

DIGITAL MENU BOARDS FOR DRIVE-THROUGH FACILITIES (EXCLUDES TENANT SIGNS)
Projects Exempt from Site Plan and Design Review Requirements

Applicant's Name: _____ **Phone:** _____
Project Address: _____ **Email:** _____

SECTION 1:

Yes **No** **Is the proposed project in a Historic District, or on a Landmark Parcel?**
 If checked **NO**, proceed to section 2 below.
 If checked **YES**, project must be reviewed by Preservation Staff to determine if proposed work is exempt from Site Plan and Design review.

SECTION 2:

Yes **No** **Work complies with the Planning and Development Code.** New drive-through facilities or any other proposed changes to existing drive-through facilities will require separate review and approval by planning staff. (i.e. changes to the location of the pre-order or menu boards, modifications to the drive-through lane configuration and stacking distances, or changes to the location of the pick-up window)

SECTION 3:

A. OPERATION OF THE DIGITAL PRE-ORDER AND MENU BOARDS FOR DRIVE-THROUGH FACILITIES

The installation and operation of digital menu boards shall conform to each of the following standards:

1. The boards shall have static text and images with constant illumination and shall not be operated with animation in conflict with SCC 15.148.640; **AND**
2. The boards shall not be permitted with an intensity of light which would constitute a nuisance or hazard to vehicular traffic, pedestrians, or adjacent properties; **AND**
3. The boards shall not be used as off-site signs displaying general advertising for hire as prohibited in SCC 15.148.670; **AND**
4. The above restrictions shall be noted on the project plans for the menu boards before permit issuance.

B. MINOR CHANGE

1. Minor change reviewed and approved by staff and determined to be exempt from site plan and design review. Comment:

 (Requires manager review and approval. Manager initial: _____).

By signing below, the applicant certifies that this form accurately describes the proposed work and the future operation of the digital pre-order and menu boards.

Applicant's signature: _____ **Date:** _____
Name of Planner: _____

FOR CITY STAFF USE ONLY

Counter Staff: _____