



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

NOTICE OF CITY COUNCIL WORKSHOP

***** Please note: There will be no public comment taken at the workshop. *****

NOTICE IS HEREBY GIVEN that the City Council will hold a workshop at Bayport City Hall on Monday, November 14, 2022, at 4:30 p.m. The purpose of the workshop is to discuss the city's sign ordinance.

Adam Bell, City Administrator



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: November 8, 2022

To: Mayor and City Council

From: Adam Bell, City Administrator
Sara Taylor, Assistant City Administrator/Planner

Re: November 14 City Council Workshop – Review city sign ordinance

BACKGROUND

A City Council workshop has been scheduled at 4:30 p.m. on November 14 to discuss the city's current temporary sign ordinance, primarily as it relates to commercial properties. The focus of the workshop will be to discuss what types of signage the City Council would like to allow and/or prohibit and regulate/enforce by a permit and/or fee. City Attorney Tom Loonan will be present at the workshop to guide the City Council on what legal authority the city has to regulate specific types of signage and content.

To help familiarize the City Council with current temporary sign regulations, staff has included the city's temporary sign informational brochure, as well as a copy of the temporary sign permit application form for reference. Hopefully this will help facilitate discussion on potential revisions the City Council may want to incorporate into the ordinance. Based on input/consensus at the workshop, staff will then work on drafting text for the desired ordinance revisions for Planning Commission and City Council consideration at a future meeting.

**WHERE CAN I FIND THE
TEMPORARY SIGN ORDINANCE AND
PERMIT APPLICATION?**



The temporary sign ordinance and permit application can be found on the city's website. Temporary sign permit applications are fast

and easy to complete and are typically processed by the city within 2-3 business days. Applicants need to specify the proposed size and location of the temporary sign. A photo or sketch of the design, color, text, and graphics to be included on the temporary sign must also accompany the application.

Questions or complaints regarding temporary sign regulations or permit requirements can be directed to City Hall at 651-275-4404.

City of Bayport
294 North Third Street
Bayport, MN 55003



City of Bayport

294 North Third Street
Bayport, Minnesota



**Temporary Sign
Permit / Information
Brochure**

Phone: 651-275-4404
Fax: 651-275-4411
www.ci.bayport.mn.us
office@ci.bayport.mn.us

WHAT IS A TEMPORARY SIGN?



The purpose of a temporary sign is to advertise or promote a special event, sale, grand opening, product, or business for a limited period of time. Banners, pennants, tents, A-frame “sandwich” boards, yard

flags, streamers, and similar items are all considered temporary signs, which may include pictures, text, and/or logos. Temporary signs are constructed of pliable materials such as canvas, fabric, vinyl, plastic, or similar materials which are meant to be used on a temporary basis, while withstanding exposure to wind and rain without significant deterioration.

WHY ARE TEMPORARY SIGNS REGULATED?

The city recognizes that temporary signs are valuable to businesses to advertise and promote special events, sales, products, etc. However, the city also recognizes that temporary signs can be an obstruction and/or distraction for vehicles, pedestrians, and cyclists when placed on sidewalks or at intersections. Temporary signs can also be unappealing if used excessively, or unsightly and tattered, if posted for extended periods of time.



The city’s temporary sign ordinance makes an effort to balance these interests by allowing businesses to advertise and promote events and sales on a temporary, limited basis, while ensuring safety and retaining an aesthetically appealing business district and city streetscape.

WHY SHOULD I CARE ABOUT TEMPORARY SIGN REGULATIONS?



Often, temporary signs tend to have a ripple effect within the business community. As soon as spring arrives, these signs seem to pop up throughout the city, sometimes without a sign permit. This is especially common for new businesses that may not be aware of the city’s temporary sign regulations and permit requirements.

As a business owner or operator, the city would appreciate your cooperation in respecting and abiding by the temporary sign ordinance and permit requirements. Also, the city would appreciate your help in letting us know about businesses that may need to be reminded about the temporary sign regulations, to help facilitate fairness and consistency throughout the business community. By working together, we can work to promote special events and businesses without having a negative impact!



CAN I POST A TEMPORARY SIGN AT MY BUSINESS?



Yes! A maximum of 2 temporary signs are allowed per property at one time with a city permit and total surface area not to exceed 35 sq. ft.

WHERE CAN I PLACE A TEMPORARY SIGN AT MY BUSINESS?

