

**ORDINANCE O-18-12
CITY OF GLENN HEIGHTS SIGN ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, REPEALING CITY OF GLENN HEIGHTS ORDINANCE NO. 773-04, O-15-08, AS AMENDED AND CODIFIED AS ARTICLE 15.01, SIGN REGULATIONS, CONTAINED IN CHAPTER 15, DEVELOPMENT REGULATIONS OF THE CITY'S CODE OF ORDINANCES IN ITS ENTIRETY; REPLACING IT WITH THE CONTENTS OF THE ORDINANCE ATTACHED HERETO AND INCORPORATED HEREIN; RELATIVE TO THE REGULATIONS OF SIGNS; ENTITLED CITY OF GLENN HEIGHTS SIGN ORDINANCE, CODIFIED AS ARTICLE 15.01, ET SEQ OF THE GLENN HEIGHTS CODE OF ORDINANCES; PROVIDING A PURPOSE AND INTENT; ESTABLISHING APPLICABILITY REQUIREMENTS; ESTABLISHING DEFINITIONS; ESTABLISHING REGULATIONS FOR DIFFERENT SIGN TYPES; ESTABLISHING SIGN PERMIT REQUIREMENTS AND EXEMPTIONS; REGULATIONS FOR THE MAINTENANCE AND REMOVAL OF SIGNS; ESTABLISHING VIOLATIONS, AND PENALTIES; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Glenn Heights, Texas ("City Council") enacted Ordinance Nos. 694-00, 701-01, 762-03, 773-04, and O-15-08 relative to the regulation of signs; and

WHEREAS, the City Council has investigated and determined that it would be in the best interest to the citizens of the City of Glenn Heights, Texas, to replace such ordinance with the contents of the ordinance attached hereto and incorporated herein for the purpose of regulating the use of signs within the City of Glenn Heights; and

WHEREAS, the City of Glenn Heights Planning & Zoning Commission and the City of Glenn Heights City Council in accordance with the Charter of the City of Glenn Heights, State Law, and all applicable ordinances of the City, have given the required notices and have held the required public hearings regarding the amendment hereinafter described; and

WHEREAS, after public notice and public hearing as required by law and upon due deliberation and consideration of the recommendation of said Planning and Zoning Commission and of all testimony and information submitted during said public hearing, the City Council of Glenn Heights, Texas, has determined it is in the public's best interest and in furtherance of the health, safety, morals and general welfare of the citizens of the City of Glenn Heights that the Code of Ordinances be amended as described below;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. The City Council of the City of Glenn Heights hereby repeals prior ordinances relative to sign regulations, Ordinance Nos. 694-00, 701-01, 762-03, 773-04, and O-15-08, as codified under Article 15.01 et seq, Sign Regulations, in its entirety and replaces it with the contents of the ordinance attached hereto as Exhibit 1, and incorporated herein for all purposes, which ordinance shall be codified as Article 15.01 relative to and entitled "Sign Regulations".

SECTION 5. REPEAL OF CONFLICTING ORDINANCES. All ordinances, orders or resolutions heretofore passed and adopted by the City Council of the City of Glenn Heights, Texas, are hereby repealed to the extent that said ordinances, orders or resolutions, or parts thereof, are in conflict herewith.

SECTION 6. SEVERABILITY. If any section, article, paragraph, sentence, clause, phrase or word in this ordinance or application thereto any person or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS ON THE 18 DAY OF SEPTEMBER, 2012.

CITY OF GLENN HEIGHTS



VICTOR PEREIRA, MAYOR

ATTEST:



OTHEL MURPHREE, CITY SECRETARY

Adopted in

September
2012



City Council

City of Glenn Heights
1938 S. Hampton Road
Glenn Heights, TX 75154
www.glennheights.com

EXHIBIT 1 TO ORDINANCE O-18-12

CITY OF GLENN HEIGHTS SIGN ORDINANCE

The regulations of this Ordinance are intended to coordinate the use, placement, physical dimensions and design of all signs within the City of Glenn Heights. The purpose of these regulations is to promote public health, safety and welfare, and develop an appropriate visual appearance within the City.

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CITY OF GLENN HEIGHTS SIGN ORDINANCE

Article I. In General

Section 1.01 Title

These regulations shall be known as the City of Glenn Heights Sign Ordinance, may be cited as such, and will be referred to herein as "this Ordinance."

Section 1.02 Intent/Purpose

The regulations of this Ordinance are intended to coordinate the use, placement, physical dimensions and design of all signs within the City. The purpose of these regulations is to promote public health, safety and welfare, and develop an appropriate visual appearance within the City by:

- 1) Protecting the public from damage or injury caused by signs which are poorly designed or maintained and from distractions or hazards to pedestrians or motorists caused by the indiscriminate placement or use of signs; and
- 2) Maintaining property values by eliminating signs that are incompatible with the surrounding land uses; and
- 3) Encouraging a viable economic environment through uniform control of signs; and
- 4) Facilitating communication by means of well-designed and proportioned signage; and
- 5) Encouraging quality sign design to promote a better visual environment; and
- 6) Enhancing the physical appearance of the City through a program that ensures the removal of inadequately maintained, unpermitted or, illegal signs within a reasonable time period.

Section 1.03 Conflict & Compliance

All signs erected or maintained pursuant to the provisions of this Ordinance shall be erected and maintained in compliance with all applicable state laws, Texas Local Government Code Chapter 216, and with the 2010 International Building Code as amended, electrical code, and other applicable ordinances of the City. In the event of conflict between this Ordinance and other laws, the most restrictive standard applies.

Section 1.04 Responsibility for Compliance

Any sign permit holder, owner, manager, agent, occupant, person or persons in charge of a premise; person or persons having the beneficial use of the property on which a sign is erected, maintained or displayed; the owner of the land or structure on which a sign is located; a contractor or person or persons in charge of erecting, maintaining or displaying a sign; or, anyone who causes a sign to be erected, displayed or maintained, shall be subject to the provisions of this Ordinance.

