

Dear business owner:

This letter is to serve as a friendly reminder of the City's regulations regarding the various types of window signage allowed for your business. It has come to the attention of the City that many window signs throughout the downtown do not comply with these regulations and the City will be taking action to rectify this situation. If you have any signage that does not comply with the regulations outlined below please remove the signage or you will receive a notice of violation from the City.

1. The City defines a sign as any object, device, display or structure that is used to advertise, identify, display or attract attention to any object, person, institution, organization, business, product, service or event related to the premises on which the sign is situated by any means, including words, letters, figures, designs, symbols, fixtures, colors or illumination.
2. The business's address and the hours of operation shall not be counted as window signage.
3. Open/close signs shall not be counted as window signage, however only one such sign shall be allowed. This type of sign may be illuminated, but shall not blink, flash or scroll.
4. Only one real estate sign is permitted for business space that is for sale, lease or rent. This type of sign shall be removed within seven (7) days of the tenant space being rented, leased or sold.
5. All window signs are prohibited from being manual or electronic (LED) changeable copy messages.
6. Temporary window signs are allowed without the need of obtaining a sign permit from the City, but may only be displayed for a maximum of thirty (30) days. These types of signs are intended to advertise any specials or sales that your business may be offering on a limited basis.
7. Permanent window signs require sign permit approval from the City prior to the sign being erected.
8. All permanent window signs shall not cover more than fifty (50%) percent of the total window space on any one façade of your business. In the Turner Junction Historic District permanent window signs shall not cover more than twenty (20%) percent of the total window space on any one façade of your business.

9. Permanent window signs are also counted toward the maximum allowable signage for your exterior building façade. You are allowed one and a half (1.5) square feet of signage on your business's façade for every one (1) linear foot width of your business's facade that faces a public street. You are allowed one (1) square foot of signage on your business's façade for every one (1) linear foot width of your business's facade that does not face a public street.
10. Any sign attached to any tree, utility pole, light pole or fence is prohibited.
11. If your business permanently closes please remember to remove all signage prior to closing because defunct signs are prohibited.
12. The use of neon tubing around the perimeter of a window is prohibited.
13. Holiday decorations are not considered signage, but shall not be displayed for more than thirty (30) days before or after a particular holiday.
14. Window coverings such as blinds, curtains and tinting may be utilized, but shall not render more than fifty (50%) of each window pane opaque or prohibit visibility through the window except during times when the screening of direct sunlight is necessary. Window coverings shall be kept in good repair, replaced if they become faded or deteriorated and shall be kept clean to present a neat appearance.
15. Vacant tenant spaces or spaces under construction or remodeling shall be prohibited from covering the windows.
16. The City allows the use of temporary signage such as banners, pennants, "A" frame or sandwich board signs, etc., but said signage requires a permit. Temporary sign permits are valid in increments of two (2) weeks and you are allowed four (4) temporary sign permits per calendar year. Temporary signage hung over a walkway shall maintain a minimum of eight (8) feet of clearance from the bottom of the sign to the top of the sidewalk.

Please review your existing signs for compliance with the above regulations and remove any non-compliant signs. If you have any questions regarding these regulations please do not hesitate to contact me.

Sincerely,

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