



## BUILDING INSPECTIONS

**To:** Mayor and Town Council

**From:** Brady Cudd, Building Official

**Through:** Harlan Jefferson, Town Manager  
Rebecca Zook, P.E., Executive Director of Development & Infrastructure Services  
Khara Dodds, AICP, Director of Development Services

**Re:** Town Council Meeting – April 26, 2022

---

### **Agenda Item:**

Consider and act upon approving an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage".

### **Description of Agenda Item:**

Due to the unique characteristics of the Old Town District, including an enlarged TxDOT Right-of-Way along Broadway, staff has previously brought several sign waiver requests to the Town Council asking for a reduction in the required setback(s) from the property line from fifteen feet to one foot. The most recent waiver requests, located at 511 E. Broadway and 101 E. Broadway, were approved by the Town Council in late 2021. Given the continued growth of business activity in the Old Town District, along with a recent request for a sign waiver at 603 E. Broadway, staff is proposing several modifications to the current sign ordinance that will allow business owners greater flexibility for sign placement in the Old Town District without the need to submit a waiver request to the Town Council. The proposed changes modify the sign ordinance to allow for a reduction in the required setback from the property line for Downtown Signs, Monument Signs, and Development Signs in the Old Town District. In addition, Banner Signs in the Old Town District would no longer be required to be secured to a building.

### **Legal Review:**

This amended ordinance has been reviewed and approved by Terrence Welch of Brown & Hofmeister, L.L.P., as to form and legality.

**Attachments:**

1. Draft Ordinance

**Town Staff Recommendation:**

Staff recommends approving an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage".

**Proposed Motion:**

I move to approve an ordinance amending Chapter 3 "Building Regulations" of the Town's Code of Ordinances by amending Section 3.14.008 "Sign Specifications and Design" Subpart (1) of Subsection (c), "Restrictions", and amendments to locational restrictions in Section 3.14.012 "Criteria for Permissible Signs", Subpart (B)(i)(b) "Banner Sign" of Subsection 1 "Attached Signage"; Subpart (A)(i)(a) "Development Sign" of Subsection 2 "Freestanding Signage"; Subpart (B)(i)(b) "Downtown Sign", of Subsection 2 "Freestanding Signage"; and Subpart (G)(i)(c)(2) "Monument Sign" of Subsection 2 "Freestanding Signage".