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Join via phone at 1-719-359-4580 **Meeting ID:** 819 4056 2844

Meeting Passcode: 284545

AGENDA

Call to Order

Roll Call

Public Comment

Public comments are limited to three (3) minutes. When you are recognized, please stand, state your name, and then address the Board in a professional manner.

The Commissioners may not respond to your comments during this meeting, rather they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up

Consent Items

- A. Approval of Agenda
- B. Approval of Minutes

Old Business

- A.
 - 1. Amending Article XIV – Sign Code regarding Temporary Signs, Temporary Banners, and Feather Banners

New Business

Discussion

Adjourn

Agenda Approved By:

Chairperson Wendy Frenzel

Date Posted:

7/22/25

Time Posted 4:00pm



*Planning Commission Meeting
Regular Meeting Minutes
404 Comanche St., Kiowa Town Hall
June 18, 2025 @ 6:00 pm*

CALL TO ORDER

The regular meeting of the Town of Kiowa Planning Commission was called to order at 6:15 pm by Co-Chairperson Todd Lane

ROLL CALL

Present: Co-Chairperson Todd Lane, Commissioner Julie Mizak, Commissioner Sandy Kalish via Zoom, and Commissioner Lori Rafferty.

Also present:

Kim Boyd, Town Administrator

Mayor Theresa Howard

Mayor Pro Tem Tammy Hart

Absent: Chairperson Wendy Frenzel, Commissioner Shannon Lane

There was a quorum for conducting business.

PUBLIC COMMENT

Public Comments were made by:

Joey Kuhn

Debbie Ullom

CONSENT ITEMS

Commissioner Mizak moved to approve the agenda, and Commissioner Rafferty seconded it. The motion carried 4-0 with no discussion.

Commissioner Kalisch moved to approve the minutes from April 16, 2025, monthly meeting and the May 28th work session. Commissioner Mizak seconded the motion. The motion carried 4-0 with no discussion.

NEW BUSINESS

None

OLD BUSINESS

- A. Amending Article XIV – Sign Code regarding Temporary Signs, Temporary Banners, and Feather Banners** – Discussion was held over the topic; after a non-consensus and agreeing on the need to do more research over the topic, it was proposed to table the issue until the July 23, 2025, meeting.

Commissioner Mizak moved to table the issue of A. Amending Article XIV – Sign Code regarding Temporary Signs, Temporary Banners, and Feather Banners until the July 23, 2025, meeting. Commissioner Rafferty seconded the motion. The motion carried 4-0 with no discussion.

CORRESPONDENCE/INFORMATION/REVIEW/DISCUSSION

None.

ADJOURN

Commissioner Rafferty moved to adjourn at 7:24pm, and Commissioner Mizak seconded. The motion carried 4-0 with no discussion.

The next regular meeting will be on July 23, 2025, at Town Hall at 6:00 p.m.

Minutes approved by:

Wendy Frenzel, Chairperson

Sasha Davidson, Town Clerk



*Planning Commission Meeting
Special Meeting Minutes
404 Comanche St., Kiowa Town Hall
July 2, 2025 @ 6:00 pm*

CALL TO ORDER

The special meeting of the Town of Kiowa Planning Commission was called to order at 6:04 pm by Co-Chairperson Todd Lane

ROLL CALL

Present: Co-Chairperson Todd Lane, Commissioner Shannon Lane, Commissioner Julie Mizak, Commissioner Sandy Kalish via phone, and Commissioner Lori Rafferty.

Also present:

Kim Boyd, Town Administrator

Absent: Chairperson Wendy Frenzel

There was a quorum for conducting business.

PUBLIC COMMENT

None

CONSENT ITEMS

Commissioner Mizak moved to approve the agenda, and Commissioner Rafferty seconded it. The motion carried 5-0 with no discussion.

NEW BUSINESS

- A. Special Use Permit** – to allow the property described in Exhibit A and generally located at the Southwest corner of County Road 134 and Highway 86 (811 CR 134) – to operate as a distribution facility for agricultural sales pursuant to the Town of Kiowa Zoning Regulations.

