

# **Town of Luray**

## **Planning Commission Agenda**

**February 11, 2026**

**7:00 P.M.**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Addition or Deletion of Agenda Items**
- 5. Review of Minutes** – January 14, 2026, Meeting Minutes
- 6. General Citizen Comments**
- 7. Public Hearings**
- 8. Updates & Discussion Items**
  - A) Sign Ordinance Amendments
  - B) Accessory Dwelling Units
- 9. Action Items**
  - A) Sign Ordinance Amendments
- 10. Commission Comments**
- 11. Chairman's Comments**
- 12. Adjourn**

*The meeting will be live streamed on the Town's website. Please submit any public comments concerning the agenda items through any of the following means: Attendance at meeting; Email – [bchrisman@townofluray.com](mailto:bchrisman@townofluray.com); Mail – Luray Town Council, Attention Bryan Chrisman, Post Office Box 629, Luray VA, 22835; Hand Delivery – Place in exterior DROP BOX in the alcove located at the front of the Town's Town Hall facing Main Street; or Phone – (540) 743-5511. All comments must be submitted by 12 noon on the day of the meeting and will be read aloud at the meeting.*

Town of Luray  
PO Box 629  
45 East Main Street  
Luray, VA 22835  
[www.townofluray.com](http://www.townofluray.com)  
540.743.5511



## PLANNING COMMISSION

*Ronald Good, Chair*

[meado12@aol.com](mailto:meado12@aol.com)

Appointed By

Councilman Ron Vickers

Term Ends: 12-31-2026

*Frankie Seaward*  
[frankieseward@gmail.com](mailto:frankieseward@gmail.com)  
Appointed By  
Councilman Chuck Butler  
Term Ends: 12-31-2028

*Brian Sours*  
[Brian.sours@mybrb.bank](mailto:Brian.sours@mybrb.bank)  
Appointed By  
Councilman Joey Sours  
Term Ends: 12-31-2028

*Tracie Dickson*  
[tdickson@truist.com](mailto:tdickson@truist.com)  
Appointed By  
Mayor Stephanie Lillard  
Term Ends: 12-31-2028

*Barbie Stombock*  
[barbiestombock@gmail.com](mailto:barbiestombock@gmail.com)  
Appointed By  
Councilman Jason Pettit  
Term Ends: 12-31-2028

*Bill Huffman*  
[bill.huffman@luraycaverns.com](mailto:bill.huffman@luraycaverns.com)  
Appointed By  
Former Council Member Lillard  
Term Ends: 12-31-2026

*John Shaffer, Vice Chair*  
[john.shaffer@luraycaverns.com](mailto:john.shaffer@luraycaverns.com)  
Appointed By  
Councilman Alex White  
Term Ends: 12-31-2026

### Town Officials

Town Manager – Bryan Chrisman  
Assistant Town Manager – Michael Coffelt  
Planning & Zoning Technician – Brooke Newman  
Town Clerk/ Treasurer – Danielle Babb  
Deputy Town Clerk/ Treasurer - Danielle Alger  
Chief of Police - Bow Cook  
Superintendent of Public Works - Lynn Mathews  
Parks & Recreation Director - Jennifer Jenkins  
WTP Superintendent - Joey Haddock  
WWTP Superintendent – John Sonifrank



**Town of Luray, Virginia**  
**Planning Commission Agenda Statement**

**Item No: IV**

**Meeting Date: February 11, 2026**

**Agenda Item: ADDITION TO, OR DELETION FROM, THE AGENDA**

**Suggested Motion:**  
**(If Required)**

I move that the Planning Commission add Agenda Item \_\_\_\_\_ to the agenda regarding \_\_\_\_\_.

**OR**

I move that the Planning Commission delete Agenda Item \_\_\_\_\_ from the agenda regarding \_\_\_\_\_ for the reason of \_\_\_\_\_.

**OR**

I move that the Planning Commission move Agenda Item \_\_\_\_\_ to a position on the agenda just following Agenda Item \_\_\_\_\_.



# **TOWN OF LURAY**

## ***Planning Commission***

***Regular Meeting***

**February 11, 2026**

**5. Review of  
January 14, 2026 Minutes**

**REGULAR MEETING OF  
LURAY PLANNING COMMISSION  
January 14, 2026**

The Luray Planning Commission met on Wednesday, January 14, 2026, at 7:00 p.m. in regular session. The meeting was held in the Luray Town Council Chambers at 45 East Main Street, Luray, Virginia at which time there were present the following:

**Commissioner's Present:**

Ronald Good, Chairman  
John Shaffer, Vice Chairman  
Barbie Stombock  
Frankie Seaward  
Brian Sours  
Tracie Dickson

**Commissioners Absent:**

Bill Huffman

**Others Present:**

Bryan Chrisman, Town Manager  
Michael Coffelt, Assistant Town Manager  
Brooke Fox, Planning & Zoning Technician

The meeting was called to order by Chairman Good at 7:00 p.m. and everyone joined in the Pledge of Allegiance.

**ROLL CALL**

The roll was called with six (6) members present and one (1) member absent.

**ADDITIONS OR DELETION OF AGENDA**

**Motion:** Chairman Good approved the January 14, 2026, agenda with addition of 9A Selection of Chair and Vice Chair being moved up on the agenda before the review of minutes with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Stombock, Seaward, Sours, Dickson **Approved 6-0**

**ACTION ITEMS**

**9A) Selection of the Chair and Vice Chair**

A member or members, may make a nomination for each position whereby the group shall vote, provided a quorum is present. The group can also elect members to one or both positions by acclamation. In each action, the Commission shall take a voice vote or roll call vote.

**Motion:** Commissioner Sours made the motion to nominate Mr. Shaffer as Vice Chair. **Motion seconded** by Commissioner Seaward with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Stombock, Seaward, Sours, Dickson **Approved 6-0**

**Motion:** Commissioner Shaffer made the motion to nominate Mr. Good as Chair. **Motion seconded** by Commissioner Seaward with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Stombock, Seaward, Sours, Dickson **Approved 6-0**

## **APPROVAL OF MINUTES**

Chairman Good led a review of the December 10, 2025, regular meeting minutes.

**Motion:** Commissioner Shaffer made the motion to approve the December 10, 2025, regular meeting minutes as presented. **Motion seconded** by Commissioner Sours with the vote as follows: **YEA:** Chairman Good, Commissioners Shaffer, Stombock, Seaward, Sours, Dickson **Approved 6-0**

## **GENERAL CITIZENS COMMENTS:**

There were no citizen comments.

## **PUBLIC HEARINGS**

### **7A) Proposed Amendments to the Sign Ordinance**

The Planning Commission is requested to conduct a public hearing to receive comments from the public regarding proposed text amendments to the Sign Ordinance regulations – Appendix A.

A brief summary of the proposed changes include:

- Reducing the scope of the Ordinance
- Increasing the type of signs allowed without a permit
- Increasing the size and/or number of certain sign types
- Consolidating several sections of the Ordinance
- Eliminating unneeded portions of the previous ordinance
- Ensuring conformity with applicable state codes
- Simplifying the Ordinance for use by customers and staff

The public hearing was opened. There were no citizen comments. The public hearing was closed.

Mr. Chrisman stated that the revised ordinance would clarify that sidewalk signs for businesses such as sandwich board signs must be taken in each day at the close of business. The size and placement of the sandwich boards would be clarified.

Commissioner Seaward asked about signs regarding Trackside Theater. They would like to put a sign out on days they have performances. Would that mean they have to put them out and bring them in daily? Mr. Chrisman stated yes and as long as it is on the same parcel and that particular parcel includes multiple businesses. Another option would be to put a projection sign on the side of the other business building which could be seen from main street. Commissioner Stombock asked what the height restrictions are for a pole sign in the business district. Mr. Chrisman's response was no more than 50% of the maximum height of the zoning district. The revised ordinance will give businesses more options, flexibility, and bigger sign sizes.

Mr. Chrisman spoke about the revised flag ordinance. Flags can be up to 75% of the maximum building height in the relevant zoning district and ground signs cannot exceed 50% of the maximum building height.

Commissioner Stombock stated that minor signs are now less than six square feet and were previously less than four square feet and will be allowed without a permit. She also mentioned that up to three minor signs would now be allowed on each lot without a permit. She asked if a lot which contains more than one entity can only have three minor signs with the businesses combined. Mr. Chrisman's answer was yes.

Commissioner Stombock asked if putting a sign on someone else's property is allowed or allowed by permit? Mr. Chrisman stated that it is not allowed because that is considered an off-premises sign.

Mr. Chrisman mentioned that one other change is to issue temporary sign permits for 60 days instead of 45 days. A lot of events require more time to advertise. And there also has to be a 60-day window between application for another temporary sign permit.

Chairman Good asked if the Commission wanted to take a look at this again next month? The commissioners agreed to review these proposed changes again at the February meeting.

## **UPDATES & DISCUSSION ITEMS**

### **8A) Fiscal Year Report**

Mrs. Fox handed out examples of the planning commission fiscal year report which would be given to them in August. The report will include information going back to fiscal year 2022. She requested suggestions of what information planning commission would like to see per category. Each of the fourteen categories would have its own mini chapter and, in that chapter, there will be a

selection of list, tables, and various graphs. This will show how the most recent year compares to the four fiscal years prior.

