

13.07 Sign Regulations

TABLE OF CONTENTS

ADMINISTRATION

<u>Subsection</u>		<u>Page</u>
13.07.005	Purpose and Intent	13-34
13.07.010	Rationale, Applicability, Effect, System for Regulation and Overall Use	13-35
13.07.015	Code Compliance, Construction, and Maintenance	13-36
13.07.020	Permits and Inspections	13-36
13.07.025	Violations	13-37
13.07.030	Enforcement and Remedies	13-38
13.07.035	Severability Clause	13-38
13.07.040	Transitional Provisions	13-38

DEFINITIONS

<u>Subsection</u>		<u>Page</u>
13.07.045	Definitions	13-39

REGULATIONS

<u>Subsection</u>		<u>Page</u>
13.07.050	Prohibited Signs	13-46
13.07.055	Exempt Signs	13-48
13.07.060	Temporary Signs	13-49
13.07.065	General Provisions for Permanent On-Premises Signs	13-52
13.07.070	Permanent On-Premises Signs in Residential and Mixed Use Zone Districts	13-54
13.07.075	Permitted Permanent On-Premises Signs in Non-Residential and Mixed Use Zone Districts	13-56
13.07.080	Permanent Signs in the CC Zone District	13-58
13.07.085	Community Facility On-Premises Signs	13-64

13.07.90	Performance Standards Regulating Glare and Illuminated Sign Brightness	13-65
13.07.95	Alternative Plan Approval	13-65
13.07.100	Freestanding Sign Height, Setback Requirements, and Display Surface Area	13-67
13.07.105	Wall-Mounted Signs Display Surface Area Calculations	13-68
13.07.110	Non-Residential and Mixed Use Zone Districts Freestanding Signs Basic Allowances	13-69
13.07.115	Non-Residential and Mixed Use Zone Districts Wall-Mounted Signs Basic Allowances	13-69
13.07.120	Multi-Tenant Development and Out Parcel Signs	13-70
13.07.125	Example for Determining Sight and Traffic Visibility Areas for Signs	13-71

ADMINISTRATION

13.07.005 Purpose and Intent

It is the purpose of this sign ordinance to promote the public health, safety and general welfare through a comprehensive system of reasonable, consistent and nondiscriminatory sign standards and requirements. These sign regulations are intended to:

- A. Enable the identification of places of residence and business.
- B. Allow for the communication of information necessary for the conduct of commerce.
- C. Lessen hazardous situations, confusion and visual clutter caused by proliferation, improper placement, illumination, animation and excessive height, area and bulk of signs which compete for the attention of pedestrian and vehicular traffic.
- D. Enhance the attractiveness and economic well-being of the city as a place to live, vacation and conduct business.
- E. Protect the public from the dangers of unsafe signs.
- F. Permit signs that are compatible with their surroundings and aid orientation, and preclude placement of signs in a manner that conceals or obstructs adjacent land uses or signs.
- G. Encourage signs that are appropriated to the zoning district in which they are located and consistent with the category of use to which they pertain.
- H. Curtail the size and number of signs and sign messages to the minimum reasonably necessary, to identify a residential or business location and the nature of any such business.

- I. Establish sign size in relationship to the scale of the lot and building on which the sign is to be located or to which it pertains.
- J. Preclude signs from conflicting with the principal permitted use of the site or adjoining sites.
- K. Regulate signs in a manner so as to not interfere with, obstruct vision of or distract motorists, bicyclists or pedestrians.
- L. Require signs to be constructed, installed and maintained in a safe and satisfactory manner.
- M. Preserve and enhance the natural and scenic characteristics of this community.
- N. Protect the future of public rights-of-way. Limit the location of signs so that reasonable expansion of the public right-of-way can occur in conformance with the City's General Development and Transportation Plan and without disturbance of existing conforming and legal non-conforming signs.

13.07.010 Rationale, Applicability, Effect, System for Regulation and Overall Use

- A. Rationale – The word “sign” is chosen to signify all non-verbalized communication in public viewed areas because of its traditional use. The word “graphic” is synonymous with sign and the two may be used interchangeably within the context of this sign code. An on premises sign shall not be a principal use.
- B. Applicability - A sign shall be erected, placed, established, painted, created, or maintained on private property only in conformance with the standards, procedures, exemptions, and other requirements of this ordinance.
- C. Effect - The effect of this ordinance, as more specifically set forth herein, is:
 - 1. To establish a permit system to allow a variety of types of signs in commercial, industrial, and some mixed use zones, and a limited variety of signs in other zones, subject to the standards and the permit procedures of this ordinance;
 - 2. To allow certain signs that are small, unobtrusive, and incidental to the principal use of the respective lots on which they are located, subject to the substantive requirements of this ordinance, but without a requirement for permits;
 - 3. To provide for temporary signs in limited circumstances;
 - 4. To prohibit all signs not expressly permitted by this ordinance; and
 - 5. To provide for the enforcement of the provisions of this ordinance.
- D. System for Regulation - Before erecting, altering, or relocating any signage, the owner or his agent shall obtain a sign permit from the Codes/Planning Department pursuant to 13.07.030, except as otherwise exempted herein. If any person, company, or facility violates the provisions of this ordinance, the Zoning Administrator or designee, shall take any or all of the enforcement actions prescribed in the Zoning Ordinance to ensure compliance with, and/or to remedy a violation of this ordinance.

- E. Message Substitution Clause – Subject to the land owner’s consent, a noncommercial message of any type may be substituted for any duly permitted or allowed commercial message or any duly permitted or allowed noncommercial message; provided, that the sign structure or mounting device is legal without any additional approval or permitting. This provision prevails over any more specific provision to the contrary within this chapter. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring any particular noncommercial message over any other noncommercial message. This provision does not create a right to increase the total amount of signage on a parcel, nor does it affect the requirement that a sign structure or mounting device be properly permitted.

13.07.015 Code Compliance, Construction, and Maintenance

All signs shall be designed, constructed, and maintained in accordance with the following standards:

- A. Code Compliance - These sign regulations are intended to compliment the various codes and ordinances of the City of Gallatin. Wherever there is inconsistency between these sign regulations and other regulations of the City of Gallatin, the more restrictive shall apply. Reference is made, but not limited to the following regulations:
1. Building Code
 2. Electrical Code
 3. Zoning Ordinance
 4. Historic District Regulations
 5. Gallatin Municipal Code
- B. Permanency Required – All signs shall be constructed of permanent materials and shall be permanently attached to the ground or building unless exempt herein.
- C. Maintenance - All signs shall be maintained in good condition at all times. Signs which are abandoned; obsolete in information; defaced; missing some or all illumination; or whose finishes are chipping, peeling, or cracking shall be deemed in disrepair by the Zoning Administrator or designee. The City shall give thirty (30) days written notice for the owner to comply with maintenance requirements. Should the owner or property occupant fail to comply within the prescribed period, the City shall remove or cause to be removed the sign with the cost of removal charged to the owner.

13.07.020 Permits and Inspections

- A. Permit Required - No sign or sign structure, except as provided in Subsections 13.07.055 and 13.07.060, shall be erected, displayed, altered, relocated, or replaced until a sign permit has been issued. All signs shall be located on the premises of the principal use to which they pertain. The following items are required when applying

for a sign permit:

1. Completed sign permit application(s).
If applying for more than one (1) sign, all signs shall be submitted on a separate application, however if submitted at the same time may be processed on the same permit.
 2. Illustration/Sketch of sign(s) showing all dimensions of sign(s).
Refer to Subsections 13.07.100 and 13.07.105 as a guide in determining proper sign area and dimensions for wall-mounted and freestanding signs.
 3. Illustration/Sketch or picture of:
 - a. Front façade showing width of business frontage and location of proposed sign as well as all other existing signs if wall-mounted sign.
 - b. Site plan showing width of street frontage and location of proposed sign if freestanding.
 4. Additional information may be required such as but not limited to:
 - a. Engineered footer drawing
 - b. Electric permit
 - c. Proof of legal non-conformance if applicable
 - d. Survey
- B. Fees - Each application for a sign permit shall be accompanied by the applicable fees. An application and fee schedule can be obtained by contacting the City of Gallatin Codes/Planning Department.
- C. Inspections - Inspections by the Zoning Administrator or designee are required at the footing phase of all new freestanding signs and commercial flagpoles. Final inspections are required after the completion of all approved and permitted signs.
- D. Expiration - If an approved sign is not erected and completed within a period of six (6) months from the date the sign permit was originally issued, the permit shall expire and become null and void.
- E. Complaints and Revocations - The Zoning Administrator or designee shall investigate any complaints of violations of these regulations and shall revoke a sign permit if there is any violation of the provisions of these regulations or there was misrepresentation of any material facts in either the application or plans.

13.07.025 Violations

Any of the following shall be a violation of this ordinance and shall be subject to the enforcement remedies and penalties provided by this ordinance and by State law:

- A. To install, create, erect, or maintain any sign in a way that is inconsistent with any plan or permit governing such sign on the zone lot on which the sign is located.
- B. To install, create, erect, or maintain any sign requiring a permit without such permit.
- C. To fail to remove any sign that is installed, created, erected, or maintained in violation of this ordinance, or for which the sign permit has lapsed.