The Planning Commission discussed a special use permit for a distribution facility property at a highway intersection. The commission confirmed that this use had previously been approved in principle during the initial business application process.

Commissioner Mizak made the motion to approve the special use permit. Commissioner Rafferty seconded the motion. The motion carried 5-0 with no discussion.

Commissioner Mizak made the motion to send the approval to the Town of Kiowa board for final approval. Commissioner Rafferty seconded the motion. The motion carried 5-0 with no discussion.

CORRESPONDENCE/INFORMATION/REVIEW/DISCUSSION

None

ADJOURN

Commissioner Mizak moved to adjourn at 6:13pm, and Commissioner Kalisch seconded. The motion carried 5-0 with no discussion.

The next regular meeting will be on July 23, 2025, at Town Hall at 6:00 p.m.

Minutes approved by:

Wendy Frenzel, Chairperson

Sasha Davidson, Town Clerk

ARTICLE XIV - Sign Code



Sec. 16-261. - Sign regulations.

Signs shall be permitted in the various zone districts as accessory uses in accordance with the regulations contained in this Article.

(Ord. 2003-03 §1, 2003)

Sec. 16-262. - Prohibited signs.

The following types of signs are prohibited in all zone districts:

- (1) Signs that revolve, rotate or have any other mechanical motion;
- (2) Strobe lights;
- (3) Signs larger than fifteen (15) square feet with flashing or variable lights; and
- (4) Off-premises signs, portable signs, temporary signs, banners or pennants, except as allowed under these regulations for special events.

(Ord. 2003-03 §1, 2003)

Sec. 16-263. - Nonconforming signs.

- (a) Defined. A nonconforming sign is any sign which on the effective date of the ordinance codified in this Article was lawfully maintained and had been lawfully erected in accordance with the provisions of this Code then in effect, but which sign does not conform to the limitations established by this Article.
- (b) Continuance of nonconforming sign. Subject to the provisions of Subsection (c) below, any nonconforming sign lawfully existing at the time of adoption of this Article may be continued in operation and maintained after the effective date of the ordinance codified herein, provided that no such sign shall be changed in any manner that increases the noncompliance of such sign.
- (c) Termination. Any nonconforming sign that has been damaged in excess of fifty percent (50%) of its replacement cost shall not be restored except in conformance with the provisions of this Article.

(Ord. 2003-03 §1, 2003)

Sec. 16-264. - Permit required.

- (a) The erection or replacement of any permanent sign larger than ten (10) square feet shall require a permit from the Town.

- (b) Sign permits shall be issued administratively by the Town staff. Sign permit applications shall be accompanied by detailed drawings indicating the dimensions, location and engineering of the particular sign and site plans when applicable. Sign permit fees shall be established by the Board of Trustees.

(Ord. 2003-03 §1, 2003)

Sec. 16-265. - Residential signs.

Signs permitted in the R-1, R-2, R-3, M-1 and M-2 zone districts, and for the residential use component of any use in the MU zone district, shall be limited to the following types and sizes of signs accessory to any residential use:

- (1) One (1) identification sign per dwelling unit, single- or double-faced, provided that such sign does not exceed two (2) square feet in area per face;
- (2) One (1) identification sign per two-family or multi-family building, wall-mounted, provided that such sign does not exceed ten (10) square feet in face area;
- (3) One (1) "for sale" or "for rent" sign per dwelling unit or lot, single- or double-faced, provided that such sign does not exceed ten (10) square feet in area per face and is unlighted;
- (4) Project identification signs during the construction of a development, provided that the placement and use of all such signs shall be subject to the following limitations:
 - a. The maximum size for project identification signs shall be forty (40) square feet in area per face, single- or double-faced.
 - b. All such signs shall be located within the development and must be located along streets adjacent to or within the development and subject to the following limitations:
 1. No more than one (1) such sign shall be permitted on any single boundary of the development.
 2. Signs may not be internally illuminated.
 3. Signs may not exceed six (6) feet in height.
 - c. Project identification signs must be removed when the development sales office closes.
- (5) One (1) community identification sign per vehicular entrance to the development identifying a subdivision or housing project, provided that such sign does not exceed twenty (20) square feet in area per face (single- or double-faced), does not exceed six (6) feet in height and is not internally illuminated.

(Ord. 2003-03 §1, 2003; Ord. 2005-11B §1)

Sec. 16-266. - Public and semipublic use signs.

Signs permitted in the I-3, F, A-1 and S-1 zone districts shall be limited to the following types and sizes of signs accessory to any public or semipublic use: one (1) identification sign per building for a public or semipublic use, provided that such sign does not exceed thirty-six (36) square feet in area per face (single- or double-faced), is wall-mounted or does not exceed six (6) feet in height.

(Ord. 2003-03 §1, 2003)

Sec. 16-267. - Commercial signs.

Signs permitted in the C-1, C-2, I-1 and I-2 zone districts, and for the commercial use component of any use in the MU zone district, shall be limited to the following types and sizes of signs accessory to any commercial use:

- (1) One (1) freestanding identification sign on each street frontage of the lot, provided that such sign does not exceed forty (40) square feet in area per face (single- or double-faced) and does not exceed twenty-five (25) feet in height. The sign must be placed within thirty (30) feet of the street right-of-way.
- (2) One "for sale" or "for rent" sign per each four hundred (400) feet of the lot's street frontage, provided that each sign does not exceed forty (40) square feet in area per face (single- or double-faced).
- (3) Tenant or building wall signs, including window signs, with the following limitations:
 - a. For the first one hundred (100) feet in length for an individual exterior building wall, the maximum sign area permitted on that wall shall be equal to three-quarters (0.75) of a square foot of sign area for each linear foot of exterior building wall length that the sign is placed on.
 - b. For any building with an individual exterior wall longer than one hundred (100) feet, the maximum sign area permitted on that wall shall be equal to seventy-five (75) square feet, plus an additional one-quarter (0.25) square foot of sign area for each linear foot of exterior building wall length over one hundred (100) feet.
 - c. Building-mounted signs must be placed on a building wall that is oriented toward the street or parking area.

(Ord. 2003-03 §1, 2003; Ord. 2005-11B §2)

Sec. 16-268. - Special events.

Temporary signs, including banners, pennants, portable signs and off-premises signs are allowed in any zone district for the purpose of advertising upcoming special events. Special events include community events and fairs; public elections; garage sales; sidewalk sales; and church, club or school-sponsored events.

These signs are permitted provided that they do not cause a safety hazard, they remain in good condition and they are not a nuisance to the public. The signs must be removed immediately following the conclusion of the event that they are advertising.

(Ord. 2003-03 §1, 2003)

Sec. 16-269. - Measurement of sign face area.

The sign face area shall be calculated as follows:

- (1) Where the letters or identification elements are mounted onto, cut out of, painted on or otherwise affixed to a background or panel, the size of the sign shall be calculated as the rectangular area encompassing the entire background, panel or framed area.
- (2) Where letters or identification elements are individually mounted on a building surface, the size of the sign shall be calculated as the rectangular area encompassing the perimeter of the entire message.

(Ord. 2003-03 §1, 2003)

Sec. 16-270. - Canopy or awning signs.

Signs that are affixed to, mounted on or printed onto a building canopy, shed roof or awning are considered wall signs and subject to the wall sign limitations for the wall onto which the canopy, roof or awning is affixed.

(Ord. 2003-03 §1, 2003)

Sec. 16-271. - Variances and appeals.

- (a) In the event that a property exhibits a unique condition that precludes conformance with the sign standards contained within this Article, the property owner may apply to the Board of Adjustment and Appeals to allow a waiver or variance of the applicable standards. This request must be made in accordance with the provisions of Article XI of this Chapter.
- (b) In the event that a property owner determines to appeal the administrative determination by the Town staff regarding the issuance of a sign permit, such appeals shall be made in accordance with the provisions of Article XI of this Chapter.

(Ord. 2003-03 §1, 2003)

Secs. 16-272—16-290. - Reserved.

terms of this chapter shall become null and void at the expiration of one year after the use for which it is issued shall have been discontinued.

