



## City Council Special Meeting - Sign Ordinance Workshop

*Dripping Springs City Hall*

*Deep Eddy Vodka Tasting Room - 2250 US-290, Dripping Springs, Tx.*

*Wednesday, May 27, 2026, at 9:30 AM*

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## AGENDA

### CALL TO ORDER & ROLL CALL

#### City Council Members

Mayor Bill Foulds, Jr.  
Mayor Pro Tem Geoffrey Tahuahua  
Council Member Place 1 Taline Manassian  
Council Member Place 2 Ana Grace Husted  
Council Member Place 4 Travis Crow  
Council Member Place 5 Sherrie Parks

#### Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer  
Deputy City Attorney Aniz Alani  
City Secretary Diana Boone  
Building Official Shane Pevehouse

### PLEDGE OF ALLEGIANCE

### PRESENTATION OF CITIZENS

*A member of the public that wishes to address the City Council on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the City Council that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak regarding issues not on the agenda and two (2) minutes per item on the agenda and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the City Council must present the documents to the City Secretary or City Attorney providing at least seven (7) copies; if seven (7) copies are not provided, the City Council will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Mayor may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.*

**BUSINESS AGENDA**

- 1. Discussion and feedback regarding the City of Dripping Springs Sign Ordinance, Chapter 26 in the City's Code of Ordinances, and possible proposed amendments.**  
*No action shall be taken.*

**ADJOURN**

**TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING**

*I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on May 20, 2026 at 5:00 p.m.*

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*Diana Boone, City Secretary*

*This facility is wheelchair accessible. Accessible parking spaces are available. Request for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.*

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## **ARTICLE 26.01. GENERAL PROVISIONS<sup>1</sup>**

### **Sec. 26.01.001. Title.**

This chapter shall be known as the "sign ordinance."

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.002. Purpose and findings.**

The city adopts this chapter pursuant to Tex. Loc. Gov't Code Chapter 216. The city council finds that signs affect public safety, community aesthetics, and economic vitality. Reasonable regulation of signs promotes traffic safety, supports local business visibility, and maintains the character of neighborhoods, while respecting constitutional free speech protections.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.003. Geographic scope and applicability.**

This chapter applies to all property within the incorporated municipal boundaries (i.e., city limits) and the extraterritorial jurisdiction (ETJ) as it exists at the time this chapter is adopted and as may be modified in the future. All signs must comply with this chapter, the outdoor lighting ordinance, the building code, and all other applicable codes.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.004. Summary of sign regulations by type.**

Appendix A, Chart of Sign Design Standards, following this chapter (after art. 26.05) summarizes regulations for each sign type. In the event of an inconsistency between the chart of sign design standards and the remainder of this chapter, the latter shall prevail.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.005. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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<sup>1</sup>Editor's note(s)—Ord. No. 2025-37, adopted October 21, 2025, amended the Code by, in effect, repealing former art. 26.01, §§ 26.01.001—26.01.012, and adding a new art. 26.01. Former art. 26.01 pertained to similar subject matter, and derived from the original codification.

State law reference(s)—Authority of municipality to regulate signs, V.T.C.A., Local Government Code, ch. 216.

Applicant. The person or entity requesting sign permit approval, a variance, or a master sign plan from the city.

Arterial street. Arterial streets are designed to carry high volumes of through traffic. A principal traffic artery, carrying higher volumes of traffic, more or less continuously, which is intended to connect remote parts of the area adjacent thereto and to act as a principal connecting street with state highways.

Awning. A cloth, plastic, or other nonstructural covering that either is permanently attached to a building or can be raised or retracted to a position against the building when not in use. This term does not include canopies.

Balloon signs. Any inflatable, three-dimensional sign, with or without letters, symbols, or numbers, that is either expanded to its full dimensions or supported by gases contained within the sign at a pressure greater than atmospheric pressure.

Billboard sign. A sign that is freestanding, attached to or part of a building, and is an off-premises sign that is designed for a change in copy, so that the characters, letters, display, or illustrations can be changed or rearranged within a fixed sign face.

Building. Any structure built for the support, shelter, and enclosure of persons, animals, goods, or movable property of any kind. When subdivided in a manner sufficient to prevent the spread of fire, each portion so subdivided may be deemed a separate building.

Changeable copy sign. A sign on which message copy is changed manually through the utilization of changeable letters, numbers, symbols, and other similar characters or pictorial panels.

Commercial districts. Commercial districts include areas zoned office, local retail, general retail, and commercial services, property in a planned development district that allow for a commercial use, or property in the ETJ that is appraised as commercial property.

Construction/development sign. A commercial sign placed on a piece of property advertising planned construction and providing related information, including but not limited to the name of the contractor, the name of the owner, the planned date of completion, and information indicating the future use or occupation of the site.

Daily display sign. An A-framed, hinged, folding sign that is freestanding and portable and that is not affixed to a base or pole structure. A daily display sign can be in the form of a board or an easel.

Dilapidation. Dilapidation includes any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code.

Directional signs. Any sign with on a property zoned or used for a commercial purpose that includes directional information to the site of the sale, rent, or lease of goods, services, or property.

Electronic sign. Any sign for which the text, letters, numbers, pictures, or symbols forming the informational portion of the sign consists of flashing, intermittent, or moving lights, including any LED screen or any other type of video display. Illumination of a sign, by itself, does not create an electronic sign.

ETJ. Extraterritorial jurisdiction of the city as created and authorized under chapter 42 of the Texas Local Government Code or as been added by request or other manner.

Facade. The principal face of a building, including parapet walls and omitted wall lines, or any part of a building which encloses or covers usable space. Where separate faces are oriented in the same direction, or in directions within 45 degrees of one another, they are to be considered as part of a single facade.

Feather banner. A sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended.

**Freestanding.** A sign that is not attached to a wall or building. A sign that is supported by a structure primarily designed for display of the sign.

**Government sign.** A government sign is a sign that is constructed, placed, or maintained by the federal, state, or local government or a sign that is required to be constructed, placed, or maintained by the federal, state, or local government, including a water district, either directly by the governmental entity or to enforce a property owner's rights. Local government includes any political subdivision including the county, the city, the school district, the water district, or an emergency services district.