## **8B) Accessory Dwelling Units**

Mr. Chrisman stated that currently under the ordinance accessory dwelling units are allowable in R3 by special use permit only. Surrounding communities are taking a long hard look at accessory dwelling units. They were originally allowed to be constructed in a couple of districts by special use permit and had to have separate water and sewer connections from the principal dwelling. They also had to be an existing structure that was built prior to the effective date of this ordinance and could be converted into an accessory dwelling unit by meeting the current building code and town zoning. This was a narrow window to meet, and we had one successful applicant on the corner of Jackson Street and N Court St. We had another application on Blue Ridge Ave. With the new housing goals through the new comprehensive plan, we can take a look at the possibility of expanding accessory dwelling units and potentially making the process easier. He recommended ensuring that the owner of the property lives either in the main dwelling or the accessory dwelling unit so that the property owner remains on the property somewhere. Short-term rentals would not be allowed in either the accessory dwelling unit or the primary residence. However, you could easily get one in R3 with another special use permit. Accessory dwelling units must be detached from the principal structure. If the owner wanted to move into the accessory unit and rent the house as a short-term rental, they could apply for another special use permit application in R3. There would be no need for separate utilities as long as the applicant understands they get one bill and it would be up to them to divide it up. Proper off-street parking would be a requirement. Owners wanting an ADU need to have at least 10,000 sq ft for all structures. Making them available in other parts of town may help to accomplish more housing options. Especially those with elderly family members that need a place to stay or have a kid who needs a place to stay. Some communities allow them to be new construction, and some require them to be existing structures that get renovated.

Commissioner Stombock asked if the lot were more than 10,000 square feet why would we care if it is new construction. Mr. Chrisman stated we would not, and we looked at the Boomfield area specifically. Say you have five or six lots in Boomfield, and your current house, driveway and outbuilding took up three of those lots. Now you have decided to build an accessory dwelling unit on the other three and connect it to the principal house's water and sewer. We would not allow you to subdivide that because it does not have independent water and sewer connection. It could feasibly be subdivided in the future if the owner realizes that they must pay to connect the accessory dwelling unit directly to town water and sewer. There are situations where if you have enough real estate, you can have an accessory dwelling unit and subdivide provided that in the ordinance we make it clear that you have to have these other things like utility compliance and parking.

Another thing to consider is that accessory structures have their own setbacks and can be in some cases within one or five feet of the property line. Allowing new accessory dwelling units to be built that close to the property line may not be a great idea. That is one advantage of the special use permit process and to give neighbors an opportunity to give input as to whether they want this in their neighborhood or not. There are a lot of scenarios, and we want to give people options.

Chairman Good asked about allowing them in certain zoning districts. Mr. Chrisman responded that the concern is with R3 and R4 due to the small lot sizes unless you own multiple lots. To put an accessory dwelling unit on the lot with the main dwelling would take up the majority of the lots available square footage and be very close to the neighbors. While it is good for the applicant it may not be good for the surrounding property owners. He would not recommend them in R5 with apartments and townhomes or in the PND due to the density being so high already. Allowing accessory dwelling units in the R2 district may be worth looking into.

## **COMMISSION COMMENTS**

### **CHAIRMAN'S COMMENTS**

Chairman Good informed members the next meeting will be held on February 11, 2026.

Mr. Chrisman updated the commission stating that Maronda Homes is still building duplexes and we are still issuing permits for those duplexes. We still get inquiries about single family homes to be built out on the western parcel. We are still actively pursuing Walmart Corporation regarding the storm water easement and stormwater pipe that go across that property. That is the major hindrance to that parcel development. If we can get that removed or at least vacated, then a developer has a reasonable chance at putting single family homes out there on the western tip of Luray Landing. We are going to get submission of the first two-thirds of Baker Drive and Caterpillar Drive and one hundred percent of Rae Court for street acceptance sometime in the next few months or so from Baker Development. The streets on the back half of Baker Drive and Caterpillar Drive will be completed once Maronda Homes gets the duplexes around the turn. Base asphalt is already down and utilities are in place.

### **ADJOURNED**

The meeting was adjourned at 7:56 p.m.

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Bryan Chrisman  
Town Manager



# **TOWN OF LURAY**

## ***Planning Commission***

***Regular Meeting***

**February 11, 2026**

**8A. Sign Ordinance  
Amendments**



## **Town of Luray, Virginia**

### **Planning Commission Agenda Statement**

**Item No: VIII-A**

**Meeting Date: February 11, 2026**

**Agenda Item:**

#### **PLANNING COMMISSION REVIEW & DISCUSSION**

##### **Item VIII-A – Sign Ordinance Amendments**

**Summary:**

The Planning Commission is requested to review and discuss proposed amendments to the Sign Ordinance.

Included is the latest revision (v.6) that incorporates changes from the January meeting, as well as comments from the Council to this point.

**Commission Review:** January 14, 2026, meeting – public hearing

**Fiscal Impact:** N/A

**Suggested Motion:** N/A

## **ARTICLE VIII. SIGNS**

### **801. General provisions.**

*801.1. Purpose and intent:* The purpose of this article is to regulate the size, location, height and construction of all signs placed on private property for public observance; to protect the public health, safety, convenience and general welfare; to facilitate the creation of a convenient, attractive and harmonious community; and to protect property values. This article shall be interpreted in a manner consistent with the First Amendment of the United States Constitution. If any provision of this article is found to be invalid, such finding shall not affect the validity of other provisions of this article that can be given effect without the invalid provision.

#### *801.2. Definitions.*

*Flag.* A sign applied to cloth or similar material attachable by one edge to a pole or rope.

*Ground sign.* A sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

*Location.* The broadest of the following: (a) a lot, (b) multiple lots spanned by a single commercial enterprise, organization, or entity, or (c) a shopping center comprised of multiple commercial enterprises.

*Minor sign.* A sign not exceeding six square foot in sign area and six feet in height.

*Off-premises sign.* A sign, such as a billboard, which directs attention to an event, activity, business, commodity, service or establishment conducted, sold or offered at a location other than the location on which the sign is erected.

*Sign.* Any object, device, display, or structure, or part thereof, visible from a public place, a public right-of-way, any parking area or right-of-way open to use by the general public, which is designed and used to attract attention to an institution, organization, business, product, service, event, or location by any means involving letters, words, figures, designs, symbols, logos, colors, illumination, or projected images.

*Sign area.* The surface area of the face of the sign, all frames, and all other components not used for support. In calculating sign area, exterior dimensions are used and any open space within the sign is included. The sign area of a sign designed to be viewed from two directions shall be the area of the largest sign. Nonetheless, if the two faces of a sign are (a) more than two feet apart, or (b) neither parallel nor at an angle of less than 45 degrees, the area of the sign shall be the total area of all sides.

*Sign height.* Sign height for ground signs is the distance from the ground to the highest point on the sign or its support structure.

*Temporary sign.* A temporary sign is either (a) a sign, pennant, valance, banner, feather banner, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, plastic, or other light materials with or without frames, intended to be displayed for a short period of time, or (b) a sign, through the use of wheels or otherwise, which is designed to be transported from place to place.

The category of "temporary signs" is not mutually exclusive with other categories. For example, a temporary sign may also be a ground sign. Therefore, a temporary sign must meet the requirements for temporary signs as well as other requirements which apply to the type of sign involved.

*Wall sign.* A sign with one face attached to or painted upon a wall or other vertical surface of a structure such as a window, marquee, canopy, or awning.

*801.3. Sign permit required.* Except as provided herein, no sign shall be erected, installed, used, altered, relocated, replaced or reconstructed until a sign permit has been issued. All signs are considered accessory uses and accessory structures.

*801.4. Prohibited signs.* The following signs are prohibited:

- (a) Off-premises signs.
- (b) Any sign which may be confused with or obstruct the view of a traffic sign or signal.
- (c) Animated signs that rotate, move, or appear to rotate or move, including but not limited to pennants, propellers, and discs. This does not include the hands of a clock or a weather vane.
- (d) Signs that flash, blink, or turn on and off intermittently.
- (e) Glaring signs, signs with moving or changing images, and signs with light sources that constitute a traffic hazard or distraction.
- (f) Signs affixed to a tree, other natural vegetation, rocks, public utility poles, or public signs.
- (g) Window signs that occupy more than 50 percent of the area of a window.
- (h) Signs that obstruct the visibility of intersections or block any door, fire escape, or stairway, or any opening intended for light, air or access to any building.
- (i) Signs erected on public property or within or over a public right-of-way.

*801.5. Signs Allowed Without a Permit.* The following signs are allowed without a permit in all zoning districts and do not count against the zoning-specific allowances set forth in Section 801.6:

- (a) Plaques, tablets or markers made of granite, bronze or a similar material.
- (b) Flags up to 36 square feet in sign area.
- (c) Three minor signs per lot.
- (d) A ground sign not to exceed 36 square feet in area or six feet in height at each major street entrance to a subdivision.
- (e) Signs attached to gasoline pumps or protective structures adjacent to such pumps provided the sign is not larger than the pump itself.
- (f) Window signs aligned against the top of the window frame on the first floor of a structure that cover up to 50 percent of the area of each window.
- (g) The following temporary signs:
  - (1) Temporary signs not more than six feet in height and 36 feet in sign area on:
    - (i) Any lot for sale or rent, but only until the property is sold or rented;
    - (ii) Any lot with an active building permit during the life of the permit;
    - (iii) Any lot zoned R-1, R-2, R-3, R-4, or R-5 for a period of 60 days.
  - (2) For any lot zoned B-1 or M-1:
    - (i) Feather banners not more than 12 feet in height and 36 square feet in area on any lot zoned B-1 or M-1 for a period of 60 days.
    - (ii) Two sandwich board signs not more than seven square feet in sign area per side and six feet in height displayed during business hours in a manner that does not impede pedestrian traffic or intersection visibility.
- (h) Any sign erected by the town or required by law.

*801.6. Signs allowed by Permit.*

- (a) R-1, R-2, R-3, R-4, R-5, and PND zoning districts:
  - (1) On a lot with a non-residential use, one ground sign up to six feet in height or one wall sign up to ten feet in height with neither to exceed 36 square feet in area.

- (2) One temporary sign of not more than six feet in height and 36 square feet in area may be displayed at each residential subdivision entrance for up to two years.
- (b) B-1 and M-1 zoning districts:
  - (1) For each location, one ground sign of up to (i) 36 square feet in area, or (ii) one square foot in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
  - (2) For each street frontage of a commercial, industrial, or other enterprise, one wall sign of up to (i) 56 square feet in area, or (ii) two square feet in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
  - (3) Minor signs throughout each location.
- (c) Temporary signs. The following temporary signs up to six feet in height and 36 square feet in sign area are allowed by permit and may be displayed for a maximum period of 60 days:
  - (1) Temporary signs advertising an event.
  - (2) Temporary signs on a vacant lot.
  - (3) Temporary signs on a location with a business that is new, closing, or under new management.

*801.8. General limitations.*

- (a) Height. Unless a more restrictive limit is specified, No sign shall exceed the following maximum heights apply:
  - (1) R-1, R-2, R-3, R-4, and R-5 zoning districts:
    - (i) Flags: 25 feet.
    - (ii) Ground signs: 15 feet.
  - (2) PND, B-1 and M-1 zoning districts:
    - (i) Flags: 35 feet.
    - (ii) Ground signs: 25 feet.

~~for a structure in the relevant zoning classification, no flag shall exceed 75 percent of such maximum height, and no ground sign shall exceed 50 percent of such maximum height.~~
- (b) Location.
  - (1) No sign may be erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof. This limitation shall not apply to the gable end of structures located in the B-1 and M-1 zoning districts.
  - (2) A ~~ten~~<sup>five</sup>-foot setback shall be observed for any sign located within 25 feet of a street or public right-of-way. The setback shall be measured from the property boundary to the closest point of the sign.
  - (3) No sign within 100 feet of the boundary of a lot with an existing residential use may be illuminated unless the illumination does not shine or reflect light onto the lot with the residential use.
- (c) A temporary sign that is removed may not be replaced by the same or another temporary sign for 60 days.
- (d) All signs and components shall be maintained in good repair and in a safe, clean and attractive condition.

- (e) All signs shall be constructed in compliance with the Virginia Uniform Statewide Building Code. All illuminated signs shall comply with the National Electrical Code.

## **802. Administration.**

### *802.1. Sign permit applications.*

- (a) *Filing of applications; fees.* Applications for sign permits shall be filed by the applicant or his agent with the zoning administrator along with a nonrefundable filing fee.
- (b) *Information required.* Every application shall include the following information:
  - (1) Name, address and telephone number of the applicant.
  - (2) Position of the sign in relation to adjacent lot lines, buildings, sidewalks, streets and intersections.
  - (3) A general description of the proposed sign type, structural design, and construction materials.
  - (4) Purpose of the proposed signs.
  - (5) Drawings of the proposed sign with specifications of the height, perimeter, area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.
  - (6) Size and placement of all existing signs on the lot.
  - (7) For temporary signs, the time period during which the applicant seeks to display the proposed sign.
  - (8) The relevant principal building width for signs permitted pursuant to Sections 801.6(b)(1)(ii) and 801.6(b)(2)(ii).
- (c) The zoning administrator shall review each application and either approve the application, reject the application, or notify the applicant of deficiencies in the application within five business days after receipt. Any application that meets all requirements of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved. If an application is rejected, the zoning administrator shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of the zoning ordinance, building code, or other applicable law, regulation, or ordinance.
- (d) Sign permits shall be numbered in the order of issuances and recorded separately from other zoning permits for building or remodeling. The zoning administrator shall maintain a record of all sign permits issued.
- (e) If a sign is not constructed within 12 months following the issuance of a sign permit (or within 30 days in the case of a temporary sign permit), the permit shall be void. A permit for a temporary sign shall state its duration. The town may revoke a sign permit under any of the following circumstances:
  - (1) The town determines that information in the application was materially false or misleading.
  - (2) The sign as installed does not conform to the sign permit application.
  - (3) The sign violates the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

*802.2. Nonconforming signs.* Any sign lawfully in existence on the effective date of this article that does not conform to the provisions herein, and any sign that is accessory to a nonconforming use, shall be deemed a legally nonconforming sign. The restoration and replacement of legally nonconforming signs shall be governed by appendix A, article VI, section 607 of the town code.

*802.3. Special exceptions:* Upon proper application and after following the process described in chapter 703 of article VII, the town council may grant a special use permit authorizing a sign which would otherwise be prohibited by this article. The permit may contain such conditions as the town council deems proper.

## **ARTICLE VIII. SIGNS**

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*Sign.* Any object, device, display, or structure, or part thereof, visible from a public place, a public right-of-way, any parking area or right-of-way open to use by the general public, which is designed and used to attract attention to an institution, organization, business, product, service, event, or location by any means involving letters, words, figures, designs, symbols, logos, colors, illumination, or projected images.

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- (d) Signs that flash, blink, or turn on and off intermittently.
- (e) Glaring signs, signs with moving or changing images, and signs with light sources that constitute a traffic hazard or distraction.
- (f) Signs affixed to a tree, other natural vegetation, rocks, public utility poles, or public signs.
- (g) Window signs that occupy more than 50 percent of the area of a window.
- (h) Signs that obstruct the visibility of intersections or block any door, fire escape, or stairway, or any opening intended for light, air or access to any building.
- (i) Signs erected on public property or within or over a public right-of-way.

*801.5. Signs Allowed Without a Permit.* The following signs are allowed without a permit in all zoning districts and do not count against the zoning-specific allowances set forth in Section 801.6:

- (a) Plaques, tablets or markers made of granite, bronze or a similar material.
- (b) Flags up to 36 square feet in sign area.
- (c) Three minor signs per lot.
- (d) A ground sign not to exceed 36 square feet in area or six feet in height at each major street entrance to a subdivision.
- (e) Signs attached to gasoline pumps or protective structures adjacent to such pumps provided the sign is not larger than the pump itself.
- (f) Window signs aligned against the top of the window frame on the first floor of a structure that cover up to 50 percent of the area of each window.
- (g) The following temporary signs:
  - (1) Temporary signs not more than six feet in height and 36 feet in sign area on:
    - (i) Any lot for sale or rent, but only until the property is sold or rented;
    - (ii) Any lot with an active building permit during the life of the permit;
    - (iii) Any lot zoned R-1, R-2, R-3, R-4, or R-5 for a period of 60 days.
  - (2) Feather banners not more than 12 feet in height and 36 square feet in area on any lot zoned B-1 or M-1 for a period of 60 days.
- (h) Any sign erected by the town or required by law.

*801.6. Signs allowed by Permit.*

- (a) R-1, R-2, R-3, R-4, R-5, and PND zoning districts:
  - (1) On a lot with a non-residential use, one ground sign up to six feet in height or one wall sign up to ten feet in height with neither to exceed 36 square feet in area.
  - (2) One temporary sign of not more than six feet in height and 36 square feet in area may be displayed at each residential subdivision entrance for up to two years.
- (b) B-1 and M-1 zoning districts:

- (1) For each location, one ground sign of up to (i) 36 square feet in area, or (ii) one square foot in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
- (2) For each street frontage of a commercial, industrial, or other enterprise, one wall sign of up to (i) 56 square feet in area, or (ii) two square feet in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
- (3) Minor signs throughout each location.

(c) Temporary signs. The following temporary signs up to six feet in height and 36 square feet in sign area are allowed by permit and may be displayed for a maximum period of 60 days:

- (1) Temporary signs advertising an event.
- (2) Temporary signs on a vacant lot.
- (3) Temporary signs on a location with a business that is new, closing, or under new management.

*801.8. General limitations.*

- (a) Height. No sign shall exceed the maximum height for a structure in the relevant zoning classification, no flag shall exceed 75 percent of such maximum height, and no ground sign shall exceed 50 percent of such maximum height.
- (b) Location.
  - (1) No sign may be erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.
  - (2) A ten-foot setback shall be observed for any sign located within 25 feet of a street or public right-of-way. The setback shall be measured from the property boundary to the closest point of the sign.
  - (3) No sign within 100 feet of the boundary of a lot with an existing residential use may be illuminated.
- (c) A temporary sign that is removed may not be replaced by the same or another temporary sign for 60 days.
- (d) All signs and components shall be maintained in good repair and in a safe, clean and attractive condition.
- (e) All signs shall be constructed in compliance with the Virginia Uniform Statewide Building Code. All illuminated signs shall comply with the National Electrical Code.

**802. Administration.**

*802.1. Sign permit applications.*

- (a) *Filing of applications; fees.* Applications for sign permits shall be filed by the applicant or his agent with the zoning administrator along with a nonrefundable filing fee.
- (b) *Information required.* Every application shall include the following information:
  - (1) Name, address and telephone number of the applicant.
  - (2) Position of the sign in relation to adjacent lot lines, buildings, sidewalks, streets and intersections.
  - (3) A general description of the proposed sign type, structural design, and construction materials.
  - (4) Purpose of the proposed signs.

- (5) Drawings of the proposed sign with specifications of the height, perimeter, area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.
- (6) Size and placement of all existing signs on the lot.
- (7) For temporary signs, the time period during which the applicant seeks to display the proposed sign.
- (8) The relevant principal building width for signs permitted pursuant to Sections 801.6(b)(1)(ii) and 801.6(b)(2)(ii).

