



CITY SIGN ORDINANCE AD-HOC COMMITTEE MEETING AGENDA

City Hall, City Hall Conference Room, 251 E. Honolulu St., Lindsay, CA 93247

Notice is hereby given that the City Sign Ordinance Ad-Hoc Committee will hold a meeting on **June 21, 2023**, at **6:00 PM** in person at the Lindsay City Hall Conference Room located at 251 East Honolulu Street Lindsay California 93247. The webinar address for members of the public is

<https://us06web.zoom.us/j/2725789470> .

Persons with disabilities who may need assistance should contact the City Clerk prior to the meeting at (559) 562-7102 ext. 8034 or via email at lindsay.cityclerk@lindsay.ca.us.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

The public is invited to comment on any subject under the jurisdiction of the City Sign Ordinance Ad-Hoc Committee. Please note that speakers that wish to comment on a Regular Item or Public Hearing on tonight's agenda will have an opportunity to speak when public comment for that item is requested by the Committee. Comments shall be limited to three (3) minutes per person, with thirty (30) minutes for the total comment period, unless otherwise indicated by the Committee. The public may also choose to submit a comment before the meeting via email. Public comments received via email will be distributed to the Committee prior to the start of the meeting and incorporated into the official minutes; however, they will not be read aloud. Under state law, matters presented under public comment cannot be acted upon by the Committee at this time.

4. ACTION ITEMS

- 4.1 Minutes from May 17, 2023 Meeting (pp. 3 – 5)

5. DISCUSSION ITEMS

- 5.1 Review of Draft City of Lindsay Business License & Sign Permit Applications (pp. 6 – 15)

Presented by Araceli Mejia, Assistant City Planner

- 5.2 Overview of Mural Provisions within Sign Ordinance (pp. 16 – 26)

Presented by Araceli Mejia, Assistant City Planner

- 5.3 Overview of Recommended Sign Ordinance Amendments

Presented by Francesca Quintana, City Clerk & Assistant to the City Manager

6. ADJOURNMENT

City Sign Ordinance Ad-Hoc Committee meetings are held in the City Council Conference Room at 251 E. Honolulu Street in Lindsay, California beginning at 6:00 P.M. on the third Wednesday of the month

unless otherwise noticed. Materials related to an Agenda item submitted to the committee after distribution of the Agenda Packet are available for public inspection in the office of the City Clerk during normal business hours. A complete agenda is available at www.lindsay.ca.us. If you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the office of the City Clerk at (559) 562-7102 x 8034. Notification prior to the meeting will enable the City to ensure accessibility to this meeting and/or provision of an alternative format of the agenda and documents in the agenda packet.



CITY SIGN ORDINANCE AD-HOC COMMITTEE MEETING AGENDA MINUTES

City Hall, City Hall Conference Room, 251 E. Honolulu St., Lindsay, CA 93247

Notice is hereby given that the City Sign Ordinance Ad-Hoc Committee will hold a meeting on **May 17, 2023**, at **6:00 PM** in person at the Lindsay City Hall Conference Room located at 251 East Honolulu Street Lindsay California 93247. The webinar address for members of the public is <https://us06web.zoom.us/j/2725789470> .

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- 1. CALL TO ORDER**
- 2. ROLL CALL**

Present	Mayor Cerros Council Member Sanchez Eddie Smith, Webb Sanders & Smith Funeral Home Valeriano Saucedo, Retired Judge Judyth Dreiger, Mural Society Vice President Brian Watson, State Farm Rich Alvarez, Primos Auto Insurance
Absent	Raj Singh, Lindsay Chevron Mercy Herrera

3. PUBLIC COMMENT

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- No public comment received.

4. INTRODUCTIONS

- 4.1 Introductions of Committee Members (p. 3)

5. ACTION ITEMS

5.1 Consider Approval of Ad-Hoc Committee Guidelines (pp. 4 – 7)

Presented by Joseph M. Tanner, City Manager

Motion to Approve Item 5.1 with Sections 1.3, 2.1, and 2.2 Removed							
1 st	2 nd	Result	SMITH	SAUCEDO	DREIGER	WATSON	ALVAREZ
CERROS	SANCHEZ	(7-0)	AYE	AYE	AYE	AYE	AYE

5.2 Consider Approval of Appointment of Committee Chair

Presented by Francesca Quintana, City Clerk & Assistant to the City Manager

- No action taken on this item; the Committee unanimously agreed that a Committee Chair is not needed.

