

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
BOARD CHAMBER, TWIN OAKS TOWN HALL
1381 BIG BEND ROAD
WEDNESDAY, OCTOBER 20, 2021, 7:00 p.m.**

To balance both the need for continuity of government and protection of the health and safety of our residents, business persons and employees, face coverings are strongly encouraged for those attending this meeting of the Board of Aldermen, regardless of vaccination status.

In addition, the meeting will also be livestreamed on Facebook so that the public may watch and listen to the meeting virtually. The livestream of the meeting will be accessible by tablet/laptop/PC or mobile device at www.facebook.com/twinoaksmo.

Residents and others who wish to comment may also email their comments to City Clerk Frank Johnson, fjohnson@cityoftwinoaks.com, by 5 p.m. on October 20, 2021, and their comments will be shared with the Board at the appropriate time.

Tentative Agenda

- 1) **REGULAR MEETING CALLED TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **APPROVAL OF CONSENT AGENDA**
 - a) Board of Aldermen Regular Session Minutes from October 6, 2021
 - b) Board of Aldermen Work Session Minutes from October 6, 2021
 - c) Board of Aldermen Closed Session Minutes from August 18, 2021
 - d) Bills List from October 2, 2021 to October 15, 2021
 - e) Credit Card Statement from September 1, 2021 to September 30, 2021
- 6) **PUBLIC HEARING**
 - a) Public comment on and consideration of the recommendation of the Planning and Zoning Commission concerning numerous amendments to the City's Sign Regulations, Chapter 410 of the City of Twin Oaks Municipal Code.
- 7) **REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**
 - a) Financial Statements — Jeff Blume
- 8) **PRELIMINARY CITIZEN COMMENTS**
- 9) **NEW BUSINESS**

- a) Bill No. 21-18: AN ORDINANCE APPROVING TEXT AMENDMENTS TO CHAPTER 410, "SIGN REGULATIONS," OF THE CITY OF TWIN OAKS MUNICIPAL CODE
- b) Appointments to the Board of Adjustment

10) DISCUSSION ITEMS

- a) Adoption of Use Tax
- b) Holiday Lighting

11) ATTORNEY'S REPORT

12) CITY CLERK'S REPORT

13) MAYOR AND ALDERMEN COMMENTS

14) FINAL CITIZEN COMMENTS

(Remarks shall be limited to three (3) minutes on any one subject unless time is extended by the Board)

15) ADJOURNMENT

Frank Johnson
City Clerk/Administrator

POSTED: October 18, 2021, 4 p.m.

Please note: Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 636-225-7873. Copies of public records for this agenda are available for public inspection before and at the time of the meeting.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, OCTOBER 6, 2021**

The meeting of the Twin Oaks Board of Aldermen was called to order at 7:06 pm. Roll Call was taken:

Mayor: Russ Fortune – yea

Aldermen: April Milne – yea Lisa Eisenhauer – absent
Dennis Whitmore – yea Tim Stoeckl – yea

Also Present: Frank Johnson, City Clerk/Administrator
Paul Rost, City Attorney

Permanent records are kept of all minutes and ordinances. Each ordinance is read a minimum of two times by title, unless otherwise noted.

APPROVAL OF THE AGENDA

Mayor Fortune asked for a motion to approve the agenda. Alderman Whitmore so motioned, seconded by Alderman Milne. The motion passed by a voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked for a motion to approve the Consent Agenda consisting of the September 22, 2021 Regular Session Minutes; September 22, 2021 Work Session Minutes, September 29, 2021 Board of Aldermen Special Meeting and the Bills List from September 18, 2021 to October 1, 2021. Alderman Whitmore would like to amend the Minutes from September 22, 2021 to include the Public Hearing Notice for the tax rate. Alderman Whitmore motioned to approve the consent agenda as amended, seconded by Alderman Milne. The motion passed by voice vote.

REPORTS OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report-Officer John Wehner: Officer Wehner reviewed the September Police Report as well as the hours logged on the bike for September. Drug Take Back Day has been scheduled for Saturday, October 23rd from 10:00 am to 2:00 pm at City Hall. Officer Wehner will be in attendance that day.

Officer Wehner and Mayor Fortune took a tour of the Regional Information Center at the St. Louis County Police Department in Clayton. This center allows officers to see crimes in

different areas of the County. Officer Wehner would be happy to take any member of the Board for a tour of the facility.

Mayor Fortune stated he was very impressed with this facility. The Police are implementing the use of Flock Cameras throughout the County. These camera have been installed by various municipalities throughout the County. These camera alert the Information Center of a suspicious vehicle, make/model and possible license plate number, which in turn County Police are then alerted.

Mayor Fortune would like the Alderman to take a tour of the facility and see firsthand how these cameras work and their benefit.

Officer Wehner introduced Lisa Dunn from Flock Cameras. Ms Dunn gave an overview of the cameras, their capabilities and the benefit they do provide. Surrounding communities, including Manchester, Fenton, Ellisville and Ballwin, have already implemented these cameras. These cameras allow neighboring Municipalities to work together.

Sgt. John Conrardy, of the 7th precinct, gave an overview of the benefits the Police Department has experienced in using these cameras.

Park Committee Report-Alderman Stoeckl reported that the Park Committee had a good turnout at Family Fun Day in spite of the rain. The Board was in agreement that Mary Lou Knox and the entire Park Committee did a great job organizing the event.

PRELIMINARY CITIZEN COMMENTS

There were no preliminary citizen comments.

NEW BUSINESS

Resolution 2021-28-A Resolution Of The Twin Oaks Board Of Aldermen Authorizing The Mayor To Execute An Agreement With Michael Harvey, D/B/A Harvey's Service For Mowing Services: Mayor Fortune asked for any questions concerning Resolution 2021-28. City Clerk/Administrator Johnson stated that the renewal if for a 3 year term. The cost will go up 3% each year, which is the increase that occurred in previous years. He stated that John Williams, Public Works Director, is very satisfied with the quality of service the City receives from Harvey's.

Alderman Milne stated that she feels the City should go out to bid for contracts such as this. She feels it is the Boards responsibility to do this. Alderman Whitmore voiced a concern about the 3% increase each year.

Mayor Fortune asked for a motion to approve Resolution 2021-28. Alderman Whitmore motioned to approve Resolution 2021-28, seconded by Alderman Stoeckl. The motion passed by voice vote of three yes, one absent.

ATTORNEY'S REPORT

Attorney Rost reported that the Planning & Zoning Commission has finished their review of the Sign Code. A Public Hearing is scheduled at the October 20th Board of Aldermen Meeting to allow any Citizen comment on the changes.

CITY CLERK REPORT

City Clerk/Administrator Johnson stated that the new leaf collection dates have just been received. He has ordered the postcards with the dates to be sent out to the residents.

MAYOR AND ALDERMAN COMMENTS

Alderman Whitmore asked if everything has been set for the fireworks. Alderman Whitmore also likes the idea of the Flock Cameras and would like to add this to the Budget for 2022.

Mayor Fortune would like the Aldermen and the City to do their due diligence on the Flock camera system and talk with the surrounding Municipalities who are currently using the system.

FINAL CITIZEN COMMENTS

There were no final citizen comments.

ADJOURNMENT

There being no further business, Alderman Milne motioned to adjourn the regular meeting at 7:48 p.m., seconded by Alderman Whitmore and the motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales
Administrative Assistant

Date of Approval: _____

ATTEST:

Frank Johnson
City Clerk/Administrator

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE WORK SESSION
TWIN OAKS CITY HALL
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, OCTOBER 6, 2021**

The Work Session was called to order by Mayor Russ Fortune at 6:00 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer –absent
Tim Stoeckl-yea
April Milne – yea
Dennis Whitmore – yea

Also Present: Paul Rost, City Attorney
Jeff Blume, Financial Consultant via Zoom

CRESCENT AVENUE SIDEWALK PROJECT

City Clerk/Administrator Johnson reviewed the cost estimate provided by Tiffany Campbell of BFA Engineering for the curb less option for the Crescent Avenue Sidewalk project requested by the Board. Eliminating the curbing did not drastically reduce the cost of the project. The cost estimate was reduced by approximately \$19,000.00. Discussion ensued by the Board including the cost savings if the utility companies would move the utilities. Contingency and inflation costs will still need to be estimated in the final cost of the project.

Stormwater is still an issue which will need to be dealt with. Attorney Rost stated that whatever version of the project the City would go with, BFA will need to sign off on the stormwater portion or the project that indeed it has been addressed/corrected.

The cost savings of the revised sidewalk project without curbs will be eaten up by additional work by BFA for development of new plans.

Alderman Milne had learned that Valley Park had recently received a Grant from East/West Gateway. Her concern was this could have an impact on the City partnering with Valley Park on a possible Grant application for the sidewalk along Crescent Avenue.

Mayor Fortune had a phone conversation with Councilman Tim Fitch of St. Louis County concerning the proposed sidewalk project. Councilman Fitch was aware of the City's previous Grant application to East/West Gateway. They talk about any grants that may

be available for the City regarding roads and sidewalks. Councilman Fitch will keep this in mind and be in touch with the Mayor.

Mayor Fortune also spoke with Rose LaGrand, Deputy City Clerk at Valley Park about partnering on a sidewalk project. She was open to the idea, however she cannot speak for the Board.

Mayor Fortune stated that contained in the revised BFA plans are still all the grading, retaining walls, etc. Eliminating the curbing did not reduce the cost significantly. City Clerk/Administrator Johnson stated that all of these are needed since the sidewalk is not being constructed on a flat surface.

Mayor Fortune then proposed to the Board that this project will still have unexpected cost that arise, how will the City pay for this project. He does not see any path where the City can pay for this project.

Jeff Blume, Financial Consultant, proposed an option to contact Enterprise Bank and refinance the loan on City Hall now. This would also provide an idea of where Enterprise Bank is on the City's financial situation. Mr. Blume stated that the loan cost the City is paying combined with the money being put away in the sinking fund for the balloon payment is considered a Capital expenditure. This is why the City does not have as much available funds for large Capital projects at this time.

Alderman Stoeckl stated that no matter what the decision on the sidewalk, at some point the condition of Crescent Avenue will need to be addressed. City Clerk/Administrator Johnson stated when the City begins looking into improving the condition of Crescent Avenue, putting in a sidewalk would not as large or costly of a project as it is now.

Aldermen Milne asked if the City postpones the sidewalk project how the City will address the safety issue. Discussion ensued. In the previous sidewalk grant proposal regarding Public Safety, the data did not indicate that there is a safety concern on Crescent Avenue.

Mayor Fortune does not feel that it is wise to tax the City's budget to do a project that is not a complete project. The City does have other maintenance projects which need to be addressed.

2022 BUDGET AND CAPITAL IMPROVEMENT PLAN

City Clerk/Administrator Johnson asked the Board what projects they would like to be addressed in 2022. Mr. Blume makes an estimate of what the City's income will be. He looks at the City's expenses and this will dictate what the Capital budget will be.

John Williams, Public Works Director, has provided a list of projects he feels will need to be addressed, some sooner than later. Mayor Fortune would like to see some money earmarked for Public Safety. Discussion ensued by the Board on the various projects.

City Clerk/Administrator Johnson will revise the list of potential projects before the next meeting.

ADJOURNMENT

Alderman Stoeckl motioned to adjourn the Work Session Meeting at 7:01 p.m., seconded by Alderman Whitmore and motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Administrative Assistant

Date of Approval: _____

ATTEST:

Frank Johnson,
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

**City of Twin Oaks
Bills and Applied Payments
October 2, 2021 to October 15, 2021**

Check No.	Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt	Payment Date
12055		Payment to Valley Park students for assistance with Family Fun Day paid by Alderman		\$320.00	\$320.00	10/20/2021
12056		Reimbursement for balloons for Family Fun Day		\$15.31	\$15.31	10/20/2021
12057		Reimbursement for signs and lamination for Family Fun Day		\$35.40	\$35.40	10/20/2021
12058		Reimbursement for pavilion and alcohol deposit		\$150.00	\$150.00	10/20/2021
12059		(4) trophies for City golf tournament		\$84.80	\$84.80	10/20/2021
12060	9/26/2021	Crescent Ave-stormwater, review report and discuss with CMB/ROW review easements and plats; Stormwater , TSC markups; discuss with MRF and title company what we need, title report or letter report; plat search; stormwater, discuss stormwater evaluations with Theresa; worked on TSC markups to watershed; prep for City meeting; half travel/City meeting re stormwater evaluation; prepare two cost est. with stormwater; went over TSC phone notes dated 9/3/2021, started composing cost estimates for 1a and 1b; review cost estimate for Option 1a and 1b/ROW review deeds; identified plats of 2 Golden Oak, 90 Crescent Ave and 98 Crescent Ave; emailed Paul to determine if title search is needed; markups to cost estimates for option 1 a and 1b, review cost estimate; TSC markups to cost estimates option 1a and 1b; TSC markups to cost estimates and cover letter compositions; work on Eng fee breakdown; markups for option 1a and 1b; review and submit cost estimate; half drive time; plat and deed copies	14995	\$3,096.20		
	9/26/2021	Regions Bank Solar Panels-review documents/assign review; ordinance review and plan review	15100	\$303.75		
	9/26/2021	Autumn Leaf Drive-Berm-Tcon with W. Hicks; followup with W. Hicks; go over notes from meeting with CMB; discuss flow rate calculations; follow up with Will re permit	14996	\$175.00	\$3,574.95	10/20/2021
12061	9/30/2021	Revise sign code per P&Z direction; review municipal code re application of new state law preempting regulations of physical security measures around private property; draft changes to liquor license regulations; revise liquor code; finalize revisions to alcoholic beverages code; draft ordinance adopting changes to alcoholic beverage regulations; review ROW documents from BFA re utility relocation; draft resolution approving and revise contract with Topps for patching and drainage work; revise agenda; review and revise sign code; sign code revisions; review and revise sign code per P&Z; revise sign code in preparation for P&Z meeting; revise sign code per P&Z and draft approving ordinance; revise sign code per P&Z and final review	66229	\$3,905.26		
	9/30/2021	Prepare for and attend Board of Aldermen meeting; review zoning code and teleconference with T. Gonzales re accessory structures and lot consolidation; teleconference with K. Lashley re same; review tower lease for any requirements that a flag actually be flown on the flag pole cell tower; prepare for and attend special Board of Aldermen meeting (Crescent Ave); correspondence with T. Gonzales re MEC message re annual ordinance and send 2020 ordinance re same; review and finalize ordinances and resolutions for agenda packet; teleconference with T. Gonzales re Family Fun Day; review Board packet and related issues; prepare for and attend Board of Aldermen worksession and regular Board meeting; prepare for P&Z meeting; review items for special Board meeting; attend special meeting of Board of Aldermen; draft minutes from P&Z meeting; draft public hearing notice for sign regulations; review correspondence re Dunkin inflatable signs and review current sign code; research re definitions in sign code	66230	\$1,813.50	\$5,718.76	10/20/2021
12062	10/5/2021	Publication of October 20th Public Hearing Notice	745198918	\$34.80	\$34.80	10/20/2021
12063	10/4/2021	Monthly charge for Police service-October	139194	\$11,472.92	\$11,472.92	10/20/2021
12064	10/3/2021	Occupancy inspections on (4) apartments @\$75; and (1) residential home @ \$95.50		\$395.50	\$395.50	10/20/2021
12065		Payment to Valley Park Junior National Honor Society students for assistance with Family Fun Day		\$80.00	\$80.00	10/20/2021
12066		Payment to Valley Park National Honor Society students for assistance with Family Fun Day		\$80.00	\$80.00	10/20/2021
12067	10/6/2021	Monthly treatment of lawn at City Hall		\$79.00	\$79.00	10/20/2021
	10/4/2021	Monthly charge for street lights				
AutoPay		Ameren Missouri	2041005515	\$597.09	\$597.09	10/25/2021
AutoPay	10/4/2021	MO-American Water Company		\$25.20	\$25.20	10/26/2021
AutoPay	9/28/2021	Waste Management		\$4,001.10	\$4,001.10	10/28/2021