Section 1.05 Enforcement

The provisions of this Ordinance shall be administered and enforced by the Code Enforcement Officer of City of Glenn Heights as appointed by the City Manager or his/her designee.

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a) Violation

Failure to comply with the provisions of this Ordinance shall constitute a violation of this Ordinance. Every day on which a violation exists, shall constitute a separate violation and a separate offense.

b) Penalty

Any person who violates any provision of this Ordinance shall be guilty of a misdemeanor and shall be punished by a fine upon conviction in an amount not to exceed five hundred dollars (\$500.00). A separate offense shall be deemed committed upon each day during or on which a violation or failure to comply occurs or continues to occur.

Section 1.06 Applicability

The regulations of this Ordinance shall govern the placement and construction of all outdoor advertising display within the City.

Section 1.07 Non-Conforming Signs

- 1) It is the declared purpose of this Ordinance that in time all privately owned signs shall either conform to the provisions of this Ordinance or be removed. By the passage of this Ordinance and its amendments, no presently illegal sign shall be deemed to have been legalized unless such sign complies with all current standards under the terms of this Ordinance and all other ordinances of the City of Glenn Heights. Any sign which does not conform to all applicable provisions of this Ordinance shall be a nonconforming sign, even if it legally existed as a conforming sign under prior ordinances.
- 2) Change of ownership, or occupant, or use, or any such event that requires a new Certificate of Occupancy (CO) or Building Permit to be processed shall make all existing and proposed signs on the property applicable to this Ordinance. Under such circumstance all signs on the property shall be brought in compliance with this ordinance or shall be removed as required by this Ordinance.
- 3) No nonconforming sign shall be repaired or renovated except to bring the sign into compliance with the provisions of this Ordinance. Any nonconforming sign which is damaged in excess of fifty percent (50%) of its current value must be demolished and not repaired unless such proposed repairs will bring the sign into compliance with the provisions of this Ordinance. A non-conforming sign on any property that has been vacant for a period of six (6) months or more or that does not have a current Certificate of Occupancy issued by The City of Glenn Heights, must be brought into compliance with the provisions of this Ordinance.

Section 1.08 Maintenance and Removal

Every sign in the City, regardless of whether any permit is required for such sign, shall be maintained in a safe, presentable and sound structural and operational condition at all times, including the replacement of nonfunctioning, broken, defective, or missing parts, painting, repainting, cleaning and any other acts required for the maintenance of such sign. All signs and sign supports, brackets and frames shall be kept painted or otherwise treated to prevent rust, rot or deterioration. Signs not meeting the standards imposed by this Ordinance shall be subject to

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removal or repair at the expense of the person or persons responsible for the sign as defined in Section 1.04 of this Ordinance. Obsolete signs as defined in Article III of this Ordinance shall be removed immediately by the City at the expense of the property owner or any person responsible for that sign as defined in Section 1.04.

Section 1.09 Waiver

Request for a waiver from any provision of this Ordinance shall be processed as per Section 15.5 of Development Regulations chapter (Chapter 15, Glenn Heights Code of Ordinances).

Article II. Prohibited Signs

Signs that are not described or mentioned anywhere in this Ordinance are prohibited and the following signs are specifically prohibited in the City of Glenn Heights by this Ordinance:

a) Balloon, banner, flags

Except as provided in Section 5.04.b) Grand Opening Signs of this Ordinance, any balloon, banner or flag signs for the explicit purpose of advertising a business or attracting attention to a business or place is prohibited.

b) Changeable Electronic Variable Message Signs (CEVMS)

CEVMS means a sign that permits light to be turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. (Refer to Article III Definitions). This prohibition does not include time and temperature signs. Signs that have copy that changes, moves, flashes, or blinks in no less than 10 seconds intervals shall not be considered as animated and shall be reviewed by City's Planning, Permit and Code Enforcement Officers on a case-by-case basis for approval/denial. These signs must not be illuminated in such an intensity and glare to constitute traffic hazard as defined in Texas Uniform Traffic Control Device Manual (as amended).

c) Imitation Signs

Any sign that imitate official traffic, warning, or governmental signs, lights or other similar devices, emergency signs, or block visibility of such signs are prohibited.

d) Nuisance Signs

No sign, name, number or advertising material other than building addresses may be applied to, placed or scattered upon streets, curbs, gutters, sidewalks, trees, rocks, natural features, fences, railings, public telephones, utility poles or any public property.

e) Off-Premise Signs

Except as specified in this Ordinance all off-premise signs are prohibited. This includes all signs commonly referred to as billboards.

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f) Portable Signs

Signs mounted on portable or movable frames or structures, including signs placed on, but not affixed or attached to, the ground, shall be prohibited.

g) Roof Signs

A sign mounted on the main roof portion of a building or on the uppermost edge of a parapet wall of a building and which is wholly or partially supported by such building are prohibited. Signs mounted on mansard facades, pent eaves, and architectural projections such as canopies or marquees shall not be considered to be roof signs.

h) Signs causing safety concerns

No sign shall be erected in a manner that would interfere, confuse, or obstruct the view of moving traffic, traffic signs, signal or device, and no sign shall be erected within the visibility triangle as determined by the City's Engineer, or within public right-of-way.

i) Vehicular Signs

Signs placed on or leaning on to vehicles and/or trailers that are parked on a public right-of-way, public property, or private property so as to be visible from a public right-of-way where the apparent purpose is to advertise a product or direct people to a business or activity located on the same or nearby property shall be prohibited. However, this is not in any way intended to prohibit signs affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle or trailer.

Any prohibited sign mentioned herein if found in the City of Glenn Heights shall be removed and disposed of by the City's Code Enforcement Officer and the cost incurred should be billed to the person responsible for such a sign along with the Code Violation ticket with a penalty for violation of this Ordinance.

Article III. Definitions

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

Alter. To change the size, shape, outline, configuration, intent, location or type of sign.

Animation. Animation means copy or other images that flash or move or otherwise change in less than 10 seconds frequency.