(c) The zoning administrator shall review each application and either approve the application, reject the application, or notify the applicant of deficiencies in the application within five business days after receipt. Any application that meets all requirements of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved. If an application is rejected, the zoning administrator shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

(d) Sign permits shall be numbered in the order of issuances and recorded separately from other zoning permits for building or remodeling. The zoning administrator shall maintain a record of all sign permits issued.

(e) If a sign is not constructed within 12 months following the issuance of a sign permit (or within 30 days in the case of a temporary sign permit), the permit shall be void. A permit for a temporary sign shall state its duration. The town may revoke a sign permit under any of the following circumstances:

- (1) The town determines that information in the application was materially false or misleading.
- (2) The sign as installed does not conform to the sign permit application.
- (3) The sign violates the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

*802.2. Nonconforming signs.* Any sign lawfully in existence on the effective date of this article that does not conform to the provisions herein, and any sign that is accessory to a nonconforming use, shall be deemed a legally nonconforming sign. The restoration and replacement of legally nonconforming signs shall be governed by appendix A, article VI, section 607 of the town code.

*802.3. Special exceptions:* Upon proper application and after following the process described in chapter 703 of article VII, the town council may grant a special use permit authorizing a sign which would otherwise be prohibited by this article. The permit may contain such conditions as the town council deems proper.

## **ARTICLE VIII. SIGNS**

### **801. General provisions.**

*801.1. Purpose and intent:* The purpose of this article is to regulate the size, location, height and construction of all signs placed on private property for public observance; to protect the public health, safety, convenience and general welfare; to facilitate the creation of a convenient, attractive and harmonious community; and to protect property values. This article shall be interpreted in a manner consistent with the First Amendment of the United States Constitution. If any provision of this article is found to be invalid, such finding shall not affect the validity of other provisions of this article that can be given effect without the invalid provision.

#### *801.2. Definitions.*

*Flag.* A sign applied to cloth or similar material attachable by one edge to a pole or rope.

*Ground sign.* A sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

*Location.* The broadest of the following: (a) a lot, (b) multiple lots spanned by a single commercial enterprise, organization, or entity, or (c) a shopping center comprised of multiple commercial enterprises.

*Minor sign.* A sign not exceeding ~~sixfour~~ square foot in sign area and ~~sixfour~~ feet in height.

*Off-premises sign.* A sign, such as a billboard, which directs attention to an event, activity, business, commodity, service or establishment conducted, sold or offered at a location other than the location on which the sign is erected.

*Sign.* Any object, device, display, or structure, or part thereof, visible from a public place, a public right-of-way, any parking area or right-of-way open to use by the general public, which is designed and used to attract attention to an institution, organization, business, product, service, event, or location by any means involving letters, words, figures, designs, symbols, logos, colors, illumination, or projected images.

*Sign area.* The surface area of the face of the sign, all frames, and all other components not used for support. In calculating sign area, exterior dimensions are used and any open space within the sign is included. The sign area of a sign designed to be viewed from two directions shall be the area of the largest sign. Nonetheless, if the two faces of a sign are (a) more than two feet apart, or (b) neither parallel nor at an angle of less than 45 degrees, the area of the sign shall be the total area of all sides.

*Sign height.* Sign height for ground signs is the distance from the ground to the highest point on the sign or its support structure.

*Temporary sign.* A temporary sign is either (a) a sign, pennant, valance, banner, feather banner, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, plastic, or other light materials with or without frames, intended to be displayed for a short period of time, or (b) a sign, through the use of wheels or otherwise, which is designed to be transported from place to place.

The category of "temporary signs" is not mutually exclusive with other categories. For example, a temporary sign may also be a ground sign. Therefore, a temporary sign must meet the requirements for temporary signs as well as other requirements which apply to the type of sign involved.

*Wall sign.* A sign with one face attached to or painted upon a wall or other vertical surface of a structure such as a window, marquee, canopy, or awning.

*801.3. Sign permit required.* Except as provided herein, no sign shall be erected, installed, used, altered, relocated, replaced or reconstructed until a sign permit has been issued. All signs are considered accessory uses and accessory structures.

*801.4. Prohibited signs.* The following signs are prohibited:

- (a) Off-premises signs.
- (b) Any sign which may be confused with or obstruct the view of a traffic sign or signal.
- (c) Animated signs that rotate, move, or appear to rotate or move, including but not limited to pennants, propellers, and discs. This does not include the hands of a clock or a weather vane.
- (d) Signs that flash, blink, or turn on and off intermittently.
- (e) Glaring signs, signs with moving or changing images, and signs with light sources that constitute a traffic hazard or distraction.
- (f) Signs affixed to a tree, other natural vegetation, rocks, public utility poles, or public signs.
- (g) Window signs that occupy more than 50 percent of the area of a window.
- (h) Signs that obstruct the visibility of intersections or block any window, door, fire escape, or stairway, or any opening intended for light, air or access to any building.
- (i) Signs erected on public property or within or over a public right-of-way.

*801.5. Signs Allowed Without a Permit.* The following signs are allowed without a permit in all zoning districts and do not count against the zoning-specific allowances set forth in Section 801.6:

- (a) Plaques, tablets or markers made of granite, bronze or a similar material.
- (b) Flags up to 3625 square feet in sign area.
- (c) Three minor signs per lot.
- (d) A ground sign not to exceed 3625 square feet in area or six feet in height at each major street entrance to a subdivision.
- (e) Signs attached to gasoline pumps or protective structures adjacent to such pumps provided the sign is not larger than the pump itself.
- (f) Window signs aligned against the top of the window frame on the first floor of a structure that cover up to 50 percent of the area of each window.
- (g) The following temporary signs:
  - (1) Temporary signs not more than six feet in height and 36 feet in sign area on:
    - (i) Any lot for sale or rent, but only until the property is sold or rented;
    - (ii) Any lot with an active building permit during the life of the permit;
    - (iii) Any lot zoned R-1, R-2, R-3, R-4, or R-5 for a period of 60 days.
  - (2) Feather banners not more than 12 feet in height and 36 square feet in area on any lot zoned B-1 or M-1 for a period of 60 days.
- (h) Any sign erected by the town or required by law.

*801.6. Signs allowed by Permit.*

- (a) R-1, R-2, R-3, R-4, R-5, and PND zoning districts:
  - (1) On a lot with a non-residential use, one ground sign up to sixfour feet in height or one wall sign up to ten feet in height with neither to exceed 3625 square feet in area.
  - (2) One temporary sign of not more than sixfour feet in height and 3625 square feet in area may be displayed at each residential subdivision entrance for up to two years.
- (b) B-1 and M-1 zoning districts:

- (1) For each location, one ground sign of up to (i) 36 square feet in area, or (ii) one square foot in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
- (2) For each street frontage of a commercial, industrial, or other enterprise, one wall sign of up to (i) 56 square feet in area, or (ii) two square feet in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
- (3) Minor signs throughout each location.

(c) Temporary signs. The following temporary signs up to sixfour feet in height and 3625 square feet in sign area are allowed by permit and may be displayed for a maximum period of 60 days:

- (1) Temporary signs advertising an annual event.
- (2) Temporary signs on a vacant lot.
- (3) Temporary signs on a location with a business that is new, closing, or under new management.

*801.8. General limitations.*

- (a) Height. No sign shall exceed the maximum height for a structure in the relevant zoning classification, no flag shall exceed 75 percent of such maximum height, and no ground sign shall exceed 50 percent of such maximum height.
- (b) Location.
  - (1) No sign may be erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.
  - (2) A ten-foot setback shall be observed for any sign located within 25 feet of a street or public right-of-way. The setback shall be measured from the property boundary to the closest point of the sign.
  - (3) No sign within 100 feet of the boundary of a lot with an existing residential use may be illuminated.
- (c) A temporary sign that is removed may not be replaced by the same or another temporary sign for 60 days.
- (d) All signs and components shall be maintained in good repair and in a safe, clean and attractive condition.
- (e) All signs shall be constructed in compliance with the Virginia Uniform Statewide Building Code. All illuminated signs shall comply with the National Electrical Code.

**802. Administration.**

*802.1. Sign permit applications.*

- (a) *Filing of applications; fees.* Applications for sign permits shall be filed by the applicant or his agent with the zoning administrator along with a nonrefundable filing fee.
- (b) *Information required.* Every application shall include the following information:
  - (1) Name, address and telephone number of the applicant.
  - (2) Position of the sign in relation to adjacent lot lines, buildings, sidewalks, streets and intersections.
  - (3) A general description of the proposed sign type, structural design, and construction materials.
  - (4) Purpose of the proposed signs.

- (5) Drawings of the proposed sign with specifications of the height, perimeter, area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.
- (6) Size and placement of all existing signs on the lot.
- (7) For temporary signs, the time period during which the applicant seeks to display the proposed sign.
- (8) The relevant principal building width for signs permitted pursuant to Sections 801.6(b)(1)(ii) and 801.6(b)(2)(ii).

(c) The zoning administrator shall review each application and either approve the application, reject the application, or notify the applicant of deficiencies in the application within five business days after receipt. Any application that meets all requirements of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved. If an application is rejected, the zoning administrator shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

(d) Sign permits shall be numbered in the order of issuances and recorded separately from other zoning permits for building or remodeling. The zoning administrator shall maintain a record of all sign permits issued.

(e) If a sign is not constructed within 12 months following the issuance of a sign permit (or within 30 days in the case of a temporary sign permit), the permit shall be void. A permit for a temporary sign shall state its duration. The town may revoke a sign permit under any of the following circumstances:

- (1) The town determines that information in the application was materially false or misleading.
- (2) The sign as installed does not conform to the sign permit application.
- (3) The sign violates the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

*802.2. Nonconforming signs.* Any sign lawfully in existence on the effective date of this article that does not conform to the provisions herein, and any sign that is accessory to a nonconforming use, shall be deemed a legally nonconforming sign. The restoration and replacement of legally nonconforming signs shall be governed by appendix A, article VI, section 607 of the town code.

