



PLANNING COMMISSION

THURSDAY, APRIL 16, 2015, 7:00 PM

CITY COUNCIL CHAMBERS, CITY HALL

7840 ROSWELL ROAD, BUILDING 500

Roll Call

Members Present: Duncan, Frostbaum, Nickles, Squire and Tart

Members Absent: Maziar and Porter

1. 001054 Approval of Agenda

A motion was made by Squire, seconded by Frostbaum, to approve the meeting agenda. The motion carried by the following vote:

Yes: 4 - Frostbaum, Nickles, Squire and Tart

2. 001055 Approval of Previous Meeting's Minutes

Minutes from March 19, 2015 and February 19, 2015

Documents: [PC 031915.pdf](#)

Design Review

3. 001061 201501077 - 6000 Roswell Road

Modify and redesign the exterior of an existing building.

Staff Recommendation: Approval

Documents: [201501077 DRB.pdf](#)

A motion was made by Squire, seconded by Frostbaum, to approve. The motion carried by the following vote:

Yes: 4 - Frostbaum, Nickles, Squire and Tart

Action Items

4. 001062 TA15-001

An Ordinance to Amend Article III, Definitions, and Article IX, Section 9.1, C-1 Commercial Business District, of the Sandy Springs Zoning Ordinance related to Convenience Stores.

Documents:

[Agenda Item TA15-011PC41615.pdf](#), [ARTICLE III - Definitions - Proposed Convenience Store Amendments.pdf](#), [ARTICLE IX C1 and C2 Convenience Store Modifications.pdf](#)

A motion was made by Frostbaum, seconded by Nickles, to defer to May 21, 2015 Planning Commission meeting. The motion carried by the following vote:

Yes: 4 - Frostbaum, Nickles, Squire and Tart

Discussion Item**5. 001063 TA15-002**

Discussion concerning sign standards within City Center Master Plan Study Area in the Sandy Springs City Center Master Plan.

Documents:

[Sign code City Center.pdf](#), [Working Model for DesignGuidelines.pdf](#), [sign ordinance draft 4-9-15.pdf](#)

Discussion concerning sign standards within City Center Master Plan Study Area in the Sandy Springs City Center Master Plan. Staff will look into the regulation of murals, window signs

6. 001067 4.16.2015 Planning Commission Action Report

Documents: [Action Report 4.16.2015.pdf](#)

Adjournment

8:58 p.m.

Approved Signatures

Date Approved

5/21/2015

Lee Duncan, Chairman

Joe Cooley, Director of Planning and Zoning

Rita Talbert, Executive Assistant/Transcriber

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DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

Amend Article 33 of the City of Sandy Springs Zoning Code to add the following section as Section 26 Subsection J City Center

J. City Center

1. Intent and Scale.

- a. Signs are an important design element that can improve the visual quality of the City, bring human scale to the street environment, and create a sense of interest and activity.
- b. Signage shall not overwhelm the street environment, but help create unique and memorable places.

2. Illumination.

- a. All signs shall be illuminated according to the following provisions unless otherwise stated.
 - i. Signs shall be illuminated only by steady, stationary light sources directed solely at the Sign or internal to it.
 - ii. Individual letters or logos may be internally illuminated as permitted per each sign type; no other portion of the sign shall be internally illuminated, unless otherwise allowed within this ordinance.
 - iii. When an external artificial light source is used to illuminate a Sign, the lamp (or bulb) shall be located, shielded, and directed so as to not be visible from any public street or private residence.
 1. No receptacle or device housing a permitted light source which is attached to the sign itself shall extend more than 18 inches from the face of the Sign.
 2. If ground lighting is used to illuminate a sign, the receptacle or device should not extend more than 12 inches above ground and must be fully screened and housed.
- (1) The illumination of any sign, resulting from any internal or external artificial light source, shall not exceed 250 nits at the Sign face during the day and 125 nits at the Sign face after sunset.