13.07.030 Enforcement and Remedies

Any person, firm, or corporation violating any provisions of this ordinance shall upon conviction thereof, be appropriately fined as cited below. Each day that a violation continues shall be considered a separate offense and an additional violation. Upon receiving actual notice of a violation, if within seven (7) calendar days, the owner of a sign fails to contact the Zoning Administrator or designee in order to bring said sign into compliance with this ordinance, or to obtain a permit for said sign, then the Zoning Administrator or designee is herein empowered to have the sign removed and destroyed without further notice.

Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined in a sum not to exceed Fifty Dollars (\$50.00) for each violation.

The Zoning Administrator or designee shall have the authority to remove or order the removal of all signs, at owner's expense, and without notice to the owners thereof, placed within any right-of-way, or attached to trees, fence posts, telephone poles, utility poles, or other natural features.

The property owner, tenant, or occupant of any building, structure, premises, or any part thereof, and any contractor, builder, architect, engineer, agent, or other person who commits, aids, or participates in, or maintains such violation may be found guilty of a separate offense and is subject to the penalties as provided herein.

13.07.035 Severability Clause

If any part, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this Section and/or any other code provisions and/or laws are declared invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, the declaration of such unconstitutionality shall not affect the prohibition on billboards as contained herein.

13.07.040 Transitional Provisions

Existing Permits - All holders of permits for signs issued legally prior to the effective date of this ordinance may erect the signs which are the subject of such permits within the times allowed by such permits, and such signs shall then be treated as though they had

been erected prior to the effective date of this ordinance. However, such permits shall not be extended or amended unless the sign which is the subject of such permit will conform to all of the requirements of this ordinance.

DEFINITIONS

13.07.045 Definitions

Words and phrases used in this sign ordinance shall have the meanings set forth herein. Words and phrases not defined in this sign ordinance, but defined elsewhere in the zoning ordinance of the City of Gallatin shall be given the meanings set forth therein.

A-Frame Sign – See, Sandwich Board Sign

Abandoned, Obsolete, Defaced Sign - Any sign which: (1) advertises or pertains to a business, profession, commodity, service, product or entertainment which has not been conducted, sold, or offered on the premises upon which said sign is located for a continuous period of ninety (90) days or (2) was created for an occupant, product, or business unrelated to the present occupant of the premises or (3) a site plan or final master development plan has expired or (4) the sign faces are missing.

Airborne Sign – See, Inflatable and Airborne Sign

Animated Sign - Shall be construed to be a sign regardless of source of movement that is animated, moving, or rotating, or uses movement or change of lighting to depict action or create a special effect or scene.

Awning - An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or non-rigid materials and/or fabric on a supporting framework that may be either permanent or retractable.

Awning Sign - An awning sign is any lettering, numbering or logo that is placed on the valance/curtain area of an awning. See Subsection 13.07.105 for example of display surface area of awning.

Banner - Any sign constructed of canvas, cloth, paper, flexible plastic, fabric, or any other non-rigid material.

Beacon - Any stationary or revolving light with one or more beams that flashes or projects illumination into the atmosphere or is directed at one or more points on the same zone lot.

Billboard - An off-premises sign that is affixed to or erected upon a freestanding framework that directs attention to a profession, business, commodity, service,

product or entertainment conducted, sold, or offered at a location other than the premises on which the sign is located.

Building Marker - Any sign indicating the name of a building, date and/or incidental information about its construction, which is cut into a masonry surface or made of bronze or other permanent material.

Cabinet Sign - Sign panel(s) within a frame.

Canopy - A rigid or non-rigid multisided overhead structure covered with fabric, metal, or other material, but not enclosed by walls and supported by a building at one (1) or more points or extremities, and by columns or posts embedded in the ground at other points or extremities.

Canopy Signs – A canopy sign is any lettering, numbering or logo that is placed on a canopy and is considered wall-mounted signage.

Changeable Copy Sign (Automated Changeable Copy) - A sign or portion thereof that displays letters or numbers, characters, symbols, graphics or illustrations, (1) which are not themselves an illumination device, and (2) which may be changed or re-arranged by computer or microprocessor generated electronic commands, which commands may be programmed to change at pre-determined intervals or may be activated by an operator from either a proximate or a remote location. Automated changeable copy signs such as “flip matrix,” and “segmented.” Excludes electronic display screen and electronic message center signs.

Changeable Copy Sign (Manual) - A sign or portion thereof in which the message can only be changed manually.

Changeable Copy Sign (Multi-Vision) - A sign composed in whole or in part of a series of vertical or horizontal slats or cylinders that are capable of being rotated at intervals so that partial rotation of the group of slats or cylinders produces a different image and when properly functioning allows the sequential display of one of two or more images on a single sign structure. May also be known as “Tri-Vision” signs.

Channel Letters - Individual letters mounted directly to the wall.

Commemorative Sign – A sign, tablet, or plaque memorializing a person, event, structure or site.

Community Event Sign - A temporary sign advertising or announcing a special communitywide event such as fairs, job fairs, carnivals, circuses, sporting events, flea markets, educational, or those conducted by, or sponsored by, or on behalf of a unit of local government, a charitable organization, a not-for-profit corporation, or religious event or function.

Contractor Sign - A temporary sign placed by a contractor or other professional business such as, but not limited to, a landscaper or painter, to advertise the work currently being done on that property.

Development-In-Progress Sign - A temporary sign which, by means of symbol or name, identifies a project that requires a site plan or final master development plan such as, but not limited to, a shopping center, commercial or industrial park, or other development that may contain a mixture of residential, mixed use, commercial, or industrial uses. Information could contain architect, engineer, contractor, lending agency, and/or developer on construction sites.

Directional Sign - A sign that provides on-site directional assistance for the convenience of the public, such as, entrances, exits, drive-thru windows, parking lots, or signs of a similar nature.

Directory Sign - See, Multi-Tenant Wall-Mounted Sign

Display Surface Area - The area of a sign that is used for display purposes excluding the minimum frame and supports. In relation to signs that do not have a frame or separate background, sign area shall be computed on the basis of the least rectangle, triangle or circle large enough to frame the display. See Subsections 13.07.100 and 13.07.105.

Educational Campus - An area of land made up of ten (10) or more contiguous acres constituting and making up the grounds of a college or university. It contains the main building or buildings and other accessory buildings or uses on the site.

Electronic Display Screen Sign - A sign, or portion of a sign, that displays an electronic image or video, which may or may not include text and animation. This definition includes television screens, plasma screens, digital screens, flat screens, LED screens, video boards, and holographic displays.

Electronic Message Center Sign - Any sign, or portion of a sign, that uses changing lights to form a sign message or messages in text form wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. Electronic message center signs may also include electronic time and temperature and variable message signs.

Equipment/Machinery Signage - Attached sign frame that is incorporated into/onto machinery, equipment, cart corals, gas pumps, vending machines, newspaper racks, telephone booths, fee collection boxes or any other type similar device, which identifies or advertises a product or service dispensed by the machine or equipment, or offered on the same zone lot in which it is located.

Face/Sign Face – See, Display Surface Area

Flags - Any fabric, or bunting containing distinctive colors or patterns, and used as a symbol of government, institution, business, or other entity. Neither the flag, flagpole nor other support structure may extend over a public right-of-way unless approved by City Council, or an adjoining property line.

Flagpole, Ground - A freestanding structure on a parcel of record and used for the sole purpose of displaying flags of political entities. For purposes of the Sign Ordinance, a flagpole is deemed to be a sign support structure and subject to all requirements applicable to sign support structures as found in the International Building Code.

Flagpole, Outrigger Wall-Mounted - An outrigger wall-mounted flagpole is one that extends outward from a wall at an inclined angle.

Flashing Sign - Shall be construed to be any sign that flashes or blinks, appears to flash or blink or gives a spectacular or twinkle illusion.

Freestanding/Ground Sign - A sign supported by a sign structure that is secured in the ground and that is wholly independent of any building or object, other than the sign structure, for support.

Frontage-Business - The façade of the business that abuts the required front yard as stipulated in this zoning code shall be considered the business frontage.

Frontage-Primary Business - For individual businesses with multiple frontages the primary business frontage shall be considered the façade of the business that abuts the required front yard as stipulated in this zoning code. The entrance door does not have to be in this façade.

Frontage-Secondary Business - An additional elevation not designated as a primary business frontage that has a public entrance to the business, faces a public right-of-way, has a drive-thru window and/or a primary parking area.

Frontage-Street - The length of the property line(s) of any single lot or zone lot along a public way.

Grade Level - The finished average ground elevation around the perimeter of the sign.

Grand Opening - The introduction, promotion, or announcement of a new business, or the announcement, introduction or promotion of an established business changing ownership or location. "Grand Opening" does not mean an annual or occasional promotion of retail sales, or service by a business.

Height (of Sign) - The vertical distance measured from the base of the sign at grade level to the top of the sign structure.

Human Directionals - Also known as sign twirlers, sign spinners, human arrows, sign holders, and mascots.

Illuminated Sign - A sign lighted by or exposed to artificial lighting either by lights on or in the sign not directed toward the sign.

Illuminated Sign (Direct) - All illuminated signs not included in the definition of “Luminous Background” or “Illuminated Sign (Indirect).”

Illuminated Sign (Indirect) - Illumination of a sign that is affected by a source of light not contained within or on the sign itself.

Incidental Sign - A sign which includes information of a general directive or informational nature such as no parking, handicapped parking, loading area, self-service, and rest room; which bears no advertising matter.

Inflatable and Airborne Sign – A stationary or mobile inflated device of any nature used to attract attention.

