CITY OF TONKA BAY
ITEM NO. 9E

Memo

To: Honorable Mayor and City Council

From: Joe Kohlmann, City Administrator

Date: December 10, 2013

Re: Temporary Sign Permit

Staff received the attached application for a temporary sign for Sanctuary Salonspa on December 5, 2013. 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 December 14-24, 2013.

Council Action Requested:
Motion to approve the Temporary Sign Permit for Sanctuary Salonspa.

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: 12/05/2013

Name of Applicant: Sanctuary Salon Spa

Address: 5615 Manitou Rd, Tonka Bay MN 55331

Phone: Business: 952-474-4412 Home: _____

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) x On Fence

LOCATION OF WALL SIGN OR GROUND SIGN:
1. Address Same as above
2. Name of Business Same as above
3. Location on Property (Ground) On fence Hgway 19
4. Location on Building (Wall) —
5. Verbiage on Sign (Include drawing) Attached

PERMANENT ____ **TEMPORARY** X

If temporary, a maximum of ten consecutive days is allowed.
Dates sign will be in place: From 12/14/2013 to 12/24/2013

SIGN OR BILLBOARD DESCRIPTION:
Size: 17 feet x 38 inches
Width: 38 inches
Length: 17 feet
Height: _____ (if on supports or posts, total height from ground)

Colors:
Background: Pink

Lettering: _____
Other: _____

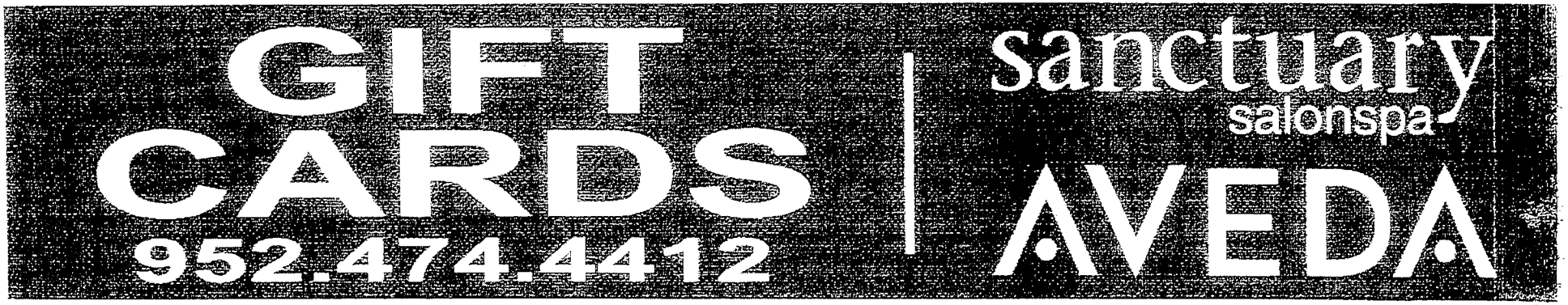
Materials (constructed of wood, plastic?): Plastic

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

FOR GROUND SIGNS: N/A		
Are the following aesthetics being met?	YES	NO
Constructed of wood, stone, brick		X
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

OFFICE USE ONLY	
PAYMENT MADE ($75)	12-5-13
PERMIT APPROVED	
NOT APPROVED	
COUNCIL MEETING DATE	12-10-13

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

17 FT X 38"