
All home occupation uses engaged in any way in the retail sale of any product or service shall comply with the sales tax ordinance of the town regarding the collection of retail sales taxes and other particular fees related to business activity.

Sec. 17.3.800 Sign Regulations

(a) *Purpose.* Signs can obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The regulations in this section are intended to coordinate the use, placement, physical dimensions, design, and maintenance of all signs within the town.

(1) The following regulations recognize that signs are a necessary means of visual communication for the convenience of the public and provide flexibility within the sign review/approval process to allow for unique circumstances and creativity.

(2) These regulations recognize and ensure the right of those concerned to identify businesses, services, and other activities by the use of signs, and limit commercial signs to those which are accessory, and incidental to the use on the premises where such signs are located.

(3) These regulations provide a reasonable balance between the right of an individual to identify his or her business and the right of the public to be protected against the visual discord resulting from the unrestricted proliferation of commercial signs and devices.

(4) This section allows adequate communication through signage while encouraging aesthetic quality in the design, location, size, and purpose of all signs. This section must be interpreted in a manner consistent with the first amendment guarantee of free speech and decisions by the Colorado Supreme Court and the United States Supreme Court.

(5) The intent of this section is to establish limitations on signs in order to ensure they are appropriate to the land, building, or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in this section. A sign placed on land or a building for the purpose of identification, protection, or directing persons to a use conducted is deemed to be an integral but accessory and subordinate part of the principal use of land or building.

(6) This section is not intended to and does not apply to signs erected, maintained, or otherwise posted, owned, or leased by the state, the federal government, or the town. This includes Colorado Department of Transportation (CDOT) tourist-oriented signs governed by C.R.S. § 43-1-420, as amended, and in accordance with all rules and regulations of CDOT. The inclusion of "government" in describing some signs does not intend to subject the government to regulation but instead helps illustrate the type of sign that falls within the immunities of the government from regulation.

(b) The intent of these regulations is:

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- (1) To maintain and enhance the aesthetic environment of the town.
 - (2) To provide a means for organizations and businesses to effectively advertise or communicate to the public.
 - (3) To assist in wayfinding.
 - (4) To lessen visual clutter caused by improper placement, excessive illumination, or animation.
 - (5) To establish sign size depending on the use in relation to the scale of the lot's frontage from which the sign is viewed.
 - (6) To encourage signs that are responsive to the aesthetics and character of their particular locations and uses and the surrounding neighborhood and are compatible with the building's architectural design.
 - (7) To protect the public from damage or injury caused by signs that are poorly designed or maintained and from distractions or hazards to pedestrians or motorists caused by indiscriminate placement or use of signs.
 - (8) To develop minimum standards to safeguard life, health, property, and public welfare by regulation of structural requirements for all signs.
 - (9) To bring nonconforming signs into compliance with these regulations when the use of the property changes or is discontinued, when a new business license is issued, or as a condition of approval of a land use action approved by the town, such as a rezoning, variance, or other land use action.
 - (10) Provide fair and consistent permitting and enforcement.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

Sec. 17.3.820. General provisions and restrictions.

- (a) *Compliance required.* It is unlawful to display, construct, erect, alter, use, or maintain any sign, except in conformance with the provisions of this title. It is unlawful to alter, maintain, enlarge, use, or display any such sign erected or constructed before the enactment of this section, except in conformance with the provisions herein set forth.
- (b) *Sign permit required.* All non-exempt signs must receive a sign permit.
- (c) *Owner consent.* No sign shall be placed on private property without the written consent of the property owner or the owner's authorized agent. This applies to permitted signs as well as temporary and exempt signs.
- (d) *Sign installation.* All signs shall be structurally sound and designed to resist any and all Code-specified gravity and lateral loads. Sign structures and sign faces shall be installed in compliance with all building and electrical Codes.

(e) *Signs along Highway 105 or other CDOT jurisdictions.* CDOT does not necessarily recognize the same sign standards as the town. It is the responsibility of the property owner and applicant to determine the CDOT regulations as they apply to the property and ensure compliance with those regulations.

(f) Nonconforming signs.

(1) Nonconforming signs in existence on the effective date of this section will be identified by the town. Owners of these signs will be notified of the existence of the regulations in this section and the provisions thereof.

(2) Existing signs for which a sign permit was issued pursuant to the previous provisions of this section, and which have become non-conforming because of subsequent amendments to said section, shall be maintained in good condition and are considered legally non-conforming signs. No such sign shall be:

a. Structurally changed or altered, except to meet safety requirements.

b. If a sign is modified or altered beyond that allowed and noted above, the non-conforming sign shall be brought into compliance.

(3) The right to retain any legally nonconforming sign shall be terminated by any one of the following:

a. Abandonment of the legally nonconforming sign for a continuous period of 30 days.

b. Any dimensional changes of the legally nonconforming sign after the effective date of this section.

(4) Obsolete or deceptive signs are not entitled to continue in existence as legally nonconforming signs.

(5) All legally nonconforming signs must conform with sign maintenance standards.

(g) *Sign maintenance.* The owner of the sign and the owner of the premises on which the sign is located shall be jointly liable to maintain the sign, including any illumination. Signs shall be kept painted, in good repair, and in compliance with all building and electrical Codes including supporting structures. Banners shall not be torn. Repairs to signs shall be of an equal or better quality of materials and design as the original sign. The town may inspect any sign and order the painting, repair, alteration, or removal of a hazardous sign. Except in cases of health or safety hazards, which shall be addressed immediately, the sign owner and/or owner of the premises shall have 30 days to comply with the maintenance orders, or the sign shall be removed at the owner's expense. Should the owner fail to remedy a health or safety hazard, the town may, in its sole discretion, abate the health or safety hazard and bill the owner of the sign and/or the owner of the premises for such abatement.

(h) *Retail and medical marijuana businesses.* All signage associated with a medical marijuana business shall meet the standards established in this sign Code and chapter 5.20,

marijuana (medical and retail), as well as any and all other applicable regulations from the federal or state level.

(i) *Sexually oriented businesses.* All signage associated with a sexually oriented business shall meet the standards established in this sign Code and chapter 5.32, sexually oriented businesses, as well as any and all other applicable regulations from the federal or state level.

(j) *Severability.* If any subsection of this sign Code is found to be invalid by a court of competent jurisdiction, all remaining provisions shall be deemed valid.

Sec. 17.3.830. Prohibited and exempt signs.

(a) *Prohibited signs.* The following signs are prohibited in all zone districts and deemed inconsistent with the purposes and standards in this section. Signs for which no valid permit has been issued by the town of Palmer Lake, and which are not exempt from this section are explicitly prohibited.

(1) Distracting signs.

(2) Animated signs.

(3) Flashing signs.

(4) Searchlights and revolving beacons.

(5) Electronic signs.

(6) Roof signs.

(7) Inflated signs or balloons.

(8) Any sign designed to wave, flap, or rotate including attention-getting devices, wave banners except for government and service flags as provided for in this section.

