



July 15, 2019

The regular meeting of the Mayor and City Council was called to order on June 15, 2019 at 7: 02 p.m. with Mayor Martin presiding and the following Council Members present: Council Member's, Glenn, Robertson, Ringsaker, Zinner, Boyer and Martin. The Pledge of Allegiance was led by Mayor Martin and the opening prayer was led by Evangelist Gene Proud. A motion was made by Council Member Boyer and seconded by Council Member Robertson to approve the council meeting minutes of the July 1, 2019. Motion carries 5-0 with CM Martin abstaining from the vote since he was absent at the last council meeting.

Comments from citizens on agenda items:

Carrie Parson- 840 Otsego St. Ms. Parson's supplied a document that she deferred reading into the record. The summary of the document was a variety of "violations of the code".

Gene Proud: 46 Sugarberry Court- Mr. Proud asked Council for the support for the Blessing of the Bay special event application.

Presentations: The Historic Preservation Commission announced their recipients for Beautification Awards which include 414 Green St., 724 Water St., and 728 Fountain St. The Historic Preservation Commission also recognized Bastille Day with the French National Anthem.

Appointments:

A motion was made by CM Boyer and seconded by CP Glenn to approve the re-appointment of J.W. Walker to the Street and Traffic Safety Advisory Board, Motion carries 6-0

A motion was made by CM Zinner and seconded by CM Boyer to approve the re-appointments of Jean Johnson and Ellen Eltgroth to the Historic Preservation Commission. Motion carries 6-0

Resolutions:

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, ("CITY") PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE CONSTITUTION OF MARYLAND, THE PROVISIONS OF ARTICLE 23A OF THE ANNOTATED CODE OF MARYLAND, AND SECTION 76 OF THE CHARTER OF HAVRE DE GRACE, MARYLAND, TO APPROVE A LEASE OF A PORTION OF CITY PROPERTY TO THE HAVRE DE GRACE ALLIANCE, INC ("ALLIANCE")

A motion was made by CP Glenn and seconded by CP Ringsaker to introduce Resolution 2019-09. Motion carries 6-0. After the header was read into the record and assigned a number, a motion was made by CP Glenn and seconded by CM Martin to adopt Resolution 2019-09; motion carries 6-0.

**Ordinances:**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 AMENDING THE CITY CODE CHAPTER 205: ZONING, ARTICLE II, SECTION 205-13, ENTITLED "DEFINITIONS" BY MODIFYING THE DEFINITION OF MUSEUM AND DEFINING WHERE SUCH USES ARE PERMITTED

A motion was made by CP Glenn and seconded by CM Martin to introduce Ordinance 1022 on second reading. Motion carries 6-0; After the header was read and the rationale of Ordinance was explained, a motion was made by CP Glenn and seconded by CM Ringsaker to adopt Ordinance 1022. Motion carries 6-0

**New Business:**

A motion was made by CP Glenn and seconded by CM Ringsaker to approve the SHCO Crab Feast on August 31, 2019 at Frank J. Hutchins Memorial Park. Motion carries 6-0

A motion was made by CM Martin and seconded by CM Boyer to approve the Blessings by the Bay event on September 15, 2019 at Frank J. Hutchins Memorial Park. Motion carries 6-0

**Directors Report:**

Mr. Patrick Sypolt: Director of Administration

On Thursday and every Thursday until mid-September the Sailboat Races occur just out from Hutchins Park. Sponsored by the Havre de Grace Yacht Club. Race time is at 6:15 p.m.

On Friday, the summer concert series of Concerts in the Park continues at Tydings Park. This week it's *Summer Nights*, playing country music. The performance begins at 7:30 p.m. This is a free event as is all the concert in the park series and will continue every Friday evening now through the end of July.

On Saturday, the Farmers' Market continues in fine fashion under the festival tent at Hutchins Park. They are open every Saturday, rain or shine, from now until mid November, the market opens at 9:00 a.m. and runs until noon.

On Friday, August 2<sup>nd</sup>, the City will be hosting the 4<sup>th</sup> First Fridays of 2019. Come out and visit with your friends; shop our many eclectic shops and local artisans, listen to live music and partake of our fine restaurants. The festivities begins at 5:00 p.m.

Mr. Shane Grimm: Deputy Director of Planning

The Community Input Meeting for Harbour Hills Development at the Community Center is scheduled on Thursday, July 16 at 6pm.

The Planning Commission work session is scheduled to hear a presentation from the developer of Blenheim Run apartments on July 22 in City Hall at 6:30pm.

Mrs. Erika Quesenbery Sturgill: Director of Economic Development- Absent

Mr. Sypolt presented comments:

Congratulated the Maritime Museum for being awarded the \$13,788 through the Maryland Heritage Areas program under the LSHG for their Underground Railroad Exhibit and Interpretation.

Try Muller-Thym and Thymly Products, Inc located on Juniata Street was recognized by the Susquehanna Workforce Network .

APGFCU was named one of the best in the state credit unions by Forbes magazine, ranking #4 out of 84 credit unions in Maryland and in top 182 of the 5,448 credit unions nationwide.

Mr. George DeHority: Director of Finance

Mr. DeHority stated Fund 1 has grown by 90K, Fund 8 is at \$470,000 as expected and Fund 9 is at \$730,000.

Tim Whittie- Director of Public Works

The resurfacing project will begin soon.

Will be advertising for the 2020 paving contractor.

We received notice to proceed on the Warren St. 12in sewer line.

Chief Teresa Walter: Police Department

Chief Walter announced National Night Out will be held on August 6th from 6-8pm.

#### **Business from Mayor Martin**

Mayor Martin expressed well wishes for former councilman Mitch Shank

The new water fountain downtown has been installed.

The fireworks that were canceled on July 6 have been rescheduled for August 24- which is the Waterfront Festival.

Dumpster Day was July 13. This was a successful and we will have another date in the future.

Business from Council:

Council Member Boyer:

CM Boyer announced the Street and Traffic Safety Advisory Board will meet on July 22 at 6pm.

CM Boyer announced the Tree Commission needs volunteers for the tree survey.

CM Boyer had the opportunity to be a guest on the Summer Breeze.

Council Member Robertson:

CM Robertson announced the Youth Commission will meet on July 24 at 7pm

CM Robertson announced the Family Night will be held on July 29 at the Legion.

CM Robertson thanked the Police Department, DPW, and volunteers for making the Independence Day Festivities safe.

The American Legion Crab Feast will be held on August 10 from 12-4pm.

Council Member Zinner:

CM Zinner congratulated the Independence Day Commission for executing a wonderful day of festivities for the City.

CM Zinner congratulated the recipients of the Beautification Awards.

CM Zinner will be attending the Harford Leadership Academy on Wednesday.

The Arts Commission will meet Tuesday July 23rd.

Council Member Ringsaker:

CM Ringsaker announced he participated in six parades during the July 4 Holiday.  
CM Ringsaker also announced that his daughter will be having back surgery on August 22nd for her scoliosis.  
The Wage and Benefit meeting is canceled due to out of town commitment.

Council Member Martin:

CM Martin announced the Water and Sewer will meet July 19 at 3pm.  
CM Martin announced the Peach Festival will be held at Webster Church on August 10.

Business from Council President Glenn:

A motion was made by CP Glenn and seconded by CM Ringsaker to officially name Hutchins Park Tent-  
"The Community Pavilion at Frank J. Hutchins Memorial Park" Motion carries 6-0

The Admin Committee met and discussed several topics that include the free standing medical facility, the plans to sell water to Aberdeen, ongoing litigation regarding the opioid Crisis, Electric Trolley and the on-going efforts to pursue the auditorium./gymnasium.

CP Glenn commended the Independence Commission for their dedication and ongoing efforts to showcase the City.

Dumpster Days was a success.

The Sign Ordinance is being reviewed and will go before Council at the next meeting for adoption.

CP Glenn extended thoughts and prayers to Comptroller Franchot for the loss of his father.

CP Glenn asked for prayers for former council members John Correrri, Barbara Wagner, and Mitch Shank as they battle medical issues.

CP Glenn congratulated Stu Chapman who was recently inducted into the HCPS Educators Hall of Fame after 44 years of extraordinary service.

CP Glenn recognized the HDG Little League Girls Junior All-Stars who captured the State Title and will be headed to Connecticut to compete in the East Regionals.

Comments from Citizens:

Kirk Smith 120 S.Washington St. and Tammy Jamerson: Gave an update on the harvesting from the victory garden.

Camay Murphy- 564 Green St. - Proposed a Fench Festival in honor of Bastille Day.

Charles Lowe: Concerned with the appearance of Angel Hill Cemetery.

Bob Robinson: Wishes Mitch Shank a quick recovery.

A motion was made by CP Glenn and seconded by CM Ringsaker to adjourn at 8:41pm pm. Motion carries 6-0

APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800

Commission/Committee/Board Appointment Sought: Street + Traffic  
~~Planning Committee and Public Safety Committee~~

Name: Carrie A. Parsons Date: 7-16-2019

Address: Havre de Grace, MD 21078

Home Phone: N/A Work Phone:

Cell Phone:  E-Mail: carrie.parsons.dobney@gmail.com

Occupation: Retired U.S. Air Force, Acquisition for Dept of Veterans Affairs (VAMHCS)

Place of Employment: VAMHCS - Perry Point, Perryville, MD

Residency History: 1992-2014 multiple places around the world, 2014-current Havre de Grace, MD

Education Background:

Bachelor of Science, 23 years with USAF as a Planner, as a Medic (EMT), IRC inspector and  
detective, Readiness Instructor, United Nations and NATO,  
13 years assigned to Task Force 1 rapid response, 10 years assigned with various Embassays,

Special Interests: Reading, planning, writing, observing, history, cultural history, gardening,  
sewing, quilting

Personal Observations/Comments:

City Code contradicts itself, limitation to enforce codes, City not using the Commissions to their fullest,  
Ordinances being visible to the public <24hrs prior to planned meeting

Committee/Commission/Board Sponsor:

Please complete form and return to:  
Office of the Mayor  
(Attention: Mrs. Shyla Scott)  
Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078

**APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800**

**Commission/Committee/Board Appointment Sought Street and Traffic Committee**

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**Name:** Annette White **Date:** May 09, 2019

**Address:** Havre De Grace, Maryland 21078

**Home Phone:**  **Work Phone:**

**Cell Phone:**  **E-Mail:** Whiteaa8@aol.com

**Occupation:** Program Analyst

**Place of Employment:** Social Security Administration

**Residency History:** Havre De Grace 16 Years Harford County 25 Years

**Education Background:** Arizona Western Community College, Baltimore County  
Community College, Essex and Dundalk, Business Administration.

**Special Interests:** AFGE Union – Vice President/Secretary/Treasurer, Union Steward,  
Cammon and Harrison Family Reunion Treasurer/Scholarship Chair, Federally  
Employed Woman (FEW) Member.

**Personal Observations/Comments:** I have enjoyed my time on the Street and Traffic  
Committee. I have seen major changes and enjoy how working as a team brings great  
results. Although I have had some medical issues over the past year or so, I look forward  
to remaining a member of this committee.

**Committee/Commission/Board Sponsor:** \_\_\_\_\_

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Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078





**APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800**

**Commission/Committee/Board Appointment Sought:** Board of Appeals

**Name:** Charles Packard, Sr. \_\_\_\_\_ **Date:** May 1, 2019

**Address:** \_\_\_\_\_, Havre de Grace, Md. 21078

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **E-Mail:** cbypack@aol.com

**Occupation:** Manager/ Owner

**Place of Employment:** Carpet By The Yard, LTD

**Residency History:** Havre de Grace 70 + years

**Education Background:** Graduated from Havre de Grace High School, Associates

Degree Harford Community College

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**Special Interests:** Volunteer Fire and EMS 52 years

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**Personal Observations/Comments:** I enjoy serving on the Board of Appeals and wish to continue at the discretion of the Mayor and Council

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**Committee/Commission/Board Sponsor:** \_\_\_\_\_

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Please complete form and return to:  
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(Attention: Mrs. Shyla Scott)  
Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078  
[shylas@havredegracemd.com](mailto:shylas@havredegracemd.com)



**APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800**

**Commission/Committee/Board Appointment Sought:** Historic Preservation  
Commission

**Name:** Tyler Buck

**Date:** 5/16/19

**Address:** 103 Steppingstone Dr., Havre de Grace, MD 21078

**Home Phone:** \_\_\_\_\_ **Work Phone:** 410-939-2111

**Cell Phone:** 410-939-2111 **E-Mail:** [tybuck100@hotmail.com](mailto:tybuck100@hotmail.com)

**Occupation:** Executive Director at Steppingstone Farm Museum

**Place of Employment:** Steppingstone Farm Museum

**Residency History:** Havre de Grace and Baltimore

**Education Background:** Juris Doctorate; University of Baltimore School of Law

**Special Interests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Observations/Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee/Commission/Board Sponsor:** Ron Browning

Please complete form and return to:  
Office of the Mayor  
(Attention: Mrs. Shyla Scott)  
Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078  
[shylas@havredegracemd.com](mailto:shylas@havredegracemd.com)



List of Friendly Amendment to Chapter 151 – Sign Code

\*\*\*The references below are to the ordinance as presented on First Reading.

1. Changed “Chapter” to “Section” for Sections 1-29 as necessary.
2. Line 887, changed CITY to City.
3. Changed “city” to “City” in a couple places.
4. Made numbering format consistent throughout.
5. Line 14 inserted at end of sentence, ; and.
6. Line 45 changed alphabetic to alphanumeric
7. Line 223 added the word Institute
8. Line 251 replaced and with that.
9. Line 274 changed alphabetic to alpha numeric
10. Line 503 deleted the word “and” between signs, and contractor.
11. Line 575/578 capitalized Electronic Message Center for consistency
12. Deleted EMC throughout and replaced with words for clarity and consistency.
13. Line 867, replaced EMC with sign.
14. Line 190 removed “Also known as an EMC.”
15. Line 597 used lower case for shopping center.
16. Line 890 removed “or will adopt in the future”.
17. Line 956 added lanes.
18. Line 957 added lane.
19. Line 962 added lanes.
20. Line 1053 changed license to lease
21. Line 1073 changed license to lease
22. Line 1077 changed license to lease
23. Line 677 changed Chapter to Section
24. Line 1085 changed chapter to section
25. Line 38 replaced semicolon with a period.
26. Line 185 changed Sign to Center

Ordinance No. 1019

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 DELETING AND REPLACING CITY CODE CHAPTER 151, SIGNS, IN ITS ENTIRETY IN ORDER TO ESTABLISH NEW REGULATORY SIGN STANDARDS.

