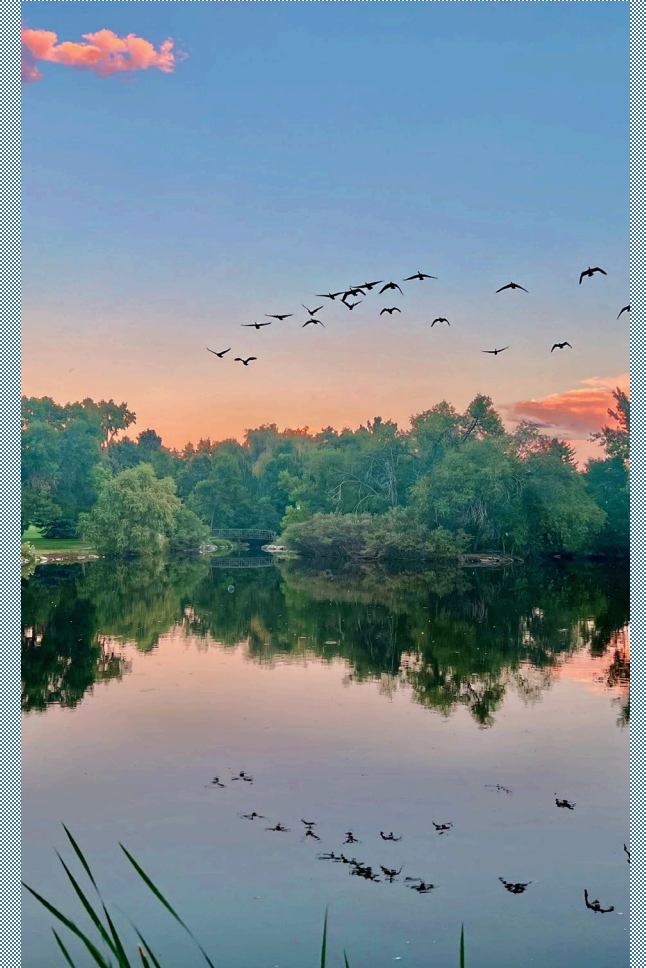


NON-LEGISLATIVE ULUC CODE AMENDMENTS

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Planning Manager
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APRIL 28, 2025



AGENDA

Shopping Center and Campus Signage Plan

Platting

Notice of Mailing

SHOPPING CENTER AND CAMPUS SIGNAGE PLAN

Purpose:

- To discuss changes made to the previously discussed Master Sign Plan.
 - Planning Commission – February 24th.
 - Joint City Council/Planning Commission – March 11th.
- The intent is to create a process that fits and enhances the current code. Staff increased focus on integration with the current code following the February 24th Meeting.

CODE AMENDMENT INTENT

- The ULUC currently references Master Sign Plan in two places:
 - Section 10-3-5.1 *CMU Sign Types and Standards*
 - Section 10-5-5.1 *BI Sign Types and Standards*.
- In both locations the section indicates “Reserved”. These two sections are proposed to become references to a new section on Shopping Center and Campus Signage Plans.
- The proposed process would be an administrative approval with maximum signage parameters.

SHOPPING CENTER AND CAMPUS SIGNAGE PLAN DRAFTING STRATEGY

Purpose:

- 1. Consistent with the city's design standards*
- 2. Adhere to development's design guidelines if applicable*
- 3. Promote economic development*
- 4. Contribute positively to the built environment*
- 5. Align with zoning and land use regulations*
- 6. Balance aesthetic consistency; and*
- 7. Ensure regulatory compliance and functionality*



Image courtesy of Google Maps

SHOPPING CENTER AND CAMPUS SIGNAGE PLAN DRAFTING STRATEGY CONTINUED

Applicability:

A Master Sign Plan is used for any of the following situations:

Single or multi-lot development or redevelopment that is a minimum of ten acre and located in one of the following zoning districts:

Corridor Mixed (CM)

Business Center (BC)

Industrial Park (IP); and.



Image courtesy of Google Maps

SHOPPING CENTER AND CAMPUS SIGNAGE PLAN DRAFTING STRATEGY CONTINUED

Attached Signs

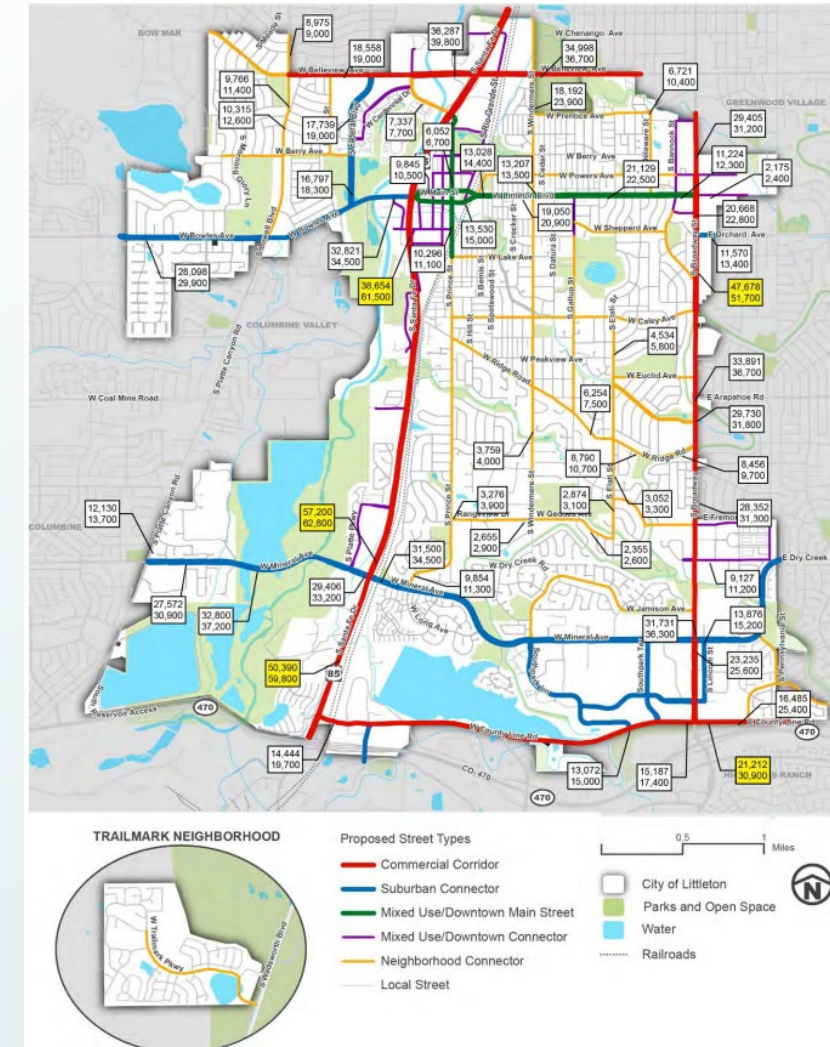
Proposes all signage to be in accordance with the Commercial Mixed (CM) standards found on Table 10-3-5.1.2 CMU Attached Sign Standards with the following item.

- Altering the maximum square footage from 32 square feet to 40 square feet when fronting onto a Commercial Corridor or a Suburban Connector as defined in the Transportation Master Plan and further clarified to be the streets listed.

- West Bowles Avenue
- West Bellview Avenue
- South Broadway Street
- West County Line Road
- South Federal Boulevard
- South Lincoln Street
- West and East Mineral Avenue
- Southpark Drive
- Southpark Terrace
- Southpark Lane
- South Santa Fe Drive

Wall Sign		
Number Allowed	1 per street-facing façade ³	1 per tenant per building frontage
Maximum Area/Sign ²	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of façade width occupied by an individual business, whichever is greatest	
Max. Clearance Above Grade	No higher than wall structure	
Maximum Projection from Wall	12 in. ⁴	
Illumination	External downlighting, internal, or halo	
Changeable Copy	—	

Figure 8. Proposed Street Types with Current and Future Volumes



SHOPPING CENTER AND CAMPUS SIGNAGE PLAN DRAFTING STRATEGY CONTINUED

Freestanding Signs

Freestanding multi-parcel shopping center or campus signs:

- Location: Directly adjacent to an entrance into the subdivision or the intersection of two streets with classifications of Commercial Corridor or Suburban Connector. No two freestanding multi-parcel shopping center or campus signs shall be located within 800 feet of each other.
- Size: The maximum size allowed for monument or pylon size in the CM district per Table 10-3-5.1.3 CMU Freestanding Sign Standards except for the maximum height being tied to the height of the building.
- Electronic messenger signs: prohibited except for electric gas price displays.

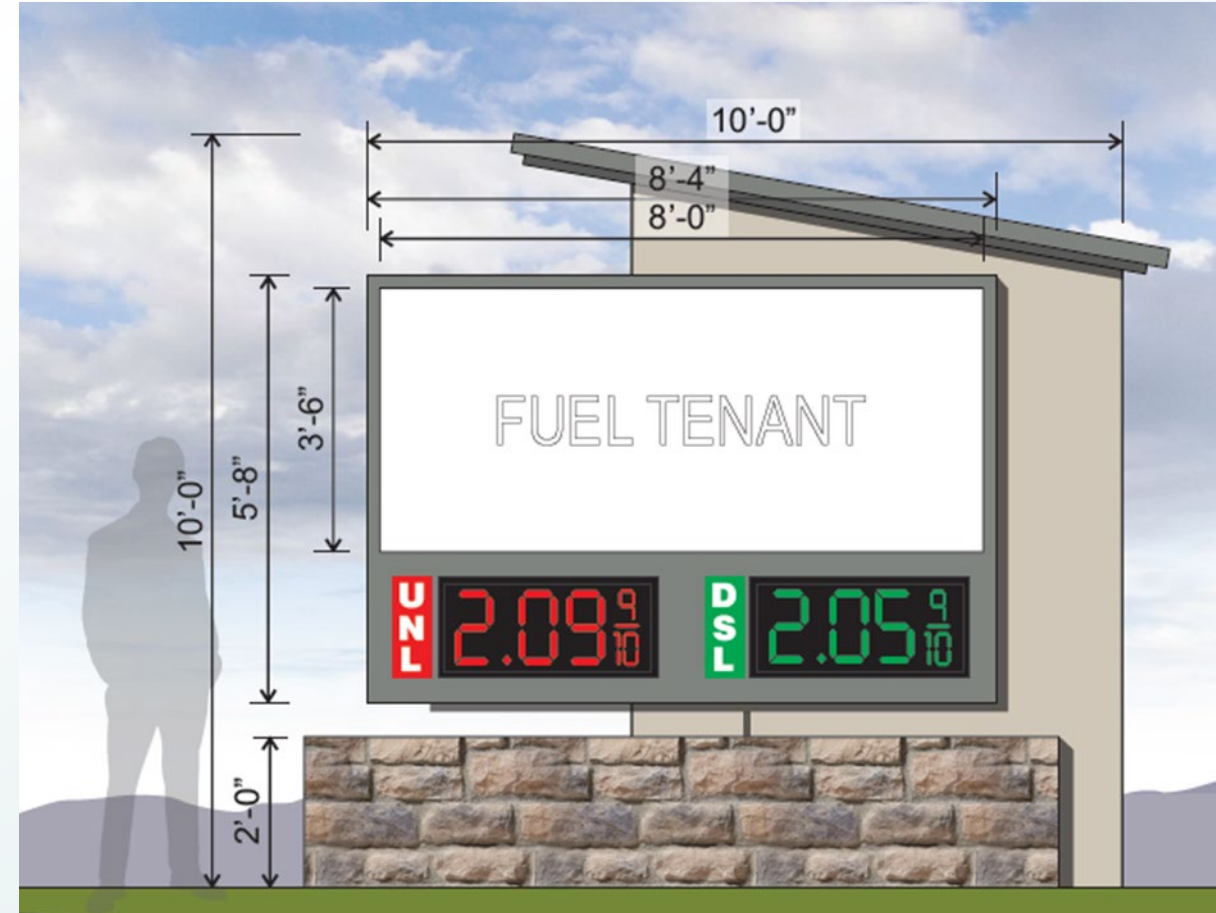
Table 10-3-5.1.3 CMU Freestanding Sign Standards		
Sign Types / Standards	NC	CM
Monument¹		
Number Allowed	1 per street frontage	1 per 150 ft. of street frontage
Maximum Area ²	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of building frontage width, whichever is greater	
Maximum Height Above Grade	6 ft.	15 ft.
Minimum Front Property Line Setback	5 ft.	5 ft.
Illumination	Internally lit, Halo lit, or Externally downlit	
Changeable Copy	Permitted ²	
Bonus Sign Area	--	Yes; See Subsec. 10-1-3.10.E, Sign References and Bonuses
Pole		
Number Allowed	--	1 per street frontage
Maximum Area	--	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of building frontage width, whichever is greater
Maximum Height Above Grade	--	Lesser of the highest point of the building or 15 ft.
Minimum Front Property Line Setback	--	5 ft.
Bonus Sign Area	--	Yes; See Subsec. 10-1-3.10.E, Sign References and Bonuses
Post Sign		
Number Allowed	1 per street frontage	
Maximum Area	6 sq. ft.	
Maximum Height Above Grade	5 ft.	
Minimum Front Property Line Setback	5 ft.	
Bonus Sign Area	--	
Pylon¹		
Number Allowed	--	1 per 150 ft. of street frontage
Maximum Area ²	--	32 sq. ft. or 1 sq. ft. of sign area for each 1.5 linear feet of building frontage width, whichever is greater
Maximum Height Above Grade	--	Lesser of the highest point of the building or 25 ft.
Illumination	--	Internally lit, Halo lit, or Externally downlit
Changeable Copy	--	Not Permitted
Bonus Sign Area	--	Yes; See Subsec. 10-1-3.10.E, Sign References and Bonuses
Table Notes: 1. A joint identification sign is permitted. 2. The maximum total area per sign allowed is 80 square feet per display face and 160 square feet per sign.		

