

# Thousand Oaks Municipal Code Sign Regulations

## Title 9. Planning and Zoning

### Chapter 4. Zoning

#### **Sec. 9-4.2303. Definitions.**

For the purposes of this article, unless otherwise apparent from the context, certain words and phrases used in this article are defined as follows:

“Advertising display” shall mean any sign, device, or contrivance, and all parts thereof, which is used to advertise products, goods, services, or activities or otherwise promote the sale of objects or identify objects for the sale thereof.

“Animated sign” shall mean any sign that moves, or any portion of which moves, revolves, or rotates in any manner.

“Announcement sign” shall mean a sign erected, displayed, and used to proclaim, state, or declare the future construction of a building project on the subject property upon the approval of a development permit for that project.

“Area of a sign” shall mean and be computed as the entire area within a single continuous perimeter of not more than eight (8) straight lines enclosing the extreme limits of writing, representation, emblem, logo, or any figure of similar character, together with any material or color forming an integral part or background of the display or used to differentiate such sign from the backdrop or structure against which it is placed. Only one face of a double-faced sign shall be considered in determining sign area provided both sides are of essentially similar design and not more than twenty-four (24”) inches apart. The supports, uprights, structures, or extraneous design features of a sign shall not be included in determining the sign area unless they are designed in such a manner as to form an integral part or background of the display.

“Balloon” shall mean an inflated sphere or ball shape commonly made out of rubber, mylar, canvas or nylon material.

“Banner” shall mean a strip of cloth, plastic or paper upon which a sign or message is painted or printed.

“Billboard” shall mean the same as “off-site freestanding sign.”

“Building frontage” shall mean those frontages which face upon a public or private street or parking area between such building and the street. Where a building faces two (2) or more streets, the frontage containing the principal entrance to the building shall be designated as the building frontage.

“Business directory sign” shall mean a freestanding sign containing the name of the shopping center on which the sign is located and the names of the separate businesses also located within that center.

“Changeable copy sign” shall mean a sign which is characterized by changeable copy, including a painted sign, regardless of the method of attachment.

“Community” shall mean a physical entity of common interests, including residential subdivisions or neighborhoods and industrial parks.

“Construction sign” shall mean a sign stating the names of the individuals or firms directly connected with the construction project. Such sign may include the name of the City in which the business is located and emergency telephone numbers.

“Directional sign,” except a “subdivision directional sign” as defined in this section, shall mean a sign which only contains any of the following words: “entrance,” “enter,” “exit,” “in,”

“out,” or other similar words, or a sign containing arrows or other characters indicating traffic directions and used either in conjunction with such words or separately. No directional sign shall contain any advertising or trade name identification.

“Eave” shall mean that portion of the roof line extending beyond the building wall or canopy attachment on the wall having the simulated appearance of an eave.

“Flag” shall mean a rectangular-shaped piece of cloth having a distinctive symbol or design.

“Flashing sign” shall mean any sign which contains or is illuminated by lights which are intermittently on and off, which change in intensity, or which create the illusion of flashing in any manner.

“Foot lambert” shall mean a quantitative unit for measuring brightness equal to one lumen per square foot.

“Freestanding sign” shall mean a sign for which a building permit has been issued and is permanently supported by one or more uprights, braces, poles, or other similar structural components when utilizing earth, rock, the ground, or any foundation set in the ground as a primary holding base. Such signs which project through a roof projection or canopy, around which there are no enclosing walls, and “monument signs,” as defined in this section, shall be considered freestanding signs.

“Height of sign” shall mean the vertical distance from the average surface grade immediately surrounding the base of the sign to the top of its highest element, including any structural element.

“Illuminated sign” shall mean any sign for which a source of light is used in order to make readable the message. This definition shall include internally and externally lighted signs and reflectorized, glowing, or radiating signs.

“Lumens” shall mean a quantitative unit for measuring light output or intensity and as a relationship between candelas, lumens, and footcandles (luminous intensity or candlepower = one candela).

“Marquee” shall mean a permanent shelter used only as a roof and supported by the main building and projecting in whole or in part over the building line or public property.

“Marquee sign” shall mean a sign attached to or hung from a marquee.

“Menu board” shall mean a sign displaying the menu of a drive-through restaurant where customers place their food and drink orders while seated in vehicles in drive-through service lanes.

“Monument sign” shall mean a low-profile freestanding sign incorporating the design and building materials accenting the architectural theme of the buildings on the same property. All such signs shall be subject to the provisions of Article 18 (Design Review: Requirements and Procedure) of this chapter.

“Off-site sign” shall mean a sign which displays commercial or noncommercial messages related to property, goods, services not found on or related to the property upon which the sign is located.

“On-site sign” shall mean a sign which directs attention to a business, commodity, service, industry, or other activity which is sold, offered, or conducted on the premises upon which such sign is located or to which it is affixed. Not more than twenty (20%) percent of the total allowable on-site sign area shall be devoted to the advertising of a standard namebrand commodity or service which is not the exclusive commodity or service being sold or rendered on the premises or a part of the name of the business concern involved. A parcel of record having an access easement as its only street frontage may place its on-site sign on such easement.

“Order board” shall mean a sign associated with a drive-through restaurant, other than a menu board, where customers seated in vehicles in drive-through service lanes communicate with an attendant to place their food and drink orders.

“Parcel of record” or “property” shall mean any separate parcel of property as shown on the latest available assessor’s maps; provided, however, when a shopping center has been divided into separate parcels, it shall continue to be considered as one parcel of record; and provided, further, where one tenant, business, or enterprise occupies two (2) or more contiguous parcels, it shall be considered as one parcel of record.

“Pennant” shall mean a triangular or tapered-to-a-point shaped piece of cloth, plastic or paper used for identification or signaling.

“Permanent sign” shall mean a sign intended to be erected and maintained for a period of time in excess of thirty (30) days.

“Portable, moveable, or temporary sign” shall mean any sign for which a building permit has not been issued, and which is not permanently affixed or erected in accordance with the provisions of Chapter 9 of Title 8 of this Code, or any sign which is intended to be moveable or capable of being moved from place to place, whether or not wheels or other special supports are provided.

“Political sign” shall mean a sign erected prior to an election to advise or identify a candidate, campaign issue, election proposition, or other related matters.

“Preview board” shall mean a sign displaying the menu of a drive-through restaurant where customers seated in vehicles in drive-through service lanes preview the menu before pulling up to a menu board.

“Projecting sign” shall mean any sign which projects more than twelve (12”) inches from the wall of a building.

“Real estate sign” shall mean a sign which advertises the sale, rental or lease of the property or a portion thereof.

“Rider” shall mean an attachment to a sign that is not an integral part of the display panel of the sign.

“Roof” shall mean the cover of any building and shall include the eaves and similar projections. Elevators or equipment housing, penthouses, or similar structures shall not be considered in determining the roof location unless they comprise more than sixty (60%) percent of the roof area.

“Roof sign” shall mean any sign erected, constructed, or placed upon or over a roof or parapet wall of a building and which is wholly or partly supported by such building.