WHEREAS, the Mayor and City Council desire to repeal and replace the existing Chapter 151 to establish new regulatory sign standards throughout the City in all zoning districts; and,

WHEREAS, the Mayor and City Council desire to establish a Sign Code that balances the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication and advertising.

NOW THEREFORE, the Mayor and City Council of Havre de Grace delete in its entirety Chapter 151 of the City Code and replace it with Chapter 151 in its entirety as follows:

1. The existing Chapter 151 is hereby deleted and a new Chapter 151 is added.

**Chapter 151: City of Havre de Grace Sign Code.**

**Chapter Section 151-1: Purpose**

These regulations balance the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication and advertising. This Chapter, also referenced as the “Sign Code” is generally intended to regulate all exterior signage in an effort to protect property values and the historic character of the City of Havre de Grace (“City”). These regulations are also designed to restrict the placement of advertising to the business or use of the premises on which the sign is located and the restriction of the total sign area permissible per site. The Sign Code has the following specific objectives:

- A. To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare;
- B. To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway.
- C. Restrict signs which constitute an actual or potential distraction or other hazard to safe operation of motor vehicles or safe passage of pedestrians.

- 46 D. Eliminate unsightly and incongruous signs which tend to depreciate or diminish private and public  
47 investments in buildings, sites and highways or hinder or discourage the progressive improvement of  
48 residential, business and industrial properties.
- 49
- 50 E. Respect the unique qualities of the National Register Historic District and conserve the attractiveness  
51 of the built environment of the City.
- 52
- 53 F. Ensure that the architecture of all signs is harmonious in color, form and proportion to the use or  
54 building on the property in which it is located.
- 55
- 56 G. Ensure that all temporary signs shall be limited to the giving of information, and that such signs shall  
57 not hinder vehicular or pedestrian traffic movement.
- 58

59 **Chapter-Section 151-2: Scope**

- 60
- 61 A. General. The requirements of this Code apply to all signs, sign structures, awnings, and other types of  
62 sign devices located within the City, except as specified in Subsection B, below.
- 63
- 64 B. Signs and sign structures located in the City that cannot be seen from a public roadway are not subject  
65 to the size, height, location and number regulations listed herein. These signs must however comply  
66 with safety and construction provisions contained within the Building Code.
- 67

68 **Chapter-Section 151-3: Hierarchy of Regulations.**

- 69
- 70 A. Where there is a conflict between specific sign regulations and the base or general sign regulations of  
71 this Code, the specific sign regulations supersede the base sign regulations.
- 72
- 73 B. Other conflicts. Where there is a conflict between a land use regulation and a structural regulation, or  
74 other conflicts not otherwise addressed by this section, the most restrictive applies.
- 75

76 **Chapter-Section 151-4: Severability**

77

78 If any word, sentence, section, chapter or any other provision or portion of this Code or rules adopted  
79 hereunder is invalidated by any court of competent jurisdiction, the remaining words, sentences, sections,  
80 chapters, provisions, or portions will not be affected and will continue in full force and effect.

81

82 **Chapter-Section 151-5: Authority**

- 83
- 84 A. **Responsibility.** The Sign Code will be administered and enforced by the Department of Planning.
- 85
- 86 B. **Administration.** The Director of Planning, or his designee, will administer the Code as set forth  
87 herein. The Director may implement procedures, forms, and written policies for administering the  
88 provisions of this Code.
- 89

90 **Chapter-Section 151-6: Definitions**

91



92 **A-Frame Sign** - A sign, also known as a sandwich board or chalkboard, made of wood, cardboard, plastic,  
93 or other lightweight and rigid material having the capability to stand on its own support(s) and being  
94 portable and movable.

95  
96 **Abandoned Sign** - A sign that no longer identifies or advertises an ongoing business, product, location,  
97 service, idea, or activity conducted on the premises on which the sign is located. Abandonment shall be  
98 governed by applicable State Case Law and Statutory Law on abandoned structures.

99  
100 **Alteration** – A change in the size or shape of an existing sign. Copy or color change of an existing sign is  
101 not an alteration. Changing or replacing a sign face or panel is not an alteration.

102  
103 **Animated Sign** - A sign employing actual motion, the illusion of motion, or light and/or color changes  
104 achieved through mechanical, electrical, or electronic means. Animated signs are differentiated from  
105 changeable signs as defined and regulated by this Code.

106  
107 **Awning** - An architectural projection or shelter projecting from, and supported by the exterior wall of a  
108 building and composed of a covering of rigid or non-rigid materials and/or fabric on a supporting  
109 framework that may be either permanent or retractable.

110  
111 **Awning Sign** - A sign displayed on or attached flat against the surface or surfaces of an awning. See also:  
112 Wall or Fascia Sign. An awning that contains a “sign” section or copy area shall comply with the applicable  
113 sign area requirements for parallel signs. Only the sign or copy area displayed on an awning shall be used  
114 to determine the permitted sign area – the entire awning shall not be included in a Sign Area calculation.

115  
116 **Banner** - A flexible substrate on which copy or graphics may be displayed.

117  
118 **Banner Sign** - A sign utilizing a banner as its display surface.

119  
120 **Billboard** - A permanent off-premise sign erected, maintained or used in the outdoor environment for the  
121 purpose of providing copy area for commercial or noncommercial messages.

122  
123 **Building Facade** - That portion of any exterior elevation of a building extending vertically from grade to  
124 the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.

125  
126 **Canopy (Attached)** - A multi-sided overhead structure or architectural projection supported by attachment  
127 to a building on one or more sides and either cantilevered from such building or also supported by columns  
128 at additional points. The surface(s) and/or soffit of an attached canopy may be illuminated by means of  
129 internal or external sources of light. Similar to a Marquee.

130  
131 **Canopy (Freestanding)** - A multi-sided overhead structure supported by columns, but not enclosed by  
132 walls. The surface(s) and or soffit of a freestanding canopy may be illuminated by means of internal or  
133 external sources of light.

134  
135 **Canopy Sign** - A sign affixed to the visible surface(s) of an attached or freestanding canopy. May be  
136 internally or externally illuminated. Similar to a Marquee Sign.

137  
138 **Changeable Sign** - A sign with the capability of content change by means of manual or remote input,  
139 includes the following types:

140

- 141 1) Manually Activated - Changeable sign whose message copy or content can be changed  
 142 manually on a display surface.  
 143
- 144 2) Electrically Activated - Changeable sign whose message copy or content can be changed by  
 145 means of remote electrically energized on-off switching combinations of [alphabetic](#)  
 146 [alphanumeric](#) or pictographic components arranged on a display surface. Illumination may be  
 147 integral to the components, such as characterized by lamps or other light-emitting devices; or  
 148 it may be from an external light source designed to reflect off the changeable component  
 149 display. See also: Electronic Message Center.  
 150

151 **Channel Letter (open faced)** – A dimensional letter with a back and sides but no face at the front of the  
 152 letter. Open Faced Channel Letters may be non-lit, externally illuminated, or illuminated by a light source  
 153 contained inside the open channel of the letter itself, such as a neon tube.  
 154

155 **Channel Letter (internally illuminated)** – A dimensional letter with a back, sides and a translucent front  
 156 face capable of transmitting light from an internal light source within the letter.  
 157

158 **Channel Letter (reverse)** – A dimensional letter with a face and sides but no back, opposite to an Open  
 159 Faced Channel Letter. A Reverse Channel Letter has an open channel facing the wall or building to which  
 160 it is affixed. A Reverse Channel Letter may contain a source of illumination designed to project lighting  
 161 against the surface behind the letter, commonly referred to as a Backlit Channel Letter; also referenced as  
 162 a halo or silhouette lighted channel letter. The face of a Reverse Channel Letter does not illuminate.  
 163

164 **Copy** - The graphic content or message of a sign.  
 165

166 **Copy Area of Sign** - The actual area of the sign copy as applied to any background. Copy area on any  
 167 individual background may be expressed as the sum of the geometrically computed shape or shapes  
 168 encompassing separate individual letters, words, or graphic elements on the background. See Section 151-  
 169 8 for computational methodology.  
 170

171 **Dimensional Letter, Symbol, or Graphic** – A letter, symbol, or graphic that is three dimensional in  
 172 character, containing height, width, and depth.  
 173

174 **Directional Sign** - Any sign that is designed and erected for the purpose of providing direction and/or  
 175 orientation for pedestrian or vehicular traffic.  
 176

177 **Display Time** – The amount of time a message and/or graphic is displayed on an Electronic Message Sign.  
 178

179 **Dissolve** – A mode of message transition on an Electronic Message Sign accomplished by varying the light  
 180 intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the  
 181 gradual appearance and legibility of the second message.  
 182

183 **Double-faced Sign** - A sign with two faces, back to back.  
 184

185 **Dynamic Frame Effect** – An [Electronic Message Sign-center](#) frame effect in which the illusion of  
 186 motion and/or animation is used.  
 187

188 **Electronic Message Center or Sign (EMC)** - An electrically activated changeable sign whose variable  
 189 message and/or graphic presentation capability can be electronically programmed by computer from a



190 remote location. ~~Also known as an EMC.~~ EMCs Electronic message centers typically use light emitting  
191 diodes (LEDs) as a lighting source. (See also following terms principally associated with Eelectronic  
192 mMessage cCenters: Display Time, Dissolve, Dynamic Frame Effect, Fade, Frame, Frame Effect, Scroll,  
193 Transition, Travel)

194  
195 **Externally Illuminated Sign** – See Illuminated Sign.

196  
197 **Exterior Sign** - Any sign placed outside a building.

198  
199 **Fade** – A mode of message transition on an Electronic Message Sign accomplished by varying the light  
200 intensity, where the first message gradually reduces intensity to the point of not being legible and the  
201 subsequent message gradually increases intensity to the point of legibility.

202  
203 **Font** – A set of letters, numerals, symbols, or shapes conforming to a specific set of design criteria.

204  
205 **Frame** – A complete, static display screen on an Electronic Message Sign.

206  
207 **Freestanding Sign** - A sign principally supported by one or more columns, poles, or braces placed in or  
208 upon the ground. May also be referenced as a Ground or Monument Sign. Refer also to Section 151-7 for  
209 visual reference examples.

210  
211 **Illuminance** – The amount of light falling upon a real or imaginary surface, commonly called “light level”  
212 or “illumination”. Measured in foot candles (lumens/square foot) in the English system, and lux  
213 (lumens/square meter) in the SI (metric) system.

214  
215 **Illuminated Sign** - A sign characterized by the use of artificial light, either projecting through its surface(s)  
216 [Internally or trans-illuminated]; or reflecting off its surface(s) [Externally illuminated].

217  
218 **Interior Sign** - Any sign placed within a building, but not including window signs as defined by this  
219 ordinance. Interior signs, with the exception of window signs as defined, are not regulated by this  
220 ordinance.

221  
222 **Listed Sign** – A sign manufactured and labeled in accordance with specifications promulgated by a  
223 recognized testing laboratory designed to assure compliance with applicable American National Standards  
224 Institute (ANSI) and/or the National Electric Code (NEC).

225  
226 **Mansard** - A roof-like facade comparable to an exterior building wall.

227  
228 **Marquee Sign** - See Canopy Sign.

229  
230 **Multiple-Faced Sign** - A sign containing ~~three (3)~~ or more faces.

231  
232 **Non-Conforming Sign** - A sign that was legally installed by permit in conformance with all municipal  
233 sign regulations and ordinances in effect at the time of its installation, but which may no longer comply  
234 with subsequently enacted laws and ordinances having jurisdiction relative to the sign.

235  
236 **Non-Conforming Use** – A continued and lawful use of property, including a sign or signs lawfully  
237 installed in accordance with laws or ordinances prevailing at the time of installation.

238



239 **On-Premise Sign** - A sign erected, maintained or used in the outdoor environment for the purpose of the  
240 display of messages appurtenant to the use of, products sold on, or the sale or lease of, the property on  
241 which it is displayed.

242  
243 **Outdoor Advertising Sign** - A permanent sign erected, maintained or used in the outdoor environment  
244 for the purpose of the display of commercial or noncommercial messages not appurtenant to the use of,  
245 products sold on, or the sale or lease of, the property on which it is displayed. May also be referenced as  
246 an Off-Premise Sign, Billboard, or Commercial Outdoor Advertising Sign.

247  
248 **Parapet** - The extension of a building facade above the line of the structural roof.

249  
250 **Political Sign** - A temporary sign intended to advance a political statement, cause, or candidate for office.

251  
252 **Portable Sign** - Any sign not permanently attached to the ground or a building, ~~and that~~ can be removed  
253 without the use of tools.

254  
255 **Projecting Sign** - A sign other than a Wall Sign that is attached to or projects more than ~~eighteen (18)~~ 18  
256 inches from a building face or wall or from a structure whose primary purpose is other than the support of  
257 a sign.

258  
259 **Real Estate Sign** - A temporary sign advertising the sale, lease, or rental of the property or premises upon  
260 which it is located.

261  
262 **Roof Line** - The uppermost line of the roof of a building or, in the case of an extended facade or parapet,  
263 the uppermost point of said facade or parapet.

264  
265 **Roof Sign** - A sign mounted on the main roof portion of a building or on the uppermost edge of a parapet  
266 wall of a building and which is wholly or partially supported by such building. Signs mounted on mansard  
267 facades, pent eaves, and architectural projections such as canopies or marquees shall not be considered to  
268 be roof signs. Refer also to Section 9 for visual reference example of roof signs, and comparison of  
269 differences between roof and fascia signs.