Area of a sign. The area of a sign shall be measured as the area within a series of straight lines around the outermost extremities of all text, symbols, graphics, advertising surfaces, framing, background and ornamentation, but not including sign poles or other supporting structures. If dimensions and a means of calculating the area of circular, oval-shaped or triangular signs are readily available, they may be used for such signs.

Awning. An architectural projection designed to provide weather protection, identification or decoration, and supported by the structure to which it is attached. An awning is composed of a frame over which is placed a cover of fabric or other material.

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Banner. A temporary sign containing a worded message or graphic image composed of lightweight material secured or mounted so as to allow movement caused by wind.

Canopy. A roof-like structure of permanent construction, either freestanding or supported by an adjacent structure and open on two or more sides. Examples of canopies include those structures erected above the fuel pumps at a service station or the lanes of a drive-thru facility.

Canopy Sign. A sign attached to or painted upon an awning and visible to the exterior.

Changeable Electronic Variable Message Sign (CEVMS). A sign which permits light to be turned on or off intermittently or which is operated in a way whereby light is turned on off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color.

Copy. Letters, characters, illustrations, logos, graphics, symbols, writing or combination thereof, designed to communicate information of any kind, or to advertise, announce the purpose of, or identify the purpose of a person or entity, or to identify or advertise a business or business product, or to advertise the sale or lease of a premises.

Masonry Pylon sign. A freestanding sign erected upon two masonry pylons or posts. Except the sign face, the pylons, decorative cap and base should be made of masonry material namely brick, stone, concrete, or stucco and designed to match with the primary structure elevation. Masonry pylon signs can have a monolithic form as well where rather than two masonry pylons the whole sign will be solid masonry sign with a base and a cap. The base or support(s) of any and all pylon signs shall be securely anchored to a concrete base or footing. The height of a pylon sign shall be measured from the average ground grade adjacent to the sign to the top of the sign.

Monument Sign. Monument sign is a free-standing sign intended to be relatively broad in width compared to height build with masonry material like brick, stone, concrete or other masonry material that harmonizes with the architecture of the establishment it serves.

Neon Sign. Neon tubing attached directly to a wall surface forming a border for the subject matter, or when attracting or directing attention to the subject matter, or when forming letters, logos or pictorial designs.

Obsolete sign. A sign which no longer serves a bona-fide use or purpose conforming to this chapter, or a sign which advertises a business no longer in operation or a product or service no longer offered at that location.

Premises. A lot or tract, or a combination of contiguous lots or tracts if the lot or tract, or combination, is under single ownership and is reflected as a single premises in the plat records of the town.

Sign. Any device, flag, light, figure, picture, letter, word, message, symbol, plaque or poster visible from outside the premises on which it is located and designed to inform or attract the attention of persons not on the premises.

Sign installer. A person who is hired to install, construct, erect or repair such sign in the town,

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and his employees, representatives and subcontractors.

Sign support. means any pole, post, strut, cable or other structural fixture or framework necessary to hold and secure a sign, providing that such fixture or framework is not imprinted with any picture, symbol or word using characters in excess of one inch in height, or is internally or decoratively illuminated.

Visibility triangle.

- (1) Alley intersects a public street right-of-way - The areas on both sides of the intersection of an alley and a public street shall have a triangular visibility area with two (2) sides of each triangle being a minimum of ten feet (10') in length from the point of intersection, and the third side being a line connecting the ends of the other two (2) sides.
- (2) Street intersection or intersection of private driveway onto a public street - These areas shall have a triangular visibility area with two (2) sides of each triangle being a minimum of twenty-five feet (25') in length along the right-of-way lines (or along the driveway curb line and the street right-of-way line) from the point of the intersection, and the third side being a line connecting the ends of the other two (2) sides.

Wall sign. A permanent sign other than a mural erected, displayed or maintained on the wall of a building.

Window sign. A sign painted on or attached to a window or erected, displayed or maintained inside a structure within five feet of a window and visible through such window.

Article IV. Permits and Inspections

Section 4.01 Exempt Signs – No Permit Required

1) Official Signs

No permit shall be required for signs required or authorized by the local, state or federal government or any kind of governmental agency. These signs include but are not limited to, traffic control signs, public utility signs, street names or City's directional signs, historical markers, railroad crossing signs, bus stop and transit agency signs.

2) Holiday Decoration

No permit shall be required for signs or materials displayed in a temporary manner on or prior to traditional civic, patriotic or religious holidays. These decorations shall not be displayed more than fifteen (15) days prior to the respective holiday and should not be displayed for more than thirty (30) days altogether.

3) Political Signs

No permit shall be required for signs supporting, opposing, encouraging or identifying any candidate, or proposition in an upcoming election, or any sign displaying political speech.

4) Real Estate Signs

No permit shall be required for signs not exceeding six square feet (6 sf) in sign area and three feet (3') in height advertising the sale, lease or rental of real estate in residential zoning districts.

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For non-residential and agricultural zoning districts, no permit shall be required for signs not exceeding thirty-six square feet (32 sf) in sign area and five feet (6') in heights advertising the sale, lease or rental of real estate. For agricultural and non-residential zoned land, one (1) such sign shall be allowed per property, parcel or lot of record.

5) Gasoline Signs

No permit shall be required for gasoline price or credit card signs placed on pump islands not exceeding four square feet (4 sf) in sign area.

6) Window Signs

No permit shall be required for signs in windows facing public rights-of-way that are limited to ten percent (10%) of the window area per façade in non-residentially zoned districts.

7) Special Event Banner

No permit shall be required for special event banners that are associated with a special event that has obtained a Special Events Permit from the City of Glenn Heights Planning & Permitting Division. The banner should contain a message directly relating to a special event provided, however, that such banners may be displayed no more than seven (7) days prior to the special event and must be removed within two (2) days after the conclusion of the special event. The size of the banner is limited to fifty square feet (50 sf) and at least one-half (1/2) of the banner shall contain a message relating to the special event. Such banner shall be located within the private property where such event is taking place and not within any public rights-of-way.