*802.3. Special exceptions:* Upon proper application and after following the process described in chapter 703 of article VII, the town council may grant a special use permit authorizing a sign which would otherwise be prohibited by this article. The permit may contain such conditions as the town council deems proper.

## ARTICLE VIII. SIGNS

### 801. General provisions.

*801.1. Purpose and intent:* The purpose of this article is to regulate the size, location, height and construction of all signs placed on private property for public observance; to protect the public health, safety, convenience and general welfare; to facilitate the creation of a convenient, attractive and harmonious community; and to protect property values, and to further the urban design and economic development objective of the town's comprehensive plan. To these ends, these regulations are intended to promote signs that are:

- (a) Compatible with the landscape/streetscape and architecture of surrounding buildings, including historic sites and structure;
- (b) Legible and appropriate to the activity to which they pertain;
- (c) Not distracting to motorists; and
- (d) Constructed and maintained in a structurally sound and attractive condition.

This article shall be interpreted in a manner consistent with the First Amendment of the United States Constitution. If any provision of this article is found to be invalid, such finding shall not affect the validity of other provisions of this article that can be given effect without the invalid provision.

#### *801.2. Definitions.* The following definitions apply throughout this article:

*Animated sign. A sign or part of a sign that is designed to rotate, move, or appear to rotate or move. This definition does not include the hands of a clock, a weather vane, or feather banners.*

*Artistic mural. A work of art (as a painting) applied to and made integral with a building wall that is prepared by a skilled artist and shows imaginative skill in arrangement or execution.*

*Awning sign. A sign placed, painted or printed directly on the surface of an awning.*

*Canopy sign. A sign attached or otherwise affixed to a canopy.*

*Changeable copy sign. A sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.*

*Commercial, office, or industrial center. A lot of at least two acres in size on which there are five or more businesses, or any lot with business or industrial zoning of at least five acres in size.*

*Feather banner. A vertical portable sign with a fabric sign wrapped around a harpoon-style pole or staff driven into the ground for support.*

*Flag. A sign applied to cloth or similar material attachable by one edge to a pole or rope.*

*Flashing sign. A sign that includes lights which flash, blink, or turn on and off intermittently.*

*Ground-mounted sign. A sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.*

*Illuminated sign. A sign illuminated in any manner by an artificial light source, whether internally or externally lit, including neon.*

*Institutional bulletin board sign. A sign containing a surface upon which is displayed information about an institution and/or its service.*

*Location. The broadest of the following: (a) a lot, (b) multiple lots spanned by a single commercial enterprise, organization, or entity, or (c) a shopping center comprised of multiple commercial enterprises.*

Marquee. A permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

Marquee sign. A sign attached to and made part of a marquee or any other similar projection from a building with changeable, fixed or both types of lettering in use.

Minor sign. A sign not exceeding four square foot in sign area and four feet in height.

Monument sign. A sign affixed to a structure built on grade in which the sign and structure are an integral part of one another and is not a pole sign.

Off-premises sign. A sign, such as a billboard, which directs attention to an event, activity, business, commodity, service or establishment conducted, sold or offered at a location other than the premises location on which the sign is erected.

Pole sign. A sign mounted on one or more freestanding poles.

Portable sign. Any sign not affixed to a building, structure, vehicle, or the ground. It does not include a flag.

Principal structure. The structure occupying the same or greater square footage on a lot when compared to other structures located on the same lot.

Projecting sign. Any sign, other than a wall, awning or marquee sign, which is affixed to a building and supported only by bracketing to the surface on which it is mounted.

Roof sign. A sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

Sandwich board sign. A non illuminated sign constructed by connecting two sides in a triangular shape that is self supporting. Such signs may be constructed as a standard "A" or an inverted "T" frame method.

Sign. Any object, device, display, or structure, or part thereof, visible from a public place, a public right-of-way, any parking area or right-of-way open to use by the general public, which is designed and used to attract attention to an institution, organization, business, product, service, event, or location by any means involving device employing letters, words, figures, designs, symbols, fixtures, logos, colors, illumination, or projected images etc. used or intended to attract the attention of the public from streets, sidewalks, or other outside public right of ways. For the purposes of this article, the term "sign" includes all structural members.

Sign area. The surface face area encompassed within any regular geometric figure, e.g. (square, rectangle, circle, triangle), which would enclose all parts of the sign, excluding structural supports. Sign area includes the area of enclosing the face of the sign, all frames, and all other components not used for support. In calculating sign area, exterior dimensions are used and any open space within the sign is included. The sign area of a sign designed to be viewed from two directions shall be the area of the largest sign. Nonetheless, if the two faces of a sign are (a) more than two feet apart, or (b) neither parallel nor at an angle of less than 45 degrees, the area of the sign shall be the total area of all sides.

Sign height. Sign height is the distance from the ground to the highest point on the sign or its support structure.

(4) Sign area of a sign with two faces shall be computed as follows:

a. Both sides of a sign having two faces shall be included in computing area if the sides separated by an interior angle of 45 degrees or greater.

b. Sign faces separated by an interior angle of less than 45 degrees, one sign face shall be included, provided, however, the area of the largest sign face shall be used when two faces are unequal in area.

*Temporary sign.* A temporary sign is either (a) a sign, pennant, valance, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, plastic, or other light materials with or without frames, intended to be displayed for a short period of time, or (b) a sign, through the use of wheels or otherwise, which is designed to be transported from place to place..

~~This definition does not include flags.~~ The category of "temporary signs" is not mutually exclusive with other categories. For example, a temporary sign may also be a ground-mounted sign. Therefore, a temporary sign must meet the requirements for temporary signs as well as other requirements which apply to the type of sign involved.

*Wall sign.* A sign with one face attached to or painted upon a wall, or other painted on or against a flat vertical surface of a structure such as a marquee, canopy, or awning, which displays only one advertising surface.

*Window sign.* A sign visible outside a window and attached to or within one foot in front of or behind the interior surface of a window or door.

~~801.3. Sign permit required.~~ Except as provided herein, no sign shall be erected, installed, used, altered, relocated, replaced or reconstructed until a sign permit ~~or zoning permit~~ has been issued ~~(and a certificate of appropriateness, if applicable).~~ ~~For the purpose of this ordinance, a~~ All signs are considered accessory uses and accessory structures.~~.-~~

*801.4. Prohibited signs.* The following signs are prohibited:

- (a) Off-premises signs.
- ~~(b) Portable signs, including signs displayed on a stationary vehicle.~~
- ~~(c) Changeable copy signs with the following exception, any lot on which there is a gas station or movie theater may have a sign with changeable copy area up to 20 square feet or 50 percent of the total sign area, whichever is less. In such cases, this allowance shall not count against signage allowed in sections 801.5 and 801.6.~~
- ~~(d) Flashing signs that includes lights which flash, blink, or turn on and off intermittently.~~
- ~~(e) Animated signs that, rotate, move, or appear to rotate or move, including but not limited to pennants, propellers, and discs. This does not include the hands of a clock or a weather vane, including but not limited to pennants, propellers, and discs.~~
- ~~(f) Glaring signs or signs with light sources that constitute a traffic hazard or distraction.~~
- ~~(g) Roof signs.~~
- ~~(h) Signs affixed to a tree, other natural vegetation, rocks, public utility poles, or public signs.~~
- ~~(i) Signs that obstruct the visibility of intersections or block any window, door, fire escape, or stairway, or any opening intended for light, air or access to any building.~~
- ~~(j) Signs erected on public property or within or over a public right-of-way or on public land.~~

~~801.5. Allowed Signs Allowed Without a Permit.~~ The following signs are allowed without a permit in all zoning districts and do not count against the zoning-specific allowances set forth in Section 801.6.: This section governs what signs are allowed in each zoning classification.

- ~~(a) Signs allowed in all zoning districts without a sign permit.~~
  - ~~(a1) Plaques, tablets or markers made of granite, bronze or a similar material.~~
  - ~~(b2) Flags up to 2516 square feet in sign area.~~
  - ~~(c3) Three minor signs per lot placed at least ten feet away from the curb of any abutting street.~~
  - ~~(4) Any sign that is not visible beyond the boundaries of the lot or parcel upon which it is located and cannot be viewed from any public right of way.~~

(d5) A ground sign not to exceed 25 square feet in area or six feet in height at each major street entrance to a subdivision.

(e) Signs attached to gasoline pumps or protective structures adjacent to such pumps provided the sign is not larger than the pump itself. an existing ground mounted sign on any lot where vehicle safety inspections are performed. Signs authorized by this subsection shall not exceed ten square feet in sign area and shall not exceed the height of any adjoining ground mounted sign.

(f) Any sign erected by the town or required by law.

(g) The following temporary signs not more than four feet in height and 25 square feet in sign area:

(1)a. On any lot for sale or rent, one sign of not more than six square feet in sign area any lot for sale or rent for residential districts or 16 square feet in sign area in commercial/industrial districts. Temporary signs authorized by this subsection shall not exceed six feet in height and shall be removed within 30 days of the settlement or lease of the property, but only until the property is sold or rented.

(2)b. On any property with an active building permit, one temporary sign of not more than eight feet in height and 12 square feet in sign area any lot with an active building permit. Signs authorized under this subsection shall be removed within 14 days following completion of construction.

c. On residential property, one or more temporary signs with a total area of no more than eight square feet, and which are removed within 90 days after being erected.

d. Temporary window signs on the first floor of a structure that cover no more than 50 percent of the window area. Such signs shall not remain in place for more than eight weeks.

