

**CITY OF TWIN OAKS
PLANNING AND ZONING COMMISSION MEETING
BOARD CHAMBERS, TWIN OAKS CITY HALL
1381 BIG BEND ROAD
TUESDAY, JUNE 27, 2023 6:30 P.M.**

Tentative Agenda

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF THE AGENDA
5. APPROVAL OF THE CONSENT AGENDA
 - a. March 28, 2023 Minutes
6. NEW BUSINESS
 - a. Consideration of amendments to of the City of Twin Oaks Municipal Code pertaining to temporary commercial signs
7. MISCELLANEOUS
8. ADJOURNMENT

Frank Johnson
City Clerk/Administrator

POSTED: June 26, 2023, 9:00 a.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 on the City's website or at City Hall for public inspection before and at the time of the meeting.

Memo to: Planning and Zoning Commission
From: Frank Johnson, City Clerk/Administrator
Subject: Commercial Sign Regulations
Date: June 12, 2023

Staff are recommending several minor changes to the regulations regarding temporary commercial signs in Twin Oaks. The changes are designed to make the enforcement process more consistent and clear for both businesses and City staff. The proposed changes are:

- Change the duration limits from “per calendar quarter” to “any 90-day period” for banners, inflatable signs, and yard signs.
- Remove the 30-day duration limit for temporary window signs.
 - As these signs do not require a permit, this has become difficult to regulate, and it has created issues for new businesses opening in Twin Oaks. By default, if such temporary signs are up for longer than a 6 months, they become permanent signs and will require a permit.
 - Whether temporary or permanent, windows signs cannot take up more than 50 percent of the total window area.

The complete changes in detail are providing in the attached redline copy of Section 410.050 of the City Code.

Section 410.050. Signs Permitted in Commercial Districts.

Sign Type	Regulations	
2. Temporary signs		
a. Banners	Information:	None
	Maximum size:	30 square feet
	Maximum height:	Below building roof level
	Maximum number:	1
	Location:	On premises
	Colors:	See Subsection (C)
	Special:	<p>Limited to 1 per 30 consecutive day period per calendar quarter. Shall not be displayed more than 30 consecutive days in any 90-day period. Fastened within the perimeter of the vertical wall of the business</p>
	Projection:	None
	Permit required:	Yes
b. Inflatable Sign	Information:	None
	Maximum size:	1,500 cubic feet
	Maximum height:	15 feet
	Maximum number:	<p>Not more than 1 per lot at any time; Limited to 1 per 15 consecutive day period per calendar quarter</p>
	Location:	On premises (may be attached to premises roof); sign shall not be located in any right-of-way, sidewalks, drive aisles, or

Sign Type	Regulations
	<p>parking spaces</p> <p>Colors: See Subsection (C)</p> <p>Special: Displayed for not more than 15 days <u>Shall not be displayed more for than 15 days in any 90-day consecutive period.</u></p> <p>Projection: None</p> <p>Permit required: Yes</p>
c. Window sign	<p>Information: None</p> <p>Location: Each sign shall face a street or be located at a main entrance</p> <p>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 50% of the total area of all windows on any elevation;</p> <p>Projection: None</p>
d. Yard sign	<p>Information: None</p> <p>Maximum size: 24 square feet</p> <p>Maximum height: Not more than 7 feet above finish grade</p> <p>Maximum number: Not more than 2 per lot</p> <p>Location: Minimum 10 feet behind a curb line</p>

Sign Type	Regulations
	Colors: No restrictions
	Special: Limited to 1 per 30 consecutive day period per calendar quarter. Shall not displayed more than 30 consecutive days in any 90-day period.
	Projection: None
	Permit required: Yes
3. Flag	Information: See requirements of Section 500.150(B)
	Maximum size: 4 feet by 6 feet
	Maximum height: Not more than 35 feet
	Maximum number: 3 poles and 3 flags per premises
	Location: On business premises
	Colors: No restrictions
	Special: None
	Projection: Not more than 6 feet
	Permit required: Yes