Legal Notices or Official Instruments - Any sign erected and maintained by public officials or public agencies.

Luminous Background - A sign created by transilluminating or backlighting of a translucent plastic or glass panel, or panels of similar material, which may be integrally pigmented, painted, or opaqued.

Menu Board - A permanently affixed freestanding or wall-mounted sign displaying food and beverage information sold in connection with a restaurant.

Multi-Tenant Development - A permanent on-premises freestanding sign, in non-residential, mixed use and industrial zone districts, to advertise businesses within a multi-tenant development with 5 or more tenants; is approved under one (1) preliminary master development plan or site plan; with or without individual street frontage and with a common parking lot or private drive. Multi-Tenant Developments that do not qualify for a Multi-Tenant Development sign shall share a single ground sign per Subsections 13.07.065 and 13.07.075.F.

Multi-Tenant Wall-Mounted Sign – An identification sign for a commercial site with two (2) or more tenants, displaying the names of each tenant on the site.

Neon Sign - A sign containing glass tube lighting that is bent to form letters, symbols, or other shapes. Gas and phosphors are used in combination to create a colored light.

Nonconforming Sign - A sign lawfully existing and maintained at the time of adoption, revision, or amendment of this ordinance, which has subsequently come

under the requirements of this ordinance, but no longer conforms because of said revision or amendment.

Off-Premises Sign - A permanent or temporary sign that directs attention to a profession, business, commodity, service, product, event or entertainment not located or sold on the premises on which the sign is located.

On-Premises Sign - Any sign identifying or advertising a profession, business, commodity, service, product, event or entertainment located on the premises where the sign is installed and maintained.

Out Parcel - Individual lots located within a multi-tenant development; a tract of land adjacent to a larger tract of which it was originally an integral part.

Pennant Streamer - A geometric shaped sign, with or without a logo, made of flexible materials suspended from one (1) or two (2) corners on a stringer with other such signs to create the impression of a line.

Political Sign - A temporary sign expressing support for a candidate for public office or another position regarding a public figure or a public issue, but bearing no commercial message whatsoever.

Portable Sign - Any sign, by design or construction, intended to be easily and readily relocated, and not permanently affixed to the ground, a frame, a building, or other structure. Portable signs shall include, but are not limited to, signs mounted upon a trailer, wheeled carrier, or other non-motorized mobile structure with or without wheels.

Projecting Sign - A projecting sign is any sign that is permanently attached to a building and projects outward. A projecting sign may project outward over a sidewalk if the building is built to the right-of-way.

Public Purpose Sign - A temporary or permanent sign erected by a governmental or quasi-governmental entity for the sole purpose of displaying public awareness or public health, safety and welfare information. Public purpose signs may be erected on public property with permission from the appropriate governmental entity/agency.

Raceway - Individual letters mounted on a track (raceway). Track (raceway) is then mounted to the wall.

Real Estate Sign - A sign advertising property or a building for sale, lease, rent, or auction upon which the sign is located.

Real Estate/Auction Directional Sign - A temporary sign that provides off-premise directional assistance to the property for sale, auction or lease.

Residential Sign - An accessory sign which indicates the names and/or address of the occupant or a permitted home occupation.

Right-Of-Way - A strip of land taken or dedicated for use as a public way. In addition to the roadway, it normally incorporates the curbs, lawn strips, sidewalks, lighting, utility poles and drainage facilities.

Roof Line - The top edge of a peaked roof or, in the case of an extended façade or parapet, the uppermost point of said façade or parapet.

Roof Sign - A sign erected on a roof or signs that project above the highest point of the roof line.

Sandwich Board - A sandwich board sign, also known as an A-Frame sign, is a double faced temporary sign that is placed on the sidewalk in front of a business only during business hours.

Sign - Any writing (including letter, word, or numeral); pictorial presentation (including illustration or decoration); emblem (including device, graphic, symbol, or trademark); flag (including banner or pennant); inflatable structure; or any other figure or similar character, which:

1. Is a structure or any part thereof, or is attached to, painted on, or in any other manner represented on a building or other structure, and;
2. Is used to announce, direct attention, or advertise.

Suspended Sign - A sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

Temporary Sign - A sign intended to display messages of a temporary nature. Portable signs or any sign not permanently embedded in the ground or permanently affixed to a building or structure embedded in the ground are considered temporary signs.

Traffic Control Sign - Temporary or permanent signs identifying traffic control measures, such as stop, yield, and similar signs, the sign face of which meet the Manual for Uniform Traffic Control Devices and which contain no logo or commercial message of any sort.

Vehicle Sign - A permanent or temporary sign affixed to, painted on, or placed in or upon any parked vehicle, parked trailer, or other parked device capable of being towed, which is displayed in public view such that the primary purpose of said display is to attract the attention of the public, rather than to serve the business of the owner thereof in the manner which is customary for said vehicle.

Wall-Mounted Sign - A sign fastened parallel to or painted on a wall of a building or structure in such a manner that the wall is the supporting structure for or forms the background surface of the sign.

Warning Sign - Indicates the dangers of trespassing, swimming, animals, or similar hazards for non-residential uses.

Wind Sign - Any banner, pennant, ribbon, spinner, streamer, inflatable sign, balloons, or similar device, or object or material, fastened in such a manner as to move upon being subjected to pressure by wind.

Window Sign - A sign posted, placed, painted, or affixed to the interior or exterior surface of a window or door of a building with its message intended to be visible and readable from the public way.

Zoning Administrator or Designee – Zoning Administrator or designee charged with enforcement of this ordinance.

REGULATIONS

13.07.050 Prohibited Signs

It shall be unlawful to erect, cause to be erected, maintain, or cause to be maintained, any sign not expressly authorized by, or exempted from, this Section. Refer to Subsection 13.07.045 for definition of each type of sign.

- A. Animated Signs
- B. Beacons
- C. Billboards
- D. Electronic Display Screen Signs are prohibited within the City of Gallatin. Electronic display screen signs existing prior to February 19, 2008 shall be operated according to standards specified in the Gallatin Municipal Code
- E. Electronic Message Center Signs are prohibited within the City of Gallatin. Electronic message center signs existing prior to February 19, 2008 shall be operated according to standards specified in the Gallatin Municipal Code
- F. Flashing Signs (Applies to interior if visible from outside, and exterior signage)
- G. Human Directionals are prohibited off-premise and in the rights-of-way
- H. Pennant Streamers
- I. Portable Signs

J. Roof Signs

K. Vehicle Signs

1. Residential Districts: Any sign which is contained in, suspended from, attached to, or painted on a vehicle such as, but not limited to, vehicular trailers, trucks, recreational vehicles, boats, automobiles, truck campers, travel trailers, mobile homes, motorcycles, lawn implants or implements of husbandry, parked on any street or on private or public property for more than seventy-two (72) consecutive hours and which are marked to attract the attention of the public for the purpose of selling, advertising, displaying, demonstrating, or other similar purposes are prohibited. This is separate from the provisions of Section 12.14 Home Occupations. Vehicles parked on the property for the purpose of current construction shall be permitted for a maximum of thirty (30) consecutive days or, until an approved final inspection is received for construction in which a permit is required.
2. Non-Residential Districts: Any sign which is contained in, suspended from, attached to, or painted on a vehicle or vehicular trailer, unless such vehicle is in operable condition, carrying all current and valid licenses, and used primarily for the transportation in the everyday and ordinary course of business of the owner thereof and parked in a single designated parking place. Any sign constructed in the bed of a pick-up truck advertising the identity of a business or products available on or off the premises shall be included herein as a prohibited sign.

Delivery vehicles used primarily for the transportation of goods, containing any form of company signage advertising the identity of a business or products available are strictly prohibited and shall be parked behind the front line of the building unless being actively loaded or unloaded. If parking on the property behind the front line is not possible, a delivery vehicle shall be parked in a single designated parking place, or as shown on an approved final master development plan or site plan.

- L. Nonconforming sign(s), except as permitted by T.C.A. 13-7-208 as amended from time to time.
- M. Signs or sign structures that interfere in any way with free use of any fire escape, emergency exit, or standpipe, or that obstruct any window to such an extent that light or ventilation is reduced to a point below that required by any provision of this Article or other regulations of the City of Gallatin
- N. Signs that resemble any official sign or marker erected by any governmental agency, or that by reason of position, shape, or color, would conflict with the proper functioning of any traffic sign or signal, or be of a size, location, movement, content, color, or illumination that may be reasonably confused with or construed as, or conceal, a traffic-control device

- O. Signs that contain any lighting or control mechanism that causes unreasonable interference with radio, television, or other communication signals
- P. Signs erected on public or private property (such as private utility poles) located on public property, other than signs erected by public authority for public purposes or as otherwise permitted by the Mayor and Aldermen
- Q. Signs that emit audible sound, odor, or visible matter such as smoke or steam
- R. Signs containing red, green or blue lights that might be confused with traffic control lights which are: (1) located within five (5) feet of public rights-of-way or (2) located within one hundred (100) feet of traffic control lights
- S. Signs that are of such intensity or brilliance as to cause glare or impair vision. The Zoning Administrator or designee shall determine whether the intensity or brilliance causes glare or impedes vision according to Subsection 13.07.090
- T. Exterior or interior decorative lighting including but not limited to, strings, strips or individual bulbs containing, LED, neon or incandescent lighting, which are displayed to attract the attention of the public. This does not include traditional holiday decorations.
- U. The following signs are generally prohibited unless special conditions apply as specified under Subsection 13.07.060:
 - 1. Banners
 - 2. Inflatable and Airborne Signs
 - 3. Off-Premise Signs
 - 4. Temporary Signs
 - 5. Wind Signs

13.07.055 Exempt Signs

A. Guidance and Restrictions for the Use of Sign

- 1. The following exempt signs shall not require a permit, but are subject to the restrictions imposed by Section 13.06 and other relevant parts of this Article.
- 2. An exempt sign shall not be erected so as to create a hazard of any kind through the obstruction of vision by motorists and pedestrians.
- 3. The Zoning Administrator or designee shall determine whether a sign's placement is hazardous or vision is obstructed.
- 4. Signs shall not be located in the rights-of-way.

