

Part One. Title, Purpose and Scope

5-21-10: Title

5-21-11: Purpose

5-21-12: Scope

5-21-10: TITLE:

The purpose of this chapter is to establish regulations and standards for the construction, maintenance, and removal of signs. This chapter shall be known as the *LEWISTOWN SIGN ORDINANCE*.

5-21-11: PURPOSE:

- A. To ensure that pedestrians and motorists are protected from damage or injury caused or partly attributable to the distractions and obstructions which are caused by improperly situated signs. The city commission intends to provide a reasonable balance between the right of an individual to identify their business and the right of the public to be protected from the visual discord that results from the unrestricted proliferation of signs.
- B. Chapter 5-21-33 establishes certain exemptions, and Chapter 5-21-84 provides procedures for sign review. The deliberations and decisions of the Design Review Board must be directed to accomplish the intent and purpose of this Chapter. It is determined that the regulations contained herein are the minimum necessary to further the interests of this chapter.

It is the intent and purpose of this chapter to promote the health, safety and welfare of the residents and visitors of the city by regulating and controlling the size, location, type, quality of materials, height, maintenance and construction of all signs and sign structures not located within a building, or within a building and visible from the exterior for the following reasons:

1. To preserve the Lewistown area's natural scenic beauty and character as expressed in adopted city plans and policies;
2. To contribute to inviting entrances into the city by eliminating clutter associated, in part, with the unrestricted proliferation of signs, lights and stringed devices;
3. To encourage area beautification through creative, interrelated design of signage, landscaping, buildings, access and parking that enhances the community's built and natural environment;
4. To give all businesses an equal opportunity to have signage that will help people find the services they need;
5. To protect the public health and safety by minimizing distractions to the traveling public.

5-21-12: SCOPE:

The primary intent of this chapter shall be to regulate awnings and signs intended to be viewed from any vehicular or pedestrian public right of way.

Part Two. Definitions

5-21-20: GENERAL DEFINITIONS:

Words and terms used in this ordinance shall have the meanings given in this Chapter. Unless expressly stated otherwise, any pertinent word or term not part of this listing but vital to the interpretation of this ordinance, shall be construed to have their legal definition, or in absence of a legal definition, their meaning as commonly accepted by practitioners including civil engineers, surveyors, architects, landscape architects, and planners.

Abandoned Sign: A sign which has not identified or advertised a current business, service, owner, product, or activity for a period of at least 90 days, in the case of off-premises signs, or at least 180 days in the case of on-premises signs. See Chapter 5-21-34(C)

Address Sign: A sign that designates the street number and/or street name for identification purposes, as designated by the United States Postal Service. (Also known as: **Nameplate Sign**)

Animated Sign: A sign depicting action, motion, or light or color changes through electrical or mechanical means.

Awning: A cloth, plastic, or other nonstructural covering that projects from a wall for the purpose of shielding a doorway or window. An awning is either permanently attached to a building or can be raised or retracted to a position against the building when not in use.

Awning Sign: Any sign painted on, or applied to, an awning.

Balloon Sign: A lighter-than-air, gas-filled balloon, tethered in a fixed location, which contains an advertisement message on its surface or attached to the balloon in any manner. (Also known as: **Inflatable Sign**)

Banner: Any cloth, bunting, plastic, paper, or similar non-rigid material attached to any structure, staff, pole, rope, wire, or framing which is anchored on two or more edges or at all four corners. Banners are temporary in nature and do not include flags.

Beacon Lighting: Any source of electric light, whether portable or fixed, the primary purpose of which is to cast a concentrated beam of light generally skyward as a means of attracting attention to its location rather than to illuminate any particular sign, structure, or other object.

Blade Sign: A standard flag usually attached to a sturdy, vertical flag pole, making it susceptible to blowing freely in the wind, also called a Flag Banner Sign.

Building Frontage: The maximum linear width of a building measured in a single straight line parallel, or essentially parallel, with the abutting public-streets or parking lots.

Canopy: A structure other than an awning made of fabric, metal, or other material that is supported by columns or posts affixed to the ground and may also be connected to a building.

Canopy (Building): A rigid multisided structure covered with fabric, metal or other material and supported by a building at one or more points or extremities and by columns or posts embedded in the ground at other points or extremities. May be illuminated by means of internal or external sources.

Canopy (Freestanding): A rigid multisided structure covered with fabric, metal, or other material and supported by columns or posts embedded in the ground. May be illuminated by means of

internal or external sources.

Canopy Sign: Any sign that is part of, or attached to a canopy.

Changeable Copy Sign: A sign or portion thereof on which the copy or symbols change either automatically through electrical or electronic means, or manually through placement of letters or symbols on a panel mounted in or on a track system. The two types of changeable-copy signs are manual changeable copy signs and electronic changeable copy signs, which include: message center signs and digital displays.

Channel Letter Sign: A sign consisting of fabricated or formed three-dimensional letters, individual applied to a wall, which may accommodate a light source.

City: Unless the context clearly discloses a contrary intent, the word "City" shall mean the City of Lewistown.

Clearance (of a Sign): The smallest vertical distance between the grade of the adjacent street, highway, or street curb and the lowest point of any sign, including framework and embellishments, extending over that grade.

Clearview Zone: Also called a sight triangle. The area adjacent closest to an intersection which is kept free of visual impairment to allow full view of both pedestrian and vehicular traffic. Such an area is established by marking a point at which the two (2) curb lines intersect, measuring back thirty feet (30') on each street front, and drawing a line across the two (2) back points to form a triangulated area. No sign in excess of three feet (3') above curb grade nor support pole larger than twelve inches (12") in diameter may be installed in this area. Freestanding signs must have at least ten feet (10') clearance to grade.

Construction Sign: A temporary sign identifying an architect, contractor, subcontractor, and/or material supplier participating in construction on the property on which the sign is located.

Copy: The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, or alphabetic form.

Digital Display Board: The portion of a sign message made up of internally illuminated components capable of changing the message periodically. Digital displays may include but are not limited to LCD, LED, or plasma displays. (Also known as **Electronic Message Centers**)

Directional Sign: A sign giving directions, instructions, or facility information to pedestrian and vehicular traffic into and out of and which may contain the name or logo of an establishment but no advertising copy, e.g., parking or exit and entrance signs. May contain logo provided that the logo may not comprise more than twenty percent (20%) of the total sign area.

Double Faced Sign: A sign with two (2) faces, essentially back to back.

Electric Awning Sign: An internally illuminated fixed space frame structure with translucent, flexible reinforced covering designed in awning form and with graphics or copy applied to the visible surface of the awning.

Electric Sign: A sign or sign structure in which electrical wiring, connections, or fixtures are used.

Electronic Message Center: Electronic Message Centers (EMCs) are computerized programmable electronic visual communication devices designed for an outside environment. EMCs are capable of

storing and displaying different images and formats that can be programmed to show for different durations of time. May also be called a **Digital Display Board**.

Facade: The entire building front including the parapet.

Face of Sign: The area of a sign on which the copy is placed.

Festoon Lighting: A type of illumination comprised of either: (a) a group of incandescent light bulbs hung or strung overhead or on a building or other structure, or (b) light bulbs not shaded or hooded or otherwise screened to prevent direct rays of light from shining on adjacent properties or rights-of-way.

Flag: Any sign printed or painted on cloth, plastic, canvas, or other like material with distinctive colors, patterns, or symbols attached to a pole or staff and anchored along only one edge or supported or anchored at only two corners.

Flag Banner: A standard flag is usually attached to a sturdy, vertical flag pole, making it susceptible to blowing freely in the wind, also called a **Blade Sign**.

Flashing Sign: A sign whose artificial illumination is not kept constant in intensity at all times when in use and which exhibits changes in light, color, direction, or animation where the period of time of illumination is equal to the period of non-illumination, and is used solely to attract attention in a non-informative way. This definition does not include electronic message centers signs or digital displays that meet the requirements set forth herein.

Foot-candle: A unit of incident light (on a surface) stated in lumens per square foot and measurable with an illuminance meter, a.k.a. foot-candle or light meter. One (1) foot-candle is equal to one (1) lumen per square foot.

Foot-lambert: A unit of emitted light (from a surface) stated in lumens per square foot and measurable with an illuminance meter, a.k.a. foot-candle or light meter. One (1) foot-lambert is equal to one (1) lumen per square foot.

Freestanding Sign: A sign supported by structures or supports that are placed on, or anchored in, the ground; and that is independent and detached from any building or other structure. The following are subtypes of freestanding signs:

1. **Ground Sign:** A sign permanently affixed to the ground at its base, supported entirely by a base structure, and not mounted on a pole or attached to any part of a building. (Also known as **Monument Sign**)
2. **Pole Sign:** A freestanding sign that is permanently supported in a fixed location by a structure of one or more poles, posts, uprights, or braces from the ground and not supported by a building or a base structure.

Frontage: The length of the property line of any one premises along a public right of way on which it borders.

Frontage, Building: The length of an outside building wall on a public right of way.

Gas Station Canopy: A freestanding, open-air structure constructed for the purpose of shielding service station islands from the elements.

Gas Station Canopy Sign: Any sign that is part of, or attached to, the vertical sides of the gas station canopy roof structure. For the purposes of this ordinance, gas station canopy signs shall be considered wall signs as they are affixed to the vertical surface of a structure.