Temporary signs may be freestanding and affixed to the ground, or affixed to a building, fence, or permanent sign on the property, provided the sign is set back 10 feet from the property line. Temporary signs are not allowed to be affixed to a tree, building roof, or placed on any public right-of-way or public property, including sidewalks.

ARE THERE ANY TEMPORARY SIGN PERMIT EXEMPTIONS?

Yes! There are a few types of temporary signs that do not require a permit. These types of signs include garage sale signs, certain political or campaign signs, standard real estate “for sale” or “open house” signs, directional arrows for a one-time special event, and public safety warning signs. For more information on exemptions, please contact City Hall.



HOW LONG CAN I POST A TEMPORARY SIGN?

City businesses are allotted a total of 35 days in a calendar year to post temporary signs. Each sign requires a permit, which is valid for up to 7 consecutive days. The fee for a temporary sign permit is \$25.00, which can be obtained within 2-3 business days.





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TEMPORARY SIGN PERMIT APPLICATION

Permit Number: _____

The city requires a permit for temporary signs, including banners, pennants, tents, A-frame “sandwich” boards, yard flags, streamers, and similar items. The purpose of a temporary sign is to advertise or promote a special event, sale, grand opening, product, or business for a limited period of time. Temporary signs must be constructed of pliable materials such as canvas, fabric, vinyl, plastic, or similar materials which are meant to be used on a temporary basis, while withstanding exposure to wind and rain without significant deterioration. Temporary sign permits are issued for 1-week time periods only, and the applicant shall pay a separate fee for each sign and each week. No applicant shall receive more than five (5) temporary signs permits for any calendar year (35 days total). A temporary sign which may interfere with the proper functioning of a traffic control or constitutes a traffic or safety hazard by position, shape, movement, color, light, or any other characteristic will not be permitted.

Property Information

Address:

Type: Single-family residential Multi-family residential Commercial / Industrial

Business Name (if applicable):

Applicant Information

Name:

Mailing Address:

Main Phone Number:

Alternate Phone Number:

Email:

Type: Property owner Tennant / Occupant* Contractor* **Property owner must sign this form if not the applicant.*

Contractor Information

Name:

Main Phone Number:

Alternate Phone Number:

Email:

Sign Information

A color photo/rendering of the proposed sign must be provided and attached to this application, including exact sign color, text, graphics, and dimensions, accompanied by a map of where the sign is to be located, with setback distances noted to all property lines.

Style: A-Frame / Sandwich Board Banner Pennant Portable Reader Board Tent Yard Flag

Material(s): Acrylic / Plastic Aluminum Metal Vinyl Wood

Size: Height: _____ Width: _____ Square Feet: _____ Multi-faced (2 sided): No Yes

Residential districts: Two signs allowed, each with a maximum area of 2 square feet.

Commercial/industrial districts: Two signs allowed, each with a maximum area of 35 square feet.

Light/Illumination: None Internal/backlit Spotlight Flashing Scrolling Motion

Residential districts: Illumination is not allowed.

Commercial/industrial districts: Illumination is allowed, provided it does not interfere with traffic control or present a safety hazard.

Placement: Wall mounted to building Freestanding Other:

Location: Front Rear Side Corner of lot

Residential districts: Signs over 1.5 square feet require a setback of 10 feet from any property line.

Commercial districts: Signs over 6 square feet require a setback of 10 feet from any property line.

Industrial districts: Signs over 10 square feet require a setback of 10 feet from any property line.

Duration (1 week maximum): Begin Date _____ End Date _____

Acknowledgement and Signature

The undersigned agrees to abide by the city's sign ordinance and regulations. The undersigned understands that this application will be processed in accordance with established city review procedures at such time as it is deemed complete and no sign may be placed on a property within the city prior to approval. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application. The undersigned hereby understands that if the city finds that the sign is not in compliance with city ordinances, the city may require the sign to be removed or relocated. The undersigned hereby applies for this sign as stated and declares that information on this application is accurate and complete, to the best of their knowledge.

Applicant Name: _____ Signature: _____ Date: _____

Property Owner Name: _____ Signature: _____ Date: _____

Office Use

Fee: \$25.00 Cash Check # _____ Date: _____

Required inspections: Final No inspection needed

Application review: Denied Approved as submitted Approved with conditions Staff: _____

Conditions: