



SIGN ORDINANCE CHANGES FOR PRIOR LAKE

Please note that this is not the entire amended Sign Ordinance. For a complete copy of the Sign Ordinance, visit the Document Center on the City's website: www.cityofpriorlake.com

Banner Signs:

- One banner (must be related to a special or event) allowed per property up to 32 sq. ft. in size.
- The permit will cover the specified banner location for the entire year, provided all conditions are adhered to.
- The banners may only be used for sales, grand openings, short-term specials and special events.
- Banners shall not be used in place of permanent signage
- The owner of a multi-tenant building is responsible for determining how a banner is allocated to the different tenants.
- With the permission of the property owner, the banner space can be used by a civic organization, nonprofit organization, governmental entity, or semi-public organization to promote a local fundraiser, festival, bazaar, tournament or similar event, 30 days prior to the special event.

Sandwich Board:

- One sandwich board will be permitted per business in the Town Center, Commercial and Industrial zoning districts, provided spacing requirements can be met.
- Sandwich boards may only be placed on the sidewalk, directly in front of the business, near the entrance, and may only be present during business hours.
- If placed on a public sidewalk, the owner must execute a Public Property Use Permit (PPUP) - which requires the owner and tenant to assume liability for any damage to property or injury to persons related to the sandwich board sign.
- A sandwich board must be located with three feet minimum unobstructed clearance on the sidewalk and be located in such a way that a clear pedestrian pathway is maintained.
- Sandwich boards may not be used as permanent signage.
- With the permission of the property owner, the sandwich board space can be used by a civic organization, nonprofit organization, governmental entity, or semi-public organization to promote a local fun raiser, festival, bazaar, tournament or similar event, 30 days prior to the special event.

Electronic Message Boards:

- A permit is required for any electronic sign, regardless of the business use.
- An electronic message may not change more than once every 10 seconds.
- Animation, including, but not limited to scrolling and flashing words or images is not Permitted.

Sunset Provision: A sunset provision was included to allow banner and sandwich board signs to no longer be permitted after January 1, 2013, if the Council finds that they are a risk to the public safety and welfare and if they have a negative impact on the aesthetics of the commercial areas. If no negative impact is noted, the Council can rescind the sunset provision and leave the provisions as stated.

Violations of the Code will result in a citation letter from the Code Enforcement Officer. In cases where illegal signage is not corrected, a fine can be imposed (up to \$500 per day, for each day a sign is in violation).

Prior to putting up a sign, please check with the Community Development and Natural Resources Department to verify if a sign or building permit is necessary. Please contact the CDNR staff if you have any questions (952-447-9810). The new Sign Ordinance can be viewed on the City website at www.cityofpriorlake.com (enter the Document Center button on the main webpage and click on the following: City of Prior Lake/City Code & Zoning Ordinances/Zoning & Subdivision Code/Part 11/Section 1107.400).