




**City of Annapolis**  
Planning Commission  
Department of Planning & Zoning  
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March 21, 2018

**MEMORANDUM**

**To:** Annapolis Planning Commission

**From:** C. Pete Gutwald, Director of Planning and Zoning 

**Re:** Ordinance 09-18, for the purpose of amending the standards concerning temporary signs for community or civic projects or special events: and matters generally relating to regulation of temporary signs

**Purpose**

The purpose of Ordinance 9-18 is to amend the size standards for temporary signs for community or civic projects or special events from twenty (20) square feet to thirty two (32) square feet.

**Analysis**

There are two types of Temporary signs that are listed as "Exempt Signs" under 21.70 of the Sign Regulations. Exempt Signs are generally defined as signs that do not require a permit provided that they meet the standard outlined in Section 21.70.060 for the type of sign being proposed. The two types of Temporary signs are defined as (1) signs that announce the opening of a new business or special promotion with written approval from the Director of Planning and Zoning. Such signs are limited to 2 events per year and for a period of 30 days and; (2) community or civic project signs are for events of public interest and limited to twenty (20) square feet and shall not be displayed in excess of sixty (60) days.

Signs that are advertising a special promotion are not limited in size but do require the Directors approval. Community and Civic signs have a size limitation but do not require the Director's approval. Currently several community/civic organizations have been constrained by the current standard for these types of signs.

**Recommendation**

The Department recognizes that the current standard has limitations to notify community members of community or civic events. Therefore, the Department recommends approval of this Code change.

1 **..Title**

2 **Sign Regulations – Temporary Signs** – For the purpose of amending the standards  
3 concerning temporary signs for community or civic projects or special events; and  
4 matters generally relating to regulation of temporary signs.

5 **..Body**

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

8  
9 **Ordinance 9-18**

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11 **Introduced by: Alderman Arnett**

12  
13 **Referred to**  
14 **Planning Commission**  
15 **Rules and City Government Committee**

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17  
18 **AN ORDINANCE** concerning

19  
20 **Sign Regulations – Temporary Signs**

21  
22 **FOR** the purpose of amending the standards concerning temporary signs for community  
23 or civic projects or special events; and matters generally relating to regulation of  
24 temporary signs.

25  
26 **BY** repealing and re-enacting with amendments the following portions of the Code of  
27 the City of Annapolis, 2018 Edition  
28 21.70.060

29  
30 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**  
31 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as  
32 follows:

33  
34 **TITLE 21 – PLANNING AND ZONING**  
35 **Division V - Regulations of General Applicability**

36  
37 **CHAPTER 21.70 – SIGN REGULATIONS**  
38 **Section 21.70.060 - Exempt signs.**

39  
40 The signs in this section are exempt from this chapter and do not require a permit  
41 provided they meet both the standards applicable to all signs in the previous section and  
42 the following standards:

43  
44 A. No sign may project beyond the property line into a public way.  
45

1 B. Illumination is Not Permitted.

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3 1. Nameplate and Identification Signs.

- 4  
5 a. A single nameplate for a dwelling unit, not exceeding one square foot  
6 in area, indicating the name or address of the occupant or a permitted  
7 occupation.  
8 b. On a corner lot, two nameplates for a dwelling unit, one facing each  
9 street, are permitted.  
10 c. Address numerals.

11  
12 2. For Sale and "To Rent" Signs.

- 13  
14 a. One sign per zoning lot except that on a corner zoning lot two signs,  
15 one facing each street, are permitted.  
16 b. Size.  
17  
18 i. In commercial and industrial districts signs may be up to twelve square  
19 feet in area.  
20 ii. In all other districts signs may be up to nine square feet in area.  
21  
22 c. No sign may be placed closer than eight feet to any other zoning lot.  
23 d. No sign shall project higher than twelve feet above curb level.

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25 3. Signs Accessory to Parking Areas.

- 26  
27 a. Signs designating parking area entrances or exits limited to one sign for  
28 each exit or entrance and to a maximum size of two square feet each.  
29 b. One sign per parking area, designating the conditions of use or identity  
30 of the parking area and limited to a maximum size of nine square feet.  
31 c. On a corner lot two signs, one facing each street, are permitted.  
32 d. No sign shall project higher than seven feet above curb level.

33  
34 4. Temporary signs as follows:

- 35  
36 a. Signs, banners, flags and other advertising devices may be placed on a  
37 site or building to announce the opening of a new business or a special  
38 promotion with written approval from the Director of Planning and  
39 Zoning. Such signs shall be limited to two events per year for a period  
40 of up to thirty days each event.  
41 b. Temporary signs up to ~~twenty~~thirty-two square feet for community or  
42 civic projects or special events for events of public interest such as  
43 carnivals, community gatherings, fairs, political events and other events  
44 of a similar nature. Temporary signs shall be displayed for a period not  
45 in excess of sixty days and shall be removed within seven days after the  
46 conclusion of the event.

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- c. Construction site sign up to thirty-two square feet identifying the architect, engineer, and/or contractor.
  - d. Garage or yard sale signs.
  - e. Christmas tree, greens sales, and produce sales signs. One sign per street frontage up to six square feet is permitted.
5. Window Displays. Signs erected or installed in the interior of a structure which form an integral part of a bona fide window display which is related to merchandise or services available within the structure or which are related to matters of public welfare or public interest.
6. Public Signs.
- a. Permanent memorial signs and tablets lawfully displayed on public property or in cemeteries.
  - b. Legal notices.
  - c. Traffic and parking signs that bear no advertising.

**SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

**EXPLANATION**

~~Strikethrough~~ indicates matter stricken from existing law.  
Underlining indicates matter added to existing law.

**O-9-18**

**Sign Regulations – Temporary Signs**

**Staff Report**

This legislation amends the standards concerning temporary signs for community or civic projects or special events or events of public interest such as carnivals, community gatherings, fairs, political events and other events of a similar nature.

Currently, Section 21.70.060 of the City Code restricts the size of such signs to twenty square feet. This legislation proposes to increase the size standard upto thirty-two square feet, which is commensurate with other temporary sign standards, e.g., construction site signage.

Prepared by Jacqueline Lee, Legislative and Policy Analyst, Office of Law.