5.3 Consider Approval of Appointment of Committee Vice Chair

Presented by Francesca Quintana, City Clerk & Assistant to the City Manager

- No action taken on this item; the Committee unanimously agreed that a Committee Vice Chair is not needed.

5.4 Consider Approval of City Sign Ordinance Ad-Hoc Committee Meeting Schedule for 2023

(p. 8)

Presented by Francesca Quintana, City Clerk & Assistant to the City Manager

Motion to Approve Item 5.4							
1 st	2 nd	Result	SMITH	SAUCEDO	DREIGER	SANCHEZ	ALVAREZ
CERROS	WATSON	(7-0)	AYE	AYE	AYE	AYE	AYE

6. DISCUSSION ITEMS

6.1 Overview of City Sign Ordinance Ad-Hoc Committee Goals

Presented by Joseph M. Tanner, City Manager

6.2 Sign Ordinance Impact on Community

Presented by Joseph M. Tanner, City Manager

6.3 Overview of Current Sign Ordinance (pp. 9 – 35)

Presented by Joseph Avina, City Services Manager/Inspector

7. ADJOURNMENT

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normal business hours. A complete agenda is available at www.lindsay.ca.us. In compliance with the Americans with Disabilities Act & Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the office of the City Clerk at (559) 562-7102 x 8034. Notification prior to the meeting will enable the City to ensure accessibility to this meeting and/or provision of an alternative format of the agenda and documents in the agenda packet.

- Meeting was adjourned at 7:27 PM.



Note: Any change in ownership or address requires a new application

FOR CITY USE ONLY

City of Lindsay Business License Application

Acct. # _____

Acct.# _____

Class _____

Class _____

New Location Change _____

Cat. Code _____

Cat. Code _____

Bus. Group _____

Bus. Group _____

Owner Change Name Change _____

1-Day Semi-annual Quarterly

Change of Owner Name Location

Ext. 4

Business Name _____ Location of Business _____

Type of Business _____ Email _____

Mailing Address _____ City _____ State _____ ZIP _____

Email _____ Phone: () _____ Est. Monthly Gross Receipts _____

Type: Single Owner Partnership Corporation Name of Corporation (if applicable): _____

Owner Name _____

Owner Address _____ City _____ State _____ ZIP _____

State ID# _____ Fed. ID# (if applicable) _____ Board of Equalization # _____

State License# _____ Business Start Date or Date of Relocation _____

Business License Questionnaire

Fully describe/explain the nature of the business below in the space provided and then answer each question listed below

Yes No

1. **WILL THE BUSINESS INSTALL, MODIFY, REHABILITATE A SIGN? IF YES, APPLY FOR SIGN PERMIT AND MAY REQUIRE A BUILDING PERMIT? BUILDING PERMIT AND COMPLETE "SIGN PERMIT ATTACHMENT F".**

2. Will the business change the occupancy? If yes, specify: _____

3. Will the business operation include discharging any waste, wastewater, or rinse water to the ground, street, or storm drain?

4. Will the business generate any hazardous waste or e-waste at this site?

5. Will the business operation include sanding, cutting, or shaping of wood, metal, plastic, or other products producing combustible dust or fibers?

CHECK ALL THAT APPLY

Adult oriented business

Business Office

Group Care Facility

Auto Sales

Church

Health Club

- | | | |
|--|--|--|
| <input type="checkbox"/> Auto Body Repair | <input type="checkbox"/> Daycare Facility | <input type="checkbox"/> Manufacturing/R&D |
| <input type="checkbox"/> Beauty Salon/Barber | <input type="checkbox"/> Day Spa Market | <input type="checkbox"/> Massage Establishment |
| <input type="checkbox"/> Booth Rental | <input type="checkbox"/> Food/Liquor | <input type="checkbox"/> Medical/Dental |
| <input type="checkbox"/> Property Rentals | <input type="checkbox"/> Vocational School | |
| <input type="checkbox"/> Restaurants/Fast Food | <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Wholesale | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Tattoo Parlor | <input type="checkbox"/> Home Occupation | |

6. Commercial Utility Account:

Before opening a commercial account, you will need the following.