SHOPPING CENTER AND CAMPUS SIGNAGE PLAN DRAFTING STRATEGY CONTINUED

Freestanding Signs Continued

Freestanding signs for the parcels within a plan area:

- If the applicant utilizes the multi-parcel shopping center sign standards, then the following restrictions are proposed:
 - Only monument signs would be allowed and would abide by the CM District standards in Table 10-3-5.1.3. Pylon and pole signs would be prohibited.
 - Electronic messenger signs: prohibited except for electric gas price displays.



MASTER SIGN PLAN DRAFTING STRATEGY CONTINUED

Exempt Signs – 10-1.3.10.B(A) Signs Allowed Without a Permit

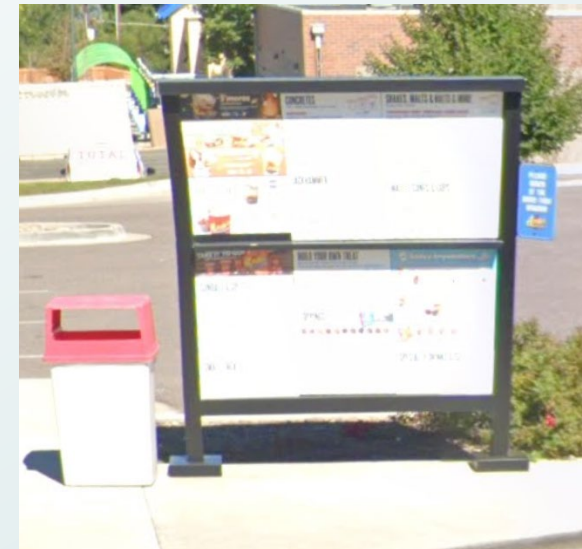
Building Wayfinding Signs

- Entrance signs.
- Service entrance sign for commercial buildings over 100,000 square feet with a maximum of 32 square feet.