Section 4.02 Permit Application and Review Procedure

It shall be unlawful for any person to maintain, display, erect, replace, repair, alter or reface any sign or to cause same to be maintained, displayed, erected, replaced, repaired, altered or refaced within the City of Glenn Heights without first obtaining a permit to do so from the Planning & Permitting Division, except for the signs specifically identified in Section 4.01 Exempt Signs. A permit application should be submitted to the Planning & Permitting Division with a complete application form (may be obtained at the Planning & Permitting offices), required drawings, information, and applicable fees (as per the City of Glenn Heights adopted fee schedule). Application and associated information will be reviewed by Planning and Permitting Division staff and the review will be coordinated with Development Review Committee (DRC). Upon completion of staff review and determination of compliance with this Ordinance and other applicable City of Glenn Heights Ordinances a Sign Permit will be issued to the applicant. The permit number, primary contact/applicant's full name and phone number should be visibly displayed at the bottom of the sign at all times.

Section 4.03 Duration of Permit

If the work authorized by a permit issued under this Ordinance has not been commenced within sixty (60) days after the date of issuance, the permit shall become null and void.

Section 4.04 Licensing and Registration

Any person or business engaging in the operation of erecting, installing, servicing or maintaining

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signs within the City of Glenn Heights must be registered with the City to conduct such business. For the purposes of this Ordinance, persons engaging in the business of erecting, installing and maintaining signs, shall be designated as sign installers, including those responsible for erecting temporary signs requiring a permit.

Section 4.05 Insurance or Bond Requirement

No permit for the installation, erection, relocation and maintenance of signs shall be issued to any sign installer until such person has provided proof of general liability insurance covering the work to be performed pursuant to the permit in the amount of at least \$100,000.00 or filed with the City of Glenn Heights, a \$5,000.00 surety bond in favor of the City as the beneficiary thereof, and shall be conditioned for the installation and erection of signs in accordance with the ordinances of the City, for any and all damages or liability which may accrue against it by reason of faulty installation, erection, demolition, repair, removal, or defects in, or collapse of, any signs, for a period of one (1) year after erection and for such period of time that such sign is maintained or serviced by or under the direction of the maker of such bond. Such bond shall further provide for the indemnification of any person who shall, while upon public property or in any public place, incur damage for which the principal named in the bond is legally liable.

Section 4.06 Revocation

Permit issued may be suspended or revoked under the provisions of this Ordinance whenever:

- 1) It is determined that the permit is issued in error or on the basis of incorrect or false information supplied, or
- 2) A sign for which such permit is issued violates any of the provisions of this or any other ordinance of this City or laws of this state or the federal government.

Such suspension or revocation shall be effective when communicated in writing to the person to whom the permit is issued, the owner of the sign or the owner of the premises upon which the sign is located.

Section 4.07 Inspection

- 1) All signs for which a permit is required shall be subject to inspection by the City of Glenn Heights.
- 2) All signs containing electrical wiring shall be subject to the provisions of the governing electrical code, and the electrical components used shall bear the label of an approved testing agency.
- 3) All signs may be re-inspected at the discretion of the City's Code Enforcement Officer.

Article V. Regulations for Different Sign Types

Section 5.01 General Provisions

- 1) An illuminated sign shall not directly front any residential district and must be located at least fifty feet (50') away from all residential property lines. All external lighting for sign illumination shall be properly shielded to obstruct glare for pedestrians or motorists.

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- 2) Any external illumination on signs shall follow glare, illumination and other applicable lighting standards as outlined in the City of Glenn Heights Lighting Ordinance as was adopted and may be amended.
- 3) Required landscaping associated with certain sign types as specified in Section 5.03 shall comply with maintenance provisions of the City of Glenn Heights Landscaping Ordinance as it was adopted and as may be amended.

Section 5.02 Permanent Signs - Attached

a) Wall Sign

Wall signs are allowed in every zoning district and shall be placed on the principal structure only, and may be internally and externally illuminated.

- 1) **Number:** Each parcel containing a single business shall be allowed not more than one (1) wall sign. On parcels containing multiple businesses, each business shall be allowed a wall sign. Single business on a corner lot shall be allowed one (1) wall sign per street frontage.
- 2) **Location:** No wall sign shall be placed on any roof or on top of any structure. In addition, no part of a wall sign shall be at an elevation higher than fifteen feet (15') above the average ground level elevation along the side of the building on which the wall sign is installed. If a building has two (2) or more stories, no signs shall be installed at a level above the bottom of the second floor windows, unless the building is a multitenant office or multi-tenant commercial structure wherein tenants have primary, direct access from their space to the outside. This access must include outside walkways and stairways properly designed for public use. If the multi-storied building does not have the aforementioned direct, primary access, but have multiple businesses, a multi-tenant monument sign may be used in lieu of wall signs.
- 3) **Erection:** All wall signs shall be safely and securely attached to the building wall, subject to the approval of the City's Permit Division.
- 4) **Size/calculation:** The allowable front wall sign area for each building shall not exceed two square feet (2 sf) per linear foot of the front length of the building or portion thereof occupied. If the sign is a panel or box, the total area including background is included. If a sign consists of individual letters, each attached directly to a building or structure, the area of the sign shall be measured by the area of the smallest rectangle or series of contiguous rectangles which enclose all the letters.

b) Canopy/Awning Sign

An awning or canopy sign is only allowed in Town Center (TC) zoning districts and can be used as the primary sign in lieu of a wall sign, subject to the following:

- 1) The sign area shall not exceed forty percent (40%) of the total face area of the canopy or awning upon which the sign is affixed. The total face area of an awning or canopy is defined as the portion of the awning or canopy that is parallel, or within fifteen (15%) of parallel to the building facade upon which it is attached.