(9) Visual obstructions.

a. Any sign that is erected in such a location as to cause visual obstruction or interference with motor vehicle traffic, pedestrian traffic, or traffic-control devices, including any sign that obstructs clear vision in any direction from any street intersection or driveway.

b. Any sign located in such a way as to substantially deny an adjoining property owner's visual access to an existing sign.

c. Right-of-way signs.

d. Any sign other than traffic control devices erected, constructed, or maintained within, over, or upon the right-of-way of any public road, street, or highway, except in the case of a sign for which a permit has been issued in accordance with the requirements of this article.

(10) Off-premises signs unless otherwise permitted in this section.

- (11) Any sign with light sources that are not shielded such that the bulbs, floodlights, or tubes are visible off the property on which the sign is located.
- (12) Any sign that is painted upon retaining walls, rocks, vegetation, or other natural features.
- (13) Any projected image sign emitting a sound or virtually projected image onto a surface.
- (14) Any sign which interferes with the free passage from or obstructs any fire escape, downspout, window, door, stairway, ladder, or opening intended as a means of ingress or egress or window or opening providing light or air.
- (15) Unsafe signs. Any sign or sign structure which:
 - a. Is structurally unsafe.
 - b. Constitutes a hazard to safety or health because of inadequate maintenance or dilapidation.
 - c. Is not kept in good repair.
 - d. Is not designed or constructed in a professional manner.
 - e. Is capable of causing electrical shocks to persons likely to come in contact with it.
 - f. Presents a danger to the health, safety, or welfare of the town or its citizens.
 - g. Obstructs a driver's view or line of sight; or on public right-of-way without proper authorization from the town of Palmer Lake or CDOT.
- (16) Portable signs (except for sandwich board signs).
 - a. Portable signs or signs not permanently affixed or attached to the ground or to any structure, except for real estate or yard signs attached to posts driven into the ground.
 - b. Commercial signs mounted, attached, or painted on motor vehicles, trailers, or boats used as advertising, but excluding vehicles used in the normal course of business, whether parked or not, including signs painted on or attached to semi-trailers or cargo containers, when exhibited on private property adjacent to a public right-of-way and advertising business or services offered on the property. Vehicle-mounted commercial signs on property used for special events are exempt from the requirements of this section during the special event only. Upon the conclusion of the special event, such signs must be dismantled.
 - c. Inflatable signs or tethered balloons.
- (17) Obsolete or discontinued commercial use signs. Whenever a business, industry, service, or other use is discontinued, all signs advertising the discontinued use shall be removed or obscured within 60 days after the discontinuance of such use. Signs advertising discontinued commercial uses are misleading, unnecessarily contribute to visual clutter, and can obstruct

views and distract motorists. Such signs shall constitute a nuisance as defined in chapter 8.04, nuisance and abatement procedure.

(18) Abandoned signs. A sign which is located on property that becomes vacant and unoccupied for a period of 60 days or more, or a sign which pertains to a time, event, or purpose which no longer applies, shall be considered abandoned.

(19) Roof signs.

(20) Billboards.

(21) Pylon signs.

(22) Handbills and posted advertisements are not allowed without written permission of the planning commission and shall not be attached to trees, fences, utility poles, street furniture, or automobiles.

(23) Exterior neon signs, digital signs, and LED light tubes are prohibited.

(24) Signs specifying price are not allowed unless advertising the price of vehicle fuel or gasoline at a gas station or convenience store that dispenses fuel for vehicles.

(25) Signs using reflective surfaces are prohibited except for official government or traffic signs.

(b) *Exempt signs.* The following signs are exempt from permitting but must not exceed the height and size specified in the sign type standards section of this sign Code.

(1) The existing town of Palmer Lake electronic message board.

(2) Flags of any state, nation, or government including service flags, if the latter is flown in conjunction with any of the preceding flags. No single flag may exceed four feet by six feet in size and flags may not exceed 24 square feet in cumulative area. Flags may not exceed 50 square feet in size and no flagpole shall be higher than 20 feet.

(3) Official town of Palmer Lake, El Paso County, State of Colorado, or federal government/traffic signs.

(4) Signs not legible or visible from a public right-of-way or adjacent property.

(5) Signs on athletic fields and scoreboards intended for on-premises viewing. Scoreboards shall not exceed 20 feet in height and 150 square feet in size.

(6) Commemorative plaques.

(7) Displayed merchandise shall not be considered a sign.

(8) The display of street numbers. Street numbers must be affixed to the structure they are meant to identify.

- (9) Signs not exceeding three square feet in area that are customarily associated with residential uses, such as property identification names and numbers, signs on mailboxes or newspaper tubes, and signs posted on private property warning the public against trespassing or danger from animals.
- (10) Informational signs indicating as a courtesy "credit cards accepted," hours, open/closed, retail vehicle fuel price, or similar with a cumulative total area of six square feet or less.
- (11) Building directory signs with a cumulative total area of eight square feet or less.
- (12) Public notices or signs relating to an emergency or hazard.
- (13) Yard signs. Up to two temporary yard signs no greater than three square feet in area each, for a total of six square feet per lot.
- (14) Real estate signs. Temporary signs on an individual real estate parcel currently offered for sale, lease, or rent, provided that there is only one sign per street frontage and is not greater than eight square feet in area in a residential district and 32 square feet in area in nonresidential districts, and the sign is located on the offered property behind the street right-of-way line. All such temporary signs shall be removed within seven days after the real estate closing or lease transaction for the subject parcel or expiration of the listing, whichever occurs first.
- (15) Restaurant menu signs provided there is no more than one per establishment not to exceed four square feet.

17.76.040. Sign permits and administrative procedures.

- (a) Sign permits.
 - (1) Permits are not required to repair or maintain existing signs which wholly comply with this sign Code.
 - (2) A sign permit requires an application submittal, non-refundable fee, and review and approval by the planning commission.
 - (3) No work shall commence on signs requiring a permit until said permit has been issued by the town.
 - (4) Upon receipt of a sign permit, the sign permit expires if not erected within one year.
- (b) *Permanent sign permit application.* The applicant shall provide the following information:
 - (1) Name, address, and telephone number of the applicant and property owner.
 - (2) Written consent of the property owner.
 - (3) A sign plan composed of a scaled drawing(s) indicating the following:

- a. Site plan showing on-site drives, parking, buildings, sign type(s), proposed sign location(s) with dimensions to property and setback lines and required sign landscaping.
 - b. When the sign permit application is for common site signage in a multiple tenant commercial project then this information must be shown on the sign plan. The applicant has the option of applying for a master sign plan.
 - c. A summary of all sign sizes, quantities, and areas corresponding to sign type standards criteria.
 - d. Sign drawing(s) showing size, shape, design layout, an elevation of the sign on the building, materials, content, and mounting method.
 - e. Light fixture specifications and illumination values.
 - f. If the submittal is for a tenant on a multi-tenant site, provide a copy of the property owner's sign permit for the common site signage.
 - g. Such additional information as requested by the town administrator.
 - h. The date when the applicant intends to erect the sign(s).
- (c) *Master sign plan.* Any mixed-use development or multi-tenant building complex containing three or more units shall submit a master sign plan that consists of a coordinated, shared signage plan for the entire development.
- (1) Signs in the master sign plan shall have mutually unifying elements, which may include uniformity in materials, color, size, height, letter style, sign type, shape, lighting, location on buildings, and design motif.
 - (2) A master sign plan application shall include all of the following:
 - a. A table allocating sign area to each tenant, lot, or pad site.
 - b. A description and/or illustration of the materials to be used in wall signage; and
 - c. Elevations and materials for any standard signs for the site.
 - (3) In reviewing an applicant's submittal of a master sign plan in conformance with the provisions of this section, the planning commission may vary the following standards:
 - a. Sign area for individual signs, and maximum sign area for all allowable signs.
 - b. Sign height for individual signs.
 - c. Sign setback or separation signs; and
 - d. Maximum number of signs, types of signs, or approved wall areas for purposes of sign location.

e. In exchange for a creative and quality design, one of the above-listed standards may be altered up to 25 percent at the discretion of the planning commission. The planning commission may approve a greater change in a dimensional standard based on the applicant demonstrating that the change is warranted by a master sign plan and development that represents an exceptional design, the use of quality materials, increased landscaping, and/or other amenities.

(d) Sign permit process and application.

(1) The sign permit application submittal will be reviewed for completeness. When deemed complete it will be reviewed for compliance with applicable town ordinances and the applicant will be notified of any discrepancies. If it is determined that the sign is not in conformance with these requirements, the town administrator shall recommend changes necessary to bring the sign into such conformance. If the applicant does not make such changes and prefers to submit the design as originally submitted, the town administrator shall forward the application to planning commission for review.

(2) The sign permit application must be submitted to the administrator at least ten days prior to the scheduled planning commission meeting to be considered.

(3) Within 30 days of submission of a completed application, allowing for one continuation of the application review for additional information or modification, the planning commission shall approve, approve with conditions, or deny the application. If the permit is denied, the town administrator shall provide a written explanation of the reasons for the denial by the planning commission.

(4) Approval criteria. A sign permit application submittal shall comply with the following:

a. The sign(s) conforms to the requirements of all applicable Codes.

b. The sign does not interfere with pedestrian or vehicular safety and is not located within the clear vision triangle area per the adopted town roadway specifications.

c. The sign conforms to the design standards of this Code.

d. The planning commission may approve minimal variations in size and quantity standards if the applicant demonstrates exceptional design and/or compliance with the purpose and intent of this section.

e. The planning commission shall evaluate sign compliance and work with the applicant to resolve any issues or concerns.

f. Commission may approve as submitted, approve with conditions, deny the application, or request revisions or additional information for further consideration.

(e) Approval of deviations from sign Code.

(1) *Applicability.* Deviations of the standards set forth in this section may be granted only in accordance with this section.

- (2) Process.
 - a. Applicant submits a complete sign deviation application and pays all applicable fees.
 - b. The town clerk shall set a time for the planning commission to consider the request at a public hearing.
 - c. Notice of the public hearing shall be provided as outlined in C.R.S. § 24-65.5-103, notice requirements.
- (3) A deviation may be granted following review and approval by the planning commission of the following:
 - a. A written narrative describing the nature of the sign variance request as well as the hardship placed on the applicant resulting in the request.
 - b. Applicant demonstrates that strict application of this section would produce-peculiar and exceptional practical difficulties or undue hardships upon the property owner.
 - c. Such difficulties or hardship is not shared generally by other properties in the same zone district and the same vicinity but are peculiar to the subject property.
 - d. The authorization of such variance will not result in substantial detriment to adjacent property or the public good, materially change the character of the district, or substantially impair the intent and purpose of the section.
 - e. The granting of such variance is based upon demonstrable and exceptional hardship as distinguished from variance for convenience, profit, or caprice.
 - (f) Appeal of denial of sign application or deviation request.
- (1) The planning commission may deny a sign application or deviation request for any one of the following reasons:
 - a. The applicable provisions of this Code have not been met.
 - b. The required application fees have not been paid.
 - c. The application is incomplete or contains false, misleading, or fraudulent statements.
 - d. The deviation request does not satisfy the requirements necessary for a deviation from the sign Code.
- (2) Upon denial of an application for a sign permit, the applicant has ten calendar days from the date of the decision to file an appeal with the town clerk.

(3) The applicant may appeal the planning commission's decision to the town board of trustees. The decision of the town board of trustees shall be considered a final decision for purposes of Colorado Rules of Civil Procedures (C.R.C.P.) 106.

(g) Enforcement.

(1) Any sign found not to be in conformance with this section shall be subject to revocation of the sign permit.

(2) Any work on the sign as allowed that has not commenced within a period of one year from the date the sign permit was issued shall automatically expire. The town administrator may allow an extension of up to 30 days for construction delays that are not the result of willful acts or neglect by the permittee. Authority to grant further extensions rests with the board of trustees.

(3) No refund of any fees will be made if the sign permit is revoked or expired under the provisions of this section.

(4) Town administrator review. The town administrator or their designee shall cause any sign that does not comply with the standards set forth in this section, including any sign that is not registered in accordance with this section, to be removed immediately and without notice.

(h) Fines and penalties.

(1) Except as provided by subparagraph b. below, any person who is convicted of, or pleads guilty or no contest to, a violation of this section shall be punished by a fine not to exceed the jurisdiction of the municipal court. Each and every day on which any violation of this section is committed, exists, or continues shall be deemed a separate and distinct offense.

a. First violation. Minimum fine: \$100.00.

b. Second violation. Minimum fine: \$200.00.

c. Third violation. Minimum fine: \$300.00.

(i) Nothing in this sign Code shall limit or preclude the town's ability in any manner to pursue the enforcement of the town's sign Code using any and all available remedies available or cumulatively.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

17.3.840. Sign standards.

(a) *Sign illumination.* Unless otherwise specified by these regulations, all permanent signs in nonresidential zone districts may be illuminated consistent with the adopted exterior lighting standards. No sign illumination is allowed in residential zone districts except for address numbers.

(b) Light source.

- (1) All exterior sign lighting shall be accomplished with fully shielded light fixtures. Upward-directed sign lighting is prohibited. The intensity of sign lighting shall not exceed that necessary to illuminate and make legible a sign from the adjacent travel way.
- (2) Energy-efficient light sources are encouraged.
- (3) All sign illumination shall have a timer that turns off the light source no later than 10:00 p.m. or business closing time—whichever is later.
- (4) Externally lit signs.