			Alderman				
			Alderman				

Credit Card List
September 1, 2021 to September 31, 2021

Date	Name	Memo/Description	Amount
9/1/2021	Enterprise Visa	Rebate Credit	-12.32
9/2/2021	Intuit	Monthly charge	80.00
9/2/2021	Walter Knoll Florist	Flowers for F. Johnson	107.21
9/5/2021	Zoon	Monthly charge	14.99
9/9/2021	Overhead Door and Window	Service call on Office door	312.75
9/10/2021	Petromart	Fuel for truck	68.00
9/15/2021	Amazon	Stain for Park	171.96
9/15/2021	Amazon	First aid kit for Family Fun Day	11.97
9/15/2021	Sam's Club	Office supplies	154.87
9/19/2021	Line-X	Lights and bedliner for new City truck	2,627.62
9/21/2021	Fedex Office	Sign for Family Fun Day	58.85
9/21/2021	Petromart	Fuel for truck	34.25
9/22/2021	Adobe	Monthly charge	14.99
9/22/2021	Amazon	Clear bags for Family Fun Day	10.90
9/23/2021	Amazon	Lanyards	12.99
9/24/2021	Sam's Club	Office supplies and Family Fun Day	297.10
9/26/2021	Overhead Door and Window	Deposit on new lock for City Hall	381.00
9/28/2021	Valley Park Elevator	Fish food	29.99
9/28/2021	Sam's Club	Family Fun Day and City Hall	106.68
			4,483.80



Account Summary

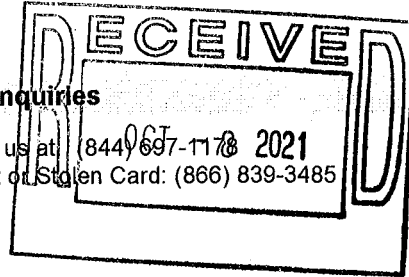
Billing Cycle		09/30/2021
Days In Billing Cycle		30
Previous Balance		\$1,219.42
Purchases	+	\$4,496.12
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$12.32-
Payments	-	\$1,219.42-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$4,483.80

Account Inquiries



Call us at: (844) 697-1178 2021
 Lost or Stolen Card: (866) 839-3485



Write us at PO BOX 31535, TAMPA, FL 33631-3535

Payment Summary

NEW BALANCE	\$4,483.80
MINIMUM PAYMENT	\$113.00
PAYMENT DUE DATE	10/25/2021

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$5,516.20
Available Cash	\$5,516.20
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$1,219.42-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
09/14	09/14	2491630	INTERNET PMT-THANK YOU	\$1,219.42-

Cardholder Account Summary

FEE ACCT 00000877-010000 ##### 1768	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$12.32-	\$0.00	\$0.00	\$12.32-

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/31	09/01		74142962108000000003630	REBATE CREDIT	\$12.32-✓

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

ENTERPRISE BANK & TRUST
 1281 N WARSON ROAD
 SAINT LOUIS MO 63132-1805



Account Number

1750

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
09/30/21	\$4,483.80	\$113.00	10/25/21

\$

BL ACCT 00000877-1000000
 CITY OF TWIN OAKS
 1381 BIG BEND ROAD
 ATTN FRANK JOHNSON
 TWIN OAKS MO 63021



25946

MAKE CHECK PAYABLE TO:



ENTERPRISE BANK & TRUST
 PO BOX 6818
 CAROL STREAM IL 60197-6818

10/15/21
 [Signature]



BL ACCT 0000877-10000000

CITY OF TWIN OAKS

Account Number: ##### 1750

Page 3 of 4

Cardholder Account Summary				
FRANK A JOHNSON ##### 1776	Payments & Other Credits \$0.00	Purchases & Other Charges \$94.99	Cash Advances \$0.00	Total Activity \$94.99

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/01	09/02	PBUS03	24692161244100455988482	INTUIT * CL.INTUIT.COM CA	\$80.00
09/03	09/05	PBUS03	24011341246000050883288	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$14.99

Cardholder Account Summary				
THERESA GONZALES ##### 1784	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,082.62	Cash Advances \$0.00	Total Activity \$1,082.62

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/01	09/02	PBUS03	24492151244717254110746	WALTER KNOLL FLORIST 314-352-7575 MO	\$107.21
09/07	09/09	PBUS03	24941681251207473800254	OVERHEAD DOOR OFSTLOUI 314-781-5200 MO	\$312.75
09/14	09/15	PBUS03	24692161257100393889168	AMZN Mkt US*2G0MS3MP0 Amzn.com/bill WA	\$171.96
09/15	09/15	PBUS03	24431061258083712724414	AMAZON.COM*2G5A14891 AMZN AMZN.COM/BILL WA	\$11.97
09/20	09/21	PBUS03	24164071263069059093393	FEDEX OFFIC46900046953 BALLWIN MO	\$58.85
09/21	09/22	PBUS03	24943001264700569808524	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99
09/22	09/22	PBUS03	24692161265100177780211	AMZN Mkt US*2G2J63YG0 Amzn.com/bill WA	\$10.90
09/22	09/23	PBUS03	24692161265100230529324	AMZN Mkt US*2G24U0Y70 Amzn.com/bill WA	\$12.99
09/23	09/26	PBUS03	24941681267207473300604	OVERHEAD DOOR OFSTLOUI 314-781-5200 MO	\$381.00

Cardholder Account Summary				
JOHN WILLIAMS ##### 1792	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,318.51	Cash Advances \$0.00	Total Activity \$3,318.51

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/09	09/10	PBUS03	24015171252001150729171	PHILLIPS 66 - PETROMART 7 VALLEY PARK MO	\$68.00
09/14	09/15	PBUS03	24226381258091005241328	SAMSCLUB #8182 ST. LOUIS MO	\$154.87
09/17	09/19	PBUS03	24435651261400047000014	LINE -X OF JEFFERSON COU ARNOLD MO	\$2,627.62
09/20	09/21	PBUS03	24015171263002512343732	PHILLIPS 66 - PETROMART 7 VALLEY PARK MO	\$34.25
09/23	09/24	PBUS03	24445001267400106091680	SAMS CLUB #8182 ST. LOUIS MO	\$297.10
09/27	09/28	PBUS03	24323041270046800044398	VALLEY PARK ELEVATOR VALLEY PARK MO	\$29.99
09/27	09/28	PBUS03	24226381271091003059014	SAMSCLUB #8182 ST. LOUIS MO	\$106.68

Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.EZCARDINFO.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH EZCARDINFO. ENROLL TODAY!



**CITY OF
TWIN OAKS, MISSOURI**

**MONTHLY OPERATING
FINANCIAL STATEMENTS**

**AS OF AND FOR THE NINE
MONTHS ENDED SEPTEMBER 30,
2021 AND SEPTEMBER 30, 2020**

CITY OF TWIN OAKS
BALANCE SHEETS
SEPTEMBER 30, 2021 and 2020

	2021	2020
ASSETS		
3-115 Enterprise Bank - Sewer Lateral 5757	\$ 37,897	\$ 52,694
4-113 US Bank Trust Account	136	136
9-100 Petty Cash	100	100
9-111 Meramec Money Market	10,489	10,481
9-112.1 Enterprise Bank- General Checking 5732	96,939	39,971
9-112.2 Enterprise Bank - Reserve Fund MMA 5740	784,712	1,038,466
9-112.3 Enterprise Bank - Special Account 5765	59,836	59,806
9-112.4 Enterprise Bank - Debt Service Retirement 6108	175,063	25,001
9-122.2 CD Meramec Valley .5987 9/8/19	116,229	115,536
9-128 Escrow Deposits Payable	(5,000)	(10,000)
9-129 Accrued Interest	88	88
Total Bank Accounts	1,276,489	1,332,278
9-130 Accounts Receivable	(887)	854
1-180 Taxes Receivable - Road	13,144	8,324
2-180 Taxes Receivable - Park	44,403	62,578
3-180 Taxes Receivable - Sewer Lateral	1,512	1,497
4-180 Taxes Receivable - CI	45,343	53,192
9-144 Prepaid Items	6,916	7,057
9-180 Taxes Receivable - GF	137,436	151,372
9-180.1 Deferred Property Taxes Receivable	14,741	14,741
TOTAL ASSETS	\$ 1,539,097	\$1,631,893
LIABILITIES AND FUND BALANCE		
Liabilities		
9-210 MVB Credit MasterCard	191	476
9-210.1 Enterprise Bank Credit Card	5,351	-
1-201 Accounts Payable - Cap Improve	5,341	9,540
2-201 Accounts Payable - Parks	5,174	7,386
2-240 Park Reservation Deposits	2,550	1,850
9-201 Accounts Payable - GF	14,605	10,673
9-233 LAGER Liability	(2,178)	(973)
9-239 Accrued Payroll	8,883	14,512
9-240 Community Room Deposits	720	680
9-281 Deferred property tax revenue-Annual Assesment	14,741	14,741
9-281.1 Deferred property tax revenue-Negative Receipts	3,654	-
9-283 Deferred Income - ARPA Grant	39,954	-
TOTAL LIABILITIES	98,986	58,885
FUND BALANCE		
1-301 Road Fund Balance	24,122	24,122
2-301 Park & Storm Fund Balance	231,363	231,363
3-301 Sewer Lateral Fund Balance	65,427	65,427
4-301 Cap Impr Fund Balance	458,445	458,445
9-301 General Fund Balance	502,293	502,293
9-390 Retained Earnings	167,737	(2)
Net Change in Fund Balance	(9,276)	291,359
TOTAL FUND BALANCE	1,440,111	1,573,007
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,539,097	\$1,631,893

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES, FUND BALANCE AND CHANGE IN FUND BALANCE
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2021 AND SEPTEMBER 30, 2020

	SEPTEMBER 30, 2021							SEPTEMBER 30, 2020			
	Sewer	CIST	Road	Parks	General	Total	Budget	% Bdgt	Actual	DIFFERENCE	
										FAV / (UNFAV)	
									Amount	%	
REVENUES RECEIVED											
Sales Taxes	\$ -	\$ 174,110	\$ -	\$ 204,835	\$ 358,061	\$ 737,006	\$ 975,200	76 %	\$ 803,434	\$ (66,428)	(8)%
Property Taxes	-	-	13,907	-	35,599	49,506	56,100	88 %	55,684	(6,178)	(11)%
Intergovernmental Taxes	-	-	7,788	-	12,506	20,294	24,100	84 %	21,901	(1,606)	(7)%
Licenses, Permits & Fees	1,746	-	-	-	98,175	99,921	90,900	110 %	90,453	9,469	10 %
Miscellaneous Revenue	-	-	-	3,970	486	4,456	3,300	135 %	3,151	1,305	41 %
Interest Income	34	-	-	-	1,258	1,292	2,700	48 %	2,516	(1,224)	(49)%
	1,780	174,110	21,695	208,805	506,085	912,476	1,152,300	79 %	977,139	(64,663)	(7)%
EXPENDITURES PAID											
Personnel Services	-	-	38,474	26,161	124,566	189,201	264,800	71 %	176,747	(12,453)	(7)%
Administrative	-	-	-	-	92,160	92,160	100,600	92 %	76,633	(15,527)	(20)%
Operating	20,943	-	65,540	37,925	58,335	182,743	242,900	75 %	139,186	(43,557)	(31)%
Contractual	-	-	-	-	69,563	69,563	89,200	78 %	59,483	(10,080)	(17)%
Police	-	-	-	-	103,256	103,256	131,700	78 %	99,832	(3,424)	(3)%
Lease	-	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance	-	-	10,939	35,419	-	46,357	71,700	65 %	36,170	(10,187)	(28)%
Debt Service	-	142,786	-	-	-	142,786	142,800	100 %	71,379	(71,407)	(100)%
Capital additions											
Stormwater	-	-	-	3,195	-	3,195	-	-	-	(3,195)	-
Other	-	26,883	38,626	26,982	-	92,491	140,000	66 %	26,350	(66,141)	(251)%
Total	20,943	169,669	153,578	129,682	447,880	921,752	1,183,700	78 %	685,780	(235,972)	(34)%
Excess (deficiency) of revenues over (under) expenditures	(19,162)	4,441	(131,883)	79,123	58,205	(9,276)	(31,400)	30 %	291,359	(300,635)	(103)%
OTHER SOURCES(USES) OF FUND											
Transfers	-	(24,683)	131,883	(42,900)	(64,300)	-	-	-	-	-	-
CHANGE IN FUND BALANCE	(19,162)	(20,242)	0	36,223	(6,095)	(9,276)	(31,400)	30 %	291,359	\$ (300,635)	(103)%
FUND BALANCE -											
Beginning of Year	65,527	449,445	24,118	298,963	462,793	1,300,846	1,300,846		1,636,419		
End of Period	\$ 46,365	\$ 429,203	\$ 24,118	\$ 335,186	\$ 456,698	\$ 1,291,570	\$ 1,269,446		\$1,927,778		
CHANGE IN FUND BALANCE											
Budget	3,200	(6,300)	(4,100)	55,500	(79,700)	(31,400)					
Actual Over/(Under) Budget	\$ (22,362)	\$ (13,942)	\$ 4,100	\$ (19,277)	\$ 73,605	\$ 22,124					

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

BUDGET - FYE 12/31/2021						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 242,300	\$ -	\$ 276,600	\$ 456,300	\$ 975,200
Property Taxes	-	-	33,200	-	22,900	56,100
Intergovernmental Taxes	-	-	8,600	-	15,500	24,100
Licenses, Permits & Fees	4,200	-	-	-	86,700	90,900
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	400	2,900	3,300
Interest Income	2,000	-	-	-	700	2,700
	6,200	242,300	41,800	277,000	585,000	1,152,300
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	45,800	40,900	178,100	264,800
Administrative	-	-	-	-	100,600	100,600
Operating	3,000	-	84,800	75,700	79,400	242,900
Contractual	-	-	-	-	89,200	89,200
Police	-	-	-	-	131,700	131,700
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	24,000	47,700	-	71,700
Debt Service	-	142,800	-	-	-	142,800
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	40,000	100,000	-	-	140,000
Total	3,000	182,800	254,600	164,300	579,000	1,183,700
Excess (deficiency) of revenues over (under) expenditures	3,200	59,500	(212,800)	112,700	6,000	(31,400)
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	(65,800)	208,700	(57,200)	(85,700)	-
CHANGE IN FUND BALANCE	3,200	(6,300)	(4,100)	55,500	(79,700)	(31,400)
FUND BALANCE -						
Beginning of Year	65,527	449,445	24,118	298,963	462,793	1,300,846
End of Period	\$ 68,727	\$ 443,145	\$ 20,018	\$ 354,463	\$ 383,093	\$ 1,269,446
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

ACTUAL - SEPTEMBER 30, 2021						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 174,110	\$ -	\$ 204,835	\$ 358,061	\$ 737,006
Property Taxes	-	-	13,907	-	35,599	49,506
Intergovernmental Taxes	-	-	7,788	-	12,506	20,294
Licenses, Permits & Fees	1,746	-	-	-	98,175	99,921
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	3,970	486	4,456
Interest Income	34	-	-	-	1,258	1,292
	1,780	174,110	21,695	208,805	506,085	912,476
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	38,474	26,161	124,566	189,201
Administrative	-	-	-	-	92,160	92,160
Operating	20,943	-	65,540	37,925	58,335	182,743
Contractual	-	-	-	-	69,563	69,563
Police	-	-	-	-	103,256	103,256
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	10,939	35,419	-	46,357
Debt Service	-	142,786	-	-	-	142,786
Capital additions						
Stormwater	-	-	-	3,195	-	3,195
Other	-	26,883	38,626	26,982	-	92,491
Total	20,943	169,669	153,578	129,682	447,880	921,752
Excess (deficiency) of revenues over (under) expenditures	(19,162)	4,441	(131,883)	79,123	58,205	(9,276)
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
CHANGE IN FUND BALANCE	(19,162)	4,441	(131,883)	79,123	58,205	(9,276)
FUND BALANCE -						
Beginning of Year	65,527	449,445	24,118	298,963	462,793	1,300,846
End of Period	\$ 46,365	\$ 453,886	\$ (107,765)	\$ 378,086	\$ 520,998	\$ 1,291,570
CHANGE IN FUND BALANCE						
Budget	3,200	(6,300)	(4,100)	55,500	(79,700)	(31,400)
Actual Over/(Under) Budget	(22,362)	10,741	(127,783)	23,623	137,905	22,124

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

ACTUAL - SEPTEMBER 30, 2020						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 192,780	\$ -	\$ 226,800	\$ 383,854	\$ 803,434
Property Taxes	-	-	17,910	-	37,775	55,684
Intergovernmental Taxes	-	-	7,334	-	14,567	21,901
Licenses, Permits & Fees	1,619	-	-	-	88,834	90,453
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	400	2,751	3,151
Interest Income	202	-	-	-	2,314	2,516
	1,821	192,780	25,243	227,200	530,095	977,139
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	35,160	23,451	118,136	176,747
Administrative	-	-	-	-	76,633	76,633
Operating	3,993	-	58,023	26,849	50,320	139,186
Contractual	-	-	-	-	59,483	59,483
Police	-	-	-	-	99,832	99,832
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	18,851	17,319	-	36,170
Debt Service	-	71,379	-	-	-	71,379
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	-	9,408	16,942	-	26,350
Total	3,993	71,379	121,443	84,561	404,405	685,780
Excess (deficiency) of revenues over (under) expenditures	(2,172)	121,401	(96,200)	142,639	125,690	291,359
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	(145,166)	287,953	(85,672)	(57,115)	-
CHANGE IN FUND BALANCE	(2,172)	(23,765)	191,753	56,967	68,575	291,359
FUND BALANCE -						
Beginning of Year	61,151	503,433	-	509,480	562,355	1,636,419
End of Period	\$ 58,979	\$ 479,668	\$ 191,753	\$ 566,447	\$ 630,930	\$ 1,927,778
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

**AN ORDINANCE APPROVING TEXT AMENDMENTS TO CHAPTER
410, "SIGN REGULATIONS," OF THE CITY OF TWIN OAKS
MUNICIPAL CODE**

WHEREAS, pursuant to § 400.550 of the Twin Oaks City Code, the Board of Aldermen may from time to time, on its own motion or on petition of the Planning and Zoning Commission, amend, supplement, change, modify or repeal by ordinance the regulations or districts herein or subsequently established after receiving the Planning and Zoning Commission's recommendation and report; and

WHEREAS, the City desires to make text amendments to the Sign Regulations, Chapter 410, of the Twin Oaks Zoning Code contained in the Municipal Code (hereinafter the "Zoning Code"); and

WHEREAS, on September 28, 2021, the Planning and Zoning Commission recommended that the Board of Aldermen approve of the proposed amendment of the Sign Regulations set forth herein; and

WHEREAS, the Board of Aldermen, after careful and due deliberation and following a duly noticed public hearing held on October 20, 2021 in accordance with § 400.550 and § 89.060 RSMo., has concluded that the adoption of the proposed amended Sign Regulations would be in the interests of health, safety, and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. The Sign Regulations, Chapter 410 of the Twin Oaks Municipal Code, are hereby amended by repealing Chapter 410 in its entirety and adopting in its place a new Chapter 410 to read as follows:

**Chapter 410
Sign Regulations**

Section 410.010 Intent And Purpose.

[R.O. 2016 § 410.010; R.O. 2011 § 410.010; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 334 § 1(I), 5-18-2011]

A. The regulation and control of signs in the City of Twin Oaks is intended to promote the public health, safety and general welfare through a comprehensive system of reasonable, consistent and non-discriminatory standards and requirements of sign size, location, erection, number and maintenance. These regulations are to allow a property owner the ability to make use of its property for free expression without any content-based limitations but in a manner designed to avoid the visual clutter that is harmful to traffic and pedestrian safety, property values, business opportunities and community standards for appearance. To that end, the Board of Aldermen hereby finds that:

1. Sign regulations may impact First Amendment rights and that these rights are

important constitutional rights that must be protected.

2. Unregulated signage has direct and secondary effects that are harmful to the safety and general welfare of the City as a whole and to its individual citizens.
 3. These direct and secondary effects result from the visual clutter that occurs as a result of the unregulated installation and lack of maintenance of signs.
 4. These direct and secondary effects include harm to traffic and pedestrians' safety, depreciation of property values within the City, decreased business opportunities for individual and business residents of the City (resulting in decreased sales, property and other tax revenues that are necessary to provide an adequate level of public service to City residents), community blight and an overall less-pleasing community appearance.
 5. Residents are virtually captive audiences of signs displayed by neighbors; signs are an intrusion into residential privacy and interfere with the enjoyment of a resident's property because the view from the resident's property may become so marred by the clutter of signs that the resident cannot successfully avoid observing the sign clutter.
 6. Because of these direct and secondary effects, the City has a compelling interest in regulating signs within the City.
 7. These regulations are content-neutral, viewpoint neutral, and place restrictions that directly advance the City's stated interests.
 8. To the extent that any provisions of these regulations are content-based, they are intended to further compelling governmental interests.
 9. A primary and compelling interest of the City is to allow property owners to post public interest signs to protect the safety of others and to allow all persons to comply with legal requirements imposed by law or by order of a court requiring the posting of notices, without being subject to regulation.
 10. The scope of these regulations is proportionate to the interests served and narrowly tailored to achieve the desired objective.
 11. A direct nexus exists between the desired City's goals and the means chosen in these regulations to achieve its desired goals.
- B. *Rules of Interpretation.* To determine whether a particular object or thing is a sign, one must establish whether, when objectively viewed, using contextual clues, location, design, and structural composition, owner intent, as well as historical experience, custom and

practice and without regard to the message contained thereon, the object or thing meets the definition of a sign or falls under the regulations of this code. Nothing herein is intended to regulate content of signs nor to favor or discriminate against any particular viewpoint. No interpretation of this Sign Code should suggest or suppose it to regulate the content of signs or to favor or disfavor any particular viewpoint.

Section 410.015 Scope.

- A. *Classifications.* Regulations in the Sign Code are classified by use, and the definitions in Section **410.020** shall govern with regards to the type of use.
- B. *Building Code Applicable.* In the absence from this Chapter of specifications governing details of sign construction, the standards listed in the applicable Building Code shall apply.
- C. *Government Signs.* This Chapter recognizes that government signs are government speech intended to ensure public health, safety, and welfare.
- D. *Substitution.* For any sign authorized in any zoning district, a non-commercial message may be substituted for any allowed commercial message or any other allowed non-commercial message, provided that the sign is legal without consideration of message content. If the sign is one for which no sign permit is required, the message substitution may be made without additional approval. The purpose of this provision is to prevent inadvertent favoring of commercial speech over non-commercial speech or favoring of any particular non-commercial message over any other non-commercial message.

Section 410.020 Definitions.

[R.O. 2016 § 410.020; R.O. 2011 § 410.020; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 99-37 § 1, 12-15-1999; Ord. No. 2000-19 § 1, 9-20-2000; Ord. No. 131 §§ 1 — 2, 10-15-2003; Ord. No. 199 § 1, 12-7-2005; Ord. No. 334 § 1(II), 5-18-2011; Ord. No. 374 § 5, 10-3-2012; Ord. No. 375 § I, 10-3-2012; Ord. No. 433 § 1, 7-16-2014]

As used in this Chapter, the following terms shall have these prescribed meanings:

ABANDONED

Any sign, sign structure, sign supports, pole, sign base or other materials, apparatuses, or devices, related to signage that are: 1) declared abandoned by the owner of such signage or related materials, 2) no longer in active use as evidenced by the fact that the owner/lessee/lessor of the sign is no longer in operation on the premises or lot and said owner/lessee/lessor of such signage or related materials fails to respond within thirty (30) days to a written notice sent by the City, or 3) as otherwise may be defined by applicable law.

BANNER

A strip of flexible material displaying a slogan, advertisement, or other communication, usually suspended between two points and intended as a temporary sign.

BILLBOARD

1. Any outdoor advertising structure subject to regulation pursuant to Sections 226.500 through 226.600 and Section 71.288, RSMo., as amended; or,
2. Large format outdoor structure consisting of a large board (including a digital board) intended for viewing by motorists from extended distances that is designed to and capable of displaying the advertisement or other communication of someone other than the structure's owner and who pays the structure's owner to use the board to display their material.

BOARD OF ADJUSTMENT

The Board of Adjustment of the City.

BUILDING CODES

The duly adopted Building Code of the City as set forth in Section **500.010** of the Municipal Code of the City of Twin Oaks, Missouri.

COMMERCIAL DISTRICT

The City's "C" Commercial District, Planned Commercial District("PD-C"), Planned Mixed Use District ("PD-MxD"), or PD-RxM District.

COMMON AREA

That portion of a lot or building not occupied by a single occupant but shared with adjacent occupants.

ELEVATION

A side (vertical wall) of a building or structure.

ERECT

To build, construct, attach, hang, re-hang, place, affix or relocate, including the painting and repainting of permanent window signs.

FLAG

Any fabric, bunting, streamer, or pennant containing distinctive colors, patterns, symbols, or message which is made of flexible materials and designed to move with the wind.

GOVERNMENT SIGN

A sign that is constructed, placed or maintained by the Federal, State or local government or

a sign that is required to be constructed, placed or maintained by the Federal, State or local government either directly or to enforce or protect a property owner's rights.

HEIGHT

Unless otherwise specified in this Chapter, the vertical distance above the ground level of the finished grade measured immediately below the sign and measured to the highest point of the sign.

INSTITUTIONAL USE

A lot in use by any subdivision or condominium association, institution, place of public assembly, or government building.

NON-CONFORMING SIGN

A sign or sign structure that was lawfully constructed or installed prior to the adoption of or amendment to these Sign Regulations and was in compliance with all the provisions of the Sign Regulations then in effect, but which does not presently comply with the Sign Regulations.

PLACE OF PUBLIC ASSEMBLY

A building used for mass assembly of people for social, cultural, educational or religious purposes. Such use may include schools (elementary and high), accessory gymnasiums, community buildings, churches, synagogues and other places of worship.

PREMISES

That portion of a lot or building occupied by a single occupant, exclusive of common area, if any, shared with adjacent occupants.

PRINCIPAL BUILDING

A building or, where the context so indicates, a group of buildings in or on which is conducted the principal use of the lot on which such building is located.

PRINCIPAL USE

The primary use of land or buildings, as distinguished from an accessory or incidental use.

SIGN

1. Any device, fixture, banner, billboard, placard, flag, or structure that uses any color, form, graphic, illumination, symbol or writing to communicate information of any kind to the public and including any sign structure, sign supports, lighting system and any attachments, ornaments, or appurtenances.
2. Any object, device, display, structure, or part thereof, situated or visible from

outdoors, which is intended to advertise, identify, display, direct, convey ideas, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, designs, logos, symbols, fixtures, colors, illumination, or projected images.

These regulations do not apply to:

1. Traffic control and other government speech located within a right-of-way.
2. Decorations that are incidentally and customarily associated with any national holiday or religious holiday, personal day, or with any community festival or similar event.
3. Art works, including, but not limited to, wall murals, not intended by the artist or person commissioning the artist to convey a commercial message, logo, or colors; and/or which contain pictorial representations referring to businesses, merchandise, products, or services of an exclusively historic nature.
4. Customary building colors and lighting.
5. Interior building signs located on the interior of a building and not attached to a window, which are primarily oriented to persons within the building.
6. Window displays of merchandise, pictures, or models of products or services incorporated in a window display, which are not directly attached to an interior or exterior window surface.
7. Vehicles with vehicle signs that are licensed, operable, and legally parked in lined parking spaces.

SIGN AREA

The sign facing that is used for display purposes, excluding the minimum frame and supports. The "sign area" of a single-faced sign is the sum of the sign face, including structural trim and reader board/message board. If a sign is attached to a building, applied to a window, or suspended in any manner whereby there is no apparent trim or confining border or is made up of individual characters, the sign area shall be computed by drawing an imaginary straight line around a generally rectangular margin and measuring the area so encompassed by these lines. In computing the sign area on multi-faced signs, only one (1) side of back-to-back signs shall be computed when the signs are parallel or diverge from a common edge by an angle of not more than forty-five degrees (45°). All sign faces that are backlit shall be included in the sign area.

SIGN FACE

Any surface of a sign, including structural trim, designed as the area on which to display or which displays a communication, and which can be seen from a single location on an adjacent street.

SIGN STRUCTURE

The sign and all parts associated with its construction.

SIGN SUPPORTS

All structures by which a sign is held up, including, for example, poles, braces, guys and anchors.

SIGN, ANIMATED

A sign which involves motion or rotation of any part by mechanical or artificial means.

SIGN, ATTACHED

See Sign. Wall.

SIGN, DIRECTIONAL

See "Sign, Internal Site."

SIGN, ELECTRONIC CHANGEABLE DISPLAY (ECD)

A sign that utilizes computer-generated messages or some other electronic means of changing copy. These signs include displays using incandescent lamps, LEDs, LCDs or a flipper matrix.

SIGN, FLASHING

An illuminated sign on which artificial or reflected light is not static or on which colors change.

SIGN, ILLUMINATED

Any sign which is illuminated by light sources mounted on or in the sign or at some other location so as to directly light the sign.

SIGN, INTERNAL SITE

A sign primarily oriented to persons accessing the lot and not persons off-site. Customarily, such sign type has been used to direct traffic, give parking instructions, identify entrances and exits, prohibit trespassing, and warn of dogs.

SIGN, INFLATABLE

A temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other

light fabric, inflated with air, and held upright, typically by mechanical means such as a portable blower motor that provides a constant flow of air into the device.

SIGN, MONUMENT (OR GROUND)

A sign mounted directly to the ground with no support poles visible. The maximum height is measured from the ground to the top of the sign, including any base construction. The base, however, shall not be calculated as part of the sign area unless there is signage on it.

SIGN, MOVING

A sign, all or any part of which moves or is so designed or constructed as to facilitate movement of all or any portion thereof by means of any mechanical, electric, pneumatic, hydraulic or other natural or artificial force. Moving signs include, but are not limited to, whirligigs, streamers, pennants pinwheels, and similar objects.

SIGN, PERMANENT

A non-temporary sign firmly attached to the ground, wall or other portion of a building and not designed or intended to be readily removed or relocated. Any sign type that is not a temporary sign is a deemed a permanent sign and shall be governed by the regulations for permanent signs.

SIGN, POLE

Any detached sign located which is supported by one (1) or more stationary poles longer than two (2) feet above the mean grade line of the ground at its base, provided that this shall not include a permitted ground sign as set forth herein.

SIGN, PORTABLE

A sign that is not permanently affixed to a building, structure, or ground and that may be readily moved or relocated. This includes signs with wheels or secondarily (attached by means other than a vehicle sign) attached to any vehicle, trailer, or other transportable devices. Examples of signs in this category include, but are not limited to, portable reader boards/message boards, sandwich boards, portable black signs, portable arrow signs, portable changeable fluorescent letters signs and mobile billboards.

SIGN, PROJECTING

A sign attached to a building or other structure and extending in whole or in part more than eighteen (18) inches beyond any wall of the building or structure.

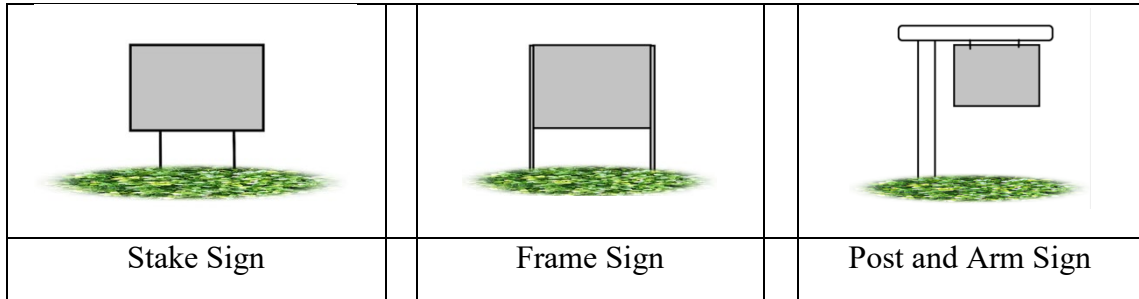
SIGN, ROOF

A sign erected partly or wholly on or over the roof of a building but not including ground signs that rest on or overlap a roof twelve (12) inches or less.

SIGN, TEMPORARY

Any sign that is not a Permanent Sign and which is constructed of non-durable materials and is designed or intended to be displayed for a period of limited duration. Any temporary sign left in place longer than six (6) months shall be deemed a permanent sign. Types of Temporary Signs are:

1. Yard Signs



2. Banners.

3. Inflatables and balloons.

4. Temporary Window Signs

SIGN, VEHICLE

A sign painted directly on or semi-permanently adhered (e.g., sticker, magnet, or other similar material) to all or part of an automobile, van, truck, other motorized vehicle, or trailer.

SIGN, WALL

A sign erected or attached against the wall of any building with the plane of the sign face parallel to the plane of the wall below the roof line.

SIGN, WINDOW, PERMANENT

A permanent sign affixed to either side of the glass of an exterior door or window or suspended in any way within eighteen (18) inches of the window or door allowing advertising to project outward.

SIGN, WINDOW, TEMPORARY

A temporary sign affixed to either side of the glass of an exterior door or window or suspended in any way within eighteen (18) inches of the window or door allowing advertising to project outward.

WINDOW

The entire area encompassed by a glass wall opening.

Section 410.030 Signs Permitted In "A" And "B" Residential Districts.

[R.O. 2016 § 410.030; R.O. 2011 § 410.030; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 334 § 1(III), 5-18-2011]

Subject to limitations hereinafter set forth, only the following types of signs shall be permitted in Zone "A" Single-Family Residential Dwelling District and Zone "B" Single-Family Attached Dwelling District in accordance with the regulations hereinafter prescribed. Regulations pertaining to size, height and number represent maximums allowed.

A. Single-Family Use. Lots with single-family attached or detached uses may display the following:

1. Permanent signs.

- a. Wall Sign. One non-illuminated and not exceeding two hundred eighty-eight (288) square inches and facing the street.
- b. Sign allowed by law or public safety, not to exceed four (4) square feet (address, etc.).

2. Temporary signs.

- a. Yard Sign. Maximum of four (4) of any combination of the following temporary yard sign types per lot at any one time
 - (1) Stake Sign. Six (6) square feet maximum area and three (3) feet maximum height.
 - (2) Frame Sign. Six (6) square feet maximum area and four (4) feet maximum height.
 - (3) Post and Arm Sign. Nine (9) square feet maximum area and six (6) feet maximum height.
- b. One (1) banner not exceeding two (2) feet by ten (10) feet and not exceeding a duration of ten (10) days.
- c. Balloons.

3. Flag. Maximum of two (2) flags. For regulations of ground-mounted flagpoles, see requirements of [§500.150.B.6](#).

B. Institutional Use. Lots in institutional use may display the following signs:

1. Permanent.

a. Wall Signs. One (1) wall sign is permitted per lot and may be no larger than thirty (30) square feet in area and five (5) feet in height and may only be externally illuminated.

b. Monument Signs. One (1) monument sign is permitted per lot which meets the following standards:

(1) Six (6) feet in height (inclusive of base and supports).

(2) (8) feet maximum in length.

(3) Twenty-four (24) inches in width.

(4) Must have the appearance of a solid base of landscape construction materials such as masonry, stucco, stonework, textured wood, tile, anodized metal or textured concrete materials.

(5) Located outside the applicable sight triangle.

c. Electronic Changeable Display Sign. On lots over 21,780 square feet, a monument sign may incorporate an electronic changeable display board (ECD) subject to the following standards:

(1) The sign face (panel) of ECD must not exceed twenty-eight (28) square feet.

(2) The ECD shall conform to the illumination standards of Section **410.110(E)**.

(3) The monument sign's non-ECD panel portion of the sign must not exceed twenty-four (24) inches in height.

2. Temporary Signs/Flags.

a. Lots over 21,780 square feet -- Temporary signs/flags as permitted in the Commercial Districts.

b. Lots 21,780 square feet and under -- Temporary signs/flags as permitted in the "A" and "B" Residential Districts.

Section 410.040 Signs Prohibited In Zone "A" And "B" Residential Districts.
[R.O. 2016 § 410.040; R.O. 2011 § 410.040; Ord. No. 99-32 § 2, 10-20-1999]

- A. Except as may be otherwise prescribed by ordinance, the following shall be prohibited in residential districts:
1. Banners exceeding the allowed size.
 2. Billboards.
 3. Flashing lights or those that appear to move (except seasonal holiday decorations).
 4. Moving signs, animated signs, or illuminated signs.
 5. Roof signs.
 6. Signs on public street right-of-way (other than government signs).
 7. Signs that are in disrepair or hazardous.
 8. Signs having more than two (2) faces or two (2) sides.
 9. Projecting signs.
 10. Signs directly painted on any wall or any wall of any structure.
 11. Signs erected at the intersection of streets so as to obstruct free and clear vision or located within the direct line of vision of any traffic control sign or signal, or signs having red, green, or amber illumination which may be confused with or construed as a traffic control device.

Section 410.050 Signs Permitted In Commercial Districts.
[R.O. 2016 § 410.050; R.O. 2011 § 410.050; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 99-37 § 1, 12-15-1999; Ord. No. 131 § 3, 10-15-2003; Ord. No. 199 § 2, 12-7-2005; Ord. No. 213 § 1, 4-5-2006; Ord. No. 334 § 1(IV), 5-18-2011; Ord. No. 374 § 5, 10-3-2012; Ord. No. 375 §§ II — III, 10-3-2012; Ord. No. 433 § 2, 7-16-2014]

- A. Unless approved by a Master Common Signage Plan provisions set forth in Subsection **(B)** of this Section, the following types of signs meeting the regulations set forth below shall be permitted in a Commercial District for non-residential uses¹. Regulations pertaining to size, height and number shall represent the maximums allowed per lot or premises, as applicable. Signs that are unlisted are not permitted (unless approved by a Master Common Signage

¹ Residential uses in the "PDMxD" District such as apartment buildings shall be governed by a Master Common Signage Plan approved pursuant to Subsection (B) of this Section.

Plan provisions set forth in Subsection (B) of this Section).

Sign Type		Regulations
1.	Permanent signs (permit required)	
a.	Internal site sign (ground mounted; non-Planned Development)	<p>Information: None</p> <p>Maximum size: Not more than 6 square feet</p> <p>Maximum height: Not more than 3 1/2 feet above finish grade</p> <p>Maximum number: No restriction.</p> <p>Location: Each sign shall be located at least 3 feet inside the lot line</p> <p>Colors: See Subsection C</p> <p>Special: Drive-through operations may additionally have one or more menu/instruction board for a drive-through lane, as approved on a development plan or limited development plan</p> <p>Projection: None</p> <p>Permit required: Yes</p>
b.	Internal site sign (wall-mounted; non-Planned Development)	<p>Information: None</p> <p>Maximum size: Not more than 6 square feet</p> <p>Maximum height: Not more than 10 feet above finish grade</p> <p>Maximum number: Not more than 2 per building side</p> <p>Location: None</p> <p>Colors: See Subsection C</p> <p>Special: Drive-through operations may additionally have a menu/instruction board for a drive-through lane, as approved on a development plan or limited development plan</p> <p>Projection: 8 inches</p> <p>Permit required: Yes</p>
c.	Monument sign	<p>Information: May include electronic changeable display</p> <p>Maximum size: Not to exceed 50 square feet</p> <p>Maximum height: Sign shall not exceed 5 feet in height</p> <p>Maximum number: Not more than 1 per lot</p> <p>Location: Sign shall be located at least 3 feet inside the lot line</p> <p>Colors: See Subsection C</p> <p>Projection: None</p> <p>Permit required: Yes</p>
d.	Wall sign	<p>Information: None</p>

Sign Type	Regulations
	<p>Maximum size: 5% of the area of the wall to which attached, but in no instance greater than 150 square feet each</p> <p>Maximum height: Bottom of sign shall be at least 8 feet above the finished grade if travel underneath the sign is intended. The top of the sign shall be no greater than 35 feet above the finish grade</p> <p>Maximum number: Not more than 1 per main entrance of a principal building or premises</p> <p>Location: Sign shall face a street or be located at a main entrance</p> <p>Colors: See Subsection C</p> <p>Special: None</p> <p>Projection: Sign shall not extend or project more than 2 feet above the roof line nor more than 18 inches from the wall to which mounted or affixed</p> <p>Permit required: Yes</p>
<p>e. Window sign</p>	<p>Information: None</p> <p>Location: Each sign shall face a street or be located at a main entrance</p> <p>Special: Coverage, whether illuminated and/or non-illuminated, temporary and/or permanent, may not exceed in the aggregate fifty percent (50%) of the total area of all windows on any elevation; No electric signs shall be affixed to a door</p> <p>Projection: None</p> <p>Permit required: Yes</p>
<p>2. Temporary signs</p>	
<p>a. Banners</p>	<p>Information: None</p> <p>Maximum size: 30 square feet</p> <p>Maximum height: Below building roof level</p> <p>Maximum number: 1</p> <p>Location: On premises</p> <p>Colors: See Subsection C</p> <p>Special: Limited to 1 per 30 consecutive day period per calendar quarter. Fastened within the perimeter of the vertical wall of the business</p> <p>Projection: None</p> <p>Permit required: Yes</p>

Sign Type		Regulations	
b.	Inflatable Sign	Information: Maximum size: Maximum height: Maximum number:	None 1500 cubic feet 15 feet Not more than 1 per lot at any time; Limited to 1 per 15 consecutive day period per calendar quarter
		Location:	On premises (may be attached to premises roof); sign shall not be located in any right-of-way, sidewalks, drive aisles, or parking spaces
		Colors:	See Subsection C
		Special:	Displayed for not more than 15 days
		Projection:	None
		Permit required:	Yes
c.	Window sign	Information: Location:	None Each sign shall face a street or be located at a main entrance
		Special:	May be illuminated, if limited to single floodlight: no internal illumination; Limited to 1 per 30 consecutive day period per calendar quarter; Coverage, whether temporary and/or permanent, may not exceed in the aggregate fifty percent (50%) of the total area of all windows on any elevation;
		Projection:	None
d.	Yard sign	Information: Maximum size: Maximum height:	None 24 square feet Not more than 7 feet above finish grade
		Maximum number:	Not more than 2 per lot
		Location:	Minimum 10 feet behind a curb line
		Colors:	No restrictions
		Special:	Limited to 1 per 30 consecutive day period per calendar quarter
		Projection:	None
		Permit required:	Yes
3.	Flag	Information: Maximum size: Maximum height: Maximum number:	See requirements of §500.150.B 4 feet by 6 feet Not more than 35 feet 3 poles and 3 flags per premises
		Location:	On business premises
		Colors:	No restrictions

Sign Type	Regulations
Special:	None
Projection:	Not more than 6 feet
Permit required:	Yes

B. Master Signage Plan.

1. As an alternative to the regulation and permitting requirements of Subsection **(A)** above, the owners or developers of two (2) or more contiguous (disregarding intervening streets or rights-of-way) lots or the owners or developers of a single lot with more than one (1) existing or proposed principal building or use may submit a master signage plan as part of a development plan process review and approval for such lot or lots as set forth in Section **400.340** of the City Zoning Code. The Board of Aldermen shall have authority to modify the requirements in Section A related to and determine the appropriateness of the size, height, number, location, projection, aesthetic consistency, and color of the proposed signs; provided that nothing in this Subsection **(B)** shall be deemed to authorize any sign prohibited by Section **410.070** of the sign regulations; and provided, further, that the Board of Aldermen determines:
 - a. That all facets of the proposed Master Signage Plan will result in a visual impression of unity and quality in terms of size, proportion, materials, lettering or graphic style, lighting, location, color and mix of signage types;
 - b. That the proposed Master Signage Plan is consistent with, supportive of and will enhance the associated development plan in terms of architectural and design quality; and
 - c. That the proposed Master Signage Plan will have no deleterious impact on surrounding existing uses, property values, signage, and architectural quality.

2. In addition to the sign types permitted under Subsection **(A)** above, the Board of Aldermen, in cases of multiuser or multi-tenant developments for which a Master Signage Plan has been submitted and approved as set forth above, shall have the further authority as part of and subject to the development plan process to contemporaneously approve the location of one (1) sign identifying the development or the users or tenants to be located at the development. The size, height, design, colors and materials of such sign shall be as approved by the Board of Aldermen consistent with findings and determinations required for approval of the Master Signage Plan for the development.

3. Any Master Signage Plan previously approved under this Subsection **(B)** may be amended subject to and in accordance with limited development plan process

provisions set forth in Section **400.340(B)** of the City Zoning Code.

4. Any signage, including temporary signage, that is not expressly regulated by an approved Master Signage Plan shall be governed by the general sign regulations of Section 410.050.A.

C. *Location and Design.* All signs erected in Commercial Districts shall be located and designed so as to create a visual impression of unity in terms of size, material, color, method of construction, etc. Earth tone color (i.e., shades of tan or brown) and similar lettering size and style shall be utilized in keeping with existing quality development within a given shopping center.

Section 410.060 **(Reserved)**

Section 410.070 **Signs Prohibited In Commercial Districts.**

[R.O. 2016 § 410.070; R.O. 2011 § 410.070; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 374 § 5, 10-3-2012]

- A. Except as expressly permitted in these Sign Regulations, the following shall be prohibited in Commercial Districts:
 1. Flashing or intermittent lights, strings of light (except white lights), or those that appear to move (except seasonal holiday decorations).
 2. Moving signs, animated signs, or flashing signs.
 3. Roof signs (except for temporary Inflatable Signs).
 4. Temporary or permanent signs on public right-of-way (other than government signs).
 5. Signs that are in disrepair or hazardous.
 6. Signs erected at the intersection of streets so as to obstruct free and clear vision or located within the direct line of vision of any traffic control sign or signal, signs having red, green, or amber illumination which may be confused with or construed as a traffic control device.
 7. Signs directly painted on any wall or any wall of any structure.
 8. Billboards.
 9. Portable Signs (except as approved by a Special Event Permit pursuant to Section 400.620).

Section 410.080 **Reserved.**

Section 410.090 **Maintenance And Safety.**

[R.O. 2016 § 410.090; R.O. 2011 § 410.090; Ord. No. 99-32 § 2, 10-20-1999]

- A. All signs shall be maintained in good repair so as to prevent rust, peeling, flaking or fading. Broken panels, missing letters, flaking or peeling paint, delamination of wood, malfunctioning lights, and other visual damage to a sign shall be repaired within forty-five (45) days of the occurrence or within thirty (30) days of notification by notification from the City Clerk either by personal service, United States Postal Service or posting such notice upon the premises of the sign. Temporary yard signs in disrepair must be removed by the property owner on which they are located.
- B. Any abandoned permanent sign, its supporting frame, structure, and related materials, shall be removed by the owner, agent or person having beneficial use of the premises or lot upon which the sign is erected within thirty (30) days after such signage is abandoned.
- C. Any sign which is structurally unsafe or hazardous or endangers a building or premises, pedestrian or vehicular traffic (including but not limited to being hazardous by reason of obstruction of walkways or fire access or exit lanes, by restricting site distances or being located in such close proximity to travel lanes or parking areas that it may be struck by maneuvering vehicles) shall be relocated, removed or otherwise protected within fifteen (15) days of notification (or less in the case of an emergency) that such danger or nuisance exists by notification from the City Clerk either by personal service, United States Postal Service or posting such notice upon the premises or the sign.

