



PLANNING & ZONING COMMISSION WORKSHOP

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Unified Development Code amendments regarding Signs (Part 2)
DATE: June 12, 2025
DEPARTMENT: Public Works and Engineering Services
PRESENTED BY: Jessica Relucio, ENV SP, City Planner

INTRODUCTION/BACKGROUND:

As part of the Unified Development Code proposed amendments, Chapter 10 Signs is the final category to be reviewed by the Planning and Zoning Commission ("P&Z"). Part 1 of the review covered statutory updates which was performed at P&Z's May 8th meeting. The remaining review focuses on proposed amendments related to policy and administrative changes.

Detailed amendments are provided in **Exhibit A** with policy changes shown in **red** and administrative updates shown in **blue**. Following is a summary of proposed amendments, section by section:

Chapter 10 Signs (Edits throughout)

- Cleaned up references of Tables 10.1, 10.2, and 10.3 to the changed and combined table, Table 10.1
- Cleaned up text by removal of "Common" in "Master or Common Signage Plan" to "Master Signage Plan" to match with the code recommendation in Sec. 10.4 (1) d
- Changes in section numbers and titles are displayed below with cross outs

Section 10.1 Purpose, Applicability, and Effect

10.1 (2) b. Effect

- Removed regulation of Prohibited Signs
- Added Staff recommendation of a Variance Process

Section 10.2 Calculations

10.2 (1) a. Area of a Sign

- Added description on how to calculate a Monument Sign/Free Standing Sign

Section 10.3 General Requirements ~~Sign Permits~~

- 10.3 (1) b. Signs in ETJ
 - Changed the conditions for signage within the ETJ along FM-3351 instead of IH-10
 - Clarified "Other businesses" with "Businesses and Non-Single Family Residential Properties not located on FM-3351 used for non-single family residential uses..."

- Changed the zoning district for Businesses and Non-Single Family Residential Properties not located on FM-3351 used for non-single family residential uses from Mixed Use Village to Neighborhood Commercial
- Clarified “All other locations” with “Single Family Residential Properties used for single family residential uses...”
- 10.3 (2) e. Appeal of Denial of Sign Permit ~~Action on Master Common Signage Plan~~
 - Moved “Action on Master/Common Signage Plan” subsection to “Master Signage Plan” in Sec. 10.1 (1) d.
 - Removed notification of application rejection
 - Added an “Appeal of Denial of Sign Permit” to match with Chapter 3 of the UDC
- 10.3 (4) Sign Permits
 - Clarified signage approval criteria to match the proposed variance process
 - Moved the “Zoning Districts” subsection to Table 10.1
 - Moved “Sidewalk Signs” to 10.4 (4) e. “Types of Signs” with conditions
 - Moved “Canopies” to Table 10.1 and Sec. 10.4 (2) in Types of Signs
 - Clarified “Open Signs” subsection of small neon *open* signs allowed in storefronts in Mixed Use Village and Neighborhood Commercial districts and in the ETJ without a permit.
 - Recommendation for small neon “open” signs to be prohibited. (*Staff does not concur*)
 - Combined Tables 10.1, 10.2, and 10.3 to one, Table 10.1 in Sec. 10.10
- 10.3 (5) ~~Temporary Sign Permits~~
 - Moved “Temporary Sign Permits” section to Sec. 10.4 (3) Temporary of Temporary Signs
- 10.3 (6) ~~Signs in the Public Right of Way~~
 - Moved “Signs in the Public Right of Way” to Sec. 10.4 (3) Temporary of Temporary Signs
 - Moved “Banners” to Sec.10.4 (4) Others in Temporary Signs
 - Moved “Neighborhood Watch Signage” to Sec. 10.5 Exempt Signs
 - Moved “Other Signs Forfeited” to Sec. 10.4 (4)
- 10.3(5)(7) ~~Compliance, Materials, and Maintenance Design, Construction, and Maintenance~~
 - Cleaned up the subtitle
 - Clarified meaning of “Materials”
- 10.3 (8) ~~Master of Common Signage Plan~~
 - Moved “Master Signage Plan” section to Sec. 10.4 (e) Types of Signs
 - Removed Common Signage Plan of 25% increase in total sign area and lots having one sign every 100 feet of frontage if the lot has more than 300 feet frontage
- 10.3 (9) ~~Electronic Reader Boards~~
 - Moved Electronic Reader Board Signs (ERBS) section to Sec. 10.4 (1) Freestanding of Types of Signs