(3) On any lot zoned R-1, R-2, R-3, R-4, or R-5 for a period of 60 days.

(h) (6) Any sign erected by the town or required by law.

801.6. (b) Signs allowed by Permit.

(a) R-1, R-2, R-3, R-4, R-5, and PND zoning districts: Residential districts; signs allowed with a sign permit.

(1) The following signs are allowed as accessory to residential uses in residential districts:

(1) a. Single family and two family dwellings: None except for signs allowed in sections 801.5(a) and 801.6.

b. Residential developments: At subdivision entrances, a monument sign may be erected and may be illuminated by white light with the maximum sign area determined as follows:

1. Development of 20 units or less: One sign, not to exceed 16 square feet in area or six feet in height, at each major street entrance.

2. Development of 21 units or more: One sign at each major street entrance not to exceed 25 square feet in area or six feet in height.

3. Where signs are incorporated as part of a monument entrance structure, such as a gateway, archway or freestanding entry columns, the lettering or signage incorporated therein may be physically divided and still considered as one entrance sign. The total of all lettering or signage shall not exceed the maximum allowed in this section.

(2) ~~On a lot with a The following signs are allowed as accessory to non-residential use, s in residential districts o:~~

a. ~~One pole ground sign up to four feet in height or one wall sign up to ten feet in height with neither to exceed 25 square feet in area.~~

(2) ~~One temporary sign of not more than four feet in height and 25 square feet in area may be displayed at each residential subdivision entrance for up to two years. b. An institutional bulletin board sign which may be illuminated by white light.~~

(be) ~~B-1 zoning district; Business and industrial zoning districts; signs allowed with a sign permit.~~

(1) ~~(1) General regulations.~~

a. ~~No sign may be illuminated that is erected within 100 feet of the principal structure of an existing residential use or the boundary of a residential zoning district.~~

b. ~~Pole signs and monument signs must have a minimum setback of five feet from any public right-of-way, service driveway, or entrance.~~

(2) ~~In addition to the signs allowed in sections 801.5(a) and 801.6, a maximum of three signs may be erected on each lot within a business or industrial district with the following exceptions:~~

Any combination of ground and wall signs with total sign area of up to 100 square feet per location.

(2) One ground sign for each location and one wall sign for each separate commercial or other enterprise.

(3) Minor signs throughout each location.

a. ~~Lots occupied by multiple businesses.~~

1. ~~Each business with a dedicated exterior entrance may erect two signs, except that a business on a corner unit facing a street or parking lot may erect three signs.~~

2. ~~Each business that shares an entrance may erect one wall sign of up to four square feet in area.~~

3. ~~One pole directory sign of up to four square feet in area may be erected so long as there is no other pole sign on the same street frontage or zoning lot.~~

4. ~~Where tenant spaces are recessed under a canopied walkway, one additional double-faced projecting sign of up to four square feet may be erected under the canopy adjacent to the main entry of the individual tenant.~~

b. ~~Lots on which there is a commercial, office, or industrial center.~~

1. ~~A maximum of two pole signs, one for each street or highway frontage, which may not exceed 20 feet in height and 150 square feet in area with a minimum setback of 15 feet.~~

2. ~~Two projecting signs projecting up to ten feet may be erected for each principal structure. Sign area may be up to two square feet for each linear foot of building width to which the sign is attached subject to a maximum of 100 square feet.~~

3. ~~Two wall signs may be erected for each principal structure. Sign area may be up to two square feet for each linear foot of building width to which the sign is attached subject to a maximum of 150 square feet. No wall sign shall exceed 25 feet in height or the lowest part of roof, whichever is lowest.~~

4. ~~Two awning, canopy, or marquee signs may be erected for each principal structure. Sign area may be up to two square feet for each linear foot of building width to which the sign is attached subject to a maximum of 100 square feet.~~

(c) M-1 zoning district:

- (1) Any combination of ground and wall signs with total sign area of up to 200 square feet per location.
- (2) One ground sign for each location and one wall sign for each separate commercial or other enterprise.
- (3) Minor signs throughout each location.

(d) Temporary signs. The following temporary signs up to four feet in height and 25 square feet in sign area are allowed by permit and may be displayed for a maximum period of 60 days: (1) General regulations:

(1) Temporary signs advertising an annual event.

(2) Temporary signs on a vacant lot.

(3) Temporary signs on a location with a business that is new, closing, or under new management. a. No sign may be illuminated that is erected within 100 feet of the principal structure of an existing residential use or the boundary of a residential zoning district.

b. Pole signs and monument signs must have a minimum setback of five feet from any public right-of-way, service driveway, or entrance.

(2) In addition to the signs allowed in sections 801.5(a) and 801.6, a maximum of three signs may be erected on each lot within a business or industrial district with the following exceptions:

801.6. Temporary signs allowed by Permit.

(a)

e. Temporary signs advertising an event which occurs not more than one time per calendar year not exceeding 12 square feet in sign area may be displayed a maximum of seven days before the event and removed two days after the event.

On a vacant lot, temporary signs up to 20 square feet in sign area may be displayed for one continuous period of up to 45 days in each calendar year.

(b) On a lot on which there is a business that is new, closing, under new management, or conducting a special event, temporary signs may be attached to an existing principal structure or sign pole, shall not exceed 20 square feet in area, and may be displayed for one continuous 45 day period in each calendar year. In addition, one feather banner of not more than 14 feet in length may be displayed for up to 30 days.

(c) For each residential subdivision entrance, one temporary sign of not more than eight feet in height and 16 square feet in area may be erected for a period of two years.

(d) A maximum of two sandwich board signs with neither side of each sign to exceed seven square feet in sign area. Such signs may not impede pedestrian traffic or intersection visibility and must be removed at the close of business hours.

801.8. General Sign requirements/limitations. The following standards apply throughout this article except where alternate specifications are expressly provided.

(a) Height. No sign shall exceed the maximum height for a structure in the relevant zoning classification and no ground sign shall exceed 50 percent of such maximum height.

(b) Location.

- (1) No sign may be erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.
- (2) A ten-foot setback shall be observed for any sign located within 25 feet of a street or public right-of-way. The setback shall be measured from the property boundary to the closest point of the sign.
- (3) No sign within 100 feet of the boundary of a lot with an existing residential use may be illuminated.
- (3) Permanent window signs: Permanent window signs shall be limited in area to 25 percent of the window area or 25 square feet, whichever is less. (c) A temporary sign that is removed may not be replaced by the same or another temporary sign for 60 days.
- (4) Maximum size: One square foot for each linear foot of building width on the side to which the sign will be attached subject to a maximum of 56 square feet. Artistic murals may not exceed 25 square feet.

(a) Standards applicable to all signs.

- (1) The height of a sign shall be measured from the ground to the highest point on the sign or its support structure. The setback shall be measured from the property boundary to the closest point of the sign.
- (2) No sign shall have more than two faces.
- (3) Sign area includes the area enclosing the face of the sign, all frames, and all other components not used for support.
- (4) Sign area of a sign with two faces shall be computed as follows:
  - a. Both sides of a sign having two faces shall be included in computing area if the sides separated by an interior angle of 45 degrees or greater.
  - b. Sign faces separated by an interior angle of less than 45 degrees, one sign face shall be included, provided, however, the area of the largest sign face shall be used when two faces are unequal in area.
- (d5) All signs and components shall be maintained in good repair and in a safe, clean and attractive condition.
- (e6) All signs shall be constructed in compliance with the Virginia Uniform Statewide Building Code. All illuminated signs shall comply with the National Electrical Code.

(b) Pole signs.

- (1) Lot frontage and size requirements. Pole signs up to a maximum allowable size of 36 square feet shall be permitted on lots with 100 feet or more of lot width. Where a lot has less than 100 feet of width, a pole sign shall not exceed 32 square feet in size.
- (2) Minimum clearance. Where a pole sign is located within 25 feet of an intersecting developed street, or town maintained alley, a minimum ten foot clearance from the ground to the bottom of the sign shall be provided.
- (3) Maximum height. 15 feet or the height of the principal structure, whichever is less.
- (4) Foundation requirements. The foundation of a pole sign shall be constructed of wood, masonry, or other appropriate materials. The foundation shall be a minimum of two feet in height, and be included in overall pole sign height calculation.

(c) Projecting signs.

- (1) *Frontage requirements:* 18 feet of ground level frontage.
- (2) *Angle of projection:* 90 degrees.
- (3) *Limit on projection:* Six feet.
- (4) *Projection over right of way:* No sign shall project over a public right of way.
- (5) *Minimum clearance:* Nine feet.
- (6) *Maximum height:* 14 feet or the lowest point of the roof, whichever is lower.
- (7) *Maximum size:* One square foot for each linear foot of building width to which the sign will be attached subject to a maximum of 16 square feet.

(d) *Wall signs.*

- (1) *Maximum height:* 20 feet or the lowest point of the roof, whichever is lower.
- (2) *Limit on projection:* One foot.
- (3) *Permanent window signs:* Permanent window signs shall be limited in area to 25 percent of the window area or 25 square feet, whichever is less.
- (4) *Maximum size:* One square foot for each linear foot of building width on the side to which the sign will be attached subject to a maximum of 56 square feet. Artistic murals may not exceed 25 square feet.

(e) *Awning, canopy and marquee signs.*

- (1) *Location:* Parallel to the face and not projecting above or below the face of the awning, canopy or marquee.
- (2) *Maximum projection:* One foot of the vertical placement of curves without interfering with or obstructing pedestrian or vehicular traffic.
- (3) *Maximum size:* One square foot for each linear foot of awning or canopy subject to a maximum of ten square feet.

