

WESTLAKE PLANNING COMMISSION
STAFF REPORT
5/28/26

PART I GENERAL INFORMATION

Tokar & Company LLC sign plan, 2510 Canterbury Rd., PP#21501023, Ward 2

PART II PROJECT SUMMARY/ZONING/GUIDE PLAN

The request is for approval of a new two-sided monument sign for this office building in the General Business district. The sign consists of a brick-veneer columns with sandstone column caps and a central sandstone panel topped with brick containing a 12-square-foot engraved sign. The sign will not be illuminated. The materials will be buff sandstone and light tan to beige brick with subtle variation, selected to closely match the existing building (samples to be provided at the meeting). The existing ~10 sq. ft. wall sign for the current tenant is already approved and is not part of this request.

Box Score			
STANDARD	CODE	PLAN	DIFFERENCE
SIGNS Total Area	38 SF (existing wall sign is using ~10 SF with 28 SF left remaining for the monument sign.	28 SF - 12 SF sign face = 16 SF remaining for site.	OK
Freestanding Ground Signs Permitted	1 – can be two-sided	1 – 2 sided	OK
Height	8'	5'	OK
Setback	10' from ROW, driveway and property lines, 25' from residential.	10' from ROW, ~28.5' driveway, ~54' from residential	OK
Area	30 SF	12 SF	OK
Illumination	Allowed	None	OK
Landscape	Landscaped as an integral part of the required front yard landscaping (protects sign from damage from mowers).	None	Condition of approval

Guide Plan – the Future Land Use Map identifies this property as Retail/Commercial in support of this request.

PART III DRAFT FINDINGS/MOTION

Draft Findings of Fact

1. The proposed monument sign meets all applicable sign standards for size, height, setback, and illumination in the General Business district.
2. The materials match the existing building, and the Guide Plan identifies the site for Retail/Commercial use, supporting approval.

Draft Motion¹

If the Planning Commission can approve, the following motion is advised:

Based upon the findings of fact, I move to approve the Tokar & Company sign plan with the following:

1. A landscaping bed shall be installed at the base of the sign.

¹ This is suggested language only and not a recommendation for or against the approval of this request.