- a. Lighting fixtures shall be simple in form and shall not clutter the building.
 - b. The fixtures must be directed only at the sign. Gooseneck or other building-mounted fixtures are encouraged.
- (5) Internally illuminated signs.
 - a. Internally illuminated signs are discouraged and subject to special review by the planning commission.
 - b. Application for a sign permit for any internally illuminated sign shall include clear and accurate illumination levels and specifications.
 - (c) Temporary signs.
 - (1) Temporary signs are intended to display information for a limited time duration but in no case shall the temporary sign exceed 90 days after first being installed.

(2) Temporary signs shall not be used to add permanent signage in addition to what is allowed. The time period for temporary signs varies by sign type and shall be removed on or before the allowable time period.

(3) Temporary signs are required to complete a sign registry with the town clerk. If a temporary sign will be in place for longer than 90 days, a town sign review process and a permanent sign permit is required.

(4) Temporary signs must not pose a health or safety hazard. If they do, must be removed immediately.

(d) General design standards.

(1) Signs shall be integrated with and not overpower the façade of the building or streetscape.

(2) Signs including their supporting structure and components shall be integrated with the design of the building or structure on which they are placed. The scale, size, and shape of any sign shall be proportionate to the building and the area in which it is located. Signs shall not obscure architectural features and shall be designed in a manner that provides an artistic accent or visual point of interest for the building. The town may reduce the sign size and/or quantity allowed when signs do not meet this standard.

(3) Signs are not subject to the setback requirements of the zone district where they are located.

(4) Signs related to building uses on upper floors shall attempt to make use of lower floor directories or other lower floor space for signage. However, upper-floor window signs are allowed.

(5) Sign bands on buildings should be utilized for compatibility with the building façade.

(6) Sign colors should complement the building façade and nearby structures. Borders and frames should be utilized to give the sign a finished appearance.

(7) No letter, symbol, or numeral shall exceed two feet in height.

(8) 3-D signs are encouraged particularly for projecting signs in pedestrian-oriented areas.

(9) Signs shall not obstruct scenic views from public rights-of-way, residences, or businesses.

(10) The sign shall not have a negative impact on neighboring businesses or property. This includes: the sign shall not block entrance(s), impede vehicular or pedestrian traffic, block signage of the neighboring property, or otherwise create a nuisance or safety hazard.

(11) Utilities to signs shall be concealed. Overhead electrical feeds are prohibited.

(12) All business premises shall have street and or suite numbers easily viewed from the adjacent right-of-way or from the primary point of access.

(13) Signs shall not impair visibility for traffic movement and shall not impede drainage or snow storage.


(14) Product or trade names are permitted as a part of an exterior sign only when that part of the occupant's name or product identified is integral to the use of the premises. No more than ten percent of the area of such exterior sign shall be used to advertise the brand name of any products or commodities sold on the premises. In addition, an aggregate total of no more than 25 percent or six square feet, whichever is lesser, of the total window area may be used to advertise product or trade names in the form of window signs.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

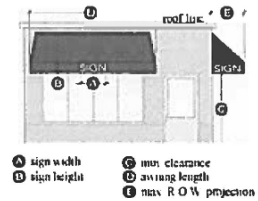
17.3.850. Sign types.

All signs are permanent unless otherwise noted.

(1) 3-D sign.

Type	Quantity	Max area	Height/Clearance
<p>3-D Sign</p> 	1 per tenant, business, or other entity	Maximum Volume (W x H x D) 36 cubic feet	No higher than the wall (single-story building)/bottom of the second-story window (multi-story building) 8.5 feet minimum clearance height (C)

(2) Awning signs.

Type	Quantity	Max area	Height/Clearance
<p>Awning Sign</p> 	Unlimited, within maximum area requirements	0.5 square feet of signage for each linear foot of awning (D), up to a maximum of 32 square feet (A x B)	No higher than the roofline 8.5 feet minimum height pedestrian clearance (C)

a. Signs may be placed only on awnings that are located on the first story fronting a street, parking lot, or pedestrian way.

b. An awning may include a printed or mounted sign. No sign mounted to an awning shall project beyond, above, or below the face of an awning.

c. Awning signs are not allowed in a residential zone district.

d. Lighting. Awning signs shall not be internally illuminated.

(3) Banners.

a. Banners are temporary signs for special events, sales, or other short-term events. They are exempt from permitting but must meet all other criteria including temporary sign registration.

b. Location. Banners may be displayed in any non-residential zone district subject to the following:

1. The banner shall not block entrance(s), impede vehicular or pedestrian traffic, block signage, or otherwise create a nuisance or safety hazard for neighboring properties.

2. The banner shall not be placed to obstruct any portion of a window, doorway, or other architectural detail.

c. Size. Banners installed on walls shall be limited in size to one-half square foot for each linear foot of exterior wall frontage up to a maximum area of 30 square feet.

d. An individual business shall hang no more than one banner at a time. If a tenant space has multiple business licenses for the same tenant space, then the tenant space shall only be allowed to hang one banner at a time.

e. Banners shall be in good condition, without rips, tears, or fading, and all corners must be fastened securely.

f. Duration. Banners may be displayed for a maximum of 30 days without a sign permit. Banners may be displayed for an additional maximum of 60 days with a sign permit but not to exceed a total of 90 days.

(4) Business courtesy signs.

a. Business courtesy signs may be temporary or permanent. They are exempt from permitting but must meet all other criteria.

b. Location. Business courtesy signs may be located at any location.

c. Number. The total number of such signs is not limited as long as the cumulative total is not exceeded.

d. Size. The cumulative total of all such signs shall not exceed four square feet.

(5) Directional signs.

- a. Directional signs shall not count toward the aggregate sign area for the business, use, or tenant space displaying the directional signs.
- b. Directional signs shall be on-premises signs and shall not exceed six square feet per face.
- c. Directional signs shall not be used for additional advertising but may include the business name or logo.
- d. Directional signs shall be clearly coordinated and utilize common design cues including color, shape, logo, material, or nomenclature.
- e. Directional signs that do not meet the standards listed above shall be considered freestanding, projecting, hanging, or wall signs and regulated according to this section.

(6) Event signs.

- a. Event signs are temporary signs for special events, sales, or other short-term events. They are exempt from permitting but must meet all other criteria.
- b. Location. Event signs may be displayed at any location approved by public or private property owners that does not affect public safety in any manner.
- c. Duration. Event signs shall be erected no sooner than 45 days prior to the event and must be removed no later than seven days after the event.

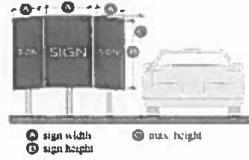
(7) Home occupation signs.

- a. No signs shall be permitted other than a house number or name plate not more than two square feet in area and must be attached to the principal building. In addition, there shall be no illumination of said sign, either internally or externally. House numbers may be illuminated.

(8) Canopy signs.