270  
271 **Scroll** - A mode of message transition on an Electronic Message Sign in which the message appears to  
272 move vertically across the display surface.

273  
274 **Sign** - Any device visible from a public place whose essential purpose and design is to convey either  
275 commercial or noncommercial messages by means of graphic presentation of ~~alphabetic alphanumeric~~ or  
276 pictorial symbols or representations. Noncommercial flags or any other flags displayed from flagpoles or  
277 staffs will not be considered to be signs.

278  
279 **Sign Area** - The area of the smallest geometric figure, or the sum of the combination of regular geometric  
280 figures, which comprise the sign face. The area of any doublesided or "V" shaped sign shall be the area of  
281 the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all  
282 other multiplesided signs shall be computed as ~~fifty (50) percent~~ of the sum of the area of all faces of the  
283 sign. See Section 151-8 for computational methodology for various sign area configurations.

284  
285 **Sign Copy** - The letters, numerals, figures, symbols, logos and graphic elements comprising the content  
286 or message of a sign, exclusive of numerals identifying a street address only.

287



288 **Sign Face** - The surface upon, against or through which the sign copy is displayed or illustrated, not  
289 including structural supports, architectural features of a building or sign structure, nonstructural thematic  
290 or decorative trim, or any areas that are separated from the background surface upon which the sign copy  
291 is displayed by a distinct delineation, such as a reveal or border. Refer to Section 151-8 for sign face  
292 computational illustrations.

- 293
- 294 1. In the case of panel or cabinet type signs, the sign face shall include the entire area of the sign  
295 panel, cabinet or face substrate upon which the sign copy is displayed or illustrated, but not open  
296 space between separate panels or cabinets.
  - 297
  - 298 2. In the case of signs painted on a building, or individual letters or graphic elements affixed to a  
299 building or structure, the sign face shall comprise the sum of the geometric figures or combination  
300 of regular geometric figures drawn closest to the edge of the letters or separate graphic elements  
301 comprising the sign copy, but not the open space between separate groupings of sign copy on the  
302 same building or structure.
  - 303
  - 304 3. In the case of sign copy enclosed within a painted or illuminated border, or displayed on a  
305 background contrasting in color with the color of the building or structure, the sign face shall  
306 comprise the area within the contrasting background, or within the painted or illuminated border.
  - 307

308 **Site** – The ground area legally designated as a lot, which may be categorized as a permanent parcel (a lot  
309 of record), multiple lots of record, or a portion of a lot of record.

310

311 **Special Event Sign** – A temporary sign pertaining to any civic, patriotic, or special event of general public  
312 interest.

313

314 **Temporary Sign** - A sign intended to display either commercial or noncommercial messages of a  
315 transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not  
316 permanently affixed to a building or sign structure that is permanently embedded in the ground, are  
317 considered temporary signs.

318

319 **Transition** – A visual effect used on an Electronic Message Sign to change from one message to another.

320

321 **Travel** – A mode of message transition on an Electronic Message Sign in which the message appears to  
322 move horizontally across the display surface.

323

324 **Wall or Fascia Sign** - A sign that is in any manner affixed to any exterior wall of a building or structure  
325 and that projects not more than ~~eighteen~~(18) inches from the building or structure wall. Also includes  
326 signs affixed to architectural projections that project from a building provided the copy area of such signs  
327 remains on a parallel plane to the face of the building facade or to the face or faces of the architectural  
328 projection to which it is affixed. Refer also to Section 9 for visual reference examples, and comparison  
329 examples of differences between wall or fascia signs and roof signs.

330

331 **Wayfinding Sign** – A sign, frequently off-premise, specifically designed to provide directional or  
332 destination information.

333

334 **Window Sign** - A sign affixed to the surface of a window with its message intended to be visible to the  
335 exterior environment.

336

337 **Chapter Section 151-7: Typical On-Premise Sign Types (See Graphic: Exhibit 1)**

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**Chapter Section 151-8: Sign Area Computational Methodology / Ground Signs (See Graphic: Exhibit 2 and 3)**

**Chapter Section 151-9: Comparison: Roof and Wall Sign Distinctions (See Graphic: Exhibit 4)**

**Chapter Section 151-10: Exemptions**

The following are exempt from the regulations of this Code and do not require a sign permit, but may be subject to other Codes enacted by the City where applicable:

- A. Signs which are not visible from a public roadway; however, these signs must comply with any building and construction provisions enacted by the City;
- B. Signs inside a building;
- C. Signs carved into a building, on the ground at the entrance to a building, or raised in integral relief on a building;
- D. Signs required by federal or state law;
- E. Flags of a political subdivision;
- F. Historic markers or signs erected by or at the direction of the City;
- G. Signs required by the City;
- H. Painted and/or applied wall accents and decorations that do not advertise the business;
- I. Illuminated building accents and decorations;
- J. Public Art, including Permitted Original Art Murals;
- K. Name and Address – Up to ~~two~~(2) signs indicating address, number and/or name of occupants of the premises, which do not exceed ~~two~~(2) square feet in area per side, and do not include any commercial advertising or other identification;
- L. Decals - Decals and/or logos affixed to windows or door glass panels, such as those indicating membership in a business group or identifying credit cards accepted at the establishment;
- M. Handicapped Parking Space - Signs not exceeding ~~two~~(2) square feet in area reserving parking for handicapped individuals;
- N. Private Drive Signs - On-premise private drive signs are limited to ~~one~~(1) per driveway entrance, not exceeding ~~two~~(2) square feet in area;



- 383 O. Public Signs - Signs erected by order of the Mayor or City Council or other government agencies or  
384 utilities, including traffic, utility, safety, railroad crossing and identification signs for public facilities  
385 and any signs erected by the City.  
386
- 387 P. Security and Warning Signs - On-premise signs regulating the use of the premises, such as “no  
388 trespassing”, “no hunting” and “no soliciting” signs that do not exceed ~~one (1)~~ sign ~~two (2)~~ square feet  
389 in area in residential areas and ~~one (1)~~ sign ~~five (5)~~ square feet in area in commercial and industrial  
390 zones. These limitations shall not apply to the posting of conventional “no trespassing” signs in  
391 accordance with state law.  
392

393 **Chapter Section 151-11: Prohibited Signs**  
394

395 The following signs are prohibited:  
396

- 397 A. Signs containing strobe lights or that project images onto the ground or wall.  
398
- 399 B. All off-premise signs, billboards, or commercial outdoor advertising signs.  
400
- 401 C. Abandoned sign structures, as defined by this code. Where a business has ceased operation, any sign  
402 associated with the closed business must be removed within 6 months. The Director of Planning may  
403 grant a one-time ~~six (6)~~ month extension upon written request by the owner of the property where the  
404 sign is located.  
405
- 406 D. Signs placed on, or painted on a motor vehicle or trailer parked with the primary purpose of providing  
407 signage not otherwise allowed by the Code. Any sign displayed on a parked trailer or truck or other  
408 vehicle where the primary purpose of the vehicle is to advertise a product, service business, or other  
409 activity is strictly prohibited. This regulation shall permit the use of business logos, identification or  
410 advertising on vehicles primarily and actively used for business purposes and/or personal  
411 transportation. Onsite vehicles that display advertising, such as vintage automobiles, that are typically  
412 stationary and are incorporated into the design of a project that are generally intended as branding or  
413 art to enhance the aesthetics of the project shall be permitted.  
414
- 415 E. Mechanically Moving Signs – An environmentally activated sign or other display with actual  
416 mechanical motion powered by natural, manual, mechanical, electrical or other means, including but  
417 not limited to pennant strings, streamers, spinners, propellers, and search lights.  
418
- 419 F. Inflatable Signs and Other Permanent Objects - Signs and other objects which are inflated, including,  
420 but not limited to, balloons. Balloons may be permitted in temporary commercial situations; such as  
421 special events. In no case shall inflatable signs be permitted to be displayed for longer than 5 days.  
422
- 423 G. Posters and Handbills - Any signs affixed to any structures, trees or other natural vegetation, rocks or  
424 poles.  
425
- 426 H. Roof Signs - Roof signs, except for those permitted by this chapter.  
427
- 428 I. Simulated Traffic Signs and Obstructions - Any sign which may be confused with, or obstruct the view  
429 of, any authorized traffic sign or signal, obstruct the sight-distance triangle at any road intersection or  
430 extend into the public right-of-way.



- 431  
432 J. A-frame/Wheeled Signs – Any portable “A” frame or similar portable sign is prohibited except as  
433 described under Temporary Signs below.  
434  
435 K. Signs Adversely Affecting Safety. Signs which prevent free ingress or egress from any door, window,  
436 fire escape, or that prevent free access from one part of a roof to any other part. No sign other than a  
437 safety sign shall be attached to a stand-pipe or fire escape.  
438  
439 L. Sign Emissions- No sign which emits smoke, visible vapors, particles, sound or odor shall be permitted.  
440 Open flames used to attract public attention to a place of business or to an advertising sign shall not be  
441 permitted.  
442

443 **Chapter Section 151-14: Sign Face Area**  
444

- 445 A. **Sign cabinets.** The area of sign faces enclosed in frames or cabinets is determined based on the outer  
446 dimensions of the frame or cabinet  
447  
448 B. **Double sided signs.** Only ~~one~~(1) side of a double sided sign is counted in determining the area of sign  
449 faces. Where the ~~two~~(2) sides are not of equal size, the larger of the ~~two~~(2) sides is used for the  
450 determination of sign area. The area of multiple-faced signs in which the interior angle formed by the  
451 faces is greater than ~~ninety one degrees~~(91°) shall be expressed as the sum of the areas of all the faces,  
452 except for multiple-faced signs containing faces that are configured back to back, in which case the  
453 area of the faces configured back to back will be calculated according to the rule for double faced signs.  
454  
455 C. **Round, Oval & Irregularly shaped signs.** To be measured based on the appropriate mathematical  
456 formula to obtain the sign area for a circle, an oval or irregularly shaped sign.  
457  
458 D. **Calculating Sign Area**  
459  
460 1. Signs containing integral background areas: The area of a sign containing a clearly  
461 defined background area shall be calculated based on the area of the smallest standard  
462 geometric shape or combination of geometric shapes capable of encompassing the  
463 perimeter of the background area of the sign. In the case of signs in which multiple  
464 background areas are separated by open space, sign area shall be calculated based on  
465 the sum of the areas of all separate background areas, calculated as referenced above,  
466 but without regard for any open space between the separate background areas.  
467  
468 2. Signs without integral background areas: In instances in which a sign consists of  
469 individual elements such as letters, symbols, or other graphic objects or  
470 representations that are painted, attached to, or otherwise affixed to a surface such as  
471 a wall, window, canopy, awning, architectural projection, or to any surface not  
472 specifically designed to serve as a sign background, the sign area shall be based on  
473 the sum of the individual areas of the smallest geometric shape or combination of  
474 geometric shapes capable of encompassing the perimeters of the individual elements  
475 comprising the sign.  
476  
477 E. **Awnings and marquees.** When graphics or sign copy is incorporated into an awning, the sign area is  
478 determined by computing the area of a standard imaginary geometric shape or combination of shapes



479 drawn around the sign copy area or graphics. When the ends of awnings or marquees are parallel and  
480 contain graphics or sign copy, only one side is counted in addition to the sign face area on the front.  
481

482 **Section 151-15: Height of Signs**  
483

- 484 A. The overall height of a freestanding sign or sign structure is measured from the lowest point of the  
485 ground directly below the sign to the highest point of the freestanding sign or sign structure.  
486
- 487 B. **Exception:** Where a freestanding sign or sign structure is mounted along a roadway that has a higher  
488 grade level as compared to the grade level directly below the freestanding sign or sign structure, then  
489 the freestanding sign or structure's height will be measured from the roadway grade level to the highest  
490 point of the freestanding sign or sign structure. See Figure A.  
491

492  
493 **Figure A (See Graphic: Exhibit 5)**  
494

495 **Section 151-16: Standards in Residential Zones**  
496

- 497 A. General standards: standards for permanent on-premise signs in the Residential Zoning Districts. For  
498 the purposes of this chapter, Residential Zoning Districts shall include R, R1 and R2.  
499
- 500 B. **Residential properties** – all single family residential properties that are located in Residential Zoning  
501 Districts are permitted signs not to exceed ~~eight (8)~~ square feet in total sign area per road frontage.  
502 Corner lots and lots with frontage on more than one street are entitled to ~~eight (8)~~ square feet per  
503 frontage. This sign area allowance covers but is not limited to: address signs, home occupation signs,  
504 lawn signs, real estate signs, ~~and~~ contractor signs, and political signs. Signs may be mounted to a  
505 permanent building structure or displayed in a window. Trees, rocks or other naturally occurring  
506 landscape features may not be used to support a residential sign.  
507
- 508 C. Subdivisions, apartment, multi-family dwellings and condominium complexes are permitted a  
509 freestanding sign not to exceed ~~thirty-six (36)~~ square feet, and further provided that ~~one (1)~~ such sign  
510 shall be permitted for each separate street and/or separate building frontage occupied by the  
511 subdivision, apartment, or condominium complex and/or for each means of entrance to or exit from  
512 the subdivision, apartment, or condominium complex. Wall signs are also permitted and shall not to  
513 exceed ~~five (5)%-percent~~ of the area of the façade in elevation view upon which they are placed.  
514
- 515 D. For properties located in a Residential Zoning District as described in subsection C above, other  
516 directional, incidental and/or accessory signs are also permitted, to be located within the subdivision,  
517 complex or multi-family residential development. Such directional, incidental and/or accessory signs  
518 shall not exceed ~~six (6)~~ square feet in sign area and ~~eight (8)~~ feet in height (if freestanding).  
519
- 520 E. Other permitted non-residential uses in a Residential Zoning District are allowed a freestanding sign  
521 not to exceed ~~sixteen (16)~~ square feet, and further provided that ~~one (1)~~ such sign shall be permitted  
522 for each separate-street and/or separate building frontage occupied by the permitted use, and for each  
523 means of entrance to or exit from the permitted use. Wall signs are also permitted not to exceed ~~five~~  
524 ~~(5)%-percent~~ of the area of the façade in elevation view upon which they are placed.  
525



526 F. Electronic ~~m~~Message ~~c~~Centers, animated signs and roof signs are prohibited on properties within a  
527 Residential Zoning District.