- _____ Copy of a lease agreement or proof of ownership.
- _____ Have a signature on the business license by Planning ONLY (this will verify that your business is an allowed use at the location)
- _____ Have paid the inspections fees
- _____ Refuse assessment by Mid Valley Disposal. Contact Sol Flores via email at soln@midvalleydisposal.com or at 559-_____ 567-0527 (to obtain the type of services your business will need:

Recycle: _____ (___)/week **Green waste:** _____ (___)/week **Trash** _____ (___)/week

Organic: _____ (___)/week **Locking Bins:** ___ Yes ___ No

____ Are you requesting self-hauling of any of the refuse services above mention? If YES, customer must obtain approval and signature from Mid Valley Disposal Recycling Coordination as well as to submit the REFUSE SELF HAUL CERTIFICATION FORM. Attached ___ Yes ___ No

Self-Haul Certification Authorization:

Approved By: _____ Recycle Green Waste Cooking Oil
Sol Flores, Recycling Coordinator Mid Valley Recycling Coordinator

Approval Date: _____ Reference No: _____

Received Self-Haul Certification Form: ___ Yes ___ No

3. BUILDING OWNER/PROPERTY MANAGEMENT COMPANY INFORMATION

Select one: Building Owner Property Management Company

Name _____

Address _____ City and Zip _____

Telephone contact _____

Approval of the Business License Application does not alleviate the business owner/applicant from obtaining the required building permits for previously unpermitted construction or any proposed improvements.

4. Disability Access

UNDER FEDERAL AND STATE LAW, COMPLIANCE WITH DISABILITY ACCESS LAWS IS A SERIOUS AND SIGNIFICANT RESPONSIBILITY THAT APPLIES TO ALL CALIFORNIA BUILDING OWNERS AND TENANTS WITH BUILDINGS OPEN TO THE

PUBLIC. YOU MAY OBTAIN INFORMATION ABOUT YOUR LEGAL OBLIGATIONS AND HOW TO COMPLY WITH DISABILITY ACCESS LAWS AT THE FOLLOWING AGENCIES:

- DIVISION OF THE STATE ARCHITECT: <https://www.dgs.ca.gov/dsa>
- DEPARTMENT OF REHABILITATION: <https://www.dor.ca.gov/Home/DisabilityAccessServices>
- CALIFORNIA COMMISSION ON DISABILITY ACCESS: <https://www.dgs.ca.gov/CCDA>

5. Acknowledgements

I ACKNOWLEDGE AND UNDERSTAND THAT IT IS THE REponsibility OF THE APPLICANT/LICENSEE TO ENSURE THEIR BUSINESS COMPLIES WITH ALL APPLICABLE CITY OF LINDSAY MUNICIPAL CODES, CITY ZONING ORDINANCES AND STATE AND FEDERAL LAWS. NON-COMPLIANCE MAY RESULT IN THE REVOCATION OF YOUR CITY OF LINDSAY BUSINESS LICENSE. *THE CITY OF LINDSAY RECOMMENDS BUSINESS OWNERS CONTACT THE CITY OF LINDSAY'S PLANNING DEPARTMENT AT (559) 562-7102 EXT 4 **PRIOR TO** RENTING, LEASING OR PURCHASING A PROPERTY TO VERIFY THEIR PROPOSED USE COMPLIES WITH THE CITY OF LINDSAY'S ZONING ORDINANCE.*

I FURTHER UNDERSTAND THAT THE FOLLOWING APPLIES TO BUSINESSES WHO ARE MAKING APPLICATION FOR A CITY OF LINDSAY BUSINESS LICENSE (*Please initial beside each item to acknowledge you have read and understand*):

