



**AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
October 2, 2018**

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, October 2, 2018 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Roll call.

OPEN SESSION:

3. Citizens to be heard.
The Planning and Zoning Commission may not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Commission will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.

COUNCIL LIAISON REPORT:

4. Update on the following (Council Member Blue):
 - Change in zoning from Pre-Development District (PD) to Single-Family Residential District (R-1) for 57.531 acres of newly annexed properties on Galm Road;
 - Variance for wall signage for a FedEx Office located inside Wal-Mart at 12550 Leslie Road; and
 - Master Sign Plan for Helotes Point Retail Center, a multi-tenant shopping center, located at 12510 Bandera Road.

ITEMS FOR INDIVIDUAL CONSIDERATION (5 - 6):

5. Approval of the minutes of the Regular Meeting of the Planning and Zoning Commission dated September 4, 2018. (Approval Item; Staff)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes Municipal Complex is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office by phone at 210.695.5911 or by facsimile at 210.695.2123.

ITEMS FOR INDIVIDUAL CONSIDERATION cont.:


6. Discussion of and action on a request by Alamo Sign Solutions for approval of wall signage pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* for Take 5 Oil Change, located at 12266 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239599. (Recommendation Item; Applicant)

Adjourn.

NOTE: It is possible that a quorum of the City Council and/or other Municipal Advisory and Governmental Bodies may be in attendance at the above stated meeting. No action will be taken by the City Council and/or other Municipal Advisory and Governmental Bodies at the above stated meeting, other than the body specifically referred to in the above notice.

The Planning and Zoning Commission reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.

I certify that this Agenda was posted on September 27, 2018 at 2:00 p.m.



Celina Perez, City Secretary

**MINUTES
CITY OF HELOTES
PLANNING AND ZONING COMMISSION**

The City of Helotes Planning and Zoning Commission met for a regular meeting on September 4, 2018 at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes Texas. This was an open meeting subject to the open meeting laws of the State of Texas.

Commission Members

Present: Gregg Michel, Chair
Jason Wightman, Vice Chair
Ron Hozza, Secretary
Jeff Wade
Mario Rios

Absent: Joe Edmond
Richard Hawk
Mike McGlothing

Council members/staff present: Celina Perez, City Secretary
Susan Darst, Assistant to City Administrator
Alex Blue, Council Member

1. Call to order.

Chair Michel called the meeting to order at 7:03 p.m.

2. Roll call.

Commissioner Hozza called roll. See above for members present.

PUBLIC HEARING:

- 3. Public Hearing to give all interested persons the right to appear and be heard on a request by L&F-1, LLC for a change in zoning from Pre-Development District (PD) to Single-Family Residential District (R-1) for 57.531 acres of newly annexed properties located, generally, on Galm Road and more particularly described as a 27.502 acre tract of land (BCAD Property ID No. 236292) and a 30.029 acre tract of land (BCAD Property ID No. 236320).**

Chair Michel opened the public hearing at 7:04 p.m.

Frank H. Lara spoke on seeking additional information on the type of development planned for the properties.

Chair Michel pointed out to Mr. Lara that this item was on the agenda for consideration and that perhaps that would be an opportunity for him to learn more about the development. There being no further comments, Chair Michel closed the public hearing at 7:09 p.m.

OPEN SESSION:

4. Citizens to be heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 5 - 6): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Commissioner Wade, second by Commissioner Rios, to approve item 5 on the consent agenda. Motion to approve carried unanimously.

5. Approval of the minutes of the Regular Meeting of the Planning and Zoning Commission dated August 7, 2018. (Approval Item; Staff)**

6. Approval of a request by L&F-1, LLC for a change in zoning from Pre-Development District (PD) to Single-Family Residential District (R-1) for 57.531 acres of newly annexed properties located, generally, on Galm Road and more particularly described as a 27.502 acre tract of land (BCAD Property ID No. 236292) and a 30.029 acre tract of land (BCAD Property ID No. 236320). (Recommendation Item; Applicant)

Discussion included the type of development planned for the properties. Both newly annexed tracts of land are to be a continuation of the Bricewood Subdivision and the proposed zoning designation of Single-Family Residential District (R-1) only allows for single family residential homes to be built. Designating the zoning of the newly annexed properties is required by Code and the first phase of this development process. When the developer is ready, the next phase will be the platting process, at which point the City Engineer and various City departments will review the proposed subdivision plat so that it can be presented to the Commission and Council.

Motion was made by Commissioner Hozza, second by Commissioner Rios, to recommend approval of a request by L&F-1, LLC for a change in zoning from Pre-Development District (PD) to Single-Family Residential District (R-1) for a 27.502 acre tract of land and a 30.029 acre tract of land on Galm Road.

Motion to approve the recommendation carried unanimously.

ITEM FOR INDIVIDUAL CONSIDERATION:

Chair Michel requested to suspend the rules and move Item No. 8 before Item No. 7, for the sake of expediency since the applicant was in attendance. There being no objections, the meeting continued with the order of the agenda items as follows.

8. Discussion of and action on a request by Aetna Sign Group, Ltd. for approval of a master sign plan, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 Permits, Certificates, and Approval Required; Master Sign Plan, for Helotes Point Retail Center, a multi-tenant shopping center located at 12510 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1274715. (Recommendation Item; Applicant)

Speaking on this item was Larry Gottsman, President of Aetna Sign Group. Mr. Gottsman advised the tenant signage will be internally lit by LED's and ensured that all wall signage will meet Code.

Motion was made by Commissioner Wightman, second by Commissioner Hozza, to recommended approval of a request by Aetna Sign Group, Ltd. for a master sign plan for Helotes Point Retail Center.

Motion to approve the recommendation carried unanimously.

7. **Discussion of and action on a request by CDT Sign Services for approval of a variance to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows authorizing wall signage for a FedEx Office located inside Wal-Mart at 12550 Leslie Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1175530. (Recommendation Item; Applicant)**

Discussion included the Wal-Mart building has multiple wall signs for Wal-Mart and Subway, which were approved thru variances on October 13, 2011 and April 11, 2013. Given that the Code allows for a maximum of two wall signs, the Commission understood that FedEx must go thru the same variance request process as Wal-Mart and Subway did.

Motion was made by Commissioner Rios, second by Commissioner Hozza, to recommend approval of variance request by CDT Sign Services for a wall sign for a FedEx Office located inside the Wal-Mart building.

Motion to approve the recommendation carried unanimously.

Adjourn.

Motion was made by Commissioner Hozza, second by Commissioner Rios, to adjourn the meeting at 7:32 pm. Motion to approve carried unanimously.

Respectfully submitted,

ATTEST:

Gregg Michel, Chair
Planning and Zoning Commission
City of Helotes

Ron Hozza, Secretary
Planning and Zoning Commission
City of Helotes

**City of Helotes
PLANNING & ZONING COMMISSION**

AGENDA ITEM REQUEST FORM

DATE: **October 2, 2018**

AGENDA PLACEMENT: **CONSENT**
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on a request by Alamo Sign Solutions for approval of wall signage pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* for Take 5 Oil Change, located at 12266 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239599. (Recommendation Item; Applicant)

BACKGROUND:

Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* provides the following regulations:

Code	Compliant	Variance Required
<i>Wall signs.</i> Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex or business park shall be regulated as follows:	N/a	N/a
(1) <i>Purpose.</i> To identify a business or organization.	Yes	No
(2) <i>Size.</i> One square foot per linear foot of building or unit facade to which it is attached; a maximum of 100 square feet. A minimum area of ten square feet will be allowed if a business has insufficient footage. The size of a multi-paneled sign shall be determined by dividing the maximum size allowed by the number of panels.	Yes; The applicant proposes an "oil can" logo and text on the front of the building totaling approximately 54.50 sq. ft. (36.32 sq. ft. and 18.18 sq. ft.) The front elevation totals 64 linear ft.	No