(f) Any decision to grant or deny an application

ARTICLE XIV - Sign Code

Sec. 16-... - Definitions

Banner means a sign made of lightweight fabric or similar flexible or lightweight material with or without no enclosing framework that is mounted to a building or other structure securely at one (1) or more edges to a pole, building or other structure.

Feather Banner means a temporary sign or banner normally constructed of lightweight plastic, fabric or other similar material mounted to a pole designed to move or flutter in the wind. Feather signs are also commonly referred to as "quill signs," "banana banners," "blade banners," "flutter banners," "flutter flags," "bow flags," teardrop banners," and "teardrop flags."

Flag means any fabric, banner or bunting containing distinctive colors, patterns or symbols, used as a symbol of government, political subdivision, commercial entity or institution, provided that a commercial entity or institutional flag may only display the name, trademark or logo of the business or institution on the property and no advertising.

Freestanding sign means a sign which is placed on or anchored to the ground or is supported by a sign structure that is placed on or anchored to the ground and is independent from any building or other structure.

Grade (ground level) means the average of the finished ground level at the center of all walls of a building. In case walls are parallel to and within five (5) feet of a sidewalk, the ground level shall be measured at the sidewalk.

Height means the vertical distance measured from the elevation of the nearest sidewalk or, if there is no sidewalk within twenty-five (25) feet, from the lowest point of the finished grade on the lot upon which the sign is located, to the uppermost point on the sign or the sign structure.

Illuminate means to shine an artificial light either by internal or external means and includes, but is not limited to, electronic, digital, LED or neon pan channel lighting.

a. Direct means lighting by means of an unshielded light source which is effectively visible as a part of the sign. Neon lighting is considered direct lighting.

b. *Indirect* means lighting which illuminates the front of a sign upon which the sign is displayed, the source of the light being shielded from public view and from surrounding properties. Indirect illumination does not include lighting which is used for purposes other than sign illumination, such as parking lot light.

c. *Internal* means lighting by means of a light source which is within a sign having a translucent background and which silhouettes opaque letters or designs, or for lighting behind letters or designs which are themselves made of translucent or opaque material.

LED (light-emitting diode) means a particular type of electronic light source that exhibits light by electroluminescence.

Name plate sign means a building sign not exceeding two (2) square feet indicating the street number, the name of the person, business, profession or activity occupying the lot, building or part thereof, or other information pertaining to the use on the lot.

National holiday means any of the following days:

a. New Year's Day;

b. Martin Luther King, Jr.'s Birthday;

c. President's Day;

d. Memorial Day;

e. Independence Day;

f. Labor Day;

g. Veterans' Day;

h. Thanksgiving Day; and

i. Christmas Day.

Neon sign means a sign that includes visible neon tubing.

Nonresidential property means any property on which commercial or industrial use occurs.

Opaque means exhibiting opacity: partially blocking the passage of radiant energy and especially light.

Pole-mounted signs are freestanding signs where the structural support for the sign is a pole.

Portable sign means a sign that is not permanently attached to the ground or other permanent structure, or a sign designed to be transported on wheels, skids, a bench, runners or brackets, or has a frame to which wheels, skids, runners, brackets or similar mechanical devices can be attached to or support the sign, including inflatable devices and vehicle signs, and also including a sign displaying a commercial message held by, attached to or affixed on an individual who is exhibiting such sign for the predominant purpose of conveying the commercial message on such sign.

Projecting sign means a sign that is attached to a building wall and extends perpendicular to (or approximately perpendicular to) the building wall.

Raceway means the enclosure behind a sign used to contain and protect wires, cables or bus bars.

Residential lot means any lot or parcel on which a residential use occurs.

Retail or commercial centers means a group of three (3) or more freestanding buildings containing commercial uses that developed as a planned unit with common open space and landscape areas.

Roof sign means a sign located on or projecting over the roof or parapet wall of any building, whether the principal support for the sign is on the roof, wall or any other structural element of the building.

Sandwich board sign means a sign composed of two (2) large surfaces bearing placards, hinged at the top, which can be placed in an "A" shape on the ground.