B. Permissible Exempt Signs

1. Building Marker
2. Commemorative Sign
3. Equipment/Machinery Signage
4. Flagpoles for one-family and two-family dwellings
5. Holiday lights and decorations with no commercial message
6. Incidental Signs
7. Legal Notices and Official Instruments
8. Traffic Control Signs must meet the requirements in the Manual for Uniform Traffic Control Devices.
9. Warning Signs

13.07.060 Temporary Signs

A. Guidance and Restrictions for the Use of Signs

1. Temporary signs are permitted to indicate temporary special events. Special events shall include, but are not limited to, grand openings, new business locations, business closings, and special promotional events such as seasonal sales, services, and product promotions.
2. Temporary signs are also permitted to indicate the availability of goods for sale within a temporary structure, such as a tent.
3. A temporary sign shall not be constructed of or operated by electrical, electronic, or mechanical parts or erected so as to create a hazard of any kind through the obstruction of vision by motorists and pedestrians.
4. Temporary signs shall be non-illuminated and not harmful to minors as defined by this Subsection.
5. The Zoning Administrator or designee shall determine whether a sign's placement is hazardous or vision is obstructed.
6. Temporary signs shall not be mounted on a street sign or a public utility pole.
7. Signs shall not be located in the rights-of-way.

B. Permissible Temporary Signs and Restrictions

The following temporary signs are subject to the restrictions imposed by this Subsection and other relevant parts of this Article.

Types of Signs	Permissible Zone District	Maximum Sign Face Area per side	Maximum Height	Minimum Setback	Maximum Number of Signs	May be Displayed Beginning	Must be Removed	Sign Permit Required	Other Conditions
Banners	Non-Residential and Mixed Use	60 sq. ft.	N/A	N/A	1 banner is permitted at a time. It is permissible to change the message displayed on the banner during the display period authorized by the sign permit.	See Other Conditions	See Other Conditions	Yes	On-premise only. Permitted for 30 consecutive days, 3 times a year. Banner must be wall-mounted, hung flat on the building and secured at all corners and sides.
Banners (Grand Opening)	Non-Residential and Mixed Use	60 sq. ft.	N/A	N/A	1 banner	7 days prior to the official grand opening to the public, or upon issuance of the Certificate of Occupancy or Use and Occupancy Permit, whichever applies	See other Conditions	Yes	On-premise only, permitted for 30 consecutive days, shall be wall-mounted, grand opening banners are not applicable 45 days after the official grand opening to the public
Community Event	All	N/A	N/A	N/A	N/A	No sooner than 14 days prior to event	Within 3 days after the event	No	May be on or off-premise, wall-mounted or freestanding.
Contractor	All	6 sq. ft.	3 ft.	N/A	1 per lot	After issuance of permit if a permit is required, or first day of project if no permit is required	Within 14 days after completion of project	No	On-premise only. If a sign is displayed pursuant to this section, but the project is discontinued for a period of 60 days, the message shall be removed pending continuation of project activities.
Development-In-Progress	All	32 sq. ft.	10 ft.	10 ft. from right-of-way	1 per development entrance	After the issuance of a building permit	Prior to issuance of Certificate of Occupancy in non-residential and mixed use zone districts; upon 80% build out or 3 years whichever occurs first in residential and mixed use zone districts	No	On-premise only. Signs are not permitted on single residential lots. Signs shall be spaced at least 100 ft. from all other signs on property.

Types of Signs	Permissible Zone District	Maximum Sign Face Area per side	Maximum Height	Minimum Setback	Maximum Number of Signs	May be Displayed Beginning	Must be Removed	Sign Permit Required	Other Conditions
Garage/Yard Sale	All	6 sq. ft.	3 ft.	N/A	1 per lot	No sooner than 4 days before event	Within 2 days after event	No	May be on or off-premise. Only permitted Friday through Sunday, and on holidays.
Inflatable & Airborne Signs (Tethered)	All	18 inches in diameter or 1 sq. ft.	Shall not extend above roofline	15 ft. from right-of-way	N/A	Friday	Sunday	No	On-premise only. Only permitted 4 times per year, Friday through Sunday, and on holidays.
Political	All	16 sq. ft.	6 ft.	5 ft.	N/A	No sooner than 30 days prior to a primary election	Within 7 days after a primary election for losing candidates; within 7 days after a general election for all candidates	No	Shall be placed on private property with the permission of the property owner.
Public Purpose	All	N/A	N/A	N/A	N/A	See Other Conditions		No	Approval by Mayor or City Council required. May be on or off-premise.
Real Estate	Non-Residential and Mixed Use	32 sq. ft.	10 ft.	5 ft. from right-of-way	1 per street front	As long as property is for sale, lease or auction		No	On-premise only
	Residential and Mixed Use	12 sq. ft.	6 ft.						
Real Estate Open House	Residential	12 sq. ft.	6 ft.	5 ft. from right-of-way	1 per street front	Friday	Sunday	No	May be on or off-premise. Only permitted Friday through Sunday only, and on holidays.
Real Estate Development	All	32 sq. ft.	10 ft.	10 ft. from right-of-way	1 per development entrance	after the issuance of a building permit	Prior to issuance of Certificate of Occupancy in non-residential and mixed use zone districts; upon 80% build out or 3 years whichever occurs first in residential and mixed use zone districts	No	On-premise only. Signs are not permitted on single residential lots. Signs shall be spaced at least 100 ft. from all other signs on property.
Real Estate Auction Directional	All	24 sq. ft.	6 ft.	10 ft. from right-of-way	4	No sooner than 14 days prior to event	Within 3 days after the event	No	Off-premise
Real Estate Directional	All	6 sq. ft.	3 ft.	10 ft. from right-of-way	1 per street front	As long as property is for sale, lease or auction		No	Off-premise
Sandwich Board/A-Frame	Non-Residential and Mixed Use	8 sq. ft.	4 ft.	There must be 5 ft. between sign and front of building for ADA compliance	1	N/A	N/A	No	On-premise only. Must be located on the sidewalk directly in front of the business
Interior Window Signs	Non-Residential and Mixed Use	20% window area per façade	N/A	N/A	N/A	N/A	N/A	No	Window panels separated by muntins, mullions or piers shall be considered as one continuous window area

13.07.065 General Provisions for Permanent On-Premises Signs

A. Guidance for the Use of Signs

1. An on-premises sign is for the purpose of conveying information in clear, concise, safe, and compatible units to general motorists and pedestrians on travel ways and within each site.
2. A permanent on-premises sign may be permitted as a freestanding or wall-mounted sign subject to the restrictions imposed by this Subsection and other relevant restrictions imposed by this Article.
3. A single tenant or multi-tenant sign shall be considered an on-premises sign when located within the boundaries of the same approved site plan or final master development plan authorized by this ordinance.
4. A permit is required for all permanent signs unless otherwise exempt under Subsection 13.07.055.
5. All electrical service to freestanding signs shall be placed underground. Electrical service to all other signs shall be concealed from public view.

B. Setback and Height Requirements

Refer to Subsection 13.07.100 for illustrations of proper setback and height measurements

1. The height of freestanding/ground signs shall be computed as the distance from the base of the sign at grade level to the top of the sign structure. The maximum height for all freestanding/ground signs is eight (8) feet above grade level. The maximum ground clearance between the bottom of the sign and grade level shall be three (3) feet.
2. The leading edge of freestanding/ground signs shall have a minimum setback of five (5) feet from the right-of-way, provided the placement of the sign does not interfere with the sight triangle per Subsection 13.06.050. Should the City's General Development and Transportation Plan state a greater right-of-way width than currently exists, the greater right-of-way width shall apply. Refer to Subsection 13.07.125 for an example on determining the sight triangle.
3. On-premises wall-mounted signs shall not extend above the roof line of the structure. On-premises wall-mounted signs shall not extend above the top of the wall or parapet more than twenty-five percent (25%) of the height of such sign, to a maximum of eighteen (18) inches for a solid panel sign, or fifty percent (50%) of the height of the letter for individual mounted letters.

4. The setback requirement from all electrical lines for flagpoles shall be equal to the length of the flagpole plus an additional ten (10) feet. (Ex. The setback for a twenty (20) foot tall flagpole would be thirty (30) feet.)

C. Calculation of Sign Area

1. Refer to Subsections 13.07.100 and 13.07.105 for guidance on calculating sign areas, and Subsections 13.07.110 and 13.07.115 for maximum amount permitted per zone district. Refer to Subsection 13.07.120 for Multi-Tenant Development and Out Parcel signs.
2. All signs shall be measured by standard geometric shapes.
3. The combined calculation of all wall-mounted signs shall be less than or equal to the maximum signage permitted per business.
4. Cabinet signs shall not project more than ten (10) inches from the building or structure.
5. Channel Letter signs shall not project more than a total of sixteen (16) inches from the building or structure
6. Raceway signs shall not project more than a total of sixteen (16) inches from the building or structure.
7. When a freestanding sign has more than one sign face, the area of the sign shall be the area of largest display that is visible from any single direction.