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- 2) The maximum vertical dimension of a canopy/awning sign shall be five (5) feet and shall be limited to the first story only for multi-story buildings.
- 3) Canopy/awning signs may extend three feet (3') into the public right-of-way and shall have a minimum clearance of eight feet (8') above the ground level unless projecting over a vehicular right-of-way, in which case clearance shall be fourteen feet (14').
- 4) Backlit awnings shall be limited to building facades that contain signs, and shall not exceed twenty-five percent (25%) of the canopy/awning area of the facade upon which it is placed.
- 5) **Structural Requirements:** Canopy/awning shall be made of fabric that is flame retardant. It shall be supported with metal framework and mounting brackets. Rigid horizontal awning supports shall be no less than eight feet (8') above the sidewalk. Decorative supports may be lower if they are angled down to attach to the building. Fabric valances shall not hang lower than seven feet and six inches (7' 6") from the sidewalk. The Canopy/awning color shall compliment or coordinate with the building color. No fluorescent colors shall be allowed. The awning/canopy shall be sized to match the opening that it is shading.

c) Neon Sign

Neon sign is allowed in non-residential zoning districts and can be used as the primary sign in lieu of a wall sign subject to the following:

- 1) The sign area shall not exceed ten percent (10%) of the total sign area as would have been allowed under a wall sign.
- 2) On a multi-tenant premise cumulative area of neon signs shall not exceed twenty five percent (25%) of the building façade.

Section 5.03 Permanent Signs - Detached

a) Monument Sign

Monument signs shall be built on a monument base as opposed to a pole base with no separation between the base of the sign and natural grade. In addition to non-residential zoning districts, monument signs may be erected within residential zoning districts to identify schools, churches, parks, residential subdivisions or apartment complexes provided they do not contain any off-premise advertisement. Monument signs are intended to be relatively broad in width compared to height. Monument signs are not intended to have gaps, cutouts, or penetrations but instead should be a solid face or area without openings or cutouts. Monument signs shall have a base, middle and cap. The sign face shall be surrounded by a masonry border that is comprised of a masonry material that is brick, stone, concrete or other masonry material that harmonizes with the architecture of the establishment it serves. All masonry signs shall have landscaping comprised of shrubbery and flowering plants, not exceeding three feet (3') in height around the base of the sign. Only one (1) monument sign per property along the street frontage shall be allowed. If the property has two (2) street frontages then one (1) monument sign per street frontage shall be allowed. Monument signs shall be set back minimum twelve feet (12') from any public fight-of-way and shall not obstruct traffic visibility triangles. Monument signs

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should be at least one hundred and twenty feet (120') apart. Monument signs shall be illuminated externally for visibility after dark.

- 1) **Residential Subdivision** – Each residential subdivision shall be permitted one (1) monument sign and one (1) wall sign mounted on a subdivision masonry screening wall for identification of the subdivision for each street frontage providing access to the subdivision. For the purposes of this Ordinance, identical subdivision identification signs on both sides of the access street shall be considered one (1) sign. Such sign shall not exceed eight feet (8') (including the masonry base) in height, twelve feet (12') in width and the sign face area shall not exceed sixty square feet (60 sf) per sign face.
- 2) **Multi-family Residential Complex** – Multi-family developments of twelve (12) units or more shall be permitted one (1) monument sign for identification of the development for each street frontage. Such sign shall not exceed eight feet (8') (including the masonry base) in height, twelve feet (12') in width and the sign face area shall not exceed sixty square feet (60 sf) per sign face.
- 3) **Other land uses in residential zoning** – Church, school, park, or private club facilities shall be permitted one monument sign for identification purposes for each street frontage. Such sign shall not exceed eight feet (8') (including the masonry base) in height, twelve feet (12') in width and the sign face area shall not exceed sixty square feet (60 sf) per sign face.
- 4) **Manufactured Home zoning** – Mobile Home Parks located within Manufactured Home (MH) zoning shall be permitted one monument sign for identification purposes for each street frontage. Such sign shall not exceed eight feet (8') (including the masonry base) in height, twelve feet (12') in width and the sign face area shall not exceed sixty square feet (60 sf) per sign face.
- 5) **Non residential single tenant premises** – For single-tenant premises, one monument sign is allowed for each street frontage. The monument sign shall not exceed eight feet (8') (including the masonry base) in height, twelve feet (12') in width and the sign face area shall not exceed sixty square feet (60 sf) per sign face.
- 6) **Non-residential multi-tenant premises** – For multi-tenant premises, one monument sign for each street frontage is allowed. The monument sign shall not exceed twelve feet (12') in height (including the masonry base); sixteen feet (16') in width and the sign face area shall not exceed eighty square feet (80 sf) per sign face.

b) Masonry Pylon Sign

Masonry Pylon Signs are allowed only on non-residential properties with a minimum of three hundred feet (300') continuous frontage along IH-35 E frontage road or any other four (4) or more lane freeways or on F.M. 664 or Ovilla Road, except the height for such signs on F.M. 664 shall not exceed thirty five feet (35'). Masonry Pylon Signs are large signs with two masonry columns supporting a sign face that is surrounded by minimum two feet (2') wide masonry border and a minimum three feet (3') high decorative cap on top. Two and a half feet (2.5') high masonry planter with landscaping should surround the base of the pylon sign. For multi-tenant premises the sign face area shall not exceed four hundred and fifty square feet (450 sf) and for single tenant premises the sign face area shall not exceed three hundred square feet (300 sf).

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Maximum height of masonry pylon sign shall not exceed fifty feet (50') above the adjacent pavement level. Masonry Pylon Signs shall be set back at least two hundred feet (200') from public right-of-way. Exhibit E shows an example of a similar sign in the City of Glenn Heights.

c) Monument Neon Sign

In non-residential zoning district one monument style neon sign per parcel is allowed in lieu of a regular monument sign (as defined in Article III). For parcels with more than one street frontage one such sign is allowed for each street frontage. Monument neon signs shall not exceed eight feet (8') (including the masonry base) in height, twelve feet (12') in width and the sign face area shall not exceed sixty square feet (60 sf) per sign face.

d) Gasoline Canopy Sign

Sign advertising fuel price and gas station's name are allowed on the canopy of gasoline pumps. The sign area shall not exceed sixty square feet (60 sf) per side.

