point along the property lines and adjoining said points with an imaginary line, thereby making a triangle.

*Sign.* Any device or surface on which letters, numbers, illustrations, designs, figures or other symbols are painted, printed, stamped, raised, projected or in any manner outlined or attached that is used for the purpose of advertisement, announcement, declaration, demonstration, way-finding, display, identification or expression, The sign shall include any device, or structure supporting the same, or any other device of similar nature design to attract attention outdoors, and shall include all parts, portions, units, and materials composing the same, together with the frame, background, and supports or anchoring thereof.

*Sign display area.* The surface or face of a sign, as measured in accordance with section 30-5

that can be used to identify, display, advertise, communicate, or otherwise represent items of information, exclusive of the sign structure.

*Sign structure.* Any pole, pylon, post, foundation or other supporting materials or fixtures, including decorative elements, which are used to hold, secure or support a sign, or part thereof to the finished grade and is not considered part of the sign display area when items of information are not displayed on it.

*Spacing.* The distance required between signs of the same category or, between freestanding signs located on the same lot or multi-occupant center.

*Special area.* Areas of the city identified in this chapter as having different requirements than and superseding those requirements associated with road type, as identified in section 30-6.

*Surround (of a sign).* The area framing the sign display area that is typically constructed of the same material of the sign's supports for freestanding signs and is required when using a cabinet sign.

*Swooper flag.* A temporary, freestanding, vertical sign consisting of a loose polyknit sign face that flutters in the wind from a harpoon-style pole or staff driven into the ground for support.

*Tag line sign.* A secondary sign that is rectilinear in shape with rounded corners and displays a single line of text where the text size is too small to use channel letters.

*Temporary sign.* Any sign which conforms to the requirements stated in this chapter and the use of which is for a limited time.

*Theater.* Movie or other theaters that meet the definition of an indoor entertainment activity in chapter 46, zoning.

*Vehicle service canopy.* A covered structure which shelters a vehicle service use and is detached from the building to which it is an accessory, and is open on two or more sides.

*Wall sign.* Any sign, erected flush against an exterior wall, supported by the wall, and having the sign face parallel to the wall or painted directly onto a wall.

*Window, area of.* The area of a single window including all of the window panes in a larger frame that is separated by mullions or other dividers.

*Window sign.* Any items of information affixed in any manner to a window or exterior glass door such that is intended to be viewable from the exterior.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-5. Measurement standards.

The following standards shall regulate the computation of sign size and height:

(1) *Building signs.*

a. *Determining sign display area of building signs.*

1. For a building sign which is framed, outlined, painted or otherwise prepared and intended to provide a background for a sign display, the sign display area's dimensions shall include the entire portion within such background or frame.

2.

For a building sign comprised of individual letters or other items of information on a wall or surface of the building or accessory structure or mounted on a raceway that blends in with the background onto which it is mounted, the sign display area's dimensions shall be the sum of the regular geometric shapes (rectangle, square, circle, triangle, etc.) encompassing individual items of information. For words, the area of each rectangle encompassing an individual letter may be summed to determine the sign display area of a word.

3. The allowable sign display area for each occupant shall be based on the occupant's frontage on a public right-of-way, private street, vehicle drive aisle, or public space internal to a multi-occupant center. Sign display area shall be calculated separately for each building frontage. For any occupant frontage with a wall that is on an angle to a roadway, the occupant frontage length shall be measured by taking 50 percent of the linear footage allowed for said roadway.
4. The amount of display area for a wall sign may be affected by placement requirements (section 30-8).
5. Clearance for building signs over pedestrian walkways shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other embellishments.
6. Where there is a nonprincipal building or structure, such as, vehicle service canopies and structured parking facilities, signs shall be considered to be accessory signs and such signs shall not be counted against the sign area allowed.
7. When two identical sign display areas, such as on a projecting sign, are placed back to back so that both cannot be viewed from any point at the same time, and are part of the same sign, the sign display area shall be computed as the measurement of one side of the sign.
8. The sign display area for all awnings/canopies shall not exceed the allowable square footage for this type of sign.
9. Measurement of vehicle service canopy sign display area shall not include the background and striping on the face of a flat-roofed canopy.
10. Window sign display area shall not be included in the total sign display area for building signs.

b. *Determining occupant frontage lengths for wall signs.*

1. The facade length of the occupant frontage on the first floor shall be the basis for determining the permissible sign display area for building signs.
2. Determining occupant frontage lengths.
   (i) The length of any occupant frontage shall be equal to the wall length of a building elevation.
   (ii) No portion of any building elevation shall be counted towards more than one occupant frontage, even when visible from two roadways.
   (iii) The occupant frontage for a space in a building with multiple occupants shall be measured from the centerline of the demising wall separating the building unit.

(2) *Freestanding signs.*

a. *Determining area of freestanding signs.*

1. For freestanding signs, the sign display area shall include any portion of

the sign which contains items of information. When more than one sign makes up a freestanding sign, the individual signs shall be totaled to determine the sign display area. For a panel or cabinet contained in a freestanding sign, the sign display area calculation shall include the sign display area of the entire panel or cabinet. When individual letters are pinned to a freestanding sign, the sign display area's dimensions shall be the sum of the regular geometric shapes encompassing individual items of information or the area of each rectangle encompassing individual letters may be summed to determine the sign display area of a word.

2. When two identical sign display areas are placed back to back so that both cannot be viewed from any point at the same time, and are part of the same sign structure, the sign display area shall be computed as the measurement of one side of the sign.
3. For any freestanding sign that is on an angle at the intersection of two roadways that have different area standards, the total allowable sign display area shall be measured by summing 50 percent of the square footage allowed for each roadway.
4. For an area identification sign, the sign display area shall be measured as a building sign is measured.

b. *Determining sign height for freestanding signs.*

1. The height of a freestanding sign shall be measured from the base of the sign or supportive structure at the finished grade, to the highest point of the sign, including all attached components.
2. The finished grade of a sign's location from which the height is measured shall be exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases where the finished grade cannot reasonably be determined, sign height shall be measured on the assumption that the finished grade at the base of the sign is equal to the nearest pavement or top of any pavement curb.
3. Clearance for freestanding signs shall be measured at the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other embellishments.
4. Freestanding sign display areas and sign lighting system equipment shall be at least 14 feet above areas accessible to vehicles.
5. For any freestanding sign that is on an angle at the intersection of two roadways that have different height standards, the maximum allowable sign height shall be equal to the greater allowable height.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-6. Criteria for determining sign standards: road types and special areas.

(a) *Standards for signs shall be determined either by:*

(1) The type of road adjacent to the lot or multi-occupant center;

(2) The type of road which an occupant frontage faces; or

(3) The special area in which the sign is to be located.

(b) *Road types.* All roads fall within one of the following road types: freeways, commercial roads, and neighborhood roads. A roadway type may change over time. A roadway may have more than one type along its length.

(1)

*Freeways.* For the purposes of this chapter, freeways shall include only the following roads:

U.S. Interstate Highway 35;
State Highway 45; and
State Highway 130.

