

**DRAFT City of Topeka Sign Code**

**Division 2. Sign Regulations**

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## **DIVISION 2. - SIGNS**

### **18.10.010 Purpose.**

- This Division regulates the design, dimensions, placement and other characteristics of signs in the City of Topeka used by businesses, institutions, and other entities for their identification.
- The purpose of this Division is to:
  - provide for effective communications by businesses, institutions, and others;
  - enhance traffic safety;
  - preserve and enhance the visual appearance of the community;
  - preserve and enhance the safety and appearance of Topeka’s primary transportation corridors;
  - prevent visual distractions;
  - protect property values;
  - accommodate the rights of individuals to free speech; and
  - preserve and promote the public health, safety, and general welfare.
- This section regulates only the sign structure or copy design, and not the sign’s content. The city finds that the type, size, dimensions, setbacks, and physical design of signs permitted by this Division protect the city’s purpose as described in this division. The City of Topeka developed the standards in this division upon completion of a public process in which the design and dimensional standards were tested in consideration of industry criteria, past experience in administering sign standards, and community input as to the appropriate characteristics of signs in Topeka’s various neighborhoods and business areas.
- Any reference in this chapter to Planning and Development Director shall also mean staff designated by the Planning and Development Director to administer the regulations in this chapter.

### **18.10.020 Applicability**

- **Generally.**

This Division applies to any sign within the corporate limits of the City of Topeka, Kansas.

It is unlawful for any person to erect, operate, or otherwise use any sign that is prohibited by this Division.

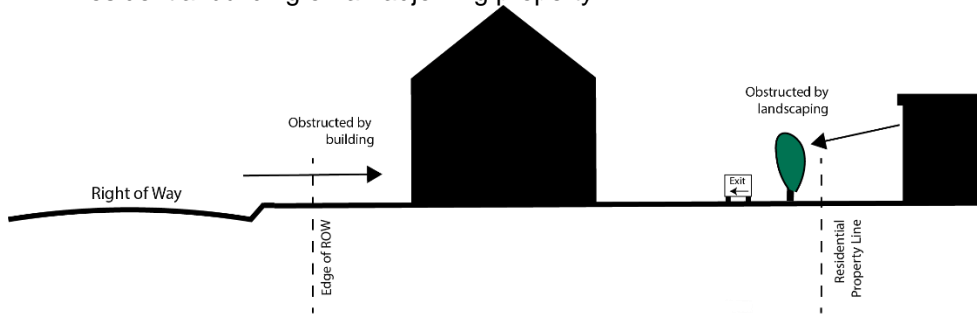
It is unlawful for any person to erect, operate, or otherwise use any sign at a time, place, or manner that is prohibited by this Division.

The Planning and Development Director is authorized to interpret and execute the regulations of this chapter. Any person aggrieved by a decision of the Planning and Development Director regarding the administration of this chapter may appeal such decision to the Board of Zoning Appeals in accordance with Chapter 2.45 of the Topeka Municipal Code.

The City of Topeka is subordinate to the laws of the federal government and State of Kansas. This Division does not prohibit signs, sign locations, or sign characteristics that are permitted by an express requirement of state or federal law.
- **Exemptions.** The regulations of this division do not apply to the following, although the standards of Title 14 of the Topeka Municipal Code may apply.

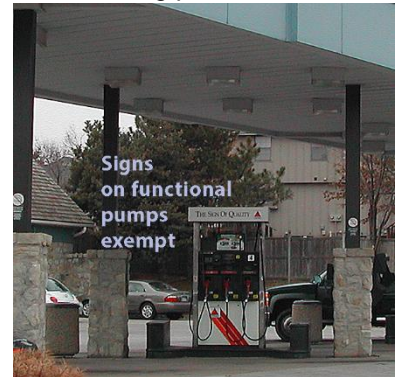
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- Signs that are not visible from a public street, highway, road, sidewalk, bicycle, pedestrian path, or similar public way unless the sign is visible from the property line of an adjoining lot or parcel. A sign is considered not visible where it is fully obstructed by natural changes in grade, buildings, or landscaping that provides a complete year-round visual barrier. "Fully obstructed" means that the signs are not visible at ground level from the edge of the public right-of-way or residential property line, or from the upper level of a residential building on an adjoining property.



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- Signs intended to be read only from inside the property and containing copy of a size not readable from outside the property.
- Signs located entirely within the interior of a building or structure, except as otherwise provided for window signs.
- Signs associated with the temporary use of a building or site, including buildings or sites undergoing construction, during the time of said temporary use.
- In order to promote traffic and public safety, any public notice or warning posted or required by valid and applicable federal, state, or local law, regulation, or ordinance, including street addresses.
- A sign that is integrated into or on a coin-operated machine, vending machine, or gasoline pump that is used for its intended purpose.
- Decorative flags
- Government flags
- Fuel pump and fuel pump topper signs
- Pennant streamers
- A sign carried by a person.
- A sign affixed to an operable vehicle without flat tires.
- Address numbers and other non-illuminated incidental wall signs.



- **Districts and Uses.** This Division calibrates sign size, types, and design to the City's government's zoning districts in order to protect community character, and to accommodate desired communications and economic activity appropriate to those districts.

- 89 • **Message Neutrality.** Despite any other provision of this Division, no sign is subject to any limitation  
90 based on the content of its message. Any sign authorized in this Division may contain any non-  
91 commercial copy in lieu of any other copy.
- 92 • **Obscenity.** This Division does not authorize any sign that unlawfully displays obscenity under state  
93 or federal law.
- 94 • **False or Misleading Statements.** This Division does not excuse any person or entity from civil or  
95 criminal liability for false or misleading statements placed on a sign.

96 **18.10.030 Prohibited Signs.**

97 The following types of signs are prohibited, except where specifically permitted by this Division:

- 98 • Any sign that is not included under the sign types permitted in this Division.
- 99 • Pole Signs, except where specifically permitted in section 18.10.110. The sign owner may reface  
100 or install a pole cover on a legally nonconforming pole sign.
- 101 • Any sign located in a public or private right-of-way, railroad right-of-way, or public and private utility  
102 easement, except those signs required or expressly permitted by governmental authority, and except  
103 projecting signs and portable pedestrian signs in accordance with Section 18.10.120, On-Premise  
104 Sign Standards by Type and District.
- 105 • Any sign which, by reason of its size, location, movement, content, coloring, or manner of  
106 illumination:
  - 107 ○ may be confused with or construed as a traffic control sign, signal or device, or the light of an  
108 emergency vehicle; or
  - 109 ○ obscures the view of any traffic or street sign, signal or device.
- 110 • Portable Message Center Signs except when incorporated in a portable pedestrian sign allowed in  
111 accordance with the standards for incidental signs in Section 18.10.120, and except where  
112 permitted as a temporary sign in Section 18.10.160.
- 113 • Any sign containing flashing, strobing, or chasing lights.
- 114 • Any sign that does not conform to the regulation of the sight distance triangle pursuant to Chapter  
115 12.20, Public Traffic Hazards, of the Topeka Municipal Code, or any clear zone as defined by the  
116 American Association of State Highway and Transportation Officials.
- 117 • Off-premise signs, except where specifically allowed in Section 18.10.170, Off-Premise Signs.
- 118 • Signs deemed unsafe because of the sign's illegibility or unreadability as a result of size of copy  
119 relative to viewing distance; relationship of copy to background area; thickness and style of font;  
120 spacing between letters; color contrast between the message and background; lighting; other  
121 unforeseen factors.

125 **18.10.040 Sign Permits and Inspections**

- 126 • **Applicability.**  
127 Generally.
  - 128 • No sign (including the structure or sign surface) shall be erected, installed, altered, relocated,  
129 rebuilt, or re-faced until the City of Topeka issues a sign permit.
  - 130 • Only those signs permitted in this Division shall be granted a sign permit.
  - 131 • Permits shall be issued only to sign hangers licensed by the City of Topeka or to the property  
132 owner, provided the property owner carries public liability insurance with coverage of \$500,000  
133 or more.

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- **Exemptions.**

- No sign permit is required for maintenance.
- Maintenance includes all care and minor repair needed to maintain a safe, attractive and finished structure, frame pole, brackets or surface and which does not enlarge or materially alter any face or display portion of the sign.
- This Section does not prevent the maintenance, repainting, or posting of a legally established nonconforming billboard.
- Temporary Signs. A sign permit is required for any temporary balloon sign exceeding 12 cubic feet. A sign permit is not required for all other temporary signs.
- Repainting / Reposting. The sign surface of a billboard may be repainted or reposted without obtaining a new sign permit.
- A permit is not required for Window Signs.

- **Applications.**

The Planning and Development Department (“Department”) shall prescribe forms and submittal requirements for sign permits as needed to administer this Division. The form shall be made available at the Department’s office during regular business hours and on the Department’s public website.

No sign shall be erected without the prior consent of the owner or the owner’s authorized agent.

At the time the applicant receives the permit the applicant shall pay an application fee in the amount established by the City of Topeka.

- **Inspections.**

All signs (including any footings) for which a permit is required are subject to inspection by the building official.

All signs containing electrical wiring are subject to all applicable provisions of Chapter 14.30 of the Topeka Municipal Code.

167 **18.10.050 Enforcement.**

168 • **Generally.**

169 Signs regulated under this chapter shall be installed, erected, and maintained in accordance with  
170 the provisions of this chapter.

171 • **Notice of Violation.**

172 If a sign fails to meet the requirements of this Division, the Planning Director shall cause a notice to  
173 be sent to the owner of record of the tract or building upon which the sign is situated, and for  
174 billboards, to the permit holder of the sign, by certified mail, return receipt requested, and regular  
175 mail.

176  
177 The notice shall inform the owner or permit holder of the location of the sign and the nature of the  
178 violation.

179  
180 The owner or permit holder has 10 days from receipt of the notice in which to correct the violation.  
181 For good cause shown, the building official may extend the time for compliance.

182  
183 Any owner or permit holder failing to timely correct the violation is subject to penalty as set forth in  
184 this section. The building official shall not issue building permits for new signs to any person who is  
185 in violation of the provisions of this Division.