Type	Quantity	Max Area	Height/Clearance
<p>Canopy Sign</p>	Unlimited, within maximum area requirements	0.5 square feet of signage for each linear foot of canopy, up to a maximum of 32 square feet (A x B)	No higher than the roofline 8.5 feet minimum height pedestrian clearance (C) 14 feet minimum height vehicular clearance (E) where necessary

- a. Signs may be placed on-canopies located on the premises.
 - b. A canopy may include a printed or mounted sign.
 - c. No sign mounted to a canopy shall project above or below the face of a canopy.
 - d. A canopy sign may project horizontally from the face of a canopy only the distance necessary to accommodate sign material and letter thickness.
 - e. No canopy sign shall extend above the roof line of any building. No canopy sign shall project above the top of the canopy upon which it is mounted. However, a sign may project horizontally from the face of a canopy the distance necessary to accommodate the letter thickness and required electrical /or lighting equipment, but not more than 12 inches.
 - f. Canopy signs are not permitted in a residential zone district.
 - g. Lighting. Supported canopy signs shall adhere to the lighting standards contained in this section and section 17.3.510.
- (9) Drive-through window sign.

Type	Quantity	Max Area	Height
Drive-Through Window Sign 	1 sign per tenant, business, or other entity	Free-standing intended for vehicular viewing: 24 square feet (A+A+A) x B	Drive-thru: 7 feet overall clearance

- a. Drive-through window signs shall only occur where the drive-through window is approved by a town of Palmer Lake (TOPL) Development Plan.
 - b. Drive-through window signs shall be oriented to occupants of a vehicle in a drive-through aisle.
 - c. Drive-through window signs may include changeable copy.
 - d. Drive-through window signs shall not be designed to be read from the public right-of-way nor to attract attention to the site from the right-of-way.
 - e. Drive-through access along State Highway 105 is prohibited.
 - f. Drive-through access shall not impede pedestrian movement.
- (10) Freestanding signs.

Type	Quantity	Max Area	Height/Clearance
<p>Freestanding Sign</p>	<p>1 per property or complex with multiple buildings, businesses, or other occupancies</p> <p>Businesses listed in a multi-tenant sign are counted toward the 2-sign maximum unless permitted through a Master Sign Plan</p>	<p>50 square feet (A x B)</p>	<p>(C) No higher than an average of 6 feet in residential districts and 8 feet in non-residential districts measured at finished grade</p>

- a. Location. Freestanding signs shall be set back from all lot lines a minimum of five feet.
 - b. Adjacent lot owners may erect a joint freestanding sign on their common lot line if both property owners have provided written permission.
 - c. Metal poles or column sign supports without a decorative cover shall be prohibited.
 - d. Freestanding signs shall be placed at least two feet from sidewalks and outside of the public right-of-way, clear vision sight triangles, and easements, unless an alternative location is authorized with a town approved revocable encroachment agreement.
 - e. A monument sign shall be located on a site frontage adjoining a public or private street, or right-of-way but not within a dedicated easement without a revocable encroachment agreement. The minimum horizontal spacing between monument signs shall be 300 feet.
 - f. The base of freestanding signs shall be landscaped a minimum of 24 inches all around the sign pole or monument.
 - g. Freestanding signs, except directional signs, shall be separated by a distance of no less than 50 feet unless the freestanding signs are separated by a street right-of-way.
 - h. A monument sign shall not count towards the two allotted signs per tenant on a multi-tenant property.
 - i. The monument sign base shall be constructed of stone, brick, or similar natural material.
- (11) Menu sign.

- a. Menu signs are exempt from permitting unless they are larger than four square feet.
- b. Menu signs do not count towards total allocation per business.
- c. Menu signs shall not be wall signs or window signs.
- d. Menu signs are limited to four square feet.

(12) Projecting signs.

Type	Quantity	Max Area	Height/Clearance
<p>Projecting Sign</p>	1 per tenant, business, or other entity	10 square feet (A x B) Only one side of the sign shall count toward the aggregate sign area.	No higher than the wall (single-story building)/bottom of the second-story window (multi-story building) 8.5 feet minimum clearance height (C)

- a. Location. Projecting signs shall be attached to a building façade and shall not project above the roof or parapet and shall not extend more than four feet from the face of a supporting wall.
- b. Encroachment. A projecting sign that extends into a right-of-way is subject to town approval of a revocable encroachment agreement.

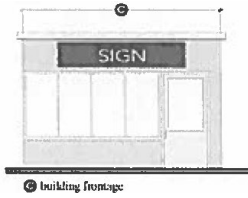
(13) Sandwich board signs.

Type	Quantity	Maximum area	Height/Clearance
<p>Sandwich Board Sign</p>	1 per tenant, business, or other entity	6 square feet (A x B)	No higher than 4 feet (C)

- a. Sandwich board signs are temporary portable signs not permanently affixed to the ground but secured against tipping or being blown over.
- b. Sandwich board signs may be displayed in all non-residential areas but are prohibited in all residential zone districts.
- c. The sign may not be located within a public street right-of-way or on public property with the exception of a public sidewalk only upon issuance of a revocable encroachment permit by the town.
- d. Sandwich board signs shall not reduce the clear width of a public sidewalk to less than 60 inches.
- e. Businesses are limited to one sandwich board or portable sign per business and shall only display such signs only when the business is open for business.
- f. Sandwich board signs must be removed each day at the close of business.
- g. Portable sandwich board signs must have a well-maintained appearance. Chalkboard insets and dry-erase boards are permitted.

(14) *Public displays and murals.* Public displays including art and murals are regulated by chapter 5.36 of the Town Code.

(15) Wall signs permanent.

Type	Quantity	Maximum area	Height/Clearance
Wall Sign 	1 per tenant, business, or other entity	1.0 square foot x linear footage of business frontage (C)	No higher than the roofline

- a. A wall sign shall not obstruct any portion of a window, doorway, or other architectural detail.
- b. Wall signs shall be contained within any single wall panel or other architectural component upon which they are placed and shall not extend above the height of the building wall to which the sign is affixed.

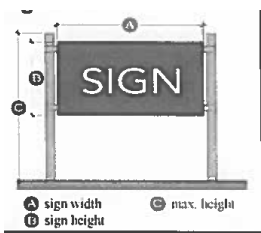
c. No sign part, including cut-out letters, may project out from the building wall more than 12 inches excluding the sign light fixture.

d. Painted wall signs with a commercial message, business name, and business logo are allowed as a wall sign and shall be limited in area and extent as defined in the sign allocation section.

e. Signs inside a building that are clearly visible and oriented towards a public street shall be treated as a wall sign and shall be counted towards the allowable sign area.

f. In multi-tenant buildings the signs shall be located on the tenant space being identified or as depicted in a master sign plan.

(16) Site announcement sign and construction signs.

Type	Quantity	Maximum area	Height/Clearance
	1 per street frontage	32 square feet (A x B)	8 feet (C)

a. Location. Site announcement signs and construction signs are permitted only on vacant land parcels or lots under construction and are not permitted on parcels with existing residential or non-residential uses. The sign shall be setback a minimum of five feet from any property line.

b. Site announcement signs shall be displayed on a temporary basis and shall be removed within 14 days after the issuance of a certificate of occupancy for the building or structure or within 30 days after completion of the activity associated with the purpose of the sign, whichever occurs first.

