

Temporary and Portable Sign Standards

Portable signs are just as the name implies, they are portable, usually placed within the sidewalk area in directly front of a business and are commonly referred to as A-Frame signs or sandwich board signs. These signs are usually put out in the morning and taken down when the business closes and are commonly located within the road right-of-way.

Temporary signs are slightly larger signs that can be placed along a roadway for a **temporary** period of time. These signs include the large changeable copy signs (arrowboards), lawn signs, balloons, banners, festoons, flags, and other attention gaining devices that many businesses use to advertise special events or sales. These signs are not allowed to be located within the right-of-way.

Portable Signs – One Time Permit

Maximum Area: 15 square feet (per side)

Maximum Height: 5 feet

Maximum Width: 3 feet total width including support structures, no exceptions.

Maximum Number: One per business.

Where: Must be immediately adjacent to business entrance, may be located within the street Right-of-Way. City Planner must approve the final location of the sign.

When: During regular business hours, 365 days per year. The sign must be taken back inside when business closes.

Construction: Must be constructed of plastic, metal or similar weather resistant materials, and shall be maintained in a neat and orderly condition. Use of plywood, cardboard, or paper is prohibited.

Temporary Signs – Permit required each time.

Maximum Area: Sum of all signs must not exceed 32 square feet (per side).

Maximum Height: Height of building or maximum permitted in zoning district, whichever is less.

Maximum Number: There is no maximum, but must meet area requirements.

Where: Shall be a minimum of five feet from all street rights-of-way, if not mounted on the building.

When: Such signs shall be permitted for a maximum of 60 display days per calendar year.