<p>(3) <i>Height.</i> The top of the sign shall be below the lower roofline and at a height no greater than 20 feet above the ground immediately adjacent to the sign.</p>	<p>Yes</p>	<p>No</p>
<p>(4) <i>Number.</i> One sign per street or pedestrian way which the building faces or abuts with a maximum of two signs, subject to review by the P&Z.</p>	<p>No; The front building elevation plan depicts two (2) wall signs, however, City Staff considers the "oil can" logo and text as one (1) sign.</p>	<p>No</p>
<p>(5) <i>Location.</i> All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches.</p>	<p>Yes</p>	<p>No</p>
<p>(6) <i>Design.</i> Reference Chapter 98 Zoning, Article IX Architectural Review by the P&Z and City Council, Section 98-253, Subsection (f) signage. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.</p>	<p>Yes</p>	<p>No</p>
<p>(7) <i>Lighting.</i> Indirect, internally illuminated, or neon.</p>	<p>Yes; The applicant proposes internally illuminated LED lighting.</p>	<p>No</p>
<p>(8) <i>Landscaping.</i> Not applicable.</p>	<p>N/a</p>	<p>N/a</p>
<p>(9) <i>Duration.</i> The sign shall be permitted so long as the business or office is open for business.</p>	<p>Yes</p>	<p>No</p>
<p>(10) <i>Special provisions.</i> Shall be as follows:</p> <ul style="list-style-type: none"> a. A business or organization having a wall, projecting, or hanging sign is not excluded from participating in a multi-tenant commercial sign. b. Businesses or organizations not having exterior public entrances are subject to the provisions of the multi-tenant commercial sign for multi-tenant building, in Section 66-50. c. An individual business with a basement entrance with no calculable frontage 	<p>N/a</p>	<p>N/a</p>

may have one sign with a maximum area of six square feet.		
(11) <i>Permit.</i> A permit and master sign plan approval must be obtained in accordance with the provisions of this Chapter prior to installation.	Yes	No

FINANCIAL: N/a

RECOMMENDATION:

City Staff recommends approval of a request by Alamo Sign Solutions for approval of wall signage pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* for Take 5 Oil Change, located at 12266 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239599.

SUBMITTED BY: City Staff

DATE SUBMITTED: September 24, 2018

SUGGESTED MOTION:

Motion to approve a request by Alamo Sign Solutions for approval of wall signage pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* for Take 5 Oil Change, located at 12266 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239599.



City of Helotes
Development Services
Department
P.O. Box 567
12951 Bandera Road
Helotes, TX 78023
Phone (214) 635.8877
Fax (214) 635.2123

SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: TAKE 5 Date: 9/10/2018

Sign Location Address: 12266 Bandera Rd Helotes Tx 78023

Legal Description: Lot #: 2A Block #: 4 CB/NCB #: 4477E

Use of Building: TAKE 5 Oil change

No. of Businesses: 1 Zoning: B3-0D

Name of Property Owner: JDL Texas Ventures LTD Phone #: 210 325 5234

Property Owner's Address: 5101 Broadway, Suite 200 San Antonio Tx

Name of Sign Contractor: Alamo Sign Solutions

Contractor's License #: 19473/18700 Phone #: 210-310-6565

E-mail Address: roe@signs unlimitedusa.com

Contractor's Business Address: 218 Saltillo Street San Antonio TX

- Type of Sign:
- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Monument, Multi-Tenant | <input checked="" type="checkbox"/> Wall Mount | <input type="checkbox"/> Window | <input type="checkbox"/> Residential Entry |
| <input type="checkbox"/> Monument, Single Business | <input type="checkbox"/> Hanging | <input type="checkbox"/> Public/ Non-Profit Signage | |
| <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Projecting | <input type="checkbox"/> Miscellaneous Signage | |
| <input type="checkbox"/> Other | | | |

Linear Feet of Building or Lease Space Frontage: 64 linear ft

Sign Dimensions: _____ Square Footage: 54.50 sq ft Height: _____ Sign Colors: _____

Sign Text: Drive Thru Oil Change / Oil Can

Non-Illuminated Sign: Illuminated Sign: Type of Lighting: LED

Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [Signature] Date: 9/10/2018

Printed Name: James Alparro Phone #: 210-310-6565

Applicant's Address: 218 Saltillo Street, San Antonio TX 78207

Note: All exterior signage requires Planning & Zoning Commission and City Council approval prior to permitting and installation. The Commission meets on the 1st Tuesday of each month, and the deadline submittal date is 14 calendar days prior to the meeting date.

