



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING


145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708

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December 18, 2018

MEMORANDUM

To: Planning Commission
From: Pete Gutwald, AICP, Director of Planning and Zoning 
Re: Ordinance O-42-18: Sidewalk Signs
Encl: O-42-18

Purpose

The purpose of Ordinance O-42-18 is to define a new type of sign called a "Sidewalk Sign." This is a freestanding, temporary sign with no moving parts or lights that displays the permit holder's business-related information. "Sidewalk sign" includes a sandwich board sign, an A-frame sign, and a display board, but does not include a feather pole sign or any other temporary banner, poster, and similar sign made of nonpermanent materials.

Analysis

Sidewalk signs are currently unregulated, including those in the downtown area. The intent of this legislation is to ensure signs are placed in a way that does not impede pedestrian traffic or ADA access. Because these sidewalk signs can be placed in the public right-of-way, there are additional standards proposed. These standards include the provisions that the signs shall be placed on the sidewalk immediately adjacent to the permit holders' building; and that the signs shall not be permanently affixed or anchored to the sidewalk or attached to structures. A permit holder is also limited to one sign per business or tenant.

As part of the sign permit application, the permit holder shall fully indemnify, defend, and hold harmless the City and its agents, employees, and elected officials from and against any and all claims and damages in any way arising out of or through the acts or omissions of the permit holder in connection with the placement or use of the sidewalk sign.

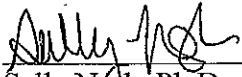
The new signs would be permitted in all non-residential zoning districts, and a sign permit is required for this type of sign. As with all other signs, signs located in the Historic District would need review by the Historic Preservation Division of Planning and Zoning. The signs can be up to 7 sf per face and there can be 1 sign per tenant. The maximum height of the sign is 4.5 feet.

The cost of the sign permit is \$60, and the legislation proposes that the fee for these signs be waived for the first six months, in order to encourage sign owners to apply for a permit and come into compliance.

Recommendation

Based upon the information provided above, the Department recognizes that sidewalk signs should be designated as a sign type and permitted in all zoning districts, with additional standards pertaining to the public right-of-way. Staff recommends that the proposed O-42-18 be APPROVED.

Report Prepared by



Sally Nash, Ph.D., AICP
Chief of Comprehensive Planning

1 **..Title**

2 **Sidewalk Signs** – For the purpose of authorizing sidewalk signs with certain conditions;
3 providing a definition of “sidewalk sign”; and providing for a delayed effective date of the
4 sidewalk sign permit fee.

5 **..Body**

6 **CITY COUNCIL OF THE**
7 *City of Annapolis*

8
9 **Ordinance 42-18**

10
11 **Introduced by: Alderwoman Tierney**

12
13 **Referred to**

14 Planning Commission
15 Economic Matters Committee
16 Rules and City Government Committee

17
18 **AN ORDINANCE** concerning

19
20 **Sidewalk Signs**

21
22 **FOR** the purpose of authorizing sidewalk signs with certain conditions; providing a definition
23 of “sidewalk sign”; and providing for a delayed effective date of the sidewalk sign permit
24 fee.

25
26 **BY** repealing and re-enacting with amendments the following portions of the Code of the
27 City of Annapolis, 2018 Edition
28 Section 17.60.010
29 Section 17.60.070
30 Section 17.60.090
31 Section 21.70.040
32 Section 21.70.050
33 Section 21.70.080
34 Section 21.72.010

35
36 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
37 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

38
39 **TITLE 17 – BUILDINGS AND CONSTRUCTION**

40
41 **Chapter 17.60 - SIGNS**

42 **Section 17.60.010 - Permit—Required.**

43
44 A. No permanent commercial sign, billboard or advertising structure or device, or sidewalk
45 sign shall be erected or installed unless a sign permit has been issued by the Director of
46 Planning and Zoning or his or her designee. Temporary signs and banners are prohibited

1 except as provided under Section 17.60.060, ~~or~~ under Section 21.70.060, or Section
2 21.70.080.

- 3 B. The Department of Planning and Zoning shall review the sign permit application for
4 consistency with the Zoning Code, pursuant to Chapter 21.70.
5

6 **Section 17.60.070 - Location generally.**
7

8 A. The requirements of subsections B and C are not applicable to sidewalk signs, which are
9 subject to the requirements of Chapter 21.70.

