



## Department of Land Development Services

### Growth Management Division, Planning & Regulation

**STAFF CLARIFICATION: SC-2011-1**

**DATE:** April 20, 2011

**LDC SECTIONS:** 5.06.04.F.4.e.i

**SUBJECT:** A clarification on the method of measuring the window area for the purpose of enforcing the above referenced LDC provision that limits non-illuminated signs that are located in a window not to exceed 25 percent of each window area.

**INITIATED BY:** Code Enforcement

**BACKGROUND/CONSIDERATIONS:** Due to the various types of window styles and because the LDC doesn't define what constitutes the "window area", the Code Enforcement staff has experienced problems enforcing this provision for those unique or unusual window designs.

**DETERMINATION (CLARIFICATION):** Since the LDC doesn't provide a method to calculate the window area, this calculation should be based upon the applicable standard procedures and policies established by the Sign Permit and Plan Review staff within the Building Department.

For the purpose of determining compliance with LDC Section 5.06.04.F.4.e.i, the window area is measured for each window pane of storefront glass. The window pane includes the glass area between the vertical sash divider that outlines the window frame between each storefront window. If the window contains a thin horizontal sash divider forming a small attached window, that additional glass area is typically considered part of the same window area. Therefore, when calculating the window area, the smaller window area is included in the calculation as if the horizontal sash was not there. (See Photo #1) Conversely, if the horizontal and vertical sash dividers are the same or similar size, each glass area is typically considered a separate window for the purpose of calculating the window area. (See Photo #2) In a mullion window, all the small panes of glass are measured as a whole window area unless divided by a large vertical sash. (See Photo #3) In addition, any non-illuminated sign located in a window shall not exceed 25 percent of each window area. No building permit required.

Signs located in windows shall not be illuminated in any manner with the following exception:

- a) One sign per business establishment that is located in a window may have 2.25 square feet of illuminated signage.



Photo #1



Photo #2



Photo #3

**AUTHOR:** Ray Bellows, Planning Manager, Department of Land Development Services

cc: Zoning Services Section Staff  
Diane Flagg, Code Enforcement Director  
William Lorenz, P.E., Land Development Services Director  
Heidi Ashton-Cicko, Assistant County Attorney  
Diana Compagnone, Building Review and Permitting  
Zoning Clarification File