(2) *Commercial roads.* For the purpose of this chapter, commercial roads shall include the following roadways:

Avery-Nelson Parkway;
A.W. Grimes Boulevard;
Chandler Road;
Chisholm Trail (1200-2900);
College Park Drive;
County Road 112 (1800 to 2150);
County Road 172;
Cypress Boulevard;
Dell Way;
Double Creek Drive (1200-2600);
FM 1460;
Forest Creek Drive (2100 to 3600);
Gattis School Road;
Greenlawn Boulevard (1510 to 1550; 2300 to 3599);
Hesters Crossing Road;
IKEA Way;
Kenny Fort Boulevard;
Kiphen Road;
Kouri Avenue;
La Frontera Boulevard;
McNeil Road;
Mays Street, North;
Mays Street, South;
North Red Bud Lane (100 to 201);
Oakmont Drive;
Old Settlers Boulevard, East (1 to 3606);
Old Settlers Boulevard, West (1 to 1200);
Palm Valley Boulevard (U.S. Hwy. 79);
Parker Drive;
Red Bud Lane (2002 to 2885);
RM 620;
RM 1431;
Round Rock Avenue;
Sam Bass Road (600 to 1200);
Sundance Parkway;
Sunrise Road (2499 to 4399);
Teravista Parkway (1 to 599);

University Boulevard;

University Oaks Boulevard; and

Wyoming Springs Road (7000 to 7231).

(3) *Neighborhood roads.* For the purposes of this chapter, any road not classified as a freeway or commercial road shall be considered to be a neighborhood road.

(c) *Special areas.* The special areas are as follows:

(1) *Original settlement (OS) special area(s).* The areas that shall adhere to the requirements pertaining to this special area are:

a. *Historic overlay.* Any tract of land that is part of an historic district or has historic overlay zoning on any portion of the tract.

b. *Chisholm Trail overlay.* Any tract of land that has Chisholm Trail overlay zoning.

(2) Downtown master plan (DT) special area. Any parcel that is in the downtown master plan study area, as defined in the 2010 Downtown Master Plan. Sites with frontage on IH-35 and US Hwy. 79, may use road type standards rather than DT special area standards unless standards are specifically provided for these road types for this special area.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-7. General illumination standards.

The following standards shall apply to illumination of signs:

(1) The brightness and intensity of an illuminated sign shall not be greater than necessary to meet reasonable needs of the business or use served.

(2) No sign shall be illuminated to such intensity or in such a manner so as to cause a glare or brightness to a degree that it constitutes a hazard or nuisance to vehicular traffic, pedestrians or adjacent sites.

(3) No sign may be illuminated with fixtures that allow for the unshielded upward transmission of light.

(4) No neon signs or bare bulbs shall be used on freestanding signs, unless an item of information that is a registered trademark requires its use.

(5) Temporary signs shall not be illuminated.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-8. Building sign standards.

(a) *The following standards shall apply to all building signs:*

(1) Building signs shall be integrated with the primary physical features of the building and shall complement the building architecture.

(2) The sign display area for building signs shall be determined by linear feet of the occupant frontage, and the roadway or special area where the building is located, as set forth in subsections (b), (c) and (d), below.

(3) The sign display area for wall signs shall be the lesser amount of the maximum square foot allowance or the square feet of sign display area per one linear foot of occupant frontage, based on roadway type or special area.

(4) Each occupant may have multiple building signs as long as the total building sign display area of wall signs, hanging and projecting signs, and awning/canopy signs does not exceed the total allowance for wall signs for each occupant frontage.

(5) Building signs not related to businesses located in the respective building are prohibited.

(6) The following standards shall be utilized in the determination of road type for building signs:

a. In order to determine the roadway for an occupant frontage, a building that has frontage on a road shall utilize the standards for that road for a single occupant or an occupant frontage in a multi-occupant center.

b. For occupant frontages that are internal to a multi-occupant center, the following shall apply:

1. Occupant frontages internal to a multi-occupant center with frontage on a freeway or commercial road shall utilize commercial road sign standards.

2. Occupant frontages internal to a multi-occupant center with frontage on a neighborhood road on any side of the center shall utilize the neighborhood road sign standards.

3. For occupant frontages not in a multi-occupant center and not facing a public right-of-way, the standard for square feet of sign display area for an occupant not facing a public ROW shall be utilized.

(b) *Wall signs.*

| Wall Signs | | | | | | | |
|---|---|---|---|---|---|---|---|
| Building Criteria | Building shall have a plane that can accommodate the placement of a sign. | | | | | | |
| Number, Amount of Building Signage/Items of Information | When maximum square footage of sign display area for wall signs is less than 100 square feet, an additional ten square feet of sign display area of wall signs, hanging or projecting signs, or awning/canopy signs shall be permitted. Regardless of the length of frontage, the owner/occupant is entitled to a sign of at least 20 square feet. | | | | | | |
| Sign Size By Road Type or Special Area per Occupant Frontage (Amount allowed shall be whichever measurement is less) | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Not Facing a Public ROW** | **Special Area - OS; DT** | **Sharing Property Line with SF or TF Zoned Lot** |
| | Maximum square feet of sign display area | 300 | 200 | 75 | none | 40 | 0 |
| | Square feet of sign display area per one linear foot of occupant frontage | 2.50 | 2.0 | 1.50 | 1 | 1 | 0 |
| Placement (on building) | A distance of no less than ten percent of the smallest dimension of the sign display area of a wall sign shall be provided around the entire sign display area and from any architectural features. | | | | | | |
| Materials & Design | Internally lit tag lines and pan-faced signs shall be permitted as wall signs. All surfaces of a sign shall be finished. Signs shall be mounted to a building so that the attachment device shall not be visible or discernible. Wall signs shall be constructed of a rigid material. Wall | | | | | | |

| | |
|---|---|
| | signs exceeding 16 square feet of sign display area shall not be a single, flat surface. |
| Lighting | Internal illumination shall be permitted with the exception of in OS and DT special areas. External illumination and illumination by halation are permitted. |
| Electronic Messaging Center (EMC) | Not permitted. |
| | |

(c) *Hanging and projecting signs.*

| Hanging and Projecting Signs | | | | | | | |
|---|---|---|---|---|---|---|---|
| Building Criteria | A hanging sign shall be comprised of a panel placed hanging, typically over a defined walkway. Projecting signs shall have a wall from which the sign shall project where the sign shall be perpendicular to a building facade. | | | | | | |
| Number, Amount of Building Signage/Items of Information | This type of sign shall only be permitted if total sign display area of all building signs does not exceed the square footage allowance for wall signs. | | | | | | |
| Sign Size By Road Type or Special Area per Occupant Frontage | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Not Facing a Public ROW** | **Special Area - OS; DT** | **Sharing Property Line with SF or TF Zoned Lot** |
| | Maximum square feet of sign display area | 20 | 16 | 10 | 10 | 8 | 0 |
| Placement (on building) | A minimum of eight feet of clearance shall be required from the finished grade to the bottom of the sign for any sign projecting over a pedestrian area. | | | | | | |
| Materials & Design | Sign shall be painted or sealed wood, or painted or enameled metal on neighborhood roadways and in OS and DT special areas. | | | | | | |
| Lighting | Internal illumination shall be permitted with the exception of on neighborhood roads and in OS and DT special areas. External illumination and illumination by halation are permitted. | | | | | | |
| Electronic Messaging Center (EMC) | Not permitted. | | | | | | |