- 10 ~~A.~~ B. No signs shall be supported from the sidewalk or from a point outside of the sidewalk.
11 Signs may be carried upon or suspended from the front of a building, but no sign projecting
12 into the street or alley shall be placed within ten feet of the sidewalk or extended more than
13 two feet beyond the building; except, electric signs shall be permitted to extend beyond the
14 building line to any distance not beyond the curb upon the approval of the City Council.
- 15 ~~B.~~ C. Sidewalks shall be regarded as pedestrian rights-of-way. Permanent signage that the
16 Director of Planning and Zoning or his or her designee determines must be placed in or near
17 a sidewalk shall be sited only after a consideration of the following guidelines:
- 18 1. No sign shall be placed in such a way as to interfere with or reduce a forty-inch
19 pedestrian right-of-way;
 - 20 2. Where a grass area exists between the curb and sidewalk, signs shall be placed in the
21 grass area;
 - 22 3. When no grass area between the curb and sidewalk exists, signs shall be placed in any
23 public right-of-way or easement on the far side of the sidewalk;
 - 24 4. In any one block, the placement of signs curbside or far curbside shall be consistent;
 - 25 5. The bottom edge of the sign shall be seven feet from the ground with the exception of
26 pedestrian directional signs which do not exceed the width of the post which may be
27 posted at five and one-half feet;
 - 28 6. As many as three signs of twelve inches in width or greater may be clustered on one
29 pole;
 - 30 7. In any one block, the placement of signs on poles not governed by State Highway
31 Administration guidelines shall be grouped in a forty-foot area;
 - 32 8. No more than one "No Parking" sign shall be placed on each side of the street in any
33 one block or within a distance of five hundred feet, whichever is less.
34

35 **Section 17.60.090 - Support—Engineering.**
36

37 Every sign, except for sidewalk signs, shall be supported substantially including foundation and
38 footing. The construction and hanging of the sign shall be in accordance with the best
39 engineering principles and subject to structural requirements of the Director of Planning and
40 Zoning or his or her designee.
41

42 **TITLE 21 – PLANNING AND ZONING**
43

44 **Chapter 21.70 - Sign Regulations.**

45 **Section 21.70.040 - Prohibited signs.**
46

1 The following signs are prohibited:

- 2 A. Animated signs;
3 B. Billboards;
4 C. Flashing signs;
5 D. Portable signs (a sign that is not permanent, affixed to a building, structure or the
6 ground but not including sidewalk signs);
7 E. Rotating signs;
8 F. Rooftop signs;
9 G. Signs projecting above the rooflines of buildings;
10 H. Snipe signs (non-governmental signs attached to trees or poles).

11
12 **Section 21.70.050 - Standards applicable to all signs.**

13
14 The following standards apply to all signs whether exempt or permitted:

- 15
16 A. Condition and Appearance. All signs shall be maintained in good condition and
17 appearance.
18 B. Computations of Area and Height.
19 1. Area.
20 a. The area of a sign face (which is also the sign area of a wall sign or other sign
21 with only one face) shall be computed by means of the smallest square, circle,
22 rectangle, triangle, or combination thereof that will encompass the extreme
23 limits of the writing, representation, emblem, or other display, together with
24 any material or color forming an integral part of the background of the display
25 or used to differentiate the sign from the backdrop or structure against which it
26 is placed, but not including any supporting framework, bracing, or decorative
27 fence or wall when such fence or wall otherwise meets the zoning regulations
28 in this title and is clearly incidental to the display itself.
29 b. The sign area for a sign with more than one face shall be computed by adding
30 together the area of all sign faces.
31 2. Height. The height of a sign shall be computed as the distance from the base of the
32 sign at normal grade to the top of the highest attached component of the sign.
33 Normal grade shall be construed to be the lower of: (1) existing grade prior to
34 construction or (2) the newly established grade after construction, exclusive of any
35 filling, berming, mounding, or excavating solely for the purpose of locating the
36 sign. In cases in which the normal grade cannot reasonably be determined, sign
37 height shall be computed on the assumption that the elevation of the normal grade
38 at the base of the sign is equal to the elevation of the nearest point of the crown of a
39 public street or the grade of the land at the principal entrance to the principal
40 structure on the zoning lot, whichever is lower.
41 C. Sight Visibility.
42 1. No sign shall obstruct a clear view to and from traffic along any street right-of-way,
43 entrance or exit.
44 2. A sight visibility triangle, as defined in Division VI, shall be kept free of
45 obstructions to vision between the heights of two and one-half feet and twelve feet
46 above the street. If, in the opinion of the Director of Planning and Zoning with the