_____ **All signage must be reviewed, approved, and permitted by the City of LINDSAY's City Services and Planning Department. Please contact (559) 562-7102 EXT 4 regarding sign permits *PRIOR TO* installation of ANY signage.**

_____ **Grand opening events for the business must first go through the Special Event Permit application process. All Special Event Permits that fall under Class I or II must be submitted at least 15 days prior to the event date.**

_____ All modifications, other than aesthetic changes (i.e. painting, flooring), to a structure located within the City of LINDSAY are subject to approval and issuance of a City of LINDSAY Building Permit. These include, but are not limited to, repairs and improvements to plumbing, electrical and mechanical systems. Please contact the City of LINDSAY's City Services Department at (559) 562-7102 EXT 4 **PRIOR TO** any alteration or modification of any building or structure to determine if a building permit is required.

_____ Trash and recycling services **ARE MANDATORY** in the City of LINDSAY.

_____ A business license will not be issued until the application has been reviewed by the Planning Department to determine if any land use approvals (i.e., discretionary permits) are necessary for compliance with zoning regulations. To confirm the zoning of your business, please contact the City of LINDSAY's Planning Department at (559) 562-7102 EXT 4.

_____ The business location will be required to maintain parking lots and existing landscaping if they are determined to be in need of repair. The City of LINDSAY's Planning Department may require landscape for sites that do not have current landscaping. Lot frontage maintenance is the responsibility of the business at this location.

_____ Dependent on the type of tenant improvements which are proposed as part of your business, the site may be required to conform to all Americans with Disabilities Act (A.D.A.) improvements. It is advised that regardless, A.D.A. improvements be made to protect you, the business and/or property owner, from potential litigation. *Consultation with a Certified Access Specialist (CAsp) is strongly advised.*

_____ Contractors shall provide verification of Workers' Compensation Insurance coverage, if required by California law.

_____ To determine if an interceptor (ex, grease traps) is required or if an existing interceptor needs to be serviced in relation to the type of business operation you will be conducting (i.e. restaurant, food preparation, car/truck wash, etc.), please contact the City Services Department at (559) 562-7102 EXT 4

PRIOR TO THE ISSUANCE OF A BUSINESS LICENSE, THE CITY WILL CONDUCT AN INSPECTION OF THE BUSINESS LOCATION, IF LOCATED WITHIN THE INCORPORATED CITY LIMITS OF LINDSAY. THE PREMISES WILL BE INSPECTED **PRIOR TO** THE BUSINESS OPENING FOR BUSINESS AND MUST BE SET UP AND/OR STOCKED. IF THE CITY CANNOT CONTACT THE APPLICANT WITHIN 60 DAYS OF THE APPLICATION DATE, THE APPLICATION WILL CONSIDERED WITHDRAWN, AND ALL FEES PAID WILL BE NONREFUNDABLE.

SUBMITTAL OF A BUSINESS LICENSE APPLICATION AND PAYMENT OF FEE(S) DOES NOT CONSTITUTE AN APPROVAL OF A LICENSE TO OPERATE A BUSINESS. **NO BUSINESS SHALL OPERATE UNTIL THE BUSINESS LICENSE HAS BEEN APPROVED AND ISSUED BY THE CITY OF LINDSAY.**

CAUTION!

Payment of Business Tax does not authorize payer to engage in a business or profession contrary to city ordinances (including zoning ordinances) or state and federal regulations

Sales and Use Tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization Office

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Authorized Signature _____ Date _____

FOR CITY USE

APPROVAL DATES	REMARKS	INSPECTION FEE	FEES	
Planning		Building \$	Regular	\$
Building		Fire \$	Application	\$
Fire		Total Insp Fee \$	CASP	\$
Other		PAID DATE:	TOTAL AMOUNT DUE	\$
		RECEIPT #:		
APPROVAL SIGNATURES				
PLANNING DEPT.	BUILDING DEPT.	FIRE DEPT.	OTHER	

Zoning Classification _____	Fire Zone District _____
Address _____	Areas and Neighborhood _____
APN _____	
Class of Building _____	Occupancy Capacity _____

***New businesses may apply for a temporary sign permit (30 days) to promote their business upon initial opening. Businesses are limited to one temporary sign per year thereafter.**



SIGN PERMIT APPLICATION CHECKLIST

ATTACHMENT F

Applications for sign permits require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required. If at any point during construction, the scope of the approved work changes, all modifications shall be submitted to the City for approval *prior* to performing work which deviates from that approved.