(f) *Monument signs.*

- (1) *Lot frontage and size requirements:* Monument signs up to 36 square feet are allowed on lots with 100 feet or more of lot width. Where a lot has less than 100 feet of width, a monument sign may not exceed 32 square feet.
- (2) *Minimum clearance:* A ten foot setback shall be observed for a monument sign located within 25 feet of an intersecting street or public right of way.
- (3) *Maximum height:* Six feet not including the foundation.
- (4) *Foundation:* Must be constructed of wood, masonry, or other appropriate materials and shall be between two and three feet in height.

## 802. Administration.

### 802.1. Sign permit applications.

- (a) *Filing of applications; fees.* Applications for sign permits shall be filed by the applicant or his agent with the zoning administrator along with a nonrefundable filing fee.
- (b) *Information required.* Every application shall include the following information:
  - (1) Name, address and telephone number of the applicant.
  - (2) Position of the sign in relation to adjacent lot lines, buildings, sidewalks, streets and intersections.

- (3) A general description of the proposed sign type, structural design, and construction materials.
- (4) Purpose of the proposed signs.
- (5) Drawings of the proposed sign with specifications of the height, perimeter, area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.
- (6) Size and placement of all existing signs on the lot.
- (7) For temporary signs, the time period during which the applicant seeks to display the proposed sign.

(c) The zoning administrator shall review each application and either approve the application, reject the application, or notify the applicant of deficiencies in the application within five business days after receipt. Any application that meets all requirements of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved. If an application is rejected, the zoning administrator shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

(d) Sign permits shall be numbered in the order of issuances and recorded separately from other zoning permits for building or remodeling. The zoning administrator shall maintain a record of all sign permits issued.

(e) If a sign is not constructed within 12 months following the issuance of a sign permit (or within 30 days in the case of a temporary sign permit), the permit shall be void. A permit for a temporary sign shall state its duration. The town may revoke a sign permit under any of the following circumstances:

- (1) The town determines that information in the application was materially false or misleading.
- (2) The sign as installed does not conform to the sign permit application.
- (3) The sign violates the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

(f) ~~Any decision made by the zoning administrator while interpreting or enforcing this article may be appealed to the board of zoning appeals.~~

**802.2. Sign maintenance and removal.**

(a) ~~Any sign not kept in a reasonably good state of repair shall be put in a safe and good state of repair within 30 days of a written notice to the owner and permit holder.~~

(b) ~~Any sign that poses an immediate or imminent hazard to life or property may be immediately removed. All costs associated with the removal or repair shall be reimbursed by the owner of the premises or the owner of the sign.~~

(c) ~~Covering of unused sign frames/structures. When a sign face is removed due to the cessation of the activity to which the sign relates, such as a business closure, the property owner shall cover the sign frame with an approved material within 30 calendar days.~~

**802.23. Nonconforming signs.**

(a) Any sign lawfully in existence on the effective date of this article that does not conform to the provisions herein, and any sign that is accessory to a nonconforming use, shall be deemed a legally nonconforming sign and may remain. The restoration and replacement of legally nonconforming signs shall be governed by appendix A, article VI, section 607 of the town code.

~~Nonconforming signs shall not be extended or structurally reconstructed or altered in any manner except that a sign face may be changed on a one-time basis so long as the new face does not exceed the height and sign area of the old sign face. If there are multiple nonconforming sign(s) on a property, the~~

~~owner may elect to permanently remove one or more signs in exchange for a sign face change to a remaining nonconforming sign. In that case, the sign face change shall not count against the one-time change allowed in this section and shall be made within 14 days of permit approval.~~

- ~~(b) Damage or destruction of nonconforming sign. A nonconforming sign which is destroyed or damaged to an extent exceeding 50 percent of its area may not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this article.~~
- ~~(c) Removal of obsolete nonconforming signs. Within 15 days after the issuance of a written notice from the town, the owner shall remove any nonconforming sign or sign structure accessory to a use which has been discontinued for a period of two years or more.~~

**802.34. Special exceptions:** Upon proper application and after following the process described in chapter 703 of article VII, the town council may grant a special use permit authorizing a sign which would otherwise be prohibited by this article. The permit may contain such conditions as the town council deems proper.

*(Ord. of 8-8-2016(1))*



# **TOWN OF LURAY**

## ***Planning Commission***

***Regular Meeting***

**February 11, 2026**

**8B. Accessory Dwelling  
Units**



## **Town of Luray, Virginia**

### **Planning Commission Agenda Statement**

**Item No: VIII-B**

**Meeting Date: February 11, 2026**

**Agenda Item:**

### **PLANNING COMMISSION REVIEW & DISCUSSION**

#### **Item VIII-B – ADU Amendments**

**Summary:**

The Planning Commission is requested to review and discuss proposed amendments to the Accessory Dwelling Unit (ADU) section of the ordinance, including the definition.

Included are several sheets indicating the current definition, the current Ordinance section, and a list of topics for discussion related to these uses and the possible expansion.

Topics for consideration include, but are not limited to:

- Location in zoning districts
- New construction or renovated existing structures (change of use)
- Operational requirements
- Utilities and setbacks
- Subdivision
- Minimum lot sizes
- Special Use Permits

**Commission Review:** January 14, 2026, meeting

**Fiscal Impact:** N/A

**Suggested Motion:** N/A

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## **516. Accessory dwelling structures.**

- (a) Accessory dwelling structures are allowable only by special use permit.
- (b) Only one accessory dwelling structure allowable per lot.
- (c) The accessory dwelling structure must be a detached structure located on the same lot of the primary dwelling and meet all setback requirements for accessory structures.
- (d) Reserved.
- (e) The accessory dwelling structure is required to meet all relevant building codes and contain provisions for sleeping, cooking, and sanitation. ADS's shall meet Virginia's Uniform Statewide Building Code's definition of a dwelling.
- (f) The accessory dwelling structure must have a dedicated single off-street parking space measuring a minimum of ten feet by 20 feet size.
- (g) The property owner must reside in either the primary residence or accessory dwelling structure.
- (h) No more than two individuals shall reside in an accessory dwelling structure at any given time.
- (i) Unless the ADS is proposed for an existing garage or existing accessory structure constructed before the date of adoption, the interior floor areas of an accessory dwelling structure shall not exceed 50 percent of the interior floor area of the lot's primary dwelling, or exceed 900 square feet of interior floor area, whichever number is less. Interior floor area calculations shall exclude attached carports, decks, etc. The accessory dwelling structure height shall not exceed that of the main structure. The applicant shall provide both sets of dimensions with their application.
- (j) An accessory dwelling structure shall not be utilized as a short-term rental unit.
- (k) Each accessory dwelling structure must have an independent address posted on the structure.
- (l) The accessory dwelling structure is required to conform to additional regulations as recommended by the town's planning commission, and required by the town council.

(Ord. of 5-11-2009(1), § 1; Ord. of 2-14-2011; Ord. of 10-10-2023)

Editor's note(s)—An Ord. adopted October 10, 2023, amended the title of § 516 by changing "units" to "structures."

Accessory dwelling unit: A detached secondary residence containing provisions for sleeping, cooking and sanitation which is located on the same lot as a primary residence. Accessory dwelling units are subject to the provisions enumerated in appendix A (zoning), article V (supplemental regulations), section 516 (accessory dwelling units) of the Town Code.

## **ACCESSORY DWELLING UNITS**

- CONVERT EXISTING STRUCTURE VS NEW CONSTRUCTION
- ADD TO ADDITIONAL ZONING DISTRICTS (R2, R4)
- SUP REQUIRED
- PROPERTY OWNER LIVES IN PRIMARY STRUCTURE OR ADU
- 10,000 SQ FT LOT MINIMUM (MULTIPLE LOTS)
- CAN NOT SUBDIVIDE
- IF LOT SUBDIVISION IS AN OPTION & PROPERTY OWNER WANTS TO SELL THE ADU IN FUTURE, MUST VACATE SUP AND PROVIDE SEPARATE UTILITES
- STREET ACCESS OR OFF-STREET PARKING
- UTILITIES ONE ACCOUNT PROPERTY OWNER RESPONSIBLE
- ADU 600 SQ FT MINIMUM
- MUST OBTAIN COUNTY PERMITS
- NEW CONSTRUCTION SETBACKS
- SIDE YARD KEEP SIDE SETBACKS
- REAR YARD DOUBLE SETBACKS
- 35' HEIGHT MAXIMUM
- NO LODGING HOUSE IN ADU



# **TOWN OF LURAY**

## ***Planning Commission***

***Regular Meeting***

**February 11, 2026**

**9A. Sign Ordinance  
Amendments**



## Town of Luray, Virginia

### Planning Commission Agenda Statement

Item No: IX-A

Meeting Date: February 11, 2026

Agenda Item:

#### **PLANNING COMMISSION DISCUSSION & ACTION**

##### **Item IX-A – Sign Ordinance Amendments**

Summary:

The Planning Commission is requested to review, discuss and take action on the proposed amendments to the Sign Ordinance, as presented.

The latest version has comments incorporated by the Town Attorney that address the issues discussed at the January meeting.

Commission Review: N/A

Fiscal Impact: N/A

Suggested Motion: I move that the proposed Sign Ordinance Amendments be recommended to the Council for **approval**.

**OR**

I move that the proposed Sign Ordinance Amendments be recommended to the Council for **approval with the following changes**.

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**OR**

I move that the proposed Sign Ordinance Amendments be recommended to the Council for **denial based on the following reasons**.

