

## ARCHITECTURAL COMMITTEE

### **Signage Regulations for Retail Sites in Arrowhead Park and the Maumee C-M District**

Four (4) site designations have been established within the Maumee C-M District to maintain compliance with all signage requirements. The four (4) designations are Industrial, Retail, Office and The Woodlands Office Sites. Signage regulations for each site have been established by the Architectural Committee and are available upon request. Signage in all sites must meet with Architectural Committee regulations and approval.

**RETAIL SITE.** Defined as all retail structures where walk-in traffic and/or retail sales are the major business activities.

This document contains signage regulations for Arrowhead Park Retail Sites. Regulations for other site designations within Arrowhead Park and the Maumee C-M District may be obtained from the Architectural Committee or from the City of Maumee Zoning Commission.

- I. All signage within the Maumee C-M District must comply with Chapter 1135 of the Zoning Code of the City of Maumee. Further, all signage must comply with the “C-M District Plans and Standards” as amended by these regulations and as determined in the sole opinion of the Architectural Committee. Each sign contractor or owner shall obtain all required building permits.
- II. Plans and specifications for the construction, installation or alteration of all outdoor signs must be submitted in the form of **two (2) drawings or blueprints** for approval by the Architectural Committee.
  - A. Specifications shall include:
    1. Dimensions and height.
    2. Materials of construction.
    3. Category, type, style and placement/location.
    4. Copy, logos, symbols, special designs, colors and letter styles.
    5. Means of illumination, if any.
    6. Proof of environmental harmony.
- III. Signage categories.
  - A. Primary signage consists of company identification.
  - B. Secondary signage is informative in nature and includes door signage, regulations such as “no parking” and directional signs such as “deliveries in rear.”
- IV. Signage types.
  - A. Freestanding. Horizontal signage, that is, longer in its horizontal dimension than its vertical dimension, not connected to or part of any building or structure.
  - B. Mounted. Signage permanently affixed to a building structure.

- C. Multiunit. Mounted or freestanding identification signage of several tenants, or various directions/information on one (1) sign.
- V. Retail Site freestanding signage restrictions.
- A. Primary signage for retail area entry signs.
    - 1. Size of signage.
      - a. Horizontal signs with a total square footage not to exceed 60 sq. ft. per side surface.
      - b. Maximum height not to exceed 8 ft. high, to be measured from the top of the curb at the intersection nearest sign placement.
        - (1) Placing signage on top of mounding is not permitted.
        - (2) Decorative mounding around the signage is permitted.
    - 2. Materials of construction shall be in harmony with or match the materials used on the building itself.
      - a. Signs shall be made of solid materials of a permanent nature known and used in the sign construction industry and acceptable to the Architectural Committee. Foam or other types of low-grade materials are not permitted.
      - b. No exposed structural members will be permitted.
      - c. Structure must be an integral part of the display.
      - d. Components necessary for operation or fastening of the signage shall not be exposed or visible to the general view.
      - e. The sign manufacturer's decals or other means of identification or advertising are not permitted to be in the general view.
    - 3. Illumination Requirements.
      - a. Either external or internal illumination is permitted, but not both on any one (1) given sign.
      - b. No sign shall contain any moving, flashing or animated lights.
      - c. The source of external illumination shall be so arranged as to not reflect onto or cause glare to pedestrians or vehicles.
      - d. Only constant white lighting, not flashing or variable, is permitted as a source of external illumination.
      - e. Any exposed light source must be concealed by landscaping.

- f. All electrical service must be hidden underground (no meters or drops).
  - B. Secondary signage. The preceding restrictions for primary signage shall apply equally to secondary signage unless the following restrictions conflict therewith, in which case the following restrictions shall control.
    - 1. Horizontal signs with a total square footage not to exceed 15 sq. ft. per side surface.
    - 2. Height not to exceed 4 ft. from curb level, to be measured from the top of the curb at the intersection nearest sign placement.
    - 3. The street number shall not appear on secondary signage.
- VI. Retail Site mounted signage restrictions.
  - A. Primary signage.
    - 1. Storefront signage information shall be made up of individual letter forms, logos, designs and/or symbols.
    - 2. Height of signage information shall not exceed 30 in.
      - a. Letters and symbols may be stacked but cannot in total exceed 30 in. high.
      - b. Minimum height is 18 in. for a single-line design.
      - c. Maximum letter spread not to exceed 75% of frontage.
      - d. Letter forms, logos, designs and/or symbols shall be a depth not to exceed 5-1/2 in.
      - e. Vertical copy or signs projecting perpendicular to the building are not permitted.
      - f. One (1) sign per tenant storefront. If lease space affronts more than one elevation, a second sign may be allowed. Second signs must be identical to and no larger than the initial storefront property line.
    - 3. A minimum of 6 ft. of space must be maintained between each storefront sign. Each adjacent storefront must not place any letter forms, logos, designs and/or symbols within 3 in. of its own storefront property line.
    - 4. Internal lighting is permitted within the letter forms, logos, designs and/or symbols. No external lights or lighting bars outside of the letter forms, logos, designs and/or symbols are permitted.
    - 5. No boxes or any enclosing forms or shapes that might outline, define or surround the sign or any elements of the sign are permitted.
    - 6. No signs shall contain any moving, flashing or animated lighting.

7. Construction requirements.

- a. Signs shall be made of solid materials of a permanent nature known and used in the sign construction industry and acceptable to the Architectural Committee. Foam and other types of low-grade materials are not permitted.
- b. Components necessary for operation or fastening of the signage shall not be exposed or visible to the general view.
- c. The sign manufacturer's decals or other means of identification or advertising are not permitted to be in the general view.
- d. The fascia design should be made up of materials that are in harmony with or duplicated elsewhere in the decorative structure of the building.
  - (1) No special externally or internally fascia will be permitted.
  - (2) Special inset designs or panels designed to make signage stand out physically or visually is not permitted.

B. Secondary signage. The preceding restrictions for primary signage shall apply equally to secondary signage unless the following restrictions conflict therewith, in which case the following restrictions shall apply.

- 1. Horizontal signs with a total square footage not to exceed 15 sq. ft. per side surface.
- 2. Height not to exceed 6 ft. from ground level, defined as the lowest level from which the building rises from the area around it.
- 3. Except by special approval of the Architectural Committee, signage mounted on windows or other glass structures is strictly prohibited.
- 4. Door signage shall be informational only, with no logos or sales-type signage permitted.

VII. Retail Site multiunit signage restrictions.

A. Primary signage.

- 1. Multiunit signage may be freestanding or mounted on a building or structure which is part of the building.
- 2. Size of signage.
  - a. A multiunit sign may not exceed 84 in. in height from ground level.
    - (1) Ground level on a building-mounted sign is defined as the lowest level from which the building rises from the area around it.

- (2) Ground level on a freestanding unit is defined as the top of the curb at the intersection nearest sign placement.
  - b. The total size of signage area cannot exceed 90 sq. ft.
  - c. 15 sq. ft. may be used as a header panel to identify the building name and/or street number and must be considered as part of the total size (90 sq. ft.) of the sign.
  - d. A maximum of 10 sq. ft. is permitted per each tenant.
3. Internal illumination of mounted and freestanding primary signage is permitted.
- a. No sign shall contain any moving, flashing or animated lights.
  - b. Illumination of sign must be equal in brightness for each tenant's allotted space.
    - (1) The header board must also be of equal brightness within the total sign display.
    - (2) Only constant white lighting, not flashing or variable, is permitted as a source of illumination.
    - (3) Background color must always be black, white or dark brown.
4. Illumination requirements.
- a. Either internal or external illumination is permitted, but not both on any given sign.
  - b. The source of illumination shall be so arranged as not to reflect onto or cause glare to pedestrians or vehicles.
  - c. Only constant white lighting, not flashing or variable, is permitted as a source of illumination.
  - d. All electrical service must be hidden underground (no meters or drops).
  - e. Any exposed light source must be concealed by landscaping.
5. Construction requirements.
- a. Signs shall be made of solid materials of a permanent nature known and used in the sign construction industry and acceptable to the Architectural Committee. Foam or low-grade materials are not permitted.
  - b. Components necessary for operation or fastening of the signage shall not be exposed or visible to the general view.
  - c. The sign manufacturer's decals or other means of identification or advertising are not permitted to be in the general view.

