

ZONING ORDINANCE

SECTION 10  
SIGN REGULATIONS

10.1 INTENT

The purpose of these regulations is to ~~control the location, number, size, placement, and other features of signs in the City of Chaska in order to~~ facilitate effective communications between citizens and their physical environment while ~~avoiding the visual clutter~~protecting and enhancing the community's physical appearance; striving to that prevents potentially harmful impacts to traffic and pedestrian safety, property values, business opportunities, and community appearance in a manner that recognizes the rights of property owners. Accordingly, it is the intention of these regulations to control the location, number, size, placement, and other features of signs in the City of Chaska in order to:

- a) Promote and protect the public health, safety, comfort, and convenience;
- b) Enhance the economy of Chaska by assisting the reasonable, orderly, and effective promotion of Chaska businesses ~~es~~ —identification to identify, inform, and communicate effectively; and
- c) Promote signs that are compatible with their surroundings, appropriate to the type of activity that displays them, and modest in size and height, thereby ~~enhancing the tastefulness~~creating an attractive visual environment in-of the Chaska community; and
- d) Balance the community's objectives and regulatory requirements with the reasonable advertising and wayfinding needs of businesses.

10.2 DEFINITIONS

**Activity:** Any business or institutional, professional, or religious entity that provides products or services.

**Architectural Detail:** Any projection, relief, cornice, column, change of building material, window, or door opening on any building.

~~**Architectural Sign:** A sign that is physically integrated into the actual building facade, typically located at the top or cornerstone of a building, and constructed of permanent materials that complement the materials used to construct the building's exterior facade, such as metal and stone. Architectural signs typically consist of the building's name, date of construction, or name of original business.~~

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~~**Awning:** A roof-like structure of fabric or similar non-rigid material attached to a rigid frame, movable or fixed, that projects out from a window or~~

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door to provide protection from the weather and/or as a decorative embellishment of the building facade. An awning is supported completely by an exterior building wall. An open-sided shed awning projects downward and outward in generally straight lines from the window or door opening and has open sides.

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**Awning/Canopy Sign:** A sign that is incorporated onto the face of an awning or canopy, affixed to a roof-like cover designed for protection from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk, or the like. Awning/canopy signs are counted as wall signs for the computation of allowed signage on a building.

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**Backlit Awning Sign:** An internally illuminated awning sign.

**Building Facade:** The height of the facade as measured from the base of the building to the eaves line or top of the uppermost inhabitable level by the width of the facade. When there is more than one activity in a building, width shall be defined as the width of the activity as it relates to the facade.

**Business Center:** A development of three (3) or more principal structures with common characteristics as determined by the city. Common characteristics may include shared access, similar architecture, single ownership or history of site plan review approval.

**Business Center Identification Sign:** Ground signs stating the name of a business center or industrial park and/or the names of the activities or tenants located within the business center or industrial park.

**Cabinet Sign:** Any wall sign that is not of channel or individually mounted letter construction, (also referred to as a -Canister Sign).

**Canopy Sign:** Any sign that is affixed to a projection or extension of a building or structure of a building, erected in such a manner as to provide a shelter or cover over the approach to any entrance of a building. A roof-like structure that projects out over the approach to any entrance of a building to provide protection from the weather and/or as a decorative embellishment of the building facade. A canopy is supported by an exterior building wall and columns or wholly by columns. Canopy signs are counted as wall signs for the computation of allowed signage on a building.

**Changeable Copy Sign:** A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign.

**Channel Letter Sign:** Letters comprised of a U-shaped channel, with or without front faces. Channel letters may be illuminated internally,

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externally (also called halo effect or reverse illumination), or using exposed neon.

**Commercial Sign:** A sign which advertises or identifies a product, business, service, event, or any other matter of a commercial nature, even though the matter may be related to a nonprofit organization.

**Construction Sign:** A temporary sign identifying the project under construction and/or individuals or companies involved in design, construction, wrecking, financing, or development when placed upon the premises where the project is under construction.

**Designated Historic Buildings:** Individual buildings or sites, or buildings/sites located within historic districts, which are listed on the National Register of Historic Places or designated as historic resources by the Chaska City Council.

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**Directional Sign:** An on-premise sign providing information for the convenience of the public, such as the location of entrances, exits, parking lots, and other instances when signage is necessary for orderly traffic movement.