“Sale” shall mean the act of transferring the ownership and title to property from one person to another.

“Sign” shall include, without limitation thereto, all outdoor advertising on any card, cloth, paper, paint, plastic, metal, painted glass, or wooden or stone material, and any and all devices, structural and otherwise, lighted or unlighted, painted or not painted, attached to, made a part of, or placed in the window of, or in the front, rear, sides, or top of any structure on any land or any rock, bush, wall, tree, post, fence, building, or structure and visible from any public or private street, way, thoroughfare, alley, or wall, which device in any manner, or by any means, whether enumerated in this subsection or not, announces or directs attention to the name, nature, merits, availability, price, or type of goods, services, or products produced, sold, stored, furnished, or available at that location or at any other location, including signs specifically for the sale of real property, and includes all parts, portions, units, and materials composing the same, together with the frame, background, structure, support, and anchorage therefor, as the case may be, but does not include official notices issued by any court (or public body) or officer or directional warning or information signs or structures required by or authorized by law or by Federal, State, County, or City authority. The term “placed,” as used in this section, shall include erected, projected, constructed, posted, painted, printed, tacked, glued, stuck, carved, or otherwise fastened, fixed, or made visible in any manner whatsoever.

“Shopping center” shall mean commercial retail buildings and associated facilities which have been designed and developed together as an integrated unit using modern site planning techniques as defined in Sections 9-4.1200, 9-4.1400, and 9-4.1500 of this chapter for the C-1, C-3 and C-4 Zones, respectively. In the C-2 Zone, a shopping center shall mean a group of four (4) or more businesses which function as an integral unit on a single parcel or separate parcels and which businesses utilize common off-street parking or access.

“Street frontage” shall mean the linear frontage of a parcel of record on a private or public street providing its principal access or visibility. When a parcel is served by an easement, only the frontage of that easement may be computed as street frontage.

“Subdivision” shall mean improved or unimproved land or lands divided, or proposed to be divided, for the purpose of sale or lease or financing into five (5) or more lots or parcels and having a tract number issued by the office of the County Recorder.

“Subdivision directional sign” shall mean any sign which informs the viewer as to the route or change of direction of travel in order to arrive at the land development project. This type of sign may only display necessary travel directions, the name of the land development project, any characteristic trademark, insignia, or similar device of the developer, and any identifying material as required by these regulations.

“Under-canopy sign” shall mean any lighted or unlighted display attached to the underside of a projecting canopy or marquee protruding over public or private sidewalks or rights-of-way and having the required ground clearance as otherwise required in this article.

“Way-finder sign” shall mean an off-site sign designed and constructed solely for the purpose of providing direction to one or more destinations.

“Window sign” shall mean any sign painted, attached, glued, or otherwise affixed to a window and designed to be viewed from adjoining streets, malls, or parking lots.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by §§ I and II, Ord. 423-NS, eff. February 14, 1974, as amended by Ord. 1130-NS, eff. January 7, 1992, § 1, Ord. 1218-NS, eff. September 27, 1994, § 1, Ord. 1321-NS, eff. June 18, 1998, § IV, Ord. 1477-NS, eff. June 14, 2007 and § 3, Ord. 1551- NS, eff. February 10, 2011)

#### **Sec. 9-4.2304. Construction, maintenance, and removal.**

(a) Construction. Every sign and all parts, portions, units, and materials comprising the same, together with the frame, background, supports, or anchorage therefor, shall be manufactured, fabricated, assembled, constructed, and erected in compliance with all applicable State, Federal, and City laws and regulations.

(b) Maintenance. Every sign and all parts, portions, units, and materials comprising the same, together with the frame, background, supports, or anchorage therefor, shall be maintained in proper repair and a proper state of preservation. The display surface of all signs shall be kept neatly painted and/or posted.

(c) Notices to maintain, alter, or repair. Upon a written notice from the Building Official or Community Development Department, the necessary maintenance, alterations, or repairs shall be made within ten (10) days after the date of such notice.

(d) Removal. Signs pertaining to enterprises or occupants which are no longer using the premises to which the sign relates shall be painted out, obliterated, or removed from the premises within thirty (30) days after the associated enterprise or occupant has vacated the premises. Permitted temporary signs, such as political or construction signs, shall be displayed no sooner than forty-five (45) days before, and removed no later than seven (7) days after, the occurrence or completion of the event or election or other purpose serviced by the sign.

(e) Public nuisances: Abatement. Any sign violating the provisions of this section shall constitute a public nuisance and shall be subject to abatement pursuant to the provisions of this section. The Community Development Director, upon a determination that a sign is in violation of this article, shall give notice to the candidate, property owner, sign owner, or, when a ballot proposition is involved, the person or group advocating the vote described on the sign to remove the offending sign. After reasonable opportunity has been given to remove the sign or remedy the violation, the Community Development Director may cause the sign to be removed, and the cost of removal shall be billed to the sign's owner, the property owner, or other responsible party, which, in the case of political signs, shall be the candidate for which the sign is displayed or the group advocating the position on the ballot proposition which the sign supports. Notwithstanding the foregoing, the Community Development Director may cause any sign which is an immediate peril to persons or property to be removed summarily and without prior notice. If a sign is summarily removed pursuant to this section, the Community Development Director shall give notice of the removal to the appropriate parties as soon as it is reasonably possible after the removal.

(f) Unauthorized removal of political signs. No person shall remove, destroy, relocate, or otherwise disturb any political sign without the permission of the party who erected the sign. It shall be presumed, as to signs for political candidates, that the political candidate or his or her representative is the party who erected the sign. It shall further be assumed that the committee who has registered with the Secretary of the State to support a position on a ballot proposition is the party who erected the sign taking the position on a ballot measure. Nothing in this subsection shall prohibit the owner of a piece of property, or his or her authorized representative, from removing a sign from his or her property when the political sign has been erected without his or her consent; and provided, further, nothing in this subsection shall prevent the Community Development Director or his authorized representatives from taking action to abate sign violations pertaining to political signs pursuant to subsection (e) of this section.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by § I, Ord. 359-NS, eff. April 12, 1973, § 1, Ord. 741-NS, eff. April 3, 1980, and § I, Ord. 810-NS, eff. June 24, 1982)

#### **Sec. 9-4.2305. Residential zones.**

(a) The following signs shall be permitted in the Rural-Agricultural (R-A), Rural-Exclusive (R-E), Single-Family Estate (R-0), Single-Family Residential (R-1), and Two-Family Residential (R-2) Zones:

(1) One unlighted sign, not more than six (6) square feet in area, with copy pertaining only to the sale or lease of the property or premises upon which it is displayed shall be permitted; provided, however, such sign shall not be located closer than five (5') feet to any property line abutting a public road, street, or highway and shall not exceed six (6') feet in height. In addition, for parcels of land five (5) acres or more, such sign may be increased to twenty-four (24) square feet in area provided the height shall not exceed eight (8') feet and no dimension of the panel face shall exceed six (6') feet. Such signs shall be removed within three (3) days following the completion of the sale.