D. Material and Style

1. The various parts of a sign shall be compatible.
2. Any multi-faced sign shall have the same name and same message on all used faces.

3. Appropriate Materials

The following materials are considered to be appropriate for sign backgrounds, frames, supports, and ornamentation.

- a. Brick
- b. Natural stone, including panels, or imitation stone;
- c. Stained split-face block;
- d. Finished wood;
- e. Exterior insulation and finish systems (EIFS) or similar material in combination with brick, split face block, or stone;
- f. Metal panels, when used in combination with brick, split-face block, or stone; and

- g. Plastic, or other synthetic materials, when used in combination with brick, split-face block, or stone.

4. Prohibited Materials

The following materials are prohibited for sign backgrounds, frames, supports, and ornamentation:

- a. Exposed metal poles, when not enclosed by a masonry veneer;
- b. Smooth-face concrete blocks, whether painted or unpainted;
- c. Metal panels, when used without brick, split-face block, or stone; and
- d. Plastic, or other synthetic materials, when used without brick, split face block, or stone.
- e. Unfinished wood

E. Master Signage Plan

A Master Signage Plan shall be submitted for approval to the Codes/Planning Department before a sign permit is issued.

1. A Master Signage Plan shall be included in final master development plans, site plans, or any other plans required by the City of Gallatin for the proposed development. If applicable, flagpoles shall be included in the master signage plan for all residential and non-residential developments.
2. A Master Signage Plan may be amended by filing a new Master Signage Plan that conforms with all requirements of this ordinance currently in effect.
3. After approval of a Master Signage Plan, no sign shall be erected, placed, painted, or maintained, except in accordance with such plan, and such plan shall be enforced in the same way as any provision of this ordinance. In case of any conflict between a provision of a Master Signage Plan and one (1) or more provisions of the City of Gallatin ordinances, the City of Gallatin ordinances shall control.

13.07.070 Permitted Permanent On-Premises Signs in Residential and Mixed Use Zone Districts

Permanent on-premises freestanding signs and on-premises wall-mounted signs that serve the specific function of identifying a residential development are permitted subject to the following restrictions:

- A. Each residential development containing three (3) through fifteen (15) dwelling units and approved under one (1) plat, final master development plan or site plan shall be permitted one (1) on-premise freestanding sign per development entry from a public

street, up to a maximum of two (2) from a public street, with a maximum size sign face of eighteen (18) square feet each. The following provisions shall apply:

1. The leading edge or face of the sign or any building or other structure to which the sign is attached must be setback from the right-of-way a minimum of five (5) feet;
2. No residential freestanding sign shall exceed eight (8) feet in height;
3. All residential freestanding signs shall be illuminated by direct and steady means only;
4. Each residential freestanding sign shall be maintained perpetually by the developer, sign owner, owner's association, or some other person who is legally accountable under an approved maintenance agreement. Signs that are not maintained shall be removed by the developer or owner.

- B. Each residential development containing at least sixteen (16) units and approved under one (1) plat, final master development plan or site plan shall be permitted one (1) on-premise freestanding sign per development entry from a public street, up to a maximum of three (3) from a public street, with a maximum size sign face of thirty-two (32) square feet each. The following provisions shall apply:

The on-premises signage at each development entry shall be one (1) of the following:

1. A double-sided freestanding sign located perpendicular to the public street and containing up to thirty-two (32) square feet per sign face;
2. A single-sided freestanding sign located parallel to the public street and containing up to thirty-two (32) square feet for the one (1) sign face.
3. A flared wall, or similar, to which two (2) single-sided signs are attached or imbedded and each sign does not exceed twenty-four (24) square feet. This includes two (2) one-sided signs located on each side of a subdivision entrance;
4. The leading edge or face of the sign or any building or other structure to which the sign is attached must be setback from the right-of-way a minimum of five (5) feet;
5. No residential identification sign shall exceed eight (8) feet in height;
6. All residential identification signs may be illuminated by direct and steady means only;
7. Each residential identification sign shall be maintained perpetually by the developer, sign owner, owner's association, or some other person who is legally accountable under an approved maintenance agreement. Signs that are not maintained shall be removed by the developer or owner.

- C. One (1) flat wall-mounted sign with a maximum of thirty-two (32) square feet in area, for each street frontage, may be placed on the street facing facade of a building that contains a minimum of sixteen (16) dwelling units, provided that it is:
 - 1. Illuminated by direct and steady means only; and
 - 2. Does not extend more than six (6) inches from the facade of the building.
- D. Flagpoles, Residential Development – Each residential development approved under one (1) plat, final master development plan or site plan shall be permitted up to a maximum of two (2) ground flagpoles per development; no more than two (2) flags per pole; and a maximum of thirty five (35) feet in height. Combined size and weight of all flags must meet the wind load requirements per pole.
- E. Home Occupation Signs – There may be one (1) home occupation sign, not exceeding one (1) square foot in area, non-illuminated, and mounted flat against the wall of the principal building. Refer to Home Occupations in Section 12.14 of the Gallatin Zoning Ordinance. Home Occupation Signs do not require a permit.
- F. Residential Signs – No permit required. Any sign of a type described below which does not exceed two (2) square feet in area:
 - 1. A sign giving a property identification name or number or name(s) of occupant, one (1) sign per lot;
 - 2. A mailbox sign [one (1) sign per dwelling unit], and;
 - 3. A sign(s) posted on property relating to private parking, trespassing, or dangerous animals [limited to one (1) sign per zone lot if less than one (1) acre in size].

13.07.075 Permitted Permanent On-Premises Signs in Non-Residential and Mixed Use Zone Districts

- A. Awning Signs – Awning signs shall be displayed on the valance/curtain area of the awning only. Signage shall be non-illuminated; the display surface area (lettering) shall not exceed six (6) square feet; and the height of letters shall not exceed one (1) foot. Such signs shall be limited to identification of the name and/or address of the buildings or establishment contained therein and such awning shall not extend to within two (2) feet of any public vehicular travel way.
- B. Changeable Copy Sign (Automated) – The background of each changeable copy portion of the sign must be of a single, constant color. The copy or other message displayed shall not be changed more often than eight (8) times in a twenty-four (24) hour period.

- C. Directional Signs – Permitted within non-residential and mixed use zone districts. Signs shall not exceed six (6) square feet in sign face area, two and one-half (2.5) feet in height, and shall have a minimum setback of two (2) feet from the right-of-way. Signs shall not be located in the rights-of-way.
- D. Flagpoles, Ground – Maximum of three (3) per lot; no more than two (2) flags per pole; and a maximum of thirty five (35) feet in height. Only one (1) flag may contain a commercial logo or message. Combined size and weight of all flags must meet the wind load requirements per pole.
- E. Flagpoles, Outrigger Wall-Mounted – Shall be outrigger wall-mounted flagpoles only; a maximum of three (3) per principal building; no more than two (2) flags per pole. Only one (1) flag may contain a commercial logo or message. Flagpoles shall not exceed a maximum of twelve (12) feet in length
- F. Freestanding/Ground Sign - The face of any one (1) freestanding/ground sign shall be less than or equal to one (1) square foot per one (1) linear foot of street frontage. One (1) freestanding/ground sign shall be permitted along a public right-of-way for any commercial business whether the development has a single or multiple occupant(s). In no case however, shall more than three (3) freestanding/ground signs be permitted for any development regardless of the number of roadways which front the development. See Subsection 13.07.110 for maximum square footage per zone district. See Subsection 13.07.120 for Multi-Tenant Development and Out Parcel Signs.
- G. Menu Boards
1. Freestanding – Two (2) freestanding menu board signs shall be permitted per drive-thru lane. Each freestanding drive-thru menu board shall be spaced a minimum of ten (10) feet apart, and from other freestanding signs on the property. A single freestanding menu board sign shall not exceed fifty (50) square feet in area including all attached signs. The total aggregate of all freestanding menu board signs in a single drive-thru lane shall not exceed sixty (60) square feet in area. The maximum sign height shall not exceed eight (8) feet.
 2. Wall-Mounted – Two (2) wall-mounted menu board signs shall be permitted in a drive-thru lane. The total aggregate of all wall-mounted menu board signs shall not exceed twenty-four (24) square feet.
- H. Suspended Signs – Suspended signs shall be permitted under covered walkways attached to buildings at entrances to businesses. There shall only be one (1) suspended sign per entrance, and the suspended sign may have copy on both sides. A suspended sign shall not exceed two (2) square feet in area, and the bottom edge of a suspended sign shall be no less than seven and a half (7.5) feet above the sidewalk. A suspended sign shall not be illuminated.

I. Wall-Mounted Signs

1. Single Business Frontage

Each business with an outside public entrance shall be allowed signage in an amount equal to one (1) square foot per one (1) linear foot of the front width of the business.