**Flashing Sign:** An illuminated sign on which an artificial source of light is not maintained stationary or at constant intensity or color at all times when such sign is illuminated.

**Freestanding ~~or Ground~~ Sign:** A sign supported by one or more uprights, posts, or bases affixed to the ground and not attached to any part of a building. Types of freestanding signs include monument, pylon, and post signs.

**Governmental Signs:** A public sign designed for the control of traffic and other regulated purposes including street signs, warning signs, railroad-crossing signs, and signs of public service companies. For the purposes of these regulations, a governmental sign also includes any sign that is located off-premise and is specifically designed to provide directions to a public or semi-public building such as City Hall, the Courthouse, libraries, hospitals, and schools.

**Halo Effect/Reverse Illumination:** Reversed pan-channel letters with an internal light source facing and reflecting off of the building.

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**Historic Downtown Core Area:** The area generally bounded by the Minnesota River (south), Chaska Boulevard/CSAH 61 (north), properties on the east side of Walnut Street, and properties on the west side of Pine Street.

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**Home Improvement Sign:** A temporary sign that identifies and announces the construction company responsible for the home improvement of the property.

**Illumination, External:** A sign that is affected by an artificial light source that is not contained within the sign itself.

**Illumination, Internal:** Illumination of a sign from a light source that is concealed or contained within the sign and becomes visible in darkness through a translucent surface. For the purpose of these regulations, neon signs shall not be considered to be internally illuminated.

**Incidental Sign:** A sign that has a purpose secondary to the use of the lot on which it is located, such as "telephone", "drive-up window", "cash machine", "air", "open", and other similar directives.

**Marquee:** A permanent roof-like structure extending from a building face and constructed of some durable material which may or may not project over a public right-of-way.

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**Monument Sign:** A freestanding sign that does not utilize pylons, posts, poles, or uprights for support, but instead is anchored directly to the ground or is attached to a base that is anchored to the ground.

**Multi-Tenant Directory Sign:** A sign that displays the names and locations of business tenants within a multi-tenant building on a single sign located on the building's primary wall at street-level.

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**Nameplate Sign:** An accessory sign that designates an address and/or name only.

**Nonconforming Sign:** A sign that does not adhere to one or more of the provisions contained in Section 10.

**Off-premise Sign:** A sign which directs attention to a business, profession, activity, commodity, service, or entertainment other than one conducted, sold, or offered upon the premises where such sign is located, or within the building to which sign is affixed. Billboard signs are one, but not the only, type of off-premise sign.

**Opaque Sign Face:** The nontransparent face for an internally illuminated sign. Illumination shall be emitted only for the name, trademark, logo, or other similar device or text used to identify a particular business, place or activity.

**Political Sign:** A temporary sign which states the name and/or picture of an individual seeking election or appointment to a public office, or pertaining to a forthcoming public election or referendum.

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**Portable Sign:** A sign designed so as to be movable from one location to another, and that is not permanently affixed to a building, structure, or the ground, including but not limited to, signs designed to be transported by means of wheels, sign converted to A-Frames, and menu and sandwich board signs.

**Post Sign:** A type of freestanding sign supported by the extended arm of a single post, with the overall height of the sign face not exceeding six (6) feet from ground level. A post sign enables buildings that are set back from the sidewalk to have a sign that is easily viewed from the sidewalk.

**Projecting Sign:** A sign that is wholly or partially dependent upon a building for support and which projects more than 12 inches from such building. For the purposes of these sign regulations, an awning or canopy sign shall not be considered a projecting sign.

**Pylon Sign:** A ~~ground-freestanding~~ sign erected upon pylons, ~~posts,~~ poles, or uprights that are anchored to the ground.

**Real Estate Sign:** A sign pertaining to the sale, lease or rent of land or buildings. For the purpose of these sign regulations, open house signs shall also be included under this definition.

**Roof Sign:** A sign that is displayed, in whole or in part, above the eaves or roofline of a building.

**Sandwich Board Sign:** A self-supported and moveable, typically A-shaped, temporary sign with two visible sides that is placed adjacent to a business, typically on a sidewalk, and contains commercial speech.