Section 410.100 **Non-Conforming Signs.**

- A. *Alteration.* A nonconforming sign shall be brought into conformity with this Chapter if it is substantially altered, reconstructed, replaced, or relocated. A change in copy is not an alteration or replacement for purposes of this subsection.
- B. *Maintenance.* Nonconforming signs must be maintained in good condition. Maintenance required by this Code is not a change or modification prohibited by Subsection A.
- C. *Removal.* Removal of a nonconforming sign, or replacement of a nonconforming sign with a conforming sign is required when:
 - 1. A nonconforming sign, nonconforming sign structure, or the building to which a nonconforming sign is attached, is destroyed or damaged by a fire, flood, windstorm, or similar abnormal event, and the cost of reconstruction of the sign, sign structure, or building to its condition immediately prior to event exceeds 50 percent of the value of

the sign, sign structure, or building prior to its destruction or damage; or

2. The condition of the nonconforming sign or nonconforming sign structure has deteriorated and the cost of restoration of the sign to its condition immediately prior to such deterioration exceeds 50 percent of the value of the sign or sign structure prior to its deterioration; or
3. The use of the nonconforming sign, or the property on which it is located, has ceased, become vacant, or been unoccupied for a period of 180 consecutive days or more. An intent to abandon is not required as the basis for removal under this subsection.

Section 410.110 Design, Illumination and Limitation of Space Area.

[R.O. 2016 § 410.110; R.O. 2011 § 410.110; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 131 § 4, 10-15-2003; Ord. No. 291 § 1, 4-15-2009; Ord. No. 374 § 5, 10-3-2012; Ord. No. 433 § 3, 7-16-2014]

- A. No sign shall be erected or maintained so that its position, shape, wording, device, or color might interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or warning device.
- B. All permanent signs shall be constructed and erected in accordance with the applicable building codes for the City of Twin Oaks.
- C. All sign illumination shall be oriented to prevent undue glare onto adjacent streets or residential properties. The illumination of any sign located within fifty (50) feet of a residential zone lot line shall be diffused or indirect and designed so as not to reflect direct rays of light onto adjacent residential districts. Illumination of all signs shall be so arranged that there will be no direct rays of light reflected into any public way. No business sign may be erected within fifty (50) feet of any residential district without prior written approval of the Board of Aldermen.
- D. All electrical illumination devices shall be designed to be weather resistant and shatterproof.
- E. *Electronic Changeable Displays (“ECDs”)*. Monument signs with ECDs shall be subject to the following additional regulations:
 1. *Duration of Message Intervals*. Messages must be displayed for a minimum of fifteen (15) seconds for each item shown or information displayed.
 2. *Static Display and Transition*. ECDs shall have a static display and shall not display video, have a display that would be considered a flashing or animated sign, or in any

manner create the illusion of movement. ECD message transitions shall be instantaneous.

3. *Brightness.* From sunset to sunrise, the difference between the off and solid-message measurements using the ECD measurement criteria (below) shall not exceed 0.3 footcandles. The ECD shall be equipped with a sensor or other device that automatically determines the ambient illumination and programmed to automatically dim according to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements. The illuminance of an ECD shall be measured with an illuminance meter set to measure footcandles accurate to at least two decimals. Illuminance shall be measured with the ECD off, and again with the ECD displaying a white image for a full color-capable ECD, or a solid message for a single-color ECD. All measurements shall be taken as close as practical to a perpendicular plane of the sign at the distance determined by the total square footage of the ECD as set forth in the table below.

Area of Sign (Sq. ft.)	Measurement Distance (ft.)
10	32
20	45
30	55
35	59
40	63
45	67
50	71

The lighting and other specifications for a proposed ECD shall be submitted with the application for an ECD.

4. *Malfunction and Non-Compliance.* All ECD signs shall be designed and equipped to freeze the device in one (1) position if a malfunction occurs. The ECD signs shall be equipped with a means to promptly discontinue the display if it malfunctions, and the sign owner shall immediately stop the dynamic display when notified by the City that it is not complying with standards of this Code.
5. *Conversion.* Conversion of an existing monument sign to an ECD is authorized only where ECDs are permitted by this Chapter and the current sign complies with existing Code requirements.

Section 410.120 Permits Required.

[R.O. 2016 § 410.120; R.O. 2011 § 410.120; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 131 § 5, 10-15-2003; Ord. No. 334 § 1(VI), 5-18-2011]

- A. *Permit Required.* Unless otherwise provided in these regulations, it shall be unlawful for

any person, partnership, corporation, agent, or employee thereof to erect, repair, paint, replace, alter, relocate, or otherwise change, other than normal maintenance, within the City any sign as defined in this Chapter without first obtaining zoning approval and a sign permit from the City Clerk. No sign permit is needed for items not meeting the definition of a sign.

- B. *Application.* Before any permit is granted for the erection of a sign, an application for sign permit including four (4) sets of final plans and specifications shall be filed with the City Clerk showing the location of the proposed sign and the dimensions of the sign area and supporting structure, materials and required details of construction. The permit application must be accompanied by the payment of the permit fee established by the City.
- C. *Permit Expiration.* If the work authorized under a permit is not completed within six (6) months after such permit was authorized, it shall become null and void.

Section 410.130 (Reserved)

Section 410.140 Amendments.

[R.O. 2016 § 410.135; R.O. 2011 § 410.135; Ord. No. 131 § 6, 10-15-2003]

Amendments to the Sign Code shall be in accordance with Section **400.550** of this Title IV.

Section 410.150 Appeals.

[R.O. 2016 § 410.138; R.O. 2011 § 410.138; Ord. No. 131 § 6, 10-15-2003]

The Board of Adjustment shall hear and decide appeals from any final decisions of the City Clerk or designee under this Chapter as set forth in Article **XVII** of Chapter **400** of the Zoning Code.

Section 410.160 Severability.

[R.O. 2016 § 410.140; R.O. 2011 § 410.140; Ord. No. 99-32 § 2, 10-20-1999]

If any Section, sentence, clause or phrase or portion of this Chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Chapter.

Section 410.170 Violations And Penalties.

[R.O. 2016 § 410.150; R.O. 2011 § 410.150; Ord. No. 74 § 1, 2-20-2002]

In addition to or in lieu of those other remedies available to the City pursuant to Chapter 89, RSMo., in common law and in equity, any person found to have violated the provisions of this Chapter shall be guilty of an ordinance violation and subject to the provisions of Section **400.510**.

Section 2. The recitals contained in the *Whereas* clauses are expressly incorporated in and made a part of this Ordinance.

Section 3. This Ordinance shall be in full force and effect on and after its passage and

approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,
THIS ___ DAY OF OCTOBER 2021.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

Chapter 410

Sign Regulations

Section 410.010 **Intent And Purpose.**

[R.O. 2016 § 410.010; R.O. 2011 § 410.010; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 334 § 1(I), 5-18-2011]

- A. The regulation and control of signs in the City of Twin Oaks is intended to promote the public health, safety and general welfare through a comprehensive system of reasonable, consistent and non-discriminatory standards and requirements of sign size, location, erection, number and maintenance. These regulations are to allow a property owner the ability to make use of its property for free expression without any content-based limitations but in a manner designed to avoid the visual clutter that is harmful to traffic and pedestrian safety, property values, business opportunities and community ~~appearances~~standards for appearance. To that end, the Board of Aldermen hereby finds that:
1. Sign regulations may impact First Amendment rights and that these rights are important constitutional rights that must be protected.
 2. Unregulated signage has direct and secondary effects that are harmful to the safety and general welfare of the City as a whole and to its individual citizens.
 3. These direct and secondary effects result from the visual clutter that occurs as a result of the unregulated installation and lack of maintenance of signs.
 4. These direct and secondary effects include harm to traffic and pedestrians' safety, depreciation of property values within the City, decreased business opportunities for individual and business residents of the City (resulting in decreased sales, property and other tax revenues that are necessary to provide an adequate level of public service to City residents), community blight and an overall less-pleasing community appearance.
 5. Residents are virtually captive audiences of signs displayed by neighbors; signs are an intrusion into residential privacy and interfere with the enjoyment of a resident's property because the view from the resident's property may become so marred by the clutter of signs that the resident cannot successfully avoid observing the sign clutter.
 6. Because of these direct and secondary effects, the City has a compelling interest in regulating signs within the City.
 7. These regulations are content-neutral, viewpoint neutral, and place restrictions that directly advance the City's stated interests.

8. To the extent that any provisions of these regulations are content-based, they are intended to further compelling governmental interests.
9. A primary and compelling interest of the City is to allow property owners to post public interest signs to protect the safety of others and to allow all persons to comply with legal requirements imposed by law or by order of a court requiring the posting of notices, without being subject to regulation.
10. The scope of these regulations is proportionate to the interests served and narrowly tailored to achieve the desired objective.
11. A direct nexus exists between the desired City's goals and the means chosen in these regulations to achieve its desired goals.

B. *Rules of Interpretation.* To determine whether a particular object or thing is a sign, one must establish whether, when objectively viewed, using contextual clues, location, design, and structural composition, owner intent, as well as historical experience, custom and practice and without regard to the message contained thereon, the object or thing meets the definition of a sign or falls under the regulations of this code. Nothing herein is intended to regulate content of signs nor to favor or discriminate against any particular viewpoint. No interpretation of this Sign Code should suggest or suppose it to regulate the content of signs or to favor or disfavor any particular viewpoint.

Section 410.015 Scope.

- A. *Classifications.* Regulations in the Sign Code are classified by use, and the definitions in Section **410.020** shall govern with regards to the type of use.
- B. *Building Code Applicable.* In the absence from this Chapter of specifications governing details of sign construction, the standards listed in the applicable Building Code shall apply.
- C. *Government Signs.* This Chapter recognizes that government signs are government speech intended to ensure public health, safety, and welfare.
- D. *Substitution.* For any sign authorized in any zoning district, a non-commercial message may be substituted for any allowed commercial message or any other allowed non-commercial message, provided that the sign is legal without consideration of message content. If the sign is one for which no sign permit is required, the message substitution may be made without additional approval. The purpose of this provision is to prevent inadvertent favoring of commercial speech over non-commercial speech or favoring of any particular non-commercial message over any other non-commercial message. ~~This provision does not allow for the substitution of an off-premises commercial message in place of an on-premises commercial message.~~

Commented [1]: Editor's Note: See Ch. 500, Art. I, Building Code.

Section 410.020 Definitions.

[R.O. 2016 § 410.020; R.O. 2011 § 410.020; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 99-37 § 1,

12-15-1999; Ord. No. 2000-19 § 1, 9-20-2000; Ord. No. 131 §§ 1 — 2, 10-15-2003; Ord. No. 199 § 1, 12-7-2005; Ord. No. 334 § 1(II), 5-18-2011; Ord. No. 374 § 5, 10-3-2012; Ord. No. 375 § I, 10-3-2012; Ord. No. 433 § 1, 7-16-2014]

As used in this Chapter, the following terms shall have these prescribed meanings:

ABANDONED

Any sign, sign structure, sign supports, pole, sign base or other materials, apparatuses, or devices, related to signage that are: 1) declared abandoned by the owner of such signage or related materials, 2) no longer in active use as evidenced by the fact that the owner/lessee/lessor of the sign is no longer in operation on the premises or lot and said owner/lessee/lessor of such signage or related materials fails to respond within thirty (30) days to a written notice sent by the City, or 3) as otherwise may be defined by applicable law.

BANNER

A strip of flexible material displaying a slogan, advertisement, or other communication, usually suspended between two points and intended as a temporary sign.

BILLBOARD

1. Any outdoor advertising structure subject to regulation pursuant to Sections 226.500 through 226.600 and Section 71.288, RSMo., as amended; or
2. Large format outdoor structure consisting of a large board (including a digital board) intended for viewing by motorists from extended distances that is designed to and capable of displaying the advertisement or other communication of someone other than the structure's owner and who pays the structure's owner to use the board to display their material.

BOARD OF ADJUSTMENT

The Board of Adjustment of the City.

~~BOARD OF ALDERMEN~~

~~The Board of Aldermen of the City.~~

BUILDING CODES

The duly adopted Building Code of the City as set forth in Section **500.010** of the Municipal Code of the City of Twin Oaks, Missouri.

~~COLOR~~

~~Includes all hues, excluding black and white.~~

COMMERCIAL DISTRICT

The City's "C" Commercial District, Planned Commercial District("PD-C"), Planned Mixed Use

District (“PD-MxD”), or PD-RxM District.

COMMON AREA

That portion of a lot or building not occupied by a single occupant but shared with adjacent occupants.

ELEVATION

A side (vertical wall) of a building or structure.

ERECT

To build, construct, attach, hang, re-hang, place, affix or relocate, including the painting and repainting of permanent window signs.

FLAG

FRONTAGE

The length of the lot along the street side. The front of a lot bordering more than one (1) street is considered separate for each street.

Any fabric, bunting, streamer, or pennant containing distinctive colors, patterns, symbols, or message which is made of flexible materials and designed to move with the wind.

GOVERNMENT SIGN

A sign that is constructed, placed or maintained by the Federal, State or local government or a sign that is required to be constructed, placed or maintained by the Federal, State or local government either directly or to enforce or protect a property owner's rights.

HEIGHT

Unless otherwise specified in this Chapter, the vertical distance above the ground level of the finished grade measured immediately below the sign and measured to the highest point of the sign.

INSTITUTIONAL USE

A lot in use by any subdivision or condominium association, institution, place of public assembly, or government building.

NON-CONFORMING SIGN

A sign or sign structure that was lawfully constructed or installed prior to the adoption of or amendment to these Sign Regulations and was in compliance with all the provisions of the Sign Regulations then in effect, but which does not presently comply with the Sign Regulations.

PLACE OF PUBLIC ASSEMBLY

A building used for mass assembly of people for social, cultural, educational or religious purposes. Such use may include schools (elementary and high), accessory gymnasiums,

community buildings, churches, synagogues and other places of worship.

PLANNING AND ZONING COMMISSION

~~The Planning and Zoning Commission of the City.~~

PREMISES

That portion of a lot or building occupied by a single occupant, exclusive of common area, if any, shared with adjacent occupants.

PRINCIPAL BUILDING

A building or, where the context so indicates, a group of buildings in or on which is conducted the principal use of the lot on which such building is located.

PRINCIPAL USE

The primary use of land or buildings, as distinguished from an accessory or incidental use.

SIGN

1. Any device, fixture, ~~banner, billboard,~~ placard, flag, or structure that uses any color, form, graphic, illumination, symbol or writing to communicate information of any kind to the public and including any sign structure, sign supports, lighting system and any attachments, ornaments, or appurtenances.
2. Any object, device, display, structure, or part thereof, situated or visible from outdoors, which is ~~used~~intended to advertise, identify, display, direct, ~~convey ideas,~~ or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, designs, logos, symbols, fixtures, colors, illumination, or projected images.

~~3. "Signs" These regulations do not include apply to:~~

- ~~a~~1. Traffic control and other government speech located within a right-of-way.
- ~~b~~2. Decorations that are incidentally and customarily associated with any national holiday or religious holiday, ~~personal day,~~ or with any community festival or similar event.

~~e. Flags which do not contain a commercial message, logo, or colors.~~

- ~~d~~3. Art works, including, but not limited to, wall murals, ~~which do not contain~~not intended by the artist or person commissioning the artist to convey a commercial message, logo, or colors; and/or which contain pictorial representations referring to businesses, merchandise, products, or services of an exclusively historic nature ~~(meaning no longer offered as an active commercial enterprise).~~

- ~~e. Building 4. Customary building colors and lighting which do not contain a commercial message, logo, or colors.~~
- ~~f. Interior site signs located on the interior of the grounds of planned use developments which are primarily oriented to persons within the grounds.~~
- 5. Interior building signs located on the interior of a building and not attached to a window, which are primarily oriented to persons within the building.
- 6. Window displays of merchandise, pictures, or models of products or services incorporated in a window display, which are not directly attached to an interior or exterior window surface.
- 7. Vehicles with vehicle signs that are licensed, operable, and legally parked in legal lined parking spaces.
- ~~j. Personal signs not larger than one (1) square foot in area.~~

SIGN AREA

The ~~area of a sign facing~~ that is used for display purposes, excluding the minimum frame and supports. ~~The "sign area" of a single-faced sign is the sum of the sign face, including structural trim and reader board/message board. If a sign is attached to a building, applied to a window, or suspended in any manner whereby there is no apparent trim or confining border or is made up of individual characters, the sign area shall be computed by drawing an imaginary straight line around a generally rectangular margin and measuring the area so encompassed by these lines. In computing the sign area on multi-faced signs, only one (1) side of back-to-back signs covering the same subject shall be computed when the signs are parallel or diverge from a common edge by an angle of not more than forty-five degrees (45°). In relation to signs that do not have a frame or a separate background, sign area shall be computed on the basis of the least rectangle, triangle or circle large enough to frame the display. All sign faces that are backlit shall be included in the sign area.~~

SIGN FACING OR SURFACEFACE

Any surface of a sign ~~upon, against or through which the advertising message is displayed or illustrated, including structural trim, designed as the area on which to display or which displays or upon which is displayed any color, message, name or symbol of any kind for the purpose of advertising, announcing, directing or attracting attention from persons located outside of a building communication, and which can be seen from a single location on an adjacent street, provided that the ends, or thickness, of a sign shall not be counted as a separate sign face unless an advertising message is conveyed thereon.~~

SIGN STRUCTURE

The sign and all parts associated with its construction.