**Hanging sign.** A sign that is affixed to the underside of a roof, canopy, awning, or porch.

**Height.**

- (1) Except as applied to a monument sign, height refers to the vertical distance between the highest attached component of the sign or of its supporting structure (whichever is higher) and the lowest attached component of the sign or of its supporting structure (whichever is lower).
- (2) As applied to a monument sign, height refers to the vertical distance between the highest attached component of the sign or of its supporting structure (whichever is higher) and the natural grade of the ground at the point where the sign is located.
- (3) If any sign, temporary or permanent, sits on property that is adjacent to a public right-of-way, and the natural grade of the property is lower than the average grade of the public right-of-way, the responsible party may raise the grade of the property on which the sign is located up to four feet, in accordance with zoning and all other ordinances, and height will be measured from the highest attached component of the sign or of its supporting structure (whichever is higher) and the increased grade. The responsible party may only increase the grade an amount equal to the difference between the average grade of the right-of-way and the natural grade of the property on which the sign is located. A responsible party may also apply for a variance from the sign administrator to raise the height of the sign.

**Hill Country style.** Buildings of simple design, using native materials, incorporating wide overhangs, porches, and tall windows.

**Historic district.** The business and residential area designated by the historic district ordinance.

**Indirect illumination or lighting.** A light source not seen directly. The term includes a source of illumination which is not a part of the sign or the sign structure, which provides light for the sole purpose of making the sign visible when natural light is not sufficient. Indirect illumination can include internal illumination, if such illumination is also compliant with the outdoor lighting ordinance.

**Inflatable sign.** An inflatable device, with or without a message, figure, or design attached to its surface designed to attract attention.

**Logo.** Graphic symbols used to represent or identify a commercial, institutional, or nonprofit entity or organization.

**Marquee sign.** A canopy or covering structure bearing a signboard or copy projecting from and attached to a building.

**Master sign plan.** A comprehensive document containing specific regulations for an entire project or property's signs.

**Mobile food establishment/mobile food vendor.** A vehicle-mounted food establishment that is readily moveable.

**Monument sign.** A sign permanently affixed to the ground at its base or by poles that are enclosed by natural stone, stucco, brick, or wood and not mounted to a part of a building. Pole(s) may be used to construct a monument sign so long as the poles are not visible below the sign.

**Natural colors (earth tones).** Colors that are muted and flat in an emulation of the natural colors found in dirt, moss, trees and rocks, including browns, tans, grays, greens, oranges, whites, blues and some reds.

**Nonconforming sign.** A sign lawfully in existence on the date the provisions of this chapter are adopted that do not conform to the provisions of this chapter, but which were in compliance with the applicable regulations at the time they were constructed, erected, affixed, or maintained.

**Off-premises sign.** Any commercial sign that advertises a business, person, activity, goods, products, real property, or services not located on the property where the sign is installed, or that directs persons to a location other than the property where the sign is located.

**Outdoor lighting ordinance.** Article 24.06 of the City of Dripping Springs Code of Ordinances that applies to all signs whether within the city limits or in the ETJ.

**Pedestrian elements.** Any furniture, fencing, gates, benches, trash cans, poles, or any other type of structure that benefits pedestrian use of an area.

**Pole sign.** A sign that is permanently supported in a fixed location by a structure of poles, posts, stakes, uprights, or braces from the ground and is not supported by a building, fence, vehicle, base structure, or other support.

**Portable sign.** Any sign without a permanent foundation, or otherwise permanently attached to a fixed location, that can be carried, towed, hauled, or driven and is primarily designed to be moved rather than be limited to a fixed location regardless of modifications that limit its movability. Daily display signs as defined below are excluded from this definition.

**Property owner.** The owner of the property on which a sign is located. A lessor may have the same rights and authority as the property owner if given such authority through written agreement with the property owner.

**Residential development.** A residential building project that includes multiple residences, also referred to as a neighborhood or subdivision.

**Residential district.** Residential district is property zoned as single-family by the city's zoning code including SF-1; SF-2; SF-4; and SF-5 as defined in chapter 30, exhibit A, section 3.1 of the Code of Ordinances, any property within a planned development district that allows a residential use, and any property in the ETJ that is appraised as residential property.

**Responsible party.** The owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.

**Restaurant menu.** A sign on the outside of a restaurant or other food service establishment that advertises the sale of food items.

**Right-of-way.** The area on, below, or above a public road, highway, street, public sidewalk, alley, waterway, or utility easement in which a governmental entity has an interest.

**Roof sign.** A sign that is displayed about the eaves and under the peak of a building. This term includes a sign painted, erected, constructed, or maintained on the roof of a building.

**Sign.** A structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other object that is designed, intended, or used that includes text or images designed to communicate. Signs

located completely within an enclosed building and not exposed to view from a street shall not be considered a sign. Each display surface of a sign or sign face shall be a sign.

Sign administrator. The officer appointed by the city council with the authority to enforce this chapter in conjunction with the city building department. The sign administrator or designee shall review sign regulations and applications for variances and master sign plans. In the absence of designation by the city council, the city administrator shall serve as the sign administrator. The term also includes any person designated to act on behalf of the sign administrator.

Sign face. The entire display surface area of a sign upon, against, or through which copy is placed.

Signable area. The total surface including frame and mounting. The actual area of the sign shall be calculated using trigonometric methods when the sign is not a simple rectangle. The allowed area of the sign as stated in the ordinance equals one side of a freestanding back-to-back sign, provided the freestanding sign's sides are back-to-back or angled with no greater separation between sides at its widest point than four feet and provided that both sides have the identical sign. Frame and mounting shall not exceed 30 percent of the total surface area of sign. When referring to area limitations of monument signs, area and signable area refers to an area within a continuous perimeter that includes the sign structure as well as the lettering, illustrations, ornamentations, or other figures, but does not include the sign base. Required landscaping does not count towards signable area.

Temporary sign. A banner, pennant, poster, or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or other like materials and that appears to be intended or is determined by the sign administrator or the administrator's designee to be displayed for a limited period.

Vehicle sign. Any sign attached to or displayed on a vehicle.

Vending machine. Any sign integrated into or placed on a coin, cash, credit card, or debit card operated self-service machine that dispenses such goods or services as propane cages, ice, DVDs, or cash automated teller machines (ATMs).

Wall sign. A sign attached to, painted on, or erected against the wall of a building or structure, or on the fence or detached wall on the same property as the building, with the exposed face of the sign in a plane parallel to the face of the wall and not projecting more than nine inches from the face of the wall at any point.

