



# Planning Commission

## Regular Meeting Agenda

SCAN FOR AGENDA  
PACKET



Frances Meaders Council Chambers  
151 Willowbend Road  
April 27, 2026 | 6:30 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements**
4. **Presentations**
5. **Agenda Changes**
6. **Minutes**
  1. Planning Commission Meeting March 23, 2026
  2. Planning Commission Meeting April 13, 2026
7. **Old Agenda Items**
8. **New Agenda Items**
  1. Landscape Plan, 1601 Moba LLC (Lot 5), 1601 Moba Drive
9. **Public Hearings**
  1. Text Amendment to the Sign Ordinance, specifically Chapter 66, to allow halo-lit wall signs
10. **Member/Staff Topics**
11. **Adjourn**

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**Planning Commission of Peachtree City**  
**Meeting Minutes**  
**Monday, March 23, 2026**  
**6:00 PM**

**Call to Order**

The Peachtree City Planning Commission held a regular meeting on Monday, March 23, 2026 at City Hall. Chairman Scott Ritenour called the meeting to order at 6:30 p.m. Vice-Chairman Andrew Kriz, Commissioners Jack Allen, Robert Halverson, and Alternate Kenneth Hamner were present. Commissioner Hans Gant was absent. Also in attendance were Planning and Development Director Shayla Reed, Senior Planner Lora Hooks, Recording Secretary Martha Barksdale, and IT Specialists Ryan Williams and Cody Alvarez.

**Pledge of Allegiance**

**Announcements**

None

**Presentations**

None

**Agenda Changes**

None

**Minutes**

**1. Planning Commission Meeting March 9, 2026**

Kriz moved to approve the March 9, 2026, Planning Commission meeting minutes. Allen seconded. Motion carried unanimously.

**Old Agenda Items**

**1. Consider a Text Amendment to the Parking Ordinance, Sec. 909, Off-Street Automobile Parking Requirements**

Council initiated this on January 5, Reed stated, and the Planning Commission had discussed it on January 26 and February 9. Tonight they would consider if it was ready to move forward to Council.

The off-street parking requirements were in Section 909 of the Zoning Ordinance, and Reed presented a summary of the edits they had made to that section. Section 909.1 updated standards for vehicle parking space size dimensions, while 909.2 set aisle design standards for both vehicles and motorized carts.

In section 909.3, minimum parking standards were updated for different uses, such as medical, banks, and hotels/motels. Reed said this was something business owners had been asking for, and they arrived at the numbers by researching requirements in four other cities.

There were no changes to 909.4 and 909.5, but 909.6 now gave clarity on paving

and materials with the inclusion of newer materials. Section 909.7 introduced golf carts, motorized carts, low-speed vehicles/low-speed motorized vehicles, and bicycles as alternative transportation vehicles. This section also outlined when alternative vehicle parking must be provided. Sections 909.8 and 909.9 established that the concept plan stage was the point at which cart and bicycle parking should be designated.

Ritenour thanked Reed and everyone involved for their work. He said it was a long-time goal of the Planning Commission to provide guidelines for cart parking, and he was glad to see they also had included other types of alternative transportation vehicles.

Allen expressed the need for definitions. Reed said the newly-adopted revisions to the ordinance dealing with the paths had a lengthy list of vehicle definitions, and she could add a statement referring to that. That would be more efficient than having definitions in two different places.

Kriz commended staff for their work and agreed that referring back to the definitions would be the best way to include them. He also wanted to know more about how these areas would be designated in a concept plan, and Reed said that was explained more thoroughly in section 909.7. This was another area where the unified development ordinance (UDO) would be helpful when it was complete.

Halverson also commended staff. He asked about part of the ordinance that listed prohibited bike racks, and Reed explained that those racks could be damaging to the bicycles.

Hamner thanked staff and bicycle advocate Keith Larson for his advice. Ritenour also expressed his appreciation and again said this was long-needed. Reed commented that several departments had input into this update.

Kriz moved to recommend approval of the Parking Ordinance Section 909, Off-Street Automobile Parking Requirements. Allen seconded. Motion carried unanimously.

**2. Consider a Text Amendment to the Land Development Ordinance, specifically Article XI - Vegetation Protection and Landscape Requirements (Kenneth Hamner)**

Hamner recapped that this ordinance had been in the works since 2025. There was consensus on an invasive species ban, but some debate on the native plant aspect. They developed some options in January of this year and voted on one of those in February. Now, he was bringing in a revised draft for review and a vote on whether to send it on to Council.

The selected option included a prohibition on invasive species and stipulated that

at least 60% of the total plants in any landscape plan be natives. Hamner said he felt this was a good option because it was clean and easy for anyone to understand. He read definitions of native plants and of invasive species that would be included.

Ritenour thanked Hamner for all the time and effort he had put into this. Halverson also commended Hamner for his dedicated work. Allen mentioned that he was of an opposite opinion than Hamner, but he appreciated the give-and-take and felt they had reached a compromise that everyone could live with. Ritenour said it was for the betterment of the City. There would probably be updates from time to time, but this was a good start.

Kriz agreed with the compliments. He noted that the ordinance mentioned "regulated sites," and thought that should be defined. Hamner agreed and said he could add that.

Hamner moved to recommend approval of a text amendment to the Land Development Ordinance Article 11 regarding vegetation protection and landscape requirements with the adjustment to clarify language regarding regulated sites. Allen seconded. Motion carried unanimously.

Ritenour again thanked everyone for their work on both of these text amendments, saying it showed what great things they could do when they worked together.

### **New Agenda Items**

None

### **Public Hearings**

None

### **Member/Staff Topics**

Reed said she was working on training and would get the details to the Commissioners soon. The next meeting would be April 13, Reed said, and there were three items on the agenda.

### **Adjourn**

There being no further business, Allen moved to adjourn at 7:11 p.m. Halverson seconded. Motion carried unanimously.

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Martha Barksdale, Recording Secretary

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Scott Ritenour, Chairman

**Planning Commission of Peachtree City**  
**Meeting Minutes**  
**Monday, April 13, 2026**  
**6:30 PM**

**Call to Order**

The Peachtree City Planning Commission met in regular session at City Hall on Monday, April 13, 2026. Chairman Scott Ritenour called the meeting to order at 6:30 p.m. In attendance were Vice Chairman Andrew Kriz, Commissioners Hans Gant and Robert Halverson, and Alternate Kenneth Hamner. Commissioner Jack Allen was absent. Also in attendance were Senior Planner Lora Hooks, City Manager Justin Strickland, Assistant City Engineer John Schnick, Recording Secretary Martha Barksdale, and IT Specialists Ryan Williams and Cody Alvarez. Planning and Development Director Shayla Reed was absent.

**Pledge of Allegiance**

Ritenour opened the meeting with the Pledge of Allegiance.

**Announcements**

None

**Presentations**

None

**Agenda Changes**

Hooks noted that the agenda had been revised since it was first published. The building elevation approval for Carrabba's was removed after staff realized Planning Commission approval was not required, and the landscape plan for a warehouse on MOBA Drive was not ready for presentation. Review of building elevation modification for Aerie in The Avenue was added.

**Minutes**

**1. Planning Commission Meeting March 23, 2026**

Gant moved to approve the March 23, 2026 Planning Commission meeting minutes. Kriz seconded. Motion carried unanimously.

**Old Agenda Items**

**1. Concept Plat, Bradshaw Estates, 201 Sumner Road**

Ritenour clarified that this was not a public hearing and, therefore, comments from the public would not be permitted.

Hooks said this plat first came to the Planning Commission in January and was back before them on March 9, when the Planning Commission deferred their vote due to some concerns. She showed the location of the property on a zoning map and an aerial map. The proposed development would contain 58 homes and would be developed in two phases.

The property was zoned R-43, single-family residential, with these requirements:

front setback of 50 feet; side setback, 15 feet, rear setback, 30 feet, with a minimum lot area of one acre and a minimum floor area per dwelling unit of 1,500 square feet.

Hooks commented that while the plan presented at the March 9 meeting satisfied the zoning requirements and the development standards for Peachtree City, the Planning Commission made the following requests of the applicant:

1. A gated entrance at Sims Road
2. A shared-use path connection around the gate
3. A construction traffic management plan
4. Consideration of an internal path system
5. Provide a traffic study that was conducted for a nearby commercial project for review by the Commissioners

City staff prefers to construct and control the access gate, Hooks reported, and also wants the Sims Road extension paved to meet the standards for emergency vehicles. The homeowners association (HOA) would maintain ownership and grant an access easement to the City. There would be no other vehicular access from Sims Road. She indicated this area on the plat, showing that there would be a 50-foot wide right-of-way and that the easement would be 20-30 feet deep. The developer agreed to provide a path connection around the emergency access gate.

The applicant had added notes outlining the construction management plan, promising that construction traffic would access the property from the Sumner Road entrance. Hooks said the City preferred to make the decision on constructing internal paths. The developer would provide an access easement across the rear of lot 26 to facilitate future path construction and maintenance through the City-controlled greenbelts throughout the subdivision.

The existing traffic study was supplied to staff and distributed to the Commissioners, Hooks added. She said she had also passed along comments from nearby property owners that had come in since the last meeting.

Staff felt that the plat process had been followed, and this plat met the zoning requirements and development standards and was ready for a decision. Should the Planning Commission approve this conceptual plat, staff recommended the following conditions:

1. Per Sec. 706 of the Land Development Ordinance, all new residential developments shall connect to the City path system. The developer shall construct a multi-use path southward parallel to Sumner Road from the neighborhood entrance to the existing path. The path shall be located in a 50-foot wide greenbelt to be dedicated to the City for future maintenance of the path. The developer shall coordinate with the City Engineer to determine

- the best location for the path.
2. The developer shall construct a multi-use path through greenbelt #2 to approach Sumner Road and create a crossing, separate from vehicular traffic, to the opposite side of Sumner Road. The crossing shall connect to the path that will be constructed south along Sumner Road.
  3. The developer shall provide a multi-use path easement, a minimum of 20 feet wide, across the rear of Lot 26 for the potential development of a future multi-use path. The developer shall coordinate with the City Engineer to determine the best location for the easement.
  4. The neighborhood HOA shall retain ownership of the section of Sims Road on the north end of the subdivision and grant an access/maintenance easement to the City for the construction and maintenance of an emergency access gate.
  5. The developer shall construct a multi-use path around the emergency access gate at the north end of the subdivision to connect the development to Astoria Lane.