2. Multiple Business Frontages – as defined in Subsection 13.07.045

a. Primary Business Frontage - The business shall be allowed signage in an amount equal to one (1) square foot per one (1) linear foot of the façade of the business that abuts the required front yard as stipulated in this zoning code. The entrance door does not have to be in this façade. In no case shall more than the above calculated amount be permitted on the primary business front.

b. Secondary Business Frontage – The business shall be allowed signage in an amount equal to twenty-five percent (25%) of one (1) square foot per one (1) linear foot of the width of one (1) secondary business front. The amount of signage allowed for the secondary business frontage may be divided up and used on additional sides of the business except for on the primary business frontage.

3. Canopy Signs – Whether the canopy is attached or freestanding, canopy signs are considered wall-mounted signage and shall be included in the total calculation of all wall-mounted signage permitted for the business.

4. Multi-Tenant Signs – Shall be allowed signage equal to one (1) square foot per one (1) linear foot of the front width of the business. Each retail use or office use, or multiple retail and office uses sharing a common entrance, shall be allowed to have at least one (1) wall-mounted sign not to exceed thirty (30) square feet.

In buildings where multiple businesses or tenants share a common outside public entrance and have individual inside public entrances, one (1) additional wall-mounted sign, not exceeding forty (40) square feet, shall be allowed for building identification.

5. Window Signs – Exterior window signs shall not cover more than twenty (20%) percent of the window area per facade. Window panels separated by muntins, mullions or piers shall be considered as one continuous window area. Window signs are considered wall-mounted signage and shall be included in the total calculation of all wall-mounted signage permitted for business.

13.07.080 Permanent Signs in the CC Zone District

A. Purpose and Intent

The purpose of this Subsection is to establish specific context sensitive requirements for signage and awnings permitted in the CC zone district that are reflective of the unique urban development patterns permitted in the CC zone downtown district.

B. Permitted Signs

1. Projecting Signs:

- a. A projecting sign is considered a double faced sign.
- b. The maximum size of a projecting sign shall be fourteen (14) square feet [seven (7) square feet per face].
- c. A projecting sign shall not project more than three and a half (3.5) feet from the wall of the building.
- d. The bottom edge of a projecting sign shall be no less than seven and a half (7.5) feet above the sidewalk.
- e. There shall be no more than one (1) projecting sign per business entrance per elevation.
- f. The top edge of the sign bracket shall be located no higher than the bottom of the second story window sill, unless necessary to meet clearance requirements in Subsection 13.07.080B.1.d.
- g. The use of a projecting sign shaped to illustrate the business, also known as a Symbol Sign, is appropriate.

2. Wall-Mounted Signs:

- a. The following design guidelines shall apply to wall-mounted signs for buildings that are located within five (5) feet or less of the right-of-way.
 - i. The sign area of a wall-mounted sign shall not exceed one (1) square foot of sign for every linear foot of street frontage of the building, up to a maximum of fifty (50) square feet.
 - ii. A wall-mounted sign shall have a maximum height of twenty-four (24) inches.
 - iii. The lettering or logo on a wall-mounted sign shall not exceed sixteen (16) inches in height.
 - iv. A wall-mounted sign shall not extend more than six (6) inches from the wall of the building.

- v. A wall-mounted sign shall be located between the top of the storefront and the bottom of the second story windows and shall not cover any part of the storefront or second story windows.
 - b. The following design guidelines apply to wall-mounted signs for buildings that are located more than five (5) feet away from the right-of-way.
 - i. The sign area of a wall-mounted sign shall not exceed one (1) square foot of sign for every linear foot of the front face of the building, up to a maximum of one hundred (100) square feet.
 - ii. A wall-mounted sign shall have a maximum height of thirty (30) inches.
 - iii. A wall-mounted sign shall not extend more than six (6) inches from the wall of the building.
 - iv. There shall be no more than one (1) wall-mounted sign per primary business entrance and a maximum of two (2) wall-mounted signs per building.
3. Window Signs:
- a. Window signs shall not cover more than twenty percent (20%) of the glass area of a window.
 - b. The lettering of a window sign shall not exceed a height of eight (8) inches.
 - c. There shall be no more than two (2) window signs per business.
 - d. Window signs shall be made of vinyl letters and/or logo or painted by a sign painter. Large hand painted signs and temporary signs shall be avoided.
4. Multi-Tenant or Directory Signs:
- a. If the multi-tenant sign is a projecting sign it shall follow the guidelines for projecting signs in Subsection 13.07.080.B.1, with the following exception:
 - i. The maximum size of a multi-tenant projecting sign shall be fourteen (14) square feet [seven (7) square feet per face].
 - b. If the multi-tenant sign is a wall-mounted sign it shall be:
 - i. Considered a single sided sign.
 - ii. The sign shall be a maximum of twelve (12) square feet.
 - iii. The sign shall be a maximum width of three (3) feet.

5. Sandwich Board or A-Frame Signs:

- a. The maximum size of sandwich board signs shall be sixteen (16) square feet [eight (8) square feet per face] with a maximum height of four (4) feet.
- b. There shall be no more than one (1) sandwich board sign per business and the sign shall be located in front of the business it advertises.
- c. There shall be a minimum distance of five (5) feet between the sandwich board and the front of the building to create an unobstructed passage that meets current ADA clearance standards.
- d. No sandwich board shall be located that interferes with vehicular sight distances at intersections, vehicular parking, or usage of street furniture.

No lighting of any kind is permitted on sandwich boards.

6. Awning Signs:

- a. Lettering on an awning shall be confined to the valance area on the front and sides of the awning.
- b. A space shall be provided between the top and bottom of the valance and the edge of the lettering on the valance.
- c. Business logos are not permitted on any part of the awning, only lettering for the business name and/or address.
- d. Backlit or internally lit awnings shall not be permitted within the CC zone district.

7. Canopy Signs – Whether the canopy is attached or freestanding, canopy signs are considered wall-mounted signage and shall be included in the total calculation of all wall-mounted signage permitted for the business.

8. Monument Sign:

- a. The maximum height of a freestanding sign in the CC district is six (6) feet from grade level.
- b. The maximum square footage of a freestanding sign is thirty (30) square feet total or fifteen (15) square feet per sign face.
- c. A freestanding sign shall have a minimum setback of five (5) feet from the public right-of-way.
- d. Internally lit freestanding signs are not permitted within the CC zone district.

9. Flagpoles, Ground – Maximum of three (3) per lot; no more than two (2) flags per pole; and a maximum of thirty five (35) feet in height. Only one (1) flag may contain a commercial logo or message. Combined size and weight of all flags must meet the wind load requirements per pole.

10. Flag Poles, Outrigger Wall-Mounted

- a. The maximum number of wall mounted flag poles is two (2) per building.
- b. The maximum number of flags is two (2) per building.
- c. The wall mount shall not be installed above the top of the storefront windows or the top of the primary entrance.
- d. The maximum height of the flagpole tip is sixteen (16) feet above the sidewalk.
- e. The bottom edge of a flag, flying on the wall mounted pole, shall be no less than seven and a half (7.5) feet above the sidewalk.

C. Maximum Number of Signs:

1. Each building is permitted two (2) sign types facing each street upon which the building fronts.
2. Each of the two (2) permitted signs shall be a different type.
3. Two (2) windows signs count as one (1) sign when more than one (1) sign type is being installed.

D. Sign Materials

1. Permitted Materials:

All signs permitted under Subsection 13.07.080 shall be constructed of wood, metal, synthetic wood material, and/or encased Styrofoam.

2. Prohibited Materials:

Signs permitted under Subsection 13.07.080 shall not be constructed of extruded plastic, unfinished wood, and/or unfinished metal. This Subsection shall not prohibit the use of extruded plastic lettering.

E. Performance Standards for Glare and Maximum Illumination

1. All signage in the CC zone district shall conform to the performance standards for glare and illumination found in Subsection 13.07.090

2. In addition to the provisions of Subsection 13.07.090, illuminated signage shall not:
 - a. Have blinking, flashing, or fluttering lights or other illuminating devices which change light intensity, brightness, or color.
 - b. Have colored lights that may be confused with or construed as a traffic control device.
 - c. Have exposed bulbs illuminating the exterior surface of any sign.
 - d. Internally illuminated sign are not permitted, but backlighting is permitted

F. Awnings

1. Awning Shapes:
 - a. An awning shall follow the shape of the door or window it is being installed over.
 - b. Awnings shall be a sloped, curved, or arched in terms of their shape.
2. Materials:
 - a. Awnings shall be constructed of a fabric material.
 - b. Metal awnings may be appropriate and will be reviewed for appropriateness on a case by case basis.
3. General Awning Guidelines:
 - a. Retractable awnings are not permitted within the CC zone district.
 - b. An awning shall be installed to fit within the width and height of the storefront or doorway on which it is being installed.
 - c. The bottom edge of an awning shall be no less than seven and a half (7.5) feet above the sidewalk and such awning shall not extend to within two (2) feet of any public vehicular travel way.
 - d. For any building containing a single business the color, pattern, and mounting characteristics for awnings shall be the same.
 - e. All awnings for a single business shall be aligned horizontally unless severe topography requires an awning to slope.
 - f. All awnings shall be properly maintained and kept in good repair.

g. Liability insurance and a signed hold harmless agreement are required.