**Sign:** Any writing, pictorial presentation, number, illustration or decoration, flag, banner or other device that is used to announce, direct attention to, identify, advertise any business, product, goods, activity, services or any interests. However, this shall not include any emblem or insignia of a government, school, or religious group when displayed for official purposes.

**Sign Display Area:** The area of a sign shall be computed by means of ~~the smallest circle, rectangle or triangle~~ three (3) rectangles that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the building facade against which it is placed, but not including any supporting framework, pole, or bracing. One ascender

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and one descender of a sign, that are less than 100% of the size of the sign, shall not be included in the computation of the sign area.

For monument signs, the method in the previous paragraph shall be used. Only the face that is specifically intended to be used for signage shall be included when computing the sign area. Any base or other supporting structure, along with all adjoining structures such as fences or walls shall not be included when computing the sign area.

**Special Event Sign:** A temporary sign that is used to advertise or promote an event of special significance in the City of Chaska. Such special events include events of civic, philanthropic, educational, or religious organizations; examples of which are River City Days and the Fall Festival.

**Temporary Sign:** A non-permanent sign erected, affixed, or maintained on-premise for a limited period of time.

**Temporary Business Sign:** A temporary sign, located on-premise and meant to identify a special unique or limited event, service, product, sale of limited duration, or grand opening. Included under this definition are banners containing a message and erected for any of the above purposes.

**Under-Awning Sign:** A sign that hangs beneath an awning, canopy, or marquee.

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**Wall Sign:** A sign attached to or erected against the wall of a building or structure with the exposed face of the sign in a plane approximately parallel to the face of the wall, and which does not project more than 12 inches from such building or structure.

**Window Sign:** A sign attached to, placed upon, or painted on the interior of a window or door of a building that is intended for viewing from the exterior of such building.

### 10.3 RESIDENTIAL SIGN REGULATIONS

*No changes recommended for this section of the ordinance.*

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### 10.4 PUBLIC USE DISTRICTS' SIGN REGULATIONS

*No changes recommended for this section of the ordinance.*

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### 10.5 NEIGHBORHOOD SERVICE SIGN REGULATIONS

*No changes recommended for this section of the ordinance.*

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10.6 GENERAL COMMERCE AND PCD SIGN REGULATIONS

No changes recommended for this section of the ordinance.

10.7 DOWNTOWN DISTRICT SIGN REGULATIONS

In addition to the intent of sign regulations city-wide, as stated in Section 10.1 of this Ordinance, sign regulations for the historic downtown core area are intended to encourage the use of signs that are appropriate for preserving and enhancing the historic small town character of downtown's buildings and streets. This section establishes appropriate signs and lighting within the C3 District and Planned Development Districts within the "historic downtown core area".

10.7.1 PERMANENT SIGNS

The following types of permanent signs are permitted in the downtown district:

- Wall signs;
- Non-fronting wall signs;
- Projecting signs;
- Awning/canopy signs;
- Under-awning signs;
- Window signs;
- Architectural signs;
- Freestanding signs;
- Multi-tenant wall directory signs.

Each type of permanent sign above is permitted independently of each other. These permanent signs are permitted subject to the following guidelines and requirements:

- a) ~~The choice of signage shall be consistent not only with the building and its surroundings, but also with the small town, historic character of Chaska. Signs which are good examples of a particular period in Chaska's and/or the building's history, or an integral part of its identity, shall be promoted.~~ b) ~~Signs on buildings/sites listed on the National Register of Historic Places or designated as historic preservation sites by the Chaska City Council shall be designed to relate to, rather than obscure and disrupt, the design elements of the building to which they are attached. Signs shall not clutter the building's image or detract from the unity of the facade. Sign materials shall complement materials of the related building.~~ c) ~~No part of any sign shall be located higher than the height of the sills of the second story windows of a building.~~ **Wall signs:** ~~One wall sign is allowed~~ **are allowed** for each distinct activity located in a building. The total sign display area shall be no more than 50 square feet or 10% of the area of the facade upon which the sign is located, whichever is smaller. ~~Internal illumination is prohibited. No part of any sign shall be~~

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placed higher than the height of the sills of the second story windows of a multi-story building.

If a cabinet sign is used, the sign display area shall be no more than 40 square feet or 8% of the area of the façade on which the sign is located, whichever is smaller (Ordinance No. 691, Section 1, dated 11-20-00).