3. ~~Exempt/Temporary Signs. Refer to Article XXXIII for information on exempt and temporary signs. Exempt signs include the following:~~

- a. Signs during Construction. One (1) sign shall be allowed during construction. The sign shall not be internally illuminated, shall not exceed twelve (12) square feet in area and five (5) feet in height, and shall be allowed beginning with the commencement of construction and ending with the issuance of a Certificate of Occupancy or installation of a permanent sign, whichever occurs first.
- b. Construction Fence Wrap Signs. A temporary sign made of a durable, weather-resistant material like canvas, nylon, or vinyl-coated fabric may be placed on a construction fence to conceal a construction site and promote a building being constructed. Construction fence wrap signs are allowed under the following conditions:

Commented [CJ1]: Add definition to Sec. 3 Definitions

Commented [CJ2]: Move to Sec. 3 Definitions


5/21/2015

DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

- I. ~~Approval of Director of Community Development;~~
- II. Height limitation of 10 feet above grade;
- III. Text is limited to twenty-five percent (25%) of the surface area of the construction fence. Renderings of the building under construction shall not be included in the area calculation;
- IV. Period of display is limited to a display of eighteen (18) months after initial approval by the Director of Community Development for the sign. If construction of an applicable building begins within the eighteen (18) month display period, a sign may continue to be displayed for an additional nine (9) months after the expiration of the eighteen (18) month period. If construction does not commence within eighteen (18) months, the sign shall be removed within seven (7) calendar days after the expiration of the eighteen (18) month display period; and
- V. ~~Temporary construction fence-wrap signs may include the following content:~~
 - ~~(a) A rendering, elevation drawing of building, or zoning diagram of the building exterior;~~
 - ~~(b) Anticipated project completion date;~~
 - ~~(c) The name, address, and telephone number of the owner of the property;~~
 - ~~(d) The name and telephone number of the general contractor and/or design professionals; and~~
 - ~~(e) General information regarding the price and size of units and other similar information.~~
- c. Flag. Each lot may display no more than three (3) flags and/or flagpoles. Flags may be mounted to building facades facing public ROW ~~upon approval of the Director~~. The flagpole shall not exceed thirty-five (35) feet in height. Flag size shall not be more than twenty (20) square feet.
- d. Banner. Banners shall be allowed for a period not exceeding fourteen (14) days with no more than three (3) such fourteen (14) day periods being permitted per calendar year per lot. Banners shall not be more than twenty-four (24) square feet. No banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five (5) feet above grade when on the ground.
- e. Vacancy Signs. ~~Developments in which there are vacant lots, units, and/or tenant spaces shall be entitled to one such sign per access providing street frontage of the development.~~ Signs during vacancy shall not exceed 16 square feet in area, shall have a maximum height of five (5) feet, and shall not be internally illuminated. Vacancy signs shall be allowed for a period not exceeding ninety (90) days with no more than two (2) such 90-day periods being permitted per calendar year per lot. Any development with a permit for a Sign during vacancy shall be prohibited from having Standard Informational Signs and/or Banners during the 90-day permit period.
- f. Standard Informational Signs. Each lot having one (1) business may display two (2) Standard Informational Signs, and each lot having more than one (1) business may display four (4) Standard Informational Signs without a permit, except that during a political election, between the date of qualification and final determination on each ballot issue or candidate, each lot may display an unlimited number of Standard

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5/21/2015

DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

Informational Signs.

- g. Internal Signs. Internal signs are permitted adjacent to internal entrance drive(s) serving the development. The maximum height permitted for Internal Signs shall be five (5) feet. Internal signs shall not be legible from the public right-of-way.
- h. ~~Sandwich Boards. Sandwich boards are temporary, two-faced signs, hinged at the top placed upon the ground.~~
- I. Location. Signs may be located on the sidewalk within the right-of-way, ~~maintaining~~ a minimum of six feet of clear unobstructed sidewalk width shall be maintained; and not sign may be located within ten feet of any street or alley intersection or crosswalk.
 - II. Permitted Display Time. Sandwich boards shall only be displayed during business hours and shall be removed by close of business each day.
 - III. Size. Signs shall not be greater than three feet in height and no more than six square feet in area per sign face.
 - IV. Materials. Signs shall be constructed of wood, metal, or other durable materials to withstand the elements.

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Commented [CJ5]: Move to Sec. 3 Definitions

4. Wall Sign.

- a. ~~Description. Any sign attached parallel to a wall, painted on the wall, building, or door surface, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and which displays only one sign surface.~~
- b. General Requirements. Wall Signs shall be developed according to the standards in Table 26.J.4.
- (1) Building Openings. Wall Signs shall not cover windows or other building openings.
 - (2) Architectural Features. Wall Signs shall not cover architectural building features.
 - (3) Murals. Murals, are a type of Wall Sign painted onto the building face, and shall meet requirements of this section. ~~are prohibited on a front facade.~~
 - (4) Wall signs shall not have a changeable copy unless approved as a marquee sign.
 - (5) Businesses without a street on which there is frontage, but which have exterior entrances to the building, are entitled to one wall sign on the exterior wall with the exterior entrance to the business.
- c. Computation. The area of a Wall Sign is calculated using the following information.
- (1) Area includes the area within the smallest contiguous polygon comprised of not more than eight (8) straight lines enclosing the limits of a sign face, together with any sign face cabinet or frame or material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it placed. If polygons established around wall signs located on the same street oriented wall are within twenty-four (24) inches or less of one another, then the area of the sign shall be measured with one continuous polygon.

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5/21/2015

DRAFT 5/12/15
City Center Sign Ordinance - Amendment to Art. 33

Wall Sign Requirements		Table 26.J.4
Type of Use	All mixed and non-residential uses	
Sign Area	<u>Ground level businesses facing Roswell Road</u>: no more than 8% of the applicable wall area; <u>All other areas of facades facing Roswell Road</u>: no more than 8% of the applicable wall area not to exceed a maximum combined total of 200 square feet square for all wall signs on all facades; <u>Ground level businesses not facing Roswell Road</u>: no more than 5% of the applicable wall area; <u>All other facades not facing Roswell Road</u>: no more than 5% of the applicable wall area not to exceed a maximum combined total of 180 square feet square for all wall signs on all facades.	
Height	2 foot maximum letter or element height	
Location on the Building	<u>Ground level businesses</u>: allowed on any facade where a business has a pedestrian customer entrance; <u>On facades other than ground level businesses</u>: allowed on street facing facades only.	
Placement on Building or Site	On facades, excluding ground level business facades, wall signs shall be located in the upper 20 feet of the facade	
Quantity	<u>Ground Level Businesses</u> : 1 per business per façade with a pedestrian customer entrance at the first floor level	
Internal Illumination	Permitted for individual letters and logos; backlighting preferred	
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only as separate alphanumeric characters or logos	

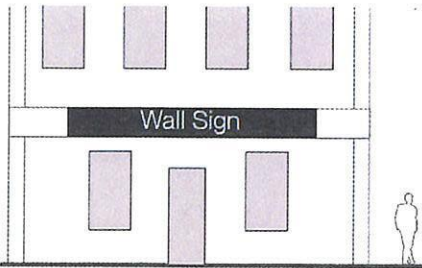


Figure 26.J.4(1)

5. Projecting or Suspended Sign.

- a. **Description.** A Projecting or Suspended Sign is defined as being attached to and projects or suspends from a building face or arcade ceiling. It may also hang from a support structure attached to the building face. Sign faces are typically perpendicular to the building face, but may be at an angle greater than 45 degrees from the facade. The sign may be vertically or horizontally oriented.
- b. **General Requirements.** Projecting Signs shall be developed according to the standards in Table 26.J.5.

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DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

- (1) Projecting signs shall not have a changeable copy unless approved as a marquee sign.
 - (2) The sign area of a Projecting Sign shall be deducted from the total allowable sign area for the applicable wall to which it is attached.
- c. Computation. The area of a Projecting Sign is equal to the area of one of the sign's faces.