G. Liability Insurance

1. If a sign or awning projects above or is located on a public sidewalk as permitted by the provisions of this ordinance, the issuance of and continuation of any permit sought shall be conditioned upon the owner furnishing and maintaining adequate liability insurance coverage for the protection of the general public in an amount and form satisfactory to the City Attorney. The owner shall also agree to hold the City harmless from any damages resulting from the placement and maintenance of said sign or awning and this shall be accomplished by a separate written agreement provided on forms approved by the City Attorney binding upon the applicants, their heirs, personal representatives, assigns, and successors.
2. The sign or awning owner, its servants, agents or employees, shall be fully and completely responsible for the repair and maintenance of said structure or device at all times and as a condition precedent to the issuance of any permit sought, by separate written agreement binding upon it, its heirs, personal representatives, assigns or successors, agree that in the event it becomes necessary to widen or relocate the public way, alley, street, or thoroughfare, the applicant, their heirs, its personal representatives, assigns and successors, shall be required to bear the expense of the removal or relocation of the sign or awning and without compensation from the city.

13.07.085 Community Facility On-Premises Signs in Residential Zone Districts

A. Signs for Community Facilities:

Each service/institution/public facility shall be permitted one (1) on-premise sign. The sign shall not exceed sixty (60) square feet in area, equally divided between not more than two (2) sign faces.

The maximum height of a freestanding sign shall be eight (8) feet. The minimum setback shall be fifteen (15) feet from the right-of-way. The sign shall not encroach in required side yard setbacks of the zone district and only one (1) such freestanding sign shall be permitted per street frontage.

- B. Flagpoles, Ground – Maximum of three (3) per lot; no more than two (2) flags per pole; and a maximum of thirty five (35) feet in height. Combined size and weight of all flags must meet the wind load requirements per pole.
- C. Educational Campus – A comprehensive plan for the signage of a college or university campus, as defined in Subsection 13.07.045, must be prepared by an architect or engineer and submitted to the Codes/Planning Department for review and approval before a sign permit is issued.

D. All Other Districts - Community Facilities shall be permitted the signage of the zone district occupied by the facility.

13.07.090 Performance Standards Regulating Glare and Illuminated Sign Brightness

A. Definitions

Foot Candle: a unit of illumination. Technically, the illumination at all points one (1) foot distance from a uniform point source of one (1) candlepower.

B. Limitation of Glare

In all zone districts, any operation or activity, including signage, producing glare shall be conducted so that direct and indirect light from the source shall not cause illumination in excess of 0.5 foot candles.

C. Illuminated Sign Brightness - The brightness and surface illumination of all illuminated signs shall not exceed the provisions below in the zone district indicated:

<u>Luminous Background:</u>	<u>Indirect Illumination:</u>	<u>Districts:</u>
150-Foot Lamberts	50-Foot Candles	PNC, MRO, MUG, MUL, CSL, OR, MPO
200-Foot Lamberts	75-Foot Candles	CG, CS, PGC, GO, PBP, IR, IG

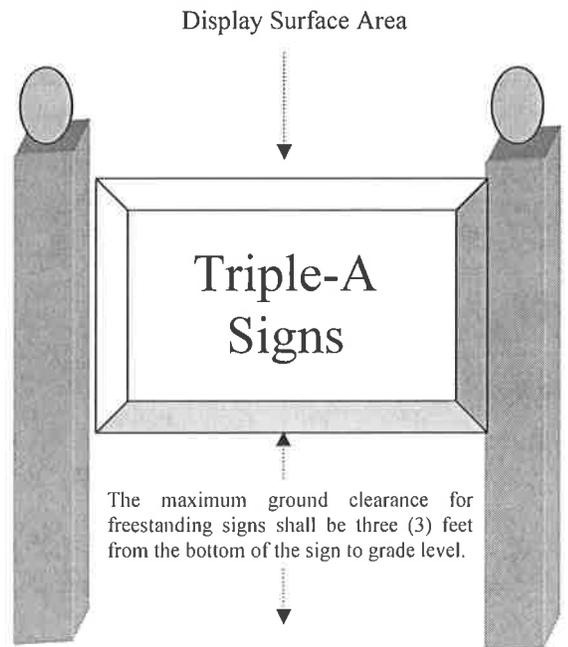
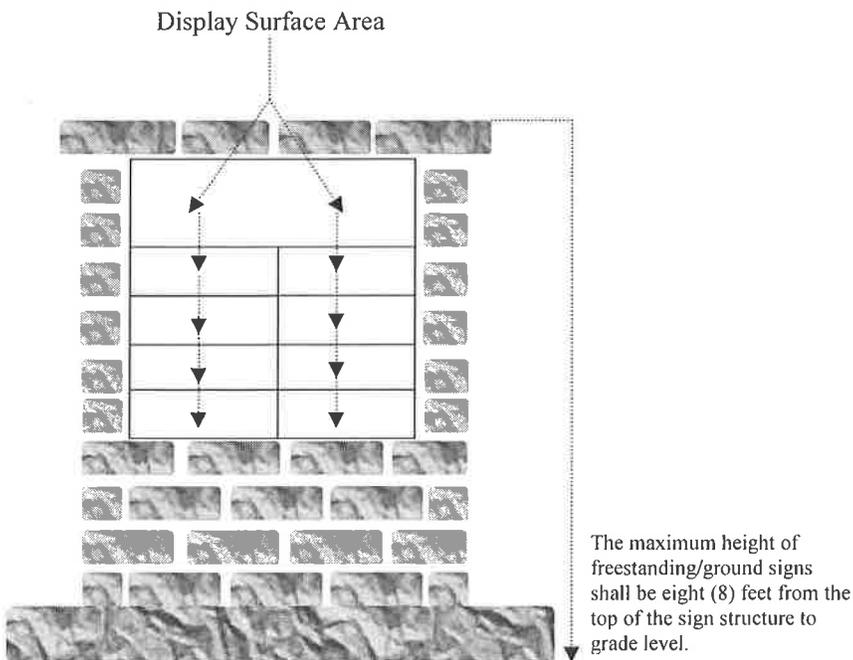
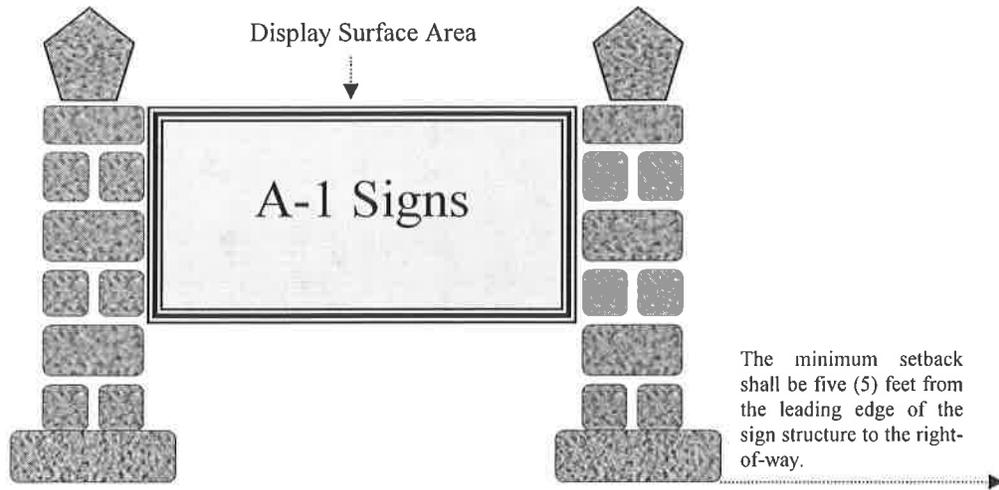
- a. If illuminated, signs shall be illuminated only by the following means:
 - i. A steady, stationary light of reasonable intensity in accordance with Performance Standards, shielded, and directed solely at the sign;
 - ii. Light sources to illuminate signs shall be shielded from all adjacent buildings and streets and shall not be of such brightness so as to cause glare hazardous to pedestrians or vehicle drivers or so as to create a nuisance to adjacent residential districts, in accordance with Performance Standards; and
 - iii. Internal illumination, steady, and stationary through translucent materials.
This Subsection includes steady, non-flashing neon lighting.

13.07.095 Alternative Plan Approval

Upon the request of any owner of property to which this Subsection applies, the Planning Commission may approve an alternative master signage plan which is not in strict compliance with the requirements of this Subsection, if the Planning Commission finds that such alternative plan meets the purpose and intent of the requirements of this Subsection and the alternative master signage plan is clearly equal to or superior to a plan that would be in strict compliance with this Subsection. In making the determination, the

Planning Commission may consider the topography, shape, size, or other natural features of the property and the size, location, materials, design, color, and other natural or man-made elements of the proposed signage which could impact the proposal's conformance to these standards.

13.07.100 Freestanding Sign Height, Setback Requirements and Display Surface Area



13.07.105 Wall-Mounted Signs Display Surface Area Calculations

Raceway

Individual letters mounted on a track (raceway). Track (raceway) is then mounted to the wall.

$3' \times 20' = 60 \text{ sq. ft.}$

$5' \times 8' = 40 \text{ sq. ft.}$



$40 \text{ sq. ft.} + 60 \text{ sq. ft.} = 100 \text{ sq. ft.}$

Total of 100 sq. ft.

Channel Letters

Individual letters mounted directly to the wall.

$4' \times 4' = 16 \text{ sq. ft.}$



$2' \times 2' = 4 \text{ sq. ft./letter} \times 12 \text{ letters} = 48 \text{ sq. ft.}$



$16 \text{ sq. ft.} + 48 \text{ sq. ft.} = 64 \text{ sq. ft.}$

Total of 64 sq. ft.

