

Purpose

The purpose of the sign regulations is to promote the health, safety, and welfare of the City's residents and visitors. The sign code provides the legal framework for a comprehensive and balanced system of signage. The signage should provide easy, pleasant, and effective communication between people and their built environment; minimize hazards to pedestrians and vehicular traffic; protect property values; prevent sign clutter that is confusing for motorists and harmful to business success; and create a community appearance that promotes economic vitality, encourages tourism, and reflects civic pride, the City's heritage, and the natural environment.

For a complete description of all the Temporary Sign rules and regulations, please refer to Section 18.48.020 and 18.48.050 of the Municipal Code. (Available at City Hall or on the City's website below.)

Permits are required for all banners and attention getting devices. The permit fee is \$23. However, if the applicant is a non-profit organization then the fee is waived.

Applications can be obtained from the Planning Department at City Hall or downloaded from the City's Website: www.city-woodlandpark.org



GUIDELINES FOR TEMPORARY SIGNS:

- Banners
- Attention-Getting Devices
- Window Signs
- Garage Sale Signs
- Informational Signs
- Flags
- Holiday Decorations



CITY OF WOODLAND PARK
PLANNING DEPARTMENT
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GENERAL GUIDELINES FOR TEMPORARY SIGNS:

Permits are required for any temporary sign that is displayed for longer than 24 hours and is visible from a public right-of-way. Permits are not required for window signs, garage sale signs, informational signs, flags or holiday decorations.

1. Banners:

- A business may have up to 3 individual banners per establishment with a total aggregate sign area of up to 36 sq. ft. that may be divided among 3 banners with a maximum of 2 signs on any street frontage.
- Banners may be displayed for no more than 120 days per calendar year and no more than 30 consecutive days during any display period.
- Banners shall be attached to a building, or other permanent structure such as a fence, retaining wall or trees. No banners may be attached to fencing stakes such as t-posts.

Note: Banners for community related events and non-profit organizations that are displayed at Lion's Park, the Welcome to Woodland Park sign next to McDonalds or other community locations are considered public information signs and may be as large as 48 sq. ft.



Examples of a commercial banner, attention-getting device (pennants), and window signage.

2. Attention-getting devices such as pennants, streamers, or inflatable balloon characters or symbols:

- These devices may be displayed for no more than 30 days per calendar year and no more than 10 consecutive days during any display period.
- The display period for these devices will be deducted from the 120 days granted for other temporary signs.

No Permit is required for the following types of temporary signs listed as #3 - #7.

3. Window signs:

- 100% of a business's window area may be used for window signage as long as such signage is not permanent, (i.e., can be removed at any time).
- If window signage is permanent then the area is considered to be a portion of the wall signage.
- Merchandise and/or mannequins included in a window display are not considered signage.



Example of a garage sale sign.

4. Garage Sale Signs:

- Signs for yard sales, rummage sales, estate sales or similar activities shall not be attached to telephone poles, stop signs or other public poles.
- Signs may not be installed more than 24 hours prior to the sale and must be removed within 24 hours of the end of the sale.
- Signs may not be installed within the street right-of-way.

Examples of informational and window signage.



5. Informational signs:

- This type of signage includes open or closed signs, providing directions or information regarding entrances or exits, hours of operations, credit cards accepted, parking areas, restrooms, telephones, walkways or similar facilities on the premises.
- The maximum area of any one informational sign on the premises is 4 sq. ft.
- The standard height may not exceed 8 ft.

6. Flags:

- Non-commercial flags (i.e., US flags, state flags, local government flags, civic club flags) shall not exceed 96 sq. ft. and flag poles may not exceed 30 ft. tall.
- Flags for business or private schools may be incorporated into a non-commercial flag display, adhering to the US Flag Protocol, and that the total area of the commercial flags does not exceed 64 sq. ft.

7. Holiday and Seasonal Decorations

- Decorations that are clearly incidental to and customarily associated with any national, local or religious holidays and that do not include the name of any business, product or price, are not regulated.
- Decorations may incorporate strands of lights that blink or flash.