528  
529 **Chapter Section 151-17: Standards in the RO/Residential Office District**

530  
531 A. Any signs permitted in a Residential Zoning District that relate to a use permitted in the RO/Residential  
532 Office District shall be permitted.

533  
534 B. Freestanding signs for an office, office development or professional building, including a directory of  
535 tenants engaged in professional and/or commercial activity on the premises. The area of any such sign  
536 shall not exceed ~~twenty-four (24)~~ square feet.

537  
538 C. Freestanding signs for permitted uses within the zone other than an office or professional building  
539 provided that the area of any such sign shall not exceed ~~sixteen (16)~~ square feet.

540  
541 D. Unless otherwise regulated by specific reference herein, freestanding signs shall be limited to a height  
542 above the grade level on which they are placed of ~~six (6)~~ feet to the top of the sign.

543  
544 E. Electronic ~~m~~Message ~~c~~Centers, animated signs, projecting signs and roof signs are not permitted in the  
545 RO/Residential Office District.

546  
547 **Chapter Section 151-18: Standards in the C/Commercial District and RB/Residential Business**  
548 **District**

549  
550 **General standards and sign features:** The standards for permanent signs in the C/Commercial District  
551 and RB/Residential Business District are as follows. All such signs must conform to the regulations of  
552 this Section.

553  
554 A. Any signs permitted in a Residential Zone or the RO/Residential Office District are permitted in the  
555 C/Commercial District and RB/Residential Business District.

556  
557 B. Signs in the C/Commercial District and RB/Residential Business District are regulated by reference to  
558 types noted below.

559  
560 **(1) Freestanding Signs:**

561  
562 a. Freestanding signs shall be limited to ~~one (1)~~ per property held in single and  
563 separate ownership. If a property has frontage that ~~exceeds three hundred (300)~~  
564 lineal feet on any given roadway, ~~one (1)~~ additional such sign on such frontage  
565 shall be permitted.

566  
567 b. Unless otherwise regulated by specific reference herein, the area and height above  
568 grade of any freestanding sign shall not exceed 32-square feet and ~~six (6)~~ feet in  
569 height in the RB district and ~~ten (10)~~ feet in height in the C district.

570  
571 c. In the case of a property designated as a shopping center or planned industrial  
572 park, additional freestanding signs shall be permitted for each vehicular entrance

573 to the property or an individual lot. Additional signs shall not exceed 16 square  
574 feet.

575  
576 d. Electronic ~~M~~message ~~e~~Centers are not permitted in the RB/Residential Business  
577 District.

578  
579 e. Electronic ~~m~~Message ~~e~~Centers are permitted in the C/Commercial District subject  
580 to Section 151-21 of this Chapter.  
581

582 **(2) Building Signs:**

583  
584 a. Building signs include wall or fascia signs, roof signs, and signs otherwise  
585 permanently applied to walls or other building surfaces.  
586

587 b. The total area of all parallel wall signs attached to buildings within the C/Commercial  
588 District and RB/Residential Building District shall not exceed 2 square feet per each  
589 linear foot of building width, measured along the front wall or entrance wall of a  
590 building. If a building is located on a lot having frontage on 2 streets, then the sign  
591 area for each side shall be calculated separately.  
592

593 c. In the case of a shopping center or a group of stores or other business uses on a lot  
594 held in single and separate ownership, the provisions of this section relating to the  
595 total area of signs permitted on a premises shall apply with respect to each building,  
596 separate store, separate storefront, or separate use. Only wall signs shall be permitted  
597 for individual establishments in a ~~s~~Shopping ~~e~~Center or on a property with more than  
598 one use, entity or business (multi-use or multi-tenant properties; these properties may  
599 also have ~~one (1)~~ freestanding sign per street frontage).  
600

601 **(3) Roof Signs, Special Considerations:**

602  
603 a. Roof signs are permitted by Special Exception in the RB/Residential Business District  
604 and are in lieu of a building or wall sign. The height of any roof sign above the highest  
605 architectural point of the building to which it is mounted shall not exceed the  
606 percentage of the vertical dimension of the building facade parallel to the sign by 25%.  
607 The sign area of a roof sign shall not exceed 20% of the area of the building elevation  
608 façade to which the sign faces.  
609

610 b. The area calculation for any roof sign whose orientation on a roof may be other than  
611 parallel to an individual building facade shall be computed with reference to the  
612 building facade that most closely parallels the orientation of such sign.  
613

614 **(4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections): Special**  
615 **Considerations**

616  
617 a. Canopy Signs, Marquee Signs and Signs on Architectural Projections are signs that  
618 are mounted to either structures that project off the face of the building more than



619 ~~eighteen (18)~~ inches or signs that are mounted to a freestanding structure not attached  
620 to a building that creates a canopy or covering over an area below.

621  
622 b. Signs affixed or applied in an essentially flat plane to the face of a building or  
623 freestanding canopy, marquee, or architectural projection provided that the copy area  
624 of any such sign, as defined herein, does not exceed an area equal to ~~forty (40)%~~  
625 ~~percent~~ of the product of the height and length of the face area of the canopy, marquee,  
626 or architectural projection to which such sign is affixed or applied, or ~~fifteen (15)%~~  
627 ~~percent~~ of the building façade to which it is attached, whichever is greater.

628  
629 c. Graphic treatment in the form of striping or patterns shall be permitted on the face of  
630 any building or freestanding canopy, marquee, or architectural projection without  
631 restriction, and the area of any such graphic treatment shall not be calculated as a  
632 component of permitted copy area.

633  
634 **(5) Awning Signs**

635  
636 a. Graphics affixed or applied to the face or side surfaces of an awning or backlit awning  
637 are permitted provided that the copy area of any such sign copy or graphic, as defined  
638 herein, does not exceed ~~fifteen (15)%~~ ~~percent~~ of the area to which the awning is  
639 attached.

640  
641 b. Graphic treatment and/or embellishment in the form of striping, patterns, or valances  
642 shall be permitted on the face or side surfaces of any awning or backlit awning without  
643 restriction, and the area of any such graphic treatment and/or embellishment shall not  
644 be calculated as a component of permitted copy area.

645  
646 **(6) Projecting Signs:** Permitted in the RB/Residential Business District only.

647  
648 a. Projecting signs shall be limited to ~~one (1)~~ per building facade on which any such sign  
649 is mounted except for a use that fronts on more than ~~one (1)~~ street, in which case, ~~one~~  
650 ~~(1)~~ such sign shall be permitted per facade for each separate street frontage. In the case  
651 of a building in which any individual facade exceeds ~~two hundred (200)~~ lineal feet,  
652 ~~one (1)~~ such sign shall be permitted for each ~~two hundred (200)~~ lineal feet of such  
653 facade or multiple thereof on each separate street on which such facade fronts.

654  
655 b. The area of any projecting sign shall not exceed ~~one (1)~~ square foot per every ~~two (2)~~  
656 lineal feet of the building facade on which such sign is mounted, except that no such  
657 sign shall be larger in area than ~~one hundred (100)~~ square feet.

658  
659 c. No projecting sign shall extend in a vertical dimension above the highest architectural  
660 point of the facade to which it is mounted in excess of ~~twenty five (25)%~~ ~~percent~~ of  
661 the vertical dimension of the facade itself.

662  
663 d. Projecting signs extending over a public sidewalk shall be limited to a projection  
664 distance not to exceed two-thirds ~~(2/3)~~ of the width of the sidewalk. Any sign that



665 will overhang a City right-of-way will be required to obtain a lease agreement from  
666 the Mayor and City Council.

667  
668 e. Projecting signs shall not be permitted in addition to any permitted freestanding signs  
669 on any given property frontage, except that, in the case in which a premises is  
670 permitted either freestanding or projecting signs on any one frontage, projecting signs  
671 may be substituted for any of the permitted freestanding signs on such frontage,  
672 provided that the requirements herein specifically relating to size, height, and  
673 extension of projecting signs are met.

674  
675 **Chapter-Section 151-19: Standards in the MOE/Mixed Office Employment District**

676  
677 Signage in the MOE District shall be regulated in accordance with the requirements of **Chapter-Section**  
678 **205-35.G** of the City Code.

679  
680 **Chapter-Section 151-20: Additional Standards in All Zones.**

681  
682 **A. Where these regulations apply.** These regulations apply to all signs regulated by this Code.

683  
684 **B. Sign placement.**

685  
686 (1) All signs and sign structures must be erected and attached totally on or within the site or  
687 property to which they refer, behind any applicable legal right-of-way unless otherwise  
688 permitted by the Mayor and City Council.

689  
690 (2) Where the Mayor and City Council permit a freestanding sign to be partially or fully within  
691 the right-of-way, the sign shall comply with all size and height requirements for the  
692 adjacent zoning district associated with the use that the sign advertises.

693  
694 **C. Signs extending into the right-of-way permitted with the issuance of a lease agreement from the**  
695 **Mayor and City Council.**

696  
697 (1) Projecting signs: in the RB/Residential Business District along Washington Street and St.  
698 John Street, projecting over a public sidewalk.

699  
700 (2) Awnings and marquees: in the RB/Residential Business District along Washington Street  
701 and St. John Street, projecting over a public sidewalk.

702  
703 (3) A-frame signs. A-frame signs may be used in the RB/Residential Business District along  
704 Washington Street and St. John Street if they meet the following standards:

705  
706 a. The sign is entirely outside the street or roadway;

707  
708 b. The sign is no larger than ~~ten~~(10) square feet;

709  
710 c. The sign does not obstruct a continuous through pedestrian zone of at least  
711 ~~six~~(6) feet in width.

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d. The sign does not obstruct pedestrian and wheelchair access from the sidewalk to any of the following:

- i. transit stop areas;
- ii. designated disabled parking spaces;
- iii. disabled access ramps; or
- iv. building exits including fire escapes.

**D. Removal of signs.** The Director of Public Works may require signs extending into the right-of-way to be modified or moved if streets are widened, or other improvements made in the right-of-way, which result in the creation of unsafe conditions. The modification or moving will be at the owner’s expense. If a nonconforming sign is moved under this requirement, it may be re-erected on the site without being brought into conformance.

**E. Freestanding Signs.** Freestanding signs may not extend into the right-of-way without approval by the Mayor and City Council and the execution of a lease agreement.

**F. Fascia or Wall Signs**

- (1) Vertical extensions: Fascia or wall signs may not extend above the top of the building wall upon which they are mounted.
- (2) Horizontal extensions: Fascia or wall signs may not extend more than ~~eighteen (18)~~ inches out from the wall or structure to which they are attached.

**G. Projecting Signs**

- (1) Placement: Projecting signs are not allowed on rooftops or on pitched roofs. Projecting signs may not extend over a right-of-way unless they are located in the RB/Residential Business District along Washington Street and St. John Street.

**H. Directional Signs**

- (1) General standards: Directional signs that meet the standards of this subsection are allowed in all zones and are not counted in the total square footage of permanent signage allowed on any property or site.
- (2) Size: Freestanding directional signs may be up to ~~six (6)~~ square feet in area and ~~six (6)~~ feet in height. Fascia directional signs may be up to ~~sixteen (16)~~ square feet in area.
- (3) Directional signs in any zone may have internal or external illumination.

**I. Permanent Banners**



- 760 (1) General: Banners used as permanent signs are allowed in the C/Commercial District and  
761 will be included in the total square footage of permanent signage allowed on the site.  
762
- 763 (2) Standards: Permanent banners are subject to the standards for either fascia signs or  
764 projecting signs depending on how the banner is supported or anchored.  
765
- 766 (3) Banners not maintained in good condition shall be required to be removed by order of the  
767 Director of Planning.  
768

769 **J. Temporary Signs**  
770

- 771 (1) Signs that meet the standards of this subsection are exempt from the standards for  
772 permanent signs and are not counted in the total square footage of signage allowed on any  
773 particular property or site. Signs that do not meet the standards of this subsection are  
774 subject to the standards for permanent signs.  
775
- 776 (2) Temporary signs may have external or internal illumination.  
777
- 778 (3) Temporary banners: Temporary banners are subject to the following regulations:  
779
- 780 a. In all Residential Zones, temporary banners are not permitted on sites with  
781 residential uses. Exception: banners for holidays, religious commemoration,  
782 and special family events.  
783
  - 784 b. In the C/Commercial and RB/Residential Business Districts, one banner no  
785 larger than ~~thirty-two~~ (32) square feet in size is permitted per property or, on a  
786 multi-use property, per storefront. Only ~~one~~ (1) of these banners may be hung  
787 on each building wall or on each separate structure. Any additional banners, or  
788 banners larger than ~~thirty-two~~ (32) square feet in size, must meet the following  
789 standards for permanent signs in this Code.  
790
    - 791 i. In no case may a site or storefront have more  
792 than ~~two~~ (2) temporary banners.  
793
    - 794 ii. In no case shall a temporary banner be larger  
795 than ~~fifty~~ (50) square feet in size.  
796
    - 797 iii. A temporary banner may be displayed no  
798 longer than ~~ninety~~ (90) days per calendar year  
799 upon notification of the Department of  
800 Planning of the placement of the sign.  
801
    - 802 iv. Banners that do not meet the regulations of this  
803 subparagraph, must meet the standards for  
804 permanent signs.  
805
- 806 (4) Temporary Wall or Fascia Signs. One ~~(1)~~ temporary wall sign is allowed per street  
807 frontage in the C/Commercial and RB/Residential Business Districts. Temporary wall  
808 signs may be up to ~~thirty-two~~ (32) square feet in area. Temporary wall signs may not

809 extend above roof lines. Extensions into the right-of-way are prohibited. A temporary wall  
810 sign may be displayed no longer than ~~ninety (90)~~ days per calendar year.