Please identify the type of signage.

Temporary (up to 30 days) Permanent Electrical Non-Electrical

INFORMATION TO PROVIDE WITH APPLICATION.

- Plans: 3 sets are required
- Dimensions
- Materials
- Drawing or photograph of the proposed sign in color
- Building elevation
- Mounting details

PURPOSE

The purpose of this policy is to regulate signs as an information system that preserves and enhances the aesthetic character and environmental values of the City of Lindsay

POLICY

Signs that are located or mounted on private property within the jurisdictional boundaries of the City of Lindsay are subject to regulations required by Ordinance No. 579, 2019.

INSTRUCTIONS

Step 1: Find your designated rules for your proposed sign in the charts provided in this packet.

Step 2: Find your zoning district. You can find City of Lindsay Zoning map on our website under Documents Directory. If you need assistance, ask a member of our staff.

Step 3: Submit a completed building permit application and sign and attach this checklist. Submit all the required materials.

Number and Size of Permanent Signs by Zone		
Zone District	Permanent Building Signs	Permanent Freestanding Signs
R-A (Residential Agricultural), R (Residential), and RM (Multiple Residential) districts with 4 or less residences per site	1 sign per residence maximum 4 sq.ft. maximum size per sign Placement a maximum 8 ft. high External illumination only.	None allowed
R-A, R, and RM districts with 5 or more residences per site or with non-residential uses on site	1 sign per street frontage maximum. 30 sq.ft. maximum size per sign. Placement a minimum of 5 feet below roofline. External illumination only.	1 Sign per frontage maximum. 20 sq.ft. maximum size. 6 feet high maximum. External illumination only.
PO (Professional Office) districts	2 sq.ft. per 1 lineal foot of building frontage up to 60 sq.ft. on primary frontage. 1 sq.ft. per 1 lineal foot up to 30 sq.ft. on secondary frontage.	1 monument sign per street frontage. Less than 50 feet of frontage: 20 sq.ft., 6 feet high maximum 5-150 feet of street frontage: 36 sq.ft., 6 feet high maximum 5-foot minimum setback from property line
CN (Commercial Neighborhood), CS (Service Commercial), CH (Highway Commercial) districts	Number of signs per business establishment limited to 6. The allowed square footage per building frontage is cumulative. Primary building frontage: 2 sq.ft. per 1 lineal foot up to a maximum 350 sq.ft. along primary frontage. 50 sq.ft. allowed regardless of frontage length. Secondary building frontage: 1 sq.ft. per lineal foot up to a maximum 200 sq.ft. per secondary frontage. 35 sq.ft. allowed regardless of frontage length.	1 sign per establishment maximum. 60sq.ft. maximum sign face size. 20 feet high maximum is set back 10 feet more from property line. 10 feet high maximum if set back to 5 to 10 feet from property lines. Sites with an integrated shopping center: 1 additional freestanding sign up to 200 sq.ft. Maximum height not greater than the average height of the buildings. 5-foot setback minimum from the lot line. 15-foot setback from side or rear line
CC (Commercial Corridor) districts	2 sq.ft. per 1 lineal foot of building frontage up to 60 sq.ft. on primary frontage. 1 sq.ft. per 1 lineal foot up to 30 sq.ft. on secondary frontage.	Shopping centers only: 1 freestanding sign per frontage based on the following: Less than 50 feet of frontage: 20 sq.ft., 10 feet high maximum 50-150 feet of street frontage: 40 sq.ft., 15 feet high maximum 150-300 feet of street frontage: 65 sq.ft., 20 feet high maximum

		5-foot setback minimum from property line
1 district	No limit to number of signs per business establishment. 1 sq.ft. per lineal foot of property line adjoining a street, or 100 sq.ft. per acre of site area in whichever is greater, to a maximum of 600 sq.ft. of sign face.	1 sign per frontage maximum 60 sq.ft. maximum sign face size. 20 feet high maximum. 5-foot setback from lot line 15-foot setback from side lot line
RCO (Resource Conservation and Open Space) District	1 sign per street frontage maximum 30 sq.ft. maximum size per sign. External illumination only	1 sign per site maximum 20 sq.ft. maximum size 6 feet high maximum External illumination only 5-foot setback from all lot lines.

Number of Size of Temporary Signs by Zone		
Zone District	Temporary Building Signs	Temporary Freestanding Signs
R-A, R, and RM districts with 4 or less residences per site	1 sign per site 12 sq.ft. maximum per sign. Placement a maximum of 15 feet high. No illumination.	Up to 4 per site maximum. 32 cumulative sq.ft. maximum sign size. First sign maximum 5 feet high, all other signs maximum 3 feet high. No illumination.
R-A, R, and RM districts with 5 or more residences per site or with non-residential uses on site	1 sign per street frontage. 32 sq.ft. maximum size per sign. Placement a minimum 3 feet below roofline. No illumination.	Up to 4 per site maximum 32 cumulative sq.ft. maximum sign size. First sign maximum 5 feet high, all other signs maximum 3 feet high. No illumination.
PO district	1 sign per establishment 10 st.ft. plus an additional 1 sq.ft. per lineal feet of primary building frontage maximum size. Placement a minimum 3 feet below roofline. No illumination.	1 sign per site, plus 1 additional sign for 300 lineal feet of street frontage, rounded down to the nearest whole number. 16 sq.ft. maximum sign size. 6 feet high maximum. No illumination.
CN district	1 sign per establishment 10 sq.ft. plus an additional 1 sq. ft. per 2 lineal feet of primary building frontage maximum size. Placement a minimum 3 feet below roofline. No illumination.	1 sign per site, plus 1 additional sign for every 300 lineal feet of street frontage, rounded down to the nearest whole number. One half of signs, 32 sq.ft. maximum sign size. Other half signs, 16 sq.ft. maximum sign size. 6 feet high maximum. No illumination.

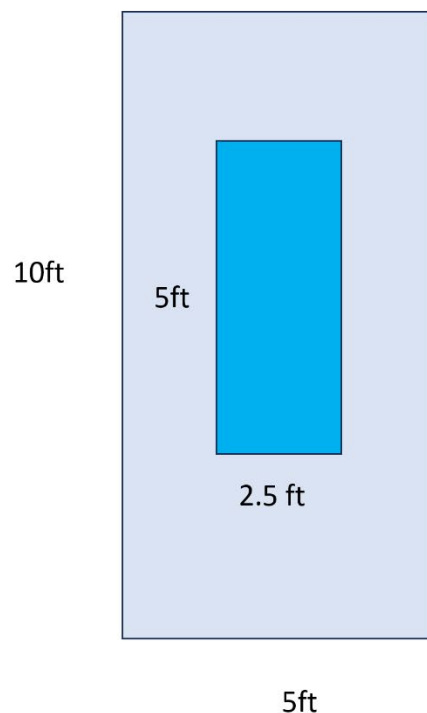
CC, CS, and CH districts	1 sign per establishment. 10 sq.ft. per establishment, plus an additional 1 sq.ft. per 2 lineal feet of primary building frontage maximum size. No illumination.	1 sign per site. 10 sq.ft. maximum sign size. If placed on sidewalk, the sign shall allow for a minimum 4-foot-wide path of travel. No illumination. Freestanding banners are not allowed.
1 district	1 sign per street frontage. 32 sq.ft. maximum size per sign. Placement a minimum 3 feet below roofline. No illumination.	Up to 4 per site maximum. 32 cumulative sq.ft. maximum sign size. First sign maximum 5 feet high, all other signs maximum 2 feet high. No illumination.
RCO district	None allowed.	Up to 4 per site maximum. 32 cumulative sq.ft. maximum sign size. No illumination.

18.14.250 Size of signs on windows: signs affixed to windows shall not cover more than 20% of each window. They shall not be counted toward the maximum allowable sign size.