Projecting & Suspended Sign Requirements

Table 26.J.5

Type of Use	All non-residential uses
Sign Area	Projecting signs shall not exceed the smaller of 3% of the applicable wall area or 40 square feet, whichever is smaller;
Height	6 foot maximum <u>height-vertical dimension</u> of actual sign, 10 foot minimum clearance above the finished elevation of the outside walkway
Location on the Building	Permitted on any facade where a business has a customer pedestrian entrance; Sign and structural supports shall not extend above the eave or parapet or beyond the extents of the arcade for suspended ceiling signs in arcades
Placement on Building or Site	Shall not project closer than 3 feet from back of curb
Quantity	1 per business per facade with a customer pedestrian entrance
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only as separate alphanumeric characters or logos

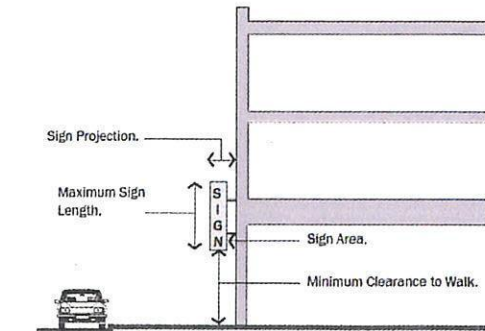


Figure 26.J.5(1)

6. Pedestrian-Scale (Ped-Scale) Pole-Mounted Hanging Sign

- a. Description. Ped-Scale Pole-Mounted Sign is freestanding and may be mounted as a hanging sign on one pole. Refer to Figure 26.J.6(1).

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DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

- b. General Requirements. Ped-Scale Pole-Mounted Signs shall be developed according to the standards in 26.J.6.
- c. Computation. The area of a Ped-Scale Pole-Mounted Sign is equal to the area of one sign face.

Ped-Scale Pole-Mounted Hanging Sign Requirements		Table 26.J.6
Type of District Use	All non-residential uses	
Sign Area	8 square feet maximum area sign per face	
Height	8 foot maximum height for sign hanging on a single pole; Each cylindrical pole shall have a maximum diameter of 3 inches; each square pole shall be a maximum of 4"x4"	
Location on the Building	Front or Corner Yards	
Placement on Building or Site	2 foot setback from front & corner property lines; Cannot overhang property lines	
Quantity	1 per lot	
Internal Illumination	Not allowed	
Materials	Solid wood, metal, & masonry; Plastic & synthetics permitted on Sign Face	

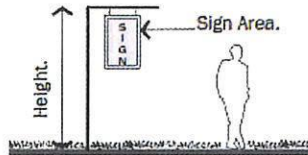


Figure 26.J.6(1)

7. **Canopy-Mounted Sign**

- a. Description. A sign consisting of individual alphanumeric characters and/or logos only, that is mounted on top of a permanent canopy. Refer to Figure 26.J.7(1).
- b. General Requirements. Canopy-Mounted Signs shall be developed according to the standards in Table 26.J.7.
- c. Computation. The area of a Canopy-Mounted Sign is calculated by drawing the smallest possible square or rectangle around the largest letters and/or elements of the sign portion of the Canopy-Mounted Roof Sign, as is illustrated in Figure 26.J.7(2).

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Canopy-Mounted Sign Requirements		Table 26.J.7
Type of Use	All non-residential uses	
Sign Area	No more than 40 square feet	
Height	2 foot maximum letter or element height; Cannot project more than 2 feet above roof line of canopy	
Location on the Building	Permitted on facades with canopies facing public ROW and parking lots; shall not extend beyond the roofline of the principal roof of the building	

5/21/2015

DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

Placement on Building or Site	Shall not project beyond the front edge of the canopy; Shall not block any window, door or building roof
Quantity	1 per tenant per public ROW frontage; 1 per tenant per side or rear façade on a parking lot
Internal Illumination	Permitted for individual letters and logos
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only as separate alphanumeric characters or logos

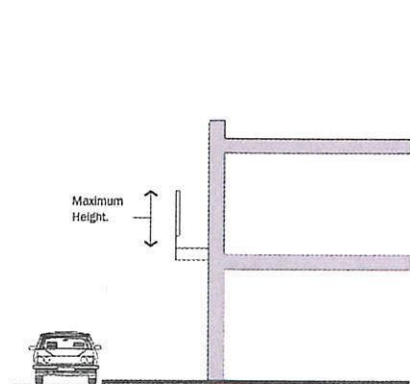


Figure 26.J.7(1)

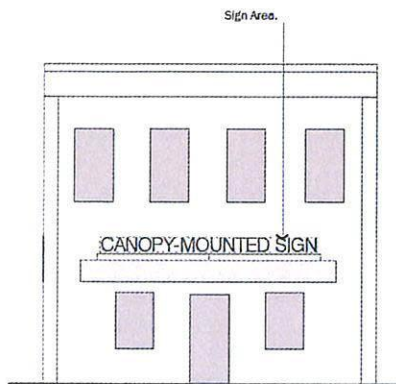


Figure 26.J.7(2)

8. Window Sign

- a. ~~Description. A Window Sign is posted, painted, placed, or affixed in or on a window or door exposed for public view or is a sign hung inside the building facing the window for public view from the outside of the building.~~
- b. General Requirements. Window Signs shall be developed according to the standards in Refer to Table 26.J.8.
- c. Computation. A series of windows that are separated by frames or supporting material of less than six inches in width shall be considered a single window for the purposes of computation.
 - (1) Measurement. To measure sign area percentage, divide the total sign area by the total window area, as illustrated in Figure 26.J.8(1).
 - (2) Maximum Allowance. Window Signs are not counted toward a site's maximum signage allowance.
 - (3) ~~Exempt Signs.~~ Address and hours of operation are considered exempt Signs and are not counted in the Window Sign area calculation. Refer to Sec. 33.26.J.3 Exempt Signs.
 - (4) Temporary Window Signs. Temporary Window Signs must be included in the total percentage of signage per window calculation. Refer to Article XXXIII Temporary Signs.
 - (5) Window Signs may not be internally illuminated except for one neon or similar illuminated window signs per business that shall not exceed at total of 4 square feet in area.

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5/21/2015

DRAFT 5/12/15
City Center Sign Ordinance - Amendment to Art. 33

Window Sign Requirements		Table 26.J.8
Type of Use	All non-residential uses	
Sign Area	Up to 25% of a set of contiguous windows (windows physically separated by less than 6 inches) may be covered with signage; No more than 25% of any one window panel may be covered with signage	
Height	Average height of letters and symbols not to exceed 6 inches	
Location on the Building	Permitted on all facades	
Placement on Building or Site	Ground story windows; May be affixed to inside of the window or hung/mounted inside within 24 inches of the window with the intention of being viewed from outside	
Quantity	No maximum; based on total aggregate area	
Internal Illumination	Not permitted, except for one neon or similarly illuminated window sign not to exceed 4 square feet in area	
Materials	Drawn, painted or affixed to the glass; Wood, metal, neon glass, plastic, or similar materials also permitted	

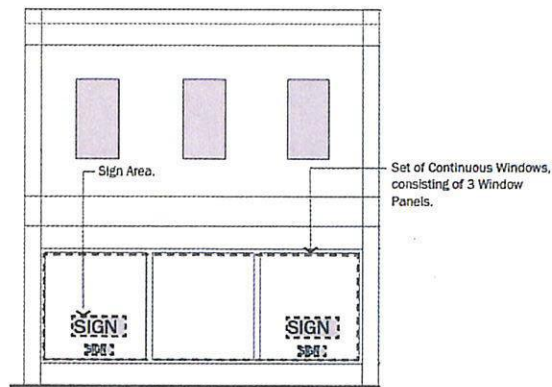


Figure 26.J.8(1)

9. **Awning Sign**

- ~~Description. A sign that is mounted, painted, or otherwise applied on an awning or canopy. Refer to Figures 26.J.9 (1) & (2).~~
- General Requirements. Awning Signs shall be developed according to the standards in Table 26.J.9.
- Computation. The area of an Awning Sign is calculated by drawing the smallest possible square or rectangle around the largest letters and/or elements of the sign portion of the awning, as is illustrated in Figure 26.J.9(2).