- 811
- 812 (5) Temporary Freestanding or Portable Signs. One ~~(1)~~ temporary freestanding sign is allowed  
813 per property in the C/Commercial and is not counted in the total square footage of  
814 permanent signage allowed on the site. Temporary freestanding signs may be up to ~~thirty~~  
815 ~~two (32)~~ square feet in area. Extensions into the right-of-way are prohibited. A temporary  
816 freestanding sign may be displayed no longer than ~~ninety (90)~~ days per calendar year.
- 817
- 818 (6) Temporary signs are prohibited within all State Highway Administration (SHA) rights-of-  
819 way except for Union Avenue when permitted by the Mayor and City Council.
- 820
- 821 (7) Temporary signs announcing a special event are permitted within a City right-of-way.
- 822
- 823 a. Special event signs shall not exceed 8\_-square feet.
- 824
- 825 b. The Department of Planning shall be notified in writing at least 45\_-days prior  
826 to the event.
- 827
- 828 c. The entity in charge of the event shall also provide a map of the proposed  
829 locations of the signs.
- 830
- 831 d. All special event signs shall be removed within ~~three (3)~~ days of the end of the  
832 event.
- 833

834 **Chapter Section 151-21: Electronic Message Centers**

- 835
- 836 A. In the C/Commercial District, ~~eE~~lectronic ~~mM~~essage ~~cC~~enters (~~EMCs~~) are permitted with a maximum  
837 sign area of 16 square feet. The Board of Appeals may approve an electronic message center EMC  
838 up to 24 square feet as a Special Exception.
- 839
- 840 B. Additional general EMC-electronic message center regulations:
- 841
- 842 (1) One EMC-electronic message center is permitted per property. Where a shopping center or  
843 industrial park has been subdivided, only one EMC is permitted.
- 844
- 845 a. The sign may provide advertisements for all businesses within the shopping center or business  
846 park.
- 847
- 848 b. The Board of Appeals may approve additional EMC's-electronic message centers for  
849 individual lots as a Special Exception up to 16 square feet.
- 850
- 851 (2) An EMC-electronic message center sign may be a portion of a building sign or freestanding sign,  
852 or may comprise the entire sign area.
- 853
- 854 (3) All EMC-electronic Message Center signs shall have automatic dimming controls, either by  
855 photocell (hardwired) or via software settings, in order to bring the EMC-electronic message  
856 center lighting level at night into compliance with Section 151-22 of this Code "Sign Illumination  
857 Standards".
- 858



- 859 (4) ~~EMC~~ Electronic message center signs shall have a minimum display time of ~~eight (8)~~ seconds.  
860 The transition time between messages and/or message frames is limited to ~~three (3)~~ seconds and  
861 these transitions may employ fade, dissolve, and or other transition effects.  
862
- 863 (5) The following electronic message center~~EMC~~ display features and functions are prohibited:  
864 continuous scrolling and/or traveling, flashing, spinning, rotating, and similar moving effects,  
865 and all dynamic frame effects or patterns of illusionary movement or simulating movement.  
866
- 867 (6) Full motion video or film display via an electronic file imported into the electronic message  
868 center~~EMC~~ software or streamed in real time into the EMC sign is prohibited.  
869
- 870 (7) Temporary or portable EMC's electronic message centers are not permitted.  
871

872 **Chapter Section 151-22: Sign Illumination Standards**  
873

874 Signs may be illuminated consistent with the following standards:  
875

- 876 A. A sign in any district may be illuminated at night. Electronic message centers shall not be  
877 operational between the hours of 10:00pm and 6:00am.  
878
- 879 B. Signs that have external illumination, whether the lighting is mounted above or below the sign  
880 face or panel, shall have lighting fixtures or luminaires that are fully shielded.  
881
- 882 C. The light from any illuminated sign or from any light source, including interior of a building, shall  
883 be so shaded, shielded or directed that the light intensity or brightness shall not adversely affect  
884 surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving  
885 on public or private roads, highways, or parking areas. Light shall not shine or reflect on, or into  
886 residential structures. Illumination projected onto a sign must be confined as completely as  
887 possible to the face of the sign.  
888
- 889 D. On-premise signs do not constitute a form of outdoor lighting at night, and are exempt from any  
890 other outdoor lighting regulations that the City~~IFY~~ has adopted, or will adopt in the future.  
891

892 **Chapter Section 151-23: Nonconforming signs.**  
893

- 894 A. Nonconforming permanent signs may continue to exist after passage of this Code. Nonconforming  
895 signs that are removed for any reason cannot be replaced. All new signs shall be permitted in  
896 accordance with the provisions of this Chapter.  
897
- 898 B. Permanent signs and sign structures that are moved, removed, replaced, or structurally altered  
899 must be brought into conformance with the sign regulations. However, nonconforming signs  
900 required to be moved because of public right-of-way improvements may be re-established.  
901 Removable faces or sign panel inserts in a cabinet style sign may also be changed by right, and  
902 such change does not constitute a structural alteration nor trigger loss of nonconforming status.  
903
- 904 C. Nonconforming temporary signs must be removed within ~~two (2)~~ months of the passage of this  
905 Code.  
906
- 907 D. Ownership. The status of a nonconforming sign is not affected by changes in ownership.



- 908  
909 E. Once a sign is altered to conform or is replaced with a conforming sign, the nonconforming rights  
910 for that sign are lost and a nonconforming sign may not be re-established.  
911  
912 F. Loss of nonconforming sign status.  
913  
914 (1) Discontinuance. See definition of Abandoned Sign.  
915  
916 (2) Destruction. When a sign or sign structure is removed or intentionally destroyed,  
917 replacement signs and sign structures must comply with the current standards. However:  
918  
919 a. Repair and maintenance. A nonconforming sign or sign structure may be  
920 removed temporarily to perform sign maintenance or sign repair.  
921  
922 b. Unintentional destruction. When a sign or sign structure that has  
923 nonconforming elements is partially or totally damaged by fire or other  
924 causes beyond the control of the owner, the sign and sign structure may be  
925 rebuilt to the same size and height using the same materials.  
926

927 **Chapter-Section 151-24: Construction and Structural Requirements**  
928

929 **A. Structural Standards**  
930

- 931 (1) Signs, sign structures, sign foundations and methods to attach and anchor signs must be  
932 designed and constructed in accordance with applicable provisions of the Building Code  
933 adopted by the City. All signs and their foundations and attachments must be designed for  
934 the appropriate dead, wind and snow loads for the geographic area in question.  
935  
936 (2) The supports and foundations used in construction for all signs and sign structures must  
937 be located outside of any rights-of-way, unless permitted by the Mayor and City Council.  
938

939 **B. Engineering Standards**  
940

- 941 (1) Signs, sign structures, sign foundations and anchorages to a building must be individually  
942 designed in accordance with the Building Code and the provisions of this Sign Code.  
943  
944 (2) When the Building Code of the City, or any Building Code enacted after passage of this  
945 Sign Code, calls for sealed sign design construction plans to be submitted as a part of any  
946 sign permit application, this requirement is not compulsory as it relates to on-premise signs  
947 regulated under this Sign Code.  
948  
949 (3) The instances when sealed plans by a licensed engineer are required and when they are  
950 not required will be determined by specific criteria and procedures established by the  
951 City and administered by the Code Official on a case-by-case basis.  
952

953 **C. Clearances**  
954

- 955 (1) Vision clearance areas: Vision clearance areas are triangular shaped areas located at the  
956 intersection of any combination of rights-of-way, lanes, alleys or driveways. The sides of  
957 the triangle extend ~~thirty~~(30) feet from the intersection of the right-of-way, lane, alley or  
958 driveway in either/each direction. No sign may be installed within this clear sight triangle.  
959
- 960 (2) Vehicle area clearances: In areas outside of rights-of-way, when a sign or awning extends  
961 over an area in which vehicles travel or are parked, the bottom of the structure must be at  
962 least ~~fourteen~~(14) feet above the ground. Vehicle areas include driveways, lanes, alleys,  
963 parking areas, and loading and maneuvering areas.  
964
- 965 (3) Pedestrian area clearances. When a sign or awning extends more than ~~twelve~~(12) inches  
966 over a sidewalk, walkway, or other space used by pedestrians, the bottom of the structure  
967 must be at least ~~eight~~(8) feet above the ground.  
968
- 969 (4) Clearances from fire escapes, means of egress or standpipes. Signs, sign structures and  
970 awnings are prohibited from being erected in any manner that interferes in any way with  
971 the free use of any fire escape, means of egress or standpipe. Attaching signs, sign  
972 structures or awnings to a fire escape is prohibited.  
973
- 974 (5) Obstruction of windows and ventilation. Signs, sign structures and awnings are prohibited  
975 from being installed in any way that obstructs any building openings to such an extent that  
976 light, ventilation or exhaust are reduced to a level below that required by either the  
977 Building Code, Plumbing Regulations, Heating and Ventilating Regulations or Housing  
978 and Maintenance Regulations.  
979

980 **Chapter Section 151-25: Maintenance Requirements.**

- 981
- 982 A. Signs, sign structures and awnings, together with their supports, braces, guys, anchors and electrical  
983 components must be maintained in a proper state of repair. The Director of Planning or Building Code  
984 Official may order the removal of any sign, sign structure or awning that is not maintained in  
985 accordance to this Code.  
986

987 **B. Dangerous Structures and Equipment**

- 988
- 989 (1) Signs, sign structures or awnings that are dangerous must be taken down and removed or  
990 made safe as the Director of Planning or Building Official deems necessary. Signs may be  
991 deemed dangerous for one or more of the following reasons:  
992
- 993 a. Whenever a sign structure or its foundation, a sign's attachments to a  
994 building, or a building to which a sign is attached is damaged by fire,  
995 earthquake, wind, flood or by any other cause, to such an extent that the  
996 structural strength or stability is materially less than it was before the  
997 catastrophe and is less than the minimum requirements of the Building Code;  
998
- 999 b. Whenever any portion or member of a sign, sign structure or awning is likely  
1000 to fail, or become detached or dislodged, or to collapse and thereby injure  
1001 persons or property;  
1002



- 1003 c. Whenever any portion or member of a sign, sign structure or awning is likely  
1004 to partially or completely collapse as a result of any cause, including,  
1005 dilapidation, deterioration, or decay; faulty construction or wiring; or  
1006 removal, movement or instability of any portion of the ground or building  
1007 necessary for supporting such structure;  
1008  
1009 d. Whenever a sign, sign structure or awning is structurally or electrically  
1010 unsafe or otherwise hazardous to human life or safety by reason of  
1011 inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster,  
1012 damage or abandonment;  
1013  
1014 (2) All signs, sign structures and awnings determined after inspection by the Director of  
1015 Planning or Building Office to be dangerous must be abated by repair, rehabilitation,  
1016 demolition or removal;  
1017

1018 **Chapter-Section 151-26: Permits and Fees**

1019  
1020 **A. Permits required.**

- 1021  
1022 (1) It shall be unlawful to erect, re-erect, construct, place, replace or alter any sign unless a  
1023 permit has been issued and fees paid to the City, except for signs that are expressly listed  
1024 under the Exemptions in Section 151-10 of this Chapter.  
1025  
1026 (2) Application. Application for a sign permit shall be signed by the property owner or  
1027 authorized agent. The application shall require the name and address of the sign owner or  
1028 the sign erector, drawings showing the copy design, dimensions, height and location of the  
1029 sign and such other pertinent information as the Department of Planning may require to  
1030 ensure compliance with the laws of the City. Whenever an application for a sign permit is  
1031 filed for the erection of a sign on property designated within the National Register Historic  
1032 District, the application shall be subject to review and comment by the Historic Preservation  
1033 Commission and the Department.  
1034  
1035 (3) Permit fees for signs shall be established by the Mayor and City Council.  
1036

1037 **Chapter-Section 151-27: Inspection**

- 1038  
1039 A. Upon completion of the erection or placement of a sign, the property owner shall contact the  
1040 Department of Planning to schedule a final inspection of the sign to ensure the sign was erected or  
1041 placed in accordance with the sign permit and any applicable Building Code.  
1042  
1043 B. The Director of Planning, or their designee, is authorized to enter any property for the purposes of  
1044 inspecting any sign erected on a property:  
1045  
1046 (1) To inspect, observe, measure, or investigate the property in connection with the review of  
1047 a permit application;  
1048  
1049 (2) To inspect reported conditions of an existing sign;  
1050  
1051 (3) To perform periodic inspections required by any provision of this Chapter;



- 1052  
1053 (4) To assess compliance with any permit, [license-lease](#) or approval;  
1054  
1055 (5) To make an inspection or to otherwise enforce any provision of this Chapter or any  
1056 ordinance of the City;  
1057  
1058 (6) When cause exists to believe that a violation of this Chapter or any City ordinance was or  
1059 is being committed.

1060 **B. Manner of entry.**

- 1061  
1062 (1) If the building or property to be inspected is occupied, Director of Planning or their  
1063 designee shall present [Ceity](#) credentials including photo identification to the owner or  
1064 person responsible for the building or property, state the reason for the inspection, and  
1065 request entry.  
1066  
1067 (2) If the building or property to be inspected is unoccupied, the inspector shall make a  
1068 reasonable effort to locate the owner or other person having charge or control of the  
1069 building or property and request entry.  
1070  
1071 (3) Consent to enter buildings or property may be obtained by any means, including but not  
1072 limited to written, facsimile, telephonic, or in-person consent. In addition, a property  
1073 owner's application for any sign permit, [license-lease](#) or approval shall be deemed to be  
1074 consent for City officials and employees to enter the building or property to perform any  
1075 necessary inspections or other actions required to review and process the application. The  
1076 owner's or occupant's failure to consent to entry or to arrange a mutually convenient time  
1077 for entry shall be grounds for the City to deny the application for the permit, [license-lease](#)  
1078 or approval.  
1079  
1080 (4) If entry is refused or if the inspector is unable to obtain consent, the City shall have  
1081 recourse to every remedy provided by law to secure entry, including but not limited to  
1082 application to any court of competent jurisdiction for an administrative search warrant or  
1083 other remedy.  
1084  
1085 (5) Nothing in this [chapter-section](#) requires an inspector to obtain the property owner's consent  
1086  
1087 a. To an inspection that is conducted while the inspector remains on adjacent public  
1088 property, such as a public right-of-way, or on other adjacent property for which  
1089 consent to entry has been obtained, or;  
1090  
1091 b. To enter property in which the [Ceity](#) has a written easement for purposes authorized  
1092 in the easement instrument.  
1093

1094 **[Chapter-Section 151-28: Enforcement](#)**

1095  
1096 Any person convicted of committing any unlawful act as provided in this chapter shall be guilty of a  
1097 misdemeanor. If any unlawful act is continuing, then each day during which such violation continues shall  
1098 be considered a separate offense. In addition to any criminal penalty which may be imposed, all the

1099 provisions of this chapter may be enforced by petition for injunction filed on behalf of the Mayor and City  
1100 Council of Havre de Grace.

1101

1102 **Chapter-Section 151-29: Appeals and Variances**

1103

1104 A property owner may request a variance to the Sign Code to provide relief when the strict enforcement of  
1105 the regulations for sign size, setbacks, height, and the like imposes practical difficulty or denies the property  
1106 owner the reasonable advertisement of their business. The Board of Appeals has the authority to grant  
1107 variances from the requirements of this chapter. A property owner may seek a variance to the requirements  
1108 of this chapter by filing an application with the Department of Planning in accordance with the City Code  
1109 and standards established by the Department. The Board of Appeals must make the following findings in  
1110 order to grant a sign variance:

1111

1112 A. The applicant has established that there are practical difficulties in complying with this Chapter due  
1113 to unusual conditions posed by a specific building or lot.

1114

1115 B. The sign would not create a hazard.

1116

1117 C. The sign would not adversely affect residential property through excessive glare and lighting.

1118

1119 D. The sign would be in keeping with the general character of the surrounding area.

1120

1121 E. The variance is in harmony with the general purposes and intent of the zoning code.

1122

1123 F. The hardship is due to circumstances unique to the property that have not been created by the  
1124 landowner.

1125

1126 In accordance with the provisions of Title 21 Section 21.04.020, and Zoning Code text  
1127 amendments shall become effective on the date of approval by the City Council after the second  
1128 reading, except that if the date of City Council approval is less than ten days after the close of the  
1129 City Council's public hearing on these Zoning Code amendments, the effective date of the  
1130 amendment shall be ten days after the close of the public hearing on the Zoning Code amendments.

1131

1132

1133

1134 ATTEST:

1135

1136

1137

1138

1139 \_\_\_\_\_  
1140 PATRICK D. SYPOLT  
1141 DIRECTOR OF ADMINISTRATION

THE MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

1139 \_\_\_\_\_

WILLIAM T. MARTIN, MAYOR

1140

1141

1142 First Reading: May 20, 2019

1143 Public Hearing: June 3, 2019

1144 Second Reading/Adoption:

1145



# EXHIBIT NO. 1

## Chapter 151-7: Typical On-Premise Sign Types

### FREESTANDING SIGNS

usually perpendicular to viewer's line-of-sight. May be double or multi faced and contain thematic embellishment and integral covers or cladding to conceal structural supports.



MONUMENT



CANOPY

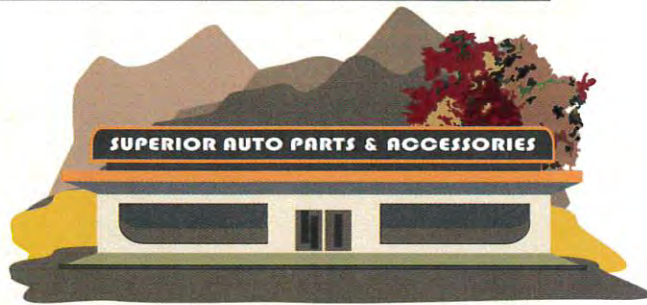


MONOLITH

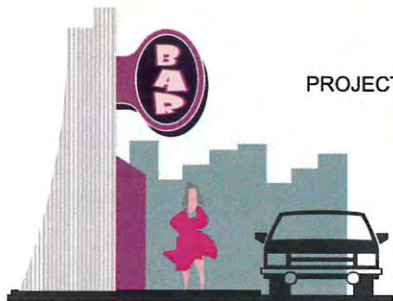
### BUILDING SIGNS



AWNING



ROOF



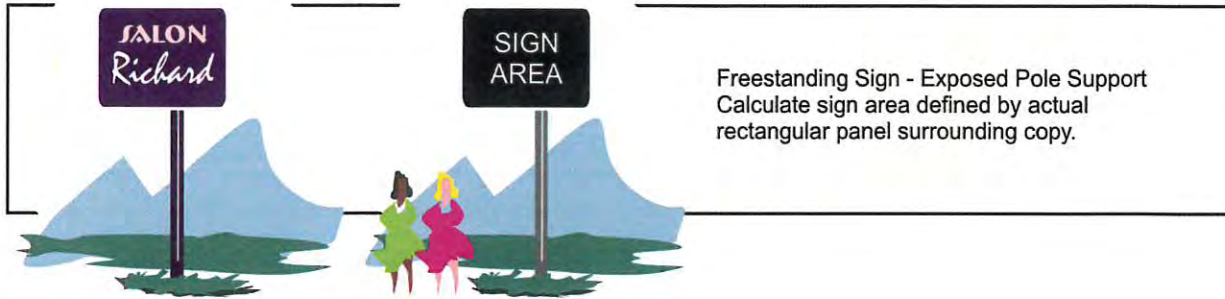
PROJECTING

WALL / FASCIA

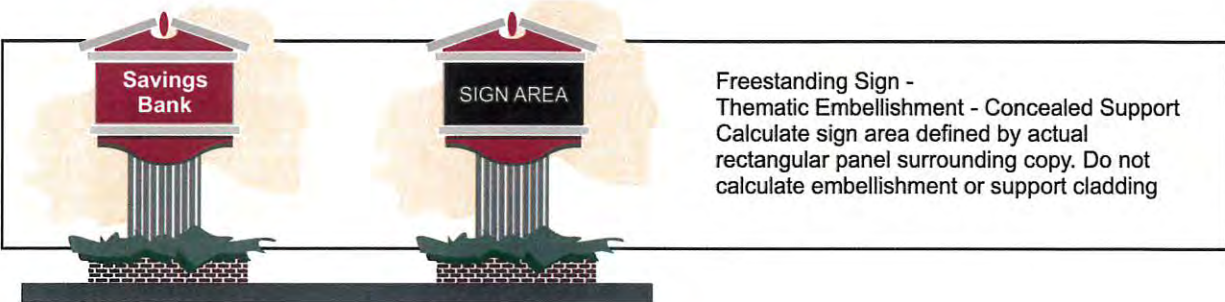


## EXHIBIT NO. 2

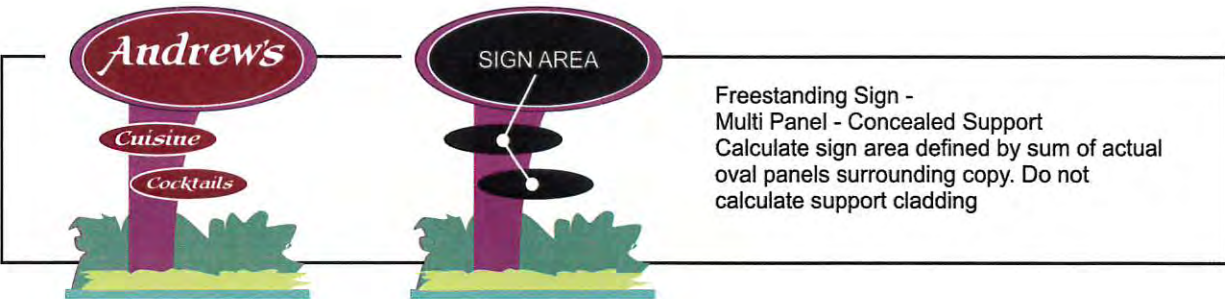
### Chapter 151-8: Sign Area Computational Methodology / Ground Signs



Freestanding Sign - Exposed Pole Support  
Calculate sign area defined by actual rectangular panel surrounding copy.



Freestanding Sign - Thematic Embellishment - Concealed Support  
Calculate sign area defined by actual rectangular panel surrounding copy. Do not calculate embellishment or support cladding



Freestanding Sign - Multi Panel - Concealed Support  
Calculate sign area defined by sum of actual oval panels surrounding copy. Do not calculate support cladding



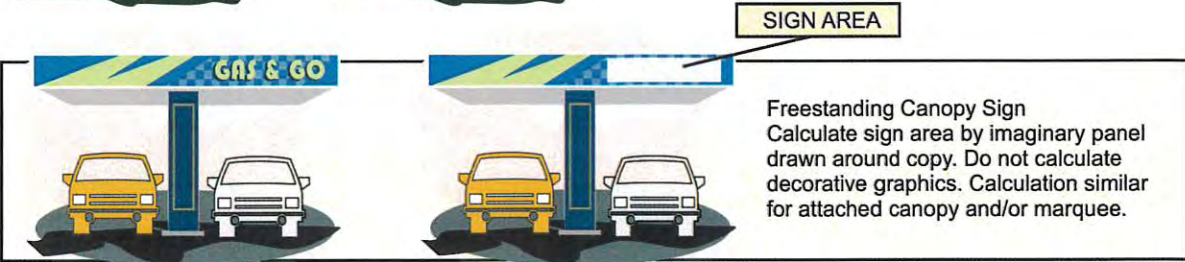
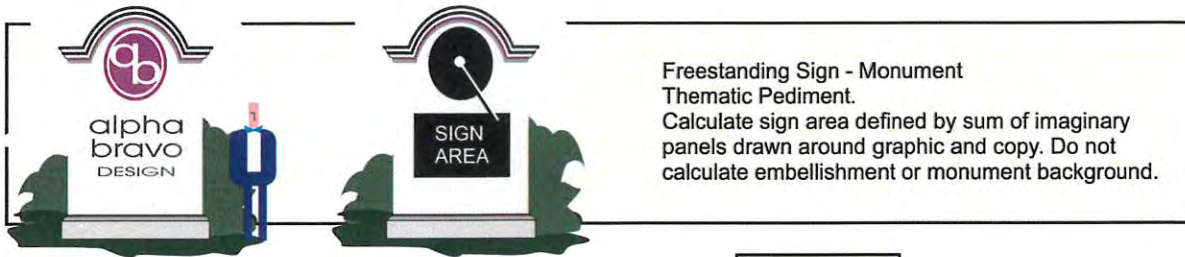
Freestanding Sign - Monument Thematic Embellishment - Concealed Support  
Calculate sign area defined by imaginary panel drawn around copy. Do not calculate embellishment or monument background



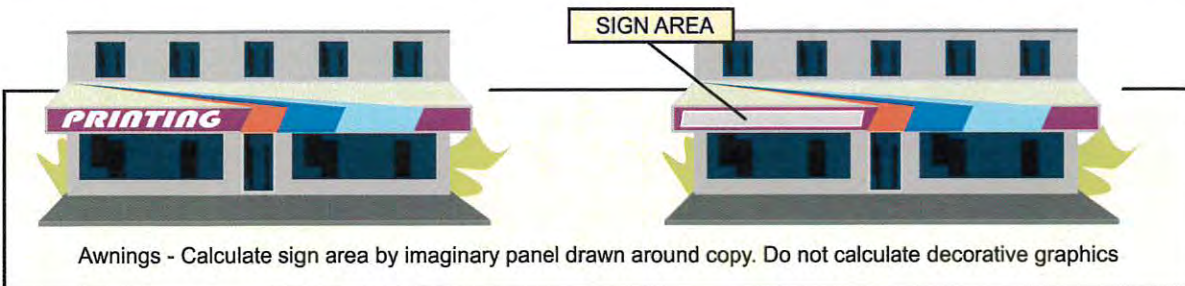
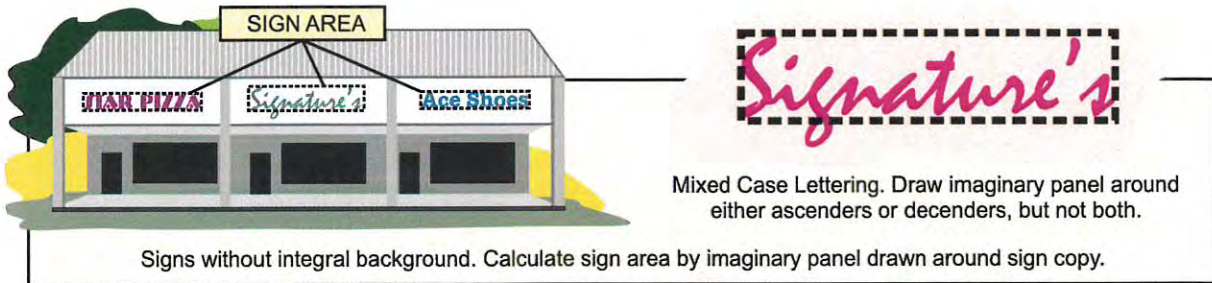
Freestanding Sign - Monument Thematic Embellishment - Concealed Support  
Calculate sign area defined by actual oval panel surrounding copy. Do not calculate embellishment or monument background