Window signs. Signs that are painted on, etched in, attached, pasted, or visible through a window or transparent door of a building that are oriented in a manner establishing an intent to be viewed off-premises or from public or private roadways. This term excludes signs displayed inside of buildings primarily for patrons on the premises.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.006. Administration.**

The sign administrator, appointed by city council, shall administer and enforce this chapter. The administrator may issue permits, interpret provisions, and grant variances consistent with section 26.03.005.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.007. Violations and penalties.**

Violations of this chapter are subject to enforcement under the City Code and Texas Local Government Code chapter 216. Each day a violation continues constitutes a separate offense. Remedies include fines, removal, and injunctive relief.

(Ord. No. 2025-37, 10-21-2025)

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**Sec. 26.01.008. Authorized signs without a separate permit.**

The following signs authorized under this section are authorized in every zoning district or property in the ETJ without a permit, unless specifically required below:

- (1) Government signs including signs placed by the city, county, state, or federal governing in their governmental capacity which are not otherwise prohibited.
- (2) Traffic-control devices that are erected and maintained to comply with the Texas Manual on Uniform Traffic-Control Devices.
- (3) Signs required by this chapter.
- (4) Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.
- (5) Official governmental notices and notices posted by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of danger including those placed by the city, county, water district, or other governmental entity.
- (6) Signs displayed on trucks, buses, trailers, mobile food vendors, or other vehicles that are attached to a vehicle where no portion of the sign is not affixed to the vehicle itself and does not extend more than 18 inches from the body of the vehicle itself and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles, are in operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:
  - a. Vehicular signs shall contain no flashing or moving elements;
  - b. Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle;
  - c. Signs, lights and signals used by authorized emergency vehicles shall not be restricted;
  - d. Any mobile food vendor who is required to obtain a conditional use permit pursuant to article 30.05 of this code shall submit their sign requests, including the signage on the vehicle itself, with its permit application. Signage allowance shall be considered alongside the permit application.
- (7) Vending machine signs where the sign face is not larger than the normal dimensions of the machine to which the sign is attached.
- (8) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.
- (9) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.
- (10) Any sign wholly within the confines of a sports field or court and oriented to be out of view from outside the field or court. No sign under this section may be larger than 32 square feet. The maximum height for a field sign shall not exceed six feet.
- (11) A noncommercial sign that is carried by a person or is a bumper sticker on a vehicle.
- (12) Business-related signs on or visible through doors or windows indicating: Store hours, security systems, trade organization memberships, credit cards accepted, no solicitation, and open/closed. These signs

will not count towards the cumulative signable area limits so long as their total cumulative signable area does not exceed five square feet.

- (13) Banners are not required to have a permit so long as they meet the requirements in section 26.02.007.
- (14) Parking signs adjacent to parking spaces on nonresidential property are allowed without a permit so long as they are a maximum of six feet in height and four square feet in area.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.01.009. Prohibited signs.**

- (a) All signs are prohibited in the city limits and the ETJ unless:
  - (1) Constructed, maintained, structurally altered, or improved pursuant to a valid permit when required under this chapter; and
  - (2) Expressly authorized under this chapter.
- (b) Signs which cannot be expressly authorized include:
  - (1) Signs, except government signs, located in or projected over any public right-of-way or across the public right-of-way line extended across a railroad right-of-way, except when attached to and projecting no more than 18 inches from a building wall legally located at or near the right-of-way line in the city limits or in the ETJ.
  - (2) Portable signs.
  - (3) Electronic signs that have changes in screen image more than once an hour.
  - (4) Off-premises signs (including billboards) containing commercial advertising of goods, real property, or services.
  - (5) Signs with lights that blink, fluctuate, or move. Light rays must shine only upon the sign and upon the property within the premises.
  - (6) Signs, other than government or traffic-control signs, of a size, location, movement, coloring, or manner of illumination which may be confused with or construed as a traffic-control device or which hide from view any traffic or street sign or signal.
  - (7) Signs, other than flagpoles, that are taller than 15 feet.
  - (8) Signs that are attached to any utility pole or wire, traffic sign, or public easement or are placed on government-owned property unless placed by written permission of the governmental entity.
  - (9) Signs that obstruct any fire escape, required exit, window, or door opening intended as a means of egress.
  - (10) Boxes, tires, or other goods stored in view of the street, etc. which have large product identification that serves as a sign.
  - (11) Feather banners.
  - (12) Commercial signs or advertising materials that are worn, held, or attached to a person's body advertising the sale of goods, real property, or services.
  - (13) Balloon signs.
  - (14) Inflatable signs.
  - (15) Banners on residential property.

- (16) Pennants.
  - (17) Pole signs except as otherwise specifically allowed.
  - (18) Roof signs (including signs that are otherwise authorized but are placed on a roof or on a mobile food vendor or vehicle).
  - (19) Marquee signs.
  - (20) Changeable copy signs.
  - (21) Signs placed or attached to trees, bushes, planters, benches, or other pedestrian elements.
  - (22) Signs on trash receptacles except for signs that are required by law, provide direction on the trash receptacle's use, provide safety instructions, or are otherwise customarily found on trash receptacles as a means of identifying the trash collection company.
  - (23) Flags with a commercial message.
- (c) A violation of this section is an offense under section 26.05.002.  
(Ord. No. 2025-37, 10-21-2025)

#### **Sec. 26.01.010. Lessors.**

For purposes of this chapter, the lessor of a property is considered the property owner as to the property if the lessor holds a right to use that exclusive of others (or the sole right to occupy). If there are multiple lessors of a property, then each lessor must have the same rights and duties as the property owner as to the property the lessor leases and that the lessor has the sole right to occupy, and the size of the property must be deemed to be the property that the lessor has the sole right to occupy under the lease. Written authorization from property owner to place signage onsite may be required.

(Ord. No. 2025-37, 10-21-2025)

#### **Sec. 26.01.011. Permit required.**

A sign permit is required prior to the display and erection of any sign except as otherwise provided in this chapter.

(Ord. No. 2025-37, 10-21-2025)

#### **Sec. 26.01.012. Compliance with outdoor lighting article.**

- (a) Reflective surfaces. Glare-producing surfaces on signs are not allowed.
- (b) All lighting of signs shall be indirect illumination as defined herein. No sign shall be illuminated, in whole or in part, where the illumination is intermittent or varies in color or intensity or appears to be emergency lighting similar to public safety vehicles. Variation in intensity or color is allowed if such change occurs less than once an hour and is static the remainder of the time. The use of searchlights is prohibited. Changeable electronic variable message signs (CEVMS), are prohibited if facing or visible from a roadway.
- (c) All signs shall be compliant with the city's outdoor lighting ordinance, article 24.06 of this chapter.
- (d) A violation of subsection (a) above is an offense under section 26.05.002.

