

# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** January 13, 2015  
**Re:** Virginia Lord - Temporary Sign Permit

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Staff received the attached application for a temporary sign from Virginia Lord on January 8, 2014. 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.

Ms. Lord is a Tonka Bay resident and will be holding a coat drive at Manitou Park on Saturday, January 17<sup>th</sup> in conjunction with the many events being held that day as part of Arctic Fever. The sample sign shown is not to scale. The intent is to hang it on the fencing along with the Arctic Fever signage the week before our event, specifically, January 12 through 17.

**Council Action Requested:**

Motion to approve the Temporary Sign Permit for Virginia Lord.

**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)

3'x4'

Date: 1/8/15

Name of Applicant: Virginia Lord

Address: 605 Mound Avenue

Phone: Business: 612-799-1700 Home: 952-935-5523

**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 5418 Manitou Road
- 2. Name of Business \_\_\_\_\_
- 3. Location on Property (Ground) \_\_\_\_\_
- 4. Location on Building (Wall) \_\_\_\_\_
- 5. Verbiage on Sign (Include drawing) Artic Fever Coat Drive

**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: 3x4 12 sq. Feet.  
Width: \_\_\_\_\_  
Length: \_\_\_\_\_  
Height: \_\_\_\_\_ (if on supports or posts, total height from ground)

# Arctic Fever Coat Drive



BURNET

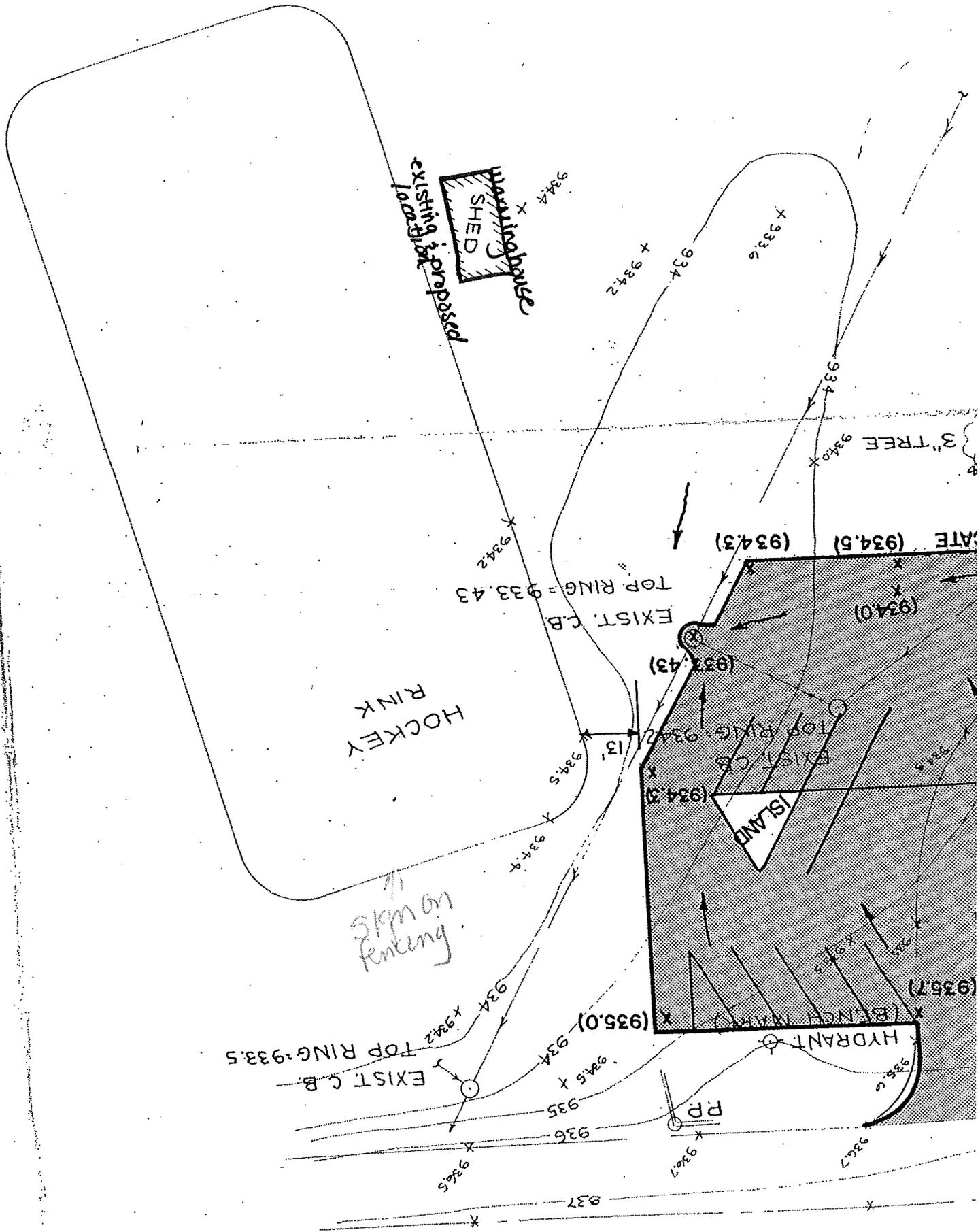
SPONSORED BY VIRGINIA LORD

Saturday, January 17th  
1:00pm-4:00pm



HAZELLEWOOD





SHED  
mounting base  
existing & proposed location

HOCKEY RINK

ISLAND  
EXIST. C.B.  
TOP RING-934.2

BRANCH MAIN  
HYDRANT

R.P.

5 km on fencing

3" TREE

DATE (934.5) (934.3)

EXIST. C.B.  
TOP RING-933.5

EXIST. C.B.  
TOP RING-933.43

(934.3)

(934.0)

(935.7)

(935.0)

(934.3)

(934.3)

(934.3)

934.0

934

X 933.6

X 934.2

X 934.6

X 934.2

X 934.5

X 934.4

X 934.2

X 934.5

X 934.2

X 934

X 934

X 934.5

X 934.2

X 934.5

X 934.2

X 934.2