ADDITIONAL ELEMENT

Aluminum Pans

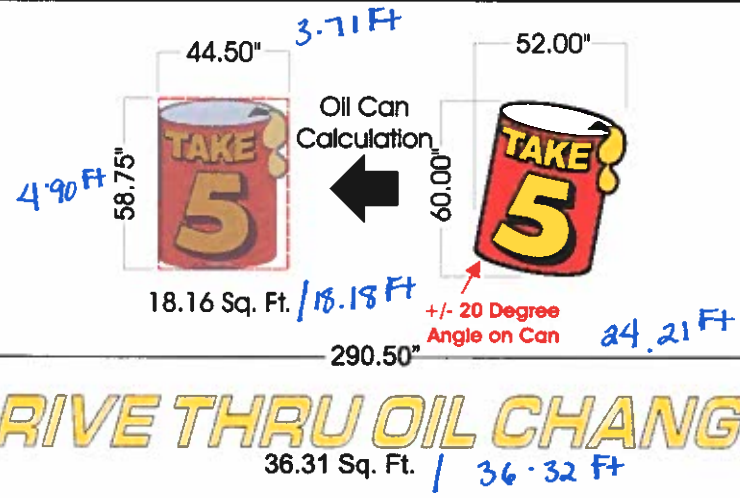


Quantity: 4
 Size: As in drawing
 Colors: Black and White
 Returns: 1"

NOTE: CENTERED UNDER LIGHTS AND 6" DOWN FROM THE BOTTOM OF THE SCANCES OR 6" UP FROM TOP OF BOTTOM BAND/BASE VERTICALLY IF SCANCES AREN'T EXISTENT

EXTERIOR FINISH SCHEDULE

NO.	AREA	FINISH	DETAIL
1	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
2	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
3	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
4	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
5	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
6	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
7	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP
8	DRIVE THRU OIL CHANGE	PAINT	PAINT TO COLOR # 441, STONE GRIP



**Illuminated Channel Letters
Flush Mounted**

Size: As in drawing
 Trim: 3/4" Gemtrim
 Trim Color: Black
 Return Color: Black
 Face Color: As in Drawing
 Face: 1/8" Acrylic
 Letter Interior: Gloss White
 Illumination: LED
 Mounting: Studded Directly to to Fascia
 Sq. Ft. Signage: 63.47
 Allowed Signage: 64.00 Sq. Ft. (1 Sq. Ft. Per 1 Li. Ft. of Facade [64.00 Li. Ft.])

17 Linear Feet



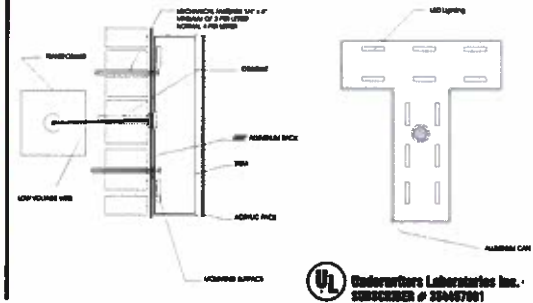
ADDITIONAL NOTE:
 • REMOVE AND DISPOSE OF ALL EXISTING SIGNAGE

NOTES:

- IF ELECTRICAL LINE/J-BOX IS WITHIN 6' OF ELECTRICAL, CONNECTION TO BE HANDLED BY INSTALLER. IF NOT ELECTRICAL HANDLED BY OWNER/GC
- IF ROOF PENETRATIONS ARE NECESSARY, THEY ARE TO BE SEALED BY A ROOFER. THIS IS HANDLED BY THE GC/OWNER



CHANNEL LETTER DETAIL WITH STUDS



Landlord Approval



607 Ellis Rd Ste 51-A
 Durham, NC 27703
 919-552-8689
 (Fax) 919-557-1322

Copyright Notice ©

This drawing and all reproductions thereof are the property of Signs Unlimited, Inc. and may not be reproduced, published, changed or used in any way without written consent.

**FRONT ELEVATION
 Take 5 Oil Change
 12266 Bandera Rd
 Helotes, TX 78023**

EXISTING CONDITIONS

PROPOSED

No Signage



Landlord Approval _____



607 Ellis Rd Ste 51-A
Durham, NC 27703
919-552-8689
(Fax) 919-557-1322

Copyright Notice ©

This drawing and all reproductions thereof are the property of **Signs Unlimited, Inc.** and may not be reproduced, published, changed or used in any way without written consent.