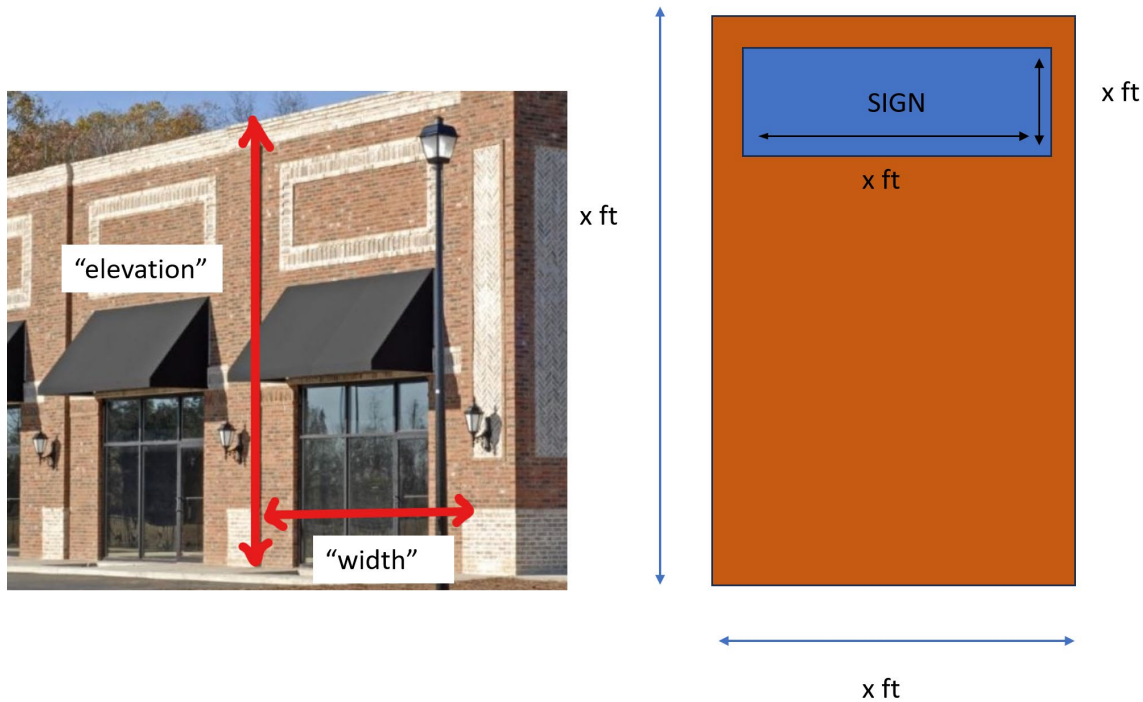
Here is an example of window sign coverage:



$10 \times 5 = 50$
 $50 \times .20 = 10$
 10 sq ft max window coverage



Building sign example:



CALCULATING THE AREA OF A BUILDING MOUNTED SIGN

Building-mounted sign area is most simply calculated using *length x width*, shown below as **Method #1**

Alternatively, building-mounted sign area may be calculated using a single continuous rectilinear perimeter of not more than 8 straight lines, intersecting at right angles, as show below as **Method #2**

Regardless of which method is used, the sign area must enclose the outer limits of all words, representations, symbols and/or pictorial elements, together with all material, color and/or lighting forming an integral part of the display or used to differentiate the sign from the background against which it is placed.

