

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 the Portable Sign regulations, please refer to Section 18.48.071 G. of the Municipal Code.

Permits are required for all types of portable signs. The Fee is \$31 plus use tax.

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



GUIDELINES FOR PORTABLE SIGNS:

- Sidewalk Signs
- Poster Frame Signs
- Handheld Signs
- Costumed Characters with Signs
- Balloon Displays



CITY OF WOODLAND PARK
PLANNING DEPARTMENT
719-687-5202

GENERAL GUIDELINES FOR PORTABLE SIGNS:

1. Sidewalk or Sandwich Signs

- One sign maximum per establishment
- Allowed in most commercial zones: CBD, CC, NC and PUD zoning districts
- The sign may be placed either adjacent to or on a sidewalk or splash pad, but may not obstruct pedestrian flow or move pedestrians closer to the roadway
- Signs are not allowed in right-of-way (ROW) unless the establishment is located in the Special Downtown Area (see map to the right)
- Maximum sign area is 6 sq. ft., if allowed in ROW
- Maximum sign area is 16 sq. ft. on private property
- If located in ROW, then handicapped access shall be protected with a minimum 36" pathway and sign removed from ROW during non-business hours and snow days
- The sign must be properly anchored so that it does not become a hazard
- Chalk or dry-erase board may be used provided such temporary surface is no more than 75% of the sign area
- An establishment may not have both a sidewalk and poster frame sign



Example of a Sidewalk Sign



Example of a Poster Frame Sign

2. Poster Frame Signs

- One sign maximum per establishment
- Poster frame signs are allowed in all commercial zoning districts
- Maximum sign area is 8 sq. ft.
- Signs shall not be located on a public sidewalk
- Signs shall not impede pedestrian, bicycle or vehicle traffic
- The sign must be of sufficient weight or properly anchored so that it is not a hazard in windy conditions

3. Handheld Signs or Costumed Characters with Signs Promoting a Business

- One sign maximum per establishment
- Handheld signs are allowed in CBD, NC, CC and PUD zoning districts
- The maximum area of a handheld sign is 6 sq. ft.
- If standing within the ROW, then handheld signs or costumed characters with signs shall be located directly adjacent to the business property and on the same side of the street
- Handheld signs may be displayed only during regular or daylight business hours
- Signs and costumed characters shall not obstruct traffic or be displayed during periods of limited visibility

4. Recurring Balloon Displays

- Allowed in all commercial zoning districts
- The display must be removed during non-business hours
- The display location must not inhibit access to the business or impede access to a sidewalk or parking lot
- The display shall not obstruct visibility on a nearby roadways
- Balloons that are part of a special event are governed by the "Temporary Sign" standards