**SIDES & REAR
ELEVATIONS
Take 5 Oil Change
12266 Bandera Rd
Helotes, TX 78023**

Property Identification #: 239599

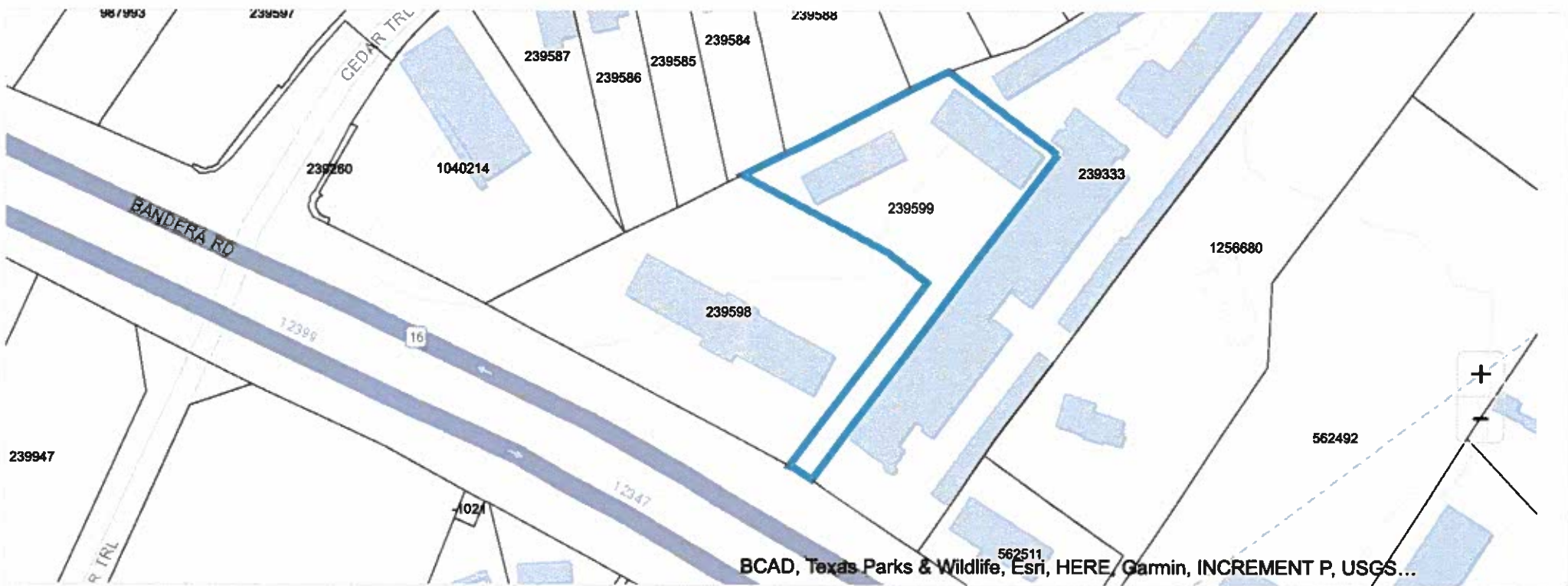
Property Information: 2019

Owner Identification #: 2491123

Geo ID: 04477-504-0020
Situs Address: 12266 BANDERA RD HELOTES, TX 78023
Property Type: Real
State Code: F1

Legal Description: CB 4477E BLK 4 LOT 2A "DRISKELL SUBDIVISION"
Abstract: A04477
Neighborhood: NBHD code51320
Appraised Value: N/A
Jurisdictions: 06, 42, 56, 08, 10, CAD, 09, 11

Name: JDL TEXAS VENTURES LTD
Exemptions:
DBA: HELOTES LUBE-N-TUNE/OASIS OF LIFE



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.



Sec. 66-51. - Commercial signs: projecting, wall and hanging, or in or on windows.