(2) The Community Development Director may authorize a low-profile monument identification sign showing the name of a community provided the overall size of the sign, including all riders, is not larger than fifty (50) square feet, with no dimension exceeding ten (10') feet. The number of such signs shall be limited to not more than two (2) for any particular community.

(3) Temporary political signs shall be permitted and shall not exceed twelve (12) square feet in area and six (6') feet in visible height. No more than one such sign per candidate or position on a ballot issue shall be displayed on any one side of a parcel of record which has frontage on a public street, but in no case shall any sign for any candidate or any position on a ballot issue, on different street frontages, be closer than one hundred (100') feet, measured in a straight line between such signs. Such signs shall not be placed in the public right-of-way or upon public property.

(b) The following signs shall be permitted in the Multiple-Family Residential (R-3) and Residential Planned Development (R-P-D) Zones:

(1) All signs permitted as set forth in subsection (a) of this section and Section 9-4.2306 of this article shall be permitted.

(2) The Community Development Director may authorize one unlighted or softly backlit low-profile monument sign, not to exceed a height of five (5') feet or an area of twenty-four (24) square feet, or an attached building sign not to exceed one square foot per dwelling unit and in no case exceeding a total of fifty (50) square feet.

(3) After the issuance of a development permit, the Community Development Director may permit one single-faced unlighted sign on a parcel of record to identify the project, contractor, and/or leasing agent. Such sign shall not total more than twenty-four (24) square feet in area. No portion of any sign allowed by the provisions of this section shall have a height of more than ten (10') feet or have a dimension of the panel face that exceeds eight (8') feet. Such signs shall be removed within thirty (30) days after the issuance of a certificate of occupancy.

(4) Temporary political signs shall be permitted and shall not exceed twelve (12) square feet in area and six (6') feet in visible height, and no more than one such sign per candidate or issue shall be displayed per parcel of record. Such signs shall not be in the public right-of-way.

(5) One unlighted sign, not more than six (6) square feet in area, with copy pertaining only to the sale or lease of the property or premises upon which it is displayed shall be permitted; provided, however, such sign shall not be located closer than five (5') feet to any property line abutting a public road, street, or highway and shall not exceed six (6') feet in height. In addition, for parcels of land five (5) acres or more, such sign may be increased to twenty-four (24) square feet in area provided the height shall not exceed eight (8') feet and no dimension of the panel face shall exceed six (6') feet. Such signs shall be removed within three (3) days following the completion of the sale.

(6) Religious facility directional signs may be located on private property within a one-mile radius of the religious facility location provided written consent from the property owner is submitted to the Community Development Department and subject to a review by the Community Development Director to determine if the location is appropriate. Such a determination shall include, but not be limited to, a review of the sign visibility and proximity to surrounding residences. The size of the sign panel shall be limited to four (4) square feet, but no dimension shall exceed two (2') feet, and the sign shall not exceed a height of eight (8') feet as measured from the elevation of the adjacent public street centerline. The number of such signs shall be limited to a maximum of two (2) per religious facility, unless there is sufficient justification to consider the installation of one additional sign, subject to the approval of the Community Development Director. To obtain a uniform design, the sign shall be constructed of a dark stained wood material including a wood panel. The sign copy shall contain the following information: directions, distance or address, name, denomination, and logo, if the religious facility desires.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by §§ II and III, Ord. 359-NS, eff. April 12, 1973, §§ III and IV, Ord. 423-NS, eff. February 14, 1974, § I, Ord. 585-NS, eff. August 26, 1976, § 2, Ord. 741-NS, eff. April 3, 1980, § 28, Ord. 1392-NS, eff. June 7, 2002, and § 6, Ord. 1621-NS, eff. September 30, 2016)

**Sec. 9-4.2306. Residential zones: New subdivisions.**

In the case of new subdivisions, the following signs may also be permitted; provided, however, only subdivision directional signs may be permitted in locations other than within the subdivision site boundaries:

(a) The Community Development Director may issue subdivision sign permits for two (2) advertising signs and one subdivision directional sign after the payment of a fee prescribed by Council resolution to the Community Development Department. The Community Development Director may also authorize up to two (2) additional signs after a final subdivision map has been recorded. Such signs shall be subject to all the following provisions:

(1) The signs may be single-faced or double-faced, and advertising signs shall not exceed eighteen (18') feet in height, and subdivision directional signs shall not exceed twelve (12') feet in height.

(2) Neither the horizontal nor the vertical dimension of an advertising sign face shall exceed fifteen (15") feet, and the total area shall not exceed one hundred fifty (150) square feet.

(3) Neither the horizontal nor the vertical dimension of a subdivision directional sign face shall exceed ten (10') feet, and the total area shall not exceed sixty (60) square feet.

(4) No riders or illumination shall be permitted. There shall be no additions, tag signs, streamers, devices, display boards, or appurtenances added to the sign as originally approved.

(5) Any such sign approved for a particular subdivision within the City shall not be changed to advertise another subdivision without the prior approval of the Community Development Director.

(6) Such signs may be established along, but not within, the right-of-way of any highway, street, or thoroughfare; provided, however, such signs may not be erected along established and existing freeways which have been designated as freeway routes by the Division of Highways of the State.

(7) Such signs shall be at least one thousand (1,000) linear feet apart on the same side of a public road or street and the same distance apart at an intersection of such streets following the right-of-way line.

(8) Such signs shall be erected on a vacant unimproved parcel of record unless such parcel exceeds five (5) acres in size and is situated one hundred (100') feet from a structure on such parcel and set back a minimum of twenty (20') feet from a structure on adjacent parcels.

(9) Unless a time extension is granted by the Community Development Director, such signs may be maintained for a period of eighteen (18) months from the date upon which the final subdivision map was recorded or a preliminary subdivision public report was issued, or until all of the lots in the subdivision have been initially sold, whichever occurs first.

(10) Prior to erecting any sign approved by the Community Development Director, a cash deposit or certificate of deposit in the amount of Two Hundred Fifty and no/100ths (\$250.00) Dollars shall be filed with, and accepted by, the Community Development Director for each sign, and the applicant shall file a written statement from the property owner authorizing either the applicant or the City to go onto the property at any time to remove the sign. In the event of failure to perform or comply with any term or provision pertaining to such sign, the Community Development Director may declare the deposit forfeited. Upon the expiration of the sign approval and removal of the sign, the deposit may be refunded by the Community Development Director upon an application made thereto. The Two Hundred Fifty and no/100ths (\$250.00) Dollar deposit may be allowed to include more than one subdivision sign provided the

estimated removal cost of all such signs is less than the deposit amount and the signs are erected by the same company and advertise the same subdivision.

(11) Political sign copy shall be permitted on existing advertising and/or directional signs of subdivisions subject to the time limits set forth in subsection (d) of Section 9-4.2304 of this article.