Sign means any visual communication display, object, device, graphic, structure or part, situated indoors or outdoors, or attached to, painted on or displayed from a building or structure, including banners, feather banners, flag, pennants, insignias, devices, designs, colors, symbols, fixtures, images, illuminations or representations.

Signable area means that portion of the building facade unbroken by doors or windows upon which a wall sign is or may be located. It is calculated by selecting a continuous facade, then drawing the largest possible imaginary rectangle unbroken by doors or windows and computing the square foot area of this rectangle.

Story means each fifteen (15) feet in height of a building for purposes of measuring window signs, regardless of whether a building is occupied on more than one (1) level.

Street frontage or street line means any boundary line of a private lot or parcel of land that coincides with the right-of-way of a public street.

Temporary sign means a sign, banner or similar device or display that is intended for a temporary period of display. A temporary sign does not include a sign display area that is permanent, but the message displayed is subject to periodic changes. This Section shall not be interpreted to permit signs that are prohibited in [Section 16-12-40](#) below.

Vehicle sign means a sign displayed on a motor vehicle, including trucks, buses or other motor vehicles such as moving vans, delivery trucks, rental trucks and the like, and trailers, whether or not attached to a motor vehicle, but not including motor vehicles or trailers used for commercial transit and licensed by the Public Utilities Commission of the State, such as taxis and buses. Examples of vehicle signs are signs indicating the name of the owner or business located on moving vans, delivery trucks, rental trucks, trailers and the like.

Wall sign means a building sign that is attached parallel to the wall of a building.

Sec. 16-261. - Sign regulations.

Signs shall be permitted in the various zone districts as accessory uses in accordance with the regulations contained in this Article.

(Ord. 2003-03 §1, 2003)

Sec. 16-262. - Prohibited signs.

The following types of signs are prohibited in all zone districts:

- (1) Signs that revolve, rotate or have any other mechanical motion;
- (2) Strobe lights;
- (3) Signs larger than fifteen (15) square feet with flashing or variable lights; and
- (4) Off-premises signs, portable signs, temporary signs, banners or pennants, except as allowed under these regulations for special events.

(Ord. 2003-03 §1, 2003)

Sec. 16-263. - Nonconforming signs.

- (a) Defined. A nonconforming sign is any sign which on the effective date of the ordinance codified in this Article was lawfully maintained and had been lawfully erected in accordance with the provisions of this Code then in effect, but which sign does not conform to the limitations established by this Article.
- (b) Continuance of nonconforming sign. Subject to the provisions of Subsection (c) below, any nonconforming sign lawfully existing at the time of adoption of this Article may be continued in operation and maintained after the effective date of the ordinance codified herein,

provided that no such sign shall be changed in any manner that increases the noncompliance of such sign.

- (c) Termination. Any nonconforming sign that has been damaged in excess of fifty percent (50%) of its replacement cost shall not be restored except in conformance with the provisions of this Article.

(Ord. 2003-03 §1, 2003)

(..) Banners.

- (1) Number: No more than two (2) banners may be displayed in one 30-day permit period. No more than four (4) banner permits shall be issued to a single applicant in one (1) calendar year, once each quarter with a minimum of a seven (7) consecutive day break between permit periods.
- (2) Size: Banners, single or combined with or without feather banners, shall not exceed fifty (50) square feet. (Over the street banners should be no longer than 58 feet in length and 3 feet in height)
- (3) Duration: Banners shall not be displayed for more than thirty (30) consecutive days.
- (4) Other: Banners shall be securely fastened to a pole, building, or other structure at all times.

(..) Feather Banners.

- (1) Number: No more than four (4) feather banners may be displayed in one 30-day permit period. No more than four (4) sign permits shall be issued to a single applicant in one (1) calendar year, once each quarter with a minimum of a seven (7) consecutive day break between permit periods.
- (2) Four (4) feather banners are allowed per building, or if multiple businesses, four (4) feather banners per street frontage.
- (3) Feather banners, combined with or without standard banners, shall not exceed a total combined area of fifty (50) square feet.
- (4) Individual feather banners cannot exceed fifteen (15) feet in height and three (3) feet in width.
- (5) Duration: Feather banners shall not be displayed for more than thirty (30) consecutive days.