(Ord. No. 2025-37, 10-21-2025)

**Sec. 26.01.013. Wind pressure and dead loads.**

Any sign that requires a permit shall be designed and constructed to withstand wind pressures and receive dead loads if the structure is required to comply with the International Building Code (IBC) as adopted by the city.

(Ord. No. 2025-37, 10-21-2025)

**Sec. 26.01.014. Applicability of other codes not in conflict.**

All signs erected or maintained pursuant to the provisions of this chapter shall be erected and maintained in compliance with all applicable state laws and with the building code, zoning ordinance, outdoor lighting ordinance, historic district requirements, comprehensive plan, and other applicable ordinances of the city.

(Ord. No. 2025-37, 10-21-2025)

**Sec. 26.01.015. Noncompliant signs prohibited.**

It is an offense for a person to install, maintain, repair, alter, or relocate a sign within the city limits or ETJ, except in accordance with the provisions of this chapter. It is an offense for a person in the city or its ETJ to have any sign located on the person's property in violation of this chapter. A violation of this section is an offense under section 26.05.002.

(Ord. No. 2025-37, 10-21-2025)

**Sec. 26.01.016. Large real estate signs.**

- (a) Only one nonilluminated real estate sign shall be permitted per lot that is for sale or lease, except that two nonilluminated real estate signs shall be permitted if it is a corner lot.
- (b) The maximum area of a sign shall not exceed 32 square feet.
- (c) The maximum height for a sign shall not exceed eight feet.
- (d) Real estate signs advertising the sale or lease of property shall be removed at the completion of the transaction advertised.
- (e) The owner of the property must apply for a permit before erecting such a sign. If the sign is placed more than 12 months, an annual renewal of the sign permit is required. The sign must be kept in good condition.
- (f) If multiple units are available for lease on a single property or property ownership is structured as a condominium project, the property may have smaller signs (not to exceed six square feet in area or six feet in height) for each individual unit provided the individual signs are not legible from the public right-of-way (i.e., street). Neither a permit nor a permit fee is required for these smaller, individual signs.

(Ord. No. 2025-37, 10-21-2025)

**Sec. 26.01.017. Small real estate signs.**

- (a) Only one nonilluminated real estate sign shall be permitted per lot that is for sale or lease, except that two nonilluminated real estate signs shall be permitted if it is a corner lot.
- (b) The maximum area of a sign shall not exceed six square feet.

(Supp. No. 9)

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- (c) The maximum height for a sign shall not exceed three feet.
- (d) Real estate signs advertising the sale or lease of property shall be removed at the completion of the transaction advertised. The sign must be kept in good condition.
- (e) A small real estate sign does not require a permit.
- (f) If multiple units are available for lease on a single property or property ownership is structured as a condominium project, the property may have multiple small real estate signs for each individual unit. Neither a permit nor a permit fee is required for these smaller, individual signs.

(Ord. No. 2025-37, 10-21-2025)

## **ARTICLE 26.03. ADMINISTRATION**

### **Sec. 26.03.001. Permit required.**

Applications for a sign permit must be filed in the city building department and will be processed by the sign administrator or the sign administrator's designee.

- (1) Requirements. Except as otherwise provided for herein, no sign shall be erected, posted, painted, or otherwise produced, changed, refaced, remodeled, or reconstructed, in whole or in part, within the city limits and ETJ of the city without first obtaining a permit.
  - (A) Applications. Application for a permit required by this article shall be made as required by the city building department. The application for sign permits shall contain all information, drawings, and specifications necessary to fully advise the city building department and sign administrator of the type, size, shape, location, zoning district if within city limits, construction, and materials of the proposed sign and the building structure or premises upon which it is to be placed. Drawings shall also show all existing signs on the property. An application is not considered complete until all necessary information listed in this code are provided with the application.
  - (B) Application for permit. An application for a sign permit must be filed with the city building department. An application for any sign must state the date when the owner intends to erect the sign.
  - (C) Proof of property interest. All applicants must provide sufficient proof, to be determined by the city building department, showing a real property ownership interest in the property on which the sign will be located or sufficient proof of authorization from the real property owner for sign placement on the property.
  - (D) Refacing permit for refacing, remodeling, or repainting sign. A permit is required for anything more than routine maintenance that results in refacing, remodeling, or repainting a sign. The permit fee shall be as listed in the fee schedule. A refacing permit is only available if: (i) the size of the face remains the same; and (ii) the sign is compliant with the outdoor lighting ordinance.
- (2) An application shall include:
  - (A) Name, address, and telephone number of the owner and applicant (if different from owner) of the sign;
  - (B) Name, address, and telephone number of lessor, if any, sponsoring the sign, if any;
  - (C) Name, address, and telephone number of the contractor, if any and different from the owner, installing the sign;

- (D) Physical address and legal description of the property where the sign is to be installed;
  - (E) Zoning district, if in city limits, or use if in ETJ, in which the proposed sign will be located;
  - (F) Any variance that will be requested or has been approved, if variances will be required but have not been previously approved, a separate variance application shall be submitted simultaneously;
  - (G) An illustration or photograph including the location, appearance, and dimensions of the proposed sign;
  - (H) An illustration or photograph of the position of the sign on a building or on the ground in plain view, drawn to scale, and elevation views, drawn to scale;
  - (I) If required by the building official or sign administrator, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction and in any amount required by this chapter or by the building code or other laws adopted by the city; and
  - (J) An application is not considered complete unless all the above information is provided with the application.
- (3) The city building department or designee shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within 21 calendar days after receipt or within seven days if the sign requested is a real estate sign. Any application that complies with all provisions of this article, the zoning ordinance, the building code, the lighting ordinance, and other applicable laws, regulations, and ordinances shall be approved after plan reviews and inspection of the site, if needed.
- (A) If the application is rejected, the city building department shall provide in writing a list of the reasons for the rejection. An application shall be rejected for noncompliance with the terms of this article, the zoning ordinance, building code, or other applicable law, regulation, or ordinance.
  - (B) If no action is taken by the city building department or designee within the stated time period after receipt, the city shall not collect a fee for the sign permit application. The city building department then shall approve or reject the application as soon as practical after the 21-day deadline. A new 21-day deadline begins at each submission. However, if the city building department has not approved or rejected the permit within 45 calendar days after the completed application is filed, the applicant can file a complaint as an appeal to the city council as if the permit had been denied.
- (4) Permit fee. A nonrefundable fee as set forth in the uncodified fee schedule adopted by the city council shall accompany all sign permit applications. A reapplication fee may be charged as designated in this article. No permit shall be issued until applicable fees have been paid to the city. Fees may be subject to change without prior notification. The sign permit fee schedule shall be in accordance with the fee schedule enacted by the city council and located at city hall.
- (5) Duration and revocation of permit. If a sign is not completely installed within six months following the issuance of a sign permit, the permit shall be void. The city may revoke a sign permit under any of the following circumstances:
- (A) The city determines that information in the application was materially false or misleading;
  - (B) The sign as installed does not conform to the sign permit application;
  - (C) The sign violates this article, the zoning ordinance, building code, or other applicable law, regulation, or ordinance; or

- (D) The city building department determines that the sign is not being properly maintained or has been abandoned.
- (6) Appeals. If the city building department denies a permit, the applicant may appeal in writing to the city council under section 26.03.003(g)(2). The city council shall make the final decision on the approval or denial of any permit.
- (7) Qualifications. Only those individuals who properly obtained a permit by the city building department, or other statutorily required permit or approval shall receive a permit to erect or alter any sign. Permits for the installation, erection, or alteration of any electrical components on a sign shall be issued only to those individuals who hold a commercial sign master sign electrician's license or is a licensed electrician. It is an offense under section 26.05.002 for any person licensed under the provisions of this article to obtain a permit on behalf of, or for the benefit of, any unlicensed person whose business activities are such that such unlicensed person would need a license to obtain a permit.
- (8) Conditions for issuing permits. No permit for the erection or alteration of any sign over any sidewalk, alley, or other public property, or on or over any roof or building shall be issued to any person except upon the condition that the permit may be withdrawn at any time, in which case the sign shall be immediately removed by the responsible party, who will also be liable under the penalties provided for in this article.
- (9) Issuance. A permit shall not be issued when:
- (A) An existing billboard sign is in a deteriorated, unsafe, or unsightly condition.
- (B) A sign on the premises is not in compliance with this article.
- (C) A sign on the premises is proposed for construction in an area not zoned for such a sign.
- (D) Authorization of the property owner on which the sign is to be placed has not been obtained.
- (10) Inspection. Any sign for which a permit is issued shall be inspected after its erection for conformity to the provisions of this article.
- (11) Before any permit may be issued for a new sign under this chapter, the responsible party shall modify or remove any of its own nonconforming signs and sign structures displayed or erected on the same property for which the permit is being sought, so that all the signs and sign structures they are responsible for on the property conform to the provisions of this chapter. This provision does not apply to real estate signs, banners, temporary signs, or daily display signs. This provision does not apply to nonconforming signs with a variance.

(Ord. No. 2025-37, 10-21-2025)

### **Sec. 26.03.002. Permit not required.**

A permit shall not be required for:

- (1) Simple routine maintenance, adjustments, replacement of compliant light bulbs, etc., on existing signs.
- (2) When a sign has been damaged by fire, windstorm, or other causes, immediate work may be done to prevent damage to property or hazard to persons, and to this extent only. Notice will be given as soon as practical to the city building department.
- (3) Changing a commercial message to a noncommercial message on any legal sign surface. Any sign surface on which a commercial message may contain a noncommercial message.
- (4) Changing of permitted copy of an existing sign, provided that no increase occurs with respect to either the sign area or the manner in which the sign is structurally supported.

- (5) Any sign or display exempted from the sign article or permit requirement.

**Sec. 26.03.003. Variances.**

- (a) A responsible party that wants a variance from this article must file a request for variance with the sign administrator along with a variance application fee, as stated in the city's most recent fee schedule. The sign administrator will indicate what documentation the responsible party must provide in support of the request.
- (b) Once the complete and necessary documentation has been provided to the sign administrator, the sign administrator shall review the request and make a determination based on the documentation provided by the responsible party.
- (c) The sign administrator may, in specific cases and subject to appropriate conditions, and only after a finding based on the evidence presented that strict compliance with the requirements of this article will result in substantial undue hardship, sufficient mitigation, or inequity to the applicant without sufficient corresponding benefit to the city and its citizens in accomplishing the objectives of this article:
- (1) Permit a variance for a noncommercial or commercial sign of the setback, effective area, size of internal components of a sign so long as total size of sign face is compliant, or height requirements of this article;
  - (2) Authorize one additional sign on premises more than the number permitted by this article;
  - (3) Approve an increase in height up to four feet;
  - (4) Approve an electronic or LED sign for the display of illuminated, changeable copy sign that consists of electronically changing alphanumeric text; or
  - (5) Approve a roof sign.
- (d) Other requests for variances require a variance application to the city council. The city council may decide, subject to appropriate conditions, and only after a finding based on the evidence presented that strict compliance with the requirements of this article will result in substantial undue hardship, sufficient mitigation, or inequity to the applicant without sufficient corresponding benefit to the city and its citizens in accomplishing the objectives of this article.
- (e) The sign administrator and city council shall consider:
- (1) Special or unique hardship because of the size or shape of the property on which the sign is to be located, or the visibility of the property from public roads.
  - (2) Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a sign is to be located.
  - (3) Proposed sign location, configuration, design, materials and colors are harmonious with the hill country setting.
  - (4) Natural colors (earth tones) and muted colors are favored. Color schemes must be compatible with the surrounding structures. Predominate use of bold and/or bright colors is discouraged under this section.
  - (5) The sign and its supporting structure is in architectural harmony with the surrounding structures.
  - (6) Mitigation measures related to the sign in question or other signs on the same premises.
  - (7) Demonstrated and documented correlation between the variance and protecting the public health and safety.

- (8) The stage at which the variance is requested. The city will be more inclined to consider a variance request when it is sought during an earlier stage of the construction approval process, for instance when the responsible party is submitting/obtaining a plat, planned unit development, development agreement, or site plan.
- (9) Whether the sign could have been included in a master signage plan. Master signage plans are highly encouraged. The city will be more inclined to favorably consider a variance request when the variance is part of a master signage plan. There will be a presumption against granting variances piecemeal, ad hoc, on a case-by-case basis when the sign for which a variance is sought could have been included in a master sign plan and considered in the course of a comprehensive review of the entire project's signage.
- (10) The sign administrator may authorize the remodeling, renovation, or alteration of a sign when some nonconforming aspect of the sign is thereby reduced.
- (f) Where a permit was required for a sign's erection according to the law in effect at the time the sign was erected and where the sign administrator finds no record of a permit being issued, the sign administrator may authorize the issuance of a replacement permit when, from the evidence presented, the sign administrator finds either that a permit was issued or that arrangements were made with a sign company to obtain such permit.
- (g) If an applicant wishes to request a variance from the amount of sign and/or variance fees, the applicant may request a fee variance from the sign administrator. The sign administrator may lessen the amount of fees based on the analysis of the time required in review of the sign or variance application(s).
- (h) If a variance applicant wishes to appeal the decision of the sign administrator, the applicant shall file for an appeal with the city council within ten days of receipt of the sign administrator's decision. The city council shall consider the appeal at its next regular meeting or as soon as practicable. The board of adjustment city council shall either: (1) approve, reject, or approve upon condition the variance application, if any, at its meeting; (2) postpone its decision on the request of the applicant; or (3) postpone its decision to its next regular meeting for good cause based on need for further review by the city council. Upon approval by the city council, the sign permit and variances, if any, the permit shall be issued by the city administrator or the administrator's designee.

(Ord. No. 2025-37, 10-21-2025)

#### **Sec. 26.03.004. Conditions.**

The sign administrator or city council board of adjustment may impose conditions upon the granting of a variance under this chapter. Such conditions must be related to the variance sought and be generally intended to mitigate the adverse effects of the sign on neighboring tracts and the general aesthetic ambiance of the community. A nonexhaustive list of examples of conditions include increased setbacks, added vegetation, muted colors, and decreased lighting. The city council may condition sign variances on the responsible party bringing other existing, nonconforming signs into compliance with current regulations. A responsible party's failure to comply with conditions placed on a variance may result in the city council voiding the variance and authorizing all available code enforcement actions and other remedies available in equity or at law.

#### **Sec. 26.03.005. Approval of master sign plans.**

- (a) A responsible party that seeks approval of a master sign plan must file a request for a master sign plan with the sign administrator along with a sign permit fee, as stated in the city's most recent fee schedule. The sign administrator will indicate what documentation the responsible party must provide in support of the request.

- (b) Once the necessary documentation has been provided to the sign administrator, the sign administrator may administratively deny or approve the master sign plan, with or without conditions.
- (c) The sign administrator may determine to present the master sign plan to the city council for approval or denial in lieu of administrative approval.
- (d) If the responsible party disagrees with a decision of the sign administrator to deny a master sign plan, or disagrees with the conditions placed on a master sign plan by the sign administrator, the responsible party may submit a written request that the city council review the master sign plan request, the supporting documents, and the sign administrator's decision. The city council can affirm, reverse, or modify the decision of the sign administrator.
- (e) The city council has final authority to approve a master sign plan or conditions on a master sign plan.
- (f) A master sign plan ordinance can modify variance procedures for its specific property.
- (g) Any application for a master sign plan shall be accompanied by fees for each sign and variance requested within the master sign plan. In addition, the master sign plan fee or master sign plan ordinance fee, dependent on application type, must be paid for each master sign plan or master sign plan ordinance.

### **Sec. 26.03.006. Procedure for variances to master sign plans.**

- (a) A responsible party that wants a variance from a master sign plan adopted under this chapter must file a request for variance with the sign administrator along with a variance fee, as stated in the city's most recent fee schedule. The sign administrator will indicate what documentation the responsible party must provide in support of the request.
- (b) Once the necessary documentation has been provided to the sign administrator, the sign administrator may administratively deny or approve a variance, with or without conditions, from an adopted master sign plan if the change is related to:
  - (1) Change the location of the sign within the area designated by the master sign plan;
  - (2) Change the location of the sign within the right-of-way or into the right-of-way so long as a license agreement is presented and approved by the sign administrator;
  - (3) Change illumination of the sign so long as the illumination complies with article 24.06: Outdoor lighting ordinance;
  - (4) Change of sign face so long as the size of the sign face is not increased;
  - (5) Change in number of panels or size of panels on a monument sign so long as total size of sign face is not increased; or
  - (6) Change in letter size or line number so long as total size of sign face is not increased.
- (c) Administrative approval is not allowed and variance procedures in section 26.03.001 shall be followed if:
  - (1) Additional signs are requested;
  - (2) Increase in the size of the sign is requested;
  - (3) Change in sign type is requested;
  - (4) Increase in the height of the sign is requested; or
  - (5) The sign administrator determines the variance request shall be reviewed in the regular variance process.

- (d) If the responsible party disagrees with a decision of the sign administrator to deny a variance request, or disagrees with the conditions placed on a grant of a variance by the sign administrator, the responsible party may submit a written request that the city council review the variance request, the supporting documents, and the sign administrator's decision. The city council can affirm, reverse, or modify the decision of the sign administrator.
  - (e) The city council has final authority to approve a variance or conditions on a variance.
  - (f) A master sign plan ordinance can modify variance procedures for its specific property.
- (Ordinance 2020-12, adopted 3/14/20)

## **ARTICLE 26.04. EXISTING SIGNS**

### **Sec. 26.04.001. Maintenance of existing signs.**

- (a) All signs in the city and ETJ shall be properly maintained at all times to the satisfaction of the sign administrator. The sign administrator shall have the authority to order the painting, repair, or removal of a sign which constitutes a hazard to the safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment. The sign administrator's decision shall be subject to the review of the board of adjustment under the procedure for appeal of a decision of an administrative official under section 26.03.003(g)(2). If within 15 days the maintenance orders are not complied with, the city administrator may order the sign removed at the owner's expense under the provisions of this article.
- (b) It is an offense under section 26.05.002 for a responsible party to fail to maintain signs and sign structures in a good and sound condition as determined by the building official in accordance with the International Building Code. Responsible parties must repair or replace signs and sign structures that are rotting, peeling, rusting, fading, becoming discolored, covered in dirt, or filled with holes. Responsible parties shall not allow signs or sign structures to become dangerous, within the meaning of the International Building Code, as a result of inadequate design, construction, repair, or maintenance. The city can seek to compel immediate removal of signs that are in such a state of disrepair as to constitute an imminent threat to public health, safety and welfare.

### **Sec. 26.04.002. Newly annexed signs.**

Signs in areas newly annexed into the city limits or newly encompassed by an expanded ETJ shall be treated as nonconforming signs. If required for the type of existing sign, a permit shall be issued upon application. The signs shall be held to the amortization period addressed below of ten years so that the beginning of the amortization period is the time of annexation or encompassment.

### **Sec. 26.04.003. Off-premises pole signs (billboards).**

No permit for alteration or relocation may be issued for an off-premises sign that was not timely inventoried and reported to the city prior to November 30, 2008.