SIGN SUPPORTS

All structures by which a sign is held up, including, for example, poles, braces, guys and anchors.

SIGN, ANIMATED

A sign which involves motion or rotation of any part by mechanical or artificial means ~~or which displays flashing or intermittent lights.~~

SIGN, ATTACHED

A wall sign or projecting sign attached to a building wall or the generally vertical plane of a mansard type roof.

~~SIGN, See Sign. Wall.~~

BANNER

~~A commercial display on a temporary basis, advertising a product, service or employment opportunity.~~

SIGN, BILLBOARD

~~A sign which directs the attention to a business, commodity, service or entertainment not necessarily sold or offered:~~

- ~~1. Elsewhere than upon the same plot where such sign is displayed;~~
- ~~2. Not for the principal use of such plot; or~~
- ~~3. Any other outdoor advertising subject to regulation pursuant to Sections 226.500 through 226.600 and Section 71.288, RSMo., as amended.~~

SIGN, CONSTRUCTION

~~A temporary sign used during construction of new buildings or reconstruction of or additions to existing buildings, such as those identifying the project and denoting the owner, architect, engineer, contractor and/or financing institutions of the project.~~

SIGN, DIRECTIONAL

~~A sign which is limited to indicating a direction for vehicular or pedestrian traffic or other movement.~~

~~See "Sign, Internal Site."~~

SIGN, ELECTRONIC CHANGEABLE MESSAGE ~~(ECM)~~ DISPLAY (ECD)

~~A sign whose alphabetic, graphic or symbolic informational content or display, either whole or in part, composed of electrically illuminated or mechanically driven changeable segments, may be changed or altered by means of electrical, electronic or computerized programming.~~

~~SIGN, A sign that utilizes computer-generated messages or some other electronic means of~~

changing copy. These signs include displays using incandescent lamps, LEDs, LCDs or a flipper matrix.

FLAG

Any fabric, bunting, banner, streamer or pennant containing distinctive colors, patterns, symbols or message which is made of flexible materials and designed to move with the wind.

SIGN, FLASHING

An illuminated sign on which artificial or reflected light is not steadystatic or on which colors change.

SIGN, FLOODLIGHTED

A sign made legible in the absence of daylight by devices which reflect or project light upon it.

SIGN, FLUTTERING

A sign which flutters or is made of flexible materials which move with the wind or by some other artificial means, including, but not limited to, pennants, banners, balloons, whirligigs, streamers and flags other than those of a governmental entity or unit.

SIGN, IDENTIFICATION

A sign which has a purpose of identifying the site of any subdivision, institution, religious or governmental building.

SIGN, ILLUMINATED

Any sign which is illuminated by light sources mounted on or in the sign or at some other location so as to directly light the sign.

SIGN, INFORMATIONAL/INTERNAL SITE

A sign which has a purpose secondary or incidental to the principal use of the lot on which the sign is located such as "no parking," "no trespassing," "loading only," "entrance" and similar and including identification information such as house or building numbers typically used by postal services and public safety officials to locate properties primarily oriented to persons accessing the lot and not persons off-site. Customarily, such sign type has been used to direct traffic, give parking instructions, identify entrances and exits, prohibit trespassing, and warn of dogs.

SIGN, MESSAGE-BALLOON/INFLATABLE

A replica of a hot air balloon with a message attached temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other light fabric, inflated with air, and held upright, typically by mechanical means such as a portable blower motor that provides a constant flow of air into the device.

SIGN, MONUMENT (OR GROUND)

A sign mounted directly to the ground with no support poles visible. The maximum height is

measured from the ground to the top of the sign, including any base construction. The base, however, shall not be calculated as part of the sign area unless there is signage on it.

SIGN, MOVING

A sign, all or any part of which moves or is so designed or constructed as to facilitate movement of all or any portion thereof by means of any mechanical, electric, pneumatic, hydraulic or other natural or artificial force. Moving signs include, but are not limited to, whirligigs, streamers, pennants pinwheels, and similar objects.

SIGN, PERMANENT

~~A non-temporary~~ sign firmly attached to the ground, wall or other portion of a building and not designed or intended to be readily removed or relocated. Any sign type that is not a temporary sign is a deemed a permanent sign and shall be governed by the regulations for permanent signs.

SIGN, POLE

Any detached sign located ~~on the same lot or parcel as the use it advertises~~ which is supported by one (1) or more stationary poles longer than two (2) feet above the mean grade line of the ground at its base, provided that this shall not include a permitted ground sign as set forth herein.

SIGN, PORTABLE

A sign that is not permanently affixed to a building, structure, or ground, and that may be readily moved or relocated. This includes signs placed on trucks, trailers with wheels or secondarily (attached by means other than a vehicle sign) attached to any vehicle, trailer, or other transportable devices. Examples of signs in this category include, but are not limited to, portable reader boards/message boards, sandwich boards, portable black signs, portable arrow signs, portable changeable fluorescent letters signs and mobile billboards.

SIGN, PROJECTING

A sign attached to a building or other structure and extending in whole or in part more than eighteen (18) inches beyond any wall of the building or structure.

SIGN, ROOF

A sign erected partly or wholly on or over the roof of a building but not including ground signs that rest on or overlap a roof twelve (12) inches or less.

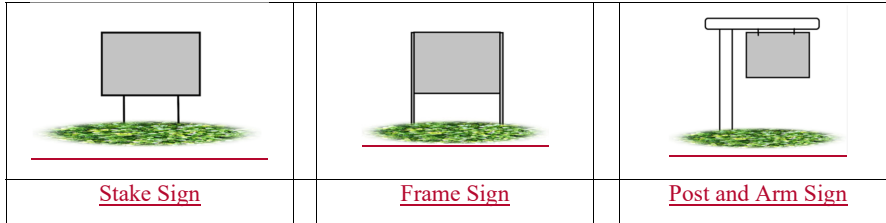
SIGN, SPECIAL DISPLAY

~~A sign identifying a special event.~~

SIGN, TEMPORARY

Any sign that is not ~~permanently mounted or affixed~~ a Permanent Sign and which is constructed of non-durable materials and is designed or intended to be displayed for a period of limited duration. Any temporary sign left in place longer than six (6) months shall be deemed a permanent sign. Types of Temporary Signs are:

1. Yard Signs



2. Banners.

3. Inflatables and balloons.

4. Temporary Window Signs

SIGN, VEHICLE

A sign painted directly on or semi-permanently adhered (e.g., sticker, magnet, or other similar material) to all or part of an automobile, van, truck, other motorized vehicle, or trailer.

SIGN, WALL

A sign erected or attached against the wall of any building with the plane of the sign face parallel to the plane of the wall below the roof line.

SIGN, WINDOW, PERMANENT

A permanent sign ~~that is permanently~~ affixed to either side of the glass of an exterior door or window; or suspended in anywayany way within eighteen (18) inches of ~~at~~ the window or door allowing advertising to project outward.

SIGN, WINDOW, TEMPORARY

A temporary sign affixed to either side of the inside glass of an exterior door or window or ~~glass door~~.

~~sign, YARD (COMMERCIAL)~~

~~Any temporary sign that is located on property suspended in any way within eighteen (18) inches of the "C" Commercial District.~~

~~SIGN, YARD, (RESIDENTIAL)~~

~~Any temporary sign that is located in a front yard of a lot located in an "A" Single Family Residence District or a "B" Single Family Attached Residence District window or door allowing advertising to project outward.~~

WINDOW

The entire area encompassed by a glass wall opening ~~[other than door(s)]~~.

~~WINDOW, WALL~~

~~That portion of a commercial building facing a street.~~

Section 410.030 Signs Permitted In ~~Zone~~ "A" And "B" Residential Districts. [R.O. 2016 § 410.030; R.O. 2011 § 410.030; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 334 § 1(III), 5-18-2011]

Subject to limitations hereinafter set forth, only the following types of signs shall be permitted in Zone "A" Single-Family Residential Dwelling District and Zone "B" Single-Family Attached Dwelling District in accordance with the regulations hereinafter prescribed. Regulations pertaining to size, height and number represent maximums allowed.

A. Single-Family Use. Lots with single-family attached or detached uses may display the following ~~signs~~:

1. Permanent ~~signs~~.

a. Wall Sign. ~~Non~~One non-illuminated and not exceeding two hundred eighty-eight (288) square inches and facing the street.

b. Sign ~~required~~allowed by law or public safety, not to exceed four (4) square feet. ~~(address, etc.).~~

~~[Image]~~

2. Temporary ~~signs~~.

~~a. Yard Sign (Residential).~~

~~a. Yard Sign. Maximum of four (4) of any combination of the following temporary yard sign types per lot at any one time~~

~~(1) Stake Sign. Six (6) square feet ~~max~~maximum area and ~~four (4)~~three (3) feet ~~max~~maximum height.~~

~~[Image]~~

~~(2) Frame Sign. Six (6) square feet ~~max~~maximum area and four (4) feet ~~max~~maximum height.~~

~~[Image]~~

~~(3) Post ~~And~~and Arm Sign. Nine (9) square feet ~~max~~maximum area and six (6) feet ~~max~~maximum height.~~

Image1

~~B. Place Of Public Assembly-b. One (1) banner not exceeding two (2) feet by ten (10) feet and not exceeding a duration of ten (10) days.~~

~~c. Balloons.~~

~~3. Flag. Maximum of two (2) flags. For regulations of ground-mounted flagpoles, see requirements of §500.150.B.6.~~

B. Institutional Use. Lots in institutional use ~~as a place of public assembly~~ may display the following signs:

1. Permanent.

a. Wall Signs. One (1) wall sign is permitted per lot and may be no larger than thirty (30) square feet in area and five (5) feet in height and may only be externally illuminated.

b. Monument Signs. One (1) monument sign is permitted per lot which meets the following standards:

(1) Six (6) feet in height (inclusive of base and supports).

(2) (8) feet maximum in length.

(3) Twenty-four (24) inches in width.

(4) Must have the appearance of a solid base of landscape construction materials such as masonry, stucco, stonework, textured wood, tile, anodized metal or textured concrete materials.

(5) Located outside the applicable sight triangle.

c. Electronic Changeable MessageDisplay Sign. ~~Monument~~On lots over 21,780 square feet, a monument sign may incorporate an electronic changeable messagedisplay board (ECMECD) subject to the following standards:

(1) The sign face (panel) of ECMECD must not exceed twenty-eight (28) square feet.

(2) The ECMECD shall conform to the illumination standards of Section ~~410.110(KE)~~.

(3) The monument sign's ~~static graphic or text~~ (non-ECMECD panel portion of the sign) must not exceed twenty-four (24) inches in height.

~~(4) Illumination of ECM must cease at 10:00 P.M. (static, non ECM portion of sign may remain lit).~~

2. Temporary- Signs/Flags.
 - a. ~~Yard~~Lots over 21,780 square feet -- Temporary signs/flags as permitted in the "C" DistrictCommercial Districts.
 - b. Lots 21,780 square feet and under -- Temporary signs/flags as permitted in the "A" and "B" Residential Districts.

Section 410.040 Signs Prohibited In Zone "A" And "B" Residential Districts.
[R.O. 2016 § 410.040; R.O. 2011 § 410.040; Ord. No. 99-32 § 2, 10-20-1999]

- A. Except as may be otherwise prescribed by ordinance, the following ~~signs~~ shall be prohibited in residential districts:
 1. Banners exceeding the allowed size.
 2. Billboards.
 3. Flashing lights or those that appear to move (except seasonal holiday decorations).
 4. Moving signs- animated signs, or illuminated signs.
 5. Roof signs.
 6. Signs on public street right-of-way (other than government signs).
 7. Signs that are in disrepair or hazardous.
 8. Signs having more than two (2) faces or two (2) sides.
 9. Projecting signs.
 10. Signs directly painted on any wall or any wall of any structure.
 11. Signs ~~in excess of one (1) square foot drawing attention to or advertising a home occupation.~~
 12. ~~Signs~~ erected at the intersection of streets so as to obstruct free and clear vision, or located within the direct line of vision of any traffic control sign or signal, or signs having red, green, or amber illumination which may be confused with or construed as a traffic control device.

Section 410.050 Signs Permitted In "~~C~~" Commercial Districts.
[R.O. 2016 § 410.050; R.O. 2011 § 410.050; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 99-37 § 1, 12-15-1999; Ord. No. 131 § 3, 10-15-2003; Ord. No. 199 § 2, 12-7-2005; Ord. No. 213 § 1, 4-5-2006; Ord. No. 334 § 1(IV), 5-18-2011; Ord. No. 374 § 5, 10-3-2012; Ord. No. 375 §§ II — III, 10-3-2012; Ord. No. 433 § 2, 7-16-2014]

A. ~~Subject to~~ Unless approved by a Master Common Signage Plan provisions set forth in Subsection (B) of this Section, the following types of signs meeting the regulations set forth below shall be permitted in a "C" Commercial District for non-residential uses¹. Regulations pertaining to size, height and number shall represent the maximums allowed per lot or premises, as applicable. Signs that are unlisted are not permitted (unless approved by a Master Common Signage Plan provisions set forth in Subsection (B) of this Section).

Sign Type	Regulations
1. Permanent signs (permit required)	
a. Directional <u>Internal site</u> sign (ground mounted; <u>non-Planned Development</u>)	<p>Information: None</p> <p>Maximum size: Not more than 6 square feet</p> <p>Maximum height: Not more than 3 1/2 feet above finish grade</p> <p>Maximum number: Not more than 1 per entrance or exit lane <u>No restriction.</u></p> <p>Location: Each sign shall be located at least 3 feet inside the lot line</p> <p>Colors: Not more than 3 <u>See Subsection C</u></p> <p>Special: Drive-through operations may additionally have one 12 square foot or more <u>menu/instruction board per for a drive-through lane, if as approved on a development plan or limited development plan</u></p> <p>Projection: <u>Projection: None</u></p> <p>Permit required: Yes <u>None</u></p>
b. Directional <u>Internal site</u> sign (wall-mounted; <u>non-Planned Development</u>)	<p>Information: None</p> <p>Maximum size: Not more than 6 square feet</p> <p>Maximum height: Not more than 10 feet above finish grade</p> <p>Maximum number: Not more than 1 <u>2</u> per building side</p> <p>Location: None</p> <p>Colors: Not more than 3 <u>See Subsection C</u></p> <p>Special: Drive-through operations may additionally have one 12 square foot <u>a menu/instruction board per for a drive-through lane, if as approved on a development plan or limited development plan</u></p> <p>Projection: 6 <u>8</u> inches</p> <p>Permit required: Yes <u>Yes</u></p>
c. Monument sign	<p>Information: May include electronic changeable</p>

¹ Residential uses in the "PDMxD" District such as apartment buildings shall be governed by a Master Common Signage Plan approved pursuant to Subsection (B) of this Section.

Sign Type	Regulations
	<p>message display</p> <p>Maximum size: Not to exceed 50 square feet</p> <p>Maximum height: Sign shall not exceed 5 feet in height</p> <p>Maximum number: Not more than 1 per lot</p> <p>Location: Sign shall be located at least 3 feet inside the lot line</p> <p>Colors: Not more than 3; white letters on black background or black letters on white background when illuminated See Subsection C</p> <p>Projection: None</p> <p>Permit required: Yes</p>
d. Wall sign	<p>Information: None</p> <p>Maximum size: 5% of the area of the wall to which attached, but in no instance greater than 150 square feet each</p> <p>Maximum height: Bottom of sign shall be at least 8 feet above the finished grade if travel underneath the sign is intended. The top of the sign shall be no greater than 35 feet above the finish grade</p> <p>Maximum number: Not more than 1 per main entrance of a principal building or premises</p> <p>Location: Sign shall face a street or be located above at a main entrance</p> <p>Colors: Not more than 3; white letters on black background or black letters on white background when illuminated See Subsection C</p> <p>Special: None</p> <p>Projection: Sign shall not extend or project more than 2 feet above the roof line nor more than 18 inches from the wall to which mounted or affixed</p> <p>Permit required: Yes</p>
e. Window sign	<p>Information: None</p> <p>Location: Each sign shall face a street or be located above at a main entrance</p> <p>Special: Coverage, whether illuminated and/or non-illuminated, temporary and/or permanent, may not exceed in the aggregate fifty percent (50%) of the total area of all windows on any elevation; No electric signs shall be affixed to a door</p> <p>Projection: None</p> <p>Permit required: Yes</p>
2. Temporary signs	
a. Banners	Information: None

Sign Type	Regulations	
	Maximum size: Maximum height: Maximum number: Location: Colors: Special:	30 square feet None <u>Below building roof level</u> 1 On business premises Not more than 3 <u>See Subsection C</u> Limited to 1 per 30 consecutive day period per calendar quarter. Mounted <u>Fastened</u> within the perimeter of the vertical wall of the business None Yes
b. Flag <u>Inflatable Sign</u>	Information: Maximum size: Maximum height: Maximum number: Location: Colors: Special: Projection: Permit required:	None 4 feet by 6 <u>1500 cubic feet</u> Not more than 35 feet 3 temporary poles and 3 flags per premises On business premises No restrictions None Not more than 6 feet Yes
e. Message balloon	Information: Maximum size: Maximum height: Maximum number: Location: Colors: Special: Projection: Permit required:	None 23 feet in diameter at the widest point; 7 feet in diameter at the base 10 feet minimum; 50 feet maximum above finish grade <u>15 feet</u> Not more than 1 per lot at any time; Limited to 1 per 15 consecutive day period per calendar quarter On premises (may be attached to premises roof); sign shall not be located in any right-of-way, sidewalks, drive aisles, or parking areas <u>spaces</u> Not more than 3 <u>See Subsection C</u> Displayed for not more than 15 days None Yes
d. Window sign	Information: Location: Special:	None Each sign shall face a street or be located at a main entrance May be illuminated, if limited to single floodlight; no internal illumination; Limited to 1 per 30 consecutive day period per calendar

Sign Type	Regulations
ed. Yard sign (commercial)	quarter: <u>Coverage, whether temporary and/or permanent, may not exceed in the aggregate fifty percent (50%) of the total area of all windows on any elevation;</u> Projection: None Information: None Maximum size: 24 square feet Maximum height: Not more than 7 feet above finish grade Maximum number: Not more than 2 per lot Location: Minimum 10 feet behind a curb line Colors: Not more than 3 <u>No restrictions</u> Special: Limited to 1 per 30 consecutive day period per calendar quarter Projection: None Permit required: Yes
3. <u>Flag</u>	<u>See requirements of §500.150.B</u> <u>4 feet by 6 feet</u> <u>Not more than 35 feet</u> <u>3 poles and 3 flags per premises</u> <u>On business premises</u> <u>No restrictions</u> <u>None</u> <u>Not more than 6 feet</u> <u>Yes</u>

B. Master Signage Plan.

1. As an alternative to the regulation and permitting requirements of Subsection (A) above, the owners or developers of two (2) or more contiguous (disregarding intervening streets or rights-of-way) lots or the owners or developers of a single lot with more than one (1) existing or proposed principal building or use may submit a master signage plan as part of a development plan process review and approval for such lot or lots as set forth in Section **400.340** of the City Zoning Code. The Board of Aldermen shall have authority to ~~vary~~ modify the requirements in Section A related to and determine the appropriateness of the size, height, number, location, projection, aesthetic consistency, and color ~~requirements set forth in Subsection (A) above~~ of the proposed signs; provided that nothing in this Subsection (B) shall be deemed to authorize any sign prohibited by ~~Sections~~ Section 410.070 and 410.080 of the sign regulations; and provided, further, that the Board of Aldermen determines:
 - a. That all facets of the proposed Master Signage Plan will result in a visual impression of unity and quality in terms of size, proportion, materials, lettering or graphic style, lighting, location, color and mix of signage types;

- b. That the proposed Master Signage Plan is consistent with, supportive of and will enhance the associated development plan in terms of architectural and design quality; and
 - c. That the proposed Master Signage Plan will have no deleterious impact on surrounding existing uses, property values, signage, and architectural quality.
2. In addition to the sign types permitted under Subsection (A) above, the Board of Aldermen, in cases of multiuser or multi-tenant developments for which a Master Signage Plan has been submitted and approved as set forth above, shall have the further authority as part of and subject to the development plan process to contemporaneously approve the location of one (1) sign identifying the development or the users or tenants to be located at the development. The size, height, design, colors and materials of such sign shall be as approved by the Board of Aldermen consistent with findings and determinations required for approval of the Master Signage Plan for the development.

~~€3.~~ Any Master Signage Plan previously approved under this Subsection (B) ~~above~~ may be amended subject to and in accordance with limited development plan process provisions set forth in Section **400.340(B)** of the City Zoning Code.

4. Any signage, including temporary signage, that is not expressly regulated by an approved Master Signage Plan shall be governed by the general sign regulations of Section 410.050.A.

C. Location and Design. All signs erected in Commercial Districts shall be located and designed so as to create a visual impression of unity in terms of size, material, color, method of construction, etc. Earth tone color (i.e., shades of tan or brown) and similar lettering size and style shall be utilized in keeping with existing quality development within a given shopping center.

Section 410.060 (Reserved)

Section 410.070 Signs Prohibited In ~~Zone "C"~~ Commercial Districts.

[R.O. 2016 § 410.070; R.O. 2011 § 410.070; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 374 § 5, 10-3-2012]

A. Except as ~~may be otherwise prescribed by ordinance~~ expressly permitted in these Sign Regulations, the following ~~signs~~ shall be prohibited in Commercial Districts:

~~1. Fluttering devices such as pennants, whirligigs, balloons, inflated devices, etc.~~

- 1. ~~2.~~ Flashing or intermittent lights, strings of light, (except white lights), or those that appear to move (except seasonal holiday decorations).
- 2. ~~3.~~ Moving signs, animated signs, or flashing signs.

4. —Roof signs.

~~3. 5. — (except for temporary Inflatable Signs).~~

~~3-4. Temporary or permanent signs on public street right-of-way (other than government signs).~~

~~4-5.6. —Signs that are in disrepair or hazardous.~~

~~7. —Signs that advertise an activity, business, product or service not conducted on the premises upon which the sign is located.~~

~~5-6.8. —Signs erected at the intersection of streets so as to obstruct free and clear vision, or located within the direct line of vision of any traffic control sign or signal, signs having red, green, or amber illumination which may be confused with or construed as a traffic control device.~~

~~6-7.9. —Signs directly painted on any wall or any wall of any structure.~~

~~7-8.10. —Billboards.~~

Section 410.080-Portable Signs In Zone "C" Commercial Districts.

~~{R.O. 2016 § 410.080; R.O. 2011 § 410.080; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 374 § 5, 10-3-2012}~~

~~A. —Portable signs may not be placed upon any lot, building or structure or any portion thereof in any commercial district in the City of Twin Oaks, Missouri, (except that signs which are less than twenty four (24) inches in horizontal or vertical distance and are permanently painted on motor vehicles shall not be prohibited.~~

~~B. —Signs in excess of twenty four (24) inches measured either horizontally or vertically permanently attached or adhered in any manner to any motor vehicle or construction trailer may not be displayed in any commercial district in the City of Twin Oaks except under the following conditions:~~

~~1. —During the course of travel upon any roadway;~~

~~2. —While the device to which it is attached or as approved by which it is being moved is stopped or parked for the purpose of loading or unloading persons or materials, but only for so long as is reasonably required to achieve such loading or unloading;~~

~~8-9.3. —During construction, reconstruction or remodeling of any property or premises for which a building permit has been lawfully issued construction equipment, storage trailers, offices and other mobile devices displaying signs may be located on or adjacent to the property on which the work is being performed, provided:Special Event Permit pursuant to~~

Section 400.620).

- ~~a. — Such equipment is located in an area designated by the Code Enforcement Officer after consideration of traffic patterns and line of sight requirements for nearby traffic; and~~
- ~~b. — Such equipment may be so located only during and within thirty (30) days before the actual construction work reflected on the building permit relating to the premises. Section 410.080 Reserved.~~

Section 410.090 Maintenance And Safety.

[R.O. 2016 § 410.090; R.O. 2011 § 410.090; Ord. No. 99-32 § 2, 10-20-1999]

- A. All signs shall be maintained in good repair so as to prevent rust, peeling, flaking or fading. Broken panels, missing letters, flaking or peeling paint, delamination of wood, malfunctioning lights, and other visual damage to a sign shall be repaired within forty-five (45) days of the occurrence or within thirty (30) days of notification by notification from the City Clerk either by personal service, United States Postal Service or posting such notice upon the premises ~~or the sign~~ of the sign. Temporary yard signs in disrepair must be removed by the property owner on which they are located.
- B. Any abandoned permanent sign ~~and~~, its supporting frame, ~~which advertises a business no longer conducted or a product no longer sold on the premises or lot structure, and related materials,~~ shall be removed by the owner, agent or person having beneficial use of the premises or lot upon which the sign is erected within thirty (30) days after ~~the business or product is no longer present. such signage is abandoned.~~
- C. Any sign which is structurally unsafe or hazardous or endangers a building or premises, pedestrian or vehicular traffic (including but not limited to being hazardous by reason of obstruction of walkways or fire access or exit lanes, by restricting site distances or being located in such close proximity to travel lanes or parking areas that it may be struck by maneuvering vehicles) shall be relocated, removed or otherwise protected within fifteen (15) days of notification (or less in the case of an emergency) that such danger or nuisance exists by notification from the City Clerk either by personal service, United States Postal Service or posting such notice upon the premises or the sign.

Section 410.100 Non-Conforming Signs.

~~[R.O. 2016 § 410.100; R.O. 2011 § 410.100; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 213 § 2, 4-5-2006; Ord. No. 334 § 1(V), 5-18-2011; Ord. No. 374 § 5, 10-3-2012]~~

- A. ~~Any Alteration. A nonconforming sign existing on the effective date of this Chapter or the effective date of any amendment hereto shall be exempt from the provisions of this Chapter, according to the following:~~
- ~~1. — Existing permanent signs in residential districts shall not be affected by these regulations except that should said signs be removed, replaced or substantially altered, they shall be brought into conformity with this Chapter.~~

~~2. Permanent Signs In Commercial Districts.~~

~~a. Any permanent sign in commercial districts for which legal permits have been issued which are larger than allowed, or which do not conform to color requirements, or are of a type not allowed or improperly located as required by these regulations, shall be brought into compliance no later than December 31, 2012.~~

~~b. The provisions of Subsection (A)(2)(a) above notwithstanding, pole signs possessing permits but no longer authorized by these regulations shall be allowed to remain in place until a if it is substantially altered, reconstructed, replaced, or relocated. A change in the ownership or business holding the permits or until they are damaged or altered by more than forty percent (40%), whichever shall first occur, copy is not an alteration or replacement for purposes of this subsection.~~

~~3. Any permanent sign in commercial districts which do not conform to the color requirements shall be allowed to remain until such time as they are removed, replaced, damaged or altered by more than forty percent (40%) but in no case no later than December 31, 2012.~~

~~4. Any permanent window signs in commercial districts for which permits were not issued must be brought into compliance no later than December 31, 2012.~~

B. Maintenance. Nonconforming signs must be maintained in good condition. Maintenance required by this Code is not a change or modification prohibited by Subsection A.

C. Removal. Removal of a nonconforming sign, or replacement of a nonconforming sign with a conforming sign is required when:

1. A nonconforming sign, nonconforming sign structure, or the building to which a nonconforming sign is attached, is destroyed or damaged by a fire, flood, windstorm, or similar abnormal event, and the cost of reconstruction of the sign, sign structure, or building to its condition immediately prior to event exceeds 50 percent of the value of the sign, sign structure, or building prior to its destruction or damage; or
2. The condition of the nonconforming sign or nonconforming sign structure has deteriorated and the cost of restoration of the sign to its condition immediately prior to such deterioration exceeds 50 percent of the value of the sign or sign structure prior to its deterioration; or
3. The use of the nonconforming sign, or the property on which it is located, has ceased, become vacant, or been unoccupied for a period of 180 consecutive days or more. An intent to abandon is not required as the basis for removal under this subsection.

Section 410.110 Design, Illumination ~~And~~ Limitation ~~Of~~ Space Area.

[R.O. 2016 § 410.110; R.O. 2011 § 410.110; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 131 § 4, 10-

15-2003; Ord. No. 291 § 1, 4-15-2009; Ord. No. 374 § 5, 10-3-2012; Ord. No. 433 § 3, 7-16-2014]

~~A. All signs erected in Zone "C" Commercial Districts shall be located and designed so as to create a visual impression of unity in terms of size, material, color, method of construction, etc. Earth tone color (i.e., shades of tan or brown) and similar lettering size and style shall be utilized in keeping with existing quality development within a given shopping center.~~

~~BA.~~ No sign shall be erected or maintained so that its position, shape, wording, device, or color might interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or warning device.

~~CB.~~ All illuminated signs in all commercial districts for an individual business that advertise or promote goods or services shall be turned off during the hours that a business is closed. Emergency exit signs, security lighting and the principal business identification sign may remain lit as needed or desired.

~~D.~~ No sign shall make use of any profane language or other words offensive to persons of reasonable sensitivity.

~~E.~~ Permanent signs in residential areas shall be restricted to three (3) colors [black, white and one (1) other color]. Wood stains of earth tone types shall not be considered as colors.

~~F.~~ All permanent signs shall be constructed and erected in accordance with the applicable building codes for the City of Twin Oaks.

~~G. Window Signs.~~

~~1.~~ A window sign may not, in the aggregate, exceed fifty percent (50%) of the total area of all windows within the wall in which the window sign is proposed to be located.

~~2.~~ If illuminated, a window sign shall not exceed twenty five percent (25%) of the total area of all windows within the wall in which the window sign is proposed to be located.

~~3.~~ Combined, illuminated and non illuminated window signs shall not exceed fifty percent (50%) of the total area of all windows within the wall in which the window sign is proposed to be located.

~~4.~~ A window sign shall not include any sign that indicates a business as "open" and/or such business hours of operation except that such sign may not exceed an additional five percent (5%) of the total area of all windows within the wall in which the proposed sign is to be located.

~~H.C.~~ All sign illumination shall be oriented to prevent undue glare onto adjacent streets or residential properties. The illumination of any sign located within fifty (50) feet of a residential zone lot line shall be diffused or indirect and designed so as not to reflect direct rays of light onto adjacent residential districts. Illumination of all signs shall be so arranged that there will be no direct rays

of light reflected into any public way. No business sign may be erected within fifty (50) feet of any residential district without prior written approval of the Board of Aldermen.

~~I~~D. All electrical illumination devices shall be designed to be weather resistant and shatterproof.

~~J~~. All sign faces that are backlit shall be considered to be a portion of the sign for purposes of computing the allowable sign area.

~~K~~E. ~~Electronic Changeable Message Displays~~ (“~~ECDs~~”). Monument signs with ~~ECMs~~ECDs shall be subject to the following additional regulations:

1. ~~Duration of Message Intervals~~. Messages must be displayed for a minimum of fifteen (15) seconds for each item shown or information displayed.
2. ~~Static Display and Transition-And Display~~. Message changes shall be instantaneous without dissolving, growing, melting, traveling up or down, scrolling or fading. Messages ~~ECMs~~ shall have a static display and shall not ~~be illuminated so as to display video, have a display that would be considered a flashing or animated sign, or that in any manner creates~~create the illusion of movement. ECD message transitions shall be instantaneous.
3. ~~Brightness~~. From sunset to sunrise, the difference between the off and solid-message measurements using the ECD measurement criteria (below) shall not exceed 0.3 footcandles. The brightness of an ECM shall ECD shall be equipped with a sensor or other device that automatically adjust via photo cell determines the ambient illumination and programmed to automatically dim according to ambient light conditions, or that can be adjusted to comply with the 0.3 footcandle measurements. The illuminance of an ECD shall be measured with an illuminance meter set to measure footcandles accurate to at least two decimals. Illuminance shall be measured with the ECD off, and again with the ECD displaying a white image for use during daylight hours and non-daylight hours. No sign may be illuminated to a degree of brightness that is greater than necessary a full color-capable ECD, or a solid message for adequate visibility. The maximum permitted brightness for an ECM during daylight hours is five thousand (5,000) NIT (candela per square meter) and five hundred (500) NIT during non-daylight hours a single-color ECD. All measurements shall be taken as close as measured from the sign's face practical to a perpendicular to the rays plane of the sign at the distance determined by the total square footage of the source at maximum brightness. ECD as set forth in the table below.

<u>Area of Sign (Sq. ft.)</u>	<u>Measurement Distance (ft.)</u>
<u>10</u>	<u>32</u>
<u>20</u>	<u>45</u>
<u>30</u>	<u>55</u>
<u>35</u>	<u>59</u>
<u>40</u>	<u>63</u>

<u>45</u>	<u>67</u>
<u>50</u>	<u>71</u>

The lighting and other specifications for a proposed ECMECD shall be submitted with the application ~~proposing to incorporate for an ECM-ECD.~~

4. ~~Story Advertising. An ECM sign shall not display consecutive messages facing the same traveled way, which constitute a substantially similar theme or story and is a continuation of any immediately preceding message, thereby creating a storyboarding effect when viewed by persons operating a motor vehicle. Nothing contained in this Subsection shall prohibit the display of identical consecutive messages.~~

~~5. —Malfunction ~~And~~ Non-Compliance.~~ All ECMECD signs shall be designed and equipped to freeze the device in one (1) position if a malfunction occurs. The ECMECD signs shall be equipped with a means to promptly discontinue the display if it malfunctions, and the sign owner shall immediately stop the dynamic display when notified by the City that it is not complying with standards of this Code.

~~65.~~ *Conversion.* Conversion of an existing monument sign to an ECMECD is authorized only where ECMECDs are permitted by this Chapter and the current sign complies with existing Code requirements.

Section 410.120 Permits Required.

[R.O. 2016 § 410.120; R.O. 2011 § 410.120; Ord. No. 99-32 § 2, 10-20-1999; Ord. No. 131 § 5, 10-15-2003; Ord. No. 334 § 1(VI), 5-18-2011]

A. Permit Required. Unless otherwise provided in these regulations, it shall be unlawful for any person, partnership, corporation, agent, or employee thereof to erect, repair, paint, replace, alter, relocate, or otherwise change, other than normal maintenance, within the City ~~of Twin Oaks~~ any sign as defined in this Chapter without first obtaining zoning approval and a sign permit from the City ~~of Twin Oaks~~ and making payment of the fee as set forth by the Board of Aldermen from time to time. ~~Clerk.~~ No sign permit is needed for items not meeting the definition of a sign.

B. Application. Before any permit is granted for the erection of a sign, ~~outdoor display or structure,~~ an application for sign permit including four (4) sets of final plans and specifications shall be filed with the City ~~of Twin Oaks~~ Clerk showing the location of the proposed sign and the dimensions, ~~of the sign area and supporting structure,~~ materials and required details of construction, ~~including calculated dimensions approved by an engineer registered in the State of Missouri if required.~~ The permit application must be accompanied by the payment of the permit fee established by the City ~~Clerk in the interest of public safety.~~

C. Permit Expiration. If the work authorized under a permit is not completed within six (6) months after such permit was authorized, it shall become null and void.

Section 410.130 (Reserved)

Section 410.140 **Amendments.**

[R.O. 2016 § 410.135; R.O. 2011 § 410.135; Ord. No. 131 § 6, 10-15-2003]

Amendments to the Sign Code shall be in accordance with Section **400.550** of this Title IV.

Section 410.150 **Appeals.**

[R.O. 2016 § 410.138; R.O. 2011 § 410.138; Ord. No. 131 § 6, 10-15-2003]

The Board of Adjustment shall ~~have the power and duty to~~ hear and decide appeals from any final decisions of the City Clerk or designee under this Chapter as set forth in Article **XVII** of Chapter **400** of the Zoning Code.

Section 410.160 **Severability.**

[R.O. 2016 § 410.140; R.O. 2011 § 410.140; Ord. No. 99-32 § 2, 10-20-1999]

If any Section, sentence, clause or phrase or portion of this Chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Chapter.

Section 410.170 **Violations And Penalties.**

[R.O. 2016 § 410.150; R.O. 2011 § 410.150; Ord. No. 74 § 1, 2-20-2002]

In addition to or in lieu of those other remedies available to the City pursuant to Chapter 89, RSMo., in common law and in equity, any person found to have violated the provisions of this Chapter shall be guilty of an ordinance violation and subject to the ~~general penalty~~ provisions of Section ~~400.220~~400.510.



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2021 Holiday Lighting Display Proposal for Twin Oaks Park from STL Holiday Lighting

Last year, we installed mini-lights and wreaths in 7 different areas of Twin Oaks Park for a total of \$2,150.

Those services included installing clear mini lights and wreaths in the following areas: mini lights along the roof of the pavilion seating area, mini lights and 1 wreath along the lookout deck, mini lights and 2 wreaths on the bridge, wrapping the 4 trees bordering the bridge ends with mini lights, mini lights and 1 wreath on the small gazebo over the lake, mini lights on the large tree at the park entrance, and mini lights on 22 bushes in and around the garden area.

For 2021, the price to re-install the same display as last year will be either \$2,275 or \$2,335.

Your display currently includes 4 wreaths that you provide. We normally charge \$25 for each wreath we install, wire, and take down. However, if subdivision members continue to hang and take down the wreaths for us, we will continue to only charge \$10 per wreath for the wiring. This price is a little higher than last year because we will be installing a few more strands of mini lights than we did last year on the Evergreen Tree and the Garden Bushes, which will provide more light coverage for those items this year.

Review of What We Installed in 2020

If you decide to buy any new wreaths this year, we suggest choosing wreaths that are pre-lit with Warm Clear LED mini lights.

1. Installing Clear Mini Lights on the Roof of the Pavilion Seating Area: \$275

- a. We will use 5 strands of our clear mini lights to outline all 6 sides of the pavilion roof and 6 strands of our clear mini lights to outline from each corner of the roof up to the top.
- b. This will require 11 strands of mini lights, for \$25 each (\$275).



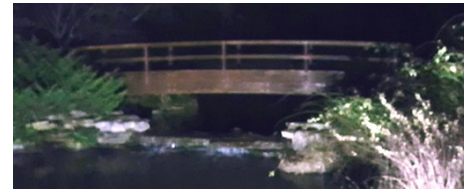
2. Installing Clear Mini Lights and Hanging a Wreath on the Lookout Deck: \$100 or \$115

- a. We will wrap the 2 front posts of the railing with clear mini lights and swag clear mini lights along the outer railing of the deck.
- b. This will require 3 strands of mini lights, for \$30 each (\$90).
- c. Twin Oaks Community will provide a wreath that we will hang at the head of the deck for \$25. We recommend a 3-foot wreath. (This price will decrease to \$10 for wiring if subdivision members hang the wreath and take it down for us.)



3. Installing Clear Mini Lights and Hanging 2 Lit Wreaths on the Bridge: \$140 or \$170

- a. We will swag our clear mini lights along both sides of the railing of the bridge (approx. 40 ft long), using 2 strands of mini lights for each side of the bridge (4 strands total).
- b. This will require 4 strands of mini lights at \$30 each (\$120).
- c. Twin Oaks Community will provide 2 wreaths that we will hang and wire on each side of the center of the bridge, for \$25 per wreath (\$50 total with 2 wreaths). We suggest using two 4-foot wreaths. (This price will decrease to \$10 per wreath for wiring if subdivision members hang the wreaths and take them down for us.)



4. Wrapping the 4 Trees at the Ends of the Bridge with Clear Mini Lights: \$660

- a. There are 2 trees located at each end of the bridge (4 trees total).
- b. We will wrap the 4 trees with a total of 22 strands of clear mini lights for \$30 per strand.
- c. This will include wrapping the trunks of the trees with 1 strand of clear mini lights each and then spiral wrapping around the outsides of the tree branches with additional strands as needed, up to 22 strands total.



5. Installing Clear Mini Lights and Hanging 1 Lit Wreath on Small Gazebo Over the Lake: \$220 or \$235

- a. We will use the small, permanent, brass I-hooks that we previously installed to swag a total of 3 strands of mini lights around the gazebo railing, between each post (3 swags per side), for a price of \$30 per strand (3 strands x \$30 each = \$90).
- b. We will swag our clear mini lights along both the walkways to and the railing around the gazebo, using a total of 4 strands of mini lights for \$30 per strand (\$120).
- c. Twin Oaks Community will provide a wreath that we will hang on the front of the gazebo over the lake for \$25. We suggest using a 3-foot wreath and if it has lights, they should be clear LEDs. (This price will decrease to \$10 for wiring if subdivision members hang the wreath and take it down for us.)



6. Spiral wrap the Evergreen Tree at the Park Entrance with 12 strands of Clear Mini Lights: \$360

- a. We will spiral wrap the Evergreen Tree with a total of 12 strands of clear mini lights for \$30 per strand.
- b. This price is higher than last year because we will be using a few more strands of mini lights than we did last year to ensure that the tree looks nicely lit and fully wrapped.



7. Spiral Wrap 22 Bushes in the Garden Area with Clear Mini Lights: \$520

- a. We will spiral wrap the 4 bushes bordering the left side of the garden, the 13 bushes in the center island of the garden, and the 5 front bushes bordering the right side of the garden with 26 strands of clear mini lights for \$20 per strand.
- b. This price is higher than last year because we will be using a few more strands of mini lights than we did last year.
- c. If additional strands of mini lights are needed or if you choose to have us add more bushes to the display, we will charge our standard rate of \$20 for each strand of mini lights we install on bushes.



8. Wiring and Timers

- a. We will also provide and install 7 timers, one for each area where we will be installing lights, and we will set all of them to turn the lights on around 4pm and off around 10pm.

Add-On Options for 2021:

If you are considering adding to the park's holiday lighting this year, here are some additional items that we priced for you last year, but that you chose not to add to last year's display.

If you choose to include ALL of the add-on options listed below, your total additional price would be \$400.

We can add as much or as little lighting as you wish, so feel free to pick and choose where you would like us to add lights. Please let us know if there are other areas not listed in this proposal that you wish to consider.

Some Possible Add-On Options for 2021

1. Install Clear Icicle Lights along the Garden Area's Rock Wall: \$100

- We could install clear icicle lights along the garden side of the rock wall for a flat rate of \$100.
- To do this, we would secure the lights underneath the first row of rocks, so that the icicles would then hang part of the way down the rock wall.



2. Install Warm Clear LED Stake Lights along the Back/ Top of the Garden Area's Rock Wall: \$112

- We could install stake lights along the back side of the rock wall, so that the wall is visibly lit along the top, for a price of \$2.50 per foot. (The rock wall is approx. 45 feet long.)
- The stake lights would be spaced 18 inches apart and would be highly visible from the seating area.
- We would use our Warm Clear LED C7 bulbs. Their color matches our clear mini lights very nicely.



3. Install Warm Clear LED Stake Lights along the Inner Edge of the Garden Path: \$188

- We could install stake lights to line the inner edge of the garden walkway for a price of \$2.50 per foot. (We have measured that the walkway is approximately 75 feet long.)
- The stake lights would be spaced 18 inches apart.
- We would use our Warm Clear LED C7 bulbs. Their color matches our clear mini lights very nicely.





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This is only an estimate, not a guaranteed quote. We will charge \$20 per strand for mini lights installed on bushes, \$25 per strand for mini lights installed along the pavilion roof, and \$30 per strand for mini lights installed along the bridge, on railing, and on trees. (If you ask us to hang more or fewer strands of mini lights than the quantities indicated in this proposal, your price will be adjusted accordingly.) In regards to wreaths, we will charge \$10 per wreath if community members put up and take down the wreaths for us (which means we will still need to wire each wreath in with the display) and \$25 per wreath if we put up and take down the wreaths ourselves. We will provide and maintain ownership of all of the necessary materials for the services listed above except for the wreaths. You will be responsible for purchasing the wreaths, which will be your property to store and keep at the end of the season.

Our per-strand prices of \$20, \$25, or \$30 for each strand of mini lights installed (depending on area) are all-inclusive in that we will provide all of the necessary materials, install the indicated strands of mini lights along the indicated areas, custom-fit the wiring, replace any strands that go out and provide you with any needed service on your display throughout the season, take the lights down in January, and store them in our warehouse.

If you choose to have us add icicle lights and/or stake lights to the garden area, the rates quoted in this proposal will apply (\$100 flat rate for icicle lights along the rock wall and \$2.50 per foot for stake lights) and those items will be covered as part of our comprehensive service in which we provide all of the necessary materials, install the lights along the indicated areas, custom-fit the wiring, replace any bulbs that go out and provide you with any needed service on your display throughout the season, take the lights down in January, and store them in our warehouse.

Notes on Contract Terms:

- Let us know what date the Park's turn-on ceremony is and we will make sure the park's display is installed and working properly by or before that date. (You are welcome to put that date into the contract you send us for this year.)
- We are willing to guarantee take-down between January 2nd and January 15th. (We do need a few weeks to guarantee completion of the take down, as weather radically affects our take-down scheduling, which is why the take-down deadline needs to be no earlier than January 15th.)
- As the City of Twin Oaks is now a repeat customer, no advance payment is necessary. We will bill you once we complete the install, with the exact price depending on your selections.

City Clerk/Administrator's Report

City of Twin Oaks, Board of Alderman

October 15, 2021

General Updates

Leaf Pickup

- The leaf pick up dates for this fall will be on Tuesdays on Oct. 19, Nov. 2, Nov. 9, Nov. 16, Nov. 30, Dec 7. Unfortunately, there was a delay in getting the reminder postcards printed and we were unable to get them in the mail until Oct. 15, so they will likely arrive too late for the first collection. The City has sent out multiple reminders via email and Facebook and the information is posted on the City website.

Enterprise Bank

- Financial Consultant Jeff Blume, Mayor Russ Fortune and myself will be meeting with Enterprise Bank next week to discuss possible refinancing options for the loan incurred for the new Town Hall.

Farewell Lunch for Theresa Gonzales

- The City will be holding a farewell lunch for Theresa Gonzales at noon on Oct. 25 at 1356 Public House. We hope to see you all there as we thank Theresa for her many excellent years of service to the City of Twin Oaks.

Job Posting

- The City started advertising this week for an Assistant Clerk position for Theresa's replacement. The job is currently being advertised through the City's official channels, the Local Government Briefings newsletter, the local and state chapters of the Missouri City Clerks and Finance Officers Association, the Missouri Municipal League, and the Municipal League of Metro St. Louis.

Special Enforcement Signs on Crescent Road

- The City received the special enforcement signs for Crescent Road. However, we have run into an issue with the intended locations, as there are several utility lines located in the places we need to dig, so the signs have not been erected yet. Staff is currently exploring options for digging at the proposed locations without impacting the utility lines or finding alternate locations.