1 concurrence of the Director of Public Works, there are unusual circumstances,
2 these dimensions may be altered to enhance public safety.

3 D. Integrated Sign Program. An integrated sign program, as defined in Division VI, is
4 required for all commercial office complexes, shopping centers, and multi-tenant
5 facilities. The establishment of an integrated sign program for existing developments is
6 strongly encouraged.

7 E. Design. The design of signs is important to the character of the City of Annapolis. The
8 following provisions are designed to give guidance to persons designing, erecting, and
9 approving signs in the City.

10 1. Guidelines for All Signs.

- 11 a. Materials, colors and shapes of proposed signs shall be compatible with the
12 related building(s). Size and proportions should be judged by sizes and
13 proportions of signs on nearby properties that are compatible with the
14 prevailing character, or the character prescribed in land use plans adopted by
15 the City Council.
- 16 b. Every sign shall be designed as an integral architectural element of the
17 building and site to which it principally relates.
- 18 c. The number of graphic elements on a sign shall be held to the minimum
19 needed to convey the sign's major message and shall be composed in
20 proportion to the area of the sign face.
- 21 d. Each sign shall be compatible with signs on adjoining premises and shall not
22 compete for attention.
- 23 e. Signs should be constructed of quality materials. The choice of materials for
24 signage should relate to the quality of architecture within the zoning district.
- 25 f. Signs should provide information, character and a quality image.

26 2. MX and BR Districts, Additional Guidelines.

- 27 a. Signs generally shall be of simple design and relate to the scale and design of
28 buildings.
- 29 b. The size of each sign shall relate to the scale and architectural character of its
30 façade.
- 31 c. The placement of signs shall not cover attractive architectural details,
32 overwhelm the façade in size, or interrupt the rhythm of upper façade
33 windows.
- 34 d. The choice of materials for signs shall relate to the quality of historic
35 architecture within the MX district. The use of painted wood, glass and metal
36 are appropriate.

37 F. Removal of Signs. Any sign associated with an activity on a vacated premises shall be
38 removed from the premises, altered or resurfaced within one month from the time such
39 activity ceases so that the sign does not display visual communication pertaining to the
40 former activity.

41 G. Sidewalk signs. Additional standards.

- 42 1. Sidewalk signs shall not obstruct pedestrian or vehicular traffic or visibility, or
43 adversely affect the safety of pedestrian or vehicular traffic.
- 44 2. Sidewalk signs shall be placed on the sidewalk immediately adjacent to a permit
45 holder's building and allow a 40-inch minimum pedestrian right-of-way. The exact
46 location of the sign shall be determined by the Department of Public Works based on

- 1 governmental accessibility and safety standards, including, but not limited to, the
- 2 location and proximity of doorways; the distance between pedestrian obstacles; the
- 3 location of crosswalks; and other physical features of the location that affect
- 4 accessibility and safety.
- 5 3. Sidewalk signs shall not be permanently affixed or anchored to the sidewalk or
- 6 attached to structures.
- 7 4. Sidewalk signs shall be removed from the public right-of-way from dusk to dawn and
- 8 when the permit holder's business is closed
- 9 5. No part of a sidewalk sign shall encroach upon any part of the sidewalk frontage of
- 10 any adjacent premises, alley, or other such right-of-way.
- 11 6. The applicant shall fully ensure that the placement of a sidewalk sign shall not cause
- 12 any unnecessary or unreasonable exposure to personal injury or property damage to
- 13 the public.
- 14 7. The permit holder shall fully indemnify, defend, and hold harmless the City and its
- 15 agents, employees, and elected officials from and against any and all claims and
- 16 damages in any way arising out of or through the acts or omissions of the permit
- 17 holder in connection with the placement or use of the sidewalk sign.
- 18 8. Before a permit is issued, the applicant shall provide written evidence satisfactory to
- 19 the Director of Planning and Zoning that the City is named as an additional insured
- 20 on the applicant's liability insurance policy.

Section 21.70.080

Sign Table 1
Types of Signs Permitted in Non-Residential Zoning Districts

District	Permitted Signs
B1	Business community identification sign
	Freestanding
	Wall-mounted
	<u>Sidewalk</u>
B2, B3, B3-CD, BCE, II	Freestanding
	Multi-tenant facility
	Wall-mounted
	<u>Sidewalk</u>
BR, PM2	Multi-tenant facility
	Wall-mounted
	<u>Sidewalk</u>
C2, C2A, C2P	Wall-mounted
	<u>Sidewalk</u>
P, PM	Business community identification sign
	Multi-tenant facility

	Wall-mounted
	<u>Sidewalk</u>
MX	Freestanding, ground sign only
	Multi-tenant facility
	Wall-mounted
	<u>Sidewalk</u>
WMC, WME, WMI, WMM	Freestanding
	Marine refueling facility signs on piers
	Multi-tenant facility
	Wall-mounted
	<u>Sidewalk</u>

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Sign Table 2
Regulations for Signs in Non-Residential Zoning Districts

In using the table the following regulations apply:

- a. Lots are permitted both wall-mounted and freestanding signs up to the limits set forth in the table. With the exception of the signage allowed in Table Note 1, signage in multi-tenant facilities is counted as an alternative, not in addition, to permitted wall-mounted and freestanding signs.
- b. For wall-mounted signs the maximum sign area is for the lot, with the exception of the signage allowed in Table Note 1.
- c. For all other signs the maximum sign area is the maximum area per sign face, unless stated otherwise. For example, a two-sided, freestanding, ground sign in the BCE could be thirty square feet per face or sixty square feet total.
- d. The following abbreviations are used in the table: sf = square feet; lf = linear feet; bldg = building; " = inches.
- e. Important. The notes at the end of the table are as much a part of the law as the table itself.

Sign Type	Zoning District	Number of Businesses per Lot	Maximum Sign Area	Number of Signs Allowed	Maximum Height (feet)	Illumination Permitted	Projection Permitted	Other
Wall-mounted								
	B1, BR, PM, MX		1. 1 sf per lf of building frontage up to a maximum of 100 sf. 2. No single sign may exceed 30 sf per face.	1. B1, PM: no limit, up to maximum permitted sign area. 2. BR, MX: no more than 3 signs per building.	13. In the MX district, signs may not be located higher on a façade than the second-story windowsills.	Yes, external means only such as spotlight	Yes, up to 1.5 feet from a wall.	
	B2 ¹ , B3, B3-CD, BCE,		1. 2 sf per lf of building frontage up to a maximum of 120 sf. 2. No single sign may exceed 75 sf in area	No limit up to permitted sign area	15	Yes	Yes, up to 1.5 feet into a public way	Uses with canopies, such as service stations, may use the lf of canopy frontage in lieu of lf of building frontage to calculate permitted sign area.
	C2, C2A, C2P		1 sf per lf of building frontage up to a maximum of 30 sf	Up to 3 signs per building	15	Yes, external means only such as spotlight	Yes, up to 1.5 feet from a wall.	
	P		9 sf	1 per street frontage	15	No	Yes, but not into a public way.	
	PM2		See below under multi-tenant facilities sign types					
	II		2 sf per lf of building frontage up to a maximum	No limit up to permitted sign area	18	Yes	No	

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	WMC		of 120 sf 1 sf per lf of building frontage up to a maximum of 100 sf	No limit up to permitted sign area	22	Yes	Yes, but not into a public way or over the water	
	WME, WMI, WMM		2 sf per lf of building frontage up to a maximum of 120 sf					
Marquee sign								
	Any district where the associated use is permitted		120 sf. The area of a marquee sign is permitted instead of, not in addition to, wall-mounted or freestanding signage that would otherwise be permitted.	1 per lot	15	Yes	Yes, up to the projection of the marquee	Theaters, museums, and auditoriums with a marquee sign are permitted wall-mounted frames up to 24 sf per frame advertising movies, plays or other features to be given at the venue.
Freestanding								
	B1, WMC		Pole signs: 12 sf, or ground signs: 20 sf.	1 per lot	10	No	Yes, but not into a public way or over the water	1 Freestanding signs are permitted only on lots with a minimum lot width of 100 feet or larger. 2 Minimum setback from property lines: WMC 0 feet B1, II, WME, WMI, WMM 5 feet Other districts 10 feet
	B2 ¹ , B3, B3-CD, BCE, II, WME, WMI, WMM	Lots with up to 2 businesses	Pole signs: 20 sf, or ground signs: 30 sf	1 per street frontage.	Pole signs: 15 Ground signs: 12	Yes	Yes, but not into a public way or over the water	1 Freestanding signs are permitted only on lots with a minimum lot width of 100 feet or larger. 2 Minimum setback from property lines: WMC 0 feet B1, II, WME, WMI, WMM 5 feet Other districts 10 feet
	B2 ¹ , B3, B3-CD, BCE, II, WME, WMI, WMM	Lots with 3 or more businesses	Pole signs: 24 sf, or ground signs: 30 sf	1 per street frontage.	Pole signs: 15. Ground signs: 12	Yes	Yes, but not into a public way or over the water	1 Freestanding signs are permitted only on lots with a minimum lot width of 100 feet or larger. 2 Minimum setback from property lines: WMC 0 feet B1, II, WME, WM, WMM 5 feet Other districts 10 feet
	MX		30 sf	1 per street frontage.	10	Yes	Yes, but not into a public way or over the water	Must be a ground sign, monument style.
Multi-								

tenant facility signs								
Multi-tenant facility identification sign	B2 ¹ , B3, B3-CD, BCE, PM2, WMC, WME, WMI, WMM		64 sf	1 per street frontage	15	Yes	Yes, but not into a public way or over the water.	1. In the P district and the waterfront districts these signs may be ground signs, monument style, or wall-mounted. 2. All other districts these signs must be ground signs, monument style. 3. Minimum setback from property lines: WMC 5 feet. II, MX, PM, WME, WMI, WMM, 10 feet. Other districts: 15 feet
Multi-tenant facility identification sign	II		100 sf	1 per street frontage	15	Yes	Yes, but not into a public way or over the water.	1. In the P district and the waterfront districts these signs may be ground signs, monument style, or wall-mounted. 2. All other districts these signs must be ground signs, monument style. 3. Minimum setback from property lines: WMC 5 feet. II, MX, PM, WME, WMI, WMM, 10 feet. Other districts: 15 feet
Multi-tenant facility identification sign	MX, PM		30 sf	1 per street frontage	10	Yes, external means only such as spotlight	Yes, but not into a public way or over the water.	1. In the P district and the waterfront districts these signs may be ground signs, monument style, or wall-mounted. 2. All other districts these signs must be ground signs, monument style. 3. Minimum setback from property lines: WMC 5 feet. II, MX, PM, WME, WMI, WMM, 10 feet. Other districts: 15 feet
Multi-tenant facility identification sign	P		15 sf	1 per street frontage	10	Yes, external means only such as spotlight	Yes, but not into a public way or over the water.	1. In the P district and the waterfront districts these signs may be ground signs, monument style, or wall-mounted. 2. All other districts these signs must be ground signs, monument style. 3. Minimum setback from property lines: WMC 5 feet. II, MX, PM, WME, WMI, WMM, 10 feet. Other districts: 15 feet
Shopping center anchor tenant, wall-mounted	B2 ¹ , PM2,		0.5 sf per lf of anchor tenant façade	1 per street frontage	20	Yes	Yes, but not into a public way or over the water.	
Tenant sign, wall-mounted	B2 ¹ , B3, B3-CD, BCE, PM2, II, WMC,		1.5 sf per lf of building frontage per tenant, up to 40 sf	1 per tenant, plus 1 additional for a	15	Yes	No	Maximum sign board height: 36" for anchors, 18" for other tenants. Maximum lettering height: 36" for anchors, 14" for