- (1) Alteration. An off-premises sign may not be altered regarding amount of surface area, shape, orientation, height, illumination, or location without the prior issuance of a sign alteration or relocation permit. Ordinary and routine necessary repairs that do not change the size, shape, orientation, height, illumination, or location of an inventoried off-premises sign do not require an alteration permit. A sign alteration permit expires if the approved modifications are not completed within 90 days of permit issuance.

- (2) **Maintenance.** If the sign administrator or administrator's designee finds that any off-premises sign on the authorized list is not maintained in good repair, the sign administrator or administrator's designee will notify and order the owner to repair the sign within 30 calendar days. If the sign administrator or administrator's designee finds that the sign structure or sign area of an off-premises sign has deteriorated more than 60 percent of its replacement value, or is not repaired within 30 calendar days, the sign administrator or administrator's designee shall notify the owner of the off-premises sign and the owner of the real property on which the off-premises sign is located to remove the off-premises sign or poster panel from the property within a specified time. Replacement of more than 60 percent of an off-premises sign during one calendar year shall void the legal nonconforming status of the sign and require immediate removal or conformance with current standards. All off-premises signs ordered to be removed shall be stricken from the authorized list.
- (3) No existing billboard shall exceed 40 feet in height from the ground level. No existing billboard shall interfere with the visibility of pedestrians or drivers of motor vehicles at street intersections or otherwise obstruct traffic or create a traffic hazard.

#### **Sec. 26.04.004. Destroyed nonconforming signs.**

An existing nonconforming sign in the city limits or ETJ may not be repaired or rebuilt in the case of obsolescence or destruction by fire or other causes. In case of partial destruction by fire or other causes, where the cost of repairing the sign is less than 60 percent of the cost of erecting a new sign of the same type at the same location, the sign administrator may issue a "no fee" permit for the necessary repairs to be made to the sign. If the necessary repairs are not completed within 60 days of the receipt of written notification to the responsible party by the sign administrator or the sign administrator's designee, then the sign shall be removed either by the responsible party or by the city at the responsible party's expense. Criminal or civil penalties may also be initiated against the responsible party as provided for in this article. Under unusual circumstances and/or where the responsible party has shown "good faith" in attempting to comply with the provisions of this article, an extension period of 30 days may be granted to the responsible party to facilitate repairs. If the cost of rebuilding or repair of an existing nonconforming sign exceeds 60 percent of the cost of erecting a new sign of the same type at the same location, the sign shall be removed at the responsible party's expense. If the sign is not removed within 30 days of written notification to the responsible party, then it shall be removed by the city or its designated agent(s) at the responsible party's expense. A sign so removed under the provisions of this section shall be kept in storage for a period of 60 days, and if it is not claimed within said period, it may be disposed of in a lawful manner by the city.

#### **Sec. 26.04.005. Abandoned or discontinued signs.**

An abandoned or discontinued sign is a sign that advertises a business or project that has ceased operations more than one year, unless the property is leased, in which case the sign shall be removed after two years. The responsible party shall remove any sign and/or sign structure that has not been used for advertising or promoting a going concern for at least one year. For the purposes of this section, a business or project has ceased to operate when it is no longer engaged in the sale of products or services in the normal course of business. A violation of this section is an offense under section 26.05.002.

#### **Sec. 26.04.006. Signs and modifications.**

- (a) Signs lawfully in existence on the date the provisions of this article are adopted that do not conform to the provisions of this article, but which were in compliance with the applicable regulations at the time they were constructed, erected, affixed, or maintained, must be regarded as nonconforming.
- (b) For the purpose of amortization, these signs may be continued from the effective date of this article for a period not to exceed ten years, unless under a previous regulation the signs were to be amortized as allowed

by law. In that case the amortization period must be as previously required or ten years, whichever is less. Signs that cannot be amortized by the city may continue in existence so long as the sign continues to be properly maintained as required by this code.

- (c) Signs which were nonconforming to the prior ordinance and which do not conform to this article must be removed immediately.

#### **Sec. 26.04.007. Altered, relocated, or replaced signs.**

Any sign which is altered, relocated, or replaced must be brought immediately into compliance with all provisions of this article.

#### **Sec. 26.04.008. Incentives for compliance.**

- (a) Variance incentive. When considering granting a requested variance under this chapter or any other chapter, the city may take into consideration an applicant's commitment to bring pre-existing nonconforming signs into compliance with this chapter, and/or remove pre-existing nonconforming signs.
- (b) Permit incentive. If a responsible party voluntarily elects to bring a pre-existing nonconforming sign into compliance with this chapter, the sign administrator may waive the application fee for any required sign permits related to the specific property.

(Ord. No. 2025-37, 10-21-2025)

Editor's note(s)—Ord. No. 2025-37, adopted October 21, 2025, amended the Code by repealing former § 26.04.008, and renumbering former § 26.04.009 as a new § 26.04.008. Former § 26.04.008 pertained to additional temporary signs, and derived from the original codification.

## **ARTICLE 26.05. VIOLATIONS AND PENALTIES**

#### **Sec. 26.05.001. Violations.**

Should the responsible party or parties after receiving written notice from the sign administrator, building official, or code enforcement official of a violation of this chapter fails to correct a violation of this chapter within the time stated in the written notice, the sign administrator or the administrator's designee may cause such signs and supports to be removed. The sign administrator may also take necessary action to file a lien against the property to recover the cost of removal if the removal costs are not paid by the property owner within 15 days after the property owner is billed. The sign administrator may also pursue criminal penalties and/or civil action as provided for under this article and state law. No notice by the city is required to remove improperly placed signs that are:

- (1) In the right-of-way;
- (2) In another person's property without that person's written permission;
- (3) In a place that causes a safety issue due to its placement; or
- (4) In a place that encumbers use of a street, path, trail, or sidewalk or encumbers entry or exit from a property.

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**Sec. 26.05.002. Offense.**

- (a) A person who violates, causes, allows or permits a violation a section of this chapter designated as an offense commits a misdemeanor punishable by a fine not exceeding \$500.00.
- (b) Each violation of this chapter designated as an offense constitutes a separate offense.
- (c) No culpable mental state is required to prove an offense under this chapter if the offense involves: (1) placement of a sign in the right-of-way; (2) placement of a sign in another person's property without the person's permission; (3) placement of a sign that encumbers access to a person's property or encumbers use of a street, sidewalk, trail, path, or driveway.
- (d) Sections containing an offense:
  - (1) Section 26.01.009, prohibited signs.
  - (2) Section 26.01.0012(a), reflective surfaces.
  - (3) Section 26.01.015, noncompliant signs prohibited.
  - (4) Section 26.03.001(7), qualifications.
  - (5) Section 26.04.001(b), maintenance of existing signs.
  - (6) Section 26.04.005, abandoned or discontinued signs.
  - (7) Section 26.04.008, additional temporary signs.