(17) Window/door signs.

a. Location. On glazed surfaces of doors or windows. Allowed area may be distributed on up to three window and or door signs per business frontage.

b. Size. Total sign area shall not exceed 25 percent of the glass area of windows and doors.

c. Illumination directed at window signs is prohibited.

(17) Yard signs.

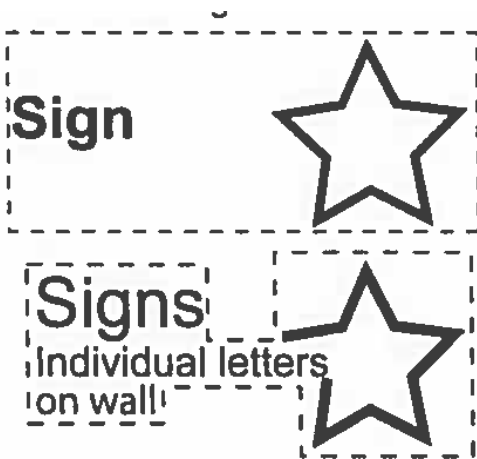
a. Yard signs are temporary signs and include garage and estate sales.

- b. The sign shall be setback a **minimum** of five feet from any property line.
- c. Only one sign per property street frontage is allowed.
- d. Area and height. A yard sign shall be a maximum of four-square feet and no higher than five feet above the ground surface to the highest point of the sign.
- e. Garage sale signs which announce the sale of items from a residence shall be removed on the last day of the sale and shall not create a nuisance as defined in the town Municipal Code, section 8.04.010, nuisance.
- f. Election season signs shall be in place only for the time period that begins 45 days prior to and ends seven days after a regular or special Town, county, state, or federal primary or general election.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

17.3.870. Sign measurement and sign orientation.

- (a) *General.* Sign measurement shall be as indicated in the following subsections.
 - (1) Determination of sign area. In determining the allowable aggregate sign area for any business, use, or tenant space the area of each sign face shall be added together.
 - (2) Computation of sign area.



- a. The area of a sign face shall be measured to the border of a constructed sign or the smallest rectangle that encompasses the extreme limits of the message or graphics for a sign painted or otherwise applied to a surface.
- b. Supporting framework, other structure, or landscaping that is clearly incidental to the sign display shall not be computed as sign area.
- c. Architectural treatments enhancing architecture/signage integration are encouraged. Such treatments shall not be created for the purpose of visually enlarging sign size. Where a

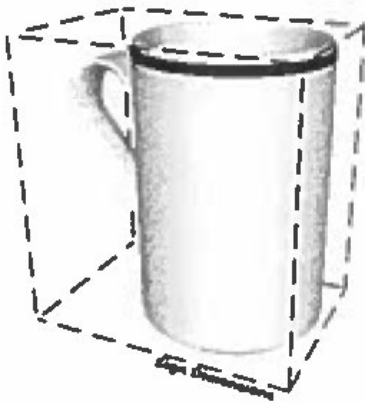
building component is treated in a manner that serves as a sign, such component shall be included in the overall sign area calculation.

d. All sign faces of all signs visible from one point shall be included in the aggregate sign area. Signs around a corner shall be allocated to their respective street frontage.

e. When two identical sign faces are placed back-to-back and are not more than 12 inches apart the sign area calculation shall only include one face. This applies to projecting and freestanding signs.

f. Whenever more than one sign is placed on a freestanding structure the entire overall area of all signs to the extreme outside borders shall be included in the overall sign area measurement.

g. For the purpose of determining sign area and the allowable number of wall signs, a wall shall be considered the projected building elevation area exclusive of the separate articulated wall faces per building side or elevation.

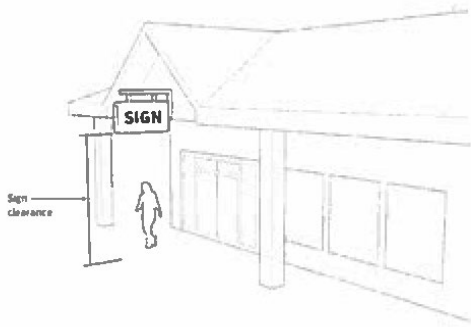


h. 3-D signs including spherical, free-form, sculptural, and other non-planar signs are encouraged. The sign volume shall be the $W \times H \times D$.

(3) Computation of sign height and sign clearance.

a. The height of any freestanding sign shall be determined by the distance between the topmost portion of the sign structure and the average ground elevation measured two feet from the base of the sign or two feet from the adjacent street, access drive, or sidewalk/trail grade.

b. The ground elevation at the base of a freestanding sign shall not be artificially changed solely to affect the sign height measurement.



c. Projecting, hanging, and awnings signs. Clearance for signs shall be measured at the smallest vertical distance between the finished grade and the lowest point of the sign, including any framework or other embellishments.

(b) Sign orientation.

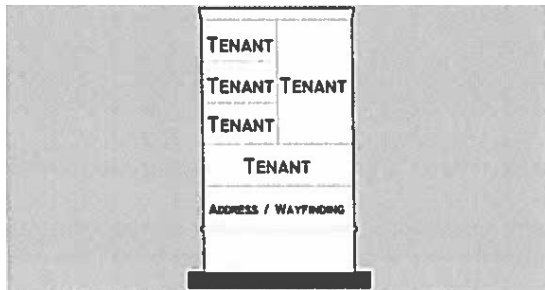
(1) *Downtown core and along public sidewalks and trails.* Signs shall be located and sized to be viewed by pedestrians and cyclists. Projecting, hanging, or awning signs are permitted if there is a minimum of eight and one-half feet clearance above the ground.

(2) *Along public streets.* Signs shall be located and sized to be viewed by motorists.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

17.3.880 Sign allocation and aggregate sign area.

(a) Each business or entity may have up to two of the following signs provided that the aggregate sign area is not exceeded:



(1) Wall sign.