- (6) Other: Feather banners must be securely fastened to a structure or pole and may not protrude into any public right-of-way, drive aisles, parking spaces or other areas required for vehicular or pedestrian accessibility.

Sec. 16-264. – Sign Permits, applications, and fees.

- (a) Except as specifically provided in this Article, a sign permit shall be required for banner, feather banners, permanent building signs, permanent freestanding signs and any other illuminated sign, including any signs being retrofitted with illumination and temporary signs as allowed ...
- (b) The erection or replacement of any permanent sign larger than ten (10) square feet shall require a permit from the Town.
- (c) Sign permits shall be issued administratively by the Town staff. Sign permit applications shall be accompanied by detailed drawings indicating the dimensions, location and engineering of the particular sign and site plans when applicable. Sign permit fees shall be established by the Board of Trustees.

(Ord. 2003-03 §1, 2003)

Sec. 16-265. - Residential signs.

Signs permitted in the residential zone district shall be limited to the following types and sizes of signs accessory to any residential use:

- (1) One (1) identification sign per dwelling unit, single- or double-faced, provided that such sign does not exceed two (2) square feet in area per face;
- (2) One (1) identification sign per two-family or multi-family building, wall-mounted, provided that such sign does not exceed ten (10) square feet in face area;
- (3) One (1) "for sale" or "for rent" sign per dwelling unit or lot, single- or double-faced, provided that such sign does not exceed ten (10) square feet in area per face and is unlighted;
- (4) Project identification signs during the construction of a development, provided that the placement and use of all such signs shall be subject to the following limitations:
 - a. The maximum size for project identification signs shall be forty (40) square feet in area per face, single- or double-faced.
 - b. All such signs shall be located within the development and must be located along streets adjacent to or within the development and subject to the following limitations:
 1. No more than one (1) such sign shall be permitted on any single boundary of the development.
 2. Signs may not be internally illuminated.

3. Signs may not exceed six (6) feet in height.
- c. Project identification signs must be removed when the development sales office closes.
- (5) One (1) community identification sign per vehicular entrance to the development identifying a subdivision or housing project, provided that such sign does not exceed twenty (20) square feet in area per face (single- or double-faced), does not exceed six (6) feet in height and is not internally illuminated.

(Ord. 2003-03 §1, 2003; Ord. 2005-11B §1)

Sec. 16-266. - Public and semipublic use signs.

Signs permitted in non-residential zone districts shall be limited to the following types and sizes of signs accessory to any public or semipublic use: one (1) identification sign per building for a public or semipublic use, provided that such sign does not exceed thirty-six (36) square feet in area per face (single- or double-faced), is wall-mounted or does not exceed six (6) feet in height.

(Ord. 2003-03 §1, 2003)

Sec. 16-267. - Commercial signs.

Signs permitted in the commercial zone districts, and for the commercial use component shall be limited to the following types and sizes of signs accessory to any commercial use:

- (1) One (1) freestanding identification sign on each street frontage of the lot, provided that such sign does not exceed forty (40) square feet in area per face (single- or double-faced) and does not exceed twenty-five (25) feet in height. The sign must be placed within thirty (30) feet of the street right-of-way.
- (2) One "for sale" or "for rent" sign per each four hundred (400) feet of the lot's street frontage, provided that each sign does not exceed forty (40) square feet in area per face (single- or double-faced).
- (3) Tenant or building wall signs, including window signs, with the following limitations:
 - a. For the first one hundred (100) feet in length for an individual exterior building wall, the maximum sign area permitted on that wall shall be equal to three-quarters (0.75) of a square foot of sign area for each linear foot of exterior building wall length that the sign is placed on.
 - b. For any building with an individual exterior wall longer than one hundred (100) feet, the maximum sign area permitted on that wall shall be equal to seventy-five (75) square feet, plus an additional one-quarter (0.25) square foot of sign area for each linear foot of exterior building wall length over one hundred (100) feet.

- c. Building-mounted signs must be placed on a building wall that is oriented toward the street or parking area.

(Ord. 2003-03 §1, 2003; Ord. 2005-11B §2)

Sec. 16-268. - ~~Special events.~~ Temporary signs.

- (1) No temporary signs are allowed in Town right-of-way. This includes all election signs and garage sale, yard signs, or business promoting signs.
- (2) Temporary signs are only ever allowed on residential or non-residential property. If the property is not owned by the person placing the temporary sign, then you must have permission from the owner. Town right of ways are considered property of the Town and we are not giving permission to place signs on Town property.
- (3) Number: One (1) temporary sign of less than thirty-two (32) square feet is permitted, unless otherwise stated in this Section, per nonresidential property. During election season, one (1) additional temporary sign per ballot issue or candidate is permitted on each nonresidential piece of property. Election signs may NOT be displayed sooner than 30 days before the election and must be taken down within 2 days after election end.
- (4) Duration: Temporary signs may be displayed for a period of up to thirty (30) consecutive days, four (4) times a year, or as permitted during election season.
- (5) Height: Temporary signs shall not exceed eight (8) feet in height.
- (6) Other: Each temporary sign shall include the date the sign is first displayed in the lower right-hand corner.
- (5) Sandwich boards are permitted during hours of operation, but must comply with all other sign requirements, including size and setback.

(Ord. 2003-03 §1, 2003)

Sec. 16-269. - Measurement of sign face area.

The sign face area shall be calculated as follows:

- (1) Where the letters or identification elements are mounted onto, cut out of, painted on or otherwise affixed to a background or panel, the size of the sign shall be calculated as the rectangular area encompassing the entire background, panel or framed area.
- (2) Where letters or identification elements are individually mounted on a building surface, the size of the sign shall be calculated as the rectangular area encompassing the perimeter of the entire message.

(Ord. 2003-03 §1, 2003)

Sec. 16-270. - Canopy or awning signs.

Signs that are affixed to, mounted on or printed onto a building, canopy, shed roof or awning are considered wall signs and subject to the wall sign limitations for the wall onto which the canopy, roof or awning is affixed.

Ordinance No. [Insert Number]

AN ORDINANCE ALLOWING BUSINESS SIGNS AND REGULATING TEMPORARY SIGNS FOR BUSINESSES OPERATING WITHIN THE TOWN OF KIOWA.

WHEREAS, the Town of Kiowa desires to provide reasonable regulations that balance the need for business identification with the preservation of the community’s aesthetic and public safety; and

WHEREAS, the Town of Kiowa recognizes the importance of promoting local businesses while maintaining an orderly and attractive environment for residents and visitors.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Kiowa, Colorado, as follows:

Section 1: General Principles

The regulations within this Ordinance are designed to achieve the following general principles:

1. **Health, Safety, and Welfare:** The primary goal of these regulations is to protect the health, safety, and welfare of the public by ensuring that signs are safely constructed, located, and maintained to prevent hazards and nuisances.
 2. **Traffic Visibility:** All signs must be designed and located so that they do not obstruct visibility for traffic or create confusion with traffic control devices. Signs should not pose a danger to motorists, pedestrians, or cyclists by impairing visibility at intersections or crosswalks.
 3. **Aesthetics and Property Values:** Signage regulations seek to avoid visual clutter and maintain the rural charm and aesthetic quality of the community. Well-designed, attractive signs contribute to the property values and appeal of the surrounding area.
 4. **Permanent Fixtures:** Most signs must be permanently affixed to the ground, building, or other structure. Temporary signs are permitted only under specific conditions and are subject to strict time and size limitations to prevent them from becoming permanent fixtures.
 5. **Prohibited Signs:** Certain types of signs are prohibited due to their potential to create distractions or diminish the aesthetic quality of the town. Flashing, rotating, animated signs, searchlights, or other attention-grabbing features are expressly prohibited in the Town of Kiowa, particularly in rural areas where such signs would detract from the natural and scenic environment.
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Section 2: Definitions

For the purposes of this Ordinance, the following terms shall have the meanings ascribed to them:

1. **Permanent Sign:** Any sign affixed to a structure and used for the purpose of identifying or advertising a business, profession, or other establishment, which is intended to be displayed indefinitely.
 2. **Temporary Sign:** Any sign used for the purpose of identifying or advertising a business, profession, or other establishment, which is displayed for a limited duration and is not intended to be permanent. Signs that include, but are not limited to portable, pennants, feather banners, sock signs, banners and sandwich boards.
 3. **Establishment:** A business, profession, or any other activity operating within the geographic boundaries of Kiowa.
 4. **Building Sign:** A permanent sign affixed or attached to a building or structure.
 5. **Temporary Sign Permit:** A written authorization issued by the Town for the placement of a temporary sign.
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Section 3: Temporary Business Signs

1. Eligibility for Temporary Signs:

- Temporary signs may only be placed by businesses located within the Town of Kiowa.
- Temporary signs may only be placed by businesses operating temporarily such as contractors within the Town of Kiowa, who have obtained an approved business license and permit.
- Businesses operating outside of the Town limits of Kiowa are prohibited from placing temporary signs within the Town.

2. Permitted Number and Duration:

- A business may display one (1) temporary sign per calendar quarter.
- The sign may remain on the property for a maximum of thirty (30) consecutive days within the calendar quarter.

3. Size and Location Restrictions:

- Temporary signs shall not exceed **six (6)** feet in height.
- The total area of a temporary sign shall not exceed **thirty (30)** square feet.
- Temporary signs must not obstruct pedestrian walkways, sidewalks, or roadways.
- Temporary signs must not interfere with vehicle traffic visibility or cause hazards to public safety.
- Temporary signs must be displayed only on the private property of the business and must not extend beyond the boundaries of that property.

4. Maintenance and Safety:

- All temporary signs must be maintained in good condition, free from rips, tears, or other physical damage and securely fastened.
- Temporary signs must cause noise or movement that may be disruptive to the surrounding area.
- The business owner shall be responsible for the removal of any temporary sign upon the expiration of the permitted timeframe or the end of the thirty (30) day period.

5. Permit Requirement:

- An annual temporary sign permit shall be required for the placement of temporary business signs.
- Only one (1) temporary sign permit may be issued per business establishment per calendar year.
- The permit will grant one (1) temporary sign, per calendar quarter.
- The permit will grant one (1) temporary sign, per property.
- The owner must notify the Town by email when each temporary sign will be displayed.
- There shall be no fee for the issuance of an annual temporary sign permit.

Section 4: Prohibited Signs

The following signs are prohibited within the Town of Kiowa:

1. **Flashing, Rotating, or Animated Signs:** Signs that are designed to flash, rotate, or display animations, including electronic message boards or signs with moving parts, are prohibited.

2. **Attention-Grabbing Features:** Searchlights, inflatable signs, and any other type of temporary feature intended solely to attract attention are prohibited.
 3. **Signs That Obstruct Visibility:** Any sign that obstructs visibility for traffic, creates confusion with traffic control devices, or presents a safety hazard is prohibited.
 4. **Signs Outside the Geographic Boundaries of Kiowa:** No temporary business signs are permitted from businesses that do not operate within the geographic boundaries of Kiowa except where a temporary permit has been granted.
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Section 5: Enforcement

1. **Inspection:** The Town of Kiowa reserves the right to inspect any sign to ensure compliance with the provisions of this Ordinance.
 2. **Violation and Penalties:** Any business owner found in violation of this Ordinance shall be subject to the removal of the sign, and potential revocation of the sign permit.
 3. **Notice of Violation:** A written notice will be provided to the business owner and provide a period of five (5) calendar days to correct the issue. After this period, the sign may be removed at the business owner's expense if not remedied.
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Section 7: Severability

If any section, paragraph, sentence, or part of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of the remaining portions of the Ordinance.

Section 8: Effective Date

This Ordinance shall be effective immediately upon adoption.

PASSED AND APPROVED by the Town Council of Kiowa, Colorado, this ___ day of _____, 25.

By: _____

Mayor of Kiowa

Attest: _____

Town Clerk