(d) *Awning/canopy signs.*

| Awning/Canopy Signs | | | | | | | |
|---|---|---|---|---|---|---|---|
| Building Criteria | Signs shall be integrated into the awning/canopy unless the awning/canopy is made of a rigid material, in which case the sign may be mounted onto it. | | | | | | |
| Number, Amount of Building Signage/Items of Information | This type of sign shall only be permitted if total sign display area of all building signs does not exceed the square footage allowance for wall signs. The maximum square feet of sign display area for awning/canopy signs applies to total amount of information on all awnings/canopies combined. | | | | | | |
| Sign Size By Road Type or Special Area per | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Not Facing a Public** | **Special Area - OS;** | **Sharing Property** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Occupant Frontage | | | | | **ROW** | **DT** | **Line with SF or TF Zoned Lot** |
| | Maximum square feet of sign display area for all combined | 30 | 25 | 20 | 20 | 12 | 0 |
| Placement (on building) | Signs attached to the top of a rigid awning/canopy shall not project above the wall or parapet. Eight feet of clearance shall be required underneath any sign. | | | | | | |
| Materials & Design | Sign applied to a flexible surface such as fabric shall be integrated into the fabric. Signs attached to a rigid awning/canopy shall be made of painted or enameled metal or painted or sealed wood. | | | | | | |
| Lighting | No illumination shall be permitted except by lighting attached to a building or integrated into a rigid awning/canopy. | | | | | | |
| Electronic Messaging Center (EMC) | Not permitted. | | | | | | |

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-9. Special purpose building sign standards.

(a) *Vehicle service canopy signs.*

| Vehicle Service Canopy | | | | | | | |
|---|---|---|---|---|---|---|---|
| Building Criteria | Signs shall be permitted on a canopy that covers a vehicle service area that is an accessory structure not attached to a building. | | | | | | |
| Number, Amount of Building Signage/Items of Information | Flat-roofed canopy: Vehicle service canopy maximum sign display area shall be considered as accessory signs and shall be calculated separately from the maximum building sign display area for wall signs.<br>Pitched-roof canopy: Up to two hanging signs with a maximum sign display area of ten square feet each shall be permitted to hang from an eave of a pitched canopy. | | | | | | |
| Sign Size By Road Type or Special Area per Occupant Frontage | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Not Facing a Public ROW** | **Special Area - OS; DT** | **Sharing Property Line with SF or TF Zoned Lot** |
| | Percent Coverage of face of canopy | 25% | 25% | 25% | N/A | 25% | 0 |
| | Maximum square feet of sign display area for each sign | 10 | 10 | 10 | 10 | 10 | 0 |

| | |
|---|---|
| Placement (on building) | Sign shall be placed on or be an integral part of the face of a flat-roofed canopy. Hanging signs shall be permitted to hang from an eave of a pitched canopy. |
| Materials & Design | All surfaces of a sign shall be finished. |
| Lighting | Internal illumination shall not be permitted in OS and DT special areas. External illumination and illumination by halation are permitted. |
| Electronic Messaging Center (EMC) | Not permitted. |

(b) *Parking garage signs.*

| Parking Garage Signs | | | | | | | |
|---|---|---|---|---|---|---|---|
| Building Criteria | Signs shall be permitted on any structure used solely for the purposes of parking. | | | | | | |
| Number, Amount of Building Signage/Items of Information | Parking garage maximum sign display area shall be considered as accessory signs and shall be calculated separately from the maximum building sign display area for wall signs. | | | | | | |
| Sign Size By Road Type or Special Area per Occupant Frontage (Amount allowed shall be whichever measurement is less) | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Not Facing a Public ROW** | **Special Area - OS; DT** | **Sharing Property Line with SF or TF Zoned Lot** |
| | Maximum square feet of sign display area | 300 | 300 | 200 | 100 | 200 | 0 |
| | Square feet of sign display area per one linear foot of occupant frontage | 0.5 | 0.5 | 0.5 | 0.25 | 0.25 | 0 |
| Placement (on building) | Parking garage signs placed flush to a facade and a distance of no less than ten percent of the smallest dimension of the sign display area shall be maintained as a margin around the entire sign display area. Signs shall not be permitted above any wall plane of a garage. | | | | | | |
| Materials & Design | Cabinet signs are prohibited for external commercial messages on the exterior of the structure. Cabinet signs may be used for incidental signs. | | | | | | |
| Lighting | Internal illumination, external illumination and illumination by halation are permitted. | | | | | | |
| Electronic Messaging Center (EMC) | Not permitted except for incidental signs. | | | | | | |

(c) *Banners.* Banners shall meet the following standards:

(1) A sign permit shall be required for the display of all banners.

(2) One banner shall be allowed for each single occupancy structure or for each occupant

frontage in a multi-occupant center or building.

(3) Banners shall not exceed 15 square feet in area, with the exception of banners for a new occupancy or use which may be up to 40 square feet.

(4) The entire banner must be attached and parallel with the wall on the facade with the primary entrance to a building and shall not cover any part of a building's windows or doors.

(5) Banners promoting an aspect of a business may only be attached to the building or unit which houses the business.

(6) Except as provided below, a banner shall not be displayed for a period exceeding 30 consecutive calendar days with a maximum of three permits issued in any consecutive 12-month period.

(7) Banners shall not be tattered, torn or faded and shall remain tautly attached.

(8) A banner for new occupancy or use that has a sign display area of no more than 40 square feet shall be allowed for a maximum of 60 days within the first three months of establishment of such new occupancy or use in lieu of a permanent sign. This banner shall be removed when a permanent sign is installed.

(d) *Building scrim sign.*

(1) A sign permit shall be required for a building scrim sign.

(2) One building scrim sign shall be permitted for a building that is at least three stories or 40 feet tall for any nonresidential development that would qualify for an area identification sign.

(3) A building scrim sign shall not be displayed for a period exceeding 30 consecutive calendar days with a maximum of three permits issued in any consecutive 12-month period.

(4) Building scrim signs shall not be tattered, torn or faded and shall remain tautly attached.

(e) *Home occupation sign.* In areas zoned for SF-1, SF-2, or TF, for the purpose of identifying a customary home occupation, as defined in section 46-161, one home occupation sign shall be permitted. Such sign shall be attached flatwise to the house and shall not exceed two square feet in surface area.

(f) *Window signs.*

(1) Window signs are allowed without limitation except as provided below.

(2) Window sign display area shall not be included as part of the total signs display area of building signs.

(3) Total sign display area of all window signs on any elevation of a building shall not cover more than 25 percent of the glazing on an elevation.

(4) The sign display area may not exceed 50 percent of the glazing of each window.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-10. Freestanding sign standards.

(a) The standards for freestanding signs shall be determined by the roadway adjacent to the lot or the special area in which the lot is located.

(b) The display of the property address shall be required on freestanding monument and pylon signs, but shall not be counted in the calculation of sign display area.

(c) *Determining eligibility for freestanding signs.*

(1) At least one freestanding monument sign shall be allowed per lot.

(2) Other types of freestanding signs may be permitted in lieu of a monument sign,

depending on the type of sign and the size of the lot.

(3) Low-profile signs may be permitted in addition to monument and pylon signs.

(d) *Determining the location of freestanding signs.* The location of freestanding signs shall meet the following standards:

(1) A sign shall have a minimum setback of three feet.

(2) A sign shall not be located in a public utility easement unless authorized by all applicable utility providers and the city.