Glaring Signs: Signs with light sources or reflectivity of such brightness that constitute a hazard or nuisance as determined by the administrator or design review board.

Government/Regulatory Sign: Any temporary or permanent sign erected and maintained by the city, county, state, or federal government for the control of traffic or for identification purposes, street signs, warning signs, railroad crossing signs, and signs of public service companies indicating danger or construction, which are erected by or at the order of a public officer, employee or agent thereof, in the discharge of official duties.

Ground Sign: A sign which is anchored to the ground similar to a pylon or freestanding sign, but which has a monolithic or columnar line and which maintains essentially the same contour from grade to top. Height and setbacks are to be the same as for freestanding signs.

Height of a Sign: The vertical distance measured from the highest point of the sign, excluding decorative embellishments, to the grade of the adjacent street or the surface grade beneath the sign, whichever is less.

Historic District: A district or zone designated by a local, state, or federal government, within which buildings, structures, and/or appurtenances are deemed important because of their association with history, or because of their unique architectural style and scale. For the purposes of this Chapter, Historic Districts are those that have been listed on the National Historic Register.

Holiday Decorations. Signs or displays including lighting which are a non-permanent installation celebrating national, state, and local holidays, religious or cultural holidays, or other holiday seasons. (Also known as seasonal decorations)

Home Occupation Sign: A sign not to exceed one foot by two feet (1' x 2') and which is attached to a building or affixed in a window indicating an activity conducted as a secondary use in a residential dwelling unit.

Identification Sign: A sign whose copy is limited to the name and address of a building, institution, or person and/or to the activity or occupation being identified.

Illegal Sign: A sign which does not meet the requirements of this code and which has not received legal nonconforming status.

Illuminance: A term that describes the measurement of the amount of light falling onto (illuminating) and spreading over a given surface area. Illuminance also correlates with how humans perceive the brightness of an illuminated area.

Illumination: A source of any artificial or reflected light, either directly from a source of light incorporated in, or indirectly from an artificial source.

1. **External Illumination:** Artificial light, located away from the sign, which lights the sign, the source of which may or may not be visible to persons viewing the sign from any street, sidewalk, or adjacent property.
2. **Internal Illumination:** A light source that is concealed or contained within the sign and becomes visible in darkness through a translucent surface. Message center signs, digital

displays, and signs incorporating neon lighting shall not be considered internal illumination for the purposes of this ordinance.

3. **Halo Illumination:** A sign using a 3-dimensional message, logo, etc., which is lit in such a way as to produce a halo effect. (Also known as back-lit illumination)

Illuminated Sign: A sign with electrical equipment installed for illumination, either internally illuminated through its sign face by a light source contained inside the sign or externally illuminated by a light source aimed at its surface.

Incidental Sign: A sign that displays general site information, instructions, directives, or restrictions or informing the public of goods, facilities, or services available on the premises, e.g., a credit card or a sign indicating hours of business that are primarily oriented to pedestrians and motor vehicle operators who have entered a property from a public street. These signs shall not contain any commercial advertising.

Incidental Window Sign: Signs displayed in the window displaying information such as the business' hours of operation, credit institutions accepted, commercial and civic affiliations, and similar information. These signs shall be informational only and shall not contain a commercial message.

Inflatable Sign: A sign that is an air-inflated object, which may be of various shapes, made of flexible fabric, resting on the ground or structure and equipped with a portable blower motor that provides a constant flow of air into the device.

Interactive Sign: An electronic or animated sign that reacts to the behavior or electronic signals of motor vehicle drivers.

Legibility: The physical attributes of a sign that allow for an observer's differentiation of its letters, words, numbers, or graphics.

Light Trespass: Light emitted by a lighting installation, which extends beyond the boundaries of the property on which the installation is sited.

Limited Duration Sign: A non-permanent sign that is displayed on private property for more than 90 consecutive days, but is not intended to be displayed for an indefinite period, e.g. real estate signs, signs advertising local farmer's markets, etc. Limited duration signs require a permit that is valid for up to a year and is renewable upon expiration.

Lot: A parcel of land legally defined on a subdivision map recorded with the assessment department or land registry office, or a parcel of land defined by a legal record or survey map.

Low Profile Sign: A sign mounted directly to the ground with maximum height not to exceed six feet (6').

Luminance: An objective measurement of the brightness of illumination, including illumination emitted by an electronic sign, measured in candles per square foot (cd/ft²). It describes the amount of light that passes through, is emitted or reflected from a particular area, and falls within a given solid angle.

Maintenance: For the purposes of this chapter, the cleaning, painting, repair, or replacement of defective parts of a sign in a manner that does not alter the original design, wording, size or structure

of the sign.

Mansard: A sloped roof or roof like facade architecturally comparable to a building wall.

Manual Changeable Copy Sign: A sign or portion thereof on which the copy or symbols are changed manually through placement or drawing of letters or symbols on a sign face.

Marquee: A permanent structure, other than a roof or canopy, attached to, supported by, and projecting from a building and providing protection from the elements.

Marquee Sign: Any sign attached to a marquee for the purpose of identifying a use or product. If attached to a theater, performing arts center, cinema, or other similar use, it may also advertise films or productions.

Mechanical Movement Sign: A sign having parts that physically move rather than merely appear to move as might be found in a digital display. The physical movement may be activated electronically or by another means, but shall not include wind-activated movement such as used for banners or flags. Mechanical movement signs do not include digital signs that have changeable, programmable displays.

Memorial Sign: A memorial plaque or tablet, including grave markers or other remembrances of persons or events, which is not used for a commercial message.

Menu Sign: A permanent sign for displaying the bill of fare available at a restaurant, or other use serving food, or beverages.

Message Center Sign: A type of illuminated, changeable copy sign that consists of electronically changing alphanumeric text often used for gas price display signs and athletic scoreboards.

Message Sequencing: The spreading of one message across more than one sign structure.

Monument Sign: A freestanding sign that is detached from a building and having a support structure that is a solid-appearing base constructed of a permanent material, such as concrete block or brick. All other freestanding sign types not meeting the definition of a monument sign shall be either a **Pole Sign** or a **Pylon Sign**.

Multi-Faced Sign: A sign containing three (3) or more faces, not necessarily in back to back configuration.

Multi-Tenant Sign: A freestanding sign used to advertise businesses that occupy a shopping center or complex with multiple tenants.

Mural (or mural sign): A large picture/image (including but not limited to painted art) which is painted, constructed, or affixed directly onto a vertical building wall, which may or may not contain text, logos, and/or symbols.

Nameplate: A nonelectric on premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants.

Neon Sign: A sign illuminated by a neon tube, or other visible light-emitting gas tube, that is bent to form letters, symbols, or other graphics.

Nits: Candela per square meter. Nit (nt) is a non-SI (International System of Units) name also used for this unit (1 nt = 1 cd/m²). As a measure of light emitted per unit area, this unit is frequently used to specify the brightness of a display device.

Nonconforming Sign: A sign that was legally erected and maintained at the effective date of this Ordinance, or amendment thereto, that does not currently comply with sign regulations of the district in which it is located. Also, a sign which does not conform to the sign code requirements, but for which a special permit has been issued.

Occupancy: The portion of a building or premises owned, leased, rented, or otherwise occupied for a given use.

Off-Premises Sign: An outdoor sign whose message directs attention to a specific business, product, service, event or activity, or other commercial or noncommercial activity, or contains a non-commercial message about something that is not sold, produced, manufactured, furnished, or conducted on the premises upon which the sign is located. (Also known as a third-party sign, billboard, or outdoor advertising)

Official Traffic Sign: Official highway route number signs, street name signs, directional signs and other traffic signs erected and maintained on public highways and roads in the interest of public safety or for the regulation of traffic.

On-Premises Sign: A sign whose message and design relate to an individual business, profession, product, service, event, point of view, or other commercial or non-commercial activity sold, offered, or conducted on the same property where the sign is located.

Owner: A person recorded as such on official records. The owner of property on which a sign is located is presumed to be the owner of the sign unless clear convincing evidence to the contrary is established for the administrator; e.g., a sign leased from a sign company.

Painted Wall Sign: Any sign which is applied with paint or similar substance on the surface of a wall.

Parapet: The extension of a false front or wall above a roofline.

Pennant: a triangular or irregular piece of fabric or other material, commonly attached in strings or strands, or supported on small poles intended to flap in the wind.

Permanent Sign: A sign attached or affixed to a building, window, or structure, or to the ground in a manner that enables the sign to resist environmental loads, such as wind, and that precludes ready removal or movement of the sign and whose intended use appears to be indefinite.

Person: Any individual, corporation, association, firm, partnership, or similarly defined interest.

Personal Expression Sign: An on-premises sign that expresses an opinion, interest, position, or other non-commercial message. Personal expression signs, including flags, are exempt from permit requirements provided they are less than 3 square feet, non-illuminated, and contain non-commercial messaging. There is no restriction on the number of personal expression signs permitted per property.

Point of Purchase Display: Advertising of a retail item accompanying its display, e.g., an advertisement on a product dispenser, tire display, etc.

Pole Cover: Cover enclosing or decorating poles or other structural supports of a sign.