	WME, WMI, WMM		per tenant.	corner tenant with windows in both façades.				other tenants.
Tenant sign, wall-mounted	BR, MX, PM, P		Lesser of 1 sf per lf of entrance façade or 20 sf	1 per tenant, plus 1 additional for a corner tenant with windows in both façades.	15	No	No	Maximum sign board height: 36" for anchors, 18" for other tenants. Maximum lettering height: 36" for anchors, 14" for other tenants.
Tenant sign, projecting	B2 ¹ , B3, B3-CD, BCE, PM2, WMC, WME, WMI, WMM		6 sf	1 per tenant		Yes, external means only such as spotlight	Yes	This type of sign is permitted where tenant spaces are recessed under a canopied walkway.
Business community identification sign	B1, P, PM		30 sf	1 at each entry point	6	Yes, external means only such as spotlight	Yes, but not into a public way.	This type of sign is for communities comprising six or more businesses.
Marine refueling facility signs on piers	WMC, WME, WMI, WMM		6 sf per face	1 per facility	10	Yes	No	
Sidewalk								
	All		7 sf per face	1 per tenant	4.5	No	No	

Table Notes:

- 1 For sign(s) located within six hundred feet of Solomon's Island Road/MD Route 2 and upon property at least five acres in area and zoned within the B2 District, the regulations shall be as follows:
 - a. Wall-mounted. Maximum sign area: (i) six sf per lf of building frontage up to a maximum of one thousand six hundred sf, (ii) No single sign may exceed three hundred forty sf in area; Number of signs allowed: No limit up to permitted sign area; Maximum Height (feet): thirty-two; Maximum sign board height: eleven and one-half feet; Maximum lettering height: six feet; Illumination permitted: Yes; Projection permitted: Yes, up to one and one-half feet into a public way.
 - b. Freestanding (lots with one or more businesses). Maximum sign area: (i) pole signs: twenty-four sf, (ii) ground signs: thirty sf; Number of signs allowed: one per street frontage; Maximum Height (feet): (i) pole signs: fifteen, ground signs: twelve; Minimum setback from property lines: ten feet; Minimum lot width: one hundred feet; Illumination permitted: Yes; Projection permitted: Yes, but not into a public way.
 - c. Multi-tenant facility identification sign. Maximum sign area: three hundred forty sf per side; Number of signs allowed: one per street frontage; Maximum Height (feet): thirty-five; Minimum setback from property lines: fifteen feet; Illumination permitted: Yes; Projection permitted: Yes, but not into a public way.
 - d. Anchor tenant, wall-mounted. Allowed in accordance with the regulations for wall-mounted signs in preceding subsection a.
 - e. Tenant sign, wall-mounted. Maximum sign area: up to forty-five sf per tenant; Number of signs allowed: one per tenant, plus one additional for a corner tenant with windows in both façades; Maximum Height (feet): thirty-two; Maximum sign board height: four feet; Maximum lettering height: three and one-half feet; Illumination permitted: Yes; Projection permitted: No.
 - f. Tenant sign, projecting. Six.

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1 **Chapter 21.72 - TERMS AND DEFINITIONS**

2 **Section 21.72.010 - Terms.**

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4 "Sign" means any name, identification, description, display or illustration which is affixed to, or
5 represented directly or indirectly upon, a building, structure or piece of land, and which directs
6 attention to an object, product, place, activity, person, institution, organization or business.
7

8 The term "sign" includes signs erected or installed in the interior of a structure if the sign is
9 situated in a manner to indicate that its prime purpose is for viewing from the exterior of the
10 structure. The prime purpose of an interior sign is exterior viewing if it is visible from the
11 exterior and if no public access is permitted between the sign and the exterior window of the
12 structure.
13

14 The term "sign" does not include the following:

15 1. Display of official court or public office notices, 2. The flag, emblem or insignia of a nation,
16 political unit, school or religious group, or 3. A sign located completely within an enclosed
17 building and not visible to the outside of the building.
18

19 Sign, business community identification. "Business community identification sign" means a sign
20 representing an area consisting of no less than six distinct businesses located on separate parcels
21 of land.
22