(3) Signs shall not be located in parking spaces, drive aisles or any other areas that impede vehicular movement or maneuverability.

(4) Any sign located within a sight visibility triangle shall be no more than three feet in height.

(5) Signs shall be located within the same lot or multi-occupant center as the business use, except as expressly exempted in this chapter.

(6) No freestanding sign or any projection of said sign shall be in or project over a public right-of-way.

(7) Where the front setback of a building is less than ten feet, freestanding signs shall meet the freestanding sign size and type allowed for OS and DT special areas.

(8) Placement of signs shall meet all other requirements associated with this Code.

(e) *Number and spacing requirements for freestanding signs.*

(1) The number of freestanding signs varies depending on the size of the lot and the length of a site's frontage on a roadway.

(f) *Electronic messaging centers (EMCs)/changeable message.* Changeable message using EMCs shall meet the following requirements:

(1) Standards for EMC signs are provided by sign type.

(2) EMC signs shall only be permitted on freestanding signs, with the exception of theaters which are allowed to place EMCs on buildings.

(3) EMCs shall not be permitted in OS and DT special areas.

(4) Except as provided in subsections (5) and (6) below, one EMC sign is permitted per lot.

(5) One EMC sign is permitted per multi-occupant center of less than five acres.

(6) One EMC sign is permitted per road frontage for a multi-occupant center of five acres or more.

(7) EMCs shall not change their message more than once every eight seconds and shall not be animated. Transitions shall be static/instant, with a transition time of one second or less.

(8) The illuminance of an EMC shall be measured with an illuminance meter set to measure foot candles accurate to at least two decimals. Illuminance shall be measured with the EMC off, and again with the EMC displaying a white image for a full color capable EMC, or a solid message for a single-color EMC. All measurements shall be taken perpendicular to the face of the EMC using the following formula:

| | |
|---|---|
| Measurement distance = | $\frac{\quad}{\sqrt{[(\text{sign display area of EMC}) \times 100]}}$ |

The difference between the off and solid-message measurements using the EMC measurement distance formula shall not exceed 0.3 foot candles at night.

(9) All EMC's shall have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night and shall be able to be adjusted to comply with the 0.3 foot candle measurements in subsection (8) above.

(g) *Sign standards for monument signs.*

| Monument: On a Lot Less than Five Acres | | | | | |
|---|---|---|---|---|---|
| Site Criteria | Every lot is entitled to a monument sign. | | | | |
| Number and Spacing of Signs | One per road frontage. Freestanding signs shall be placed a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | 150 | 75 | 50 | 36 |
| | Maximum Height | 18' | 12' | 6' | 6' |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | No less than 75% of the width of the sign shall be in contact with the ground. For all signs between six and 12 feet in height, a two-foot high stone, stucco or brick base shall be required. For all signs having a height of greater than 12 feet, a three-foot high stone, stucco or brick base shall be required. | | | | |
| Sign Display Area | Items of information shall be surrounded by a margin of ten percent of the smaller dimension of the sign display area of any panel contained in a freestanding sign. Freestanding cabinet signs shall have a surround around the cabinet, and the cabinet shall be flush with or inset from sign surround. Building address shall not be computed as part of the sign display area. | | | | |
| Materials | Wood that is painted or sealed, painted or enameled metal, stone, brick, cast stone, stucco, plastics and/or a combination thereof. Plastics of any kind shall not be permitted in OS and DT special areas. | | | | |
| Lighting | External illumination and illumination by halation shall be permitted. Internal illumination shall be allowed with the following exceptions. Internally illuminated signs shall not be permitted on neighborhood roadways except individual letters or routed cabinets with an opaque background with only the items of information lit or translucent. In special areas, internal illumination shall be prohibited. All internal lighting shall have concealed conduits. All external lighting sources shall be shielded from adjacent properties and rights-of-way. | | | | |
| Electronic Messaging Center (EMC) | EMCs shall display text only for up to 1/3 or 32 square feet of the sign display area, whichever is less. EMCs shall not be allowed on neighborhood roads or in OS and DT special areas with the exception of use for community services, schools and churches. | | | | |

| Monument: On a Lot of Five Acres or More | | | | | |
|---|---|---|---|---|---|
| Site Criteria | For a lot that is five acres or more. Minimum of 50 linear feet of occupant frontage required. | | | | |
| Number and Spacing of Signs | If more than one sign, they shall be separated a minimum of 400 feet from any other monument, pylon, pillar, post/panel or armature sign on a site. Freestanding signs shall be placed a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special | | **Freeway** | **Commercial** | **Neighborhood** | **Special Area -** |

| | | | | | |
|---|---|---|---|---|---|
| Area | | | **Road** | **Road** | **OS; DT** |
| | Max. Sq. Ft. of sign display area | 200 | 120 | 60 | 36 square feet on Neighborhood Roads and 100 square feet on Commercial Roads and Freeways in Special Area |
| | Maximum Height | 30' | 20' | 6' | 6 feet on Neighborhood Roads and 10 feet on Commercial Roads and Freeways in Special Area |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | No less than 75% of the width of the sign shall be in contact with the ground. For all signs between six and 12 feet in height, a two-foot high stone, stucco or brick base shall be required. For all signs having a height of greater than 12 feet, a three-foot high stone, stucco or brick base shall be required. The base height shall be no more than 1/3 of the total sign height. | | | | |
| Sign Display Area | Items of information shall be surrounded by a margin of ten percent of the smaller dimension of the sign display area of any panel contained in a freestanding sign. Freestanding cabinet signs shall have a surround around the cabinet, and the cabinet shall be flush with or inset from sign surround. Building address shall not be computed as part of the sign display area. | | | | |
| Materials | Wood that is painted or sealed, painted or enameled metal, stone, brick, cast stone, stucco, plastics and/or a combination thereof. Plastics of any kind shall not be permitted in OS and DT special areas. | | | | |
| Lighting | External illumination and illumination by halation shall be permitted. Internal illumination shall be allowed with the following exceptions. Internally illuminated signs shall not be permitted on neighborhood roadways except individual letters or routed cabinets with an opaque background with only the items of information lit or translucent. In special areas, internal illumination shall be prohibited. All internal lighting shall have concealed conduits. All external lighting sources shall be shielded from adjacent properties and rights-of-way. | | | | |
| Electronic Messaging Center (EMC) | EMCs shall display text only for up to 1/3 or 32 square feet of the sign display area, whichever is less. EMCs shall not be allowed on neighborhood roads or in OS and DT special areas with the exception of use for community services, schools and churches. | | | | |

| Low-Profile Sign: On a Lot of Five Acres or More | |
|---|---|
| Site Criteria | For a lot that is five acres or more. |
| Number and Spacing of Signs | Low-profile signs shall be permitted in addition to a monument or pylon sign where there is a minimum of 200 feet of contiguous lot frontage without another |

| | | | | | |
|---|---|---|---|---|---|
| | freestanding sign. Freestanding signs shall be placed a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | 40 | 25 | N/A | N/A |
| | Maximum Height | 6' | 6' | N/A | N/A |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | One hundred percent of the width of the sign shall be in contact with the ground. A one-foot high stone, stucco or brick base shall be required. | | | | |
| Sign Display Area | Items of information shall be surrounded by a margin of ten percent of the smaller dimension of the sign display area of any panel contained in a freestanding sign. Freestanding cabinet signs shall have a surround around the cabinet, and the cabinet shall be flush with or inset from sign surround. Building address shall not be computed as part of the sign display area. | | | | |
| Materials | Wood that is painted or sealed, painted or enameled metal, stone, brick, cast stone, stucco, plastics and/or a combination thereof. | | | | |
| Lighting | External illumination, internal illumination, and illumination by halation shall be permitted. All external lighting sources shall be shielded from adjacent properties and rights-of-way. | | | | |
| Electronic Messaging Center (EMC) | Prohibited. | | | | |

(h) *Sign standards for pylon signs.*

| Pylon: On a Lot Less Than Five Acres | | | | | |
|---|---|---|---|---|---|
| Site Criteria | For a lot on a freeway that is less than five acres or for a sign on a commercial road within 500 feet of the main lanes of a freeway. Minimum of 50 linear feet of occupant frontage required. | | | | |
| Number and Spacing of Signs | One per site in lieu of another allowable freestanding sign. Freestanding signs shall be a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | 120 | 0 or 100 if sign is entirely within 500 ft. of the main lanes of a freeway | 0 | 0 |
| | Maximum Height | 50' | 0 or 50 ft. if sign is entirely within 500 ft. of the main lanes of a freeway. | 0 | 0 |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | Two poles shall be required for pylon signs displaying items of information for more than one occupant. | | | | |
| Sign Display Area | Items of information shall be surrounded by a margin of ten percent of the smaller dimension of the sign display area of any panel contained in a freestanding sign. | | | | |

| | |
|---|---|
| | Cabinet signs shall be flush with or inset from sign surround. Building address shall not be computed as part of the sign display area. |
| Materials | Wood that is painted or sealed, painted or enameled metal, stone, brick, cast stone, stucco, plastics and/or a combination thereof. Cabinet signs shall be flush with or inset from sign surround. Plastics of any kind shall not be permitted in OS and DT special areas. |
| Lighting | External illumination, internal illumination, and illumination by halation shall be permitted. All internal lighting shall have concealed conduits. All external lighting sources shall be shielded from adjacent properties and rights-of-way. |
| Electronic Messaging Center (EMC) | Up to 50 percent of the sign display area may be an EMC. |

| Pylon: On a Lot of Five Acres or More | | | | | |
|---|---|---|---|---|---|
| Site Criteria | For lots of five acres or more on a Freeway or for a sign on a commercial road within 500 feet of the main lanes of a freeway. Minimum of 50 linear feet of occupant frontage required. All freestanding signs shall be a minimum of five feet from any side property line. | | | | |
| Number and Spacing of Signs | One per frontage permitted every 400 feet with additional monument signs allowed. Total number of signs shall not exceed total number of driveway entrances on the site. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | 200 | 0 or 100 if sign is entirely within 500 ft. of the main lanes of a freeway | 0 | 0 |
| | Maximum Height | 50' | 0 or 50 ft. if sign is entirely within 500 ft. of the main lanes of a freeway | 0 | 0 |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | Two poles shall be required for pylon signs displaying items of information for more than one occupant. | | | | |
| Sign Display Area | Items of information shall be surrounded by a margin of ten percent of the smaller dimension of the sign display area of any panel contained in a freestanding sign. Cabinet signs shall be flush with or inset from sign surround. Building address shall not be computed as part of the sign display area. | | | | |
| Materials | Wood that is painted or sealed, painted or enameled metal, stone, brick, cast stone, stucco, plastics and/or a combination thereof. Cabinet signs shall be flush with or inset from sign surround. Plastics of any kind shall not be permitted in OS and DT special areas. | | | | |
| Lighting | External illumination, internal illumination, or illumination by halation shall be permitted. All internal lighting shall have concealed conduits. All external lighting sources shall be shielded from adjacent properties and rights-of-way. | | | | |
| Electronic Messaging Center | Up to 50 percent of the sign display area may be an EMC. | | | | |

| | |
|---|---|
| (EMC) | |

(i) *Sign standards for pillar signs.*

| Pillar | | | | | |
|---|---|---|---|---|---|
| Site Criteria | For a single occupant on one or more lots with frontage on a Freeway or Commercial Road. | | | | |
| Number and Spacing of Signs | One per frontage in lieu of a monument sign. Freestanding signs shall be a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | 120 | 48 | 0 | 0 |
| | Maximum Height | 21' | 12' | 0 | 0 |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | The entire sign structure shall be considered as sign display area. The entire base of sign shall be in contact with the ground and the sign structure, which includes the sign display area within its shape, shall be a continuous shape from the bottom to the top of the sign. The width of the sign shall be no more than 1/3 of the measurement of its height. | | | | |
| Sign Display Area | Items of information shall be surrounded by a margin of ten percent of the smaller dimension of the sign display area of any panel contained in a freestanding sign. Building address shall not be computed as part of the sign display area. | | | | |
| Materials | Painted or enameled metal, plastic or masonry. | | | | |
| Lighting | External illumination or internal illumination shall be permitted. All internal illumination shall have concealed conduits. All external lighting sources shall be shielded from adjacent properties and rights-of-way. | | | | |
| Electronic Messaging Center (EMC) | Prohibited | | | | |

(j) *Sign standards for post/panel signs.*

| Post/Panel | | | | | |
|---|---|---|---|---|---|
| Site Criteria | Shall be permitted in lieu of a monument sign. Sign shall be supported by two freestanding posts so that the bottom edge of the sign face is not in direct contact with the ground. The width of a sign's supports shall be the same from the ground to the top of the sign and shall be an integral part of the design of the entire sign. No portion of the sign display area shall extend beyond the sign's panel. | | | | |
| Number and Spacing of Signs | One per lot in lieu of a monument sign. Freestanding signs shall be a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | N/A | 16 | 16 | 16 |
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | Maximum Height | N/A | 6' | 6' | 6' |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | The clearance of the sign from the finished grade to the bottom of the sign display area shall be no greater than four feet. | | | | |
| Sign Display Area | The entire panel shall be considered to be the sign display area. Items of information shall be kept outside a margin measured as ten percent of the smallest dimension of the panel. | | | | |
| Materials | Posts shall be greater in thickness than the width of the sign display area and be made from painted or sealed wood/composite wood material, painted or enameled metal, stone or brick. Sign display area shall be made of wood/composite wood material that is painted or sealed, or painted or enameled metal. | | | | |
| Lighting | Only shielded external illumination shall be permitted. | | | | |
| Electronic Messaging Center (EMC) | Prohibited | | | | |

(k) *Sign standards for armature signs.*

| Armature | | | | | |
|---|---|---|---|---|---|
| Site Criteria | Shall be permitted in lieu of a monument sign except for on freeways. Sign shall be cantilevered from one post so that the bottom edge of the sign face is not in direct contact with the ground. The sign's supports shall be an integral part of the design of the entire sign. No portion of the sign display area shall extend beyond the sign's panel. | | | | |
| Number and Spacing of Signs | One per lot in lieu of a monument sign. Freestanding signs shall be a minimum of five feet from any side property line. | | | | |
| Sign Size By Road Type or Special Area | | **Freeway** | **Commercial Road** | **Neighborhood Road** | **Special Area - OS; DT** |
| | Max. Sq. Ft. of sign display area | N/A | 16 | 16 | 16 |
| | Maximum Height | N/A | 8' | 6' | 6' |
| Sign Structure Requirements - Bases, Caps, Proportion, etc. | N/A | | | | |
| Sign Display Area | The entire panel shall be considered to be the sign display area. Items of information shall be kept outside a margin measured as ten percent of the smallest dimension of the panel. | | | | |
| Materials | Posts shall be made from painted or sealed wood/composite wood material or painted or enameled metal. Sign display area shall be made of wood/composite wood material that is painted or sealed, or painted or enameled metal. | | | | |
| Lighting | Only shielded external illumination shall be permitted. | | | | |
| Electronic Messaging Center (EMC) | Prohibited | | | | |

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-11. Special purpose freestanding sign standards.