Pole Sign: A freestanding sign with visible support structure. (Also known as **Pylon Sign**)

Portable Sign: A sign designed to be transported or moved and not permanently attached to the ground, a building, or other structure. **See Chapter 5-21-44.**

1. **Sandwich Board Sign:** A type of freestanding, portable, temporary sign consisting of two faces connected in a triangle shape and hinged at the top and whose message is targeted to pedestrians (Also known as A-frame sign). Sandwich Board Signs require an **Exclusive Use of the Public Right of Way Permit** as stated in Lewistown Ordinance 9-14-6. The permit is valid for one calendar year and must be renewed annually. A separate sign permit is not required.
2. **Vehicular Sign:** A sign affixed to a vehicle in such a manner that the sign is used primarily as a stationary advertisement for the business on which the vehicle sits or is otherwise not incidental to the vehicle's primary purpose.

Premises: A parcel of land with its appurtenances and buildings which, because of its unity of use, may be regarded as the smallest conveyable unit of real estate.

Private Drive Sign: A sign indicating a street or drive which is not publicly owned and maintained and used only for access by the occupants of the development and their guests.

Projected Image Sign: Signs that use technology to project an image, logo, or other graphic on buildings, structures, sidewalks or other surfaces. The image itself has no physical structure but is still considered a sign.

Projecting Sign: A building-mounted, double-sided sign with the two faces generally perpendicular to the building wall, not to include signs located on a canopy, awning, or marquee.

Public Sign: A sign erected or required by government agencies or utilities, including traffic, utility, safety, railroad crossing, and identification signs for public facilities.

Pylon Sign: A freestanding sign with a visible support structure. It may or may not be enclosed by a pole cover. (Also known as **Pole Sign**)

Reflective Sign: A sign containing any material or device which has the effect of intensifying reflected light.

Revolving Sign: A sign which revolves in a circular motion; rather than remaining stationary on its supporting structure.

Roofline: The top edge of a roof or building parapet, whichever is higher, excluding any mansards, cupolas, pylons, chimneys, or minor projections.

Roof Sign: A building-mounted sign erected upon, against, or over the roof of a building.

Scoreboard: A sign contained within an athletic venue and intended solely to provide information to the attendees of an athletic event.

Security Sign: An on-premises sign regulating the use of the premises, such as a "no trespassing," "no hunting," or "no soliciting" sign. (Also known as warning sign)

Shielded: The description of a luminaire from which no direct glare is visible at normal viewing angles, by virtue of its being properly aimed, oriented, and located and properly fitted with such devices as shields, barn doors, baffles, louvers, skirts, or visors.

Sign: Any device, structure, fixture, painting, emblem, or visual that uses words, graphics, colors, illumination, symbols, numbers, or letters for the purpose of communicating a message. Sign includes the sign faces as well as any sign supporting structure.

Sign Area: The total dimensions of a sign surface used to display information, messages, advertising, logos, or symbols. The following principles shall control the computation of sign area and sign height:

1. The area of a sign shall mean the area of all lettering, wording, and accompanying designs, logos, and symbols. The area of a sign shall not include any supporting framework, bracing or trim which is incidental to the display, provided that it does not contain any lettering, wording, or symbols.
2. Where the sign consists of individual letters, designs, or symbols attached to a building, awning, wall, or window, the area shall be that of the smallest rectangle which encompasses all of the letters, designs, and symbols.
3. Signs may be double-sided.
 - a. On-premises signs.
 - i. Only one (1) side shall be considered when determining the sign area, provided that the faces are equal in size, the interior angle formed by the faces is less than 45 degrees, and the two faces are not more than 18 inches apart.
 - ii. Where the faces are not equal in size, but the interior angle formed by the faces is less than 45 degrees and the two faces are not more than 18 inches apart, the larger sign face shall be used as the basis for calculating sign area.
 - iii. When the interior angle formed by the faces is greater than 45 degrees, or the faces are greater than 18 inches apart, all sides of such sign shall be considered in calculating the sign area.
 - b. Off-premises signs.
 - i. Only one (1) side shall be considered when determining the sign area, provided that the faces are equal in size, the interior angle formed by the faces is less than 45 degrees, and the two faces are not more than five (5) feet apart.
 - ii. Where the faces are not equal in size, but the interior angle formed by the faces is less than 45 degrees and the two faces are not more than five (5) feet apart, the larger sign face shall be used as the basis for calculating sign area.
 - iii. When the interior angle formed by the faces is greater than 45 degrees, or the faces are greater than five (5) feet apart, all sides of such sign shall be considered in calculating the sign area.
4. For signs made up of individual letters, designs, or symbols, the area is measured as the smallest rectangle that encompasses all of the letters, designs, and symbols.
5. For signs that are (or include) a three dimensional object, the sign area is the sum of two adjacent vertical faces of the smallest cube encompassing the sign or object.
6. Signs that consist of, or have attached to them, one or more three-dimensional or irregularly shaped objects, shall have a sign area of the sum of two adjacent vertical sign faces of the smallest cube encompassing the sign or object.

7. If elements of a sign are movable or flexible, such as a flag or banner, the measurement is taken when the elements are fully extended and parallel to the plane of view.

Sign Face: The part of the sign that is or can be used for the sign area. The sign area could be smaller than the sign face.

Sign Height: The vertical dimension of a sign as measured using the standards listed below. The maximum sign height for all zoning districts shall be no higher than twenty (20) feet. (Except those legally permitted prior to the enactment of this ordinance as existing non-conforming signs).

1. Sign height shall be measured as the distance from the highest portion of the sign to the mean finished grade of the street closest to the sign. In the case of a sign located greater than 100 feet from a public street, height shall be measured to the mean grade at the base of the sign.
2. Clearance for freestanding and projecting signs shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other structural elements.

Sign Supporting Structure: Poles, posts, walls, frames, brackets, or other supports holding a sign in place.

Snipe Sign: A sign tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, stakes, fences, public benches, streetlights, or other objects, or placed on any public property or in the public right-of-way or on any private property without the permission of the property owner. (Also known as bandit sign)

Storefront: The exterior facade of a building housing a commercial use visible from a street, sidewalk, or other pedestrian way accessible to the public and containing the primary entrance to the commercial establishment.

Streamers: A display made of lightweight, flexible materials, consisting of long, narrow, wavy strips hung individually or in a series, with or without a logo or advertising message printed or painted on them and typically designed to move in the wind.

Street Frontage: The side or sides of a lot abutting on a public street or right-of-way.

Street Pole Banner: A banner suspended above a public sidewalk and attached to a single street pole. These signs shall not contain any commercial advertising.

Subdivision Identification Sign: A freestanding or wall sign identifying a recognized subdivision, condominium complex, or residential development.

Temporary Sign: A type of non-permanent sign that is located on private property that can be displayed for no more than 90 consecutive days, up to twice a calendar year. Temporary signs are required to show the date the sign was posted in the bottom right hand corner of the sign. Temporary Signs do not require a permit.

Under Canopy Sign: A sign suspended beneath a canopy, ceiling, roof, or marquee.

Use: The purpose for which a building, lot, sign, or structure is intended, designed, occupied, or maintained.

V-Sign: A sign consisting of two (2) essentially equal faces, positioned at an angle subtending less than one hundred seventy nine degrees (179°).

Vending Machine Sign: A sign displayed on a vending machine indicating the name of the product being sold and/or the price of such product.

Wall Sign: A building-mounted sign which is either attached to, displayed on, or painted on an exterior wall in a manner parallel with the wall surface essentially parallel to and extending not more than twenty four inches (24") from the wall of a building with no copy on the sides or edges. A sign installed on a false or mansard roof is also considered a wall sign. (Also known as: fascia sign, parallel wall sign, or band sign) This definition includes painted, individual letter, and cabinet signs, and signs on a mansard.

Window Sign: Any sign that is applied, painted, or affixed to a window, or placed inside a window, within three (3) feet of the glass, facing the outside of the building, and easily seen from the outside. Customary displays of merchandise or objects and material without lettering behind a store window are not considered signs.

Part Three. General Provisions

[5-21-30: General Sign Provisions](#)

[5-21-31: Signs Prohibited](#)

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5-21-30: GENERAL SIGN PROVISIONS:

It shall hereafter be unlawful for any person to erect, place, or maintain a sign in the city except in accordance with the provisions of this chapter. (Ord. 1616, 5-16-1994)

A. Sign location.

1. No sign shall be placed in such a position as to endanger pedestrians, bicyclists, or traffic on a street by obscuring the view or by interfering with official street signs or signals by virtue of position or color.
2. No sign may occupy a clear view zone.
3. Signs and their supporting structures shall maintain clearance and noninterference with all surface and underground utility and communications lines or equipment.

B. Sign Materials & Construction: Every sign shall be constructed of durable materials, using noncorrosive fastenings; shall be structurally safe and erected or installed in strict accordance with the International Building Code; and shall be maintained in safe condition and good repair at all times so that all sign information is clearly legible.