(b) One feature sign and one model home sign identifying each particular model, not exceeding two (2') feet by three (3') feet in size, shall be permitted. Model home complex flags may be displayed and shall be limited to one flag per model. Such flags shall not exceed fifteen (15') feet in height and a flag area of four (4) square feet. Such flags shall be replaced at least once every eight (8) weeks from and after the commencement of their use. Prior to erecting any flag approved by the Community Development Director, a cash deposit or certificate of deposit in the amount of Two Hundred Fifty and no/100ths (\$250.00) Dollars shall be filed with, and accepted by, the Community Development Director for all flags to guarantee the replacement of the flags within a minimum time span of eight (8) weeks. Upon the removal of the flags and proof of compliance with all the provisions of this section, the deposit shall be refunded by the Community Development Director upon an application made thereto.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by § IV, Ord. 359-NS, eff. April 12, 1973, § 1, Ord. 462-NS, eff. June 13, 1974, § XII, Ord. 581-NS, eff. August 12, 1976, and § VII, Ord. 776-NS, eff. April 16, 1981)

#### **Sec. 9-4.2307. Trailer Park Development Zones (T-P-D).**

Advertising signs, structures, or devices of any character placed or maintained on any land used as a trailer park shall be used only for the purpose of identifying or advertising the trailer park and the accommodations offered. Before being erected, the size, character, location, and number of all such advertising signs, structures, or devices shall be approved by the Commission. Any proposed freestanding sign shall not exceed twenty (20') feet in height or fifty (50) square feet in area, and any proposed wall sign shall not extend above the top of the wall nor exceed one hundred (100) square feet in area. A freestanding sign may be softly illuminated from the interior, but any wall sign shall be only indirectly lighted. Small directional or traffic control signs, lighted or unlighted, may be erected and maintained within the limits of the trailer park or on adjoining property when approved by the Community Development Director as to location and character. No other advertising sign, structure, or device shall be permitted in the Trailer Park Development Zone, except unlighted signs not exceeding one hundred (100) square feet in area pertaining to the sale or lease of the lot upon which they are displayed. Temporary political signs shall be permitted pursuant to the requirements of Sections 9-4.2305 and 9-4.2306 of this article concerning signs in residential zones.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by § 3, Ord. 741-NS, eff. April 3, 1980)

#### **Sec. 9-4.2308. Commercial and industrial zones.**

(a) Building signs: Commercial and industrial zones. The following building or facia signs shall be permitted:

(1) On-site advertising signs and structures painted upon or affixed to any building, except in shopping centers and the Commercial Office (C-O) Zone, subject to the following condition: The sign area shall not exceed one and one-half (1-1/2) square feet of sign area for each lineal foot of building frontage but not to exceed a total of three hundred (300) square feet on its principal road, street, or highway. Where more than one business is located in a building or upon a single parcel of record, the frontage of each separate business building facing the right-of-way shall be considered as building frontage;

(2) On-site advertising signs in shopping centers painted upon or affixed to any building, subject to the following conditions:

(i) The sign area shall not exceed one square foot of sign area for each lineal foot of building frontage but not to exceed a total of three hundred (300) square feet on its principal road, street, or highway. Where a shopping center contains a major tenant, such sign area limitations may be exceeded by fifty (50) square feet, subject to the approval of the Commission. Where more than one business is located in a building or upon a single parcel of record, the frontage of each separate business facing the right-of-way shall be considered as building frontage. Where four (4) or more separate businesses are located on a parcel of record and where two (2) or more of the businesses face an arcade, mall, or walkway, or where a business has a second or third frontage and entrance facing a parking area in a direction other than that facing the principal street, an additional one-half (1/2) square foot of sign area per lineal foot of each business building facing such parking area, arcade, mall, or walkway shall be permitted, subject to all the conditions set forth in this section.

(ii) Where a canopy, marquee, or eave extends over a walkway, arcade, or mall, one under-canopy sign for each business may be permitted subject to the following conditions:

(aa) The vertical dimension of an under-canopy sign shall not exceed eighteen (18") inches, and the total area shall not exceed five (5) square feet.

(ab) The sign shall have at least a seven foot six inch (7'6") vertical clearance.

(ac) Under-canopy signs shall be of uniform size, design, and height and shall be compatible throughout each development.

(ad) Only the name and type of business shall be displayed on an under-canopy sign;

(3) Subject to the requirements and conditions of the planned development permit, the following signs shall be permitted in the Commercial Office (C-O) Zone:

(i) Business signs advertising only the business conducted or the services provided on the premises shall be permitted. The total sign area permitted on the front of the building shall be limited to one square foot of sign area for each lineal foot of building frontage but not to exceed a total of one hundred (100) square feet. Such sign area may be distributed and permitted on each side of the building that faces a public street.

(ii) Business signs may be internally or reflectively illuminated.

(b) On-site freestanding signs: Commercial and industrial zones. The following signs shall be permitted:

(1) Neighborhood Shopping Center (C-1) Zone and Highway and Arterial Business (C-2) Zone on-site freestanding signs shall be permitted in the C-1 and C-2 Zones pursuant to the following conditions:

(i) The sign area shall not exceed one square foot of sign area for each two (2) lineal feet of street frontage, and in no case shall the length exceed eight (8') feet or the height exceed six (6') feet, nor shall the sign copy area exceed a total of thirty-two (32) square feet.

(ii) On-site freestanding signs shall consist of a monument sign as defined in Section 9-4.2303 of this article.

(iii) Shopping centers having two (2) principal street frontages may have one monument sign per frontage.

(iv) On-site freestanding signs shall be designed in accordance with the standards contained in Section 9-4.2309 of this article.

(v) In-lieu of the on-site freestanding monument signs permitted herein above, a "business directory sign" may be permitted in commercial shopping centers in the Highway and Arterial Commercial (C-2) Zone if all buildings within the commercial shopping center have a setback of one hundred fifty (150') feet or more from the centerline of the street, or the building storefronts face in a direction other than towards the primary frontage road, and said sign is subject to the following limitations and conditions:

(aa) The top panel of the sign shall have a minimum height of eighteen (18") inches and shall contain the name of the center only in letters with a maximum height of six (6") inches. The copy may also include a logo.

(ab) Any individual business sign panels shall be located below the top panel and address numerals and shall have a maximum height of six (6") inches. Individual businesses shall not display more than one sign panel per business directory sign which shall not exceed a sign area of two (2) square feet. Tenant sign panels shall be alphabetically listed. All business panel lettering shall have a maximum height of four (4") inches. The bottom of the bottom most panel shall not be less than twelve (12") inches from top of grade.

(ac) Businesses located on end units which either face or side onto the primary frontage road and do not meet the separation distance criteria shall be prohibited from placing a business sign panel on the sign.

(ad) The business directory sign shall have the address numerals of the property in minimum six (6") inch high characters in a prominent location immediately under the top panel of the sign.

(ae) Business directory signs shall be made of sandblasted wood and externally illuminated only. External illumination shall be of a low-profile design shielded to prevent light spillage onto adjacent properties and public rights-of-way and the fixtures shall be screened from view with low-profile landscaping.

(af) Only one directory sign per center shall be allowed and said sign must be oriented towards the primary frontage road. Business directory signs shall be located in a landscaped planter as near to the primary entrance of the shopping center as possible and shall comply with City standards in Plate D-10 for vehicular sight distance at the driveway intersection with the frontage street.