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## **ARTICLE VIII. SIGNS**

### **801. General provisions.**

*801.1. Purpose and intent:* The purpose of this article is to regulate the size, location, height and construction of all signs placed on private property for public observance; to protect the public health, safety, convenience and general welfare; to facilitate the creation of a convenient, attractive and harmonious community; and to protect property values. This article shall be interpreted in a manner consistent with the First Amendment of the United States Constitution. If any provision of this article is found to be invalid, such finding shall not affect the validity of other provisions of this article that can be given effect without the invalid provision.

#### *801.2. Definitions.*

*Flag.* A sign applied to cloth or similar material attachable by one edge to a pole or rope.

*Ground sign.* A sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

*Location.* The broadest of the following: (a) a lot, (b) multiple lots spanned by a single commercial enterprise, organization, or entity, or (c) a shopping center comprised of multiple commercial enterprises.

*Minor sign.* A sign not exceeding six square foot in sign area and six feet in height.

*Off-premises sign.* A sign, such as a billboard, which directs attention to an event, activity, business, commodity, service or establishment conducted, sold or offered at a location other than the location on which the sign is erected.

*Sign.* Any object, device, display, or structure, or part thereof, visible from a public place, a public right-of-way, any parking area or right-of-way open to use by the general public, which is designed and used to attract attention to an institution, organization, business, product, service, event, or location by any means involving letters, words, figures, designs, symbols, logos, colors, illumination, or projected images.

*Sign area.* The surface area of the face of the sign, all frames, and all other components not used for support. In calculating sign area, exterior dimensions are used and any open space within the sign is included. The sign area of a sign designed to be viewed from two directions shall be the area of the largest sign. Nonetheless, if the two faces of a sign are (a) more than two feet apart, or (b) neither parallel nor at an angle of less than 45 degrees, the area of the sign shall be the total area of all sides.

*Sign height.* Sign height for ground signs is the distance from the ground to the highest point on the sign or its support structure.

*Temporary sign.* A temporary sign is either (a) a sign, pennant, valance, banner, feather banner, or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, plastic, or other light materials with or without frames, intended to be displayed for a short period of time, or (b) a sign, through the use of wheels or otherwise, which is designed to be transported from place to place.

The category of "temporary signs" is not mutually exclusive with other categories. For example, a temporary sign may also be a ground sign. Therefore, a temporary sign must meet the requirements for temporary signs as well as other requirements which apply to the type of sign involved.

*Wall sign.* A sign with one face attached to or painted upon a wall or other vertical surface of a structure such as a window, marquee, canopy, or awning.

*801.3. Sign permit required.* Except as provided herein, no sign shall be erected, installed, used, altered, relocated, replaced or reconstructed until a sign permit has been issued. All signs are considered accessory uses and accessory structures.

*801.4. Prohibited signs.* The following signs are prohibited:

- (a) Off-premises signs.
- (b) Any sign which may be confused with or obstruct the view of a traffic sign or signal.
- (c) Animated signs that rotate, move, or appear to rotate or move, including but not limited to pennants, propellers, and discs. This does not include the hands of a clock or a weather vane.
- (d) Signs that flash, blink, or turn on and off intermittently.
- (e) Glaring signs, signs with moving or changing images, and signs with light sources that constitute a traffic hazard or distraction.
- (f) Signs affixed to a tree, other natural vegetation, rocks, public utility poles, or public signs.
- (g) Window signs that occupy more than 50 percent of the area of a window.
- (h) Signs that obstruct the visibility of intersections or block any door, fire escape, or stairway, or any opening intended for light, air or access to any building.
- (i) Signs erected on public property or within or over a public right-of-way.

*801.5. Signs Allowed Without a Permit.* The following signs are allowed without a permit in all zoning districts and do not count against the zoning-specific allowances set forth in Section 801.6:

- (a) Plaques, tablets or markers made of granite, bronze or a similar material.
- (b) Flags up to 36 square feet in sign area.
- (c) Three minor signs per lot.
- (d) A ground sign not to exceed 36 square feet in area or six feet in height at each major street entrance to a subdivision.
- (e) Signs attached to gasoline pumps or protective structures adjacent to such pumps provided the sign is not larger than the pump itself.
- (f) Window signs aligned against the top of the window frame on the first floor of a structure that cover up to 50 percent of the area of each window.
- (g) The following temporary signs:
  - (1) Temporary signs not more than six feet in height and 36 feet in sign area on:
    - (i) Any lot for sale or rent, but only until the property is sold or rented;
    - (ii) Any lot with an active building permit during the life of the permit;
    - (iii) Any lot zoned R-1, R-2, R-3, R-4, or R-5 for a period of 60 days.
  - (2) For any lot zoned B-1 or M-1:
    - (i) Feather banners not more than 12 feet in height and 36 square feet in area for a period of 60 days.
    - (ii) Two sandwich board signs not more than seven square feet in sign area per side and six feet in height displayed during business hours in a manner that does not impede pedestrian traffic or intersection visibility.
- (h) Any sign erected by the town or required by law.

*801.6. Signs allowed by Permit.*

- (a) R-1, R-2, R-3, R-4, R-5, and PND zoning districts:
  - (1) On a lot with a non-residential use, one ground sign up to six feet in height or one wall sign up to ten feet in height with neither to exceed 36 square feet in area.

- (2) One temporary sign of not more than six feet in height and 36 square feet in area may be displayed at each residential subdivision entrance for up to two years.
- (b) B-1 and M-1 zoning districts:
  - (1) For each location, one ground sign of up to (i) 36 square feet in area, or (ii) one square foot in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
  - (2) For each street frontage of a commercial, industrial, or other enterprise, one wall sign of up to (i) 56 square feet in area, or (ii) two square feet in area for each linear foot of principal building width facing the public right-of-way, whichever is greater.
  - (3) Minor signs throughout each location.
- (c) Temporary signs. The following temporary signs up to six feet in height and 36 square feet in sign area are allowed by permit and may be displayed for a maximum period of 60 days:
  - (1) Temporary signs advertising an event.
  - (2) Temporary signs on a vacant lot.
  - (3) Temporary signs on a location with a business that is new, closing, or under new management.

*801.8. General limitations.*

- (a) Height. Unless a more restrictive limit is specified, the following maximum heights apply:
  - (1) R-1, R-2, R-3, R-4, and R-5 zoning districts:
    - (i) Flags: 25 feet.
    - (ii) Ground signs: 15 feet.
  - (2) PND, B-1 and M-1 zoning districts:
    - (i) Flags: 35 feet.
    - (ii) Ground signs: 25 feet.
- (b) Location.
  - (1) No sign may be erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof. This limitation shall not apply to the gable end of structures located in the B-1 and M-1 zoning districts.
  - (2) A five-foot setback shall be observed for any sign located within 25 feet of a street or public right-of-way. The setback shall be measured from the property boundary to the closest point of the sign.
  - (3) No sign within 100 feet of the boundary of a lot with an existing residential use may be illuminated unless the illumination does not shine or reflect light onto the lot with the residential use.
- (c) A temporary sign that is removed may not be replaced by the same or another temporary sign for 60 days.
- (d) All signs and components shall be maintained in good repair and in a safe, clean and attractive condition.
- (e) All signs shall be constructed in compliance with the Virginia Uniform Statewide Building Code. All illuminated signs shall comply with the National Electrical Code.

## **802. Administration.**

### *802.1. Sign permit applications.*

- (a) *Filing of applications; fees.* Applications for sign permits shall be filed by the applicant or his agent with the zoning administrator along with a nonrefundable filing fee.
- (b) *Information required.* Every application shall include the following information:
  - (1) Name, address and telephone number of the applicant.
  - (2) Position of the sign in relation to adjacent lot lines, buildings, sidewalks, streets and intersections.
  - (3) A general description of the proposed sign type, structural design, and construction materials.
  - (4) Purpose of the proposed signs.
  - (5) Drawings of the proposed sign with specifications of the height, perimeter, area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.
  - (6) Size and placement of all existing signs on the lot.
  - (7) For temporary signs, the time period during which the applicant seeks to display the proposed sign.
  - (8) The relevant principal building width for signs permitted pursuant to Sections 801.6(b)(1)(ii) and 801.6(b)(2)(ii).
- (c) The zoning administrator shall review each application and either approve the application, reject the application, or notify the applicant of deficiencies in the application within five business days after receipt. Any application that meets all requirements of this article, the building code, and other applicable laws, regulations, and ordinances shall be approved. If an application is rejected, the zoning administrator shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of the zoning ordinance, building code, or other applicable law, regulation, or ordinance.
- (d) Sign permits shall be numbered in the order of issuances and recorded separately from other zoning permits for building or remodeling. The zoning administrator shall maintain a record of all sign permits issued.
- (e) If a sign is not constructed within 12 months following the issuance of a sign permit (or within 30 days in the case of a temporary sign permit), the permit shall be void. A permit for a temporary sign shall state its duration. The town may revoke a sign permit under any of the following circumstances:
  - (1) The town determines that information in the application was materially false or misleading.
  - (2) The sign as installed does not conform to the sign permit application.
  - (3) The sign violates the zoning ordinance, building code, or other applicable law, regulation, or ordinance.

*802.2. Nonconforming signs.* Any sign lawfully in existence on the effective date of this article that does not conform to the provisions herein, and any sign that is accessory to a nonconforming use, shall be deemed a legally nonconforming sign. The restoration and replacement of legally nonconforming signs shall be governed by appendix A, article VI, section 607 of the town code.

*802.3. Special exceptions:* Upon proper application and after following the process described in chapter 703 of article VII, the town council may grant a special use permit authorizing a sign which would otherwise be prohibited by this article. The permit may contain such conditions as the town council deems proper.