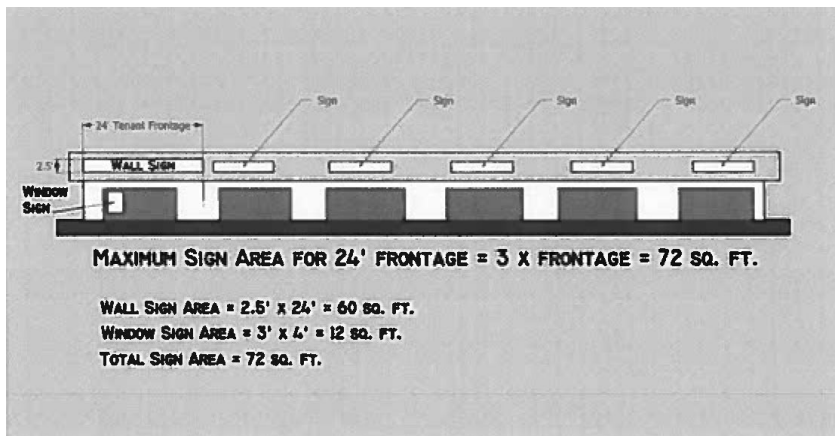
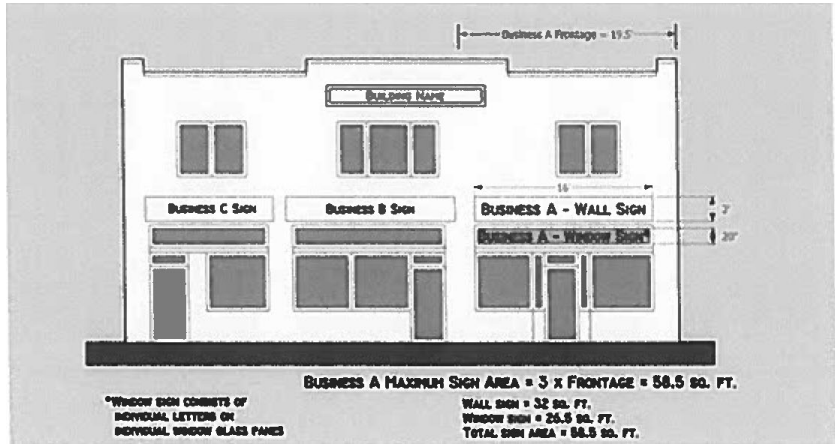
(2) Projecting sign.

(3) Awning sign.

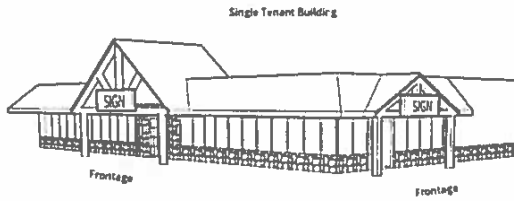
(4) Canopy sign.

(5) Window sign.

- (6) Freestanding sign.
- (b) Common site signs shall not count towards the two allotted signs per tenant. These include directional signs, informational signs, and building directory signs.
- (c) The aggregate sign area for each business frontage may be the lesser of three-square feet per lineal foot of business frontage but no more than 75 square feet.
- (d) Multi-tenant signs count toward the two-sign maximum per business.



- (e) Businesses, entities, or tenant spaces without business or street frontage shall be allowed a maximum of 32 square feet of aggregate sign area.
- (f) Window signs are allowed above street level and are limited to 25 percent of the glazing area per window. These window signs shall not be included in the allowed number of signs or the allowed overall sign area.



(g) Signs visible through the glazing area of any window shall not be included in the allowed number of signs or the allowed overall sign area. One neon open size is permitted for each business.

(h) Businesses or entities that are located on a corner lot or that have more than one street frontage (not including alleys, driveways, or parking lots) shall be allowed to have an additional sign that is 66 percent of the primary building frontage but no more than 50 square feet on each additional street frontage.

(Ord. No. 24-2023, § 1(Exh. A), 12-14-2023)

17.3.890. Definitions.

Generally, a sign is considered a graphic device with writing, symbols, logos, etc. subject to view from a public right-of-way, and used to advertise, identify, direct, and/or inform the public. For the purpose of this section, certain words and phrases used are defined as follows:

3-D Sign means three-dimensional signs that have a depth or relief on their surface greater than six inches.

Abandoned sign means an obsolete sign that no longer serves any purpose or is located on property that becomes vacant and unoccupied or a sign that pertains to a time, event, or purpose that no longer applies.

Aggregate sign area means the total available sign area of all sides or portions of a sign.

Allowed sign means a sign that is neither prohibited nor exempt.

Animated sign means a sign that includes the optical illusion of movement of any part of its structure, design, or pictorial segment, including the movement of any illumination or the flashing or varying of light intensity.

Attention-getting device means any flag, streamer, spinner, pennant, feathers, costumed character, light, balloon, continuous string of pennants, flags or fringe, audible components or similar device or ornamentation used primarily for the purpose of attracting attention for promotion or advertising a business or commercial activity which is visible by the general public from any public right-of-way or public area.

Awning means an overhead roof cover or structure projecting beyond and attached to the exterior wall of a building and has no ground support.

Awning sign means a sign that is permanently attached to an awning.

Back lit sign. See "internally illuminated sign." A sign which contains an illumination source entirely inside the sign construction which makes the sign content visible by light shining outward from the sign.

Banner means A temporary sign composed of logo, design, or text on a flexible lightweight fabric, plastic, or similar material.

Billboards. See "off-premises sign."

Building Code means the most recently adopted version of the Pikes Peak Regional Building Code.

Building directory sign means a sign that serves as a common or collective identification of multiple businesses on the same property and is attached to a building.

Building name sign means a permanent architectural component of the building that names the structure but does not advertise a specific business. Similar to a plaque.

Business means a single commercial enterprise or group of enterprises housed within one or more buildings, or which utilizes the same business frontage.

Business courtesy signs means miscellaneous signs incidental to doing business and not intended as advertising such as credit card signs, security system, and information signs (toilets, deliveries, etc.).

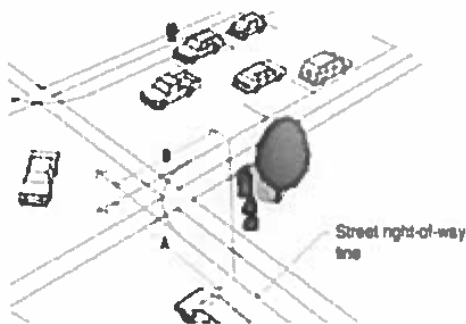
Business frontage means that portion of a building frontage occupied by a single tenant space or lease area in a single or multi-tenant building facing a street, alley, parking area, or other public right-of-way. For businesses located on the interior of a building without business frontage, the building elevation providing customer access shall be considered the business frontage for the purposes of determining signage.

Canopy means an overhead roof cover or structure that may or may not be attached to the building and contains posts or other ground support.

Canopy sign means a sign attached to a canopy.

Changeable message means digital or non-digital text or graphics that changes at intervals.

Common site signage means signage not specific to an individual tenant on a multi-tenant property such as directional signs.



Clear vision triangle means an area where a driver's field of view may not be obstructed. The size of this area is defined by the town's adopted roadway specifications.

Deceptive sign means a sign which is false or misleading.

Directional sign means signs for traffic or pedestrian movement on or adjacent to the property. Logos or text are allowed only as required for the directional message.

Drive-through sign means a sign intended for the display of information for pedestrians or drive-through vehicles.

Election season signs means signs promoting political candidates or ballot issues that are in for a regular or special Town, county, state, or federal primary or general election.

Electronic signs means any sign that uses solid, electronic technology such as incandescent lamps, LEDs, LCDs, or some other electronic means of changing copy to produce bright displays that typically involve moving copy, animation, or other graphics.

Event sign means a temporary promotional sign on public or private property for an upcoming event.