5-21-31: SIGNS PROHIBITED:

The following signs are unlawful and prohibited in all zoning districts:

- A. Abandoned signs.
- B. Commercial signs on city property or public right of way.
- C. Banners, festoons, searchlights (except as allowed in Chapter [5-21-40](#) of this chapter).
- D. Snipe signs. Signs shall only be attached to utility poles in conformance with state and utility regulations and the requirements of this Chapter, (except as allowed in Chapter 5-21-40 of this chapter).
- E. Vehicular signs. This regulation does not include the use of business logos, identification or advertising on vehicles primarily and actively used for business purposes and/or personal transportation.
- F. Mechanical movement signs, including revolving signs.
- G. Pennant strings and streamers.
- H. Animated signs, flashing signs, or signs that scroll or flash text or graphics.
- I. Inflatable devices or balloon signs, with the exception of balloons used in temporary, non-commercial situations.
- J. Any signs that imitate, resemble, interfere with, or obstruct official traffic lights, signs, or signals or government signs or signals.
- K. Signs that prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part. No sign other than a safety sign shall be attached to a standpipe or fire escape.
- L. Signs that emit smoke, visible vapors, particulate matter, sound, odor or contain open flames.
- M. Reflective signs or signs containing mirrors.
- N. Interactive signs.
- O. Signs incorporating beacon or festoon lighting.
- P. Any banner or sign of any type suspended across a public street, without the permission of the owner of the property and road.
- Q. Roof signs.
- R. Signs erected without the permission of the property owner, with the exception of those authorized or required by local, state, or federal government.
- S. Any sign containing information that states or implies that a property may be used for any purpose not permitted under the provisions of the Lewistown Zoning Ordinance.
- T. Signs that exhibit statements, words, or pictures of obscene or pornographic subjects as determined by the City of Lewistown.
- U. Any sign that promotes illegal activity.
- V. Notwithstanding any other provision of this chapter, no private signs of any nature shall be affixed to public historic lighting fixtures maintained in the city. Signs or banners advertising public events may be placed on historic lights only with the advance approval of the administrator. (Ord. 1658, 8-16-1999)
- W. Electronic Message Centers also known as digital display boards or electronic billboards that depict any movement, action, animation or flash. **Electronic Message Centers that depict text only or static graphics or static pictures are allowed provided they meet luminance standards.** (Except those legally permitted prior to the enactment of this ordinance as existing non-conforming signs). To maintain and preserve the historic character of Lewistown, these electronic signs shall not be allowed within the designated Historic Districts identified on the National Historic Registry.

5-21-32: PERMITS REQUIRED:

Unless otherwise provided by this chapter, all signs shall require permits and payment of fees as

described in Chapter 5-21-82 of this chapter. No sign may be erected, re-erected, constructed, altered or refaced until a sign permit has been issued. No permit is required for the maintenance or repair of a sign provided it does not alter the original design, wording or size, or for changeable copy signs.

5-21-33: SIGNS NOT REQUIRING PERMITS:

The following signs shall be allowed without a sign permit and shall not be included in the determination of the type, number, or area of permanent signs allowed within a zoning district, provided such signs comply with the regulations in this Chapter, if any:

- A. Official traffic signs.
- B. Government/regulatory signs.
- C. Signs inside a building, or other enclosed facility, which are not meant to be viewed from the outside, and are located greater than three (3) feet from the window.
- D. Holiday and seasonal decorations.
- E. Personal expression signs of any sign type, including flags, provided that they do not exceed three (3) sq. ft. in area per side, are non-commercial in nature, and not illuminated.
- F. Address signs - Up to two (2) signs stating address, number and/or name of occupants of the premises and do not include any commercial advertising or other identification.
 - 1. Residential districts. Signs not to exceed three (3) sq. ft. in area.
 - 2. Non-residential districts. Signs not to exceed five (5) sq. ft. in area.
- G. Public signs - Signs erected or required by government agencies or utilities, including traffic, utility, safety, railroad crossing, and identification or directional signs for public facilities.
- H. Signs or emblems of a religious, civil, philanthropic, historical or educational organization that do not to exceed four (4) sq. ft. in area.
- I. Private drive signs - One (1) sign per driveway entrance, not to exceed two (2) sq. ft. in area.
- J. Security and warning signs - These limitations shall not apply to the posting of conventional "no trespassing" signs in accordance with state law.
 - 1. Residential districts. Signs not to exceed two (2) sq. ft. in area.
 - 2. Non-residential districts. Maximum of one (1) large sign per property, not to exceed five (5) sq. ft. in area. All other posted security and warning signs may not exceed two (2) sq. ft. in area.
- K. Flags:
 - 1. Location. Flags and flagpoles shall not be located within any right-of-way.
 - 2. Height. Flags shall have a maximum height of 30 ft.
 - 3. Number. No more than two (2) flags per lot in residential districts, no more than three (3) flags per lot in all other districts.
 - 4. Size. Maximum flag size is 24 sq. ft. in residential districts, 35 sq. ft. in all other districts.
 - 5. Flags containing commercial messages may be used as permitted freestanding or projecting signs, and, if so used, the area of the flag shall be included in, and limited by the computation of allowable area for signs on the property.
 - 6. Flags up to three (3) sq. ft. in area containing noncommercial messages are considered personal expression signs and are regulated in accordance with Chapter 5-21-33.G.
- L. Legal notices.
- M. Memorial signs, public monument or historical identification sign erected by the City, including plaque signs up to three (3) sq. ft. in area.
- N. Signs which are a permanent architectural feature of a building or structure, existing at the time of adoption of this ordinance.

- O. Signs advertising the variety of crop growing in a field. Such signs shall be removed after the growing season.
- P. Incidental signs, including incidental window signs.
- Q. Directional signs, provided they do not contain any commercial messaging.
 - 1. Area. No single directional sign shall exceed four (4) sq. ft. in area.
 - 2. Height. Directional signs shall have a maximum height of five (5) ft.
 - 3. Illumination. Directional signs shall be non-illuminated.
- R. Art and murals, provided such signs do not contain any commercial messaging.
- S. Temporary signs in accordance with Chapter 5-21-43 Regulations by Sign Type (Temporary Signs).
- T. Sandwich Board Signs require an Exclusive Use of the Public Right of Way Permit as stated in Lewistown Ordinance 9-14-6. The permit is valid for one calendar year and must be renewed annually. A separate sign permit is not required.
- U. One non-illuminated window sign per lot or premises that does not exceed four (4) square feet.

5-21-34: MAINTENANCE:  

- (A) All signs, awnings, and canopies shall be properly maintained. Exposed surfaces shall be clean and painted if paint is required. Defective parts shall be repaired or replaced. The administrator shall have the right under Chapter 5-21-89 of this chapter to order the repair and removal of any sign, awning, or canopy which is defective, damaged, or substantially deteriorated, as defined in the building code.
- (B) If an awning or canopy is attached to a building, the framework, except the front, shall be of metal and no part of the framework shall be less than seven and one-half feet (7^{1/2}') above the sidewalk, and no part of an awning or canopy shall be less than seven feet (7') above the sidewalk.
- (C) Abandoned signs, or signs representing businesses that are no longer in business, shall be removed within sixty (60) days of said business closing, at the expense of the business or property owner. Extensions up to ninety (90) days may be granted by the administration for good cause. Signs that can be shown to have historical significance are exempt from this clause, though they must be maintained in a safe and presentable condition.

Signs attached to a building and which are designed for reuse may be allowed to remain provided that all messages or copy on the sign are removed and the sign left in an aesthetically pleasing manner. Signs or their hardware not revised or placed back in service within eighteen (18) months from the closing of the business shall be removed. (Ord. 1616, 5-16-1994)

5-21-35: LIGHTING:  

Unless otherwise prohibited by this chapter, all signs may be illuminated.

Signs may be illuminated, unless otherwise specified herein, consistent with the following standards:

- 1. External light sources to illuminate signs shall neither be visible from any street right-of-way, nor cause glare hazardous to or distracting to pedestrians, vehicle drivers, or adjacent properties.

2. No more than 0.2 foot-candle over ambient light shall be detectable at the boundary of any abutting property.
3. *Hours of Operation:*
 - a. Signs on non-residential properties may be illuminated from 5 am until 11 pm, or ½ hour past the close of business of the facility being identified or advertised, whichever is later.
 - b. Signs shall provide an automatic timer to comply with the intent of this Chapter.
4. *Brightness:* Message center signs and digital displays are subject to the following brightness limits:
 - a. During daylight hours between sunrise and sunset, luminance shall be no greater than five thousand (5,000) nits.
 - b. At all other times, luminance shall be no greater than one hundred twenty five (125) nits.
 - c. Each sign must have a light sensing device that will automatically adjust the brightness of the display as the natural ambient light conditions change to comply with the limits set here within.
5. *Message Duration:* The length of time each message may be displayed on a message center sign, digital display, or digital billboard sign is based upon the visibility and speed limit unique to individual signs and adjacent road conditions. The following method shall be used to determine the **minimum message display duration** required for message center signs, digital displays, or digital billboard signs:

	Posted Speed Limit in Miles per Hour (MPH)		
	≤ 35 MPH	36 – 55 MPH	56 – 70 MPH
Minimum Message Display Duration	12 Seconds	10 Seconds	8 Seconds

Types of Illumination: Where permitted, illumination may be:

1. **External:** Externally illuminated signs, where permitted, are subject to the following regulations:
 - a. The source of the light must be concealed by translucent covers.
 - b. External illumination shall be by a steady, stationary light source, shielded and directed solely at the sign. The light source must be static in color.
2. **Internal:** Internally illuminated signs, where permitted, are subject to the following regulations:
 - a. Internal illumination, including neon lighting, must be static in intensity and color.
 - b. Electronic Message Centers and digital display boards that depict text only or static graphics or static pictures are allowed provided they meet luminance standards. (Except those legally permitted prior to the enactment of this ordinance as existing non-conforming signs). **Electronic Message Centers that depict any movement, action, animation or flash are prohibited.** To maintain and preserve the historic character of Lewistown, these electronic signs shall not be allowed within the designated Historic Districts identified on the National Historic Registry.
3. Message center signs are subject to the following regulations, in addition to all other illumination requirements established in this Chapter.