(Ord. No. 2025-37, 10-21-2025)

**Sec. 26.05.003. Liability.**

The provisions of this chapter shall not be construed as relieving or limiting in any way the responsibility or liability of any person that erects or owns any sign, from personal injury or property damage resulting from the placing of the sign, or resulting from the negligence or willful acts of such person in the design, construction, maintenance, repair or removal of any sign erected in accordance with a permit issued under the provisions of this chapter. Nor shall it be construed as imposing upon the city or its officers, employees or agents any responsibility or liability by reason of the approval of any signs, materials, or devices under these provisions.

**Sec. 26.05.004. Civil remedies.**

Nothing in this chapter shall be construed as a waiver of the city's right to bring a civil action to enforce the provisions of this chapter and to seek remedies as allowed by law, including, but not limited to the following:

- (1) Injunctive relief to prevent specific conduct that violates the chapter or to require specific conduct that is necessary for compliance with the chapter, including removal of signs that violate this chapter at the expense of the responsible party;
- (2) A civil penalty up to \$1,000.00 a day when it is shown that the defendant was notified of the provisions of the chapter and after receiving notice committed acts in violation of the chapter or failed to take action necessary for compliance with the chapter; and other available relief; and
- (3) An impoundment fee may be charged to recover a sign that has been impounded based on the current city fee schedule.

(Ordinance 2019-06, adopted 2/12/19)

- CODE OF ORDINANCES  
 Chapter 26 - SIGNS  
 APPENDIX A. CHART OF SIGN DESIGN STANDARDS

**APPENDIX A. CHART OF SIGN DESIGN STANDARDS**

Type of Sign	Maximum Area	Maximum Height	Maximum Number	Permit Required	Conditions (Section Number)
Government signs	6 sq. ft.	3 ft.	n/a	no	26.01.009
Small real estate	32 sq. ft.	8 ft.	1 or 2	no	26.01.017
Large real estate	6 sq. ft.	6 ft.	1	yes	26.01.016
Real estate - Lease individual units			For each unit for lease	no	26.01.016; 26.01.017
Vending machine	Size of machine	Size of machine	Equal to number of machines on site	no	26.01.005;26.01.008; 26.02.004; 26.02.005; 26.01.009;26.01.008;
Vehicle signs/mobile food vendors	Size of vehicle	Size of vehicle	None	no	26.01.008
Sports field signs	32 sq. ft.	6 ft.	1 for each unit	no	26.01.008
Memorial signs	6 sq. ft.	None	Limited by content	no	26.01.005;26.02.004
Window signs - limited <sup>1</sup>	5 sq. ft.	5 ft.	1	yes	26.02.003;26.02.005
Residential developments - noncommercial identification sign	24 sq. ft.	6 ft.	1	no	26.02.001
Home occupation	4 sq. ft.	4 ft.	1	no	26.02.005
Residential - noncommercial signs	4 sq. ft.	None	None	no	26.02.001

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Residential - address (required)	Letters and numbers 6" to 8"		One (required)	no	26.02.001
Residential - temporary sign	9 sq. ft.	9 ft.	One	no	26.02.001
Construction/development sign	48 sq. ft.	8 ft.	One	yes - project completion annual renewals	26.02.001; 26.02.002; 26.02.004
Traffic control signs (not MUTCD)	2 sq. ft.	6 ft. from grade	As required	no	26.02.001
Multifamily residential complex/monument sign	24 sq. ft.	6 ft.	One per entrance	yes	26.02.002
Multifamily identification wall sign	15 sq. ft.		One (if no hanging sign)	yes	26.02.002
Multifamily identification hanging sign	8 sq. ft.		One (if no wall sign)	yes	26.02.002
Manufactured home park identification monument sign	24 sq. ft.	6 ft.	One	yes	26.02.003
Commercial wall sign	64 sq. ft. - length limited to 75% of street front width	Maximum building height	One or two depending on location of entrances	yes	26.02.004
Commercial hanging signs	8 sq. ft. - limited to 75% of street front width	7 ft. clearance	One or two depending on location of entrances	yes	26.02.004

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 APPENDIX A. CHART OF SIGN DESIGN STANDARDS

Commercial construction/development sign	64 sq. ft.	8 ft.	One per entrance	yes	26.02.004
Commercial monument sign - individual business	32 sq. ft.	6 ft.	One	yes	26.02.004
Commercial awning sign as part of wall sign	See conditions	One or two depending on location of business	yes	26.02.004	
Restaurant menus	32 sq. ft.	Two per lane - vehicular and pedestrian	yes	26.02.004	
Equipment signs	Size of equipment	None	no	26.02.004	
Window signs	Cumulative of 24 sq. ft. of 25 sq. ft. depending on location of business	None	no	26.02.004	
Noncommercial signs	36 sq. ft.	One	no	26.02.004; 26.02.005	
Flags - noncommercial	40 sq. ft.	page on frontage, up to 4 maximum	no	26.02.004	
Daily displays	3 ft.	One	no	26.02.004; 26.02.005	

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Wall signs - industrial	64 sq. ft. Cumulative		yes	26.02.005	
Monument identification sign - industrial	48 sq. ft.	One	yes	26.02.005	
Equipment signs	Size of equipment	None	no	26.02.005	
Noncommercial signs	36 sq. ft.	One	no	26.02.005	
Monument or wall identification sign -multi-unit complex	48 sq. ft.	6 ft.	Depends on location	yes	26.02.006
Banners - affixed to building, fence, wall	32 sq. ft.	15 ft.	One	no	26.02.007
Banners - affixed to pipes, poles	32 sq. ft.	15 ft.		No	26.02.007
Banners - small commercial banners	24 sq. ft.	15 ft.	At any time	No	26.02.004; 26.02.005; 26.02.007
New business signs	32 sq. ft.	6 ft.	One between building permit and CO - 60 days; and 60 days prior to opening	No	26.02.004

<sup>1</sup> Store hours, security systems, trade organization memberships, credit cards accepted, no solicitation, and open/closed.

(Ordinance 2019-06, adopted 2/12/19; Ord. No. 2025-37, 10-21-2025)