e) Comprehensive Sign Package

For any non-residential property with a proposal of one hundred thousand square feet (100,000 sf) or more non-residential development that may require a combination of different sign types and number of signs to ably serve the business and provide enough visibility for potential visitors, a case by case review is necessary to determine feasibility of such a sign package proposal. For example, a big box retail or grocery chain might have on-site gasoline pumps, several detached leased out-parcels, etc. It is the intent of this Ordinance to require a comprehensive review of all the signage requirements and numbers to fully accommodate this large development rather than performing a piecemeal review. The comprehensive sign package will be reviewed by City Staff and processed through the Planning and Zoning Commission and City Council in a manner similar to that of a variance request for any Ordinance under the "Development Regulations" chapter of City of Glenn Heights Code of Ordinances.

a) Flags

Flags are permitted to include state, national, local, religious or institutional flag or emblem, in non-residential zoning district classification within the City of Glenn Heights, provided the number of flag poles does not exceed three (3) flag poles per platted lot with a maximum height of the flag pole not to exceed twenty-five feet (25') and the maximum flag area does not exceed fifteen square feet (40 sf). The Texas flag and all other assembled flags shall be arranged in accordance with the Texas Constitution and flag etiquette rules. Governmental flags shall be maintained in good repair and shall be externally lit at night. Institutional or other uses allowed in a residential zoning may have flags subject to the provisions of this section. Residential lots in a residential subdivision are allowed one (1) flag pole not to exceed twenty-five feet (25') in height and maximum flag area not to exceed thirty square feet (30 sf).

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Schedule of Permanent Signs by Zoning Districts*

Zoning District	Allowable Sign Types	Total Number of Signs Allowed
All Residential Zones	Wall and/or Monument Sign	1 per street frontage
Non-Residential Zones (no freeway frontage)	Wall or Neon Sign and Monument Sign	1 Wall Sign per parcel, per business 1 Monument Sign per street frontage
Non-Residential Zones (with freeway frontage)	Wall or Neon Sign and Monument or Pylon Sign	1 Wall Sign per parcel, per business 1 Monument or Pylon Sign per street frontage
Non-Residential Zones	Comprehensive Sign Package	Reviewed on a case-by-case basis

* For specific regulations regarding each sign type refer to the respective sections under Article V. Sections 5.02 and 5.03 Permanent Signs.

Section 5.04 Temporary Signs

a) Garage Sale Sign

Garage sale signs shall follow the requirements as specified in the City of Glenn Heights Garage Sale Ordinance O-715-01 as amended.

b) Grand Opening Sign

For grand openings; pennants, flags, streamers, searchlights, and one (1) banner not to exceed fifty square feet (50 sf) in area may be displayed one time for a maximum of thirty (30) days. All signs must be removed after the thirty (30) day period. Small balloons less than fourteen inches (14") in diameter (one or a cluster) are exempt from Sign Permit requirements and are permitted at the time of grand opening or national holidays. If another grand opening or advertising event is required for the same business then signs associated with such event including the event itself should be processed under Special Events permit as outlined under Section 4.01.7.

c) New Development/Project Sign

On-premise sign identifying any new development (commercial, retail, office, mixed use, etc) in the City shall not exceed six feet (6') in height and the sign face shall not exceed sixteen square feet (16 sf). Such development signs are allowed for upto one (1) year after the building permit has been issued or until the Certificate of Occupancy (CO) is issued whichever comes first. One

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(1) sign is permitted per project and should be set back at least twenty feet (20') from public right-of-way.

d) Model Home Sign

Signs identifying model homes, model home centers, including sales office shall be permitted one (1) per builder/developer in the subdivision. Model home signs shall not exceed twenty square feet (24') in area and four feet (4') in height.

e) Kiosk Sign Plaza

Kiosk Sign Plazas provide a uniform, coordinated method of providing homebuilders, developers and municipalities a means of utilizing directional signs, while minimizing the negative impacts to the City and its residents. Sign plaza installation should be reviewed and processed through the Planning and Permit Division of the City as outlined in Article IV Permits and Inspections. Each identification panel shall be four feet (4') x eighteen inches (18"). The dimension of kiosk sign shall follow the schedule below:

- 1) Three (3) subdivision identification panel – Six feet (6') x four feet (5') kiosk sign
- 2) Four (4) subdivision identification panel – Eight feet (8') x four feet (5') kiosk sign
- 3) Five (5) subdivision identification panel – Ten feet (10') x four feet (5') kiosk sign
- 4) Six (6) subdivision identification panel – Twelve feet (12') x four feet (5') kiosk sign

Exhibit F in Appendix B shows some examples of similar sign kiosks present at another City within the Dallas-Fort Worth Metroplex. Once more than sixty percent (60%) of all lots are sold in these subdivisions the Kiosk Sign plaza should be removed. The location and number of these plazas are restricted to one each for every major arterial intersection which are, intersection of Bear Creek and S. Uhl Road, intersection of Hampton and Bear Creek, intersection of Bear Creek and Westmoreland Road, intersection of Bear Creek and Cockrell Hill Road, intersection of Hampton and Ovilla Road, intersection of Ovilla and S. Uhl Road; total six (6) sign plazas within the City Limits.

f) Informational Zoning Change Sign

Temporary informational signs are required to be installed by applicants for a change to the zoning category on a parcel of land. The City shall charge a fee of \$50 to provide signs related to a zoning change application, if the applicant so desires. These informational signs shall be up at least seven (7) days before the case is heard by the Planning and Zoning Commission and at least ten (10) days before it is heard by the City Council. After the application has received a 2nd reading at the City Council, such signs shall be removed from the property.

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Article VI. Appendices:

Section 6.01 Picture of Different Sign Types

Exhibit A: Examples of wall signs



Exhibit B: Examples of canopy/awning signs

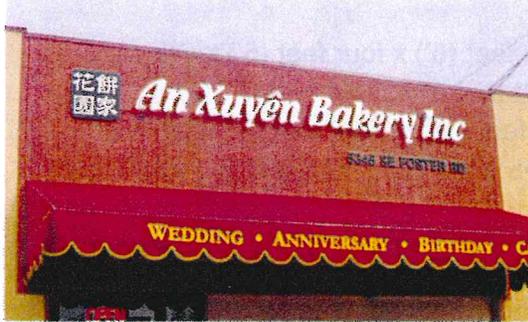
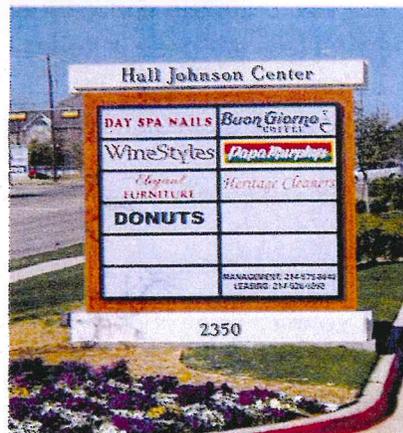


Exhibit C: Examples of attached neon signs



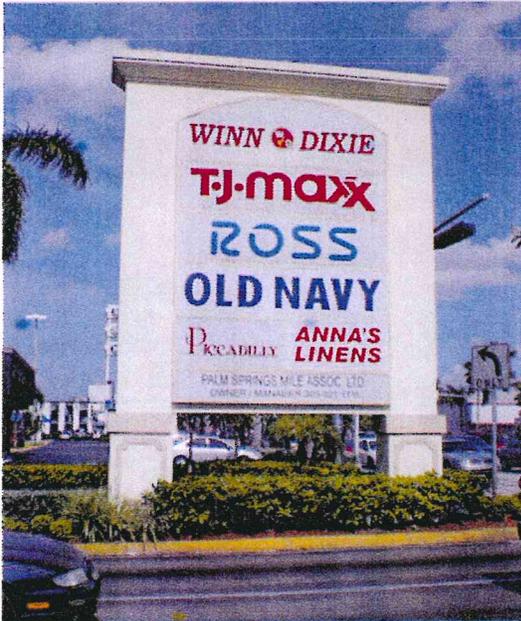
Exhibit D: Examples of monument signs



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Exhibit E: Examples of Masonry Pylon Sign and Masonry Pylon Sign in monolithic form



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Exhibit F: Kiosk Sign Plaza



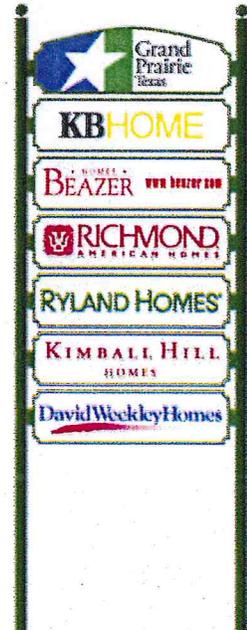
6 Feet x 5 Feet



8 Feet x 5 Feet



10 Feet x 5 Feet



12 Feet x 5 Feet

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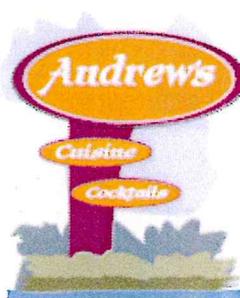
Section 6.02 Typical On-Premise Sign Types*

FREESTANDING SIGNS

usually perpendicular to viewer's line-of-sight. May be double or multi faced and contain thematic embellishment and integral covers or cladding to conceal structural supports.



PYLON



MULTI PANEL PYLON



MONUMENT



CANOPY



MONOLITH

BUILDING SIGNS



AWNING



PROJECTING

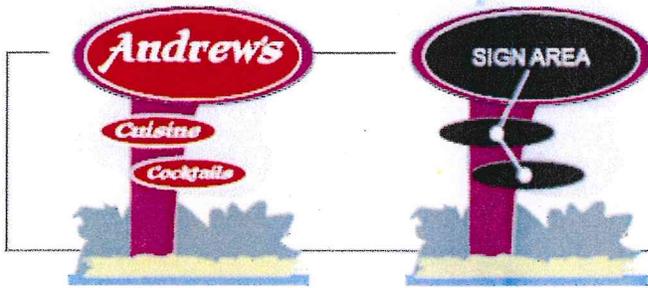


ROOF

(*Andrew D. Bertucci and Richard B. Crawford, Esq. *Model On-Premise Sign Code* – by United States Sign Council, 2011, Pg 25)

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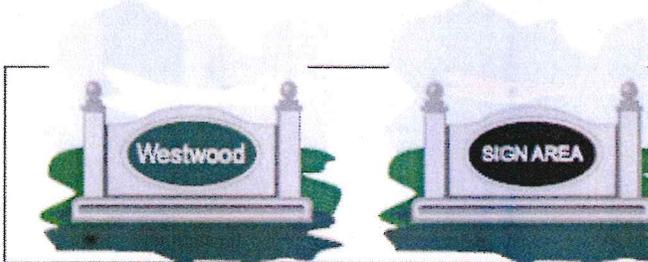
Section 6.03 Sign Area Computational Methodology/Ground Signs*



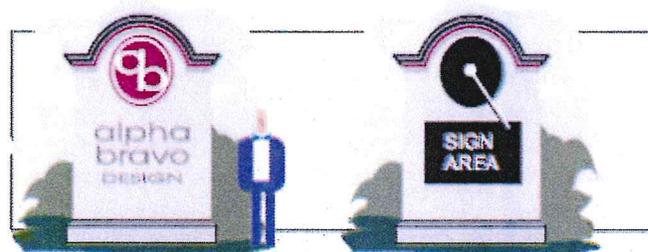
Freestanding Sign -
Multi Panel - Concealed Support
Calculate sign area defined by sum of actual oval panels surrounding copy. Do not calculate support cladding



Freestanding Sign - Monument
Thematic Embellishment - Concealed Support
Calculate sign area defined by imaginary panel drawn around copy. Do not calculate embellishment or monument background



Freestanding Sign - Monument
Thematic Embellishment - Concealed Support
Calculate sign area defined by actual oval panel surrounding copy. Do not calculate embellishment or monument background