**be) Non-fronting wall signs:** Additional wall signage is allowed in locations that do not front a public right-of-way but have a customer entrance. The additional signage shall not exceed 18 square feet and shall be limited to the identification of the principal businesses.

**cf) Projecting signs:** Two-sided projecting signs are allowed. The sign area shall be no more than 12 square feet per sign face with a minimum distance between individual projecting signs of 20 feet. and Multi-story buildings fronting onto Chestnut Street (MN Highway 41) and Chaska Boulevard (CSAH 61) are permitted to have projecting signs up to 36 square feet per sign face with a minimum distance between individual projecting signs of 50 feet.

the A projecting sign shall not project no more than four (4) feet from the building facade on which it is attached or 2/3 the width of the sidewalk, whichever is greater. If the sign projects into the public right-of-way, it may extend no more than three (3) feet into the public right-of-way, and A projecting sign shall have a minimum clearance of eight (8) feet above ground level, unless projecting over a vehicular right-of-way, in which case minimum clearance shall be 14 feet. For multi-story buildings, no part of any sign shall be placed higher than the sills of the second-story windows with the exception of signs on Chestnut Street (MN Highway 41) and Chaska Boulevard (CSAH 61). Projecting signs shall not extend above a building's roofline.

**dg) Awning/or canopy signs:** Signs on street-level awnings/canopies may be used are permitted with a wall sign if the sign on the each awning/canopy is either less than seven (7) square feet in size or eight (8) inches in height, is located on the front valance in the lowest section or skirt of the awning/canopy, and is parallel to the building facade. Awning signs shall only be permitted on an open-sided shed awning that includes a front valance or skirt. Signs are not permitted on a closed-sided box awning or domed awning. Where there are multiple awnings on a building, all awning signs shall have a consistent size and location on the awnings. Awning/canopy signs shall not extend more than four (4) feet from the building facade on which it is attached or 2/3 the width of the sidewalk, whichever is greater. Awning/canopy signs shall have a minimum clearance of eight (8) feet above ground level, unless projecting over a vehicular right-of-way, in which case minimum clearance shall be 14 feet.

**e) Under-awning signs:** Signs attached beneath an awning and perpendicular to the building facade, are permitted. Under-awning signs

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shall have a minimum clearance of eight (8) feet above ground level and shall not exceed seven (7) square feet in size.

f) **Window signs:** Permanent window signs are permitted. A window sign shall be applied directly to the window or hung inside the window. A window sign shall not cover more than 1/3 of the window or door in which the sign is placed.

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g) **Architectural signs:** An architectural sign, which is typically located at the top or cornerstone of a building, is permitted as long as its content is limited to the building's name, date of construction, or name of original business.

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h) **Freestanding signs:** A pedestrian-scale freestanding sign is permitted only for residential buildings, which have been adapted for office or retail uses, or commercial buildings that are set back from the street right-of-way/sidewalk edge. The sign area shall be no more than 12 square feet per sign face and the sign height shall be no more than six (6) feet.

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i) **Multi-tenant wall directory signs:** One multi-tenant sign is permitted for a multi-tenant building, which shall be located on the building's primary wall at street-level and shall be no more than 15 square feet.

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j) **Lighting:** In order to keep signage lighting focused on the sign and from overpowering architectural features of the building façade, any signage lighting shall only be provided by using an external light source. The external light source shall be directed onto the sign face or use halo effect/reverse illumination, which is an external light source behind individual letters that is reversed to shine on the wall. Exposed neon lighting and LED lighting that has the appearance of exposed neon lighting is allowed. Internally illuminated signs are prohibited.

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k) **Materials:** If modern materials, such as acrylic, vinyl, or plastic, are used for signs, they shall be painted and simulate traditional downtown sign materials, such as wood and metal.

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l) **Designated historic buildings:** Signs on buildings, sites or within historic districts listed on the National Register of Historic Places or designated as historic resources or within a historic district by the Chaska City Council shall be designed and placed to complement, rather than obscure or disrupt, the architectural features of the building to which they are attached. Signs shall protect and complement the historic character and materials of the building and its surrounding environment. Halo effect/reverse illumination shall not be used for signage lighting.

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**10.7.2 TEMPORARY SIGNS**

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Sandwich Board Signs in the downtown area are permitted, subject to the following regulations:

- i) Sandwich Board Signs are self-supporting, typically A-shaped, freestanding temporary signs with two visible sides that are situated adjacent to a business, typically on a sidewalk, and contains commercial speech.
- ii) The maximum area shall be twelve (12) square feet per side of sign with the maximum height being four (4) feet.
- iii) Only one sandwich board sign per business per street frontage shall be permitted. Signage shall be located directly in front of or adjacent to the building that contains the business that is being advertised, except when a business has written authorization from another business and its property owner for its sign to be located directly in front or adjacent to said other business/property.
- iv) Sandwich board signs shall not be placed so as to cause the width of the sidewalk to be reduced below four (4) feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window or fire escape, nor shall they be attached to any standpipe or fire escape.
- v) Only one temporary sign permit for a sandwich board sign is allowed per business and is not transferable. The permit would be valid for one calendar year beginning January 1, and ending December 31. If the sign is to be located within the right-of-way, business owners shall sign a disclaimer that indemnifies the city of any liability for use of said public right-of-way.
- vi) Changeable copy is permitted on sandwich board signs.
- vii) Each business owner is responsible for attaching a copy of the approved permit or permit number to the sandwich board. Sandwich boards without permits shall be disposed of at owner's expense.
- viii) Sandwich board signs shall: not be illuminated, nor shall they contain moving parts; only be displayed during business operating hours, except those located on private property; be removed from public sidewalks if there is any snow accumulation (the sign may not be replaced until the snow is removed).
- ix) Sandwich board signs placed in violation of this section will result in immediate removal of the sign.
- x) Sandwich board signs within the public right-of-way may be moved/removed by the City for municipal purposes. (i.e. snow removal, traffic issues, maintenance, etc.).
- xi) Right-of-way along Highways 41 (Chestnut Street) and 61 (Chaska Boulevard) are under the jurisdiction of the Minnesota Department of Transportation, the City of Chaska will enforce its sign regulations along those streets and not those of other agencies or jurisdictions.

### 10.7.3 DESIGN GUIDELINES

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All new and altered signs within the C3 District and Planned Development Districts within the "historic downtown core area" shall be in substantial conformance with the Downtown Chaska Signage Design Guidelines, which can be accessed from the City's Planning Department.

**10.7.4. PROHIBITED SIGNS**

In addition to the types of signs prohibited in Section 10.12 of this Ordinance, the following types of permanent signs are expressly prohibited within the C3 District and Planned Development Districts within the "historic downtown core area":

- a) Cabinet signs, both wall and projecting signs;
- b) Internally illuminated channel letter signs;
- c) Changeable copy signs, except sandwich board signs;
- d) Backlit awning signs;
- e) Pylon signs.

**10.8 INDUSTRIAL DISTRICTS' SIGN REGULATIONS**

*No changes recommended for this section of the ordinance.*

**10.9 BUSINESS CENTER IDENTIFICATION SIGN REGULATIONS**

*No changes recommended for this section of the ordinance.*

**10.10 COMMERCIAL, INDUSTRIAL AND PUBLIC TEMPORARY SIGN REGULATIONS**

Within Commercial, Industrial and Public Districts, real estate and temporary signs are permitted according to the following standards:

**10.10.1 TEMPORARY BUSINESS SIGNS:**

- a) Banners and freestanding signs according to the following:
  - i) Not more than one such sign shall be allowed for an activity at any given time.
  - ii) Maximum 30 day display period to coincide with the grand opening of a business.
  - iii) A business may display a temporary sign a maximum of 55 days per year; there shall be a maximum of ten (10) occasions per year. Each business may decide how to divide up the days and occasions, but under no circumstances shall the maximum number of days or the maximum number of occasions be exceeded.
  - iv) Banners shall not exceed 32 square feet in commercial and public districts and 125 square feet in industrial districts, and must be

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- affixed to a principal structure that is owned or leased by the business that the sign is advertising.
- v) Freestanding signs shall not exceed 32 square feet, shall have a maximum height of ten (10) feet, be professionally designed and be constructed of wood.
  - vi) Under no circumstances shall a temporary business sign be placed on public property or within the public right-of-way.
- b) Temporary Pennants are allowed a maximum of 55 days per year; there shall be a maximum of ten (10) occasions per year. Each business may decide how to divide up the days and occasions, but in no circumstance shall the maximum number of days or the maximum number of occasions be exceeded. A maximum 30 day display period to coincide with the grand opening of a business is also permitted.
- c) Inflatable advertising devices are permitted according to the following:
- i) 25 foot maximum height of inflatable;
  - ii) A seven (7) day display period to coincide with the grand opening of a business or a new development (business park or shopping center); and
  - iii) Written authorization from the property owner or their designee must be submitted with the sign permit application.
- d) Temporary Window Signs: Window signs shall not cover more than 50% of the window or door in which the sign is placed. Permits are not required.
- f) Temporary Special Event Signs are allowed subject to the following requirements:
- i) Not more than one special event sign may be located on any one lot or parcel at any time. Such a sign may be located either on- or off-premise. A special event sign shall be erected and maintained for a period not to exceed ten (10) days prior to the date that the special event is scheduled to occur. Furthermore, such sign shall be removed within two (2) working days of the termination of the special event;
  - ii) Within a residential district, the sign area shall be no more than 12 square feet and, if the sign is freestanding, it shall be no more than five (5) feet in height. In all other districts, the sign area shall be no more than 32 square feet and, if the sign is freestanding, it shall be no more than ten (10) feet in height; and

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- iii) Any special event sign erected by the City of Chaska shall be exempt from the above restrictions, and may be placed within the public right-of-way.

### **10.10.2 TEMPORARY CONSTRUCTION OR REAL ESTATE SIGNS ON UNDEVELOPED PROPERTY:**

A vacant parcel within a business or industrial zone is permitted a temporary construction or real estate sign subject to the following requirements:

- a) One sign located on the site which the sign is identifying, except where a development abuts two or more streets, one additional sign is permitted as long as each sign is oriented to each abutting street;
- b) 32 square feet maximum sign area and, if the sign is freestanding, it shall be no more than ten (10) feet in height, and it shall have a minimum clearance above the ground of two (2) feet;
- c) A temporary construction sign for a nonresidential development shall be removed prior to occupancy of the development or completion of the project; and
- d) Such signs shall not be illuminated in any manner.

### **10.10.3 TEMPORARY REAL ESTATE SIGNS:**

Signs indicating the rental, lease, or sale of a business or industrial building are permitted according to the following:

- a) One sign located on the site which the sign is advertising, except where a development abuts two or more streets, one additional sign is permitted as long as each sign is oriented to each abutting street;
- b) 16 square feet maximum sign area and, if the sign is freestanding, it shall be no more than six (6) feet in height;
- c) For signs indicating the sale of a building, 32 square feet maximum sign area and, if the sign is freestanding, it shall be no more than ten (10) feet in height; and
- d) Such signs shall not be illuminated in any manner.

### **10.11 GENERAL REGULATIONS**

*No changes recommended for this section of the ordinance.*

### **10.12 PROHIBITED SIGNS**

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*No changes recommended for this section of the ordinance.*

### 10.13 DESIGN GUIDELINES

*No changes recommended for this section of the ordinance.*

### 10.14 SIGN CONSTRUCTION AND MAINTENANCE

*No changes recommended for this section of the ordinance.*

### 10.15 NONCONFORMING SIGNS

*No changes recommended for this section of the ordinance.*

### 10.16 PERMITS AND PERMIT FEES

Signs that require a permit and the corresponding fee are listed in the following:

- a) All permanent signs permitted in Subsections 10.3 through 10.9 shall require a sign permit. The permit shall be received prior to installation of the sign.
- b) All temporary signs permitted in Subsections 10.7 and 10.10 shall require a temporary sign permit. The permit shall be received prior to installation of the sign.
- c) The permit application shall include the following:
  - i) Information concerning the location, height, size of the sign, and the date on which it is to be erected, displayed, moved or significantly altered;
  - ii) A drawing or photo of the building facade and lot plan indicating the location of the proposed sign and all existing signs displayed by the activity;
  - iii) If the application is for a wall sign, a drawing to scale showing the location of the sign within the building facade and the percent of the facade covered by the wall sign;
  - iv) Specifications for the construction of the sign and for its illumination, if any is to be provided; and
  - v) Sign permit fee.
- d) The permit application must be approved and signed by the Planning and Zoning Department before the sign can be displayed.