Drive-Thru Signs

- One primary and one secondary drive-thru sign allowed per drive-thru.
- Electronic displays allowed.



DISCUSSION



PLATTING

Intent

- Provide clarity in the Code
 - Create concise language in the preliminary plat that also anticipates future development
- Streamline the platting process
 - Re-evaluate the city's role in condo platting
 - Administrative approval for public ROW dedications, rather than requiring a public hearing process, when contemplated to meet a city goal



PLATTING

Intent

- Streamline the platting process
 - Re-evaluate the city's role in condo platting

Proposal

- Remove Condo Platting from the Code and direct applicants to the County for filing

PLATTING

Intent

- Streamline the platting process
 - Re-evaluate the Preliminary Plat criteria to consider removing the requirement for public right-of-way dedications, when dedication is required to meet a city goal

Proposal

- Allow for administrative review for public ROW dedications, when required by a city adopted plan



PLATTING

Intent

- Provide clarity in the Code
 - Create concise language in the preliminary plat that also anticipates future development

Proposal

- Amend criteria for Preliminary Plats to be more concise and clarify that any proposed development or future use of the site must conform with zoning standards

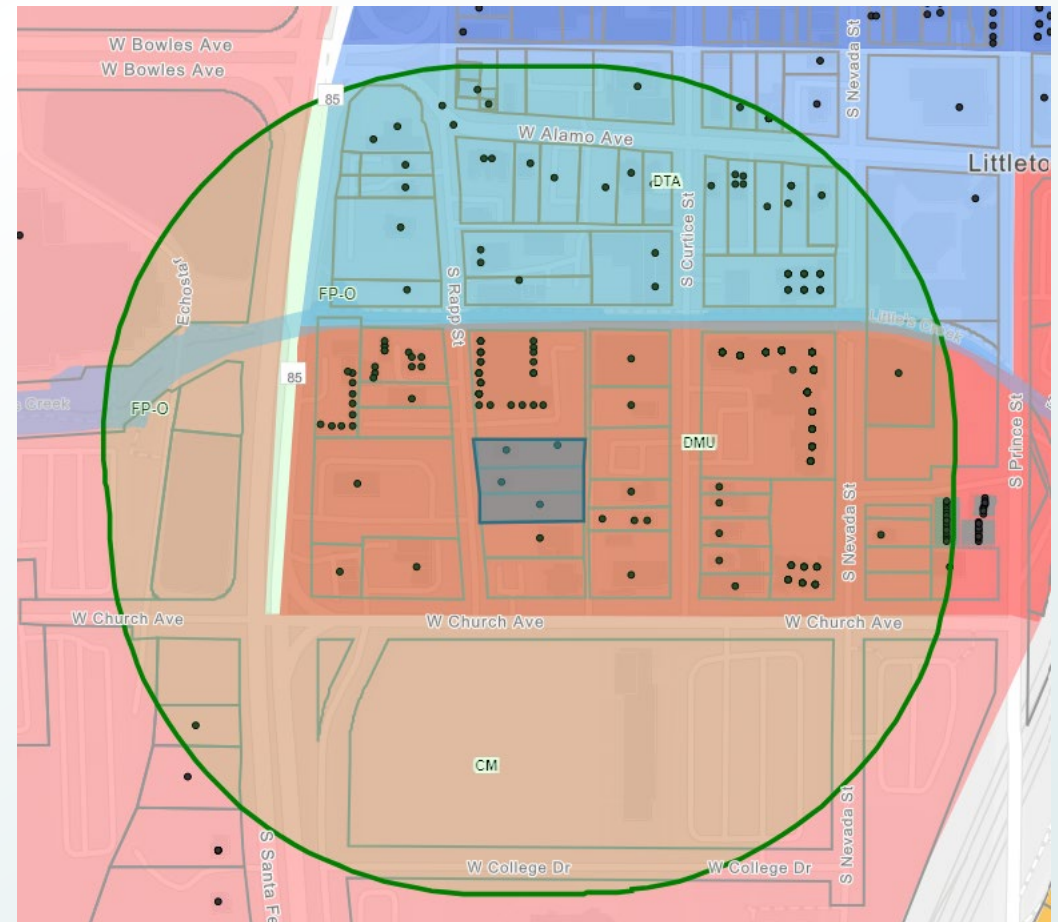
C. Decision Criteria. The Commission may approve, approve with conditions, or deny a Preliminary Plat based on the following criteria:

1. *Conformance.* The Preliminary Plat conforms to the [Comprehensive Plan](#) and all applicable requirements of this Code;
2. *Zoning.* Any new lots created ~~and subsequent development of the site by the proposed subdivision shall meet the land area, open space, and yard requirements for the district in which the subdivision is located; and~~ shall conform to the zoning requirements for the district in which it is located in; and
3. *Standards and Specifications.* ~~The proposed~~ Any new lots and subsequent development conforms to the design and improvement standards in the [Littleton Engineering Design Standards \(LEDS\)](#).

NOTICE OF MAILING

Intent

- Allow for flexibility for who is providing the mailing notices





NOTICE OF MAILING

Intent

- Provide flexibility for who is providing mailings for neighborhood meetings and public hearings

Proposal

- Amend conflicting Code language that requires both staff (for all mailings) and the applicant (for public hearings), to remove the reference to *who* is providing the notice, while maintaining the requirements for mailing noticing



NOTICE OF MAILING

C. Types of Notice. All types of public notice shall comply with the requirements of this Section unless otherwise specified by controlling state law or the City Charter. There are three primary types of notice:

1. Posted Notice.

a. It is the applicant's responsibility to acquire the necessary sign from the city, and cause it to be posted on the site. Posted notice, when required, shall be posted via a [sign](#) on the public right-of-way next to the property at issue for the public hearing. Where the land does not have frontage on a public street, signs shall be posted on the nearest public street with an attached notation indicating the location of the land subject to the application. Such signs are required to be posted in at least two conspicuous locations that are within 300 feet of the exterior boundaries of the affected land in conspicuous places at distances of no less than 200 feet apart. Signs shall be located so that the lettering is visible from the street.

b. The applicant shall pay a deposit equal to the cost of the sign for each sign obtained. The deposit shall be refunded to the applicant if the sign is returned in good condition to the [Community Development](#) Department within 30 days after the final hearing date.

2. Publication Notice. City staff is responsible for accomplishing the publication of notice. Publication notice, when required, shall be published in a newspaper of general circulation in the city.

3. Notice by Mail. ~~City staff is responsible for creating and mailing the notice by mail.~~ Notice by mail, when required, shall be provided through the United States Postal Service (USPS) to all addresses, units, and property owners located within 700 feet of the subject property. If a common interest association has over 10 units, then notification shall be sent to the association's designee.

C. Neighborhood Meetings.

1. Applicability. As shown in Table [10-9-3.9.1](#), *Development Review Summary*, the applicant shall conduct a neighborhood meeting before submittal of the application and prior to a second submittal of plans for review.

2. Procedure.

a. ~~The applicant shall provide w-~~Written notice shall be provided as set forth in Section [10-9-3.5](#), *Public Notice*. Any costs incurred by the City will be reimbursed by the applicant

b. At the neighborhood meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, answer questions, respond to concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.

c. The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, and discussed issues related to the development proposal. The meeting summary shall be included or retained with the application materials and be made available to the public for inspection.

NEXT STEPS

Master Sign Plan

- Draft text amendment language.
- May 12th Planning Commission Meeting with a request for a recommendation.
- First and second reading of the ordinance adopting the text amendment in late May and June.

Platting & Notice of Mailings

- Finalize text amendment language
- July 14 Planning Commission Meeting with a request for recommendation
- First and second reading of the ordinance adopting the text amendments in August and September

THANK YOU