(a) *Sidewalk signs.*

(1) Eating and drinking establishments and retail sales and services, (as defined in chapter 46 (zoning) of the Code of Ordinances) shall be permitted one sidewalk sign.

(2) Sidewalk signs shall have a maximum width of 30 inches and a maximum height of 48 inches.

(3) Sidewalk signs shall be freestanding and shall not be affixed, chained, anchored, or otherwise secured to the ground or other structure. The sign shall be internally weighted so that it is stable, self-supporting and windproof.

(4) The sidewalk sign shall be displayed only during the hours of operation of the business.

(5) Sidewalk signs shall not be a cabinet.

(6) Changeable copy on a sidewalk sign shall not consist of individual plastic or vinyl letters on tracks.

(7) The following standards shall be followed when determining the placement of sidewalk signs:

a. Signs shall be placed in such a manner that they do not interfere with pedestrian traffic, wheelchair ramps, or otherwise cause a safety hazard;

b. When placed on a sidewalk, ensure that there is a minimum of 48 inches of clear sidewalk;

c. Signs shall be placed in such a manner that they do not obscure or interfere with the function of windows or doors;

d. Signs shall not be located within five feet of the corner of a building that is at the intersection of two public streets;

e. If the sign is located in the city's right-of-way, a license agreement shall be required.

(b) *Directional signs.*

(1) Directional signs are allowed without limitation as to the number of signs on a site and may be up to six square feet each.

(c) *Light pole-mounted banners.* Light pole-mounted banners shall meet the following requirements:

(1) Each banner shall be limited to no more than 12 square feet in size.

(2) There shall be no more than two light pole-mounted banners on each pole.

(3) The banners shall be placed on fixtures that are purposefully designed for the pole.

(4) The minimum clearance of the banner shall be ten feet as measured from the adjacent grade to the bottom of the banner.

(5) The banners shall be maintained in good repair and shall be replaced or removed if they become tattered or torn.

(6) The banners shall not be illuminated, except for indirect lighting associated with the main lamp of the pole to which they are mounted.

(7) The banners shall be limited to cloth, flexible plastic, vinyl, or similar material.

(8) No permit shall be required to display light pole-mounted banners.

(9) The banners shall not be displayed in OS and DT special areas, unless a comprehensive plan for the banners is approved by the city.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-12. Sign maintenance standards.

(a) The property owner/occupant shall maintain the sign in a condition appropriate to its intended use and to all city standards, and has a continuing obligation to comply with all building code requirements. It shall be a violation of this section if any of the following conditions exist:

(1) Elements of the sign have portions of the finished material missing, broken or otherwise illegible.

(2) Any elements of the sign are inoperable, bent, twisted, dented, cracked, splintered, torn, or leaning at angles other than those at which it was originally erected.

(3) The sign is partially disassembled.

(b) The sign display area must display information that is current or a blank sign panel must be installed.

(c) If the sign is deemed by the city to be in an unsafe condition, the owner/occupant of the business shall be notified in writing, and shall, within 48 hours of receipt of such notification, respond to the city with a plan to correct the unsafe condition, remove the unsafe sign, or cause it to be removed. If after ten days, the unsafe condition has not been corrected through repair or removal, the city may refer the matter to the building official as an unsafe structure to be remedied in accordance with chapter 10, article II, division 4.

(d) Whenever any sign, either conforming or nonconforming to these regulations, is required to be repaired, repainted, refinished or cleaned, the same may be done without a permit or without any payment of fees provided that all of the following conditions are met:

(1) The sign is not being refaced to display a new occupant, replace a panel or display new items of information;

(2) There is no alteration or remodeling to the structure or the mounting of the sign itself;

(3) There is no enlargement or increase in any of the dimensions of the sign or its structure; and

(4) The sign is accessory to a legally permitted, conditional or nonconforming use.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-13. Prohibited signs.

All signs not expressly authorized by this chapter, are prohibited. Prohibited signs include, but are not limited to the following:

(1) Off-premises signs unless otherwise specifically permitted by this chapter.

(2) Cabinet signs, including those mounted on buildings, and freestanding cabinet signs that do not have a surround.

(3) Abandoned signs, with the exception of freestanding signs where items of information shall be removed and the sign display area left so that it does not indicate the former use.

(4) Billboard signs.

(5) Animated signs.

(6) Roof-mounted signs.

(7) Inflatable signs.

(8) Swooper flags.

(9) Festoons, tethered balloons, pennants, searchlights, streamers, and any clearly similar attention getting features or devices.

(10) Portable signs with the exception of sidewalk signs. Signs on vehicles or trailers shall be prohibited when the vehicle/trailer is placed in a location not normally expected for such vehicles, and the location apparently has the primary purpose of advertisement of

products or directing people to a business or activity located in the same or nearby property or any other premises. This shall not be interpreted to prohibit "For Sale" or similar signs being placed on vehicles or trailers.

(11) Signs containing any words or symbols that would cause confusion because of their resemblance to highway traffic control or direction signals.

(12) Merchandise, equipment, products, vehicles or other items which are not available for purchase or rental, but are intended to attract attention, or for identification or advertising purposes.

(13) Signs attached to or being held by a human for the purpose of advertising a commercial message for a business use.

(14) Signs, posters or outdoor advertising, except as expressly permitted, placed in the public right-of-way or attached to any public property, including but not limited to, electric utility poles, fire hydrants, meters, and public facilities.

(15) Signs in locations that interfere with safe vehicular and pedestrian circulation or public safety signals and signs.

(16) Signs erected, constructed or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of egress.

(17) Signs with exposed light bulbs.

(18) Bandit signs.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-14. Nonconforming signs.

(a) When section 46-224 requires that a nonconforming building or structure be brought into compliance, all nonconforming signs shall also be removed or brought into compliance with all provisions of the Code.

(b) Nonconforming signs shall be maintained in good condition pursuant to section 30-12

(c) A nonconforming sign shall not be altered, modified or reconstructed except:

(1) When such alteration, modification or reconstruction would bring such sign into conformity with these regulations;

(2) When the occupant information changes on an existing freestanding sign without changes to materials or display method;

(3) Where a nonconforming sign has been damaged or destroyed to an extent that is less than 50 percent of its fair market value;

(4) Continued use of a nonconforming sign with a proposed alteration that would not otherwise be permitted for a nonconforming sign may be requested if the following findings exist:

a. The sign is located in a multi-occupant center; and

b. The sign is installed in a location that would be allowed by this chapter.

(d) A parcel of land on which a nonconforming sign is located may be subdivided or platted without removing the nonconforming sign. However, after the parcel is subdivided, the nonconforming sign must be removed or brought into compliance with all provisions of this Code, prior to the issuance of any further building or development permits on the subdivided lot that contains the nonconforming sign.