186 • **Removal of Signs on Public Property.**

187 Signs posted or otherwise affixed to or on any of the following, or as described below, are unlawful  
188 and in violation of this Division and are subject to immediate removal without notice. Any signs  
189 removed under this subsection will be held for 10 days and, if not claimed within that time, will be  
190 disposed of:

- 191 a. Any public building or any public bridge;
- 192 b. Any sidewalk, crosswalk, or curb;
- 193 c. Any public right-of-way;
- 194 d. Any paved portion of any street or highway;
- 195 e. Any median strip of any divided street or highway;
- 196 f. Any street sign or on any traffic sign or signal or any railroad sign or signal;
- 197 g. Any telephone, electric light, power, or any other utility pole or any fire hydrant;
- 198 h. Any tree on public property, including those in the public right-of-way;
- 199 i. Any public park;
- 200 j. In a manner that may cause a reduction in intersection sight distances or create any other
- 201 hazard to life or safety;
- 202 k. In a manner which obstructs clear vision of any road or railroad intersection; or
- 203 l. In a manner which obstructs any authorized traffic control device.

204 This subsection does not apply to signs erected by, on behalf of, or pursuant to the authorization of  
205 a governmental body, including identification, informational, traffic, directional, or regulatory signs.

206 • **Failure to Maintain.** The City may declare a sign that is not properly maintained as provided in  
207 Section 18.10.080, Maintenance, a nuisance, and seek abatement as provided in Section 18.10.110,  
208 .

209 • **Fines and cost of sign removal.**

210 (1) In addition to any criminal penalties, each violation of TMC Chapter 18.10 shall be subject to an  
211 administrative monetary penalty in the amount of \$50.00 levied by the Planning and Development  
212 Director. Every day of violation shall be a separate and distinct offense.

213 (2) The fine may be collected from the property owner, sign owner, or permittee. If the property  
214 owner or permittee fails to pay the fine, such fine shall be certified to the city clerk, who shall assess  
215 the costs as a special assessment against the lot or parcel of land upon which the sign was located  
216 in the manner provided by law.

217 (3) Notwithstanding the foregoing, the public works director, planning director or their designees  
218 may, in addition to imposing an administrative monetary penalty, cause an individual violation of  
219 this chapter to be prosecuted in municipal court.  
220 (b) Any sign removed by the public works director, planning director or their designees may be  
221 disposed of in any reasonable manner deemed appropriate by the city. The following fee schedule  
222 for removal and storage of unauthorized or hazardous signs is hereby established:  
223 (1) Routine removal, each: \$30.00.  
224 (2) Removal requiring special equipment or extra labor: Actual cost of removal.  
225 The fee may be collected from the property owner, sign owner, or sign permittee. If the property  
226 owner, sign owner, or permittee fails to pay the authorized fee, such fee shall be certified to the city  
227 clerk, who shall assess the costs as a special assessment against the lot or parcel of land upon  
228 which the sign was located in the manner provided by law.  
229

- 230 • **Revocation of permits**  
231 The public works director, planning director or their designees may revoke any sign permit under  
232 the provisions of this division or order the removal of any sign for any of the following reasons:  
233 (a) Whenever a permit holder is convicted of a violation of any of the provisions of this division or  
234 any other ordinance relating to signs;  
235 (b) Whenever a permit holder is convicted of any violation of any condition on which the permit was  
236 based;  
237 (c) Whenever any false statement or misrepresentation has been made on the application on which  
238 the issuance of the permit was based;  
239 (d) Whenever the sign owner has failed to maintain a sign in conformance with this division or any  
240 other ordinance relating to signs;  
241 (e) Whenever the owner obtains a change in the zoning of the lot and the existing sign becomes  
242 nonconforming.  
243

244

245 **18.10.060 Design and Construction.**

246 • **Generally.**

247 All signs structures supporting signs shall be placed in or upon private property except as expressly  
248 permitted and shall be securely built, constructed and erected in conformance with the  
249 requirements of this Division.

250 No portion of a sign surface or sign structure shall be located on or over a public right-of-way  
251 except as provided in this chapter.

252 No sign shall be erected which is connected to or obstructs any portion of a fire escape or windows  
253 or doors leading to a fire escape.

254 No sign shall obstruct any opening to such an extent that light or ventilation is reduced to a point  
255 below that required by the International Building Code, as adopted and amended by the unified  
256 government.

257

258 • **Illumination**

259 Illumination for types of signs is regulated per Sections 18.10.120, 18.10.150, and 18.10.170. In no  
260 case shall the light from an illuminated sign create a negative effect on residential uses in direct  
261 line-of-sight of the sign.

262 • **Sight distance at intersections.**

263 No sign that obstructs the view is allowed within the sight distance triangle of a street intersection,  
264 as provided in Chapter 12.20, Public Traffic Hazards, of the Topeka Municipal Code.

265

266 • **Other Applicable Regulations**

267 All signs shall be installed, erected, constructed, hung, or altered in accordance with building and  
268 fire codes in Title 14 of the Topeka Municipal Code, and all other applicable codes and laws in  
269 effect and enforced by the City of Topeka and other regulatory agencies.

270

271 Any structure that is built or constructed and supports or is capable of supporting a sign shall be  
272 constructed in compliance with the City's currently adopted Building Code and Fire Codes with local  
273 amendments in accordance with Title 14, Topeka Municipal Code.

274

275 A sign structure shall include the foundation and base, the poles or pylons that support the sign,  
276 any structural extensions that support a sign or sign cabinet, and any structural framework that  
277 supports a sign, sign face, or sign cabinet.

278

279 Design documents for the structure that have been prepared, sealed, signed and dated by a  
280 structural engineer, designed in accordance with City of Topeka's currently adopted building codes  
281 must be submitted for review and approval with city sign permit application.

282

283 All signs projecting over the public-right-of-way (PROW) vertical clearance must be maintained as  
284 required by the currently adopted codes and ordinances for use of the PROW in accordance with  
285 the Topeka Municipal Codebook Title 14, Chapter 14.20.

286

287 All signs projecting over walkways, sidewalks, or other areas in front of a building, or other active  
288 area where pedestrians have access, shall maintain a minimum of 8 feet of vertical clearance and  
289 as required by the currently adopted codes and ordinances for use of the PROW in accordance  
290 with the Topeka Municipal Codebook, Title 14, Chapter 14.20.

291

292 Projecting wall signs shall project only as allowed in compliance with the City's currently adopted  
293 Building and Fire Codes with local amendments as adopted, Topeka Municipal Code Title 14,  
294 Chapter 14.20 as defined for encroachments into the PROW.

295



296 Signs on a marquee, canopy or awning shall not extend over any public driveway, alley, road,  
 297 street, or thoroughfare accessible to motor vehicles.  
 298

299 Awnings, canopies, awning signs, and canopy signs shall comply with the following:  
 300 Every Awning shall be securely attached to and supported by the building to which it is attached  
 301 and shall properly be maintained in such manner.  
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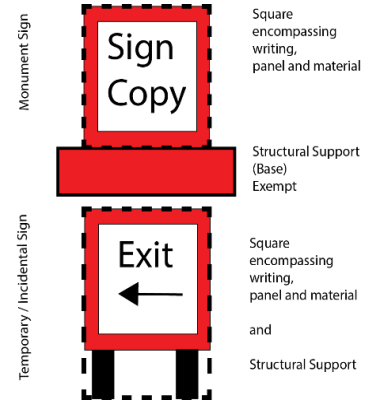
303 **18.10.070 Sign Area and Height Measurements**

304 • **Sign Area**

305 (1) Freestanding Signs.

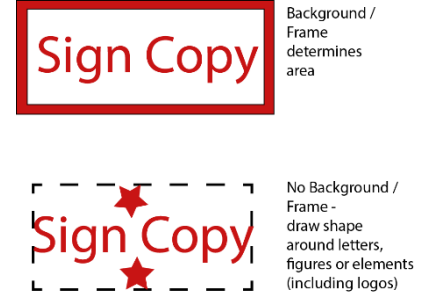
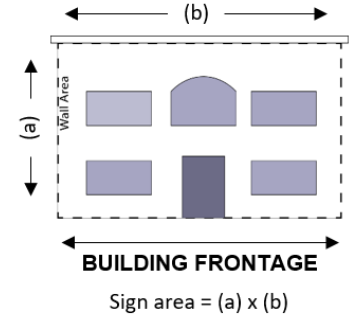
306 a. **Generally.** For a sign with one sign face, sign area is computed  
 307 by means of the smallest square or rectangle that will encompass  
 308 the extreme limits of the writing, representation, emblem, or other  
 309 display, together with any panel or material forming an integral  
 310 part of the background of the display against which it is placed,  
 311 other than structural supports, but including structural supports for  
 312 temporary or incidental signs.

313 b. **Computation of Area of Multi-faced Signs.** The sign area for a  
 314 sign with more than one face is computed by adding together the  
 315 area (measured as provided in subsection a., above) of all sign faces visible  
 316 from any one point. When two sign faces are placed back to back, so that  
 317 both faces cannot be viewed from any point at the same time, and when the  
 318 sign faces are part of the same sign structure and are not more than 42  
 319 inches apart, the sign area is computed by the measuring one of the faces  
 320 (as provided in subsection a., above).



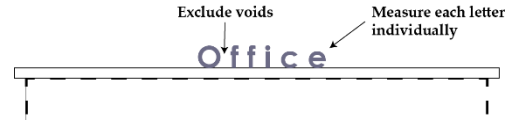
321 (2) Attached Signs.

- 322 a. Where sign size is prescribed as a percent of wall area, the “wall  
 323 area” is a continuous portion of a building facade below the roofline  
 324 or major architectural feature as viewed by a person approaching  
 325 the building.
- 326 b. Where sign size is prescribed as a factor of building frontage, the  
 327 “building frontage” is the width of the exterior wall on which the sign  
 328 is located as viewed by a person approaching the building. For the  
 329 purpose of measurement the wall used as building frontage need not  
 330 be on the same wall plane.
- 331 c. For an attached sign which is framed, outlined, painted or otherwise  
 332 prepared and intended to provide a background for a sign display, the  
 333 area and dimensions include the entire portion within the background or frame.
- 334 d. For an attached sign comprised of individual letters, figures or  
 335 elements on a wall or similar surface of the building or structure  
 336 with no distinct mounting surface (such as a board or plastic  
 337 face) other than the wall, the area is calculated by applying the  
 338 smallest regular geometric shape possible (rectangle, circle,  
 339 trapezoid, triangle, etc.) around all letters, figures or elements,  
 340 or
- 341 e. When separate elements are organized to form a single sign,  
 342 but are separated by open space, the sign area and dimensions  
 343 shall be calculated by determining the geometric form, or  
 344 combination of forms, which comprises all of the display areas,  
 345 including the space between different elements.



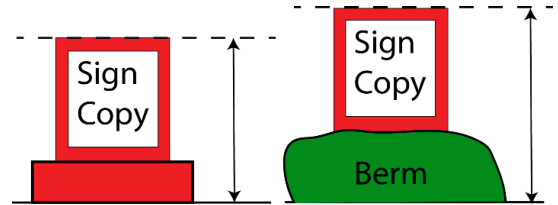
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- f. The sign area does not include any supporting framework, bracing, artistic elements not part of the sign copy, or decorative fence or wall when the fence or wall otherwise meets zoning ordinance regulations and is clearly incidental to the display itself.



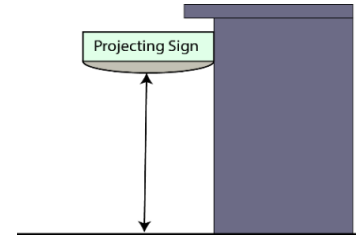
- **Sign Height**

The height of a freestanding sign means the vertical distance from the top of the highest part of a sign, whether the highest part be the sign copy or support structure on which sign is placed, to the adjoining sidewalk, improved surface, or ground surface within a three-foot horizontal distance of the base of the sign. In the event the surface is sloped the average of the height of the adjoining surface shall be used. For signs with artistic elements exceeding the allowed height, the Planning and Development Director may determine if artistic elements shall be excluded when measuring sign height.



- **Vertical Clearance**

Vertical clearance for detached and projecting signs is measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other embellishments.



**18.10.080 Maintenance.**

- **Generally.**

All signs shall be maintained in good condition. A sign with missing or visibly damaged face panels, exposed internal lights and related internal hardware, visible deteriorating paint and rust, or structural damage that may be hazardous to the public is not in good condition and shall be repaired or be removed within a reasonable time as determined by the Planning and Development Director. (Ord. 20062 § 1, 4-18-17.)

- **Unsafe Signs.**

The Planning and Development Director shall notify the owner or person maintaining any sign which has become insecure or in danger of falling, or is otherwise unsafe, that such sign is unsafe. Upon receipt of such notice, the owner or person maintaining the sign shall proceed immediately to place the sign in a safe and secure manner and condition as approved by the planning director or the owner shall have the sign removed.

**18.10.090 Abandoned Signs.**

An *abandoned sign* is defined as any sign, on a property which no longer applies to a use of the property because the use has changed or the property has become vacant.

- Any abandoned sign in existence for a period of more than 6 consecutive months shall be removed or the face of the sign shall be covered. For the purpose of this section, "covered" shall mean all sign copy including graphics is rendered invisible by being painted over, removed, replaced, or shielded by a rigid and opaque material.
- Any abandoned sign that is also non-conforming and in existence for a period of more than 24 consecutive months shall be removed.
- Any abandoned sign that is also non-conforming shall be removed immediately when the primary building on the property is demolished or removed.

- 398 • Any abandoned sign shall comply with this section within one (1) year from the date of adoption of  
399 the new code.  
400
- 401 • When an abandoned sign is removed, all parts of the sign, including structural supports, shall be  
402 removed.  
403

#### 404 **18.10.100 Nonconforming Signs**

- 405
- 406 • All nonconforming signs that were lawful prior to September 9, 2019 and not defined as abandoned  
407 may continue without being brought into conformance with this chapter if no changes are proposed  
408 to the sign or property as outlined below. Except as provided in this section no nonconforming [sign](#)  
409 may be altered in such a manner as to augment the nonconforming condition, nor may illumination  
410 be added to any nonconforming sign.  
411
- 412 • Any alteration or dimensional change of 50% or more to existing sign area, cabinet size, height, or  
413 support structure shall achieve full compliance.  
414
- 415 • Any alteration or dimensional change less than 50% of existing sign area, cabinet size, height, or  
416 support structure shall at a minimum achieve partial compliance by reducing its corresponding sign  
417 area and height by at least **34%**.  
418
- 419 • In addition, any re-face or change of copy of a sign shall at a minimum achieve partial compliance  
420 by reducing its corresponding sign area and height by at least **34%** if the change accompanies one  
421 of the following events on or after the effective date of this section.
- 422 ○ Rezoning of the property at the request of the owner
  - 423 ○ 50% or more of the primary structure is damaged or rendered not useable
  - 424 ○ Any major building addition/expansion that requires Site Plan approval.
  - 425 ○ Any major façade renovation that requires approval of building elevation design.
  - 426 ○ Any property that applies or is approved for City of Topeka economic incentives (e.g., NRP, TIF,  
427 CID, etc.)
- 428
- 429 • Any sign height reduced to 25 feet or less in height must conform to monument sign requirements.  
430
- 431 • The Planning and Development Director may allow alterations to signs deemed historically or  
432 culturally significant without requiring conformance with the standards in Division 2, Sign  
433 Regulations, and in accordance with Section 18.10.140, provided said signs are safe and properly  
434 maintained in accordance with Section 18.10.080, Maintenance.  
435
- 436 • No later than twenty (20) years from the date of the effective date of this section any nonconforming  
437 freestanding sign shall be removed, altered, or replaced in a manner that conforms to the standards  
438 for freestanding signs in this chapter.

439  
440

441 **18.10.110 Variances.**

- 442 • **Generally.** Any person seeking a sign permit not meeting the dimensional and design standards for  
443 of this Division may request a variance pursuant to Topeka Municipal Code, chapter 2.45.  
444

445 **18.10.120 On-Premise Sign Standards by Type and District**

446 • **Generally**

447 All sign copy shall pertain only to the business, industry or other pursuit conducted on or within the  
448 premises on which such sign is erected or maintained except as provided in Section 18.10.170, Off-  
449 Premise Signs.  
450

451 This section establishes standards for individual attached sign types, including standards for:

- 452 a. Illumination.  
453 b. Whether the particular sign type is permitted in a particular zoning district.  
454 c. The maximum number of signs per building or parcel.  
455 d. Maximum sign area allocation for wall signs, awning and canopy signs, roof signs, and  
456 projecting signs.  
457 e. For freestanding signs, the maximum number per street frontage, maximum height,  
458 maximum area, and notes and exceptions specific to freestanding signs.  
459 f. Incidental Signs.

460  
461  
462 • **Illumination**

463 Internal, external, and halo lit illumination are allowed except where expressly prohibited. Direct  
464 illumination is allowed in C-2, C-3, C-4, I-1, I-2, X-1, X-3, D-1, and D-3 zoning districts, and is  
465 prohibited in all other zoning districts.  
466  
467

468 **Wall Signs**

469

470 **Definitions**

**Wall Sign**

A sign (other than Projecting Sign, Roof Sign, or Window Sign) that uses a building wall as its primary source of support, and that:

1. Is placed directly on and contained totally within the dimensions of the outside wall;
2. Does not extend more than 18 inches from a building surface



471

**Standards**

Wall Signs	Zoning Districts											
	R, M-1, M-1a, RR-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, 1-2	U-1, MS-1	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> per 50 linear feet of building frontage <i>Note #1</i>	n/a	1	1	1	no limit	no limit	no limit	1	no limit	no limit	no limit	no limit
<b>Sign Area Allocation</b> square feet per linear foot of building frontage	n/a	1.5	1.5	2	3	3.2	3.2	1.5	3	3	3	2
<b>Sign Area Allocation – All Attached Signs</b> square feet per linear foot of building front	n/a	2	2	2.5	3	3.2	3.2	2	3	3	3.2	2.5
<b>Sign Area Maximum</b> square feet per sign <i>Note #2</i>	n/a	100	100	100	200	250	250	100	200	200	200	100
<b>Electronic Message Centers</b> % of allowed sign	n/a	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%

472

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474 **Notes/Exceptions:**

1. Regardless of the width of the building façade, each single tenant building is allowed a minimum of (one) 1 wall sign per façade, and each multitenant or multiuse building is allowed 1 sign per tenant or use per façade.
2. Wall signs on facades located 300 ft or more from the street right-of-way to which they face are permitted up to 200 sf in O&I, C-1, U-1, MS-1, and D-2 district, and up to 300 sf in all other zoning districts.
3. Wall signs shall not cover or obstruct any architectural features deemed integral to the historic appearance or character of the building. Such features shall include, but are not limited to, transom windows, detailed brick, tile, or shingles.

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## Awning, Canopy, and Marquee Signs

### Definitions

#### Awning Sign

A sign that is painted, stenciled or attached to the surface of an awning. An “awning” means a roof-like cover that projects from the wall of a building to shield a doorway, walkway, or window from inclement weather or the sun. Awnings are often made of fabric or flexible material supported by a rigid frame and may be retracted into the face of the building.

#### Canopy Sign

A sign attached to the surface of a canopy. A “canopy” means an overhead structure made of solid material, other than an awning, that is either attached to a building wall and extends at least twelve (12) inches from the face of the building or a freestanding overhead structure supported by posts.

#### Marquee Sign

A marquee is a roof-like projection or shelter, typically over the entrance to an entertainment venue, and typically containing an illuminated flat area for static or changeable sign copy.



### Standards

Awning, Canopy, and Marquee Signs	Zoning Districts											
	R, M-1, M-1a, RR-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, MS-1	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> per tenant or establishment per side	n/a	1	1	1	1	*	1	1	1	1	*	*
<b>Sign Area Allocation</b> square feet per linear foot of building frontage	n/a	1.5	1.5	2	3	3.2	3.2	1.5	3	3	3	2
<b>Sign Area Allocation – All Attached Signs</b> square feet per linear foot of building front	n/a	2	2	2.5	2.5	3.2	3.2	2	3	3	3.2	2.5
<b>Sign Area Maximum</b> square feet per sign	n/a	50	50	50	50	100	100	100	100	100	50	50
<b>Electronic Message Centers</b> % of allowed sign	n/a	50%	50%	50%	50%	50%	50%	50%	50%	50%	50% Note #2	50%

\*No set limit; number is limited by sign area allocation

#### Notes/Exceptions:

- Signs attached at an angle between zero and less than 45 degrees to the building facade shall be regulated as wall signs. Signs attached at a 45-degree or greater angle to the building facade shall be regulated as projecting signs.
- For marquees, electronic message centers (EMCs) may comprise 100% of the marquee face size allowed.

486 **Roof Signs**

487

488 **Definitions**

**Roof Sign**

A sign that is mounted upon or above a roof or parapet of a building or structure that is wholly or partially supported by the building or structure, and which projects above the cornice or parapet line of a building with a flat roof, the eave line of a building with a gambrel, gable, or hip roof, or the deck line of a building with a mansard roof.

A sign mounted on a sloped roof or mansard having a pitch 1:2 or more (1 foot horizontal and 2 feet vertical) is a wall sign. A sign mounted on a sloped roof or mansard having a lesser vertical slope is a roof sign and shall comply with the standards in the table below.



489

**Standards**

Roof Signs	Zoning Districts											
	R, M-1, M-1a, RR-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, MS-1	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	no	no	no	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> per tenant or establishment per side	n/a	n/a	n/a	1	1	1	1	1	1	1	Note #2	1
<b>Sign Area Allocation</b> square feet per linear foot of building frontage	n/a	n/a	n/a	1.5	2	2	2	2	2	2	Note #2	2
<b>Sign Area Allocation – All Attached Signs</b> square feet per linear foot of building frontage	n/a	n/a	n/a	2.5	3	3.2	3.2	2	3	3	3.2	2.5
<b>Sign Area Maximum</b> square feet per sign	n/a	n/a	n/a	50	50	100	100	50	50	50	Note #2	50
<b>Height/Placement</b>	n/s	n/a	n/a	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1
<b>Electronic Message Centers</b> % of allowed sign	n/a	n/a	n/a	50%	50%	50%	50%	50%	50%	50%	50%	50%

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**Notes/Exceptions:**

- In districts where roof signs are allowed, signs may be installed on the parapet or edge of a flat roof or on the sloped part of a pitched roof. Roof signs installed on a flat roof shall be no higher than 3 feet above that part of the roof on which the sign is installed. Roof signs on a pitched roof shall not extend above the top of the peak or ridgeline of the roof.
- Each building that exceeds three floors or 40 feet is permitted one roof sign no larger than 300 square feet. The height of a roof sign, measured from the top of the highest parapet to the top of the sign, shall not exceed 25 percent of the height of the building or 30 feet, whichever is most restrictive. Roof signs shall comply with all applicable engineering and construction code requirements. The planning director, or the historic landmarks commission if the sign is located on a historic landmark or in a historic district, may approve signage exceeding the above dimensional standards to the extent the applicant demonstrates signage exceeding the dimensional standards is necessary for visibility and legibility of the sign.



503 **Projecting Signs**

504 **Definitions**

**Projecting Sign**  
 A sign supported by and extending at least 18 inches from a building wall.



**Standards**

Projecting Signs	Zoning Districts											
	R, M-1, M-1a, RR-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, MS-1	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> per tenant or establishment per side	n/a	1	1	1	1	1	1	1	1	1	1	1
<b>Sign Area Allocation</b> square feet per linear foot of building frontage	n/a	0.5	0.5	0.5	1	1	1	1	1	1	1	1
<b>Sign Area Allocation – All Attached Signs</b> square feet per linear foot of building frontage	n/a	n/a	n/a	2.5	3	3.2	3.2	2	3	3	3.2	2.5
<b>Sign Area Maximum</b> square feet per sign	n/a	15 Note #1	15 Note #1	15 Note #1	30 Note #1	30 Note #1	30 Note #1	15 Note #1	45 Note #1	45 Note #1	75 Note #1	45 Note #1
<b>Height/Placement</b>	n/s	n/a	n/a	Note #2	Note #2	Note #2	Note #2	Note #2	Note #2	Note #2	Note #2	Note #2
<b>Electronic Message Centers</b> % of allowed sign	n/a	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%

505  
 506 **Notes/Exceptions:**

- 507 1. An exception to the sign area standard may be made by the planning director where it can be demonstrated  
 508 that any proposed projecting sign supports or restores the historical significance of a building.  
 509
- 510 2. Projecting signs:
- 511 a. Shall mount to the exterior of the first or second floors.
  - 512 b. Shall not extend more than six (6) feet or beyond the outer edge of the sidewalk, whichever is greater.
  - 513 c. Shall not extend into any portion of the street right-of-way other than a sidewalk.
  - 514 d. Shall have lower edge of sign be at least ten (10) feet above sidewalk and fourteen (14) feet above any  
 515 alley surface where vehicles may pass below.
  - 516 e. Shall not have the upper edge of the sign extend vertically above the eave line of a structure.
  - 517 f. Shall be attached at a 45-degree or greater angle to the supporting structure and anchored no more than  
 518 six inches from the structure.

519



520 **Freestanding Monument Signs**

521 **Definitions**

**Freestanding Sign**

A sign supported by the ground independent of any other structure.

**Monument Sign**

A freestanding sign whose sign surface is attached to a base where the width of the widest part of the base or cladding over structural supports is:

1. At least 80% of the width of the widest part of the sign face for signs up to twenty-five (25) feet in height.



522

523 **Standards**

Freestanding Monument Signs	Zoning Districts												
	R, M-1, M-1a, RR-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1	O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, MS-1	X-1, X-3	X-2	D-1, D-3	D-2
<b>Sign Type Permitted?</b> <small>M=monument Note #11</small>	n/a	M	M	M	M	M Note #2	M Note #3	M Note #3	M	M	M	M	M
<b>Number</b> <small>per street frontage Notes #1,5, 12</small>	n/a	1	1	1	1	1	1	1	1	1	1	1	1
<b>Sign Area Allocation</b> <small>square feet per linear foot of lot frontage Note #4</small>	n/a	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Sign Area Maximum</b> <small>square feet per sign on local street / collector</small>	n/a	40/50	40/50	50/60	40/50	80 Note #6	120 Note #7	120 Note #7	80	50	50	50	50
<b>Sign Area Maximum (Arterial)</b> <small>square feet per sign on arterials Notes #4,5</small>	n/a	60	60	70	60	80 Notes #2,6	120 Notes #3,7	120 Notes #3,7	80	50	50	50	50
<b>Height</b> <small>maximum feet</small>	n/a	7-10 Note #8	7-10 Note #8	7-10 Note #8	7-10 Note #8	15 Notes #2,6	25 Notes #3,7	25 Notes #3,7	15	10	10	10-20 Note #9	10
<b>Setbacks</b> <small>minimum feet from property line Note #12</small>	n/a	5	5	5	5	5	5	1	5	1	1	1	1
<b>Electronic Message Centers</b> <small>% of allowed sign</small>	n/a	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%

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527 **Notes/Exceptions**

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1. **Number of Signs:** Where the zoning lot has street frontage on an arterial or collector of more than 500 feet, one additional sign oriented to the arterial or collector is permitted for each additional 500 feet of street frontage. Freestanding signs located along a single street frontage shall be spaced a minimum of 250 feet apart.
  2. **Highway Signs (C-2):** Sign permitted to a height of 35 feet and sign area of 150 square feet within an 800 foot radius of the intersecting centerlines of I-70, I-470, or US-75 (north of I-70 and south of I-470) and an arterial/collector with access OR within 120 feet of the right-of-way for an on/off ramp. Sign permitted to a sign area of 150 square feet within an 800 foot radius of the intersecting centerlines of US-24 and an arterial/collector with access. Signs exceeding a height of 25 feet may be mounted on two clad columns each at least two (2) feet wide if their design is integrated with or matches overall sign design.
  3. **Highway Signs (C-3, C-4, I-1, I-2):** Sign permitted to a height of 55 feet and sign area of 250 square feet within an 800 foot radius of the intersecting centerlines of I-70, I-470, or US-75 (north of I-70 and south of I-470) and an arterial/collector with access OR within 120 feet of the right-of-way for an on/off ramp. Sign permitted to a sign area of 250 square feet within an 800 foot radius of the intersecting centerlines of US-24 and an arterial/collector with access. Signs exceeding a height of 25 feet may be mounted on two clad columns each at least two (2) feet wide if their design is integrated with or matches overall sign design. Signs permitted by exception exceeding a height of 35 feet may be mounted on a pole or pylon without covers.
  4. **Minimum Size:** Regardless of frontage linear feet, minimum size permitted shall be 50 square feet in C-3, C-4, I-1, and I-2 districts and 40 square feet in all other districts.
  5. **Corner Lots:** If the property has two or more frontages on an arterial or collector, the owner may elect to combine allowed freestanding signs into a single freestanding sign up to 130% of the maximum sign area allowed.
  6. **Setback Allowances (C-2):** Freestanding signs set back 10 feet or more from street rights-of-way and all other property lines are allowed an increase in height of 2 feet and an increase in area of 25% over the height and area allowed at the minimum required setback. For each additional 5 foot setback the allowed sign area may increase by 5% and allowed height may increase by 2 feet. In no case shall the sign exceed a height of 20' and area 40% greater than the area allowed at the minimum setback.
  7. **Setback Allowances (C-3, C-4, I-1, I-2):** Freestanding signs set back 10 feet or more from street rights-of-way and all other property lines are allowed an increase in height of 2 feet and an increase in area of 25% over the height and area allowed at the minimum required setback. For each additional 5 foot setback the allowed sign area may increase by 5% and allowed height may increase by 2 feet. In no case shall the sign exceed a height of 30' and area 40% greater than the area allowed at the minimum setback.
  8. **Height by Street Classification:** Maximum height shall be seven (7) feet on local/collector streets and ten (10) feet on arterial streets.
  9. **Historic Districts (D-1):** Maximum height of ten (10) feet within historic districts
  10. **Master Sign Plans:** For retail centers and office, institutional, and industrial parks, one center sign shall be permitted that allows exceptions to maximum height and area pursuant to criteria in this chapter for Master Sign Plans.
  11. **Design of Sign Base or Support:** A sign with a base less than the minimum width described herein may be approved by the Planning and Development Director when conditions of the site are such that sight distance requirements and minimum parking requirements cannot be met without reducing the required base width. Any freestanding sign permitted greater than 25 feet in height may be a non-monument sign pursuant in this chapter for Master Sign Plans and Highway Signs.
  12. **Location, Setback, and Orientation of Sign:** Signs shall be oriented to the street providing frontage to the business or establishment and be located toward the front of the parcel. A sign with a setback less than the minimum setback described herein may be approved by the Planning and Development Director when conditions of the site are such that sight distance requirements and minimum parking requirements cannot be met without reducing the required base width.

585

586 **Freestanding Incidental Signs**

587

588 **Definitions**

**Freestanding Incidental Sign**

A freestanding sign with copy located on a durable panel that is normally incidental or secondary to the allowed use of the property, but can contain any message or content.



589

**Standards**

Freestanding Incidental Signs	Zoning Districts												
	R, M-1, M-1a, RR-1, OS-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, 1-2	U-1, MS-1	X-1, X-3	X-2	D-1, D-3	D-2	
<b>Permitted?</b> <small>Note #6</small>	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> per 300 feet of street frontage/per each additional 300 feet of street frontage	1	1 Note #1	1 Note #1	1 Note #1	2/1 Note #1	2/1 Note #1	2/1 Note #1	2/1 Note #1	1 Note #1	2/1 Note #1	2/1 Note #1	1 Note #1	1 Note #1
<b>Sign Area Maximum</b> square feet per sign within 30 feet/beyond 30 feet of front property line <small>Note #2, #5</small>	6/6	6/32	6/32	6/32	6/32	6/32	6/32	6/32	6/32	6/32	6/32	6/32	6/32
<b>Sign Area - All Incidental Signs</b> square feet of all signs in aggregate	6	80	80	80	150	150	150	150	80	150	150	150	80
<b>Height</b> maximum feet within 30 feet/beyond 30 feet of front property line	4/4	4/8	4/8	4/8	6/8	6/8	6/8	6/8	4/8	6/8	6/8	6/8	4/8
<b>Spacing</b> feet from any sign within 30 feet of front property line	n/a	25	25	25	25	25	25	25	25	25	25	25	25
<b>Setbacks</b> minimum feet from front property line	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illumination?</b>	no	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Changeable Copy?</b>	no	no	no	no	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Electronic Message Centers?</b>	no	no	no	no	Note #3	Note #3	Note #3	Note #3	Note #3	Note #3	Note #3	Note #3	Note #3

590

591 **Notes/Exceptions**

- 592 1. **Number of Signs:** No restrictions on the number of incidental signs set back 30 feet or more from all property lines.
- 593
- 594 2. **Property Size:** Any property over one (1) acre is permitted the highest maximum sign area and height allowed incidental
- 595 signs under any district provided it is at least thirty (30) feet setback from the front property line.
- 596
- 597 3. **EMC Setbacks:** Electronic Message Centers (EMCs) on incidental signs shall be prohibited within thirty (30) feet of the
- 598 front property line.
- 599
- 600 4. **Portable Pedestrian Signs:** Buildings set back five (5) feet or less from the public street right-of-way where a sidewalk is
- 601 present, may place portable signs (e.g. A-frame) on sidewalks in the street right-of-way provided a minimum width of five
- 602 (5) feet is maintained for safe pedestrian passage, they comply with ADA, and are removed during non-business hours.
- 603
- 604 5. **Non-illuminated Signs:** Other than residential uses in R, M-1, M-1a, RR-1, and OS-1 districts non-illuminated signs are
- 605 allowed within 30 feet of property lines without restriction to height and area.
- 606
- 607 6. **Variance:** For incidental signs that qualify under a Master Sign Plan or that otherwise meet the intent and goals of the
- 608 sign regulations as determined by the Planning and Development Director, changes up to 20 percent of dimensional
- 609 standards may be approved.
- 610
- 611 7. **Permit Required:** Non-illuminated incidental signs do not require sign permits. All other freestanding incidental signs
- 612 shall require a sign permit if permanently affixed to the ground.
- 613
- 614

615 **18.10.130 Master Sign Plans.**

616 **(a) Purpose.** This Section establishes a process and standards to ensure adequate signage,

617 harmony and visual quality in developments with multiple buildings, uses, or tenants.

618

619

620 **(b) Applicability.** This section applies to on-premise signs in retail centers, industrial parks, and

621 office or institutional complexes of 4 acres or more and having five (5) or more establishments

622 or three (3) or more buildings in O&I-2, O&I-3, C-2, U-1, MS-1, C-3, C-4, I-1, I-2 and Planned

623 Unit Development districts. All establishments and buildings in the development defined by the

624 master sign plan shall also be subject to the Master Sign Plan.

625 **(c) Master Sign Plan Required.**

626 An owner or applicant shall submit and obtain approval of a master sign plan containing

627 standards for all exterior signs.

628

- 629 (1) The Master Sign Plan may be approved concurrent with the approval of a planned unit
- 630 development, conditional use permit, or site plan.
- 631
- 632 (2) All new planned unit development applications for development meeting the applicability
- 633 criteria in this section and submitted for consideration after the adoption of this ordinance
- 634 shall include a Master Sign Plan.
- 635
- 636 (3) Upon review of a master sign plan submitted as part of a new planned unit development,
- 637 major amendment to a planned unit development, or new conditional use permit the
- 638 Planning Commission is authorized to approve variances to the standards of this chapter.
- 639 All other Master Sign Plans meeting the purpose and standards of this section shall be
- 640 approved by the Planning and Development Director.

641 **(d) Master Sign Plan Application**

- 642 (1) The Department shall prescribe forms and submittal requirements for a master sign plan
- 643 application as needed to administer this Division. At a minimum the application shall
- 644 include a site plan identifying the location, number, dimensional standards, and other
- 645 design standards for all freestanding signs.

- 646 (2) The Master Sign Plan shall include standards for wall signs and other types of attached  
647 signs or shall reference as applicable the standards for attached signs in Sections  
648 18.10.120 (On-Premise Sign Standards by Type and District), 18.10.140 (Other On-  
649 Premise Signs), and 18.10.150 (Electronic Message Centers).  
650 (3) The Master Sign Plan is effective only if all owners of real property subject to the Master  
651 Sign Plan Authorize it by signature on the application or master sign plan.

652  
653 **(e) Standards for Freestanding Signs**

- 654  
655 **(1) Number of Signs Allowed.** Each property or parcel is allowed one freestanding center  
656 sign which may be used and designed to identify multiple uses or tenants in the  
657 development.

658 In addition to a center sign, any development having more than a single street frontage is  
659 entitled to a second freestanding sign subject to the standards in Section 18.10.120, On-  
660 Premise Sign Standards by Type and District. Developments having street frontage on  
661 an arterial or collector street of more than 500 feet are allowed one additional  
662 freestanding sign oriented to the arterial or collector for each additional 500 feet of  
663 frontage. Such freestanding signs located within 25 feet of a street frontage shall be  
664 spaced a minimum of 250 feet apart.

665 For zoning districts and use groups other than O&I-2 and O&I-3 buildings separate from  
666 the primary buildings are each allowed one freestanding sign, hereinafter referred to as  
667 “secondary signs”, subject to the standards below. For the purpose of this section the  
668 “primary building” is the largest building in the development.

- 669  
670  
671 **(2) Dimensional Standards for Freestanding Center Signs.** The center sign shall comply  
672 with the following standards for the applicable zoning district or use group within a  
673 planned unit development:

674 O&I-1/2/3: Height of sign not to exceed 15 feet; area of sign not to exceed 100 sf.

675 MS-1: Height of sign not to exceed 20 feet; area of sign not to exceed 120 sf.

676 C-2, U-1: Height of sign not to exceed 20 feet; area of sign not to exceed 160 sf.

677 C-3, C-4, I-1, I-2: Height of sign not to exceed 30 feet; area of sign not to exceed  
678 240 sf.

- 679  
680 **(3)** Signs at a height of more than 25 feet may be supported by 2 or more columns each  
681 surrounded by cladding matching the overall design of the sign and having a minimum  
682 width of 2 feet per column.

- 683  
684 **(4)** The number of signs located on a center sign may be limited and minimum text size  
685 established to ensure sign legibility and readability.

- 686  
687 **(5) Standards for Freestanding Secondary Signs.** Signs for separate buildings shall  
688 comply with the following standards:

689  
690 Height and Area: Maximum height of 7 feet and area of 30 sf.

691 Placement: 10 feet from street rights-of-way and located in proximity to a principal use  
692 on the site, and located within 25 feet of a building for the principal use it identifies. For  
693 purposes of this subsection, “principal use” is defined in section 18.10.180.

- 694 (6) Freestanding Incidental Signs. Proposed freestanding incidental signs shall be included  
 695 in the Master Sign Plan. Freestanding incidental signs are allowed subject to the  
 696 standards in Section 18.10.120, On-Premise Sign Standards by Type and District;  
 697 however, the Planning and Development Director may restrict the number and area of  
 698 signs allowed on the Master Sign Plan to a quantity and area less than what is permitted  
 699 by Section 18.10.120, On-Premise Sign Standards by Type and District. For individual  
 700 incidental signs the Planning and Development Director may approve increases in height  
 701 and area up to 10 percent over the height and area allowed per Section 18.10.120, On-  
 702 Premise Sign Standards by Type and District.  
 703
- 704 (7) Spacing between Freestanding Signs. There shall be 50 feet or more distance between  
 705 all freestanding signs other than incidental signs.
- 706 (f) **Standards for Attached Signs.** The Planning and Development Director may restrict the  
 707 number of attached signs per establishment to fewer than what is allowed by Section  
 708 18.10.120, On-Premise Sign Standards by Type and District as a condition of the Master Sign  
 709 Plan.
- 710 (g) **Existing Nonconforming Signs.** Existing nonconforming signs may continue unless altered or  
 711 replaced per Section 18.10.100, Nonconforming Signs.  
 712
- 713 (h) Other requirements to improve visual quality of signage may be required as a condition of the  
 714 Master Sign Plan, including but not limited to the incorporation of materials and other design  
 715 elements compatible with the buildings in the development subject to the Master Sign Plan.

716 **18.10.140 Other On-premise Signs**

717

718 • **Window Signs**

719 **Definition.** A window sign is a sign posted, painted, placed, affixed to the inside or outside of a  
 720 window, and does not extend a measurable distance beyond a building surface, but is clearly  
 721 visible from outside the building.

722 **Standards.** Window signs are permitted in all districts subject to the following standards.  
 723

724 In C-2, C-3, C-4, I-1, I-2, X-1, X-2, X-3, D-1, and D-3 districts window signs in the aggregate shall  
 725 constitute no more than 50 percent of the area of all windows for each tenant and for each side of  
 726 the building on which the window signs are located.  
 727

728 For residential uses in the R, M-1, M-1a, and RR-1 districts the aggregate of all window signs  
 729 shall not exceed 8 square feet on each side of the building.  
 730

731 For residential uses in M-2, and M-3 districts the aggregate of all window signs shall not exceed 5  
 732 percent of the area of all windows, whichever is more restrictive. No single window sign shall  
 733 exceed 25 square feet.  
 734

735 In all other districts and for non-residential uses in R, M-1, M-1a, and OS-1 districts window signs  
 736 in the aggregate shall constitute no more than 20 percent of the area of all windows for each  
 737 tenant and for each side of the building on which the window signs are located.  
 738

739

740 • **Painted Exterior Wall Signs**

741 **Definition.** A painted exterior wall sign identifies a use or on-premise establishment and  
 742 consists entirely of copy that is painted directly on, or digitally printed vinyl applied to, the  
 743

744 exterior material of a building not including the exterior surface of a window, awnings, or other  
745 appurtenances.

746  
747 Painted exterior wall signs are permitted in C-2, C-3, I-1, I-2, X-1, X-2, X-3, D-1, and D-3  
748 districts. Any painted exterior wall sign applied to the front or side of a building directly facing a  
749 street shall be regulated in the same manner as a wall sign. Any painted exterior wall sign  
750 applied to the side or rear of a building that does not directly abut a street is permitted provided  
751 the area of all such signs does not exceed 300 square feet on the wall on which the signage is  
752 applied. In determining the number of square feet, only text or logos pertaining to the business,  
753 industry, or activity conducted on or within the premises shall be included. Art and graphic  
754 representations associated with the painted exterior wall sign that are not text or logos shall not  
755 be subject to the area restriction.

756 • **Sign Standards for Nonconforming Commercial Uses and Uses permitted by Special Use Permit in**  
757 **Residential and OS&I Districts**

758  
759 Signs for nonresidential, nonconforming uses and uses permitted by special use permit in  
760 residential and open space districts (R, RR, M, and OS districts) are regulated in the same manner  
761 as signs for other nonresidential uses in residential districts with the following exceptions:

- 762 • EMCs are prohibited for nonconforming uses in R, RR, M, and OS district. EMCs are permitted  
763 for special uses only if allowed by the special use permit or by an amended special use permit  
764 approved as a conditional use permit.
- 765 • The Planning and Development Director may restrict sign illumination, by intensity, area of  
766 illumination, or other measure, on sites or buildings adjacent to property zoned or used for  
767 residential use.

768  
769 • **Residential Subdivision Signs**

770  
771 Each residential subdivision containing six (6) or more residential lots is allowed two (2) monument  
772 signs per public or private street entrance into the subdivision. Each sign shall not exceed a height  
773 of 7 feet and area of 40 square feet when sign is oriented to a local street or collector; height of 10  
774 feet and area of 50 square feet when sign is oriented to an arterial.

775  
776 A residential subdivision sign may be incorporated into a wall, fence, or other structure.

777  
778 A residential subdivision sign may be located in the public right-of-way if expressly approved by the  
779 City of Topeka.

780  
781 • **Historic Signs**

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783 For the purposes of this Chapter, a historic sign is a sign that is listed or determined to be eligible  
784 for listing in the National Register of Historic Places, Kansas Register of Historic Places, or as a  
785 Topeka Landmark, or a sign that contributes to the historic character of a listed property. The  
786 alteration or relocation of a historic sign, upon approval by the Topeka Landmarks Commission, is  
787 exempt from Division 2, Sign Regulations, except for Section 18.10.080, Maintenance.

- 788  
789 • **Pole Banners** – Decorative banners are exempt from the maximum number, dimensions, and  
790 location requirements of Section 18.10.120 if they 1) are mounted on a pole that provides a  
791 separate functional purpose such as street lighting in the right-of-way 2) contain no commercial  
792 message or advertising or other elements of a “sign” as defined in this chapter, and 3) are covered  
793 under a signed agreement with the City of Topeka for use of the right-of-way.

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798 **18.10.150 Electronic Message Centers (EMCs).**  
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800 (a) Electronic message center signs may be erected in the following zoning districts: RR, R, M,  
801 O&I, C, I, U-1, MS-1 and X, only if the sign is allowed in the respective district pursuant to this  
802 Division and the sign meets all of the following standards:

803 (1) Brightness. An EMC shall utilize automatic dimming technology to adjust the brightness of the  
804 sign relative to ambient light so that at no time shall an EMC exceed a brightness level of 0.3  
805 foot-candle above ambient light, as measured using a foot-candle (lux) meter calibrated  
806 within the past 36 months and in conformance with the following process:

807 (i) Light measurements shall be taken with the meter aimed perpendicular to the sign  
808 message face or at the area of the sign emitting the brightest light if that area is not the  
809 sign message face, at a preset distance depending on sign size. Distance shall be  
810 determined by taking the square root of the product of the sign area and 100. For  
811 example, using a 12-square-foot sign:  $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance.

812 (ii) An ambient light measurement shall be taken using a foot-candle meter at some point  
813 between the period of time between 30 minutes past sunset and 30 minutes before  
814 sunrise with the sign turned off to a black screen.

815 (iii) Immediately following the ambient light measurement taken in the manner required by  
816 this subsection, an operating sign light measurement shall be taken with the sign turned  
817 on to full white copy.

818 (iv) The brightness of an EMC shall comply with the brightness requirements of this  
819 subsection if the difference between the ambient light measurement and the operating  
820 sign light measurement is 0.3 foot-candle or less.

821 (2) Movement. The following display features are prohibited: flashing, strobing, blinking, fluttering,  
822 spinning, rotating, bouncing, animation, scrolling and chasing.

823 (i) Exception: An EMC located within the I, C-2, C-3, C-4, or C-5 district which is not within  
824 125 feet of a residential or open space district may have animation, scrolling text, and  
825 frame effects.

826 (3) Right-of-Way, Portable EMCs. An EMC shall not overhang into a public right-of-way and shall  
827 not be included in a portable sign.

828 (4) Audio Messages. An EMC shall not include any audio message, tones or music.

829 (5) Dwell Times – C-2, C-3, C-4, C-5 and I. EMCs located within a C-2, C-3, C-4, C-5 or I district  
830 and within 125 feet of a residential or open space district may only display static images  
831 having a dwell time of at least four seconds and a transition time of two seconds or less and  
832 this transition may use frame effects without illusionary or simulating movement.

833 (6) Dwell Times – Signs for Non-residential Uses in Residential Districts. EMCs incorporated into  
834 signs for nonresidential uses in residential districts shall have a dwell time of at least eight  
835 seconds.

836 (7) Dwell Times – O&I, C-1, U-1, MS-1, X-1, X-2. EMCs located within an O&I, C-1, U-1, MS-1, X-  
837 1, or X-2 district may only display static images having a dwell time of at least four seconds  
838 and a transition time of two seconds or less and this transition may use frame effects without  
839 illusionary or simulating movement.

840 (8) Compliance Assurance. No permit shall be granted unless the applicant provides sufficient  
841 proof from the manufacturer that the sign has the technical capacity to comply with all  
842 applicable regulations governing EMCs and that the sign owner and/or operator has reviewed  
843 and understands the applicable regulations pertaining to the EMC and agrees not to violate  
844 the regulations.

845 (b) Nonconforming EMCs. An EMC in existence on the effective date of this section that does not  
846 meet the standards regarding audio messages, movement, and brightness shall have complied  
847 with the requirements of this section by September 1, 2013.

848 (c) Any EMC in existence on the effective date of this section that does not meet the standards  
849 regarding size, number, placement, and type is a nonconforming use and regulated pursuant to  
850 Chapter 18.220 of the Topeka Municipal Code.  
851



852 **18.10.160 Temporary Signs and Banners**

853 **Applicability.** This section applies to temporary signs and banners as described below for yard  
854 signs, freestanding banners, feather signs, and wall banners that are visible and intended to be  
855 read from the public right-of-way. Temporary signs and banners internal to a site not intended to be  
856 visible or readable from passing vehicles in the public right-of-way are not subject to the following  
857 regulations.

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859 **Definition. Temporary Sign.** A “temporary sign” is a sign typically made of lightweight or flimsy  
860 material that can be easily or quickly mounted or removed (such as cloth, canvas, vinyl, cardboard,  
861 wallboard, or other light temporary materials), with or without a structural frame, intended for a  
862 temporary period of display.

863  
864 **Definition. Banner.** A “banner” means any strip of cloth, bunting, plastic, paper, or similar material,  
865 attached to any structure or framing intended for a temporary period of display. This definition does  
866 not include flags, pennants, or streamers.

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868 **Generally.** Temporary signs and banners shall comply with standards in the tables below and this  
869 section and shall not require a sign permit.

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871 **Prohibited.** Temporary signs and banners are not allowed in the public right-of-way or  
872 on accessory structures including poles outside the public right-of-way unless otherwise allowed by  
873 this chapter.

874  
875 **Exempted Signs.** Temporary signs and banners on property that has not established a principle  
876 building/land use such as during a construction event are exempt from the standards of this chapter  
877 until such time a principle building/land use is established. Vacant land that is not transitioning or  
878 under construction to a primary use/building is subject to the standards of this chapter.

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882 **Yard Signs and Freestanding Banners**

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884 **Definitions**

<p><b>Yard Sign</b> A “yard sign” is a temporary sign supported by the ground independent of any other structure.</p>
<p><b>Freestanding Banner</b> A “freestanding banner” is a banner that is mounted in the ground typically on poles detached from a building or wall.</p>



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**Standards**

Yard Signs and Freestanding Banners	Zoning Districts											
	R, M-1, M-1a, RR-1, OS-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, M-S	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> signs per property or street frontage	1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1
<b>Sign Area Maximum</b> square feet per sign	6 Note #2	6 Note #2	32	32	32	32	32	32	32	32	32	32
<b>Height</b> maximum feet	4 Note #2	4 Note #2	6	6	6	6	6	6	6	6	6	6
<b>Length of Time</b> maximum continuous days/ time periods per calendar year	30 2	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4
<b>Days Between Time Periods</b>	14	14	14	14	14	14	14	14	14	14	14	14
<b>Setbacks</b> minimum feet from property line	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2	0 Note #2
<b>Illumination/Changeable Copy/Electronic Message Centers?</b>	no	no	no	no	no	no	no	no	no	no	no	no

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887 **Notes/Exceptions**

888 1. **Number:** Properties may have one (1) sign for every 200 feet of street frontage with a maximum of two (2).

889 2. **Property Size:** A property over one (1) acre is permitted 32 square feet up to six (6) feet in height provided it is setback at least ten (10) feet from the property line.

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894 **Feather Signs**

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896 **Definitions**

**Banner.** A “banner” means any strip of cloth, bunting, plastic, paper, or similar material, attached to any structure or framing intended for a temporary period of display. This definition does not include flags, pennants, or streamers.

**Feather Sign**

A “feather sign” is a banner in the shape of a feather, quill, sail, blade, teardrop, or similar shape that is mounted on a solid or flexible pole or cord in the ground.



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**Standards**

Feather Signs	Zoning Districts											
	R, M-1, M-1a, RR-1, OS-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, M-S	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> signs per property or street frontage	n/a	1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1	1 Note #1
<b>Sign Area Maximum</b> square feet per sign	n/a	30	30	30	30	30	30	30	30	30	30	30
<b>Height</b> maximum feet	n/a	16	16	16	16	16	16	16	16	16	16	16
<b>Length of Time</b> maximum continuous days/ time periods per calendar year	n/a	15 2	15 4	15 4	15 4	15 4	15 4	15 4	15 4	15 4	15 4	15 4
<b>Days Between Time Periods</b>	n/a	14	14	14	14	14	14	14	14	14	14	14
<b>Setbacks</b> minimum feet from property line	n/a	0	0	0	0	0	0	0	0	0	0	0
<b>Illumination/Changeable Copy/Electronic Message Centers?</b>	no	no	no	no	no	no	no	no	no	no	no	no

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**Notes/Exceptions**

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- Number:** Properties may have one (1) sign for every 200 feet of street frontage with a maximum of two (2).
- Removal:** Feather signs shall be replaced or removed if they deteriorate by becoming frayed, faded, torn, or shredded in any manner.

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- **Portable Message Center Signs**

A portable message center sign is a changeable message sign designed to be moved easily and not permanently affixed to the ground or to a structure or building. Portable message center signs are subject to the following standards.

- Until September 9, 2021 portable message center signs are permitted in C-2, C-3, I-1, I-2, and for churches and schools in residential districts. Portable message center signs are prohibited in all districts and for all uses after September 9, 2021.
- Use of a portable message center sign requires a sign permit.
- Use of a portable message center sign is restricted to two events per year, 30 calendar days per event maximum, 30 calendar days between events, and a maximum of 60 calendar days per year.
- All parts part of the sign containing copy and/or illumination is restricted to an area of 32 square feet.
- The sign shall not exceed a height of 6 feet.
- The sign must be set back a minimum of 5 feet from any property line
- Flashing lights are prohibited, and any illumination shall comply with the electrical and fire codes adopted in TMC Title 14.

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928 **Wall Banners**

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930 **Definitions**

**Banner.** A “banner” means any strip of cloth, bunting, plastic, paper, or similar material, attached to any structure or framing intended for a temporary period of display. This definition does not include flags, pennants, or streamers.

**Attached Banner**

A “banner” placed flat and mounted on the exterior wall of a primary building.



931

**Standards**

Wall Banners	Zoning Districts											
	R, M-1, M-1a, RR-1, OS-1	M-2, M-3, + Non-residential uses in R, M-1, M-1a, OS-1	O&I-1, O&I-2, O&I-3	C-1	C-2	C-3, C-4	I-1, I-2	U-1, M-S	X-1, X-3	X-2	D-1, D-3	D-2
<b>Permitted?</b>	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
<b>Number</b> signs per property or street frontage	1	no limit	no limit	no limit	no limit	no limit	no limit	no limit	no limit	no limit	no limit	no limit
<b>Sign Area Allocation</b> square feet per linear foot of building frontage or tenant space for all signs in aggregate	n/a	1.5	1.5	2	3	3.2	3.2	1.5	3	3	3	2
<b>Length of Time</b> maximum continuous days/ time periods per calendar year	30 2	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4	30 4
<b>Placement</b>	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1	Note #1
<b>Illumination/Changeable Copy/Electronic Message Centers?</b>	no	no	no	no	no	no	no	no	no	no	no	no

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**Notes/Exceptions**

- Attachment:** Sign must be securely attached flat against the built with metal brackets, expansion bolts, through bolts, or lag bolts and screws.
- Removal:** Banners shall be replaced or removed if they deteriorate by becoming frayed, faded, torn, or shredded in any manner.

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945 **18.10.170 Off-Premise Signs**

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- **Off-Premise Signs**

Off-premise signs shall meet the standards for billboards in this section except for freestanding signs meeting the following criteria.

- (1) The business, industry, or other activity the sign is intended to serve does not have arterial or collector street frontage but has an access road or drive directly taken from the arterial or collector street where the sign will be located;
- (2) The property owner of the property where the sign will be located provides written consent to the planning director;
- (3) The sign does not exceed 10 square feet and four feet in height;
- (4) The sign is located no closer than 25 feet from any other freestanding sign;
- (5) The zoning district where the sign is located has the same zoning or a less restrictive zoning designation than the business the sign will serve.

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- **Billboards.**

**Purpose.**

The purpose of the billboard regulations set forth in this article shall be to eliminate potential hazards to motorists and pedestrians; to encourage signs which by their size and location are harmonious to the locations which they occupy and which eliminate excessive and confusing sign displays; to achieve a reasonable balance between the need of sign and outdoor advertising industries and the visual qualities of the community; and to promote the public health, safety and general welfare of the City of Topeka. (Ord. 16971 § 2, 6-25-96. Code 1995 § 118-200.)

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**Defined.**

The term "billboard" or "panel poster" as used in this article means any board or panel erected, constructed or maintained for the purpose of displaying outdoor advertising by means of painted letters, posters, pictures and pictorial or reading matter, either illuminated or non-illuminated, when the sign is supported by uprights or braces placed upon the ground. Any billboard erected above or over the roof or parapet of a building is classified as a roof sign for the purpose of this article. (Code 1981 § 39-128. Code 1995 § 118-201.)

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**Standards for Materials, construction, location.**

- (a) No new billboard shall be erected or installed unless a billboard has been removed from the same parcel or another parcel. Any application to install a new billboard shall be accompanied by evidence of demolition or removal of a billboard and shall comply with the following standards and other applicable standards of this section.
  - (1) Any new billboard not exceeding 300 square feet per single face area and not exceeding a height of 55 feet is allowed in C-3, C-4, I-1, and I-2 zoning districts; may be permitted by conditional use permit in D-1, D-3, and RR-1 districts; and is prohibited in all other zoning districts.
  - (2) Any new billboard not exceeding 750 square feet per single face area and not exceeding a height of 35 feet is allowed in I-1 and I-2 zoning districts, and is prohibited in all other zoning districts.
  - (3) The relocation, remodeling, or rebuilding of legal nonconforming billboard not meeting the standards of this section may be permitted by conditional use permit on property zoned C-4
  - (4) The structural members of all billboards and panel posters relocated, rebuilt or remodeled pursuant to the provisions of this article shall be constructed entirely of noncombustible materials excepting only the sign face, ornamental molding and platform. All such

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994 relocated, rebuilt or remodeled billboards and panel posters shall be installed only on single  
995 pole structures.  
996 (5) No billboard or panel poster relocated pursuant to the provisions of this article shall be  
997 erected within the radius of 1,320 feet of another billboard or panel poster; provided, that  
998 this provision shall not apply to rebuilt or remodeled billboards or panel posters remaining  
999 on the same parcel of land. (Ord. 16971 § 3, 6-25-96; Code 1981 § 39-129. Code 1995  
1000 § 118-202.)  
1001

1002 **Open space and latticework.**

1003 Every billboard or panel poster less than 15 feet from a public sidewalk shall have an open space of  
1004 not less than three feet between the lower edge of such signboard and the ground level, which  
1005 space may be filled in with decorative latticework of light wooden construction. (Code 1981 § 39-  
1006 130. Code 1995 § 118-203.)  
1007

1008 **Electronic message center signs.**

1009 Each EMC sign located on a billboard or panel poster shall meet all of the following requirements:  
1010 (a) The sign does not contain or display flashing, intermittent or moving lights, including animated or  
1011 scrolling advertising.  
1012 (b) Messages shall have a minimum dwell time of eight seconds and a transition time between  
1013 messages of two seconds or less.  
1014 (c) The sign shall not be placed within 1,320 feet of another billboard or panel poster EMC sign on  
1015 the same side of the highway, with the distance being measured along the nearest edge of the  
1016 pavement and between points directly opposite the signs along each side of the highway.  
1017 (d) If a billboard or panel poster is a legal conforming structure it may be changed to an EMC sign.  
1018 However, a billboard or panel poster that is a nonconforming structure cannot be changed to an  
1019 EMC sign.  
1020 (e) The sign shall comply with the EMC standards in Section 18.10.150, Electronic Message  
1021 Centers, but the 50 percent sign area limitation in Section 18.10.150, Electronic Message Centers,  
1022 shall not apply. (Ord. 19830 § 8, 7-16-13.)  
1023

1024 **Responsibility of owner to maintain premises.**

1025 Any person occupying any vacant lot or premises with a billboard or panel poster thereon shall be  
1026 subject to the same duties and responsibilities as the owner of the lot or premises with respect to  
1027 keeping such lot or premises clean, sanitary, inoffensive and clear of all noxious substances in the  
1028 vicinity of such billboard or panel poster, and with respect to the removal of snow from the sidewalk  
1029 in front thereof. (Code 1981 § 39-131. Code 1995 § 118-204.)  
1030

1031 **18.10.180 Definitions.**

1032 • **Generally.** This Division is subject to all definitions, rules of interpretation and enforcement  
1033 provisions of the International Building Code, as adopted and amended by the City of Topeka.

1034 • The following words, terms, and phrases have the meanings assigned below, except where the  
1035 context clearly indicates a different meaning:  
1036

<b>Advertising</b>	Any sign text, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.
<b>Arterial</b>	A street or road classified as an “arterial” on the Functional Classification Map for the City of Topeka.
<b>Attached sign</b>	A sign attached to a building or building component, such as a column or canopy, and that uses the building as its primary support.
<b>Awning sign</b>	A sign that is painted, stenciled or attached to the surface of an awning. An “awning” means a roof-like cover that projects from the wall of a building to shield a doorway, walkway, or window from inclement weather or the sun. Awnings are often made of fabric or flexible material supported by a rigid frame and may be retracted into the face of the building.
<b>Balloon</b>	An inflatable device, tethered in a fixed location and greater than 18 inches in any direction, that - <ul style="list-style-type: none"><li>• has a sign with a message on its surface or attached in any manner to the balloon, or</li><li>• is attached to a building or pole, or in a manner so that it projects higher than the roof of the main building on the lot or parcel.</li></ul>
<b>Banner</b>	Any strip of cloth, bunting, plastic, paper, or similar material, attached to any structure or framing intended for a temporary period of display. This definition does not include flags, pennants, or streamers.
<b>Billboard</b>	Any board or panel erected, constructed or maintained for the purpose of displaying outdoor advertising by means of painted letters, posters, pictures and pictorial or reading matter, either illuminated or non-illuminated, when such <u>the sign</u> is supported by uprights or braces placed upon the ground.
<b>Building code</b>	The International Building Code, as adopted and amended by the City of Topeka.
<b>Building Frontage</b>	The exterior wall on which the sign is located as viewed by a person approaching the building. For the purpose of measurement the wall used as building frontage need not be on the same wall plane.
<b>Cladding</b>	A non-structural covering designed to conceal the actual structural supports of a sign.
<b>Canopy sign</b>	A sign attached to the surface of a canopy. A “canopy” means an overhead structure made of solid material, other than an awning, that is either attached to a building wall and extends at least twelve (12) inches from the face of the building or a freestanding overhead structure supported by posts.



**Center Sign** A freestanding sign used and designed to identify a retail, industrial, office, or institutional development or complex or multiple establishments or tenants therein.

**Changeable copy** Characters, letters, numbers, or illustrations that can be manually replaced or altered through the placement of letters or symbols on a panel mounted or track system.



**Changeable message sign** A sign on which copy may be changed manually, mechanically or electronically. This includes reader boards, gas price signs, and theater marquees, but is not limited to them. Billboards, poster panels, junior poster panels and painted boards are not changeable message signs.

**Channel Letter** A fabricated or formed three-dimensional letter.

**Clearance, Vertical** The minimum vertical distance between a sign and the surface of a street, sidewalk or alley.

**Collector** A street or road classified as a “collector” on the Functional Classification Map for the City of Topeka.

**Commercial copy** See “advertising.”

**Conversion** A change in the face type of a billboard from a traditional static billboard face to a digital billboard face, or vice versa, which either maintains or reduces the length and width dimensions of the sign face. A conversion shall include any alterations to the sign structure which are necessary to support the weight of the digital technology as detailed in the requirements set forth in subsection 27-724(b)(4).

**Copy** Any words, letters, numbers, figures, designs or other symbolic representations incorporated into a sign.

**Digital sign** See Electronic Message Center.

**Electronic Message Center (EMC)** A sign that utilizes computer-generated messages or some other electronic means of changing sign copy. EMC signs include displays using incandescent lamps, LEDs or LCDs, and may also enable changes to sign copy, message, or content to be made remotely.

**Façade** The exterior wall of a building exposed to public view or that wall viewed by persons not within the building.

**Feather sign** A banner in the shape of a feather, quill, sail, blade, teardrop, or similar shape that is mounted on a solid or flexible pole or cord in the ground.

**Flag** A piece of fabric or other flexible material, with distinctive colors and patterns, customarily mounted on a pole or similar freestanding structure.

<b>Flashing sign</b>	Any sign that is internally or externally illuminated by flashing, flowing, alternating, or blinking lights.
<b>Freestanding Sign</b>	A sign supported by a column, pole, pylon, foundation, pedestal or other structure mounted in the ground.
<b>Frontage</b>	The property line that abuts a public street and/or right-of-way line.
<b>Halo lit sign</b>	A sign illuminated by concealing the light source behind three-dimensional opaque letters, numbers, or other characters of a sign, resulting in the night time perception of a halo around the silhouette of each sign character. This is also referred to as "reverse channel" or "reverse lit" illumination.
<b>Height</b>	For attached signs, "height" refers to the maximum vertical dimensions of the sign. For freestanding signs, "height" refers to the sign's vertical distance from the top of the highest part of a sign, whether the highest part be the sign copy or support structure on which sign is placed, to the adjoining sidewalk, improved surface, or ground surface within a three-foot horizontal distance of the base of the sign. In the event the surface is sloped the average of the height of the adjoining surface shall be used.
<b>Highway Sign</b>	A freestanding sign located on a parcel abutting highways I-70, I-470, US-75, or US-24 and located such that it is oriented toward these highways.
<b>Illumination</b>	A sign that has an artificial light source incorporated internally or externally to emanate light from, or direct light to, a sign's surface. Light sources may include exposed tubing, electrical bulbs, fluorescent lights, neon tubes, light emitting diodes (LED), liquid crystal displays, or other artificial sources of light.
<b>Illumination, external</b>	A sign that is illuminated by an external light source.
<b>Illumination, internal</b>	Illumination created by a light source internal to the sign, transparent or translucent material from a light source within the sign structure or panel.
<b>Incidental sign</b>	A sign with copy located on a durable panel and mounted on a wall, pole, frame, or similar structure, with or without a structural frame that is normally incidental to the allowed use of the property, but can contain any message or content.
<b>LED</b>	Acronym for "light emitting diode". A light-emitting diode is a semiconductor light source that emits light when current flows through it.
<b>Local Street</b>	A street or road classified as a "local street or road" on the Functional Classification Map for the City of Topeka.
<b>Main Building</b>	The primary building or structure on a lot or a building or structure that houses a principal use.
<b>Marquee Sign</b>	A sign on the face of a roof-like projection or shelter, typically over the entrance to an entertainment venue, and typically containing an illuminated flat area for static or changeable sign copy.
<b>Menu Board</b>	A type of incidental sign oriented to a driveway or drive-through lane, which may include a speaker box or order confirmation unit. A menu board is customarily used to list the menu and prices for a restaurant.

<b>Monument sign</b>	A freestanding sign whose sign surface is attached to a base where the width of the widest part of the base or cladding over structural supports is at least 80% of the width of the widest part of the sign face.
<b>Neon</b>	A source of light supplied by a glass tube that is filled with neon gas, argon, mercury or other inert gas that produces ultraviolet light, and bent to form letters, symbols, or other shapes.
<b>Original Art Display</b>	A hand-painted, hand-carved or hand-cast work of visual art expressing creative skill or imagination in a visual form which is intended to beautify or provide an aesthetic influence to a public area. An original art display may be either affixed to or painted directly on the exterior wall of a structure with the permission of the property owner, or a three-dimensional statue that is placed in a park, courtyard, lawn, or similar area for public display. An original art display does not include: mechanically produced or computer generated prints or images, including but not limited to, digitally printed vinyl; electrical or mechanical components; or changing image art display.
<b>Non-commercial copy</b>	Any copy other than advertising.
<b>Nonresidential districts</b>	Any commercial district or industrial district.
<b>Off-premise sign</b>	A sign advertising or directing attention to a name, a business, product, development, or service which is offered, manufactured, or sold at a location other than the lot or parcel upon which it is situated.
<b>On-premise sign</b>	Any sign other than an off-premise sign.
<b>Painted Exterior Wall Sign</b>	A painted exterior wall sign identifies a use or on-premises establishment and consists entirely of copy that is painted directly on, or digitally printed vinyl applied to, the exterior material of a building not including the exterior surface of a window, awnings, or other appurtenances.
<b>Parcel</b>	A lot, or contiguous group of lots in single ownership or under single control and usually considered a unit for purposes of development.
<b>Pennant</b>	An object or sign of lightweight fabric or similar material, suspended from a rope, wire or string, usually in series, and designed to move in the wind, also including streamers, pinwheels, balloons (less than 18 inches in any direction) and similar small objects.
<b>Pole</b>	A vertical support such as an upright, brace, column, or other vertical member, that supports a sign or cabinet containing a sign and that does not meet the width prescribed for the supporting element of a monument sign.
<b>Pole or pylon sign</b>	A freestanding sign supported by a pole or one or more columns providing structural support and where the bottom edge of the sign face is located above the finished grade at the base of the sign.
<b>Pole or Pylon Cover</b>	A nonstructural covering designed to conceal the actual structural supports of a sign.

<b>Portable sign</b>	Any sign designed to be moved easily and not permanently affixed to the ground or to a structure or building.
<b>Portable Message Center</b>	A portable sign containing changeable copy.
<b>Portable Pedestrian Sign</b>	A portable sign that is ordinarily in the shape of an "A" with back to back sign faces, an easel, or a similar configuration. A portable sign can contain changeable copy.
<b>Principal Use</b>	The main use of land or structures as distinguished from secondary or accessory use.
<b>Projecting sign</b>	A sign supported by and extending at least 18 inches from a building wall..
<b>Reface</b>	To replace, restore, repaint or repair a sign face that is attached, annexed, or supported from the sign cabinet and/or main structure. It does not include any other rebuilding, reconstructing or reconfiguration of the existing sign cabinet and/or existing supporting structure.
<b>Roof sign</b>	A sign that is mounted upon or above a roof or parapet of a building or structure that is wholly or partially supported by the building or structure, and which projects above the cornice or parapet line of a building with a flat roof, the eave line of a building with a gambrel, gable, or hip roof, or the deck line of a building with a mansard roof. A sign mounted on a sloped roof or mansard having a pitch 1:2 or more (1 foot horizontal and 2 feet vertical) is a wall sign. A sign mounted on a sloped roof or mansard having a lesser vertical slope is a roof sign
<b>Rotating sign</b>	Any sign surface or sign structure or any portion thereof which rotates, moves, or is animated.
<b>Sandwich Board or A-Frame Sign</b>	See "portable pedestrian sign."
<b>Setback</b>	The distance from a property line to any edge of a sign.
<b>Sight Distance Triangle</b>	An invisible triangle formed by the intersection of two streets or the intersection of a street and driveway as described by Section 12.20.020 of the Topeka Municipal Code.
<b>Sign</b>	Any outdoor announcement, device, design, figure, trademark or logo used for decoration, conveying information, identification, or to advertise or promote any business, product, activity, service or interest placed so as to be seen from outside a building or premises. For clarification, examples of items which typically do not satisfy the necessary elements of this definition include, but are not limited to, original art displays, architectural elements incorporated into the style or function of a building, or inscriptions on decorative rocks.
<b>Sign face</b>	The exterior area or surface on which is placed the copy.
<b>Sign structure</b>	The support, upright bracing, anchors, braces, and framework for any sign.
<b>Sign surface</b>	The entire area within a single continuous rectangular, triangular, or trapezoidal shape which encloses all elements that form the display, including any background which is different from or in contrast with any building wall surface upon which it is mounted.

<b>Temporary Sign</b>	A sign typically made of lightweight or flimsy material that can be easily or quickly mounted or removed (such as cloth, canvas, vinyl, cardboard, wallboard, or other light temporary materials), with or without a structural frame, intended for a temporary period of display.
<b>Twirling sign</b>	A sign that is designed to twirl, spin, or gyrate, either through mechanical activation or wind.
<b>Unified management</b>	Property or multiple buildings in single ownership or under the supervision of a single corporation, partnership, or other business entity.
<b>Vertical Clearance</b>	See "Clearance, Vertical."
<b>Wall sign</b>	A sign (other than Projecting Sign, Roof Sign, or Window Sign) that uses a building wall as its primary source of support, is placed directly on and contained totally within the dimensions of the outside wall, and does not extend more than 18 inches from a building surface
<b>Window sign</b>	A window sign is a sign posted, painted, placed, affixed to the inside or outside of a window, and does not extend a measurable distance beyond a building surface, but is clearly visible from outside the building.
<b>Yard Sign</b>	A temporary sign supported by the ground independent of any other structure.
<b>Zoning Lot</b>	A parcel of land under single ownership that is of sufficient size to meet minimum zoning requirements for area, coverage, and use, and that can provide such yards and other open spaces as required by this division.