## EXHIBIT NO. 3



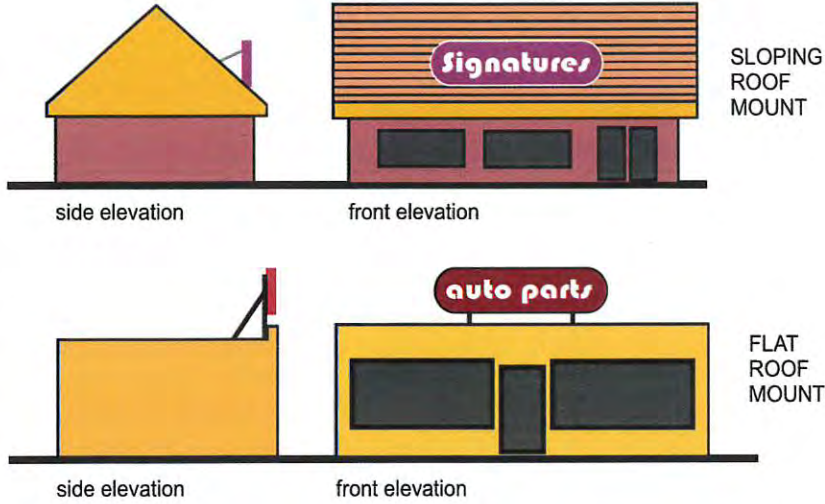
### Wall / Fascia Signs



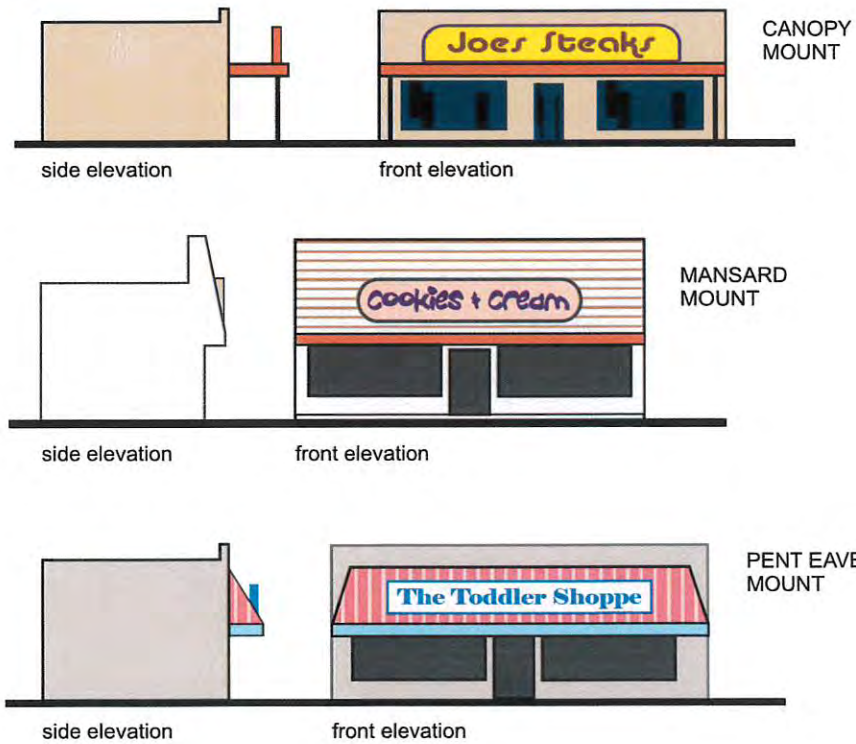
# EXHIBIT NO. 4

## Chapter 151-9: Comparison: Roof and Wall Sign Distinctions

### ROOF SIGNS

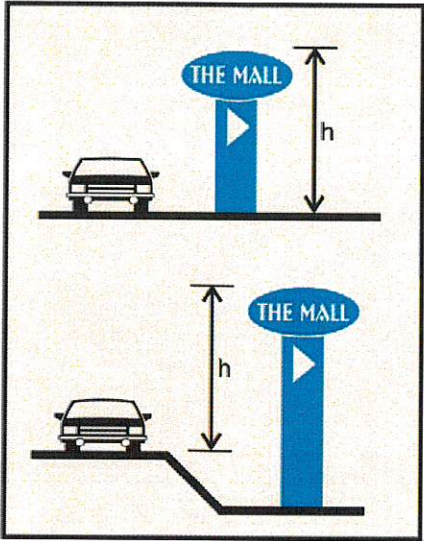


### Fascia Signs on Roof-Like Projections NOT ROOF SIGNS





**EXHIBIT NO. 5**



**Figure A**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

BE IT ORDAINED that City Code Chapter 67: Ethics (“Ethics Code”) shall be amended with new language added as shown below in **bold underscore** and deleted language shown in **bold strikeout** shall otherwise remain unchanged.

Chapter 67. Ethics

§ 67-3. Prohibited Conduct; Conflicts of Interest.

[Subparagraphs A-D remain unchanged.]

Subparagraph E is amended as follows:

E. Legislative acts prohibited. ~~For one year after the elected official leaves office, a former member of t~~The Mayor, Council President, City Attorney, Directors, City Council Members, or any appointed official may not for one calendar year after leaving office assist or represent another party for compensation in a matter that is the subject of legislative action.

[The remainder of Section 67.3 remains unchanged.]

§ 67-4. Interests, gifts and campaign contribution disclosure.

[Subparagraph A. remains unchanged]

B. Record of disclosure statements and maintenance.



30 (1) The Commission or office designated by the Commission and the Board of  
31 Election Supervisors shall maintain all disclosure statements filed under this section: Gifts  
32 Disclosure Form; Campaign Contribution Disclosure Form and Interests Disclosure Form.

33 (2) Gifts Disclosure Forms, Campaign Contribution Forms and Interests Disclosure  
34 Forms are available for public inspection during normal business hours. Home addresses  
35 of any person required to submit any of the disclosure and/or contribution forms shall be  
36 redacted from the documents available for public inspection. The remaining requirements  
37 for disclosure apply.

38 (3) To examine the Gifts Disclosure Form, Campaign Contribution Form or the  
39 Interests Disclosure Form, an individual must appear in person before the Commission or  
40 its designee and comply with any other reasonable requirements or procedures established  
41 by the Commission.

42 (4) Where an individual requests to examine an Interests Disclosure Form, the  
43 Commission or the office designated by the Commission shall record:

44 (a) The name, home address, telephone number and email address of the  
45 individual reviewing or copying the statement;

46 (b) The name of the person whose Interests Disclosure Form was examined or  
47 copied; and

48 (c) The reason for the request.

49 (5) Where any type of form was requested to be examined, the Commission or the  
50 office designated by the Commission shall provide the official with a copy of the name,  
51 home address, telephone number and email address of the person who requested to  
52 review the official's form.

53  
54 [Remainder of Section 67.4 remains unchanged.]

55  
56 § 67-7. Enforcement; violations and penalties.

57 A. The Commission, after initially evaluating a claim where the claimant must show that there  
58 is a reasonable basis for believing that a violation has occurred, and after conducting a hearing  
59 where the complainant has appeared and where the respondent has appeared or waived the right  
60 to appear and where clear and convincing evidence of a violation was shown by the complainant  
61 and found by the Commission by a unanimous vote, may:

62 (1) Assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file  
63 a financial disclosure statement required under this chapter;

64 (2) Issue a cease and desist order against any person;

- 65 (3) Issue an order of compliance directing the respondent to submit all required  
66 disclosures;
- 67 (4) Issue a reprimand; or
- 68 (5) Recommend to the appropriate authority other appropriate discipline of the  
69 respondent, including censure or removal if that discipline is authorized by law.

70 [Subparagraphs B through E remain unchanged]

71

72 F. The Commission may take no action and grant a waiver or exemption, even retroactively,  
73 from the provisions pursuant to the standard set in this section, where the violation was not  
74 intentional and the respondent complies with this section within the time provided by the  
75 Commission.

76

77 ATTEST: MAYOR AND CITY COUNCIL OF  
78 HAVRE DE GRACE, MARYLAND

79

80

81 \_\_\_\_\_  
82 Patrick D. Sypolt,  
83 Director of Administration

\_\_\_\_\_

William T. Martin, Mayor

84 First Reading: August 5, 2019  
85 Public Hearing: August 19, 2019  
86 Second Reading/Adoption: September 3, 2019





The City  
of  
Havre de Grace

Shyla Scott <shylas@havredegracemd.com>

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## 56th Annual Havre de Grace Art Show Application Addendum FINAL

1 message

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Cindy Height <hdgartshow@gmail.com>  
To: Shyla Scott <shylas@havredegracemd.com>

Fri, Jul 12, 2019 at 5:13 PM

Dear Mayor Martin and City Council of Havre de Grace, Maryland

The Havre de Grace Art Show Committee respectfully submits an addendum to our approved application for Aug 17 & 18, 2019 for our event to be held in Tydings Park.

We would like to add serving alcohol to our permit during show hours by food vendor MacGreggors Restaurant of Havre de Grace. There will be a contained garden for drinkers who will be ID at the entrance of the garden. Monitored by MacGreggors, no one will be allowed to leave the garden with alcohol. The contained garden is represented in pink on attachment of map. MacGreggors has a state wide catering license to serve alcohol which is also attached.

We would like to locate Fire Truck and Police Dog Activity for Children in the swail with some exhibitors (See Google Map).

If further information is required please contact Cindy Height, Chairman at 410-937-7428. We thank you for your consideration.

Cindy Height, Chairman

Attachments: 1-original application, 2- map indicating contained garden, 3- Copy of State catering license

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### 4 attachments

 HdGArtShow2019AlcoholContainment.pdf  
738K

 HdGArtShow2019AdendumMap.pdf  
440K

 MacGreggor.pdf  
978K

 Art Show Applicaiton.pdf  
452K

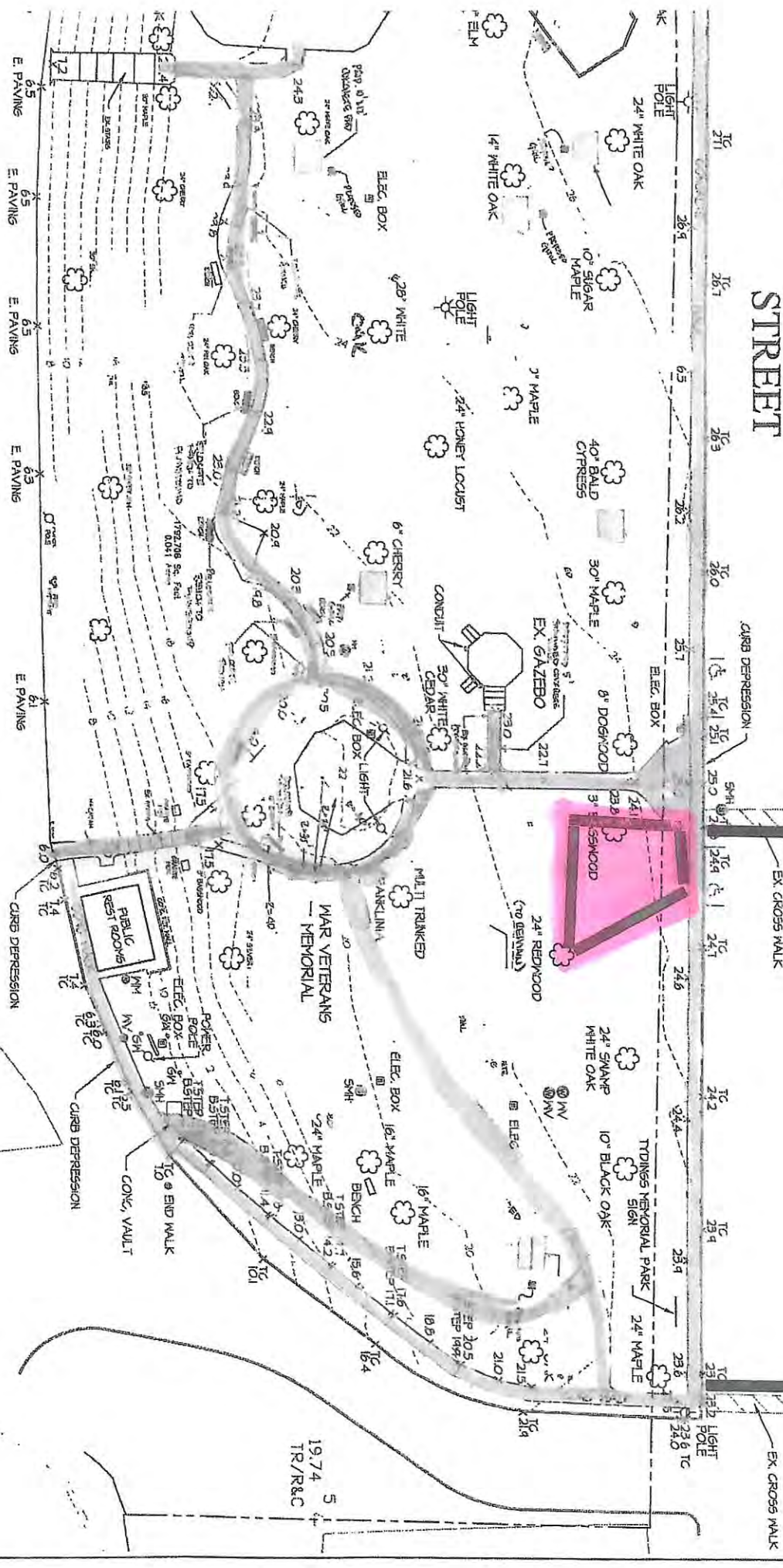
2760 TR/R&C

# STREET

2515 R/R&C

EX. CROSS WALK

EX. CROSS WALK



MACADAM PARKING AREA



Note: Existing water mains (panels) to be removed and stored at DRU YARD

• Panel Bands shall be secured to CIVIC CONCRETTE PADS

17E SIDEWALK

20' CONCRETE STRIP

E. PAVING

E. PAVING

E. PAVING

E. PAVING

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1974 TR/R&C

5



## Special Events Cost Sheet

Event:	HDG Art Show		Tracking ID: 1011190020
Dates:	8/17-8/18 2019		
Time of set up:	8/18		
Take down time:			
Time of actual event:			
Location:	Tydings Park		

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
PD	2	4		\$113.00	4	\$452.00	\$0.00		\$452.00
Notes									

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
DPW	2	4	16	\$53.75	20	\$1,505.00	\$0.00		\$1,505.00
Notes									

NO PARKING SIGNS, BARRICADES, ASSIST UNLOADING AND LOADING ITEMS, EXTRA TRASH BARRELS?, TRASH SERVICE? OTHER DUTIES AS ASSIGNED

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
Grand Total	4	8	16	\$61.16	24	\$1,957.00	\$0.00	See above	\$1,957.00

\*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

Event Title: 56th Annual Havre de Grace Art Show

**Organization Information:**

Host Organization: Seroptimist International of Havre de Grace

Business Address: P.O. Box 848, Havre de Grace, MD 21078

On Site Contact: Cindy Height

Contact Information: Phone 410-937-7428 Email HdGArtShow@gmail.com

The onsite contact must be at the event the entire duration to include set-up and break-down.

