

# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** February 28, 2012  
**Re:** Sanctuary Salonspa Sign Permit

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The Sanctuary Salonspa has submitted a Sign Permit Application to replace their Wall Sign. The proposed sign would be 65.7 Square Feet. As per the City Code, this does not exceed the 15% requirement of allowable sign area (600 ft.).

*Attached is the Sign Permit for the new sign.*

*Attached is the total Square Footage of all Signs currently at the Shopping Center (600 square feet permitted).*

*Attached is a letter from David Kirkland to the City confirming the 600 square feet of allowable sign area.*

*Attached is the original sign permit for the shopping center with the minutes approving it.*

The Sign Permit seems to meet all code requirements and conditions of previous permits issued.

**Council Action Requested:**

Motion to approve Sanctuary's Sign Permit.

**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](http://www.cityoftonkabay.net)

Date: 2/7/12

Name of Applicant: Sign Source, Inc.; Bob Ackerswald

Address: 7660 Quattro Dr, Chamhassen, MN 55317

Phone: Business: 952-908-9107 Home: 612-716-1059

**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
- 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 5615 Co Rd 19
- 2. Name of Business Sanctuary Salon spa
- 3. Location on Property (Ground) \_\_\_\_\_
- 4. Location on Building (Wall) \_\_\_\_\_
- 5. Verbiage on Sign (Include drawing) Sanctuary AVEDA

**PERMANENT**  **TEMPORARY**

If temporary, a maximum of ten consecutive days is allowed.

Dates sign will be in place: From \_\_\_\_\_ to \_\_\_\_\_

**SIGN OR BILLBOARD DESCRIPTION:**

Size: 65.7 SF  
Width: 7"  
Length: 215"  
Height: 44" (if on supports or posts, total height from ground)

**Colors:**

Background: Red to match awnings

Lettering: White face  
Other: \_\_\_\_\_

Materials (constructed of wood, plastic?): Painted aluminum back  
w/ aluminum acrylic channel letters

**Lighting:**

Will sign be lit? yes  
Type of light (constant, flashing, neon, fluorescent) LED - Face-lit  
Will location of sign create traffic hazards or obstruct views? No

<b>FOR GROUND SIGNS:</b>		
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		

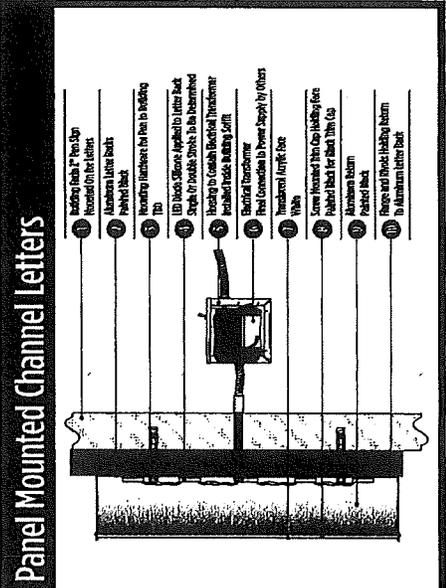
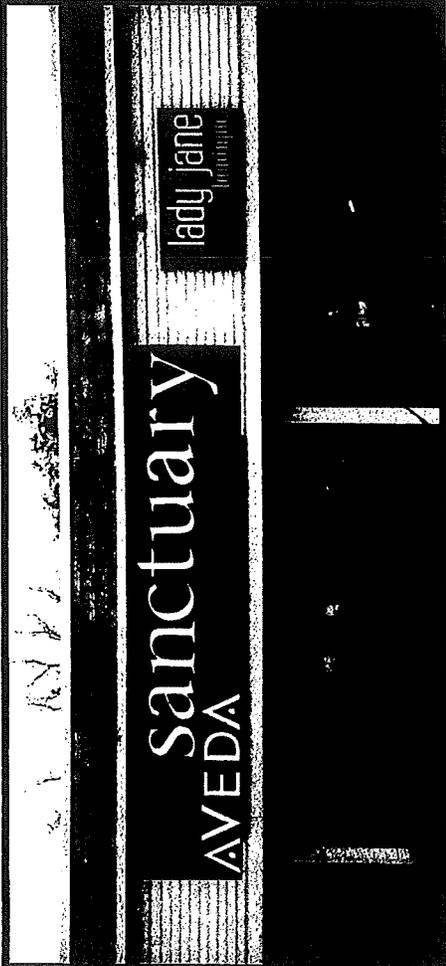
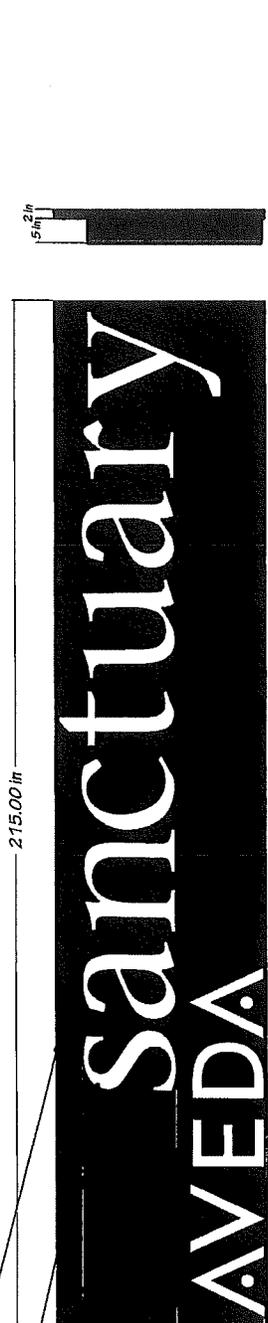
  
Signature of Applicant

<b>OFFICE USE ONLY</b>	
PAYMENT MADE (\$75)	<u>1-7-12</u>
PERMIT APPROVED	
NOT APPROVED	
COUNCIL MEETING DATE	

Effective 1/1/10  
FORMS/PERMITS/SIGN PERMIT APP

**Materials & Substrates:**

- Interior  Exterior
- 1** 5" Deep LED Face Lit Channel Letters  
White Faces w/ Black Trim Caps & Back Painted Alum Returns
- 2** 2" Deep Alum Pan



Panel Mounted Channel Letters

- 1 Backing Panel 2" Alum Pan Mounted on the Letters
- 2 Alum Pan
- 3 Mounting Hardware for Pan to Backing
- 4 LED Back 5" Deep Face Lit Channel Letters with White Faces & Black Trim Caps & Back Painted Alum Returns
- 5 Housing to Guide Electrical Transformer
- 6 Electrical Transformer
- 7 Transformer Alum Pan
- 8 Wire
- 9 Alum Pan
- 10 Alum Pan
- 11 Alum Pan
- 12 Alum Pan
- 13 Alum Pan
- 14 Alum Pan
- 15 Alum Pan
- 16 Alum Pan
- 17 Alum Pan
- 18 Alum Pan
- 19 Alum Pan
- 20 Alum Pan

Drawing Date: 01.20.12

Customer: Sanctuary Salonspa

Sales / Project Manager: Bob Ackertold  
- 952.908.9107 - BobA@Sign-Source.com

Customer Service Representative:

Designer: Korey McDermott  
952.908.9107 - KoreyM@Sign-Source.com

Order / Est. #: e2794

File Name: e2794\_Sanctuary Salonspa.ai

File Location: A-Z Korey's Mac

Fonts:

Rev. 1.0 | Revision Notes

Rev. 2-  
Rev. 3-  
Rev. 4-  
Rev. 5-  
Rev. 6-  
Rev. 7-  
Rev. 8-  
Rev. 9-  
Rev. 10-

**SIGNSOURCE**  
SIGN SOLUTIONS

7660 Quattro Drive  
Chambers, MN 55317  
www.sign-source.com  
Fax: 952.908.9169

Approved As Is: *Matthew Clark*

2-2-2012

Production Will Not Begin Until Signed Approval Is Faxed Back.

Revise & Resubmit:

1/2" = 1' SCALE

1:24 SCALE