- a. Sign Type: Message center signs are permitted in the form of freestanding, monument, and wall signs, both on-premises and off-premises, in accordance with the regulations established in Chapter 5-21-20.
 - b. Height: A message center sign shall have the same height limits as other permitted signs of the same type and location.
 - c. Area:
 - i. When used as an on-premises sign, message center signs shall not exceed 50% of the sign area for any one sign, and shall not exceed more than 30% of the total area for all signs permitted on a property.
 - ii. When used as an off-premises sign, message center signs may be used for the full permitted sign area.
 - d. Maximum Number: Where permitted, one (1) message center sign is permitted per street frontage, up to a maximum of two (2) message center signs per property.
 - e. Message Display:
 - i. No message center sign may contain text which flashes, pulsates, moves, or scrolls. Each complete message must fit on one screen.
 - ii. The content of a message center sign must transition by changing instantly (e.g., no fade-out or fade-in).
 - iii. Default Design: The sign shall contain a default design which shall freeze the sign message in one position if a malfunction should occur.
 - f. Conversion of a permitted non-message center sign to a message center sign requires the issuance of a new permit.
 - g. The addition of any message center sign to a nonconforming sign is prohibited.
 - h. Public Service Announcements: The owner of every message center sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public including, but not limited to Amber Alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.
4. Digital display signs are subject to the following regulations in addition to all other requirements established in this Chapter.
- a. Sign Type: Digital displays are permitted in the form of freestanding, monument, and wall signs, both on-premises and off-premises, in accordance with the regulations established in Chapter 5-21-35.
 - b. Height: A digital display shall have the same height limits as for other permitted signs of the same type and location.
 - c. Area:
 - i. When used as an on-premises sign, digital displays shall not exceed more than 30% of the total sign area permitted on the site.
 - ii. When used as an off-premises sign, digital displays may be used for the full permitted sign area.
 - d. Maximum Number per Property: Where permitted, one (1) digital display sign is permitted per property
 - e. Message Display:
 - i. Any Digital Display containing animation, streaming video, or text or images which flash, pulsate, move, or scroll is prohibited. Each complete message must fit on one screen.
 - ii. One message/display may be brighter than another, but each individual message/display must be static in intensity.
 - iii. The content of a digital display must transition by changing instantly, with no transition graphics (e.g., no fade-out or fade-in).

- iv. Default Design: The sign shall contain a default design which shall freeze the sign message in one position if a malfunction should occur.
 - f. Conversion of a permitted non-digital sign to a digital sign requires the issuance of a new permit.
 - g. The addition of any digital display to a nonconforming sign is prohibited.
 - h. Public Service Announcements: The owner of every digital sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public including, but not limited to Amber Alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.
5. Electrical Standards.
- a. Permits for illuminated signs will not be issued without an approved electrical permit, if required. Applications for electrical permits shall be filed at the same time as the sign permit application.
 - b. All work shall be completed in full compliance with the Lewistown International Energy Conservation Code and the International Existing Building Codes per Lewistown Ordinance 4-1-1.
 - c. The electrical supply to all exterior signs, whether to the sign itself or to lighting fixtures positioned to illuminate the sign, shall be provided by means of concealed electrical cables. Electrical supply to freestanding signs shall be provided by means of underground cables.
 - d. All sign structures to which electrical components are attached must be erected, repaired and maintained in accordance with the specifications outlined in Chapter 6, Article 600, of the current adopted edition of the National Electrical Code.
6. Glare Control: Glare control shall be achieved primarily through the use of such means as cutoff fixtures, shields, and baffles, and appropriate application of fixture mounting height, wattage, aiming angle, and fixture placement. Vegetation screens shall not be employed to serve as the primary means for controlling glare.

5-21-36: CHANGEABLE COPY:  

Unless otherwise specified by this chapter, any sign herein allowed may use manual, automatic, or electrically or mechanically activated changeable copy. (Ord. 1616, 5-16-1994)

5-21-37: SIGN CONTRACTOR'S LICENSE:  

No person may engage in the business of erecting, altering, relocating, constructing, or maintaining signs without a valid contractor's or city sign business license and all required state and federal licenses. (Ord. 1616, 5-16-1994)

5-21-38: INDEMNIFICATION AND INSURANCE:  

(A) All persons involved in the maintenance, installation, alteration, or relocation of signs near or upon any public right of way of property shall agree to hold harmless and indemnify the city, its officers, agents, and employees, against any and all claims of negligence resulting from such work insofar as this chapter has not specifically directed the placement of a sign.

(B) All persons involved in the maintenance, installation, alteration, or relocation of signs shall maintain all required insurance and shall file with the state a satisfactory certificate of insurance to indemnify the state, county, or city against any form of liability. (Ord. 1616, 5-16-1994)

Part Four. Regulations by Sign Type

[5-21-40: On-Premise Signs](#)

[5-21-41: Off-Premise Signs](#)

[5-21-42: Limited Duration Signs](#)

[5-21-43: Temporary Signs](#)

[5-21-44: Portable Signs](#)

5-21-40: ON-PREMISE SIGNS:

A. Wall Signs.

1. No portion of a wall sign shall be mounted less than eight (8) feet above the finished grade or extend out more than twelve (12) inches from the building wall on which it is affixed. If the wall sign projects less than three (3) inches from the building wall on which it is affixed, the eight-foot height requirement need not be met.

B. Canopy or Awning Signs.

1. A canopy or awning without lettering or other advertising shall not be regulated as a sign.
2. Canopy or awning signs must be centered within or over architectural elements such as windows or doors.
3. No awning or canopy sign shall be wider than the building wall or tenant space it identifies.
4. Sign Placement.
 - a. Letters or numerals shall be located only on the front and side vertical faces of the awning or canopy.
 - b. Logos or emblems are permitted on the top or angled portion of the awning or canopy up to a maximum of three square feet. No more than one emblem or logo is permitted on any one awning or canopy.
5. Sign Height.
 - a. The lowest edge of the canopy or awning sign shall be at least eight (8) feet above the finished grade.
6. Any ground-floor awning projecting into a street right-of-way must be retractable.
7. Awnings above the ground floor may be fixed, provided they do not project more than four (4) feet from the face of the building.
8. Multi-tenant Buildings. If the awning or canopy sign is mounted on a multi-tenant building, all awning or canopy signs shall be similar in terms of height, projection, and style across all tenants in the building.

C. Projecting Signs.

1. No portion of a projecting sign shall project more than four (4) feet from the face of the building.

2. The outermost portion of a projecting sign shall project no closer than five (5) feet from a curb line or shoulder of a public street.
3. Sign Height. The lowest edge of a projecting sign shall be at least eight (8) feet above the finished grade.

D. Window Signs.

1. Incidental window signs displaying pertinent business information such as the business' hours of operation and credit cards accepted, shall be excluded from area calculations for window signs.

E. Marquee Signs.

1. Such signs shall be located only above the principal public entrance of a building facing a public street or parking lot.
2. No marquee shall be wider than the entrance it serves, plus two (2) feet on each side thereof.
3. No marquee shall extend closer to the curb than three (3) feet.
4. Sign Height.
 - a. No portion of a marquee sign shall extend vertically above the eave line.
 - b. The lowest edge of the marquee sign shall be at least ten (10) feet above the finished grade.

F. Freestanding Signs.

1. The lowest edge of any freestanding pole sign shall be either less than four (4) feet or greater than seven (7) feet above the ground.
2. Freestanding ground signs shall be supported and permanently placed by embedding, anchoring, or connecting the sign in such a manner as to incorporate it into the landscape or architectural design scheme.
3. Sign Placement.
 - a. All freestanding signs shall be set back five (5) feet from the right-of-way, except for official traffic signs and government/regulatory signs.
4. No freestanding sign may occupy an area designated for parking, loading, walkways, driveways, fire lane, easement, cart way of the right-of-way or other areas required to remain unobstructed.
5. Sign Height. The maximum height for all signs is twenty (20) feet.

G. Manual Changeable Copy Signs: Manual changeable copy signs are permitted only when integrated into a freestanding, marquee, wall, or portable sign.

5-21-41: OFF-PREMISE SIGNS:

A. Locations Permitted.

1. Off-premises signs are permitted in the following locations:
 - a. C-1 General Business
 - b. C-2 Central Business
 - c. C-3 Highway Commercial
 - d. M-1 Light Industrial

B. Sign Size: An off-premises advertising sign is subject to the following size restrictions according to the posted speed limit of the road which the off-premises sign faces.

	Posted Speed Limit in Miles per Hour (MPH)			
	≤ 35 MPH	36 – 45 MPH	46 – 55 MPH	56 – 70 MPH
Maximum Sign Area (square foot)	60	100	150	200

C. Height and Location of Sign.

1. The lowest edge of an off-premises sign shall be at least seven (7) ft. above the finished grade.
2. Off-premises signs shall have a maximum height of fifteen (15) ft.

