

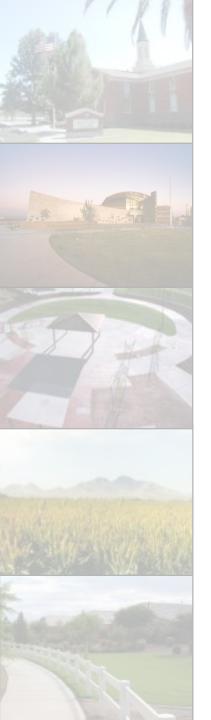


Special Event Signs

Town Council Meeting
December 1, 2010

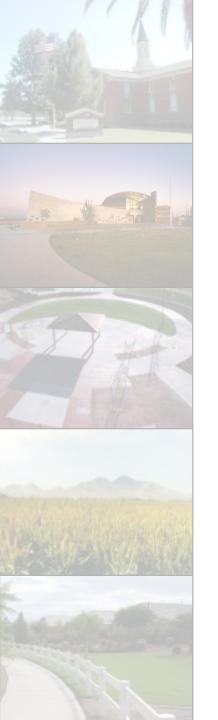
Wayne Balmer, AICP Planning Manager





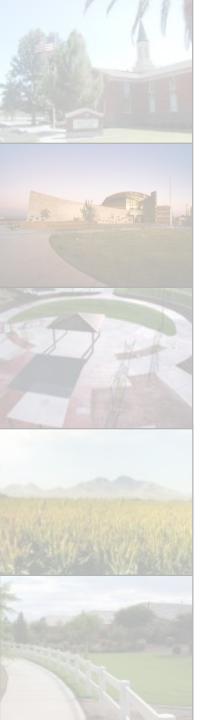
Town Special Event Signs





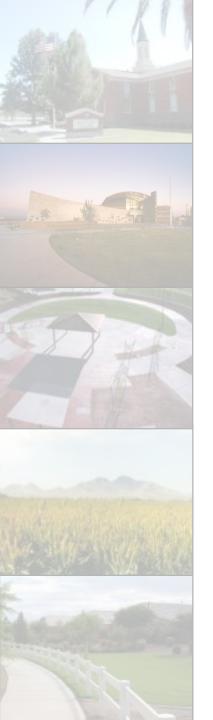
Previous issues

- Number of town signs is limited
 - Six freestanding signs
 - Ellsworth loop banner
 - Four locations for "partner" signs
- More special events want signs than there are signs available
- Larger special events may need more signs, at different locations, than the Town currently allows



Current Temporary Use Signs

- Limited to uses like Christmas tree or pumpkin sales, farmer's markets, charity events or cultural events
- Allowed twenty days prior to the event, and removed five days after
- Freestanding signs may be up to 32 s.f.
- Must be located on private property
- Not a traffic obstruction
- Window signs allowed for four weeks prior to the event



Proposed Temporary Use and Special Event Signs

- Expands uses to include carnivals, parades, schools, religious institutions, civic events and those similar
- Allowed five days prior to the event, and removed five days after – but may be approved for longer for a Tier Three Special Event
- Freestanding signs may be up to 16 s.f.
- Must be located on private property but may be approved for locations in the right-of-way for Tier Three Special Events
- Not a traffic obstruction
- Window signs allowed for four weeks prior to the event



SPECIAL EVENT PERMIT

INFORMATION AND APPLICATION



1 | Page

Event Type Examples	Qualifying Attributes
Neighborhood Event Company Picnic Athletic Event Family BLOCK PARTY	Limited local street closure with emergency access (low volume with no closure of major streets) No enclosed structures Single generator that is not trailer mounted No Vendors
Application Purpose	Provide notification to appropriate municipal and public safety departments.
Permit Requirements	Possible – (fees may be applicable)
Service Fee	None
Tier II	
	Qualifying Attributes
Boutiques	Qualifying Attributes 500 people or less
 Craft Fairs Hobby Shows 	Enclosed Tents (200 sq. ft. or more) Canopies (400 sq. ft. or more) Single generator that is trailer mounted or more than one non- trailer mounted generator. Vendors Off Site Parking Parking & Traffic Plan Minimal Impact to Residential/Business
Application Purpose	Provide notification to appropriate municipal and public safety departments. Requires interview with Special Events Committee before approval of event.
	Requires interview with Special Events Committee before approval of event.
Permit Requirements	Requires interview with Special Events Committee before approval of event. Possible – (fees may be applicable)
	Requires interview with Special Events Committee before approval of event.
Permit Requirements	Requires interview with Special Events Committee before approval of event. Possible – (fees may be applicable)
Permit Requirements Service Fee	Requires interview with Special Events Committee before approval of event. Possible – (fees may be applicable)
Permit Requirements Service Fee Tign III	Requires interview with Special Events Committee before approval of event. Possible – (fees may be applicable)
Permit Requirements Service Fee Ticr III Event Type Examples Major Public Event Camivals Festivals Parades	Requires interview with Special Events Committee before approval of event. Possible – (fees may be applicable) \$10 Qualifying Attributes More than 500 people Multi-day event Parade Alcohol Fireworks Open Fires Parking & Traffic Plan Closure or traffic interference along major arterial or collector street
Permit Requirements Service Fee Tier III Event Type Examples Major Public Event Carnivals Festivals	Requires interview with Special Events Committee before approval of event. Possible – (fees may be applicable) \$10 Qualifying Attributes More than 500 people Multi-day event Parade Alcohol Fireworks Open Fires Parking & Traffic Plan Closure or traffic interference along major arterial or collector street Significant Impact to Residential/Business Provide notification to appropriate municipal and public safety departments. Requires interview with Special Events Committee before approval of event.

Special Event Tiers





Thank you

Questions?

Comments?