- Removed requirement to display public service announcements 25% of the time every 15 minutes
- Removed subjective text of approving ERBS permits

Section 10.4 Types of Signs

- Added section
- 10.4 (1) Freestanding
 - Added subsection “Freestanding”
 - Defined monument and added landscape standards
 - ERBS relocated to this section with the addition of standards for “Construction” and “Approval”
 - Added “Flags” subsection
 - Master Signage Plan relocated to this section with the addition of one sign permitted for every 600 feet of frontage, unless on the IH-10 then one sign is permitted every 1,000 feet of frontage
- 10.4 (2) Building Signs
 - Added sign regulations to abide by Internal Building Code (IBC)
 - Added window sign regulations not to exceed 25% of the window surface area
 - Added “Street Address” subsection
- 10.4 (3) Temporary
 - Added clarification of the type of signage, location, removal process, number of signs, and other maintenance standards
- 10.4 (4) Others
 - Added “Subdivision Signs” section with standards of size area, location, and number
 - Added “Kiosk Signs” section with standards of location, maintenance, and construction (*staff does not concur with “ladder” as the only type of kiosk*)

Section 10.4 10.5 Exempt Signs ~~Exempt, Prohibited and Nonconforming Signs~~

- Changed and moved real estate signage to Table 10.10
- Added clarification of “Vehicular Signs” with standards of maintenance
- Changes and moved sections referencing garage sales, construction sites, special events, model homes, and trespassing signage to Table 10.10
- Added and moved subdivision sign standards to 10.4 (4)
- Moved Political and Campaign sign standards to Sec. 10.6 Political Signs
- Removed repetitiveness of the water tower and storage device standards
- Clarified scholastic signage
- Added Building Marker/Historic Sign definition

Section 10.6 Prohibited Signs

- Removed obscene signs and off-premises signs
- Added pennants/small flags, electronic signs (except ERBS in Sec. 10.4), pole/pylon signs, roof signs, neon signs, changeable copy sign, auxiliary signs, home occupation signs,

portable signs, projecting signs, billboards, trailer signs, wall painted signs, and other including roof surface painted signs and illuminated signs (*staff does not concur with small flags, sidewalk/sandwich signs and certain neon signs*)

Section 10.7 Nonconforming Signs

- Changed compliance standards

Section ~~10.5~~ 10.8 Abandoned and Dilapidated Signs and Supporting Structures

- 10.8 (1)
 - Changed time limit of 30 days to 15 days to bring a sign into compliance
 - Simplified and merged text to the red added portion in this section
- 10.8 (2)
 - Removed for repetitiveness

Section ~~10.6~~ 10.9 Political Signs ~~Electioneering on City-Owned or Controlled Public Property~~

- Clarified and simplified to follow Texas statutes with the limit of 3 political signs per candidate, removal process, and locations at poll site
- Removed language about prohibiting the placement of signs in the right-of-way (*staff does not concur*)
- Removed language about attaching literature on public infrastructure on public property used as a polling location (*staff does not concur*)

Section 10.10 Sign Matrix

- Refer to the Table in Section 10.10 in **Exhibit A**

Next steps for adoption of UDC amendments include:

1. July 10 - Staff will present to the P&Z the final proposed amendments related to Setbacks, Screening, Street Frontage, Variance Process, CDA, Trees, Hill Country Aesthetics, Signs, Table 4.2, and Conditional Uses. P&Z to make a recommendation on advancing to the City Council for their review.
2. July 17 – Staff will present the final proposed amendments to the City Council and request public hearings to be held August 14 and 21, 2025.
3. August 14 – The P&Z will conduct a public hearing on the proposed amendments to receive public testimony and make a recommendation to the City Council on the amendments.
4. August 21 – The City Council will conduct a public hearing on the proposed amendments to receive public testimony and is the final authority on the amendments.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Supports Priorities 2.1.2 and 2.2.5 of the Strategic Action Plan to evaluate and update the Unified Development Code.
2. Complies with established processes and procedures for amending the Unified Development Code.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A