(ag) All sign copy and the individual business sign panels shall utilize the same color letters (copy), letter style and background color which shall be one of the approved sign color(s) for the shopping center.

(ah) Maximum height and length shall not exceed the limits as set forth in subsection (i) above.

(2) Community Shopping Center (C-3) Zone and Regional Shopping Center (C-4) Zone, except for shopping centers, on-site freestanding signs shall be permitted in the C-3 and C-4 Zones pursuant to the following conditions:

(i) The sign area shall not exceed one square foot of sign area for each two (2) lineal feet of street frontage, and in no case shall the length exceed eight (8') feet or the height exceed six (6') feet, nor shall the sign copy area exceed a total of thirty-two (32) square feet.

(ii) On-site freestanding signs shall consist of a monument sign as defined in Section 9-4.2303 of this article.

(iii) On-site freestanding signs shall be designed in accordance with the standards contained in Section 9-4.2309 of this article.

(3) Industrial Park (M-1) Zone and Light Manufacturing (M-2) Zone signs shall be permitted as follows:

(i) The sign area shall not exceed one square foot of sign area for each two (2) lineal feet of street frontage, and in no case shall the length exceed eight (8') feet or the height exceed six (6') feet, nor shall the sign copy area exceed a total of thirty-two (32) square feet.

(ii) On-site freestanding signs shall consist of a monument sign as defined in Section 9-4.2303 of this article.

(iii) On-site freestanding signs shall be designed in accordance with the standards contained in Section 9-4.2309 of this article.

(4) Commercial Office (C-O) Zone signs shall be permitted as follows: one low profile softly-lighted monument sign may be permitted with the following limitations:

- (i) Such sign shall be placed on the principal street frontage.
  - (ii) The sign area shall not exceed one square foot of sign area for each two (2) lineal feet of street frontage, and in no case shall the length exceed eight (8') feet or the height exceed six (6') feet, nor shall the sign copy area exceed a total of thirty-two (32) square feet.
  - (iii) The sign shall be set back a minimum of ten (10') feet from all public rights-of-way.
  - (iv) On-site freestanding signs shall be designed in accordance with the standards contained in Section 9-4.2309 of this article.
- (c) Off-site freestanding signs, in the Highway and Arterial Business/Auto Mall Zone (C-2/AM) only, way-finder signs shall be allowed within the public right-of-way only for the purpose of providing directional information to auto dealership locations. Said signs may not be used for advertising in any way, including advertising for sales or special events. The way-finder signs may be monument signs or pole mounted signs and shall match the design theme at the Auto Mall. The specific design, location, and components of way-finder signs shall be subject to approval of a special use permit pursuant to Sec. 9-4.2310 of this article.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by §§ I and II, Ord. 379-NS, eff. June 14, 1973, §§ V, VI, VII, VIII, IX, X, and XI, Ord. 423-NS, eff. February 14, 1974, § IV, Ord. 462-NS, eff. June 13, 1974, and § I, Ord. 683-NS, eff. August 10, 1978, § 2, Ord. 1218-NS, eff. September 27, 1994, §§ 2-6, Ord. 1321-NS, eff. June 18, 1998, and § 4, Ord. 1551-NS, eff. February 10, 2011)

*Editor's note: Ordinance No. 1557-NS adopted May 10, 2011 amending Sec. 9-4.2308 is not yet effective and is pending codification until effective date as determined in Part 4 of the ordinance.*

**Sec. 9-4.2309. Commercial and industrial zones: General requirements.**

The general requirements and limitations for all commercial and industrial zones shall be as follows:

- (a) Signs, except for public service time and temperature signs, shall not be flashing, animated, or revolving in nature.
- (b) Banners, pennants, and captive balloons. These types of temporary advertising are limited as follows:
  - (1) Individual businesses. Four (4) special events may be authorized each calendar year, not to exceed ten (10) consecutive days per event.
  - (2) Shopping center and Thousand Oaks Auto Mall events. That two (2) additional special events advertising a special center-wide promotion may be authorized each calendar year, not to exceed four (4) consecutive days per event.
  - (3) Grand opening events. In addition to the above, a one-time “grand-opening” special event permit may be authorized for new centers or individual businesses to allow this temporary advertising to be limited to a period not to exceed thirty (30) consecutive days.
  - (4) Banner sign requirements.
    - (i) Size. A banner shall not exceed a maximum length of twenty (20') feet for all businesses except the Thousand Oaks Auto Mall which is limited to a maximum of thirty (30') feet. The area shall be limited to a maximum of sixty (60) square feet except for the Thousand Oaks Auto Mall which shall be limited to a maximum of ninety (90) square feet.
    - (ii) Number. The number of sign banners shall be limited to one per store or shopping center event, and in the Thousand Oaks Auto Mall one per building.

(iii) Location. The location of banners shall be attached to the front of the building for individual stores and businesses, strung between light standards along street frontages for shopping centers, and may be attached to either a building, store front, or strung between light standards along a street frontage for the Thousand Oaks Auto Mall.

(5) Pennants, balloons and flags. Pennants and balloons may be used only in conjunction with special events and are subject to the provisions of this chapter. Additionally, flags shall not be used as an advertising device, and shall only bear the seals of the United States of America, State of California, City of Thousand Oaks, or bear the emblems of civic, philanthropic, educational or religious organizations.

(i) Size and shape. Pennants shall be limited to a size not to exceed twelve inches (12") in width and eighteen inches (18") in length and shall be triangular or rectangular in shape. Balloons shall not exceed eighteen inches (18") in diameter.

(ii) Length. A single string of pennants shall not exceed forty feet (40') in length,

(iii) Location. For individual businesses a single string of pennants may be attached to the front of the store or business. For shopping center promotions a single string of pennants may be strung between two (2) light standards located along the street frontage. The length of the string of pennants may not exceed eighty (80') feet. Balloons are limited to a maximum of six (6) per business, attached individually or in a single cluster. The balloons may not be attached in a manner that would cause them to extend above the eave or parapet of the roof of the building or store front.

(c) Portable, moveable, or temporary signs, except window or construction signs as provided in this article, shall not be permitted. The Community Development Director may permit two (2) internally or externally illuminated gasoline or diesel price (changeable-copy poster) signs not to exceed the total sign area set forth under items (1), (2), and (3). The sign shall be permanently installed in the ground in accordance with all the provisions of this article.

(1) Three products, six price signs. The maximum allowable "overall sign area" for this sign is twenty-two (22) square feet. This figure includes an eighteen (18") inch base which is required with the use of this sign.

The maximum allowable "effective sign area" for this sign is sixteen (16) square feet. This figure includes all of the area above the required eighteen (18") inch base. No service station may use this sign to post less than three (3) products and six (6) prices.

(2) Three products, three prices, or two products, four prices. The maximum allowable "overall sign area" for this sign is nineteen (19) square feet. This figure includes an eighteen (18") inch base, which is required with the use of this sign.

The maximum allowable "effective sign area" is fourteen (14) square feet. This figure includes all of the area above the required eighteen (18") inch base.

(3) Monument identification sign. Service stations desiring to use a monument identification sign to post all pricing information may do so as follows:

(i) Three products, six prices. The maximum allowable sign area that may be devoted to changeable copy may not exceed sixteen (16) square feet. Service stations choosing to use their monument ID signs to post grades of fuel and prices under this section may not use the individual price signs described in subsection (1).

(ii) Three products, three prices, or two products, four prices. The maximum allowable sign area that may be devoted to changeable copy may not exceed fourteen (14) square feet. Service stations who choose to use their monument ID signs to post grades of fuel and prices under this section may not use the individual price signs described in subsection (2).

(iii) One product, one price/two products, two prices. The maximum allowable sign area that may be devoted to changeable copy may not exceed six (6) square feet. However, this option may only be used in conjunction with either of the two individual price signs as described above in subsections (1) and (2).

(4) Grade of motor fuel designation. The height of the letters designating the grade of motor fuel (i.e. regular, unleaded, diesel, etc.) must be a minimum of two (2") inches high.

(d) Perimeter or floodlighting, whether used for illumination or advertisement, which illuminates private land, whether improved or not, shall be permitted only when such lighting is installed on private property and is hooded or shielded so that no direct beams therefrom fall upon public streets, alleys, highways, or private property.

(e) All signs shall comply with the intent, purpose, and standards of the provisions of Article 18 of this chapter and the Architectural Design Standards adopted by resolution of the City Council to assure conformity and harmony of the sign with the exterior design, size, colors, materials and architectural features of the subject buildings.

(f) Window signs.

(1) Window signs shall be permitted on both the inside and/or outside of the window. No permit shall be required.

(2) Window signs shall be limited to twenty-five (25%) percent of the total window area on any single facia of the building fronting on a street to be displayed in conjunction with sales or special events for an indefinite period of time. Additionally, two (2) separate events involving a larger portion of the window beyond the twenty-five (25%) percent may be authorized on holiday periods chosen by the individual business throughout the calendar year and further limited to a maximum of twenty-one (21) consecutive days for each event.

(3) Window signs stating the words "open," "closed" and hours of operation shall not be included within the meaning of window signs.

(g) A sign shall not project over a public right-of-way.

(h) No sign shall stand above the eave line of the roof of the building upon which the sign is displayed unless the vertical clearance below the eave line is less than seven (7') feet six (6") inches and a parapet wall or flat surface, having a minimum width of four (4') feet, is provided above the eave line and made an integral part of the design of the building. This provision shall not prohibit the continued use of existing eave signs erected prior to January 6, 1972, provided all other specifications of this article are met.

(i) All roof signs shall be prohibited within any zone.

(j) On-site building signs shall be parallel with the building and shall not project more than twelve (12") inches therefrom.

(k) The Community Development Director may permit up to six (6) permanent directional signs, not exceed three (3) square feet in area each, on a parcel of record.

(l) Not more than one freestanding sign may be installed upon one parcel of record, except as set forth in subsection (b) of Section 9-4.2308 of this article.

(m) Freestanding signs may be located within the required setback.

(n) On-site freestanding signs shall be located within the center eighty (80%) percent of the property frontage, as measured from the side property lines. On a corner lot, the eighty (80%) percent may be measured from the corner or one side line or from the respective side lines and around the corner.

(o) The Community Development Director may authorize an identification sign showing the name of the community and the names of various civic organizations, such as the Chamber of Commerce, at the

main points of entrance into the City provided the overall size of the sign, including all riders, is not larger than fifty (50) square feet and no dimension exceeds fifteen (15') feet.

(p) After the issuance of a development permit, the Community Development Director may permit one single-faced unlighted sign on a parcel of record to identify the project, contractor, and/or leasing agent. Such sign shall not total more than twenty-four (24) square feet in area. No portion of any sign permitted by the provisions of this section shall have a height of more than fifteen (15') feet or have a dimension of the panel face that exceeds ten (10') feet. Such sign shall be removed within ten (10) days after the issuance of a certificate of occupancy.

(q) When the building or fascia sign area permitted by the provisions of the respective zones is less than would be permitted based upon the on-site freestanding sign ratio, the latter ratio may be used in computing the permitted sign area.

(r) No illuminated sign shall be erected closer than seventy-five (75') feet to any residential land use district on which there exists structures used for residential purposes unless such illuminated sign shall have labeled thereon that the illumination factor does not exceed four hundred fifty (450') foot lamberts measured by an approved light metering system. Such measurements shall be taken directly upon the surface of the light source and when all other external light sources in the same general vicinity are disconnected.

(s) Each application for a sign permit shall be submitted to the Community Development Director to ascertain that the sign conforms with the provisions of this article and will not adversely affect adjacent property values or the public health, safety, or welfare. If the Community Development Director finds that the sign so conforms and that there will be no such adverse effects, he shall authorize the issuance of a permit. If he fails to issue the permit within ten (10) days following the filing of the application, he shall schedule the application for a public hearing and processing pursuant to the provisions and procedures set forth in this chapter.

(t) Temporary vehicle signs are prohibited, except for permanently affixed signage such as painted on signs which do not violate the Vehicle Code or render the vehicle unsafe to drive.

(u) Scenic highway restrictions along Route 23 and Route 101 Freeways shall be as follows:

(1) All commercial or industrial buildings, except for shopping centers, which either directly back or side upon such freeways, may be permitted to use up to ten (10%) percent of the allowable building sign area for the identification of a business or service and not for the advertising of any commodity or product on the building wall facing or siding onto the freeway; however, the maximum requirement of only one sign and twenty-four (24) square feet shall be allowed. This would not apply to those buildings or uses which are separated by a public frontage road from the freeway.

(2) Freestanding signs for shopping centers proposed for buildings or uses directly adjacent to and visible from such freeways are determined generally inconsistent with the Scenic Highways Element of the General Plan and shall only be granted by a special use permit. The Commission, or Council on appeal, shall evaluate such requests on the basis of compliance with the goals and policies of said Element of the General Plan and shall approve, conditionally approve, or deny such requests, taking into consideration all appropriate environmental and other information relating to such applications. The requirements of this subsection would not apply to those buildings or uses which are separated by a public frontage road from the freeway.

(3) No subdivision freestanding sign shall be visible from or located within one thousand (1,000') feet of such freeways.

(v) Temporary political signs shall be permitted and shall not exceed twelve (12) square feet in area and six (6') feet in visible height. No more than one such sign per candidate or position on a ballot issue shall be displayed on any side of a parcel of record which has frontage on a public street, but in no case shall any signs on different street frontages be closer than one hundred (100') feet. Furthermore, political sign copy

main points of entrance into the City provided the overall size of the sign, including all riders, is not larger than fifty (50) square feet and no dimension exceeds fifteen (15') feet.

(p) After the issuance of a development permit, the Community Development Director may permit one single-faced unlighted sign on a parcel of record to identify the project, contractor, and/or leasing agent. Such sign shall not total more than twenty-four (24) square feet in area. No portion of any sign permitted by the provisions of this section shall have a height of more than fifteen (15') feet or have a dimension of the panel face that exceeds ten (10') feet. Such sign shall be removed within ten (10) days after the issuance of a certificate of occupancy.

(q) When the building or facia sign area permitted by the provisions of the respective zones is less than would be permitted based upon the on-site freestanding sign ratio, the latter ratio may be used in computing the permitted sign area.

(r) No illuminated sign shall be erected closer than seventy-five (75') feet to any residential land use district on which there exists structures used for residential purposes unless such illuminated sign shall have labeled thereon that the illumination factor does not exceed four hundred fifty (450') foot lamberts measured by an approved light metering system. Such measurements shall be taken directly upon the surface of the light source and when all other external light sources in the same general vicinity are disconnected.

(s) Each application for a sign permit shall be submitted to the Community Development Director to ascertain that the sign conforms with the provisions of this article and will not adversely affect adjacent property values or the public health, safety, or welfare. If the Community Development Director finds that the sign so conforms and that there will be no such adverse effects, he shall authorize the issuance of a permit. If he fails to issue the permit within ten (10) days following the filing of the application, he shall schedule the application for a public hearing and processing pursuant to the provisions and procedures set forth in this chapter.

(t) Temporary vehicle signs are prohibited, except for permanently affixed signage such as painted on signs which do not violate the Vehicle Code or render the vehicle unsafe to drive.

(u) Scenic highway restrictions along Route 23 and Route 101 Freeways shall be as follows:

(1) All commercial or industrial buildings, except for shopping centers, which either directly back or side upon such freeways, may be permitted to use up to ten (10%) percent of the allowable building sign area for the identification of a business or service and not for the advertising of any commodity or product on the building wall facing or siding onto the freeway; however, the maximum requirement of only one sign and twenty-four (24) square feet shall be allowed. This would not apply to those buildings or uses which are separated by a public frontage road from the freeway.

(2) Freestanding signs for shopping centers proposed for buildings or uses directly adjacent to and visible from such freeways are determined generally inconsistent with the Scenic Highways Element of the General Plan and shall only be granted by a special use permit. The Commission, or Council on appeal, shall evaluate such requests on the basis of compliance with the goals and policies of said Element of the General Plan and shall approve, conditionally approve, or deny such requests, taking into consideration all appropriate environmental and other information relating to such applications. The requirements of this subsection would not apply to those buildings or uses which are separated by a public frontage road from the freeway.

(3) No subdivision freestanding sign shall be visible from or located within one thousand (1,000') feet of such freeways.

(v) Temporary political signs shall be permitted and shall not exceed twelve (12) square feet in area and six (6') feet in visible height. No more than one such sign per candidate or position on a ballot issue shall be displayed on any side of a parcel of record which has frontage on a public street, but in no case shall any signs on different street frontages be closer than one hundred (100') feet. Furthermore, political sign copy

shall be permitted on existing off-site freestanding signs subject to the time limits set forth in subsection (d) of Section 9-4.2304 of this article. Such signs shall not be placed in the public right-of-way or upon public property.

(w) The following temporary real estate and/or lessee signs shall be permitted:

(1) Parcels of record less than five (5) acres are limited to one sign with a maximum area of sixteen (16) square feet and a maximum length of four (4') feet. V-shaped signs are permitted provided that the total square footage of both sides does not exceed sixteen (16) square feet. Additionally, the panels may not be separated by more than ninety (90) degrees.

(2) Parcels of record greater than five (5) acres are limited to one sign unless there are two (2) street frontages where one sign may be posted on each frontage. The size is limited to a maximum of twenty-four (24) square feet (unless there are two (2) permitted signs which shall be limited to sixteen (16) square feet per sign) and the length to a maximum of six (6') feet. V-shaped signs are permitted as follows:

(i) One street frontage. The total square footage of both panels may not exceed twenty-four (24) square feet.

(ii) Two (2) street frontages. The total square footage of both signs may not exceed thirty-two (32) square feet.

(iii) The panels of V-shaped signs may not be separated by more than ninety (90) degrees.

(3) General provisions for real estate signs.

(i) Amortization period. A six (6) month time period from the effective date of the ordinance codified in this section will be allowed in order to remove and replace all illegal and non-conforming real estate signs.

(ii) New signs. All signs installed after the effective date of the ordinance codified in this section will need to comply with the new sign requirements.

(iii) Sign permit applications. No sign permit applications will be required for temporary real estate advertising signs.

(iv) Removal of temporary real estate advertising signs. All temporary real estate advertising signs must be removed within thirty (30) days of the lease of the leasehold space or sale of the property being advertised.

(v) Posted signs. Signs posted on real property may advertise property for sale, for lease, or build-to-suit. Additionally, the words "proposed" or "planned project" may be added to the text of the sign.

(vi) Sign riders. No unrelated sign riders, including political signs, may affixed or in any manner attached to real estate advertising signs.

(vii) Lighting. All temporary real estate and/or lessee signs shall be unlighted.

(x) Religious facility directional signs may be located on private property within approximately a one-mile radius of the religious facility location provided written consent from the property owner is submitted to the Community Development Department and subject to a review by the Community Development Director to determine if the location is appropriate. Such a determination shall include, but not be limited to, a review of the sign visibility and proximity to surrounding residences. The size of the sign panel shall be limited to four (4) square feet, but no dimension shall exceed two (2') feet, and the sign shall not exceed a height of eight (8') feet as measured from the elevation of the adjacent public street centerline. The number of such signs shall be limited to a maximum of two (2) per religious facility, unless there is sufficient justification to consider the installation of one additional sign, subject to the approval of the Community Development Director. To obtain a uniform design, the sign shall be constructed of a dark stained wood material including a wood panel. The sign copy shall contain the following information: directions, distance or address, name, denomination, and logo, if the religious facility desires.

(y) Off-site signs are prohibited except as permitted in Title 9, Chapter 23 of this Code.

(z) No sign, as defined in Section 9-4.2303, shall be permitted on any umbrella, or similar device or structure.

(aa) Intent and purpose. In order to create an aesthetically pleasing and functional freestanding monument sign, the sign design, materials and colors should complement the building architecture and enhance the overall site appearance. Monument signs that comply with the intent of the following standards may be considered by the Director of the Community Development Department.

On-site freestanding signs shall be subject to the following design standards:

(1) General requirements. The provisions of the City's Architectural Design Review Guidelines Resolution for freestanding monument signs shall apply.

(2) Signage area. The maximum sign copy area of any monument sign shall not exceed thirty-two (32) square feet, and no portion of the proposed sign shall exceed a height of six (6') feet from adjacent finished grade.

(3) Signage background. The background of monument signs shall use natural materials and colors. The use of plastic material as a background for the monument sign, is not permitted. The sign background material shall be opaque, which means that any interior lighting source shall not penetrate the material and illuminate the background but shall be limited to illuminating the sign letters and any state and/or federal registered trademark or service mark only. The background material, as well as the frame and sign base of the freestanding sign shall be constructed with materials similar to those used on the building(s), in accordance with the City's Architectural Design Review Guidelines.

