



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE August 5, 2025

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion on temporary signage

SUMMARY:

At the March 4, 2025 Town Commission meeting, staff provided the Commission information on the current temporary signage regulations provided in the Town Code of Ordinances (see attached memorandum). Consensus from the Commission at this meeting was to continue the discussion and to consider how other municipalities regulate temporary signage. In addition, the Commission indicated that they wish to see physical examples of temporary signage currently located in the Town. Town staff has not recently removed any non-compliant temporary signage; however, the Town's Code Compliance Officer has photographed existing temporary signs in the Town and included their approximate location (see attached).

Staff has prepared a table that provides the temporary signage regulations for the City of Coral Gables, Town of Palm Beach, and the Town of Manalapan (see attached). These municipalities were used as examples in Ms. Maggie Chappelle's PowerPoint presentation presented to the Commission at the March 4, 2025 meeting.

ATTACHMENTS:

March 4, 2025 Town Commission agenda memorandum and attachments regarding discussion on temporary signage.

Photos of temporary signage located in the Town of Highland Beach.

Temporary sign regulations – other municipalities.

RECOMMENDATION:

At the discretion of the Town Commission.