(e) Appeals of nonconforming sign decisions shall be heard by the zoning board of adjustment.

(f) A nonconforming sign shall be removed or made to conform to all regulations in this chapter upon verification that the nonconforming sign has been damaged or destroyed to an extent greater than 50 percent of its fair market value.

(Ord. No. G-13-03-14-F2, § I, 3-14-2013)

## Sec. 30-15. Sign permitting, fees, review procedures and enforcement.

(a) *Permit required.* Except as provided in the table below, no sign shall be attached, erected or otherwise constructed until all necessary permits are issued by the city.

**Sign Permit Requirements Table**

| Sign Permit Required | Sign Permit Not Required |
|---|---|
| Wall Sign | Window Signs |
| Hanging/Projecting Signs | Sidewalk Signs |
| Awning/Canopy Signs | Directional Signs |
| Monument Signs | Light Pole Mounted Banners |
| Low-Profile Signs | Promotional Signs (special event permit required) |
| Pylon Signs | Model Home Signs |
| Pillar Signs | Business Use Marketing Signs |
| Post/Panel Signs | Building Construction Signs |
| Armature Signs | Home Occupation Signs |
| Vehicle Service Canopy Signs | Garage/Yard Sale Signs |
| Parking Garage Signs | Single-Family and Two-Family Marketing Signs |
| Area Identification Signs | Incidental Signs |
| Banners | Regulatory Signs |
| Building Scrim Sign | Neighborhood Event Signs |
| Subdivision Marketing Signs | Political Campaign Signs |
| Model Home Complex Signs | |
| Neighborhood Information Kiosks | |

(b) *Fees.* All applications for sign permits shall be accompanied by the appropriate fee(s) as set forth in appendix A of this Code.

(c) *Permission of property owner.* No sign shall be erected, constructed or maintained upon any property or building without the consent of the owner, the person entitled to possession of the property or building, if any, or their authorized representative.

(d) *Permit application review.*

(1) The application, plans, specifications, computations and other data filed by an applicant for permit shall be reviewed by the city to verify compliance with all applicable laws.

a. Applicants for a permit to install an electrical sign shall maintain the appropriate State of Texas electrical sign contractors license or an electrical contractors license.

(2) For signs located in original settlement (OS) special areas identified in this chapter, the following shall be considered in the review and approval of a sign permit application:

a. The design of signs shall be compatible with the character of the surrounding area and other conforming signs.

b. The materials used in the construction of the sign shall be the same or similar to those found in the construction of the city's historic districts and historic landmarks in the area.

c. Wherever possible, colors from historic palettes shall be used.

d. Signs shall not cover, obstruct, damage or otherwise adversely affect the

building's salient architectural or historic features.

(3) A comprehensive sign plan (CSP) may be submitted that considers unique conditions, flexibility and creativity. Such CSP is subject to approval by city staff.

(4) A CSP shall be required for a planned unit development and is subject to approval by the city council. Once a CSP has been approved, subsequent applications for specific signs shall be approved administratively for compliance with the approved CSP.

(e) *Permit issuance.*

(1) *Approved plans.* Approved plans associated with a permit application shall not be changed, modified or altered without authorization from the city, and all work shall be done in accordance with the approved plans.

(2) *Validity of permit.* If the work authorized by a permit issued under this chapter has not been commenced within 180 days after the date of issuance, the permit shall become null and void.

(3) *Suspension or revocation.* The city may, in writing, suspend or revoke a permit under the provisions of this chapter when the permit is issued in error, is based on incorrect information supplied or is a violation of this chapter or any other ordinance of the City of Round Rock or laws of the State of Texas or the federal government. Any signs installed under a revoked permit shall be removed within ten days of written notice of the revocation.

(f) *Inspections.*

(1) *General.* All signs for which a sign permit is required shall be subject to inspection. It shall be the duty of the permit applicant to cause the work to be accessible and exposed for inspection purposes. The city shall not be liable for expense entailed in the removal or replacement of any material required to allow inspection. The permit and approved plans are to be available and accessible at the job site for all inspections.

(2) *Inspection requests.* It shall be the duty of the person doing the work authorized by a permit to notify the city that such work is ready for inspection.

(3) *Approval required.* No work shall be done on any part of the structure beyond the point indicated in each successive inspection without first obtaining approval. Such approval shall be given only after an inspection shall have been made of each successive step in the construction.

(g) *Appeals.*

(1) The zoning board of adjustment shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made in the enforcement of this chapter.

(2) Appeals shall be filed no later than ten business days from the final action on a sign permit.

(3) The decisions of the zoning board of adjustment shall be final. Any appeal of the ZBA shall be subject to court review as prescribed by law.

(h) *Removal of signs in a prohibited area.*

(1) Any sign found within a prohibited area is hereby declared to be illegal and may be removed by the city.

(2) Any sign removed by the city shall immediately become the property of the city.

(3) The removal of any sign by the city shall not preclude the city from prosecuting any person for violating this subsection.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-16. Exceptions.

Owners of signs which do not strictly comply with the terms of this chapter may seek an approval as an exception from the zoning board of adjustment.

(1) The following shall be considered in the review of a permit application for an exception for a sign:
   a. The existence of specific site opportunities or constraints.
   b. Consideration for novelty signs or signs that have a structure that does not conform to freestanding sign types or building sign types listed in sections 30-8 and 30-10
   c. Situations where a sign's view is obscured by building setbacks, surrounding buildings, existing trees or elevated roadways.
   d. New and/or innovative concept in sign manufacturing which are not specifically addressed in this chapter.

(2) In order for an exception to the sign regulations to be approved, the zoning board of adjustment shall find that:
   a. There are no associated vehicular safety issues that would result from the location of the sign.
   b. The sign is compatible with the surrounding development.
   c. The sign does not result in reduced compliance with regulations in other chapters of the City Code.
   d. The sign's location meets the requirements pertaining to easements in this chapter.
   e. The exception is not being used to allow a sign type that would not otherwise be permitted by this chapter, with the exception of those meeting the criteria of subsections (1)b or (1)d, above.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-17. Area identification and entry feature signs.

For the purpose of area identification, an area identification sign or entry feature sign is permitted provided it meets the following criteria:

(1) Area identification signs and entry feature signs shall be limited to the following uses: Identification of a residential subdivision, a multi-occupant center with ten or more acres, mixed use districts developed as one development, universities, business parks, or similar developments with multiple buildings.

(2) Signs shall not contain any other form of advertising, and shall identify only the name of the subdivision, district or development.

(3) The sign structure shall be constructed of stone, brick or metal. No plastics shall be permitted for any portion of the sign.

(4) The sign may be located at an off-premises location adjacent to a commercial roadway to identify the primary entrance to the area.

(5) A sign located in the sight visibility triangle shall be no more than three feet in height.

(6) Only shielded external illumination shall be permitted. No internal illumination shall be permitted. Illumination by halation shall be permitted.

(7) EMCs shall be prohibited.

(8) One sign shall be permitted for each main entrance to a development. In lieu of a sign at

a main entrance, a sign may be placed in conjunction with another prominent decorative feature within the area. The decorative feature shall not be required to meet the maximum height requirement provided in the table below.

(9) The sign shall not be permitted in the public right-of-way unless approved in writing by the city.

