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**60<sup>th</sup> City Council**

**Mayor** Chuck Burtcher

**Ward I** – Trey Ayers, John Wood    **Ward II** – Mary Coffin, Patty Hazlewood

**Ward III** – Ellen Gomes, Gaylord Z. Thomas

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**SPECIAL CITY COUNCIL MEETING WORKSHOP**

City Hall – 101 N. 2<sup>ND</sup> Street; Guthrie, Oklahoma

Third Floor Conference Room

September 21, 2010, 6:00pm

Agenda

The special meeting of the Guthrie City Council will convene at 6:00 p.m. at Guthrie City Hall, 101 N. 2<sup>nd</sup> Street.

**CALL TO ORDER** – This meeting is called to order on Tuesday, September 21, 2010 at 6:00 p.m. Mayor and Council members are present and declare a quorum present.

1. Questions and discussion regarding agenda items.
2. Discussion of 21<sup>st</sup> Street and 18<sup>th</sup> Street (no attachments).
3. Presentation of Sign Ordinance (page 3).
4. Update on Lease of Westside Fire Station (no attachments).
5. Request for future items of discussion.
6. Adjournment.

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Agenda posted on the bulletin board in the lobby of City Hall before 5:00pm on Friday, September 17, 2010. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

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# Sign Ordinance - Synopsis

## Key Issues

1. Prohibited Signs
  - a. Off premise signs
  - b. Portable signs (non-profits can use portable sign two days prior and one day after their event)
  - c. Roof signs
  - d. Signs attached or painted on utility poles, sidewalks, hydrants, rocks or fences
  - e. Signs in the public right-of-way
  - f. Illuminated sign that cause glare or impair vision
  - g. Signs on vehicles used as an on-premise advertising sign
2. General Use
  - a. Maximum area of all signs
    - i. Lots less than 150 feet wide, max area is 480 square feet
    - ii. Lots greater than 150 feet wide, max area is 600 square feet
    - iii. Lots greater than five acres, max area is 1,000 square feet
  - b. Display Surface area
    - i. Ground Signs
      1. 50 square feet per side
      2. One sign per street frontage
      3. Height: 25 feet (with allowance to 35 feet for additional setbacks)
      4. Height of signs within 1,000 feet of I-35: 50 feet
    - ii. Wall Signs
      1. One square foot per linear foot of frontage, up to 100 square feet
      2. Height: eight feet above the walkway, 15 feet above a drive surface
      3. Projection: no more than 15 inches
    - iii. Double or multi-faced signs
      1. All sides imprinted with a message are calculated in the total sign area
    - iv. Projecting Signs
      1. Greater of 32 square feet or one square foot per linear foot of frontage up to 40 square feet per side
  - c. Multiple Signs in a single structure: when a business has more than one sign on a single structure the sign area is calculated by individual geometric shapes of each sign.
  - d. Shopping Center signage
    - i. Area: two square feet of signage for every 100 square feet of Gross Leasable Area
  - e. Sign Illumination
    - i. Illumination conditions:
      1. Illumination shall be shielded
      2. Signs shall not be erected which contain or are illuminated by any flashing, intermittent, revolving or moving light
      3. Signs shall not interfere with traffic or cause glare or impair vision
      4. Illuminations shall not exceed 300 foot lamberts
  - f. Digital Signs

- i. Digital, automated, running light, revolving, animated or twinkle signs shall be subject to the following:
    - 1. No sign located within 50 feet of a driving surface of a signalized intersection
    - 2. No sign located within 20 feet of street
    - 3. No digital signs shall be located within 200 feet of a residential zone
    - 4. No digital sign shall exceed an illumination of 70 foot candles measured at a two foot distance
    - 5. No digital sign shall exceed a brightness of 500 NITs between ½ hour after sunset until ½ hour before sunrise or 6,500 NITs between ½ hour before sunrise until ½ hour after sunset.
    - 6. No digital sign shall impair vision of pedestrian, cyclist or vehicle driver
    - 7. No digital sign shall operated unless it is equipped with:
      - a. Default freeze mechanism in event of malfunction
      - b. Mechanism to automatically adjust brightness
  - g. Maximum Number of Signs
    - i. Individual Lot: one ground sign per tract
    - ii. Shopping Centers: one project sign
    - iii. Free standing single tenant at shopping Center: one ground sign
  - h. Maximum Sign Height and Location
    - i. Sign height shall be measured from the average level of the grade to the topmost point of the sign structure.
    - ii. Max Height: 35 feet
    - iii. Signs within 100 feet of the right-of-way line of a State highway or interstate, may be erected to a height of 50 feet
    - iv. Not sign shall be higher than the horizontal distance from the structure to the other property or right-of-way
    - v. Business signs must keep a minimum separation of 30 feet from other business signs
  - i. Setbacks
    - i. Signs with a display surface less than 300 square feet must be at least 150 feet from any residential zoning district
    - ii. Signs with a display surface greater than 300 square feet must be at least 300 feet from any residential zoning district
    - iii. Signs shall be set back a minimum of ten feet from a freeway right-of-way
3. Temporary Signs
- a. No off-site temporary signs are allowed
  - b. Temporary public interest signs shall be subject to the following:
    - i. Maximum size: 50 square feet
    - ii. Only one sign per parcel
    - iii. No temporary sign shall be located within 100 feet of another temporary sign
    - iv. Temporary signs can be up for a maximum of 30 days
  - c. Fence signs are prohibited (except at athletic fields)
  - d. Political Signs
    - i. Duration: Political signs cannot be placed more than 45 day in advance of a State or local election and 60 days in advance of a National election; political signs must be removed five days after the election
    - ii. Location

1. Public locations: political signs shall not be placed within any park, Street, median, public right-of-way, or easement maintained by the City
2. Private Locations: political signs may be on private property only with the owner's permission, and must be on the house-side of the sidewalk. If no sidewalk exists, the signs must be at least 15 feet from the curb.
3. Historic District: political signs in the Historic District must conform to HP Sign Guidelines.
- iii. Disposal: any sign found in violation shall be collected by the Code Enforcement Department and disposed of
- iv. Size: political signs must conform to the size guidelines of this ordinance
- e. Grand Opening Signs: such signs shall not be displayed more than 15 days.
- f. Real Estate Signs
  - i. Must be removed within 15 days after the premises are rented or sold
  - ii. Off premise Real Estate for Sale and Open House signs:
    1. Size: 24 inches by 30 inches
    2. Signs for one advertiser must be 200 feet apart
    3. Signs cannot be in the public right-of-way
    4. Signs shall not be located more than three miles from subject property
    5. Signs shall be rigid, two-dimensional displays
    6. Written permission shall be obtained from owners of property where the sign is located
  - iii. Subdivision directional signs will be subject to the following:
    1. Signs shall be a maximum size of thirty-two (32) square feet.
    2. Signs must be placed upon unimproved property with the permission of the owner.
    3. Signs must be placed at least 100 feet from any other subdivision or developer signs.
    4. Signs may be erected for a maximum of one (1) year unless additional one-year approval is given by the Board of Adjustment. A maximum of two (2) one-year approvals shall be permitted by the Board of Adjustment.
    5. Signs shall meet all requirements of the Sign Code, including permitting requirements.

#### 4. Exempted Signs

- a. Tablets built into the wall of a building
- b. Legal notices
- c. Signs not visible from off the property
- d. Signs on vehicles, provided such sign is not intended to be used as on-premise signage

#### 5. Violation: \$500 fine

### 8.12.10