Attorney Rick Lindsey represented the applicant, Chadwick Homes. He acknowledged the Planning Commission's requests and said his client met with City staff, including the City Attorney and City Manager, to come to an agreement on those terms. Lindsey said the gate would span a narrow stretch of Sims Road that would remain the HOA's property with an easement to the City for control of the gate. The gate would stop car traffic, but there would be a path around the gate.

The developers had provided a construction traffic management plan, but it was not necessary because access would be only through Sumner Road in any case. Lindsey said easements would be provided so the City could construct paths in the development if desired. The applicant agreed to construct about 1,000 feet of cart path to connect this development south along Sumner Road. Lindsey said he believed the 50-foot wide greenbelt had already been dedicated to the City.

The applicant had complied with all the requests made at the last meeting, Lindsey stated, and had discussed this fully with staff. He asked that this plat be approved.

Gant asked about the location of the path connection along Sumner Road. Hooks said it would go to a connection point south of Smokerise Corners.

Kriz asked City staff if there were any concerns about having the funds to construct the paths. Strickland said there was \$4 million in impact fees specifically for path construction. Maintenance would be rolled into Special Purpose Local Option Sales Tax (SPLOST) funds. Some of the impact fee money had been allocated for other projects, Strickland remarked, but there should be enough to build this path.

Kriz asked Lindsey if they agreed with the conditions staff had proposed, and he

said they did.

Halverson asked when the gate would be installed. Strickland said it would be after they had built the Sims Road connection, which would be during the construction of Phase 2'. He said it would be a simple gate that the City could construct in-house.

This would be the second gate the City had installed in a neighborhood, Hamner mused. Had they learned anything from the Planterra situation that could be useful here? Strickland said Planterra was a different situation because the City sold the road to the HOA. It was also the closing of an existing route, so people had to change their habits.

Kriz asked who would be allowed through. Only emergency services, Strickland said, and only City staff would have keys.

Did this establish any sort of precedent they should be concerned about? Hamner asked. Strickland said the City Attorney would advise them that every case was different, so precedents didn't apply.

Hamner acknowledged that this had been a long process, and he felt everyone's concerns had been addressed. He commended the neighbors for their work and asked them to stay involved with the City and share their ideas on other topics.

This was a difficult site, Halverson said, and he appreciated the efforts of the developer and the City to reach a compromise.

Kriz also thanked the neighbors for their activism regarding this, commenting that this was a wonderful example of how a compromise could be reached. He said he would have liked to see the design for Phase 3 but understood why that wasn't possible. Kriz remarked that he looked forward to the development of more shared-use paths to relieve congestion on the roads. He added that he thought this development would be a nice addition to the city.

Gant, too, appreciated the citizens' involvement. Ritenour echoed that sentiment, saying he was glad citizens, staff, and the developer could come to a point of compromise. He noted that this was probably the last residential development in the city, and there were only a few commercial areas left. Most of what they would be seeing in the future would be residential and commercial redevelopment projects.

Kriz moved to approve the concept plat for Bradshaw Estates, 201 Sumner Road, as presented by staff with all conditions represented as recommendations in the interoffice memo. Gant seconded. Motion carried unanimously.

## **New Agenda Items**

### **1. ~~Building Elevation Modifications, Carrabba's, 500 Commerce~~**

## **Drive Withdrawn by Staff**

### **2. ~~Landscape Plan, Warehouse Building, 1601 Moba Drive~~ Postponed by Applicant**

### **3. Building Elevation Modifications, Aerie, 222 City Circle**

The permit expediter for a new tenant at 222 City Circle in The Avenue had submitted a proposal for modifications to the exterior elevations, Hooks stated. The new retail space was the former JoS. A. Bank Clothiers, zoned Limited Use Commercial (LUC-13) and also was in the SR 54 Overlay District.

She showed an image of the existing façade, with unpainted red brick and a green awning. A representation of the modification showed a field color of winter white from StoSignature Stone, which was an acrylic-based, trowel-applied finish designed to emulate natural stone. The accent color would be a dill green paint from Sherwin-Williams, and the storefront glazing would be prefinished white aluminum. A green and white striped Sunbrella awning would replace what was currently there. Hardware with a brushed brass finish was proposed. Signage would be approved by staff in a separate permitting process, Hooks noted.

The 54 West Overlay District allowed for two styles: Traditional and the Updated 2020 style. These proposed modifications fell into the Updated 2020 style, which stated that building designs shall exhibit a sense of permanence and creative expression to create a combination of unique facades that express retail brands while utilizing materials and accents to create a thread of consistency. Hooks said the proposed storefront expressed the retail brand identity while maintaining a portion of the original brick facade that was consistent throughout the retail center.

The district guidelines said accent colors should be limited to no more than 15% of the total area for any single facade. Here, the dill green accent color was confined to the perimeter of the store entrance and over the door. Another section of the guidelines showed possible material swatches. Hooks stated that, while StoSignature finish was not among them, the guidelines said other materials could be approved by planning staff, and this material was similar to some that were included. The district guidelines said canopies or awnings should be canvas, wood, metal, or similar material and could not be internally illuminated. The proposed awning was canvas and no internal illumination was proposed.

There were also guidelines in the Land Development Ordinance (LDO). Section 725 established general goals for architectural design, including compatibility with surrounding development and architectural innovation. Hooks said this proposed storefront was a unique design that expressed the brand identity of the tenant. The LDO also said the predominant colors should be earth-toned or neutral, and the off-white proposed here fit that criterion, with Hooks showing photos of other tenants at

The Avenue with similar colors used. The LDO said solid-color awnings were preferred, but stripes were permitted if the colors complemented the character of the structure, which Hooks said this did.

If the Commission decided to approve this request, staff had no recommendations. The applicant was not able to be present, so she said she would answer questions as best she could.

Hamner asked if this met all City ordinances, and Hooks said it did. Halverson, Gant and Kriz had no questions.

Ritenour asked Halverson if he had used this acrylic-type material, and he said he had not, but Sto was a very good company. This sounded to him like a cementitious application over the top surface that would give a stone look.

Kriz said he thought this was in line with the existing businesses, and Kriz agreed. Ritenour said he was glad to see a retail vacancy filled quickly.

Gant moved to approve building elevation modifications for Aerie, 222 City Circle. Halverson seconded. Motion carried unanimously.

### **Public Hearings**

None

### **Member/Staff Topics**

The next meeting was set for April 27, and Hooks said there would be a text amendment on the agenda. Ritenour said he would be absent. There would be a meeting of the Unified Development Ordinance (UDO) to follow that meeting.

### **Adjourn**

There being no further business, Kriz moved to adjourn at 7:14 p.m. Hamner seconded. Motion carried unanimously.

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Martha Barksdale, Recording Secretary

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Scott Ritenour, Chairman

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**MEMO TO:** Planning Commission

**FROM:** Lora Hooks, Senior Planner 04/24/2026  
Shayla Reed, Planning Director

**DATE:** April 27, 2026

**SUBJECT:** Landscape Plan, 1601 Moba LLC (Lot 5), 1601 Moba Drive

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### **Recommendation:**

Staff believes that the proposed landscape plan for 1601 Moba Drive meets the city's landscape ordinance requirements. Should the Planning Commission decide to approve the plan, staff recommends the following condition:

- *Any existing street trees along Moba Way or Moba Drive that were damaged or compromised during construction shall be replaced in kind.*

### **Discussion:**

Highland Land Planning has submitted a landscape plan for the new industrial building located at 1601 Moba Drive.

Based on the amount of impervious surface area (75,518 SF), including structures, drives, parking areas, and sidewalks, the landscape ordinance requires a minimum of 228 caliper inches of canopy trees and 152 caliper inches of understory trees. Section 1110(e) of the Land Development Ordinance (LDO) permits a reduction of up to 25% of the tree requirement for those developments that designate and maintain tree-save areas. The tree save areas are required to be identified on the final site plan and must be protected with a tree-save barrier during construction.

The developer has designated a tree-save area of 22,838 SF around the north and west sides of the property. The calculation for the reduction is as follows:

- (Amount of tree save area/total site area) X 100;
- (22,838/324,381) X 100 = 7.04%

The required amount of caliper inches is reduced as follows:

- **Canopy trees:** 228 caliper inches X 7% = 16 inches; 228-16 = **212**
- **Understory trees:** 152 caliper inches X 7% = 11 inches; 152-11 = **141**

The proposal is for 213 canopy inches (71 trees) and 142 understory inches (71 trees). No alternative compliance method is required.

As part of the ordinance requirements, planting areas shall be located in front and on the sides of all retail, commercial and industrial buildings, wherever practical. The proposal includes a planting area along the entry side of the building with additional shrubs on the side of the building facing Moba Way.

In addition, the perimeter of all parking lots shall be landscaped with evergreen shrubs for screening of cars and headlights. The shrubs shall be no less than 24 inches in height at the time of planting. The applicant is proposing two different evergreen shrubs around the perimeter of the parking area.

Finally, all parking islands shall be 100% landscaped with canopy trees, understory trees, evergreen shrubs, and/or groundcover in mulched beds. The proposal includes Nuttall Oaks and Zelkovas in the parking islands.

Of the total number of trees provided, 60% are native to the eastern United States and/or the southeastern United States and 25% of the proposed shrub species are native to the eastern United States and/or the southeastern United States. Of the combined total of tree and shrub species, 48% are native species.

**Budget Impact:**

There are no budget impacts associated with this request.

**Attachments:**

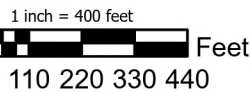
- 1. Zoning Map
- 2. Landscape Plan



# Zoning Map: 2026

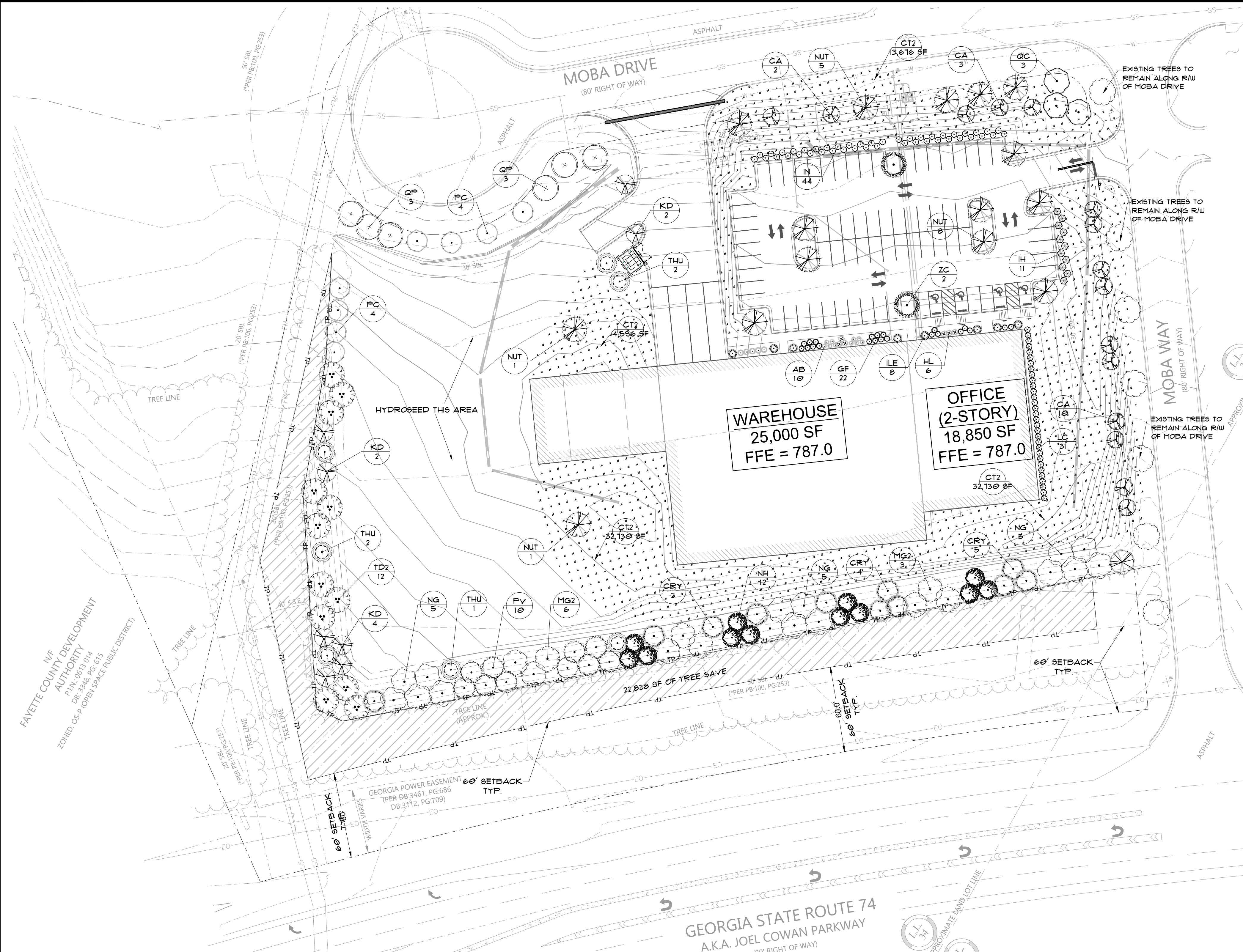
1601 Moba DR  
ZONED: GI

For information purposes only



- 1601 Moba DR
- Zoning
- R
- GI
- OS-C
- OS-P





<b>SITE INFORMATION</b>	
TOTAL SITE AREA	= 6.33 AC = 324,381 SF
FLOOD PLAIN, WETLANDS, ETC.	= 0 AC = 0 SF
OTHER BUFFERS (UNBUILDABLE LAND)	= 1.13 AC = 49,338 SF
DESIGNATED TREE SAVE AREAS	= 0.54 AC = 23,428 SF
TOTAL BUILDABLE AREA	= 4.66 AC = 202,989 SF
<b>IMPERVIOUS AREA CALCULATIONS</b>	
BUILDINGS, ACCESSORIES, STRUCTURES	= 39,191 SF
DRIVES, PARKING, SERVICE, ETC.	= 34,235 SF
SIDEWALKS, PATIOS, ETC.	= 1,486 SF
<b>TOTAL IMPERVIOUS AREA</b>	<b>= 75,518 SF</b>
<b>TREE DENSITY REQUIREMENTS</b>	
TO REFER TO ARTICLE XI, SEC 1110 - LANDSCAPE PLAN SPECIFICATIONS, IN THE PEACHTREE CITY, GA ORDINANCE FOR CALCULATIONS OF REQUIRED LANDSCAPE PLANT MATERIAL	
TOTAL IMPERVIOUS AREA	= 75,518 SF
15,518 SF / 11000 TREES	= 16 TREES
16 TREES X 3" CAL	= 228 OVERSTORY INCHES REQ'D
16 TREES X 2" CAL	= 152 UNDERSTORY INCHES REQ'D
<b>TREE SAVE REDUCTION</b>	
TREE SAVE AREA : 22,838 / 324,381 = 0.10 OR 1%	
1.2 % LANDSCAPE REDUCTION	
OVERSTORY TREES : 228 X 1 % = 16 INCHES REDUCTION	
UNDERSTORY TREES : 152 X 1 % = 11 INCHES	
<b>TOTAL REQUIRED INCHES</b>	
OVERSTORY : 228 - 16 = 212 INCHES	
UNDERSTORY : 152 - 11 = 141 INCHES	
<b>TREES PROVIDED</b>	
OVERSTORY INCHES : 213 INCHES PLANTED ON SITE	
UNDERSTORY INCHES : 142 INCHES PLANTED ON SITE	

**PLANT SCHEDULE SITE**

SYMBOL	CODE	COMMON NAME
<b>TREES</b>		
CA	CA	AMERICAN HORNBEAM
TD2	TD2	BALD CYPRESS
NG	NG	BLACK GUM
FC	FC	CHINESE PISTACHE
CRY	CRY	CRYPTOMERIA
KD	KD	DWARF PINK KOUSA DOGWOOD
THU	THU	GREEN GIANT ARBORVITAE
NH	NH	NELLIE R. STEVENS HOLLY
NUT	NUT	NUTTALL OAK
RM	RM	OCTOBER GLORY MAPLE
GC	GC	SCARLET OAK
MG2	MG2	SOUTHERN MAGNOLIA
FV	FV	VIRGINIA PINE
GP	GP	WILLOW OAK
ZC	ZC	ZELKOVA
<b>SHRUBS</b>		
LC	LC	CRIMSON FIRE LOROPETALUM
IN	IN	DWARF YAUPON HOLLY
GF	GF	FROSTPROOF GARDENIA
IH	IH	HELLER JAPANESE HOLLY
HL	HL	LIMELIGHT HYDRANGEA
MC	MC	PINK MUHLY GRASS
ILE	ILE	SKY PENCIL JAPANESE HOLLY
AB	AB	TWIST OF LIME ABELIA
<b>GROUND COVERS</b>		
CT2	CT2	TIF 419 BERMUDA GRASS

**ADDITIONAL LANDSCAPE NOTES**

- ANY PLANT SUBSTITUTIONS SHALL BE A WRITTEN SUBMISSION TO THE CITY AND MUST BE APPROVED BY THE CITY PLANNER PRIOR TO INSTALLATION OF PLANTS.
  - EACH EVERGREEN UNDERSTORY TREE SHALL BE A MIN OF 15 GALLON IN SIZE OR 6' HEIGHT ABOVE FINISH GRADE AT TIME OF PLANTING.
  - ANY UNDERSTORY MULTI-TRUNK TREE SHALL HAVE A MINIMUM OF 3 CANES, EACH CANE SHALL BE A MINIMUM OF 2" CALIPER.
  - SHRUBS SHALL BE NO LESS THAN 24" IN HEIGHT AS MEASURED FROM FINISH GRADE TO THE TOP OF THE SHRUB AT THE TIME OF PLANTING. THIS APPLIES FOR THE PARKING LOT PERIMETER SHRUBS ONLY.
- THE PROPERTY OWNER SHALL GUARANTEE ALL PLANT MATERIAL FOR A MINIMUM OF THREE YEARS FROM THE DATE OF ACCEPTANCE BY THE CITY LANDSCAPE ARCHITECT AND THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. THEREAFTER, THE CITY LANDSCAPE ARCHITECT SHALL INSPECT SAID IMPROVEMENT AND SHALL MAKE A DETERMINATION OF WHETHER OR NOT THE REQUIRED TREES AND LANDSCAPING ARE HEALTHY AND HAVE A REASONABLE CHANCE OF SURVIVING TO MATURITY. THE OWNER SHALL BE NOTIFIED BY LETTER OF ANY REPLACEMENTS OR RESTORATION THAT MUST BE MADE TO MAINTAIN COMPLIANCE WITH THIS ORDINANCE. ALL UNHEALTHY AND DEAD PLANT MATERIAL SHALL BE REPLACED WITHIN 45 DAYS OF RECEIPT OF SUCH LETTER IN CONFORMANCE WITH THE APPROVED LANDSCAPE PLAN.
  - AFTER DEVELOPMENT IS COMPLETE, THE CITY LANDSCAPE ARCHITECT SHALL CONTINUE TO MAKE RANDOM INSPECTIONS TO INSURE THAT ALL EXISTING TREES OF PROTECTED SIZE AS WELL AS REPLACEMENT AND/OR SUPPLEMENTAL TREES ARE MAINTAINED. TREE PLANTING SHALL BE REQUIRED SHOULD ANY OF THESE TREES DIE, BE REMOVED, OR BE DESTROYED AT ANY TIME AFTER COMPLETION OF DEVELOPMENT. THIS REGULATION APPLIES TO ALL PROJECTS REGARDLESS OF THE DATE THE DEVELOPMENT PERMIT OR DEVELOPMENT APPROVAL WAS ISSUED.

**PEACHTREE CITY, GA PLANT GUARANTEE NOTES**

- ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK AS PREPARED BY THE AMERICAN ASSOCIATION OF NURSERYMEN AND ADOPTED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE, INC. (ANSI Z60.1).
- ALL PLANT MATERIAL SHALL BE MAINTAINED IN COMPLIANCE WITH THE LATEST EDITION OF THE NATIONAL TREE CARE STANDARDS AS PREPARED BY THE TREE CARE INDUSTRY ASSOCIATION (TCIA) AND ADOPTED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI A300).
- IT SHALL BE THE DUTY OF ANY PERSON OR PERSONS OWNING OR OCCUPYING PROPERTY SUBJECT TO THIS ORDINANCE TO MAINTAIN SAID PROPERTY IN GOOD CONDITION SO AS TO PRESENT A HEALTHY, NEAT, AND ORDERLY APPEARANCE. PROPERTY SHALL BE KEPT FREE FROM REFUSE AND DEBRIS. PLANTING BEDS SHALL BE MULCHED WITH A MINIMUM OF THREE INCHES OF FRESH MULCH AT LEAST ONCE EACH YEAR TO PREVENT WEED GROWTH AND TO MAINTAIN SOIL MOISTURE. PLANT MATERIALS SHALL BE PRUNED AS NECESSARY TO MAINTAIN GOOD HEALTH AND CHARACTER. TURF AREAS SHALL BE MOWED PERIODICALLY. ALL ROADWAYS, CURBS AND SIDEWALKS SHALL BE EDGED WHEN NECESSARY IN ORDER TO PREVENT ENCRoACHMENT FROM ADJACENT GRASSED AREAS.
- WHERE LANDSCAPING AREAS ADJON GRASSED RIGHTS-OF-WAY, SUCH AREAS SHALL BE CONSIDERED PART OF THE LANDSCAPED AREA FOR PURPOSES OF MAINTENANCE. AT COMPLETION OF SITE IMPROVEMENTS, THE PROPERTY OWNER SHALL HAVE AN IMPLIED EASEMENT ON RIGHTS-OF-WAY EXTENDING FROM THE SITE TO THE ROAD PAVEMENT IN ORDER TO COMPLETE THE REQUIRED MAINTENANCE.
- A MAINTENANCE INSPECTION OF TREES SHALL BE PERFORMED PERIODICALLY WITHIN AND AT THE END OF THREE FULL YEARS FROM THE DATE THE CERTIFICATE OF OCCUPANCY IS ISSUED. PROJECT OWNERS AT THE TIME OF THE MAINTENANCE INSPECTIONS ARE RESPONSIBLE FOR ORDINANCE COMPLIANCE.
- THE OWNERS OF THE PROPERTY AND THEIR AGENTS, OR ASSIGNS SHALL BE RESPONSIBLE FOR THE INSTALLATION, PRESERVATION AND MAINTENANCE OF ALL PLANTING AND PHYSICAL FEATURES SHOWN ON THIS PLAN. THE OWNERS SHALL BE RESPONSIBLE FOR ANNUAL MAINTENANCE OF THE VEGETATION TO INCLUDE, BUT NOT BE LIMITED TO, FERTILIZATION, PRUNING (WITHIN LIMITS), PEST CONTROL, MULCHING, MOWING, PROTECTION OF THE ROOT ZONES FROM EQUIPMENT, CONSTRUCTION AND RELATED MATERIAL, WATERING SCHEDULE FOR IRRIGATION SYSTEM AND ANY OTHER CONTINUING MAINTENANCE OPERATIONS REQUIRED TO MAINTAIN THE HEALTH AND VITALITY OF ALL PLANT MATERIAL. FAILURE TO MAINTAIN ALL PLANTINGS IN ACCORDANCE WITH THIS PLAN SHALL CONSTITUTE A VIOLATION OF THIS ORDINANCE AND SHALL RESULT IN ISSUANCE OF APPROPRIATE CITATIONS AND/OR FINES.
- ALL PLANT MATERIAL SHALL BE ALLOWED TO REACH ITS MATURE SIZE AND SHALL BE MAINTAINED AT ITS MATURE SIZE EXCEPT FOR TRIMMING AND PRUNING DONE IN STRICT ACCORDANCE WITH THE TERMS, CONDITIONS AND PROVISIONS OF A PERMIT ISSUED BY THE CITY. VEGETATION SHALL NOT BE CUT OR SEVERELY PRUNED OR OTHERWISE DAMAGED SO THAT THEIR NATURAL FORM IS IMPAIRED. A VIOLATION OF THIS SECTION SHALL SUBJECT THE VIOLATOR TO A FINE AS SPECIFIED WITHIN THE LAND DEVELOPMENT ORDINANCE. IN ADDITION TO THIS FINE, THE OWNER OF THE PROPERTY WHERE A VIOLATION HAS OCCURRED SHALL BE REQUIRED TO REPLACE EACH UNLAWFULLY PRUNED, DAMAGED, OR REMOVED TREE WITH A TREE OF EQUAL SIZE AS DETERMINED BY THE CITY.

**ALL SOUTH DEVELOPMENT**  
 P.O. BOX 2250 PEACHTREE CITY, GA 30269  
 PHONE: (678) 818-6969

MOBA CORP LOT 5  
 1601 MOBA DRIVE  
 PEACHTREE CITY, GA 30269  
 FAYETTE COUNTY: TAX ID 0609030  
 LAND LOTS 33434 OF THE 6TH DISTRICT

**LANDSCAPE PLAN / TREE PROTECTION PLAN**

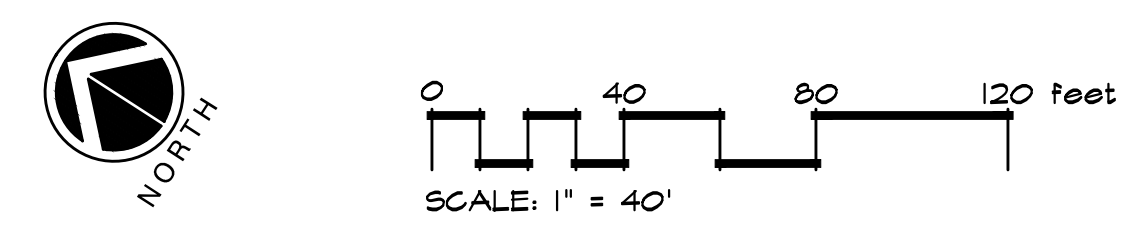
REVISIONS
1.
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DATE:	8/11/25
SCALE:	1" = 40'
FILE NUMBER:	
DRAWN BY:	WRE
REVIEWED BY:	WRE

**GEORGIA REGISTERED LANDSCAPE ARCHITECT**  
 NO. 1692  
 WARREN R. ELWELL  
 4/14/2025

THIS DOCUMENT IS NOT VALID UNLESS IT BEARS THE ORIGINAL SIGNATURE OF THE REGISTRANT ACROSS THE REGISTRANT'S SEAL.

SHEET NUMBER  
**LS1**



**PLANT SCHEDULE SITE**

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	REMARKS	OVERSTORY	UNDERSTORY
<b>TREES</b>									
	RM	1	ACER RUBRUM	OCTOBER GLORY MAPLE	3" CAL	B&B	MIN 12' HT	3	
	CA	15	CARPINUS CAROLINIANA	AMERICAN HORNBEAM	2" CAL	B&B	MIN 8' HT		30
	KD	8	CORNUS KOUSA 'DUARF PINK'	DWARF PINK KOUSA DOGWOOD	2" CAL	B&B	MIN 8' HT		16
	CRY	11	CRYPTOMERIA JAPONICA	CRYPTOMERIA	2" CAL	B&B	MIN 8' HT		22
	NH	12	ILEX X 'NELLIE R. STEVENS'	NELLIE R. STEVENS HOLLY	2" CAL	B&B	MIN 8' HT		24
	MG2	9	MAGNOLIA GRANDIFLORA	SOUTHERN MAGNOLIA	3" CAL	B&B	MIN 10' HT	21	
	NG	15	NYSSA SYLVATICA 'GREEN GABLE TM'	BLACK GUM	3" CAL	B&B	MIN 10' HT	45	
	PV	10	PINUS VIRGINIANA	VIRGINIA PINE	2" CAL	B&B	MIN 8' HT		20
	PC	8	PISTACIA CHINENSIS	CHINESE PISTACHE	2" CAL	B&B	MIN 8' HT		16
	QC	3	QUERCUS COCCINEA	SCARLET OAK	4" CAL	B&B	MIN 12' HT	12	
	NUT	15	QUERCUS NUTTALLI	NUTTALL OAK	4" CAL	B&B	MIN 12' HT	60	
	QP	6	QUERCUS PHELLOS	WILLOW OAK	4" CAL	B&B	MIN 12' HT	24	
	TD2	12	TAXODIUM DISTICHUM	BALD CYPRESS	3" CAL	B&B	MIN 10' HT	36	
	THU	1	THUJA X 'GREEN GIANT'	GREEN GIANT ARBORVITAE	30 GAL	POT	MIN 8' HT		14
	ZC	2	ZELKOVA CARPINIFOLIA	ZELKOVA	3" CAL	B&B	MIN 10' HT	6	
								<b>TOTAL : 213'</b>	<b>TOTAL : 142'</b>
<b>SHRUBS</b>									
	AB	10	ABELIA X GRANDIFLORA 'HOPLEY'S TM'	TWIST OF LIME ABELIA	3 GAL	POT			
	GF	22	GARDENIA JASMINOIDES 'FROSTPROOF'	FROSTPROOF GARDENIA	3 GAL	POT			
	HL	6	HYDRANGEA PANICULATA 'LIMELIGHT'	LIMELIGHT HYDRANGEA	3 GAL	POT			
	IH	11	ILEX CRENATA 'HELLERI'	HELLERI JAPANESE HOLLY	3 GAL	POT	MIN 24" HT		
	ILE	8	ILEX CRENATA 'SKY PENCIL'	SKY PENCIL JAPANESE HOLLY	1 GAL	POT			
	IN	44	ILEX VOMITORIA 'NANA'	DWARF YAUPOH HOLLY	3 GAL	POT	MIN 24" HT		
	LC	31	LOROPETALUM CHINENSE 'CRIMSON FIRE'	CRIMSON FIRE LOROPETALUM	3 GAL	POT	MIN 24" HT		
	MC	5	MUHLENBERGIA CAPILLARIS	PINK MUHLY GRASS	3 GAL	POT			
<b>GROUND COVERS</b>									
	CT2	51,002 SF	CYNODON DACTYLON 'TIF 419'	TIF 419 BERMUDA GRASS	SOD				

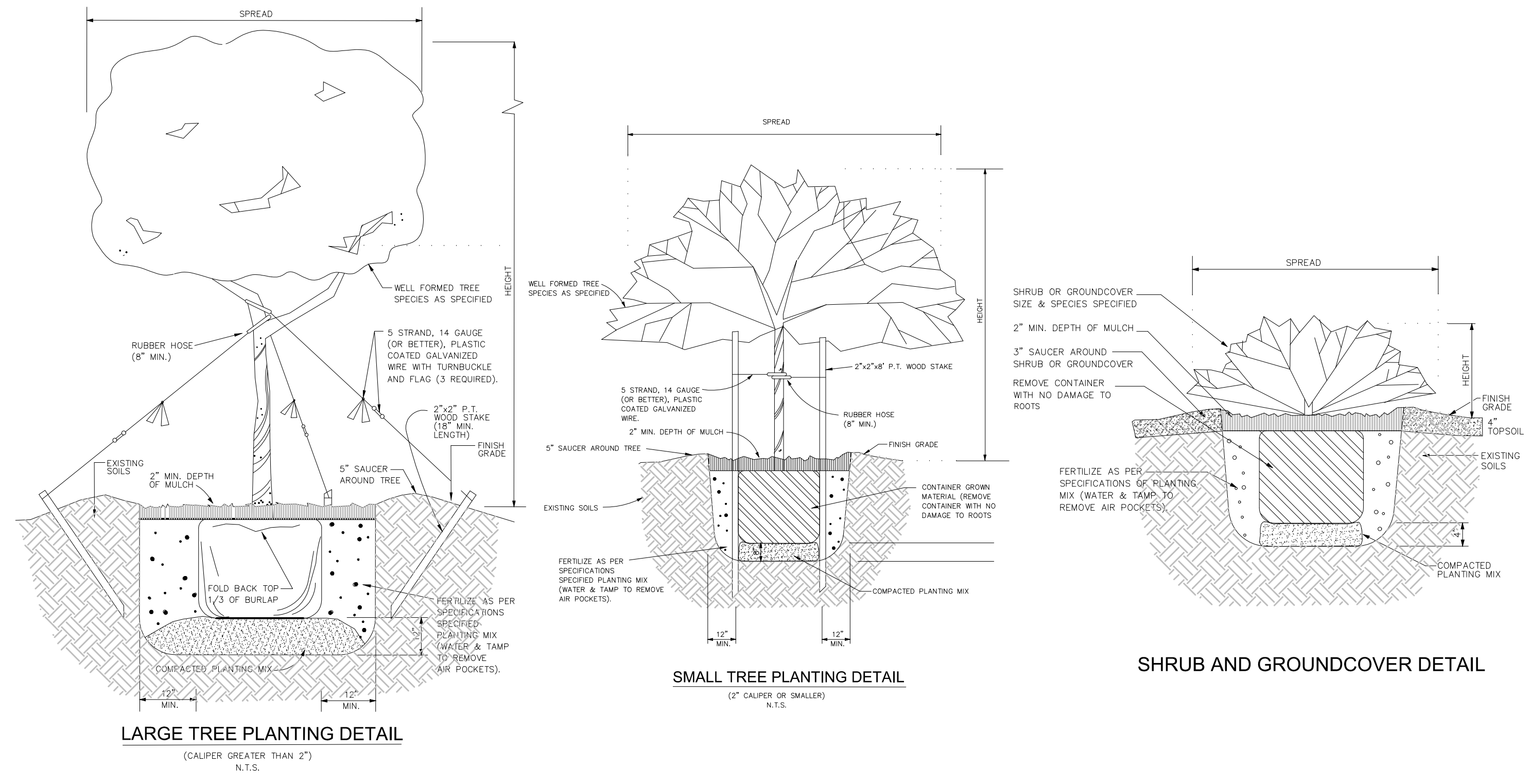
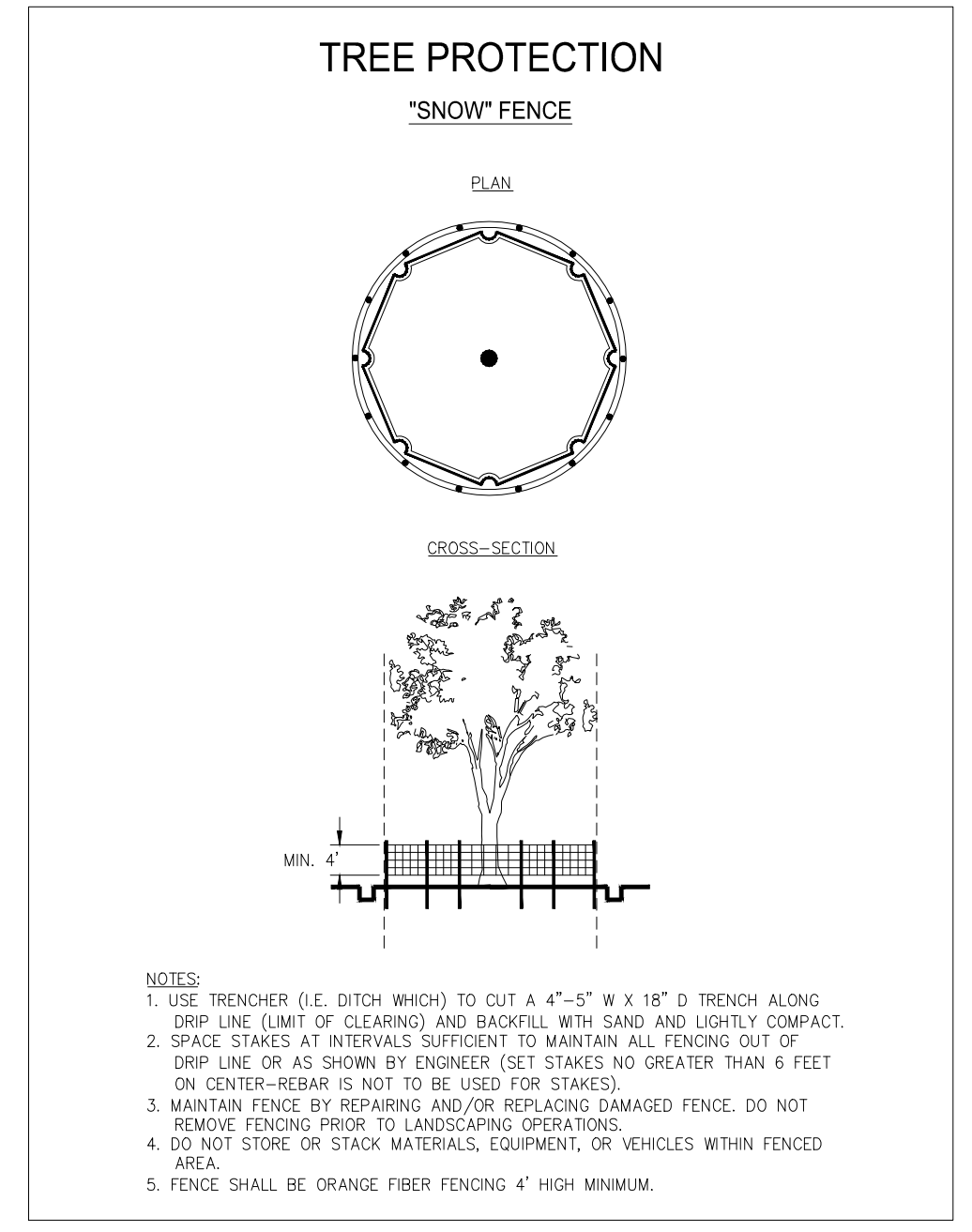
**PEACHTREE CITY, GA PLANT GUARANTEE NOTES**

- (A) ALL PLANT MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK AS PREPARED BY THE AMERICAN ASSOCIATION OF NURSERYMEN AND ADOPTED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE, INC. (ANSI Z60.1).
  - (B) ALL PLANT MATERIAL SHALL BE MAINTAINED IN COMPLIANCE WITH THE LATEST EDITION OF THE NATIONAL TREE CARE STANDARDS AS PREPARED BY THE TREE CARE INDUSTRY ASSOCIATION (TCIA) AND ADOPTED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI A300).
  - (C) IT SHALL BE THE DUTY OF ANY PERSON OR PERSONS OWNING OR OCCUPYING PROPERTY SUBJECT TO THIS ORDINANCE TO MAINTAIN SAID PROPERTY IN GOOD CONDITION SO AS TO PRESENT A HEALTHY, NEAT, AND ORDERLY APPEARANCE. PROPERTY SHALL BE KEPT FREE FROM REFUSE AND DEBRIS. PLANTING BEDS SHALL BE MULCHED WITH A MINIMUM OF THREE INCHES OF FRESH MULCH AT LEAST ONCE EACH YEAR TO PREVENT WEED GROWTH AND TO MAINTAIN SOIL MOISTURE. PLANT MATERIALS SHALL BE PRUNED AS NECESSARY TO MAINTAIN GOOD HEALTH AND CHARACTER. TURF AREAS SHALL BE MOWED PERIODICALLY. ALL ROADWAYS, CURBS AND SIDEWALKS SHALL BE EDGED WHEN NECESSARY IN ORDER TO PREVENT ENCROACHMENT FROM ADJACENT GRASSED AREAS.
  - (D) WHERE LANDSCAPING AREAS ADJOIN GRASSED RIGHTS-OF-WAY, SUCH AREAS SHALL BE CONSIDERED PART OF THE LANDSCAPED AREA FOR PURPOSES OF MAINTENANCE. AT COMPLETION OF SITE IMPROVEMENTS, THE PROPERTY OWNER SHALL HAVE AN IMPLIED EASEMENT ON RIGHTS-OF-WAY EXTENDING FROM THE SITE TO THE ROAD PAVEMENT IN ORDER TO COMPLETE THE REQUIRED MAINTENANCE.
  - (E) A MAINTENANCE INSPECTION OF TREES SHALL BE PERFORMED PERIODICALLY WITHIN AND AT THE END OF THREE FULL YEARS FROM THE DATE THE CERTIFICATE OF OCCUPANCY IS ISSUED. PROJECT OWNERS AT THE TIME OF THE MAINTENANCE INSPECTIONS ARE RESPONSIBLE FOR ORDINANCE COMPLIANCE.
  - (F) THE OWNERS OF THE PROPERTY AND THEIR AGENTS, OR ASSIGNS SHALL BE RESPONSIBLE FOR THE INSTALLATION, PRESERVATION AND MAINTENANCE OF ALL PLANTING AND PHYSICAL FEATURES SHOWN ON THIS PLAN. THE OWNERS SHALL BE RESPONSIBLE FOR ANNUAL MAINTENANCE OF THE VEGETATION TO INCLUDE, BUT NOT BE LIMITED TO, FERTILIZATION, PRUNING (WITHIN LIMITS), PEST CONTROL, MULCHING, MOWING, PROTECTION OF THE ROOT ZONES FROM EQUIPMENT, CONSTRUCTION AND RELATED MATERIAL, WATERING SCHEDULE FOR IRRIGATION SYSTEM AND ANY OTHER CONTINUING MAINTENANCE OPERATIONS REQUIRED TO MAINTAIN THE HEALTH AND VITALITY OF ALL PLANT MATERIAL. FAILURE TO MAINTAIN ALL PLANTINGS IN ACCORDANCE WITH THIS PLAN SHALL CONSTITUTE A VIOLATION OF THIS ORDINANCE AND SHALL RESULT IN ISSUANCE OF APPROPRIATE CITATIONS AND/OR FINES.
  - (G) ALL PLANT MATERIAL SHALL BE ALLOWED TO REACH ITS MATURE SIZE AND SHALL BE MAINTAINED AT ITS MATURE SIZE EXCEPT FOR TRIMMING AND PRUNING DONE IN STRICT ACCORDANCE WITH THE TERMS, CONDITIONS AND PROVISIONS OF A PERMIT ISSUED BY THE CITY. VEGETATION SHALL NOT BE CUT OR SEVERELY PRUNED OR OTHERWISE DAMAGED SO THAT THEIR NATURAL FORM IS IMPAIRED. A VIOLATION OF THIS SECTION SHALL SUBJECT THE VIOLATOR TO A FINE AS SPECIFIED WITHIN THE LAND DEVELOPMENT ORDINANCE. IN ADDITION TO THIS FINE, THE OWNER OF THE PROPERTY WHERE A VIOLATION HAS OCCURRED SHALL BE REQUIRED TO REPLACE EACH UNLAWFULLY PRUNED, DAMAGED, OR REMOVED TREE WITH A TREE OF EQUAL SIZE AS DETERMINED BY THE CITY.
1. THE PROPERTY OWNER SHALL GUARANTEE ALL PLANT MATERIAL FOR A MINIMUM OF THREE YEARS FROM THE DATE OF ACCEPTANCE BY THE CITY LANDSCAPE ARCHITECT AND THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. THEREAFTER, THE CITY LANDSCAPE ARCHITECT SHALL INSPECT SAID IMPROVEMENT AND SHALL MAKE A DETERMINATION OF WHETHER OR NOT THE REQUIRED TREES AND LANDSCAPING ARE HEALTHY AND HAVE A REASONABLE CHANCE OF SURVIVING TO MATURITY. THE OWNER SHALL BE NOTIFIED BY LETTER OF ANY REPLACEMENTS OR RESTORATION THAT MUST BE MADE TO MAINTAIN COMPLIANCE WITH THIS ORDINANCE. ALL UNHEALTHY AND DEAD PLANT MATERIAL SHALL BE REPLACED WITHIN 45 DAYS OF RECEIPT OF SUCH LETTER IN CONFORMANCE WITH THE APPROVED LANDSCAPE PLAN.
  2. AFTER DEVELOPMENT IS COMPLETE, THE CITY LANDSCAPE ARCHITECT SHALL CONTINUE TO MAKE RANDOM INSPECTIONS TO INSURE THAT ALL EXISTING TREES OF PROTECTED SIZE AS WELL AS REPLACEMENT AND/OR SUPPLEMENTAL TREES ARE MAINTAINED. TREE PLANTING SHALL BE REQUIRED SHOULD ANY OF THESE TREES DIE, BE REMOVED, OR BE DESTROYED AT ANY TIME AFTER COMPLETION OF DEVELOPMENT. THIS REGULATION APPLIES TO ALL PROJECTS REGARDLESS OF THE DATE THE DEVELOPMENT PERMIT OR DEVELOPMENT APPROVAL WAS ISSUED.

<b>SITE INFORMATION</b>	
TOTAL SITE AREA	= 6.33 AC = 324,381 SF
FLOOD PLAIN, WETLANDS, ETC.	= 0 AC = 0 SF
OTHER BUFFERS (UNBUILDABLE LAND)	= 1.13 AC = 49,338 SF
DESIGNATED TREE SAVE AREAS	= 0.54 AC = 23,428 SF
TOTAL BUILDABLE AREA	= 4.66 AC = 202,909 SF
IMPERVIOUS AREA CALCULATIONS	
BUILDINGS, ACCESSORIES, STRUCTURES	= 39,191 SF
DRIVES, PARKING, SERVICE, ETC.	= 34,235 SF
SIDEWALKS, PATIOS, ETC.	= 1,486 SF
TOTAL IMPERVIOUS AREA	= 75,512 SF
<b>TREE DENSITY REQUIREMENTS</b>	
TO REFER TO ARTICLE XI, SEC 1110- LANDSCAPE PLAN SPECIFICATIONS, IN THE PEACHTREE CITY, GA ORDINANCE FOR CALCULATIONS OF REQUIRED LANDSCAPE PLANT MATERIAL	
TOTAL IMPERVIOUS AREA = 75,512 SF	15,518 SF / 1000 TREES = 16 TREES
16 TREES X 3" CAL	= 228 OVERSTORY INCHES REQ'D
16 TREES X 2" CAL	= 152 UNDERSTORY INCHES REQ'D
<b>TREE SAVE REDUCTION</b>	
TREE SAVE AREA : 22,838 / 324,381 = 0.70 OR 1%	
1.2 % LANDSCAPE REDUCTION	
OVERSTORY TREES : 228 X 1 % = 16 INCHES REDUCTION	
UNDERSTORY TREES : 152 X 1 % = 11 INCHES	
<b>TOTAL REQUIRED INCHES</b>	
OVERSTORY : 228 - 16 = 212 INCHES	
UNDERSTORY : 152 - 11 = 141 INCHES	
<b>TREES PROVIDED</b>	
OVERSTORY INCHES : 213 INCHES PLANTED ON SITE	
UNDERSTORY INCHES : 142 INCHES PLANTED ON SITE	

**ADDITIONAL LANDSCAPE NOTES**

1. ANY PLANT SUBSTITUTIONS SHALL BE A WRITTEN SUBMISSION TO THE CITY AND MUST BE APPROVED BY THE CITY PLANNER PRIOR TO INSTALLATION OF PLANTS.
2. EACH EVERGREEN UNDERSTORY TREE SHALL BE A MIN OF 15 GALLON IN SIZE OR 6' HEIGHT ABOVE FINISH GRADE AT TIME OF PLANTING.
3. ANY UNDERSTORY MULTI-TRUNK TREE SHALL HAVE A MINIMUM OF 3 CANES, EACH CANE SHALL BE A MINIMUM OF 2" CALIPER.
4. SHRUBS SHALL BE NO LESS THAN 24" IN HEIGHT AS MEASURED FROM FINISH GRADE TO THE TOP OF THE SHRUB AT THE TIME OF PLANTING. THIS APPLIES FOR THE PARKING LOT PERIMETER SHRUBS ONLY.



**ALL SOUTH DEVELOPMENT**  
 P.O. BOX 2250 PEACHTREE CITY, GA 30269  
 PHONE: (678) 818-6368

MOBA CORP LOT 5  
 1601 MOBA DRIVE  
 PEACHTREE CITY, GA 30269  
 FAYETTE COUNTY: TAX ID 0609030  
 LAND LOTS 33&34 OF THE 6TH DISTRICT

**LANDSCAPE DETAILS**

REVISIONS
1.
2.
3.
4.

DATE:	8/11/25
SCALE:	1" = 40'
FILE NUMBER:	
DRAWN BY:	WRE
REVIEWED BY:	WRE

**GEORGIA REGISTERED LANDSCAPE ARCHITECT**  
 NO. 1692  
 WARREN R. ELWELL  
 4/14/2024  
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SHEET NUMBER  
**LS2**

# CITY OF PEACHTREE CITY

## INTEROFFICE MEMORANDUM

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**MEMO TO:** Planning Commission

**FROM:** Lora Hooks, Senior Planner      04/24/2026  
Shayla Reed, Planning Director

**DATE:** April 27, 2026

**SUBJECT:** Text Amendment to the Sign Ordinance, specifically Chapter 66, to allow halo-lit wall signs

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**Recommendation:**

Staff recommend consideration of the text amendment referenced below.

**Discussion:**

Planning and Zoning staff have recently received requests to permit halo-lit (reverse channel/backlit) wall signs. However, Section 66-5, Prohibited Signs, of the Sign Ordinance states that “internally illuminated signs, other than as specifically authorized by this chapter,” are prohibited. Notwithstanding the current prohibition, staff has identified multiple locations throughout the city where such signage has been permitted and installed.

This text amendment will serve two sections, Section 66-3 (Definitions) and Section 66-15 (Signs in Retail, Commercial, Office or Industrial Zoning Districts).

**Sec 66-3, Definitions**

- *Externally-illuminated sign* means any sign that is partially or completely illuminated at any time by an artificial light source that directly or indirectly illuminates the face of the sign from outside the sign structure.
- *Internally-illuminated sign* means any sign that is illuminated by an artificial light source from within the sign structure over any or all of its sign face (prohibited).
- *Sign face* means that portion of the surface of a sign structure where words, letters, figures, symbols, logos, fixtures, colors, or other design elements are or may be located in order to convey the message, idea, or intent for which the sign has been erected or placed. The sign face may be composed of two or more modules on the same surface that are separated or surrounded by portions of a sign structure not intended to contain any advertising message or idea and are purely structural or decorative in nature.

**Proposed Definition:**

- **Reverse Channel (Halo-lit/Backlit) Wall Signs:** Individually mounted letters or symbols that are illuminated from within, where the light source is directed toward the mounting surface, creating a halo or glow effect around the sign rather than direct illumination through the face of the sign.

Additionally, Wall Signs are mentioned in Section 66-15.(6). Staff has provided suggestive language to provide further clarity on regulating.

**Signage examples:**



**Budget Impact:**

None

**Attachments:**

1. Sec.\_66\_3.\_\_\_\_Definitions.
2. Sec.\_66\_15(6)

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### Sec. 66-3. Definitions.

As used in this chapter, the following terms shall have the meanings respectively ascribed to them.

*Awning* means a roof-like-cover that project from the wall of a building for the purpose of shielding a doorway, walkway, or window from the elements. Awnings are often made of metal, fabric or flexible plastic supported by a rigid frame, and may be retracted into the face of the building.

*Beacon* means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same zoned lot as the light source; also, any light with one or more beams that rotate or move.

*Building official* means the building official of the city or his or her designee.

*Business premises* means a building, suite, office, or other unit used for nonresidential purposes. In the case of businesses licensed by the city, the area occupied by a single business license holder shall be deemed as one business premises. In the case of professionals paying individual taxes to the city, each professional corporation, partnership, or other entity in which the professional participates shall be considered the occupant and all area occupied by that occupant shall be the business premises. For the purpose of this chapter, business premises shall include nonresidential space occupied by charitable organizations, political organizations, institutions or other noncommercial entities.

*Canopy* means a roof-like structure supported by columns or projecting from a building and open on at least three sides.

*City planner* means the city planner of the city or his or her designee.

*Code enforcement officer* means the code enforcement officer of the city or his or her designee.

*Commercial message* means any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.

*Flag* means any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used as a symbol of government, political subdivision, or other entity.

*Frontage* or *street frontage* means the width in linear feet of a lot where it abuts the right-of-way of any street from which access may be directly gained.

*Fronts* or *fronting on a street*. A business "fronts" on a street when the lot line on the property on which the business is located also forms the line marking the edge of a publicly dedicated right-of-way.

*Lot*. See definition of "zoned lot" herein.

*Marquee* means any permanent, roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.

*Non-commercial message* means any sign wording, logo or other representation promoting an activity or idea other than a commercial message.

*Pennant* means any lightweight plastic, fabric, or material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind as a means of attracting attention.

*Person* means any association, company, corporation, firm, organization, or partnership, singular or plural, of any kind.

*Principal building* means a building in which the primary use of the lot on which the building is located is conducted.

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*Setback* means the distance from the property line to the nearest part of the applicable building, structure or sign, measured from the property line to that portion of the building, structure or sign which is most proximate to such line.

*Sign* means any structure, display, or device that is used to advertise, identify, direct, or attract attention to a business, institution, organization, person, idea, product, service, event or location by any means, including words, letters, figures, design characteristics, symbols, logos, fixtures, colors, movement or illumination. Individual signs shall be defined as follows:

*A-frame or easel sign* means a portable sign consisting of two sign faces placed back-to back and hinged together at the top in such a manner that each sign face leans toward the other, connecting at the top and forming a self-supporting structure which is not permanently affixed to the ground.

*Animated sign* means any sign, including spinners, which involves motion or rotation of any part by any means, or which is illuminated by flashing, intermittent, or color changing light or lighting, or which uses movement or change of lighting to depict action or create a special effect or scene.

*Awning sign* means a sign imposed or painted upon an awning.

*Banner* means any sign of lightweight fabric or similar material that is mounted to a building or structure. Flags, as defined herein, shall not be considered banners.

*Blade sign* means a sign affixed to a wall and extending more than four inches from the surface of such wall and perpendicular to the wall surface.

*Building identifier sign* means a sign posted on the corner of a building in a multiple building development that provides an identifying number or letter for the building that distinguishes that building from others in the development.

*Building sign* means a sign that in any manner is fastened to, projects from, or is placed upon the exterior wall, window, or door of a building.

*Changeable copy sign* means a sign panel that allows the display of words, numbers, symbols and/or graphics on a temporary basis by the use of interchangeable letters or graphics manually mounted to the sign face.

*Directional sign* means a sign used to give direction or specific instruction to the traveling public, such as, but not limited to, "enter," "exit," "no parking," "drive through," etc. Such signs shall contain only instructional information designed to facilitate the safe movement of traffic onto, from and within a property.

*Externally-illuminated sign* means any sign that is partially or completely illuminated at any time by an artificial light source that directly or indirectly illuminates the face of the sign from outside the sign structure.

*Internally-illuminated sign* means any sign that is illuminated by an artificial light source from within the sign structure over any or all of its sign face (prohibited).

*Marquee sign* means any sign attached to, in any manner, or made a part of a marquee (prohibited).

*Monument sign* means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A monument sign may include individual letters, numbers, figures mounted on a surface composed of stone, brick or other permanent structures. The supporting structure must rest on the ground.

*Multi-tenant building directory* means a sign posted on business premises of more than 25,000 square feet and containing multiple tenants, directing the public to the location of specific tenants within the complex.

*Parapet wall* means a low protective wall or barrier extending above a roof, balcony, or platform as an integral part of a wall that extends above the roof structure of a building.

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*Portable sign* means any sign not permanently attached to the ground or other permanent structure, or sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; A—frame signs; signs erected to serve drive-through lanes; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal, day-to-day operations of the business, then the vehicle shall be parked in a designated parking space at the location of the business and furthest from the right-of-way at the location of the business.

*Reverse Channel (Halo-Lit/Backlit) Wall Signs* means individually mounted letters or symbols that are illuminated from within, where the light source is directed toward the mounting surface, creating a halo or glow effect around the sign rather than direct illumination through the face of the sign.

*Roof sign* means a sign erected upon and above a roof structure and wholly supported by the roof structure or a structure placed upon the roof. Roof signs shall also constitute any signage placed upon sloped building fascia intended to appear as or actually be roof elements of the building.

*Shared sign* means a sign that serves as common or collective use for a group of persons or businesses operating on the same lot such as, but not limited to, a shopping center or business park. Ownership of and responsibility for a shared sign shall remain with the owner of the building or buildings served by the sign.

*Sign face* means that portion of the surface of a sign structure where words, letters, figures, symbols, logos, fixtures, colors, or other design elements are or may be located in order to convey the message, idea, or intent for which the sign has been erected or placed. The sign face may be composed of two or more modules on the same surface that are separated or surrounded by portions of a sign structure not intended to contain any advertising message or idea and are purely structural or decorative in nature.

*Spectacular sign or device* means spectacular sign or device includes, but is not limited to:

- (1) Any piece or strip of cloth, paper, canvas, plastic or similar material, including banners, but excluding flags, on which a message, slogan or emblem is painted, drawn or otherwise projected, colored or shaped.
- (2) Any advertising display, sign or copy that is animated.
- (3) Balloons, air and gas filled devices.
- (4) Streamers.
- (5) Other attention-getting devices.

*Standard informational sign* means a sign intended for temporary use comprised of rigid plastic, cardboard, or wood, measuring not more than six square feet in sign area, and erected on a metal or wooden stake measuring not more than one and one-half inches in width in residential districts or placed within the window of a building in non-residential districts.

*Subdivision sign* means a sign located at the main entrances to a residential, commercial, or industrial subdivision as an aid to the traveling public and for the purpose of ensuring prompt emergency response.

*Suspended sign* means a sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.

*Temporary sign* means any sign that is used only temporarily and is not permanently mounted or affixed to the ground.

*Wall sign* means a sign that is fastened or painted directly to the exterior wall of a building and extends from the surface of the wall no more than 15 inches.

*Window sign* means any type of sign that is located on the interior of a business premises and is either attached to or is located within 48 inches of an exterior window and is intended primarily to be viewed from

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the exterior of the premises. Glass doors are to be considered windows for the purposes of administration of this article. Merchandise located within a window shall not be considered a window sign, as long as there are no commercial messages attached to or associated with the display of merchandise.

*Street* means a public or private thoroughfare used, or intended to be used, for passage or travel by motor vehicles.

*Street frontage* means the length of any property line of a zoned lot, which property line abuts a legally accessible street right-of-way. For the purposes of determining yard requirements on corner lots, all sides of a lot adjacent to streets shall be considered frontage, and yards shall be provided as indicated under the zoning definition for yards.

*Window* means an opening made in the wall of a building to admit light and air, and/or to furnish a view; provided, however, that as such term is used herein, the term "window" shall not include the framework for such opening but shall only include the glass or translucent portion of such opening.

*Zoned lot* means a parcel of land in single ownership that is of sufficient size to meet minimum zoning requirements for area, coverage, and use, and that can provide such yards and other open spaces as required by the zoning regulations.

