

# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** April 28, 2015  
**Re:** Sanctuary Salonspa - Temporary Sign Permit

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Staff received the attached application for a temporary sign for Sanctuary Salonspa on April 15, 2015. City Code states:

Subd. 10 Sign Permits

- a. No signs, except for those not subject to permits listed below, shall be erected or modified without a permit approved by the Tonka Bay City Council.
- b. Prior to construction of a sign requiring a permit, an application for a permit for such shall be filed with the Tonka Bay City Administration and shall include the following information.
  - (1) Application form completed and signed by the property owner or authorized agent.
  - (2) Survey with plans showing property boundaries of the lot, parcel or tract with all existing structures and location of proposed sign.

Subd. 2. Commercial Zone Districts:

- a. The following signs are permitted in the C-1 and C-2 Zone Districts:  
Temporary Signs: Temporary signs may be used for grand openings, special events, special advertisements, and holidays, but limited for a period not to exceed 10 days at one time and 60 days per year. Such temporary signs shall be limited to not more than three (3) on a parcel and the total sign area for all temporary signs shall not exceed 48 square feet in area.

This request is similar in nature to one reviewed at a previous City Council meeting. The request is to place the sign from May 1-10, 2015.

**Council Action Requested:**

Motion to approve the Temporary Sign Permit for Sanctuary Salonspa.