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DRAFT 5/12/15
City Center Sign Ordinance - Amendment to Art. 33

Awning Sign Requirements		Table 26.J.9
Type of Use	All uses	
Sign Area	Up to 50% of the awning may be used for Signage	
Height	8 foot minimum clearance to walk required	
Location on the Building	Permitted on all facades	
Placement on Building or Site	Maximum projection from building is 6 feet; Shall not project closer than 2 feet from back of curb; Shall not block any window, door, or the building roof.	
Quantity	1 per tenant per street frontage; 1 per tenant per side or rear façade on a parking lot	
Internal Illumination	Not permitted	
Materials	Cloth, canvas, metal, or wood; All supports shall be made of metal or wood	

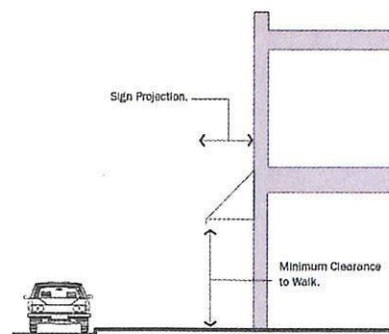


Figure 26.J.9(1)

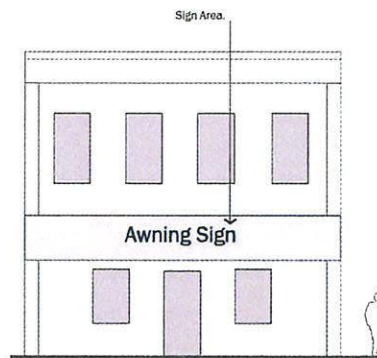


Figure 26.J.9(2) ~~{PDF needs modification of sign-area}~~

10. Projecting Marquee Sign.

- a. ~~Description. Projecting Marquee Sign is a projecting sign designed to have manually or electronically changeable copy and two to three sign faces. Refer to Figure 26.J.10(1).~~
- b. General Requirements. Projecting Marquee Signs shall be developed according to the standards in this section and Table 26.J.10.
 - (1) Manually or Electronically Changeable Copy Boards. Manually or electronically changeable copy boards are permitted on Projecting Marquee Signs; provided the following conditions are met:
 - (a) The area of the boards cannot equal greater than 30% of the area of the sign face on which it is located or 32 square feet, whichever is less.
 - (b) One sign of any type containing a manually or electronically changeable copy

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5/21/2015

DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

board is permitted per lot.

(e) Approval of Director of Community Development is required.

- c. Computation. The sign area is calculated by combining the area of all exposed sign faces and the cabinet or structure surrounding them.

Projecting Marquee Sign Requirements		Table 26.J.10
Type of Use	Limited to civic and governmental uses	
Sign Area	Maximum total area of 180 square feet; min	
Height	10 foot minimum clearance to walk required; not to extend 4 feet 6 inches above building height	
Location on the Building	Front and corner side façade only	
Placement on Building or Site	Maximum projection from building is 6 feet; Shall not project closer than 1 foot from back of curb.	
Quantity	1 per lot	
Internal Illumination	Permitted for individual letters and logos	
Materials	Solid wood, metal, masonry & neon glass; Plastic & synthetics permitted only on Sign face;	

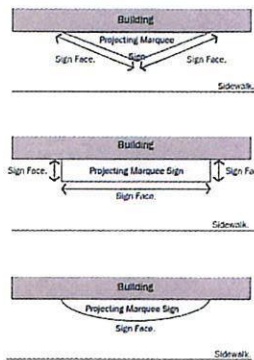


Figure 26.J.10(1)

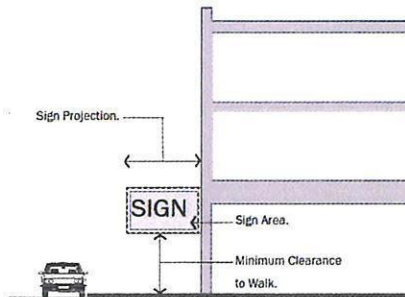


Figure 26.J.10(2)

11. Monument Sign.

- a. ~~Description. A freestanding sign mounted directly upon the ground, not attached to a part of or supported by a building, and designed in such a manner that the base of the sign face is flush with the supporting solid base which is flush with the ground.~~
- b. General Requirements. Monument Signs shall be developed according to the standards in Table 26.J.11.
- (1) Architectural design elements consistent with the building architecture and character of the development are strongly encouraged.
- c. Manually or Electronically Changeable Copy. Except for civic and government uses; as well as fuel price signs for vehicular for service stations within parking structures where allowed by code, changeable copy signs shall not be permitted.