(Ord. No. 1196, § 1, 3-3-2022; Ord. No. 1246, § 1, 1-15-2026)

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**Sec. 66-15. Retail, commercial, office or industrial (LC, GC, LUC, OI, LI, GI, LUI).**

For properties which are zoned for any retail, commercial, office or industrial use, such properties may post only such signs as are authorized by this section. Authorized signs shall comply with the following requirements:

- (1) Monument signs. Such property may contain one or more monument signs in accordance with the following:
  - a. Except for regulatory signs approved and erected by appropriate federal, state or local authorities, no signs shall be constructed, erected or maintained within a public right-of-way.
  - b. Only one monument sign per platted lot shall be allowed along the right-of-way, provided that for business premises fronting on more than one street, one monument sign shall be allowed along no more than two right-of-way frontages, which signs shall be separated a minimum of 200 feet.
  - c. All monument signs shall be located within a landscaped island with curb and gutter or within a landscaped area. No monument sign shall be permitted to encroach in a parking area to such extent that the remaining parking spaces fail to meet the minimum standards of the zoning ordinance for off-street parking.
  - d. The maximum sign area of any monument sign, inclusive of any border and trim, but excluding the base, apron, supports and other structural members shall be:
    1. On lots zoned for retail or commercial use with a single tenant, 35 square feet in sign area.
    2. On lots zoned for retail or commercial use with more than one tenant, including signs that are shared, 50 square feet in sign area.
    3. On lots zoned for office use, 35 square feet in sign area.
    4. On lots zoned for industrial use with a single tenant, 35 square feet in sign area.
    5. On lots zoned for industrial use with more than one tenant, including signs that are shared, 50 square feet in sign area.
  - e. For lots that contain the retail sale of liquid fuel for vehicles, no more than 50 percent of the monument sign area may include digital numbers for the display of current rates. Content of the sign that is displayed through the use of digital numbers shall change no more than one time over a 24-hour period. Colors of the digital numbers shall be red or green in color only.
- (2) Drive thru lanes. In addition to any other monument signs authorized by this section, if such property contains a business premises where materials are delivered or services offered at a drive thru delivery point other than on the front side of the building, then one additional monument sign per delivery point shall be allowed to be located on the property in the side or rear yard; no such sign shall exceed 32 square feet in sign area nor five feet in height. The location of the additional sign on the lot shall be included as part of the application package for permit. Additionally, no sign allowed by this paragraph shall be oriented in such a manner as to be viewable from public right-of-way, i.e. the sign must be oriented away from the traveling public and only toward the lane serving the drive thru window. Internally illuminated screens may be used on the additional sign so long as light illuminating from the board shall not be visible from any public right-of-way or adjacent residentially-used lot.
- (3) Wall signs (retail and commercial zoning districts).
  - a. For a single tenant building and/or multi-tenant building with less than 100 linear feet of building frontage, the aggregate wall sign area for each tenant shall be limited to no more than one and

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- one-half square feet per linear foot of building frontage. The maximum area of the wall sign for each tenant shall not exceed 100 square feet.
- b. For a single tenant building and/or a multi-tenant building with more than 100 linear feet of building frontage, the aggregate wall sign area for each tenant shall be limited to no more than two and one-half square feet per linear foot of building frontage. The maximum size of the wall sign for each tenant shall not exceed 150 square feet.
- (4) Wall signs (office zoning districts).
    - a. For a single or multi-tenant office building, the aggregate wall sign area shall be limited to one-half square feet per linear foot of building frontage to a maximum of 30 square feet.
    - b. Each tenant within a multi-tenant office building that has direct access from the exterior of the building into the actual tenant space may have one wall sign not to exceed ten square feet located immediately adjacent to or above the entrance to the tenant space.
    - c. In a multi-building office complex, each building may have one building identifier sign not exceeding five square feet.
  - (5) Wall signs (industrial zoning districts).
    - a. For an industrial building occupied by a single tenant, the aggregate wall sign area shall not exceed one-half square feet per linear foot of building frontage, up to a maximum total of 50 square feet.
    - b. For a multi-tenant industrial building, each tenant shall be allowed one wall sign not to exceed 30 square feet. In a multi-building complex, each building may have one building identifier sign not exceeding five square feet.
    - c. For an industrial building with single-tenant or multi-tenant occupancy and more than 30,000 square feet of gross floor area, the aggregate wall sign area shall not exceed one square foot per linear foot of building frontage, up to a maximum total of 150 feet.
  - (6) Wall signs may be flat against the wall or pinned away from the wall, but in no case project more than 15 inches from the wall surface. Wall signs may only be internally illuminated when designed as Reverse Channel (Halo-Lit/Back-Lit) Wall Signs. All other forms of internal illumination for wall signs are prohibited.
  - (7) For any building that is primarily used for retail and service commercial, office/institutional or industrial purposes, no part of a wall or building sign shall extend above the eave line along a parapet on the wall to which it is attached.
  - (8) For any building that is primarily used for retail and service commercial purposes, no part of a wall sign shall be located more than 36 feet above the existing level of the ground. In addition, for any retail or service commercial buildings, no sign shall be installed on any wall over the level of the bottom of any second story window on that wall unless the building is a multi-tenant structure where tenants have direct access from their second floor space to the outside. This direct access must include outside walkways and stairways properly designed for public use.
  - (9) Signs may not cover or interrupt architectural features of a structure.
  - (10) Multi-frontage sites are calculated with one major frontage only. The building frontage shall be determined by using the address of the building.
  - (11) Multi-tenant building directory. Each development shall be permitted no more than one multi-tenant building directory for every 25,000 square feet of total building square footage per platted lot in accordance with the following conditions:

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- a. Each directory may be two-sided and shall measure no greater than four feet in width and seven feet in height from finish grade to the top of the sign.
  - b. The area of display on each directory shall measure no greater than three feet by six feet.
  - c. A minimum of 50 percent of the total number of directories shall be located within 20 feet of the face of the building(s) on the subject property.
  - d. Directories shall be located no closer than 200 feet from the nearest public street right-of-way and shall be oriented such that the directory graphics are not legible from off-site.
  - e. Directories shall not be located within 400 linear feet of each other, as measured in a straight line between each directory.
  - f. Directories shall not be located in such a manner that they obstruct established emergency access routes within a development.
  - g. Each directory shall be placed within a landscaped island of no less than ten feet in width with curb and gutter.
  - h. Lighting shall be limited to indirect lighting only and shall not exceed two footcandles or less at any point on the directory. Internal illumination is prohibited.
  - i. Directory graphics shall be incorporated into the master sign program for each development.
- (12) Directional signs. In addition to any other signs authorized herein, any such property may contain not more than two directional signs per driveway entrance. Such signs are limited to no more than 24 inches in height and no more than two square feet in sign area.
- (13) Blade signs. Where blade signs are approved as a part of the overall sign program for a particular retail or commercial development, the blade sign shall not exceed six square feet in area and shall maintain a seven-foot clearance between finish grade and the bottom of the sign. Blade signs shall not be internally illuminated.
- (14) Master sign plan. All multiple-occupancy development complexes, such as shopping centers or planned industrial parks, may submit to the city planner a master sign plan prior to the issuance of new sign permits, which plan must comply with all provisions of this chapter. The master sign plan shall be designed by the applicant for the development for the purpose of ensuring coordinated signage throughout the development.

The master sign plan shall establish standards and criteria for all signs in the complex, which require permits and shall address, at a minimum, the following:

- a. Proposed sign locations.
- b. Approved materials and colors, including background colors and an acceptable palette of colors to stand out from the background.
- c. Type of illumination, including fixture specifications and wattage.
- d. Design of free standing and wall sign structures.
- e. Size.
- f. Quantity.
- g. Uniform standards for non-business signage, including directional and informational signs.
- h. Identification of delivery or rear access door by name and suite number.

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The city planner shall approve the master sign plan for a development if it complies in all respects with the standards of this chapter. Once approved, the master sign plan shall control signs erected within the development, subject to subsequent amendments to the master sign plan or future amendments to the sign code of the city.

All applications for sign permits for signage within a multiple-occupancy development complex shall comply with the master sign plan.

Any amendments to a master sign plan must be approved by the city planner and the property owner(s) within the development complex before such amendment will become effective. Approval by the city planner shall be determined on the basis of compliance with the standards of this chapter.

It shall be the responsibility of the owner or leasing agent of the property to provide the occupant with a copy of the approved master sign plan.

The signing for new businesses within existing projects shall comply with the provisions of this chapter.

- (15) Banners. Banners shall be permitted in all retail, commercial, office and industrial zoning districts of the city, and shall be permitted for a period not to exceed 14 calendar days at any one time. Only one banner shall be permitted for an individual tenant or business during a period of 120 days. The maximum size of a permitted banner shall not exceed 35 square feet. Banners shall be securely attached to a building and maintain a seven-foot clearance between walking surface and bottom edge of the banner if placed over a walk surface. Banners shall not be attached to the roof of the structure, or above the parapet line of the structure.
- (16) Window signs. Except as otherwise provided in this chapter, window signs are allowed for each tenant within commercial zoning districts only (GC, LC, and LUC). Window signs are defined as any type of sign that is located on the interior of a business premises and is either attached to or is located within 48 inches of an exterior window and is intended primarily to be viewed from the exterior of the premises. Window signs may be installed without a permit, but they must be installed in accordance with the provisions of this chapter.

Window signage applied directly to the window shall be limited to decal-type or direct adhesion graphics. No panels, boxes or other items mounted directly against the face of the window shall be allowed.

- a. Only half of the windows of the business premises may be used to display window signs; and
  - b. No more than six windows shall be used to display window signs; and
  - c. If the business premises has three windows or less, no more than two windows shall be used to display window signs.
  - d. No more than 50 percent of an area of a window shall be used to display window signs, and no window sign shall extend from one window to another. As used in this section, the term "window" shall include only the glass portion of a window, and shall not include any frames or other non-glass portion of such window. Glass doors are to be considered windows for the purposes of administering this article.
  - e. Temporary writing or graphics applied to the glass or window, such as by marker, paint or shoe polish, shall be prohibited.
- (17) Any sign permitted under section 66-17.
- (18) If a lot contains a mixture of commercial, industrial and/or residential uses, the signage requirements shall be based on the base zoning district in which the mixed-use development is located.

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