Exempt sign means a sign that does not require a sign permit but must still comply with applicable sign type standards.

External illumination means illumination of a sign that is affected by an artificial source of light not contained within the sign itself.

Flashing illumination means illumination in which the artificial source of light is not maintained stationary or constant in intensity and color at all times when the sign is illuminated.

Freestanding sign means a self-supporting sign, not attached to the building and permanently anchored to the ground.

Fully shielded light fixture means a light fixture that directs light away from any public vantage point and covers the bulb or light source to prevent it from being seen.

Gasoline or fuel price sign means a sign that identifies the type and price of gasoline for sale on the premises of a legally established gasoline service station.

Historic sign means a sign that has historic significance as determined by the board of trustees on the recommendation of the Palmer Lake Historic Society or for properties listed on the National or State Register of Historic Places.

Home occupation sign means a sign intended to identify a private enterprise occurring in a residential occupancy.

Ideological sign means any temporary sign announcing an idea, opinion, or position on a social or political issue and containing no commercial message.

Information signs means a sign used to indicate or provide information and direction with respect to permitted uses on the property, including but not limited to signs indicating the hours of operation, and such signs as "no smoking", "vacancy", "office", "private warning", "open", "closed", "restrooms", "no solicitation", or "no parking".

Internally illuminated sign means a sign face which is lit or outlined by a light source located within the sign.

Light post banner means a banner intended to be installed on municipal light posts.

Light source means the actual bulb or other light emitting element contained within any light fixture.

Master sign plan means a sign plan which identifies the number, description, size, and location of all signs for businesses on the same property or within the same project which constitutes a visual entity as a whole.

Menu sign means a sign showing a restaurant menu.

Monument sign means a freestanding sign with a base integrated with the ground and landscaping.

Multi-tenant site means a property, building, or group of buildings with more than one tenant.

Mural means two-dimensional works of art applied directly to vertical surfaces not intended to advertise or promote commercial services or products, also known as a public display.

Neon sign means a sign integral w/ electric tube light source(s) that form letters, symbols, or other graphic shapes.

Nonconforming sign means an existing sign which does not conform to the regulations of this section, either at the effective date of the regulation establishing this section or as a result of subsequent amendments which may be incorporated into this section.

Obsolete sign means a sign, except a historic sign, which is misleading in terms of identifying a business, service, or attraction, that no longer exists or advertising one or more events that are all concluded.

Off-premises sign means an advertising sign or billboard placed at a location, not on the parcel where the subject entity or activity occurs.

Official sign means a sign required by law or authorized for public or quasi-public institutions to meet the needs of public information, health, safety, and welfare including traffic signs.

Parking sign means a sign indicating parking or directing vehicular traffic to a parking area.

Plaques means a permanent building component cut into or attached to the building designating names of buildings, occupants, dates, or other entities involved in the building creation.

Permanent sign means a sign made of durable materials applied or installed to be immovable.

Portable sign means a sign not permanently attached to the ground or building or not designed to be permanently attached to the ground or a building.

Prohibited sign means a sign not permitted within the corporate limits of Palmer Lake.

Projecting sign means a sign hanging from or attached to a building and extending out from the exterior wall surface, including signs suspended under an awning or other exterior building element.

Projected image sign means the illuminated projection of imagery on a surface.

Public realm means public right-of-way or publicly owned property.

Public right-of-way means a parcel or portion of land which allows for public pedestrian or vehicular access thereupon.

Pylon sign means a tall freestanding-mounted sign higher than ten feet (typically associated with an adjacent higher-speed roadway).

Real estate sign means a sign advertising property for sale, rental, or lease.

Residential complex means a residential complex means a building or related group of buildings in which one or more member units are located and typically includes common areas and services available for the use of its residents.

Right-of-way sign means signs occurring within the public right-of-way.

Roof sign means a sign erected above the roofline or parapet of any building.

Sandwich board sign means a portable moveable sign constructed in an A-frame style with message content on one or both sides.

Searchlight means an apparatus containing a light and/or reflector for projecting a strong, far-reaching beam in any direction.

Sign area means the area that includes the entire face of the sign, frame, artwork, and any spacing between letters, figures, and designs, but not including the sign structure or base. For window signs, the "sign area" shall be measured at the extremities of the lettering and/or graphics.

Sign face means the side of a sign on which text or graphics are placed. A sign may have more than one sign face.

Sign permit means a permit issued for the erection, construction, enlargement, alteration, moving, or conversion of any sign, issued pursuant to this section.

Site announcement sign means a temporary sign announcing a new business, construction, or other similar activity.

Structure means anything built that requires a permanent location. This term includes buildings and signs.

Temporary sign means a sign that is only allowed for a defined temporary period of time and is exempt from permitting but must meet registry and sign type standards. Designed to be used for a temporary period of time, not permanent in nature.

TOPL means town of Palmer Lake.

Traffic signs means stop signs, yield signs, one-way signs, exterior traffic exit and enter signs, and other signs intended for vehicular traffic control.

Wall sign means a sign attached to, painted on, or erected against the exterior of a building or structure.

Yard sale sign means a temporary sign such as garage sale or other temporary sale at any residential or commercial property.

Window/door sign means a sign applied to or attached to glazing or located in close proximity to the glazing on the interior, which can be seen through the window from the building exterior.

Works of art including symbol signs means 2-D graphics or 3-D objects mounted to the building or contained in a projecting sign on-site intended for aesthetic purposes only that do not advertise or promote a particular business, service, or product.

Article 4 Special Requirements

17.4.010. Flood Plain Regulations

- (a) The Town of Palmer Lake, having adopted the regional building code (RBC)2018, has thereby adopted the Regional Building Department's (RBD) Section 313- Floodplain Regulations.
- (b) The floodplain administrator for the Town of Palmer Lake shall be the Regional Floodplain Administrator, housed at the Pikes Peak Regional Building Department (PPRBD)

17.4.110 Conditional Review Uses.

- (a) Conditional review uses may be permitted if the applicant can demonstrate that the location and the site proposed for the use is appropriate, facilitating the use in a manner that supports the purposes of the zone district, and which is compatible with the surrounding area. The review process is intended to assure compatibility and harmonious development between conditional review uses, surrounding properties, and the Town at large. Because of their unusual or special characteristics, conditional review uses require review and evaluation so that they may be located properly with respect to their effects on surrounding properties.
- (b) Permit Required. No conditional review use shall be conducted without a valid and current conditional review use permit issued by the Town.
- (c) Application. A conditional review use permit application shall be processed under Section 17-5-350.
- (d) Criteria. In reviewing a conditional review use permit application, the Planning Commission and Board of Trustees shall consider the following criteria:
 - (1) Compatibility with and effect on the existing and permitted uses in the neighborhood.
 - (2) Mitigation measures used to alleviate on- and off-site impacts.
 - (3) Impact on property values.
 - (4) Likelihood of a nuisance being created.
 - (5) The demands the use will place upon Town services.