**CITY OF TONKA BAY**
**ITEM NO. 9A**

# Memo

**To:** Honorable Mayor and City Council

**From:** Joe Kohlmann, City Administrator

**Date:** November 25, 2014

**Re:** Sign Permit Request

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Staff has received a Sign Permit request from Michael West of Pristine Lighting. This sign permit request is in conjunction with the Temporary Seasonal Outdoor Sales Permit issued by the City Council on October 14, 2014. The Temporary Seasonal Outdoor Sales Permit was granted from November 24th – December 24th.

Staff has *attached* the application and scaled drawings of the sign. The sign ordinance *(attached)* states the following:

> (10) Free Standing Signs: One freestanding sign for any business not part of a business development but set back from the street or thoroughfare to privde space for service and parking, provided that such sign not exceed 24 square feet in area. Such signs may be illuminated.

Staff is recommending approval of the sign permit to coincide with the approval of the November 24th – December 24th Temporary Seasonal permit.

**Council Action Requested:**
Motion to approve the attached sign permit request.

**CITY OF TONKA BAY**
**SIGN PERMIT APPLICATION**

**4901 Manitou Road**
**Tonka Bay MN 55331**
**Phone: 952-474-7994 Fax: 952-474-6538**
**www.cityoftonkabay.net**

Date: 11-12-14

Name of Applicant: Michael West

Address: 1575-B W. Wayzata Blvd Long Lake, MN 55356

Phone: Business: Pristine Lighting Home: 612-600-1176

**SUBMIT THE FOLLOWING MATERIALS TO COMPLETE YOUR APPLICATION:**

1. **Permit Applications**
Application for a permit is made to the City Administrator. This permit application shall contain and will be considered complete upon submission of the following items:
   A. Application Fee: $75.00 (1/1/12)
   B. Application Form
   C. Scale drawings showing location and area of the proposed sign and verbiage.

2. **Additional Information Required:**

**REQUEST FOR** (Check One):
**WALL SIGN** (Attached to building) __ or **GROUND** (Not attached to building) __

**LOCATION OF WALL SIGN OR GROUND SIGN:**
1. Address _____
2. Name of Business American Recreation
3. Location on Property (Ground) _____
4. Location on Building (Wall) N/A
5. Verbiage on Sign (Include drawing) Christmas Shop →

**PERMANENT** ____ **TEMPORARY** ____

If temporary, a maximum of ten consecutive days is allowed.
Dates sign will be in place: From _____ to _____

**SIGN OR BILLBOARD DESCRIPTION:** N/A
Size: _____
Width: _____
Length: _____
Height: _____ (if on supports or posts, total height from ground)

**Colors:**
Background: _____

Lettering: _____
Other: _____

Materials (constructed of wood, plastic?): _____

_____

**Lighting:**
Will sign be lit? NO
Type of light (constant, flashing, neon, fluorescent) _____
Will location of sign create traffic hazards or obstruct views? _____

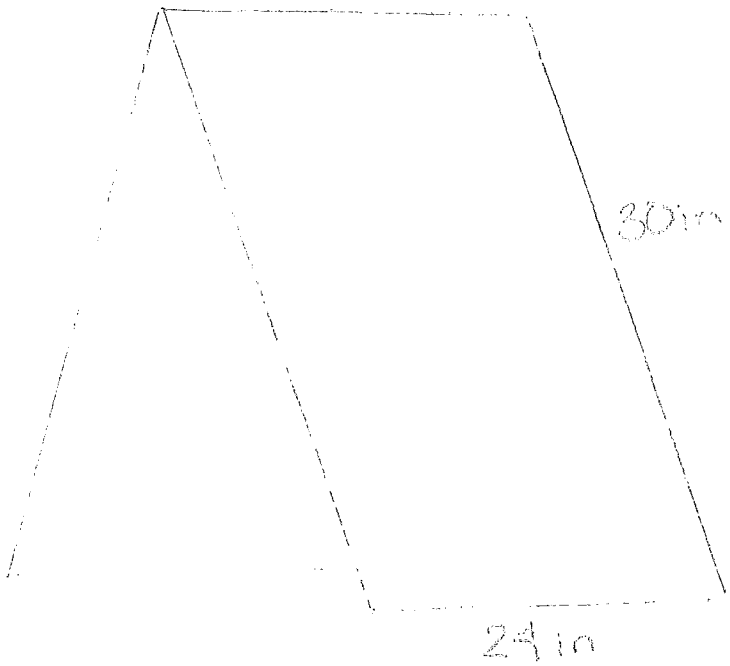
| **FOR GROUND SIGNS:** | | |
|---|---|---|
| Are the following aesthetics being met? | YES | NO |
| Constructed of wood, stone, brick | ✓ | |
| Stained or varnished | | ✓ |
| Not to exceed ten feet in height | ✓ | |
| Not to exceed 24 square feet of surface area | ✓ | |
| Contains information for identification or directional purposes only | ✓ | |
| Lighting directed away or shaded from all adjacent property | N/A | |

Nancy Libby &
Signature of Applicant
Mike West

| **OFFICE USE ONLY** | |
|---|---|
| PAYMENT MADE ($75) | 11-12-14 |
| PERMIT APPROVED | |
| NOT APPROVED | |
| COUNCIL MEETING DATE | 11-25-14 |

*Effective 1/1/12*
FORMS/PERMITS/SIGN PERMIT APP

CHRISTMAS
SHOP
10-8


30in
24in

c. These temporary signs must be removed upon the completion of construction, remodeling, sales, rental or lease. For developments, these signs shall be removed upon completion of all initial sales in the development.