D. Number of Signs per Lot: There shall be no more than one off-premises sign per lot. Vertically or horizontally stacked signs shall not be permitted.

E. Content: Off-premises signs shall not display any message or graphic of an obscene or pornographic nature as determined by the City of Lewistown.

F. Double-Sided Off-Premises Signs: Signs may be single or double-sided, in accordance with Chapter 5-21-20 Sign Area.

G. Message Sequencing: Message sequencing is prohibited.

H. Construction and Maintenance.

1. All plans for off-premises signs shall be certified by a licensed engineer registered in Montana.
2. All off-premises advertising signs shall be constructed in accordance with industry-wide standards established by the Outdoor Advertising Association of America and the Institute of Outdoor Advertising, or their successor organizations. All off-premises advertising signs shall be structurally sound and maintained in good condition and in compliance with the International Existing Building Codes per Lewistown Ordinance 4-1-1.
3. The rear face of a single-face, off-premises advertising sign shall be painted and maintained with a single neutral color as approved by the City of Lewistown.
4. Every three years, the owner of the billboard shall have a structural inspection made of the billboard by a licensed engineer registered in Montana and shall provide to the City a certificate certifying that the billboard is structurally sound.

I. Identification of Sign Owner: All off-premises signs shall be identified on the structure with the name, address, and phone number of the owner of such sign.

J. Additional Regulations. All off-premises signs shall comply with any and all applicable zoning regulations of the City of Lewistown, and any and all state and/or federal regulations. In the event any other applicable regulation is in conflict with the provisions of this Chapter, the more strict regulation shall apply.

K. Application/Plan Requirements. Plans submitted for off-premises advertising signs shall show the following:

1. The location of the proposed sign on the lot with the required sign setbacks from the property line and ultimate right-of-way.

2. The location and species of existing trees.
3. The distance to the nearest existing off-premises advertising sign.
4. The distance to the nearest right-of-way, property line, building, structure, on-premises sign, off-premises sign, intersection, interchange, safety rest area, bridge, residential district, or institutional use, sewer rights-of-way, and water, electric or petroleum pipelines.
5. Site plan containing all of the applicable requirements set forth in the Lewistown zoning ordinance, as amended.
6. Certification under the seal by a licensed engineer that the off-premises sign, as proposed, is designed in accordance with all federal, state, and local laws, codes, and professional standards.

M. Illumination and Changeable Copy of Off-Premises Signs.

1. Off-premises signs may incorporate manual changeable copy signs.
2. Off-premises signs may be illuminated, provided that:
 - i. All light sources are designed, shielded, arranged, and installed to confine or direct all illumination to the surface of the off-premises sign and away from adjoining properties.
 - ii. Light sources are not visible from any street or adjoining properties.
3. The following illumination types shall be permitted subject to the regulations in §5-21-35 Lighting.
 - i. Message center sign
 - ii. Digital display
 - iii. External illumination
 - iv. Internal illumination

N. Safety. In applying for special exception relief, the applicant bears the burden of proof to establish that the proposed off-premises sign will not create a public health or safety hazard in the matter and location that it is proposed and in the manner by which it is to be operated.

5-21-42: LIMITED DURATION SIGNS:

A. Limited duration signs, as defined in this Chapter, located on private property are subject to the regulations set forth below. Limited Duration signs that comply with the requirements in this subchapter shall not be included in the determination of the type, number, or area of signs allowed on a property. Unless otherwise stated below, the requirements listed below shall apply to both commercial and non-commercial signs.

B. Size and Number.

1. Non-Residential Zones:
 - a. Large Limited Durations Signs: One (1) large limited duration sign is permitted per property in all non-residential zones. If a property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one (1) additional large limited duration sign may be permitted so long as there is a minimum spacing of 200 feet between any two (2) large limited duration signs.
 1. Type:
 - i. Freestanding sign
 - ii. Window sign
 - iii. Wall sign
 2. Area: Each large limited duration sign shall have a maximum area of 16 sq. ft.

3. Height: Large limited duration signs that are freestanding shall have a maximum height of eight (8) feet.
- b. Small Limited Duration Signs: In addition to the large limited duration sign(s) outlined above, one (1) small limited duration sign is permitted per property in all nonresidential zones. If a property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area, one (1) additional small sign may be permitted.
 1. Type:
 - i. Freestanding sign
 - ii. Window sign
 - iii. Wall sign
 2. Area: Each small limited duration sign shall have a maximum area of six (6) sq. ft.
 3. Height: Small limited duration signs that are freestanding shall have a maximum height of six (6) feet.
2. Residential Zones:
 - a. Large Limited Duration Sign: One (1) large limited duration sign is permitted per property so long as the property is greater than five (5) acres in size and has at least 400 feet of street frontage or has more than 10,000 square feet of floor area.
 1. Type:
 - i. Freestanding sign
 - ii. Window sign
 - iii. Wall sign
 2. Area: Each large limited duration sign shall have a maximum area of 16 sq. ft.
 3. Height: Large limited duration signs that are freestanding shall have a maximum height of eight (8) feet.
 - b. Small Limited Duration Sign: One (1) small limited duration sign is permitted per property.
 1. Type:
 - i. Freestanding sign
 - ii. Window sign
 - iii. Wall sign
 2. Area: Each small limited duration sign shall have a maximum area of six (6) sq. ft.
 3. Height: Small limited duration signs that are freestanding shall have a maximum height of six (6) feet.

C. Permit Requirements.

1. A permit for a limited duration sign is issued for one (1) year and may be renewed annually.
2. One (1) sign is allowed per permit. An applicant may request up to two (2) permits per address, but is subject to the size and number requirements set forth in this Chapter. An annual permit for limited duration signs may be issued for an unlimited number of limited duration signs as long as no more than two limited duration signs are placed per lot or address.
3. An application for a limited duration sign permit must include:
 - a. A description of the sign indicating the number, size, shape, dimensions, and colors of the sign, and the expected length of time the sign will be displayed;

- b. A schematic drawing of the site showing the proposed location of the sign in relation to nearby building and streets;
- c. The number of signs on the site.

D. Installation and Maintenance.

- 1. All limited duration signs must be installed such that in the opinion of the Lewistown building official, they do not create a safety hazard.
- 2. All limited duration signs must be made of durable materials and shall be well-maintained.
- 3. Limited duration signs that are frayed, torn, broken, or that are no longer legible will be deemed unmaintained and required to be removed.

E. Illumination: Illumination of any limited duration sign is prohibited.

F. Summary Table for Limited Duration Signs.

	Limited Duration Signs	
	Residential Zoning Districts**	Non-Residential Zoning Districts
Large Limited Duration Signs (maximum area is 16 sq. ft.)	NUMBER: If property is 5+ acres with 400+ feet of street frontage or has greater than 10,000 square feet of floor area – 1 per property. HEIGHT: Maximum 8 feet.	NUMBER: 1 per property. If property is 5+ acres with 400+ feet of street frontage or has greater than 10,000 square feet of floor area – then 2 per property. HEIGHT: Maximum 8 feet.
Small Limited Duration Signs (maximum area is 6 sq. ft.)	NUMBER: 1 per property. HEIGHT: Maximum 6 feet.	NUMBER: 1 per property. If property is 5+ acres with 400+ feet of street frontage or has greater than 10,000 square feet of floor area – then 2 per property. HEIGHT: Maximum 6 feet.

** Residential Zoning Districts include: R-1, R-1A, R-1B, R-2, R-3 and RMO

5-21-43: TEMPORARY SIGNS:

- A. Temporary signs, as defined in this Chapter, located on private property, are exempt from standard permit requirements. Temporary signs that comply with the requirements in this sub-Chapter shall not be included in the determination of the type, number, or area of signs allowed on a property.
- B. Unless otherwise stated below, the requirements listed below shall apply to both commercial and non-commercial signs.
- C. Size and Number.
 - 1. All Zoning Districts:
 - a. Temporary Signs: six (6) temporary signs are permitted per property in all districts. Type:
 - i. Freestanding sign
 - ii. Window sign
 - iii. Wall sign
 - b. Area: Temporary signs shall not exceed thirty two (32) sq. ft.
 - c. Height: Temporary signs shall have a maximum height of six (6) feet.

D. Duration and Removal

1. Temporary signs may be displayed up to a maximum of 90 consecutive days, two (2) times per year.
2. The City of Lewistown or the property owner may confiscate signs installed in violation of this chapter.
3. Neither the City of Lewistown nor the property owner is responsible for notifying sign owners of confiscation of an illegal sign.

E. Permission: The party posting the temporary sign is solely responsible for obtaining the permission of the property owner before posting their temporary sign.

F. Municipal Notification: Temporary signs are exempt from the standard permit requirements but the date of erection of a temporary sign must be written in indelible ink on the lower right hand corner of the sign.

G. Installation and Maintenance.

1. All temporary signs must be installed such that in the opinion of the City of Lewistown's building official, they do not create a safety hazard.
2. All temporary signs must be made of durable materials and shall be well-maintained.
3. Temporary signs that are frayed, torn, broken, or that are no longer legible will be deemed unmaintained and required to be removed.

