



CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021
(636) 225-7873 • fax (636) 225-6547 • www.cityoftwinoaks.com

DENIED
BY: am DATE: 9/30/26

COMMERCIAL SIGN PERMIT APPLICATION

Business Name: West Community Credit Union
Full Business Address: 840 Meramec Station Road, Valley Park MO 63088

A: APPLICANT INFORMATION: Applicant is: ☐ Owner ☒ Authorized agent of owner

☐ Tenant ☐ Authorized agent of tenant

Principal Contact Name: Warren Sign c/o Colleen Moallankamp Email: colleen@warrensign.com

Corporation or Partnership Name: _____ Telephone: 636-282-1300

Full Address: 2955 Arnold Tenbrook Road Fax: _____

Arnold, MO 63010 Cell: 636-282-1300

B: OWNER (IF DIFFERENT FROM APPLICANT):

Principal Contact Name: West Community Credit Union Email: kberzack@westcommunitycu.org

Corporation or Partnership Name: _____ Telephone: 636-720-2457

Full Address: 4161 Highway K Fax: _____

O'Fallon, MO 63368 Cell: 636-720-2457

C: SIGN DESIGNER OR SIGN INSTALLER (IF NOT LISTED ABOVE)

Principal Contact Name: Warren Sign c/o Colleen Moallankamp Email: colleen@warrensign.com

Corporation or Partnership Name: _____ Telephone: 636-282-1300

Full Address: 2955 Arnold Tenbrook Road Fax: _____

Arnold, MO 63010 Cell: 636-282-1300

D: PROPOSED SIGN TYPE AND SPECIFICATION

PERMANENT:

- ☐ Directional Sign (ground mounted)
- ☐ Directional Sign (wall mounted)
- ☐ Ground Sign
- ☒ Wall Sign
- ☐ Window Sign

Two (2) Copies Required:

- Scaled colored drawing of proposed sign
- Site plan indicating roadways, parking lots and buildings
- Scaled drawing of building elevations where sign will be placed (wall signs only)
- Drawing or plat survey indicating exact location of sign and setbacks (ground signs only)

TEMPORARY:

- ☐ Banner Sign
- ☐ Flag
- ☐ Message Balloon
- ☐ Window Sign
- ☐ Yard Sign

Width of Sign: 18" feet

Height of Sign: 2'-8" feet

Sign Size: 34.21 square feet

Date of display:

from _____ to _____

(Limited to one per 30 consecutive day period per calendar quarter)

E: PROPERTY OWNER APPROVAL (IF DIFFERENT FROM APPLICANT)

I, see attached, representing _____
Print Name Property Owner Business Name

have reviewed the sign permit application, and other attached documentation, and have no objections to the installation of this signage.

Signature of property owner or representative

F: DECLARATION OF APPLICANT

I, Colleen Moallankamp certify that:
Print Name

- 1) The information contained in this application; attached schedules; attached plans and specifications; and other attached documentation is true to the best of my knowledge.
- 2) That this application must comply first, with the MASTER SIGN PLAN of the Development or if not stated in the Master Sign Plan, CHAPTER 410: SIGN REGULATIONS of the municipal codes of the City of Twin Oaks. Failure to comply may result in denial of said sign permit.

Colleen Moallankamp
Signature of Applicant

9/4/26
Date

FEE SCHEDULE:

Temporary	\$ 75.00
Permanent.....	\$100.00

----- FOR OFFICE USE ONLY -----

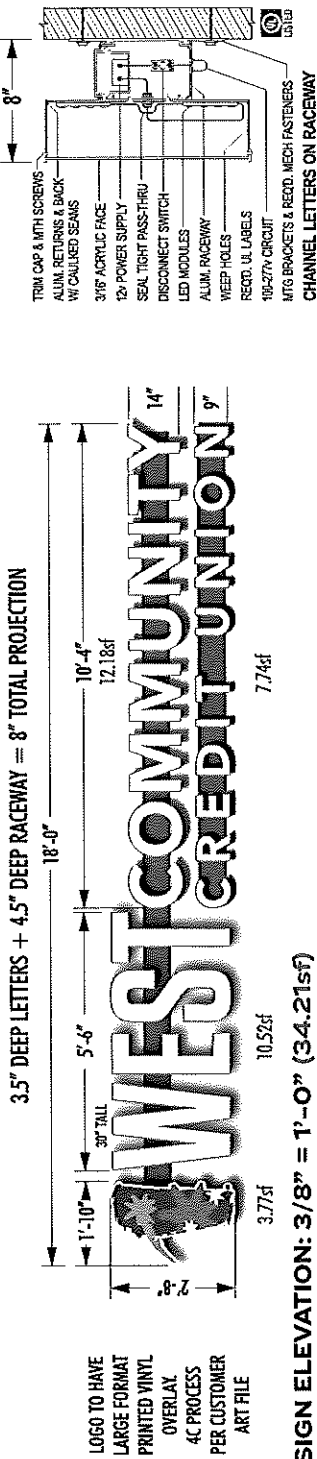
Amount Received: \$100 Cash/Check #: Date Received: 9-25-26

→ Application Approved Date: _____

Authorized Signature

*Denied - Requires
Board of Adjustment Appeal*

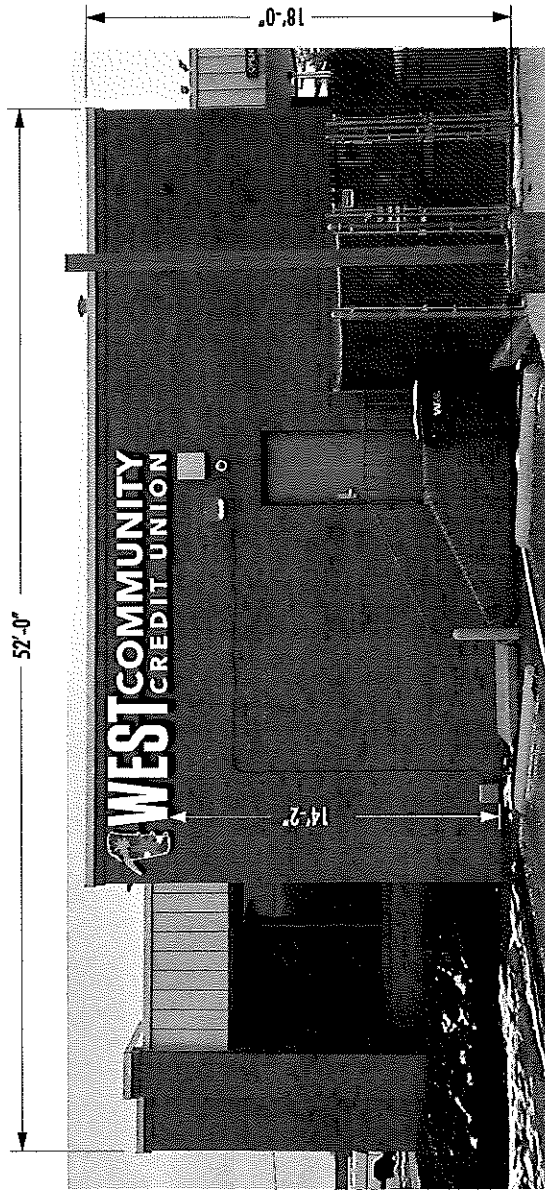
BECAUSE YOU WOULDN'T LET JUST ANYONE SIGN YOUR NAME.



SIGN ELEVATION: 3'8" = 1'-0" (34.21sf)

Illuminated sign components are weather resistant and shatterproof in accordance with Section 410.110(E).

FURNISH AND INSTALL ONE SET OF INTERNALLY ILLUMINATED CHANNEL LOGO & LETTERS. 3.5" DEEP ALUMINUM RETURNS (WHITE). 3/16" THICK WHITE ACRYLIC FACES WITH WHITE TRIMCAP. LOGO FACE DECORATED WITH A PRINTED VINYL LOGO DECAL WITH SATIN CLEAR LAMINATE. ILLUMINATION SHALL BE BY WHITE LEDS POWERED BY LOW VOLTAGE POWER SUPPLIES SET IN RACEWAYS PAINTED TO MATCH BRICK TONE. SIGN MOUNTED TO BRICK WALL WITH NON-CORROSIVE MASONRY ANCHORS. A PRIMARY ELECTRICAL CIRCUIT TO SIGN AREA SHALL BE PROVIDED BY OTHERS. WARREN SIGN SHALL MAKE FINAL CONNECTION AT TIME OF INSTALLATION. SIGN BUILT WITH UL LISTED ELECTRICAL COMPONENTS AND SHALL HAVE A UL LISTED DISCONNECT SWITCH AND BEAR A UL LABEL AS REQUIRED.



REMOVE & DISPOSE EXISTING HALO-ILLUM LOGO
4.5' X 5.5' (19.25sf)

WEST BUILDING ELEVATION: 3'16" = 1'-0"
18' X 52' X 5% = 46.8sf SIGN AREA ALLOWED



THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN. | COPYRIGHT © 2025 WARREN SIGN COMPANY. ALL RIGHTS RESERVED.