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5/21/2015

DRAFT 5/12/15

City Center Sign Ordinance - Amendment to Art. 33

- (1) Approval required by the Director of Community Development.
- d. Computation.
 - e. The area of a two-sided Monument Sign is equal to the area of one Sign face. The area of a three- or four-sided Monument Sign is equal to the total area of each sign face. This measurement includes the sign, any cabinet in which it is enclosed and the electronic message center, but excludes the base of the sign.
 - f. Measuring Height. Height shall include the sign face, base, cabinet, and ornamental cap.

Monument Sign Requirements		Table 26.J.11
Type of Use	Restricted to civic and government uses as well as fuel-price signs for vehicular service stations within parking structures where allowed by code	
Sign Area	Maximum 24 square feet per Sign face for any use other than civic or government uses	
Height	Maximum height 6 feet without approval of Director of Community Development	
Location on the Site	Front or corner yards; monument signs shall be at least 4 feet in front of the building façade	
Placement on Building or Site	10 foot setback from driveways & side property line; 1 foot setback from front & corner property lines; If placed closer than 5 feet from the front and corner side property lines, sign may not be located within a sight triangle extending 10 feet from either side of an intersection of a driveway and a vehicular ROW or two vehicular ROWs	
Quantity	1 per public ROW frontage	
Internal Illumination	Permitted for individual letters and logos	
Materials	Solid wood, metal & masonry; Plastic & synthetics permitted on Sign face	

WDP
5/21/2015

Amend Article 33 Section 22 Sign Location of the City of Sandy Springs Zoning Code Section 22.C; Section 26.F.1; and Article 33 Section 5 Definitions as follows:

Amend Sec. 22.C – Setback to read as follows:

C. Setback

Unless a more restrictive setback is specified in conditions of zoning or otherwise in this Article, all signs shall set back at least ten (10) feet from the right-of-way or twenty (20) feet from the edge of pavement if a private street and no sign shall project over the right-of-way. However, the Director is authorized by this Zoning Ordinance to consider an administrative variance to the sign setback requirements subject to the limitations of Section 12, Variance, subsection d. Standards, of this ordinance. In the Overlay Main Street District all signs shall set back at least three (3) feet from the right-of-way. Temporary banners shall be exempt from the setback requirements, but shall not encroach upon the right-of-way. *Monument signs shall be a minimum of four (4) feet in front of any building façade within twenty (20) feet of monument sign location.*

Amend Sec. 26.F.1. - Restrictions Based On Locations – Commercial and Industrial Park Districts – Monument Signs to add subsection f.

F. *Monument signs shall not be internally illuminated unless backlit illumination is used; except the Director may grant administrative approval of a monument sign with internal illumination of individual letters and logos only, with all other areas of the sign being 100% opaque subject.*

Amend Sec.3 – Definitions to add the following:

Sandwich Boards. Sandwich boards are temporary, two-faced signs, hinged at the top placed upon the ground.

Projecting or Suspended Sign. A sign being attached to and projects or suspends from a building face or arcade ceiling. It may also hang from a support structure attached to the building face. Sign faces are typically perpendicular to the building face, but may be at an angle greater than 45 degrees from the facade. The sign may be vertically or horizontally oriented.

Pedestrian-Scale (Ped-Scale) Pole-Mounted Hanging Sign. A freestanding sign hanging from a ground mounted one pole support.

Canopy-Mounted Sign. A sign consisting of individual alphanumeric characters and/or logos only, that is mounted on top of a permanent canopy.

Sign during Construction. A ground mounted temporary sign allowed during the construction beginning with the commencement of construction and ending with the issuance of a Certificate of Occupancy or installation of a permanent sign, whichever occurs first.

Construction Fence Wrap Signs. A temporary sign made of a durable, weather-resistant material like canvas, nylon, or vinyl-coated fabric may be placed on a construction fence to conceal a construction site and promote a building being constructed.