

# Memo

**To:** Honorable Mayor and City Council  
**From:** Joe Kohlmann, City Administrator  
**Date:** February 14, 2012  
**Re:** Temporary Sign Permit

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Staff received the attached application for a temporary sign for Sanctuary Salonspa on February 6, 2012. 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 the December 13, 2011 City Council meeting. Please note the sign was approved administratively on February 6 and will be removed on February 17.

**Council Action Requested:**

Motion to approve the Temporary Sign Permit for Sanctuary Salonspa.

CITY OF TONKA BAY  
SIGN PERMIT APPLICATION

RECEIVED

FEB 06 2012

4901 Manitou Road

Tonka Bay MN 55331

Phone: 952-474-7994

Fax: 952-474-6538

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

Date: 02/03/2012

Name of Applicant: Sanctuary Salon Spa

Address: 5615 Manitou Rd, Tonka Bay 55331

Phone: Business: 952-474-4412 Home: 612-251-4041

(Angle)

**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 Manitou Rd - Tonka Village Center
- 2. Name of Business Sanctuary Salon Spa
- 3. Location on Property (Ground) on Fence Hwy 19
- 4. Location on Building (Wall) \_\_\_\_\_
- 5. Verbiage on Sign (Include drawing) See Attached

**PERMANENT**  **TEMPORARY**

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

Dates sign will be in place: From 2/8/12 to 2/17/12

**SIGN OR BILLBOARD DESCRIPTION:**

Size: 17 ft.  
 Width: 38 ft.  
 Length: 17 ft.  
 Height: \_\_\_\_\_ (if on supports or posts, total height from ground)

**Colors:**

Background: Pink

Lettering: \_\_\_\_\_  
Other: \_\_\_\_\_

Materials (constructed of wood, plastic?): Plastic

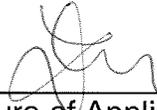
**Lighting:**

Will sign be lit? No

Type of light (constant, flashing, neon, fluorescent) \_\_\_\_\_

Will location of sign create traffic hazards or obstruct views? \_\_\_\_\_

<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)	\$75.00
PERMIT APPROVED	2-6-12
NOT APPROVED	
COUNCIL MEETING DATE	

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

*all future requests  
must go to City  
Council for approval*

17 FT X 38"

**GIFT  
CARDS**  
952.474.4412

sanctuary  
salonspa

**AVEDA**