Method #1



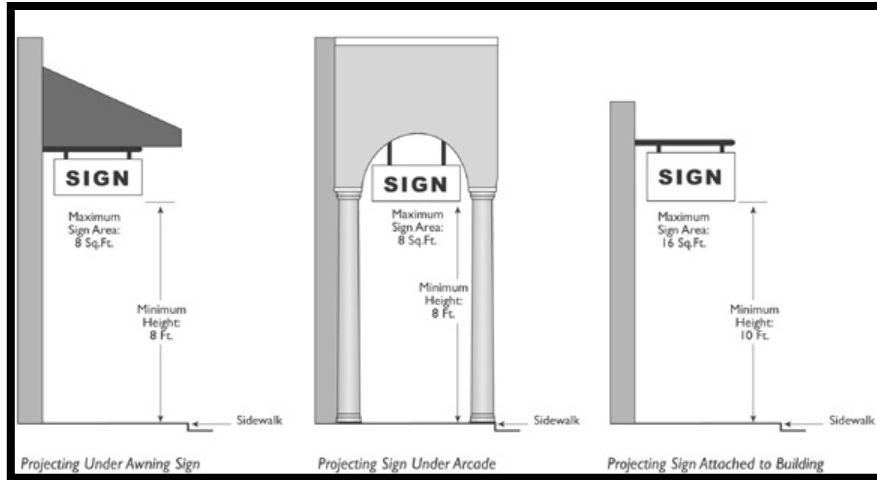
Method #2



DIMENSION CHART	
NUMBER	DIMENSION
1	= 10'
2	= 1.5'
3	= 3'
4	= 1.5'
5	= 6.5"
6	= 8"
7	= 6.5"
8	= 2'

EXAMPLE AREA CALCULATION		
NUMBERS	DIMENSIONS	AREA
1 X 8	10' X 2'	= 20.0 sq. ft.
3 x 4	3' x 1.5'	= 4.5 sq. ft.
6 x 5	8" x 3.5'	= 2.3 sq. ft.
total sign area =		26.8 sq. ft.
		or 27 sq. ft.

Please note, if the building-mounted sign is composed of individual letters and/or symbols and the space between those letters or symbols is greater than the width of the largest letter or symbol, sign area is calculated as the total combined area of rectangular enclosures surrounding each individual letter or symbol. If this is the case, each letter or symbol is considered to be a separate sign, requiring a separate permit.



INCOMPLETE SUBMITTALS WILL BE REJECTED

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINTED NAME _____

SIGNATURE _____ DATE _____

DRAFT

SIGN AD HOC COMMITTEE

SECOND MEETING. MURALS AND NEW
PERMITS

What is a mural?

- “Wall mural” or “mural”: an art form consisting of paint applied to a wall surface depicting a scene, personal experience, or observation. It is to be public art, not for the purpose of identifying, advertising, or drawing attention to a particular business, services, or economic activity. 18.14.320
- A sign painted on the exterior wall of a building consisting of graphics or images, either alone or in combination with letters. 18.14.390

General Mural Information

- Painted on exterior wall surface or a flat material that is permanently attached to the wall
- Wall murals may occupy an entire single wall
- Cannot appear to be a sign attached or mounted onto the building

Process

- No one can paint or change a mural without issuance of a permit by the City Council
- The City Council shall identify conditions of approval to the issuance of a wall mural permit 18.14.320
- A wall mural must be completed within 90 days after the date painting commences
- The final anti-graffiti protective clear-coat must be applied within this 90-day period
- Time extensions may be granted by the City Manager or their designee in 30-day increments up to a maximum of 60 days upon showing of good cause 18.14.320

Process

- Proper maintenance
 - No chipping, peeling, or fading
 - Other required maintenance as identified in conditions of approval issued by the City Manager or their designee.
 - Wall murals not maintained as required shall be deemed a nuisance.
 - The City has the right to require removal of the mural
 - If the wall mural is not removed within the time and period designated by the City, the City shall have the right to remove the wall mural at the property owner's own expense



Out of compliance “murals”

- Words and/or images that specifically identifies or reflects the business, products, and/or services provided by any business services or economic activity

Permits and Applications

Improvements and Modifications of Sign Permit

- More information for applicants
- Integrates the “temporary signs” from SEP application
- Clear instructions and examples of what we are looking for in submittals
- Old building permit was too vague
 - Did not require or suggest additional information or site plans
 - Did not provide any rules or guidelines

New business license application vs old

- Highlighted the sign permit application rules and requirements
 - Applicants are shown that they need a sign permit
- Applicants are made aware that they cannot have grand opening events without a special event permit application
- They can have a complementary temporary sign to advertise their business when they open
 - They can only apply for one temporary sign afterwards and would be charged \$225
 - Temporary signs are limited to 30 days



Questions