- (a) *Commentary.* In addition to the monument signage authorized for multi-tenant shopping centers in section 66-50, or the monument signage authorized for single business use in section 66-49, individual businesses within a multi-tenant shopping center or office complex or single businesses may also elect to have one of the following signs per street or pedestrian way which the building faces or abuts, with a maximum of two such signs. Such signs must be submitted to the P&Z for review and approval prior to installation.
- (b) *Wall signs.* Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex or business park shall be regulated as follows:
- (1) *Purpose.* To identify a business or organization.
 - (2) *Size.* One square foot per linear foot of building or unit facade to which it is attached; a maximum of 100 square feet. A minimum area of ten square feet will be allowed if a business has insufficient footage. The size of a multi-paneled sign shall be determined by dividing the maximum size allowed by the number of panels.
 - (3) *Height.* The top of the sign shall be below the lower roofline and at a height no greater than 20 feet above the ground immediately adjacent to the sign.
 - (4) *Number.* One sign per street or pedestrian way which the building faces or abuts with a maximum of two signs, subject to review by the P&Z.
 - (5) *Location.* All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches.
 - (6) *Design.* Reference Chapter 98 Zoning, Article IX Architectural Review by Planning and Zoning Commission, section 98-253, subsection (f) signage. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
 - (7) *Lighting.* Indirect, internally illuminated, or neon.
 - (8) *Landscaping.* Not applicable.
 - (9) *Duration.* The sign shall be permitted so long as the business or office is open for business.
 - (10) *Special provisions.* Shall be as follows:
 - a. A business or organization having a wall, projecting, or hanging sign is not excluded from participating in a multi-tenant commercial sign.
 - b. Businesses or organizations not having exterior public entrances are subject to the provisions of the multi-tenant commercial sign for multi-tenant building, in section 66-50.
 - c. An individual business with a basement entrance with no calculable frontage may have one sign with a maximum area of six square feet.
 - (11) *Permit.* A permit and master sign plan approval must be obtained in accordance with the provisions of this chapter prior to installation.
- (c) *Commercial signs: projecting and hanging signs.* Hanging commercial signs may be used by single businesses or an individual business in a multi-tenant shopping center, office complex or business park and shall be regulated as follows:
- (1) *Purpose.* To identify a business or organization.
 - (2) *Size.* A maximum area of 24 square feet.
 - (3) *Height.* No part of the sign shall extend below eight feet from the average grade nor shall it extend above the lower roofline of the building to which it is attached.
 - (4) *Number.* One sign per street or pedestrian way which the building faces or abuts, as determined by the

code enforcement officer, with a maximum of two signs, subject to review by the P&Z.

- (5) *Location.* Oriented generally perpendicular to the front of the business or to a parking area abutting the business.
 - (6) *Design/message.* Reference Chapter 98 Zoning, Article IX Architectural Review by Planning and Zoning Commission, section 98-253, subsection (f) signage. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
 - (7) *Lighting.* Indirect, internally illuminated, or neon.
 - (8) *Landscaping.* Not applicable.
 - (9) *Duration.* The sign shall be permitted so long as the business or office is open for business.
 - (10) *Special provisions.* Must hang from a structural element of the exterior wall awning or overhang.
 - (11) *Permit.* A permit must be obtained in accordance with the provisions of this chapter prior to installation. If applicable, a master sign plan must be approved prior to installation.
- (d) *Commercial signs in/on windows or doors.* Commercial signs in/on windows or doors may be used by single-businesses or an individual business in a multi-tenant shopping center and shall be regulated as follows:
- (1) *Purpose.* To identify a business or organization as the occupant of the space on the other side of the window or door or to advertise the same business or organization.
 - (2) *Height.* No part of the sign shall extend above 12 feet from the average grade, unless a greater height is necessary to center the sign in the window or on the door.
 - (3) *Number.* Maximum of eight signs allowed. Window or door signs used for the address, hours of operation, method of payment, professional association, security company, governmental notices, and open or closed status are excluded from the maximum number limit.
 - (4) *Location.* In/on the window/door and entirely within the perimeter of the window/door.
 - (5) *Design/message.* Reference Chapter 98 Zoning, Article IX Architectural Review by Planning and Zoning Commission, section 98-253, subsection (f) signage. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
 - (6) *Lighting.* None allowed, except on signage displaying open or closed status of business or organization.
 - (7) *Landscaping.* Not applicable.
 - (8) *Duration.* The sign shall be permitted so long as the business or office is in operation.
 - (9) *Special provisions.* None.
 - (10) *Permit.* No permit is required for an in/on window signage.

(Ord. No. 249, § 1(150.511), 2-26-2004; Ord. No. 391, § 1, 1-22-2009; Ord. No. 536, § 1, 8-14-2014; Ord. No. 582, § 1, 1-14-2016)