(4) Signage colors. The colors of the letters used on the freestanding monument sign shall be consistent with the approved sign colors for the on-building signs under the approved Uniform Sign Program, if any. This color limitation shall not apply to any state and/or federal registered trade mark or service mark signs. For projects without a Uniform Sign Program, the number of colors proposed shall comply with the City's Architectural Design Guideline Resolution.

(5) Signage letter styles. The letter styles (fonts) shall be consistent with the approved styles for the on-building signs under the approved Uniform Sign Program, if any. This limitation shall not apply to any state and/or federal registered trade mark or service mark signs. For projects without a Uniform Sign Program, the letter styles shall comply with the City's Architectural Design Guidelines Resolution.

(6) Signage lighting. Monument signs shall incorporate creative lighting designs which utilize halo, back-lit, or concealed exterior illumination. Internal illumination can be used only when it is limited to lighting the sign letters and any state and/or federal registered trade mark or service mark.

(7) Signage letter height. The portion of the sign having text with a height of less than four (4") inches, shall not occupy more than twenty-five (25%) percent of the area of the sign copy.

(8) Each side, front, back and top of a freestanding monument sign shall include breaks. Design elements such as off-sets, curved forms, reveals, etc., are encouraged. In addition, the design and character of the monument sign shall complement the architectural theme and design of the projects.

(9) There shall be at least two (2") inches between the sign copy and the edge or frame of the sign and a neutral space between the sign's text shall be provided to create an aesthetically proportioned and balanced looking sign.

(10) Evidence of registration of state and/or federal agency trade mark or service mark must be provided, where such mark is proposed to be used on a sign.

(11) Nonconforming signs shall not be required to comply with these design standards when the requested change to a sign involves a face copy change only. If the requested change involves any

(y) Off-site signs are prohibited except as permitted in Title 9, Chapter 23 of this Code.

(z) No sign, as defined in Section 9-4.2303, shall be permitted on any umbrella, or similar device or structure.

(aa) Intent and purpose. In order to create an aesthetically pleasing and functional freestanding monument sign, the sign design, materials and colors should complement the building architecture and enhance the overall site appearance. Monument signs that comply with the intent of the following standards may be considered by the Director of the Community Development Department.

On-site freestanding signs shall be subject to the following design standards:

(1) General requirements. The provisions of the City's Architectural Design Review Guidelines Resolution for freestanding monument signs shall apply.

(2) Signage area. The maximum sign copy area of any monument sign shall not exceed thirty-two (32) square feet, and no portion of the proposed sign shall exceed a height of six (6') feet from adjacent finished grade.

(3) Signage background. The background of monument signs shall use natural materials and colors. The use of plastic material as a background for the monument sign, is not permitted. The sign background material shall be opaque, which means that any interior lighting source shall not penetrate the material and illuminate the background but shall be limited to illuminating the sign letters and any state and/or federal registered trademark or service mark only. The background material, as well as the frame and sign base of the freestanding sign shall be constructed with materials similar to those used on the building(s), in accordance with the City's Architectural Design Review Guidelines.

(4) Signage colors. The colors of the letters used on the freestanding monument sign shall be consistent with the approved sign colors for the on-building signs under the approved Uniform Sign Program, if any. This color limitation shall not apply to any state and/or federal registered trade mark or service mark signs. For projects without a Uniform Sign Program, the number of colors proposed shall comply with the City's Architectural Design Guideline Resolution.

(5) Signage letter styles. The letter styles (fonts) shall be consistent with the approved styles for the on-building signs under the approved Uniform Sign Program, if any. This limitation shall not apply to any state and/or federal registered trade mark or service mark signs. For projects without a Uniform Sign Program, the letter styles shall comply with the City's Architectural Design Guidelines Resolution.

(6) Signage lighting. Monument signs shall incorporate creative lighting designs which utilize halo, back-lit, or concealed exterior illumination. Internal illumination can be used only when it is limited to lighting the sign letters and any state and/or federal registered trade mark or service mark.

(7) Signage letter height. The portion of the sign having text with a height of less than four (4") inches, shall not occupy more than twenty-five (25%) percent of the area of the sign copy.

(8) Each side, front, back and top of a freestanding monument sign shall include breaks. Design elements such as off-sets, curved forms, reveals, etc., are encouraged. In addition, the design and character of the monument sign shall complement the architectural theme and design of the projects.

(9) There shall be at least two (2") inches between the sign copy and the edge or frame of the sign and a neutral space between the sign's text shall be provided to create an aesthetically proportioned and balanced looking sign.

(10) Evidence of registration of state and/or federal agency trade mark or service mark must be provided, where such mark is proposed to be used on a sign.

(11) Nonconforming signs shall not be required to comply with these design standards when the requested change to a sign involves a face copy change only. If the requested change involves any

alteration (other than change of face copy), or the removal of an existing sign and the installation of a new sign, then the provisions within this section shall apply to the design of the sign.

(12) For easy access by emergency vehicles and passing motorists, the inclusion of the building's street address number is encouraged on the monument sign, either on the front of the sign or on the side. The height of the numbers shall be proportioned to the sign area.

(ab) Copy change(s) to an existing monument sign or an existing on-building sign shall require review and approval by the Community Development Department.

(ac) Menu boards, preview boards and order boards shall be subject to the following standards:

(1) Each drive-through restaurant shall be allowed one (1) preview board per service lane where customers preview the menu from their vehicles, one (1) menu board per service lane where customers view the menu while ordering food from their vehicles, and one (1) order board per service lane where customers speak with an attendant and order food from their vehicles.

(2)

<i>Type of Sign</i>	<i>Maximum Sign Area in Square Feet</i>	<i>Maximum Height in Feet</i>
Preview board	20	7
Menu board	45	7
Order board	5	5

(3) No preview board, menu board or order board shall be placed where it or a customer's vehicle is likely to interfere with traffic flow in the area.

(4) Each preview board and menu board shall incorporate materials and colors that match or complement the materials and colors of the associated building.

(5) Each preview board and menu board shall include an architecturally complementary base that is proportional to the size of the sign.

(§ I, Ord. 248-NS, eff. January 6, 1972, as amended by §§ V and VI, Ord. 359-NS, eff. April 12, 1973, §§ XII and XIII, Ord. 423-NS, eff. February 14, 1974, §§ II and V, Ord. 462-NS, eff. June 13, 1974, § II, Ord. 585-NS, eff. August 26, 1976, § II, Ord. 683-NS, eff. August 10, 1978, § 4, Ord. 741-NS, eff. April 3, 1980, § I, Ord. 800-NS, eff. February 4, 1982, Ord. 853-NS, eff. February 21, 1983, § 19, Ord. 907-NS, eff. February 11, 1986, §1, Ord. 1130-NS, January 7, 1992, § 4, Ord. 1177-NS, eff. April 27, 1993, § 3, Ord. 1211-NS, eff. May 24, 1994, § 7, Ord. 1321-NS, eff. June 18, 1998, § 28, Ord. 1392-NS, eff. June 7, 2002, § V, Ord. 1477-NS, eff. June 14, 2007, and §§ 7 and 8, Ord. 1621-NS, eff. September 30, 2016)