

AGENDA ITEM SUMMARY

City Council



STAFF

Kenneth Zetye, Construction Inspection Manager for Engineering
Brad Buckman, City Engineer
Ginny Sawyer, Lead Project Manager, City Manager's Office

SUBJECT

Second Reading of Ordinance No. 152, 2025, Amending Chapter 24 Article IV of the Code of the City of Fort Collins Relating to Portable Signs.

EXECUTIVE SUMMARY

This Ordinance, unanimously adopted on First Reading on September 16, 2025, updates the City Code (Code) pertaining to portable signs. This ordinance updates the areas where portable signs are allowed to more accurately reflect the designated downtown areas as well as the timeframe of when a portable sign permit is valid and the requirements to obtain a permit.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on Second Reading.

FIRST READING BACKGROUND / DISCUSSION

Staff set out to address certain issues that have arisen with regard to the provisions of the sign Code. This came about primarily because of the geographical growth of the downtown over the past fifteen years since the downtown portable sign area was last updated. Through the proposed changes, staff also seeks to make the permitting process less onerous on applicants and to obtain a higher rate of compliance.

Existing Code provides that the portable sign placement area means the area shown on a map dated April 3, 2009, on file in the City Clerk's Office. That map is outdated with the downtown area growth, and referring to a static map limits the ability to grow with the downtown area. Proposed Code changes refer to the Downtown zone district as identified in the Land Use Code, which allows the portable sign placement area to grow along with the downtown area.

For a sign permit, existing Code requires an applicant must: (1) sign an indemnity agreement; (2) obtain a \$1 million insurance policy naming City as insured; and (3) pay an annual fee. Of the large number of portable signs downtown, only approximately 15% of them are permitted. Proposed changes intend to lessen the burden on applicants to encourage compliance. Proposed changes continue the indemnity agreement requirement, remove the insurance requirement, provide for a one-time fee for the duration of the permit, and extend the validity of a permit to last as long as the indemnification statement remains valid or until revoked.

Regarding revocation, existing Code contains an outdated citation and does not provide guidance for when a permit may be revoked. Proposed Code changes provide criteria for permit revocation.

Existing Code provides that the City Manager issues the permits and also provides for appeals to the City Manager. Proposed changes provide for the City Engineer to issue and manage the permits and continue to provide that appeals go to the City Manager.

Proposed changes also update who may be issued a permit to comply with First Amendment case law and update the treatment of any impounded signs to comply with recent State changes to unclaimed property laws.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

First Reading attachments available in September 16, 2025, agenda materials at the following link:
<https://fortcollins-co.municodemeetings.com/>

1. Ordinance No. 152, 2025