Subd. 2. Directional Signs

Wall and ground signs giving parking and traffic directions. These signs shall be no more than five (5) square feet per face in area and may be illuminated from a concealed light source. Ground signs shall be no more than 42 inches in height above grade. There shall be no more than one (1) sign per curb cut.

**330.06 SPECIFIC ZONE DISTRICT SIGN REGULATIONS**

Subd. 1. Residential Zone Districts

a. The following signs are permitted in the R-1A, R-1B, R-2A, R-2B, R-3 and R-4 zone districts.

(1) Signs not requiring a permit.

(2) Signs requiring a permit which are permitted in all zone districts.

(3) Signs requiring a permit which are clearly incidental, customary and commonly associated with a permitted use is the zone district and are located on the same lot as such permitted use.

Residential signs are only allowed for area identification.

a. Type of Sign: Wall, window, and ground.

b. Maximum Number of Signs: One (1) single or double-faced sign for each lot.

c. Maximum Sign Area:

(1) Total Sign Area per Lot: 24 square feet. Only one (1) face of a double-faced sign shall be used to compute the total sign area.

(2) Ground Sign: 24 square feet per face in area.

(3) Wall Sign: May not exceed 15 percent of the signable area.

(4) Window Sign: May not exceed 5 percent of total window area.

d. Maximum Height above Grade:

(1) Wall and window signs - no sign shall be higher than the height of structures to which attached.

(2) Ground Signs: 10 feet.

e. Setbacks: 10 feet. Wall signs may protrude 18 inches from the building to which attached.

Subd. 2. Commercial Zone Districts:

a. The following signs are permitted in the C-1 and C-2 Zone Districts.

(1) Signs not requiring a permit.

(2) Signs requiring a permit in any zone district.

(3) Signs requiring a permit which are clearly incidental, customary and commonly associated with a permitted use in the zone district and are located on the same lot as such permitted use.

(4) Signs located in the interior of buildings even though visible from the exterior.

(5) Area Identification Signs: Area identification signs, designating a business development, provided that the building or buildings are set back from the street or thoroughfare to provide space for service and parking, provided such signs not exceed 24 square feet in area per thoroughfare approach.

(6) Wall Signs: May not exceed 15 percent of the signable area.

(7) Window Signs: May not occupy more than 15 percent of the total area of the window in which they are displayed.

(8) Nameplate Signs: One nameplate sign per business in addition to any wall signs which may also be allowed, provided that such nameplate sign not exceed 24 square feet in area. Such signs shall indicate only the name and address of the business or building. For corner lots, two (2) such signs, one (1) facing each street may be permitted. Such signs may be illuminated.

(9) 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.

(10) Freestanding Signs: One freestanding sign for any business not part of a business development but set back from the street or thoroughfare to provide space for service and parking, provided that such sign not exceed 24 square feet in area. Such signs may be illuminated.

(11) Hanging Business Sign: One hanging sign per business in a development in addition to any other signs which may also be allowed, provided that such sign not exceed 12 square feet in area. Such signs shall indicate only the name and address of the business. For a corner business, two (2) such signs,

one (1) facing each street may be permitted. Such signs may be illuminated.

(12) Electronic Changeable Copy Sign *(Amended June 3, 2010)*

b. Maximum Height above Grade:

(1) Wall, Nameplate, Hanging Business, Window, and Temporary Signs - no sign higher than the height of structure to which it is attached.

(2) Ground, Freestanding, and Area Identification, and Temporary Signs: 10 feet.

c. Setbacks:

(1) Front and Rear Setbacks: 8 feet. Wall signs may protrude 18 inches from the building to which attached.

(2) Side Setbacks: 8 feet. For setbacks on lot lines not adjacent to a street, the side setback shall be 5 feet. Wall signs may protrude 18 inches from the building to which attached.

Subd. 3. Planned Unit Development Zone Districts:

Sign regulations for Planned Unit Development Zone Districts will be as stated in the Official Development Plan for the particular Planned Unit Development.

**330.07 DESIGN STANDARDS**

Subd. 1. Purpose:

The purpose of the design *(Amended June 3, 2010)* standards is to develop signage in a creative and aesthetic manner for a building, project or development. Such signs shall compliment the architectural design of the building, project or development and shall have a visual continuity. The signs, due to their visual continuity, shall provide an index to the visual environment by providing a sense of place and reducing confusion. The City finds that there is a correlation between electronic displays on signs and the distraction of drivers. Distraction can lead to traffic accidents. Drivers can be distracted not only by a changing message, but also by knowing that the sign has a changing message. Drivers may watch a sign waiting for the next change to occur. Drivers are also distracted by messages that do not tell the full story in one look. People have a natural desire to see the end of the story and will continue to look at the sign in order to wait for the end. Additionally, drivers are more distracted by special effects used to change the message, such as fade-ins and fade-outs. Finally, drivers are generally more distracted by messages that are too small to be clearly seen or that contain more than a simple message.

Despite these public safety concerns, there is merit to allowing new technologies to easily update messages. Except as prohibited by State or Federal law, sign owners should have the opportunity to use these technologies with certain restrictions. The restrictions are intended to minimize potential driver distraction and to minimize proliferation in all districts where signs can adversely impact residential character.