CLIENT
WEST COMMUNITY CREDIT UNION

PROJECT
REBRAND WALL SIGN

LOCATION
840 Marquette Station Road, Valley Park, MO 63088

DATE
12/10/25

SAVED AS
WEST COMMUNITY CU - REAR WALL SIGN - TWIN DMS

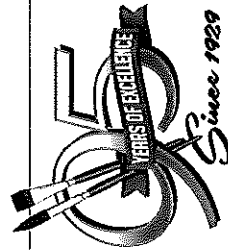
DRAWING NO.
SS 121235A

REVISED
9/18/26

DESIGNED BY
Keith Hampton | UMR

UNION AFFILIATED DESIGN PROFESSIONAL

This drawing has been prepared for your exclusive viewing and is the intellectual property of Warren Sign. It may not be reproduced in whole or in part without written permission.



Receipt from City of Twin Oaks

Transaction ID: 69fd942e-9af6-458d-a9c8-3a1d8c578211
Customer ID : b5fb8472-7ef6-4d9b-a72f-0db918832add

City of Twin Oaks
1381 Big Bend Rd
Ballwin, MO 63021
(636) 225-7873

amilne@cityoftwinoaks.com

AMOUNT	DATE	METHOD
\$100.00	09/25/2026	****4589

Payment Details

Payment Type: Card
Card Number: ****4589
Account Type: Visa
Expiration: 09/28

Base Amount:	\$100.00
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Total:	\$100.00
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Transaction Details

Transaction Type: Sale
Response: Approved
Authorization Code: 01694G
Status: Pending Settlement
Description: sign permit-2nd sign
Amount Authorized: \$100.00
Amount Captured: \$100.00
Currency: USD
PO Number: 38d91a92-d062-4
Order ID: d60b3851-5946-4

September 29, 2026

City of Twin Oaks
1381 Big Bend Road
Twin Oaks, MO 63021
Attn: April Milne, City Administrator/Clerk

RE: Sign Application Review – West Community Credit Union – 840 Meramec Station Road
Rear Sign for Board of Adjustment Review
BFA Project No. 3497-0

Mrs. Milne,

On September 24, 2026, we received the following for review:

- Rear Wall Sign Plan (1 page)
- Sign Permit Application (2 pages)

The submitted information was reviewed for compliance with applicable requirements of the City of Twin Oaks Code.

The applicable code section reviewed was Section 410.050(A)(1)(d), Wall Signs.

The following compliance issues were identified and require Board of Adjustment consideration:

1. The proposed rear wall sign does not comply with the limitation of one (1) wall sign per main entrance of the principal building or premises.
2. The proposed wall sign does not comply with the maximum permitted sign area. Based on the dimensions shown on the sign elevation, the proposed sign area is approximately 47.88 square feet (18' × 2.66'), which exceeds the maximum allowable sign area of 46.8 square feet (5% of the 18' × 52' wall area).

Let me know if you need any clarification regarding these comments.

Best regards,



Tiffany Danz
BFA, Inc.



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APPEAL TO THE BOARD OF ADJUSTMENT

APPLICANT: _____ DATE: _____

PROPERTY OWNER: _____ ZONING DISTRICT: _____

ADDRESS OF PROPERTY: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

A variance can only be granted when, by reason of exceptional narrowness, shallowness or shape of a specific piece of property or by reason of exceptional topographical conditions or other extraordinary or exceptional situation or condition of a specific piece of property, which condition is not generally prevalent in the neighborhood, the strict application of the area regulations of this Chapter would result in peculiar and exceptional practical difficulties or exceptional and undue hardship upon the owner of such property.

For details of the Board's authority to grant a variance, see Sections 400.560-400.610 of the City Code. Please note that use of requested space, either interior or exterior is not a basis for the Board of Adjustment to grant a variance.

Explanation for Applicant's Appeal: *(Use back of application if needed)*

The Board of Adjustment will schedule a meeting to review this request upon the publishing of a 15-day public notice. The following items must be submitted before a notice is published and a meeting is scheduled:

- Application and fee (**Section 400.500**)
- Digital copy of scaled drawings to include an existing survey when applicable, site plan and all construction drawings/elevations.
- Photographs of both the owner's property and the adjacent property or properties relevant to the property line and setback requirements in question. Photographs should include existing structures and other existing site improvements relevant to the property line.

Signature of Petitioner: _____

Print Name: _____