

**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: \_\_\_\_\_