23 Sign, freestanding. "Freestanding sign" means any sign supported by structures or supports that
24 are placed on, or anchored in, the ground and that are independent from any building or other
25 structure.
26

27 Sign, ground. "Ground sign" means a sign where the entire bottom of the sign is in contact with
28 or in close proximity to the ground. A "monument sign" is a ground sign.
29

30 Sign, pole. "Pole sign" means a sign supported by one or more poles and otherwise separated
31 from the ground by air.
32

33 Sign, marquee. "Marquee sign" means a sign attached to or made part of a marquee. A marquee
34 sign is a type of wall-mounted sign.
35

36 Sign, projecting. "Projecting sign" means a sign affixed to a building or wall in such manner that
37 its leading edge extends more than six inches beyond the surface of the building or wall.
38

39 Sign, sidewalk. "Sidewalk Sign" means a freestanding, temporary sign with no moving parts or
40 lights that displays the permit holder's business-related information. "Sidewalk sign" includes a
41 sandwich board sign, an A-frame sign, and a display board, but does not include a feather pole
42 sign or any other temporary banner, poster, and similar sign made of nonpermanent materials.
43

44 Sign, temporary. "Temporary sign" means a sign that advertises community or civic projects or
45 special events on a temporary basis, or a political sign.
46

1 Sign, wall-mounted. "Wall-mounted sign" means any sign attached parallel to, but within six
2 inches of, a wall, painted on the wall surface of, or erected and confined within the outside limits
3 of an outside wall of any building or structure, which is supported by such wall or building, and
4 which displays only one sign face.
5

6 A marquee sign is a type of wall-mounted sign.
7

8 Signs placed on canopies or awnings are considered to be wall-mounted signs.
9

10
11 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
12 **ANNAPOLIS CITY COUNCIL** that the sidewalk sign permit fee shall be waived until June
13 30, 2019.

14
15 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
16 **ANNAPOLIS CITY COUNCIL** that this ordinance shall become effective upon the date of its
17 adoption.
18

19 **Explanation:**

20 ~~Strikethrough~~ indicates matter stricken from existing law.

21 Underlining indicates matter added to existing law.



STAFF REPORT AND FISCAL IMPACT NOTE

Ordinance: O-42-18

Title: Sidewalk Signs – For the purpose of allowing sidewalk signs with specific conditions

Date: November 14, 2018

STAFF REPORT

This ordinance defines a “Sidewalk Sign” and establishes permit requirements and regulations governing the use of a sidewalk sign.

A sidewalk sign is a freestanding, temporary sign with no moving parts or lights that displays the permit holder’s business-related information. “Sidewalk sign” includes a sandwich board sign, an A-frame sign, and a display board, but it does not include a feather pole sign or any other temporary banner, poster, and similar sign made of nonpermanent materials

Sidewalk signs would be allowed in all zoning districts, and those in the Historic District would require review by and approval of the Historic Preservation Division of Planning and Zoning pursuant to Section 21.70.090 of the City Code. The signs may be up to 7 square feet, and the maximum height is 4.5 feet.

Sidewalk signs may not obstruct pedestrian or vehicular traffic or visibility, or adversely affect the safety of pedestrians or vehicles. The signs must be placed on the sidewalk immediately adjacent to the permit holders’ building and shall not be permanently affixed or anchored to the sidewalk or attached to structures. Sidewalk signs must be removed from dusk to dawn and when the permit holder’s business is not open.

Those displaying a sidewalk sign must obtain a permit, and there may be only one sign per tenant. Permit holders are required to fully indemnify, defend, and hold harmless the City and its agents, employees, and elected officials from and against any and all claims and damages in any way arising out of or through the acts or omissions of the permit holder in connection with the placement or use of the sidewalk sign.

The cost of the sign permit is \$60. To encourage sign owners to apply for a permit and come into compliance, the legislation proposes that the fee for these signs be waived for the first six months.

Prepared by: Sally Nash, Department of Planning and Zoning

FISCAL IMPACT

We cannot predict how much revenue the \$60 permit fee might generate.

At this time, the Department of Planning and Zoning is not asking for additional resources; however, the department will reevaluate its staffing needs as part of the Fiscal Year 2020 budget development.

Prepared by: *Jodee Dickinson, Finance Director*