- d. Vertical copy or signs projecting perpendicular to the building are not permitted.
  - e. Projection of construction materials must not protrude excessively from the sign.
  - f. No boxes or any enclosing forms or shapes that might outline, define or surround the sign or any elements of the sign are permitted on mounted signage.
6. Design requirements for multitenants.
- a. All room numbers or directional information should appear at the extreme right of the allotted sign area for each tenant.
  - b. Names and logos should appear on the left side of the allotted sign area for each tenant.
  - c. Logos are permitted but cannot exceed 70% of the allotted space.
  - d. Each tenant's sign must have a minimum of 2 in. between other designated tenant signs.
  - e. Colors should be kept to a minimum.
  - f. No one tenant design can overpower the other designs on the sign, as determined by the Architectural Committee.
  - g. Only one (1) sign area is permitted per tenant.
  - h. Changeable sign designs are permitted, as determined by the Architectural Committee.
- B. Secondary signage. The preceding restrictions for primary signage shall apply equally to secondary signage unless the following restrictions conflict therewith, in which case the following restrictions shall apply.
- 1. Horizontal signs with a total square footage not to exceed 15 sq. ft. per side surface.
  - 2. For freestanding multiunit signage, height shall not exceed 4 ft. from curb level, to be measured from the top of the curb at the intersection nearest sign placement.
  - 3. For mounted multiunit signage, height shall not exceed 6 ft. from ground level, defined as the lowest level from which the building rises from the area around it.

# ARCHITECTURAL COMMITTEE MAUMEE C-M DISTRICT

## Retail Sites Quick Reference Guide

### Architectural Committee Retail Site Signage Regulations

#### Freestanding Signage (Section V)

##### Primary

- 60 sq. ft. maximum area per side
- 8 ft. maximum height
  
- Permanent construction materials only
- Exposed structural members permitted
- Integral structure as part of display
- No exposed fasteners
  
- Only constant white lighting, either internal or external
- Only underground electrical service

##### Secondary

- 15 sq. ft. maximum area per side
- 4 ft. maximum height
- No street numbers permitted

# Retail Sites Quick Reference Guide

## Mounted Signage (Section VI)

### Primary

- 30 in. maximum height of signage information, including stacked letters and symbols
- 18 in. minimum height for single-line sign
- Maximum letter spread no more than 75% of frontage
- Only constant white lighting, either internal or external
- Only underground electrical service
  
- No vertical copy and/or perpendicular signs
- One sign per building for each street frontage
- Permanent construction materials only
- No exposed operating components or fasteners

### Secondary

- 15 sq. ft. maximum area per side
- 6 ft. maximum height
- No signage mounted on windows or other glass
- Informational-only door signs (no logos or sales)



# Retail Sites Quick Reference Guide

## Multiunit Signage (Section VII)

### Primary

- Freestanding or mounted
- 90 sq. ft. maximum total area
  - 15 sq. ft. maximum header panel area (included in total)
- 84 in. maximum height
- 10 sq. ft. maximum per tenant
  
- Only constant white lighting, either internal or external, but not both on any given sign
- Only underground electrical service
- Equally bright illumination for each tenant
- Background color black, white or dark brown only
  
- Permanent construction materials only
- No vertical copy and/or perpendicular signs
- No exposed operating components or fasteners
  
- Room no./directions at right of tenant area; names and logos at left
- Maximum logo size 70% of tenant sign area
- Minimum of 2 in. between tenant signs
- One sign area per tenant

### Secondary

- 15 sq. ft. maximum total area
- 4 ft. maximum height for freestanding (from curb level)
- 6 ft. maximum height for mounted (from ground level)