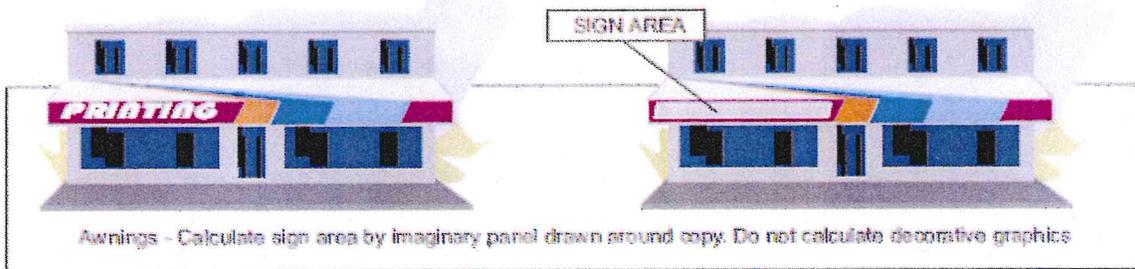
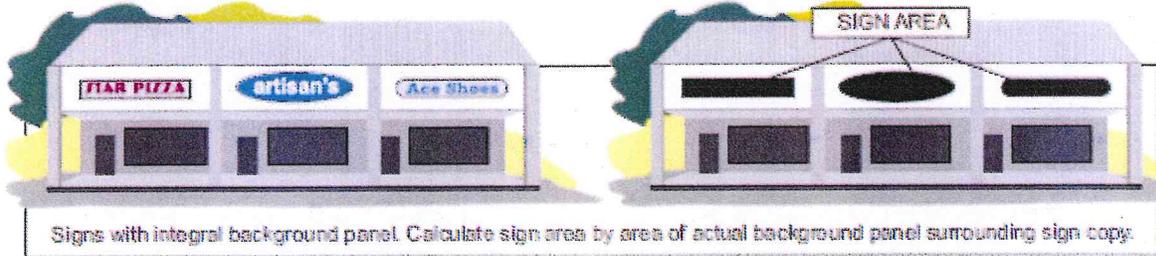
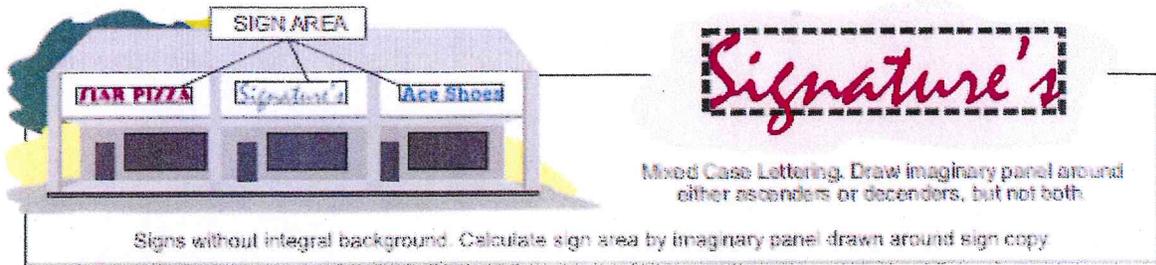
Freestanding Sign - Monument
Thematic Pediment
Calculate sign area defined by sum of imaginary panels drawn around graphic and copy. Do not calculate embellishment or monument background.



Freestanding Canopy Sign
Calculate sign area by imaginary panel drawn around copy. Do not calculate decorative graphics. Calculation similar for attached canopy and/or marquee.

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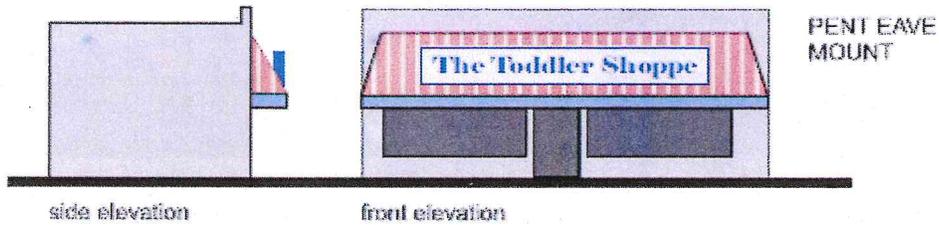
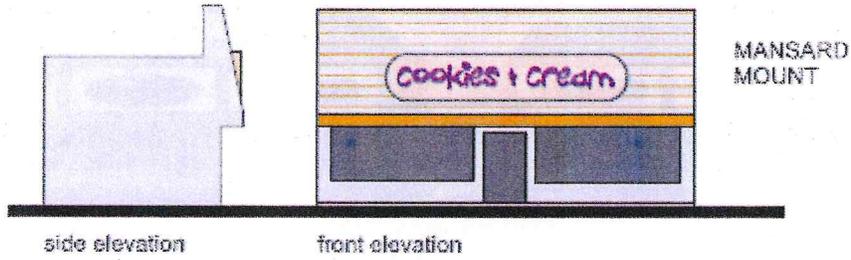
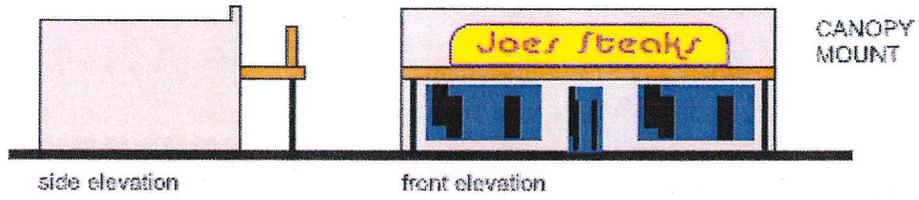
Wall / Fascia Signs



(*Andrew D. Bertucci and Richard B. Crawford, Esq. *Model On-Premise Sign Code* – by United States Sign Council, 2011, Pg 26,27)

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Section 6.04 Fascia Signs on Roof-Like Projections NOT ROOF SIGNS*



(*Andrew D. Bertucci and Richard B. Crawford, Esq. *Model On-Premise Sign Code* – by United States Sign Council, 2011, Pg 28)