**Organization Status:**

Is the Host Organization a Havre de Grace 501 C3?  Yes  No

Non-Profit? Tax ID # See Attached

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

**Narrative: (Details of Event)**

Please provide a detailed narrative and/or timeline of your event including a description of activities within your event. This narrative and/or timeline will assist us in the services we provide. You may attach an addendum.

Juried Artists & Craftsmen from throughout the US. Food • Continuous live Entertainment and children's activities

Proceeds benefit local scholarships and academic awards presented by Seroptimist International of Havre de Grace, MD.

Admission Amount (if any): None

Event Category:	<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance
	<input type="checkbox"/> Festival	<input type="checkbox"/> Carnival
	<input type="checkbox"/> Parade	<input type="checkbox"/> 5K/10K/Walk
	<input type="checkbox"/> Rally	<input checked="" type="checkbox"/> Other, Explain <u>Art Show</u>
	<input type="checkbox"/> Fishing Tournament	

Anticipated Attendance: 15,000 over two days

**Date/Time:**

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup	Date <u>8-16-19</u>	Time <u>6 am-5 pm</u> and 8-17-19 Time <u>6 am- 9:30 am</u>
Event Starts	Date <u>8-17-19</u>	Time <u>10 am - 8 pm</u>
Event Ends	Date <u>8-18-19</u>	Time <u>10 am - 6 pm</u>
Rain Date	Date: <u>none</u>	Time: _____

Applicant Initial: CH

City Representative Initial: SS



**Location:**

Millard Tydings Memorial Park     Frank Hutchins Park/Tent  
 David Craig Park     Concord Point Park  
 McLhinney Park     K-9 Cody Dog Park

Other location, please explain: \_\_\_\_\_

Yes  No Does your event require road closures?

If so, please provide an explanation and attach a map of intersections and street names.

Closure of Commerce Street from Washington to before Yacht Basin Drive for food vendors to set up in street.

During set up and breakdown to close Commerce at Union Avenue to exhibitors and vendors only with flow of set up traffic one-way entering Commerce by left turn and exiting by left turn from Commerce onto Washington Street. Reroute traffic to left on Giles to Market Street to enter yacht basin.

Yes  No Will your event require no parking signs which includes handicap parking? If yes, please describe or provide an attachment of your plan.

Handicap Parking Signs only on Bay side of Commerce St., one space allotted for Art Truck exhibitor if attending.

**Event Site Plan:**

Your event site plan should be submitted to include:

- The location of fencing and/or barrier and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers/recycle containers, beer gardens, vendors, controlled admission areas and any other temporary structures or activities.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers.
- Exit locations for outdoor events that are fenced.
- Other related event components not listed above.
- If you are erecting tents on City property, you must notify Miss Utility 7 days prior to the event due to underground electric lines.

**Recycling:**

In 2015, the State of Maryland enacted legislation that required all organizers of special events to provide recycling services when events include:

- Temporary or periodic use of a public street, publicly owned site, facility, or park,
- Serve food or drink

Applicant Initial: CH

City Representative Initial: SS

- Expected to have 200 or more persons in attendance.

**Food Concessions/Vendors**

Yes  No Will there be food concessions/vendors?

It is your responsibility to contact the Health Department for the appropriate permit. It is your responsibility to remove (take with you) cooking oils and greases when your event is over.

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

It is your responsibility to contact the Harford County Liquor Board for the appropriate permit. The City MUST have a copy of the approved permit from the liquor board.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how event attendees of legal drinking age will be identified.

---

**Security:**

Yes  No I acknowledge, that I have contacted the Havre de Grace Police Department- Police Services Commander to discuss concerns regarding safety and security during the event.

Hired security guard overnight 9 pm to 6 am

**Gambling:**

Yes  No Will there be raffles, 50/50 and other gambling?

It is your responsibility to contact the Harford County Sheriff's Department for appropriate permit? The City MUST have a copy of the approved permit from the Sheriff's Department.

**Electrical Needs:**

Yes  No Will you need City electrical connections?

If yes, please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

**Water:**

Yes  No Will you need City water supply? If yes, please explain:

~~Access to water for Food Vendors. If not possible we will notify vendors to bring water supply.~~

---

**Parking:**

Yes  No Will your event involve the use of a parking and or shuttle plan? If yes, please describe or provide an attachment of your plan.

We receive written permission from the decoy museum to use lot. We have volunteers man the lot to direct parking.

---

Applicant Initial: CH

City Representative Initial: B



*Entertainment and Related Activities:*

**Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event, your communication plan and types of resources that will be at your event for medical emergencies.

First Aid Kit located at Gazebo for Minor injuries and notification to Commander of Ambulance Corp at least 30 days prior to our event and the dates and times we will be in operation. Committee member on site is a registered nurse.

**Signage:**

Event promotion signs can be posted no earlier than 21 days prior to the event and they are to be removed within 48 hours after.

**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the special permit is not transferable to any other individual or group.

Print Name of Event Organizer Cynthia Height (Cindy)  
Title Chairman  
Signature Cindy Height  
Date 1-22-19

Received by Sylvia Scott  
City Official






Date: 1/29/19

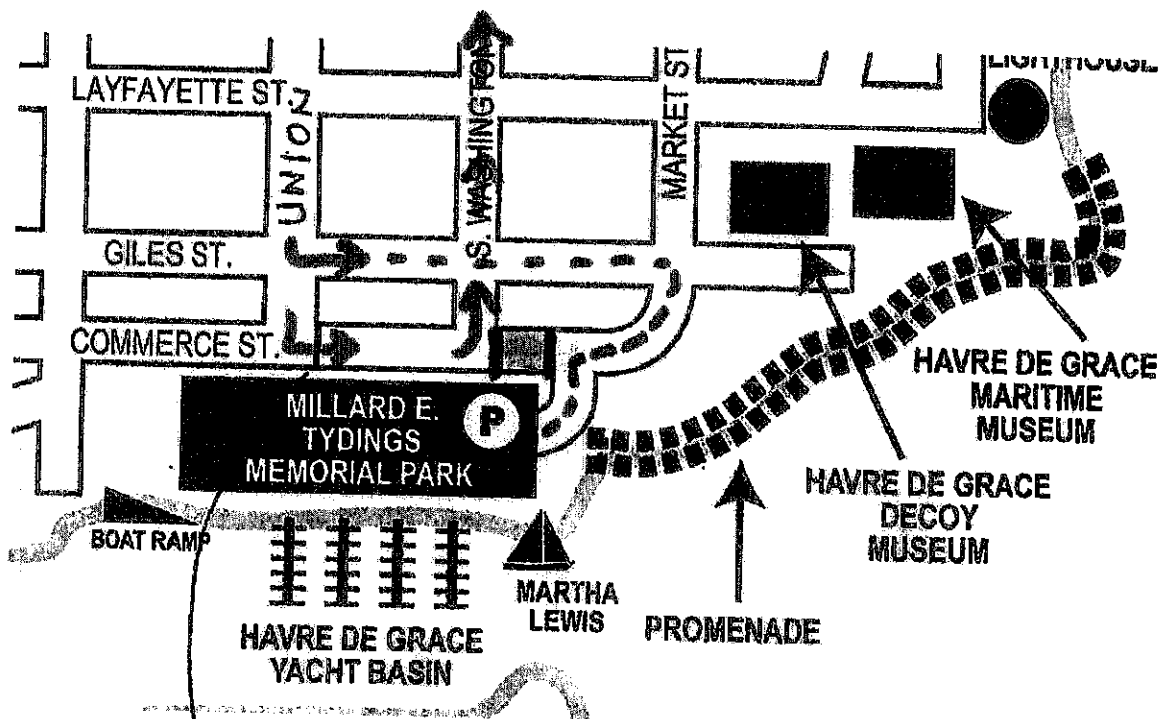
Notification: Internal Use Only:

DPW \_\_\_\_\_  
 PD \_\_\_\_\_  
 Ambulance Corps \_\_\_\_\_  
 SHCO \_\_\_\_\_  
 Impacted Museums \_\_\_\_\_

Ap: \_\_\_\_\_ (Initial): \_\_\_\_\_

# Havre de Grace Art Show Traffic

-  Street Closure for Food
-  Stationary Blockades
-  Reroute traffic during setup
-  Exhibitor Set up and Show traffic
-  Temporary Blockade for setup / break down



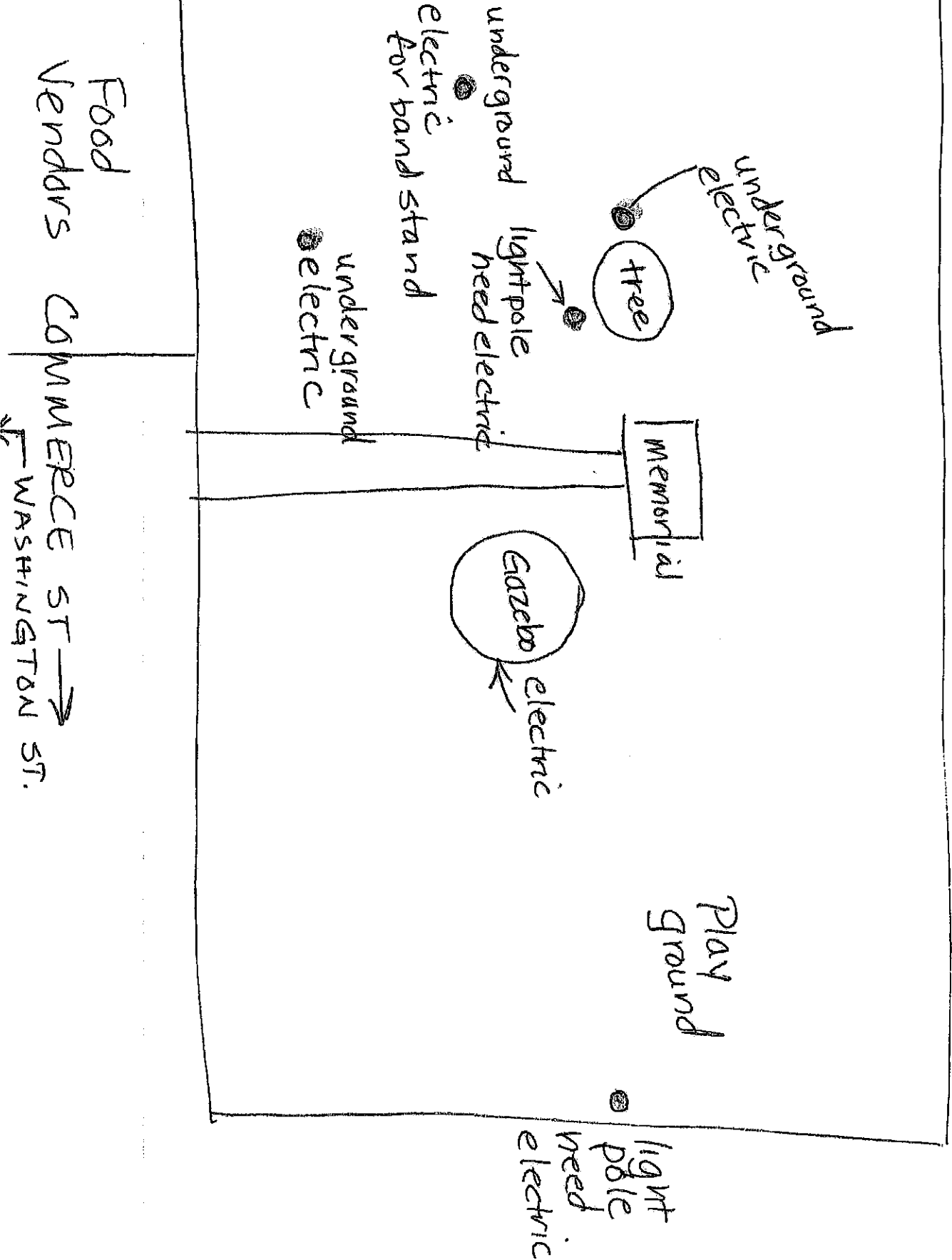
temporary blockade



# Havre de Grace Art Show 2019

Water

Yacht Basin Dr.



## Traffic Plan for Havre de Grace Art Show 2019

Set up: Friday, August 16 noon to 5 pm and Saturday 6:00 am-9:00 am

Road blocked on Commerce Street from Washington Street to yacht Basin Drive for Food Vendors

Road Block at Corner of Union and Commerce left side.

Left on Commerce Street from Union Ave. Exhibitors and food vendor traffic only

-Table set up on corner of Commerce & Union next to blockade for giving welcome pack and space number to exhibitors.

2 people needed at table

2 Printouts by Alphabetical for looking up vendor name and giving packet and direction to vendor to diagonally park and move vehicle immediately after unloading car to field behind Maritime Museum- need 1-2 people in that lot with radio

-Volunteers at table on corner of Union and Commerce will radio down space number of exhibitor coming to 2-3 traffic volunteers located on street to direct exhibitor to park as close to space as possible

-Street parking will be diagonally only and assistant will radio to garden cart volunteers for moving, or helpers with handcarts

Art Truck will be last to enter morning of 8/17/19 and park on street designated

All other parking will be Handicapped parking on bay side of Commerce Street

Exit left on Washington Street

Food vendors are in block Commerce Street from Washington to Yacht basin

Minimum of 6 walkees prefer 8

Need 4 barricades for street, 20 orange cones, trash receptacles and use of garden carts from the city.

Break down will run in the same manner.

This plan was used last year and it was applauded by exhibitors as very organized and timely.