H. Illumination: Illumination of any temporary sign is prohibited.

5-21-44: PORTABLE SIGNS:

A. General Provisions.

4. Illumination: Illumination of any portable sign is prohibited.
5. Hours of Display.
 - a. Signs shall not be displayed on any premises before 6:00 AM and shall be removed each day at or before 10:00 PM. However, all portable signs must be taken in during hours of non-operation of the business being advertised.
 - b. All portable signs must be taken in during inclement weather.

B. Sandwich Board or A-frame Signs. Sandwich Board Signs require an Exclusive Use of the Public Right of Way Permit as stated in Lewistown Ordinance 9-14-6. The permit is valid for one calendar year and must be renewed annually. A separate sign permit is not required.

Sandwich board signs that comply with the requirements in this sub-Chapter shall not be included in the determination of the type, number, or area of signs allowed on a property.

1. Number: One (1) sandwich board sign is permitted per establishment. For the purposes of this subchapter, a parking garage or parking lot shall be considered an establishment.
2. Area: Each sign shall have a maximum area of seven (7) sq. ft. per sign face.
3. Height: Signs shall have a maximum height of three and one-half (3.5) feet.
4. Sign Placement.
 - d. If a sign is located on a public or private sidewalk, a minimum of 36 inches of unobstructed sidewalk clearance must be

maintained between the sign and any building or other obstruction.

- e. The sign must be located on the premises, and within 12 feet of the primary public entrance, of the establishment it advertises. For the purposes of this subchapter, a public entrance includes a vehicular entrance into a parking garage or parking lot.
- f. Portable signs shall be weighted, temporarily secured, or strategically placed so as to avoid being carried away by high winds.

5. Manual Changeable Copy.

- a. Manual changeable copy signs are permitted when integrated into a sandwich board sign.
- b. Commercial messages must advertise only goods and services available on the premises.

C. Vehicular Signs: Vehicular signs are subject to the regulations found in the City of Lewistown Traffic Code (Title 10).

Part Five. Regulations by Zone

[5-21-50: Signs Allowed In All Zones](#)

[5-21-51: Signs Allowed In Residential Zones](#)

[5-21-52: Signs Allowed In Commercial and Industrial Zones](#)

[5-21-53: Signs Allowed In Highway Commercial Zones](#)

5-21-50: SIGNS ALLOWED IN ALL ZONES:

The following signs are allowed in all zones:

- (A) All signs not requiring permits in Chapter [5-21-33](#) of this chapter.
- (B) One non-illuminated sign for each street frontage of a construction project, not to exceed thirty two (32) square feet in sign area in all zones. Such signs may be erected sixty (60) days prior to beginning of construction and shall be removed thirty (30) days following completion of construction.
- (C) One non-illuminated sign per lot or premises not to exceed four (4) square feet in sign area and the sign must be attached to the building or displayed in a window.
- (D) One non-illuminated attached building nameplate per occupancy, not to exceed two (2) square feet in sign area.
- (E) Temporary signs, banners, pennants, festoons, searchlights, and decorations per premises as allowed by the administrator for special events, grand openings, or holidays.

5-21-51: SIGNS ALLOWED IN RESIDENTIAL ZONES:

Signs are allowed as follows in residential zones:

- (A) All signs as permitted in Chapter [5-21-50](#) of this part.
- (B) One subdivision identification sign per street frontage, neighborhood, subdivision, or development, not to exceed thirty two (32) square feet in sign area in each location.
- (C) One identification sign per entrance to apartment or condominium complex, not to exceed thirty two (32) square feet in sign area. (Ord. 1616, 5-16-1994)
- (D) Size: The maximum amount of sign area allowed in a **residential zoning** district is six (6) square feet per lot, parcel or tract of land, excepting temporary signs or unless otherwise provided for (see E) in this Chapter.
- (E) For **permitted non-residential uses**, including churches, occurring in a building **other than a residential dwelling unit**, one freestanding sign, not to exceed thirty two (32) square feet in sign area, and one wall sign not to exceed thirty two (32) square feet in sign area. Signs for permitted uses that occupy a residential dwelling unit, such as home occupations, daycare homes, and child/adult care centers that occupy a home, are limited to the provisions of subchapter [5-21-50\(C\)](#) of this part. (Ord. 1685, 7-2-2001)
- (F) All allowed freestanding signs shall have a maximum height limit of six feet (6') and shall have a setback of fifteen feet (15') from any public right of way. (Ord. 1616, 5-16-1994)

5-21-52: SIGNS ALLOWED IN COMMERCIAL AND INDUSTRIAL ZONES:

Signs are allowed as follows in commercial and industrial zones:

- (A) All signs as permitted in Chapters [5-21-50](#) and [5-21-51](#) of this part.
- (B) One freestanding sign per street frontage not to exceed one and a half (1.5) square feet of sign area for each lineal foot of property frontage. Signs must not project beyond property lines, nor extend more than one-half ($1/2$) the distance from the property line to the curb, nor exceed a height of twenty (20) feet. Freestanding signs shall maintain a clearance of ten feet (10') over pedestrian areas. Where street frontage exceeds three hundred (300) lineal feet, one additional freestanding sign may be allowed per two hundred fifty foot (250') increment.
- (C) Wall signs not to exceed twenty five percent (25%) of the aggregate square footage of the wall area upon which they are installed. For purposes of calculating wall area, in no event will the measurement for wall height exceed twenty (20) feet. Electric awning signs not to exceed twenty five percent (25%) of the aggregate square footage of the wall area upon which they are installed. The combination of wall signs and electric awning signs shall not exceed twenty five percent (25%) of the allowed wall area.
- (D) Projecting signs may be used instead of any wall or freestanding signs provided they do not project more than two-thirds ($2/3$) of the distance from the property line to the curb and maintain a clearance of ten feet (10') over pedestrian areas.

- (E) One under canopy sign for each separate occupancy or separate entrance not to exceed eight (8) square feet in sign area. Under canopy signs must have a minimum clearance of eight feet (8') to grade.
- (F) Incidental signs not to exceed four (4) square feet in aggregate area per occupancy.
- (G) Temporary signs may be used for no more than 90 consecutive days, up to twice a calendar year. Temporary signs are required to show the date the sign was posted in the bottom right hand corner of the sign. No such signs shall be allowed within the public right of way.
- (H) Off site directional signs as required.
- (I) All signs (freestanding, projecting, awning, marquee, canopy, under canopy, etc.) must maintain minimum clearances and construction electrical standards. (Ord. 1616, 5-16-1994)
- (J) Size: The total amount of sign area allowed in non-residential zoning districts shall not exceed two hundred and fifty (250) square feet per lot, parcel, or tract of land. Total signage and sign area is calculated by measuring the surface area of one face of the sign.
- (K) No sign can be constructed that exceeds twenty (20) feet in height.
- (L) Balloon Signs used in temporary, non-commercial situations may be used for a period not to exceed 14 days per occurrence with one occurrence allowed per calendar year, provided they are:
 - i. Fastened to the ground or a structure, so it cannot shift more than 2 feet horizontally in any condition; and
 - ii. Do not exceed twenty (20) feet in height.

5-21-53: SIGNS ALLOWED IN HIGHWAY COMMERCIAL ZONES:  

Signs are allowed as follows in highway commercial zones:

- (A) All signs as permitted in Chapters [5-21-50](#), [5-21-51](#) and [5-21-52](#) of this part.
- (B) Size: The total amount of sign area allowed in non-residential zoning districts shall not exceed two hundred and fifty (250) square feet per lot, parcel, or tract of land. Total signage and sign area is calculated by measuring the surface area of one face of the sign.
- (C) No sign may be placed or designed so as to simulate or interfere with traffic control devices or official highway directional/information signs.
- (D) No sign can be constructed that exceeds twenty (20) feet in height.
- (E) Balloon Signs used in temporary, non-commercial situations may be used for a period not to exceed 14 days per occurrence with one occurrence allowed per calendar year, provided they are:
 - iii. Fastened to the ground or a structure, so it cannot shift more than 2 feet horizontally in any condition; and

- iv. Do not exceed twenty (20) feet in height.

Part Six. Nonconforming Signs

5-21-60: Determination of Legal Nonconformity

5-21-61: Loss of Legal Nonconforming Status

5-21-62: Maintenance and Repair of Nonconforming Signs

5-21-60: DETERMINATION OF LEGAL NONCONFORMITY:

Existing signs that do not conform to the specific provisions of the chapter may be eligible for the designation "legal nonconforming" provided that:

- (A) The administrator determines such signs are properly maintained and do not in any way endanger the public.
- (B) The sign was installed in conformance with a valid permit or variance, or if no permit was issued, complied with all applicable laws on the date of adoption of this chapter. (Ord. 1616, 5-16-1994)

5-21-61: LOSS OF LEGAL NONCONFORMING STATUS:

A legal nonconforming sign will lose this designation if:

- (A) The sign is relocated or replaced.
- (B) The structure or size of the sign is altered in any way except toward compliance with this chapter. This does not refer to change of copy or normal maintenance.
- (C) If ownership of the business maintaining the sign changes.