Cabinet Sign

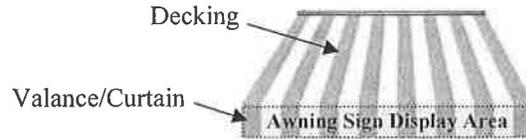
Sign panel(s) within a frame.

$4' \times 7' = 28 \text{ sq. ft.}$



Awning Sign

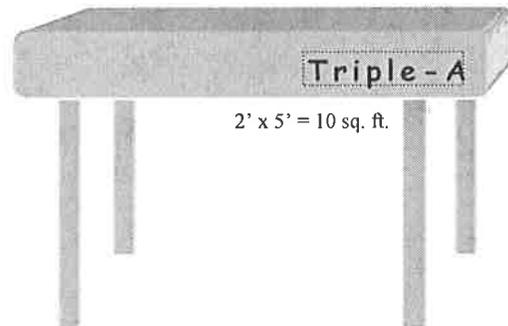
Awning signage is only permitted on the valance/curtain area of the awning.



Canopy Sign

Calculated as part of the wall-mounted signage

- Made of rigid or non-rigid material
- Attached or detached



$2' \times 5' = 10 \text{ sq. ft.}$

When measuring wall-mounted signs, multiple geometric shapes should be used, rather than one (1) rectangle. Examples above illustrate the proper method to use when measuring channel letter signs, raceways and cabinet signs. This is to assure that “air space” or “the background wall” are not included as part of the sign area and allows the applicant to maximize the allowable signage.

13.07.110 - Non-Residential and Mixed-Use Zone Districts Freestanding Sign Basic Allowances

Zone District	 Single Face Maximum  Maximum Total Aggregate of all freestanding signs permitted per zone lot					
	75 sq. ft.	100 sq. ft.	125 sq. ft.	150 sq. ft.	200 sq. ft.	225 sq. ft.
CG, CS, CSL, PGC, PNC, GO, OR, MRO, MU, MUG, MUL, MPO						
PBP, IR, IG						

The face of any one (1) sign may be equal to one (1) square foot per one (1) linear foot of street frontage. In no case shall a single sign face or the total aggregate of the freestanding sign exceed the maximum allowed as noted above per the property's zone district.

13.07.115 - Non-Residential and Mixed-Use Zone Districts Wall-Mounted Sign Basic Allowances

Zone District	 Single Face Maximum  Maximum Total Aggregate of all wall-mounted signs permitted per business					
	120 sq. ft.	150 sq. ft.	180 sq. ft.	200 sq. ft.	225 sq. ft.	300 sq. ft.
GO, OR, MRO, MU, MUG, MUL, MPO						
PBP, IR, IG						
*CC, CG, CS, CSL, PGC, PNC						

The face of any one (1) primary business frontage sign may be equal to one (1) square foot per one (1) linear foot of the width of the primary business frontage. The face of any one (1) secondary business frontage sign may be equal to twenty-five percent (25 %) of one (1) square foot per one (1) linear foot of the width of the secondary business frontage. In no case shall a single sign face or the total aggregate of all wall signs per business exceed the maximum allowed as noted above per the property's zone district.

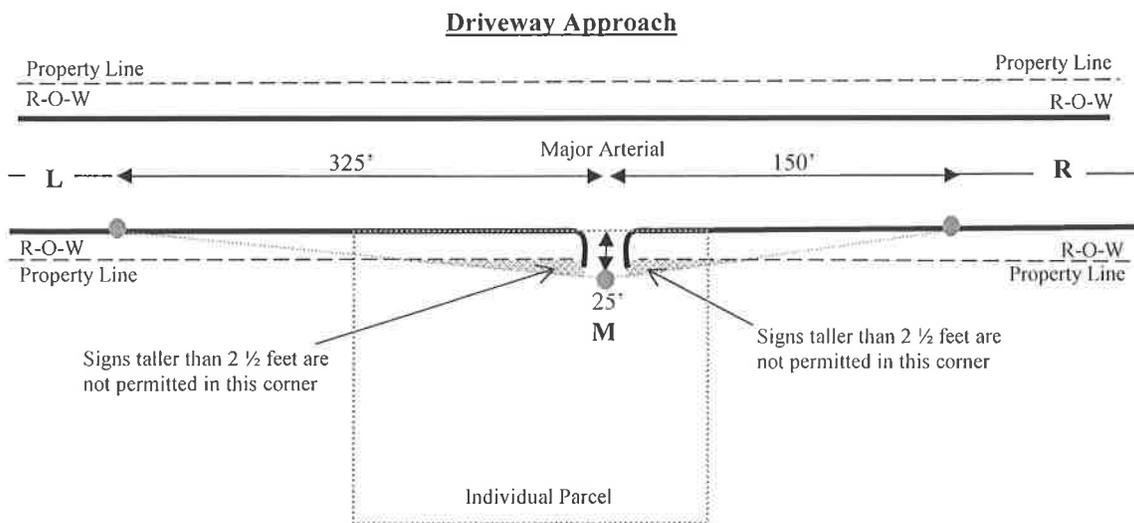
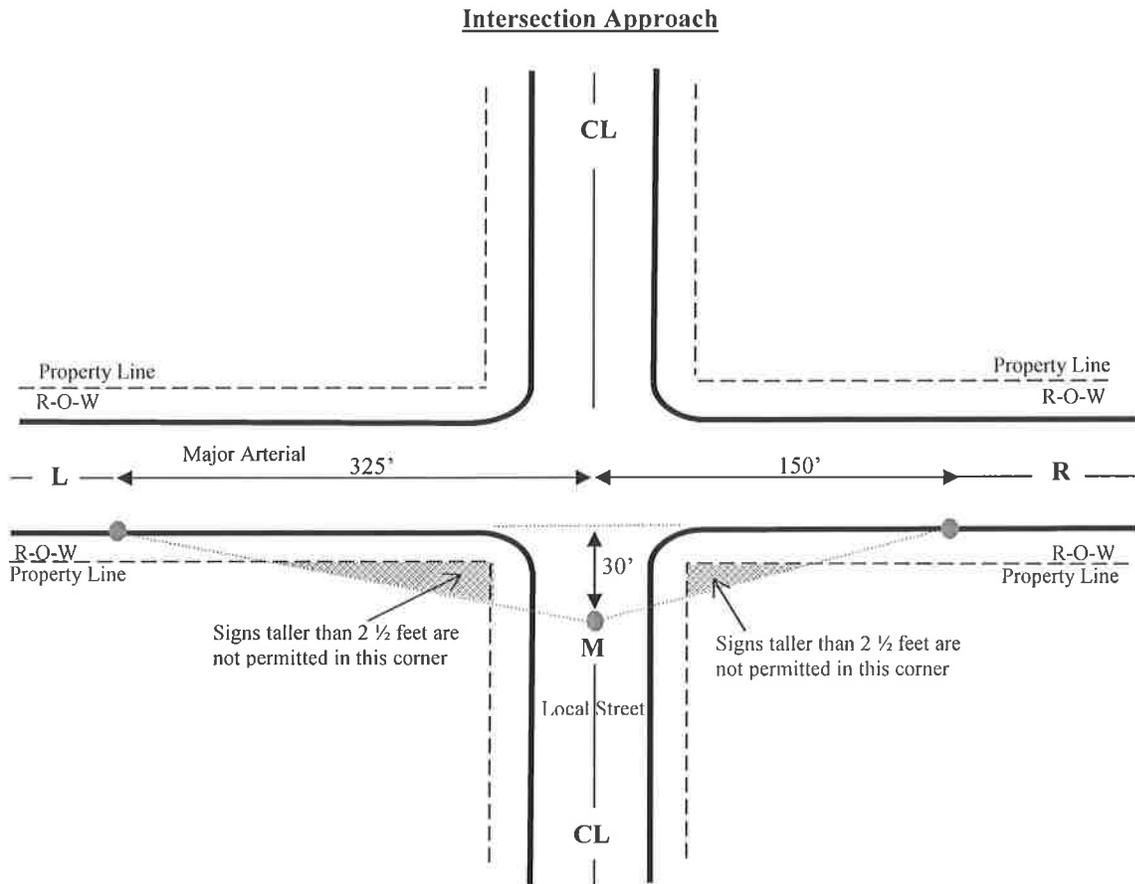
* Additional restrictions apply in the CC Zone District. Refer to Section 13.07.080

** In buildings where multiple retail or office uses share a common outside public entrance and have individual inside public entrances, one (1) additional wall sign not exceeding forty (40) square feet may be allowed for building identification.

13.07.120 – Multi-Tenant Development and Out Parcel Signs

Maximum Number of Signs	1 per development access, minimum of 350 feet apart, maximum of 2 per street front
Maximum Height	12 feet from grade level
Ground Clearance	Maximum of 3 feet from grade level to bottom of sign
Minimum Setback	10 feet from right-of-way
Materials	Shall match the architectural design of the building
Maximum Per Sign Face	120 square feet
Maximum Total Aggregate of all Multi-Tenant Development Signs	300 square feet
Landscaping	The base of all Multi-Tenant Development signs shall be fully landscaped with plants and/or shrubbery
Out Parcel(s)	Maximum of 70 square feet per sign face, maximum height shall not exceed 6 feet tall

13.07.125 – Example for Determining Sight and Traffic Visibility Areas for Signs



The illustration is not drawn to scale and is only for the purpose of providing an example for determining the sight and traffic visibility areas for the placement of signs. Refer to Subsection 13.06.050 for the required distance per approach.