(10) The sign size shall be as follows:

| Area Identification and Entry Feature Signs | | | | | |
|---|---|---|---|---|---|
| Sign Size By Road Type or Special Area | | Freeway | Commercial Road | Neighborhood Road | Special Area - OS; DT |
| | Max. Sq. Ft. of sign display area | 100 or 200 | 100 | 75 | 50 |
| | Maximum Height | 10' | 6' | 5' | 5' |

(11) The maximum sign display area for area identification and entry feature signs on freeways shall be 100 square feet, with the exception of mixed use and nonresidential areas with a total area of greater than 50 acres which may have signs that are up to 200 square feet.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-18. Real estate marketing signs.

(a) *Subdivision marketing.* For the purpose of marketing lots within a recorded subdivision, one on-premises sign of not more than 256 square feet for each road abutting the respective subdivision shall be allowed, provided that such sign shall not exceed 30 feet in height.

(b) *Model home signs.* Model home signs shall meet the following standards:

(1) Each model home complex shall be permitted one freestanding sign and each individual model home shall be permitted one freestanding sign or one wall sign located on the site of a model home.

(2) Freestanding signs shall require a permit. Model home wall signs shall not require a permit.

(3) Freestanding model home signs shall be a monument, pedestal, armature or post/panel sign.

(4) Each model home sign shall not exceed four square feet in sign display area and five feet in height.

(5) Model home complex freestanding signs shall be located a minimum of ten feet from street property lines.

(c) *Single-family and two-family marketing.* In areas zoned SF-1, SF-2, or TF, for the purposes of marketing a building for sale or lease, one on-premises sign of not more than four square feet shall be allowed. No permit shall be required for such sign.

(d) *Business use real estate marketing sign.* For the purpose of marketing a building or portion thereof, for sale or lease, on a site with commercial, office, business park, industrial or multifamily uses, one on-premises real estate marketing sign shall be allowed. No permit shall be required for such sign(s). The size of a real estate marketing sign shall be determined as follows:

(1)

On a zoned lot of less than one acre. On a site of less than one acre, the display area of a real estate marketing sign shall not exceed 16 square feet and eight feet in height.

(2) On a site of one acre or more, the display area of a real estate marketing sign shall not exceed 32 square feet and eight feet in height.

(3) On a site for new construction or major renovation on three acres or more one on-premises real estate marketing sign shall be allowed. Such sign shall have a sign display area of more than 128 square feet and a height of not more than 16 feet. The sign must be removed after two years or when 80 percent of all buildings on the site have been sold or leased, as measured by gross floor area, whichever occurs first. The time period for the sign will begin when the first building permit is issued. After the 128 square foot sign is removed, it may be replaced by a 32 square foot sign.

(e) *Building construction sign.* During construction of a business use, one non-illuminated building construction sign per frontage advertising contractors or architects working on such premises shall be permitted in additional to real estate marketing signs permitted in this subsection. Such sign(s) shall not be more than 32 square feet in area and shall be set back at least ten feet from the front property line. Such sign(s) shall be removed immediately upon the completion of the building.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-19. Promotional signs.

(a) Promotional signs shall be allowed if they comply with the following regulations:

(1) Promotional signs shall not exceed 40 square feet in area;

(2) Promotional signs are limited to only one per street frontage;

(3) Promotional signs shall be posted no more than 30 days prior to the event and shall be removed within seven days after the event.

(4) Any promotional sign placed in or over a street or public right-of-way shall require the approval of the city.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-20. Neighborhood event signs.

(a) Neighborhood event signs shall be allowed only if they comply with the following regulations:

(1) Neighborhood event signs shall not exceed six square feet in area;

(2) Neighborhood event signs shall not exceed four feet in height;

(3) Neighborhood event signs shall be posted no more than seven days prior to the event and shall be removed within three days after the event; and

(4) Neighborhood event signs shall be posted only on private property adjacent to neighborhood roads and within the boundaries of the neighborhood holding or sponsoring the event.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-21. Neighborhood information kiosks.

(a) Neighborhood information kiosks shall be allowed only if they comply with the following regulations:

(1) The sign display area of the kiosk shall not exceed 40 square feet in area;

(2) The kiosk shall not exceed seven feet in height;

(3) The kiosk shall be constructed only of stone, brick, metal or wood, except that plexiglass

may be used to protect the display area;

(4) The kiosk shall be placed either on property owned by the homeowners association or neighborhood association or on public property pursuant to a license agreement approved by the city council or city manager;

(5) The kiosk shall not be attached to an area identification sign;

(6) The kiosk shall not contain any commercial advertising other than the name and address of the sponsor of the kiosk;

(7) The kiosk shall contain the contact information of the homeowners association or neighborhood association;

(8) The kiosk shall be illuminated only by shielded external illumination;

(9) EMC's are prohibited on kiosks; and

(10) A permit pursuant to section 30-15 shall be required before a kiosk is constructed.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-22. Garage/yard sale signs.

Garage/yard sale signs are permitted only on private property on which the garage/yard sale is being conducted. Such signs are permitted no more than 24 hours prior to a sale and must be removed immediately after such sale.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

## Sec. 30-23. Political campaign signs.

(a) Political campaign signs located on private property are exempt from the regulations of this chapter 30

(b) Except as provided in subsection (c) below, it shall be unlawful for any person to post a political campaign sign on or over any public property in the city.

(c) A political campaign sign is permitted in the public street right-of-way only if all of the following requirements are met:

(1) The sign does not exceed four square feet in total sign display area;

(2) The sign is located in a portion of the public street right-of-way immediately adjacent to the property or residence owned or occupied by the person posting or consenting to the posting of the sign;

(3) The sign does not interfere with the public's use of the roadway or sidewalk;

(4) The sign must not be higher than three feet if it is located within the sight visibility triangle; and

(5) The sign is not located in the right-of way of a highway or commercial road.

This exception does not include state highways per V.T.C.A., Transportation Code § 392.032.

(d) In a campaign for political office, the candidate for such office shall be deemed the person responsible for the posting of political campaign signs, unless he first notifies the city clerk of another person who is responsible. In such cases, the candidate shall provide the name, address, telephone number, and signed consent of such other responsible person. In a campaign regarding a ballot measure, the president of the committee supporting or opposing such ballot measure shall be deemed responsible, unless he first notifies the city clerk of another person responsible, in the manner described above. Such candidate, committee president, or other designated person shall be subject to prosecution for any violation of this section.

(e)

Members of the city staff are hereby authorized and directed to remove any political campaign sign found posted within the corporate limits of the city when such sign is in violation of the provisions of this section.

(f) All political campaign signs posted on public property in violation of this section are hereby declared to be public nuisances, and may be abated as such by the city. All political campaign signs posted on public property shall be deemed to be abandoned and shall become the property of the city and may be disposed of at the discretion of the city.

*(Ord. No. G-13-03-14-F2, § I, 3-14-2013)*

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FOOTNOTE(S):

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***Editor's note—*** *Ord. No. G-13-03-14-F2, § I, adopted Mar. 14, 2013, amended ch. 30 in its entirety to read as herein set out. Former ch. 30, §§ 30-1—30-14, pertained to similar subject matter. See the Code Comparative Table for full derivative history.* *(Back)*

***State Law reference—*** *Regulation of signs by municipalities, V.T.C.A., Local Government Code ch. 216.* *(Back)*