5-21-62: MAINTENANCE AND REPAIR OF NONCONFORMING SIGNS:

The legal nonconforming sign is subject to all requirements of this code regarding safety, maintenance, and repair. However, if the sign suffers more than fifty percent (50%) damage or deterioration, as based on appraisal, it must be brought into conformance with this code or removed. (Ord. 1616, 5-16-1994)

Part Seven. Construction Specifications

5-21-70: General Construction Specifications

5-21-70: GENERAL CONSTRUCTION SPECIFICATIONS:

- (A) All signs shall be installed in compliance with building and electrical codes.

- (B) No person shall erect, construct or maintain, stand or place any awning, canopy, sign, or any other obstruction of like or similar nature or character, extending over or across the sidewalk, except in compliance with this chapter.
- (C) No plugging of masonry work with wood for holding bolts or screws shall be permitted. Expansion bolts or masonry screws, where practicable, must be used. Common bolts must extend entirely through the supporting wall and be secured with nut and washer.
- (D) All metal work susceptible to corrosion must be thoroughly coated with waterproof paint or other protecting material, or be galvanized.
- (E) No support of any sign or appendage encroaching on or over a public right of way shall be placed upon the right of way.
- (F) No awning, shade, or balcony shall be erected on any building facing any lane or alley which is twenty feet (20') or less in width without special review from the board of adjustment. (Ord. 1616, 5-16-1994)

Part Eight. Administration and Enforcement

[5-21-80: Code Administrator](#)

[5-21-81: Application for Permits](#)

[5-21-82: Permit Fees](#)

[5-21-83: Issuance, Denial, and Appeal](#)

[5-21-84: Sign Review](#)

[5-21-85: Permit Conditions, Refunds, and Penalties](#)

[5-21-86: Inspection upon Completion](#)

[5-21-87: Review of Board Decisions and Variances](#)

[5-21-88: Violations](#)

[5-21-89: Removal of Signs by the Administrator](#)

5-21-80: CODE ADMINISTRATOR:

- (A) The administrator shall be the Planning Director, his designated representative, or other person appointed by the city commission and is authorized to process applications for permits. The administrator is authorized to implement regulations and procedures consistent with this function.
- (B) The administrator is empowered, upon presentation of proper credentials, to enter or inspect any building, structure, or premises in the city for the purpose of inspection of a sign and its structural and electrical connections to ensure compliance with all applicable codes and ordinances. Such inspections shall be carried out during business hours unless an emergency exists. (Ord. 1616, 5-16-1994)

5-21-81: APPLICATION FOR PERMITS:

Application for a permit for the erection or relocation of a sign shall be made to the administrator upon a form provided by the administrator and shall include, at a minimum, the following information:

- (A) Name and address of the owner of the sign.
- (B) Street address or location of the property on which the sign is to be located, along with the name and address of the property owner.
- (C) The type of "sign" or "sign structure" as defined in this chapter and weight of the sign.
- (D) A site plan with measurements showing the proposed location of the sign along with the locations of all existing signs on the same premises.
- (E) Specifications and drawings showing the materials, design, dimensions, structural supports, and electrical components of the proposed sign. (Ord. 1616, 5-16-1994)

5-21-82: PERMIT FEES:  

All applications for permits filed with the administrator shall be accompanied by a payment of the initial permit fee of twenty dollars (\$20.00) for each sign that does not require Design Review Board review, excepting Limited Duration Signs.

Limited Duration Signs require an annual permit fee of ten dollars (\$10.00) per sign.

The permit fee for unlimited use of Limited Duration Signs is fifty dollars (\$50.00) per year.

Signs exceeding 32 square feet, requires a review by the Design Review Board and an initial permit fee of one hundred dollars (\$100.00) for each sign is required.

5-21-83: ISSUANCE, DENIAL, AND APPEAL:  

- (A) The administrator shall issue a permit for the erection, structural alteration, or relocation of a sign within five (5) days of receipt of a valid application, provided that the sign complies with all applicable laws and regulations of the city and does not require review by the Design Review Board. In all applications where a matter of interpretation arises, the more specific definition or higher standard shall prevail. Any permit issued by the administrator shall be subject to review and approval by the design review board, if required.
- (B) When a permit is denied by the administrator, the administrator shall within five (5) days, give a written notice to the applicant along with a brief statement of the reasons for denial, citing code Chapters and interpretation of possible nonconformity. The administrator may suspend or revoke an issued permit for any false statement or misrepresentation of fact in the application.

5-21-84: SIGN REVIEW:  

- (A) All proposed signs, exceeding thirty two (32) square feet, located in any district and requiring a permit shall undergo review by the Design Review Board. Upon approval of a sign permit by the administrator, the same shall be forwarded to the Design Review Board for consideration at its next regularly scheduled meeting or special meeting sooner called for the purpose of hearing the request.
- (B) The Design Review Board shall review proposed signage in accordance with the authority granted to the board by ordinance to ensure compliance with any applicable ordinances,

resolutions or policies duly passed or adopted by the city commission. The board may adopt further review criteria not inconsistent with stated city purposes. (Ord. 1656, 5-17-1999)

5-21-85: PERMIT CONDITIONS, REFUNDS, AND PENALTIES:  

- (A) If a permit is denied, all permit fees will be refunded to the applicant, with the exception of those that require review of the Design Review Board once notice has been published.
- (B) If a permit requires notice for the Design Review Board to review and has already been published, even though no work has been performed, the permit will not be refunded to the applicant.
- (C) If any sign is installed or placed on any property prior to receipt of a permit, the specified permit fee shall be doubled. However, payment of the doubled fee shall not relieve any person of any other requirements or penalties prescribed in this chapter. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

5-21-86: INSPECTION UPON COMPLETION:  

- (A) Any person installing, structurally altering, or relocating a sign for which a permit has been issued shall notify the administrator upon completion of the work. The administrator may require a final inspection, including an electrical inspection and inspection of footings on freestanding signs.
- (B) The administrator may require at the time of issuance of a permit that written notification for an inspection be submitted prior to the installation of certain signs. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

5-21-87: REVIEW OF BOARD DECISIONS AND VARIANCES:

Upon written request to the board's secretary within fifteen (15) days of any official board decision, any aggrieved party may petition the city commission to rehear the request and overrule the board's decision. A majority vote of the city commission shall be required in order to place the appeal on the commissioners' agenda for formal action. Any city commission action shall be considered preemptive of the design review board's decisions, unless such decisions are upheld. (Ord. 1655, 1-19-1999)

If application for a permit under this part is denied, applicant may apply to the board of adjustment for a variance from certain requirements of this code. A variance may be granted by the board of adjustment where the literal application of the code would create a particular hardship for the sign user and the following criteria are met:

- (A) A literal application of the code would not allow the property to be used at its highest and best use as zoned.
- (B) The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.

- (C) Hardship caused the sign user under a literal interpretation of the code is due to conditions unique to that property and does not apply generally to the city.
- (D) The granting of the variance would not be contrary to the general objectives of this code and the land use plan.

In granting a variance, the board of adjustment may attach additional requirements necessary to carry out the spirit and purpose of this chapter in the public interest. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

5-21-88: VIOLATIONS:

- (A) When, in the opinion of the administrator, a violation of this chapter or the building code exists, the administrator shall issue a written order to the alleged violator. The order shall specify those Chapters of the code which the individual may be in violation of and shall state that the individual has thirty (30) days from the date of the order in which to correct the alleged violation or to appeal to the board of adjustment. Appeals shall be decided by a majority vote of the board.
- (B) If, upon inspection, the administrator finds that a sign is abandoned or structurally, materially or electrically defective, or in any way endangers the public, the administrator shall issue a written order to the owner of the sign and occupant of the premises stating the nature of the violation and requiring them to repair or remove the sign within fourteen (14) days of the order.
- (C) In cases of emergency, the administrator may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner must present a hazard to the public safety as defined in the local building or traffic codes. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

5-21-89: REMOVAL OF SIGNS BY THE ADMINISTRATOR:

- (A) The administrator may cause the removal of an illegal sign in cases of emergency, or for failure to comply with the written orders of removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the administrator.
- (B) If the amount specified in the notice is not paid within thirty (30) days of the notice, it shall become an assessment upon a lien against the property of the sign owner, and will be certified as an assessment against the property for collection in the same manner as real estate taxes.
- (C) For purposes of removal, the definition of "sign" shall include all sign embellishments and structures designed specifically to support the sign. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

Part Nine. Penalties, Conflict and Severability

[5-21-90: Penalties](#)

[5-21-91: Conflict](#)

[5-21-92: Severability](#)

5-21-90: PENALTIES:  

Any person who fails to comply with the provisions of this chapter in addition to any other costs may be fined by the city judge not less than one hundred dollars (\$100.00) or more than five hundred dollars (\$500.00) for the first offense, and not less than two hundred dollars (\$200.00) or more than five hundred dollars (\$500.00) for the second offense or subsequent offense for each week or portion thereof that the violation continues.

5-21-91: CONFLICT:  

If any portion of this code is found to be in conflict with any other provision of any zoning, building, fire, safety, or health ordinance of this code, the provision which establishes the higher standard shall prevail. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

5-21-92: SEVERABILITY:  

If any Chapter, subchapter, sentence, clause, or phase of this code or its application to any person or circumstance is held invalid by the decision of any court of competent jurisdiction, the remainder of this code, or the application of the provision to other persons or circumstances is in effect and shall remain in full force and effect. (Ord. 1616, 5-16-1994; amd. Ord. 1653, 1-4-1999)

FINAL DRAFT 9/21/2018