



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE March 4, 2024

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion on temporary signage regulations

SUMMARY:

Staff was directed by the Town Manager to provide to the Town Commission information on the current temporary signage regulations found in the Town Code of Ordinances ("Town Code"). Chapter 23 of the Town Code provides for "Signs and Advertising" regulations, Section 23-9 specifically addresses temporary signs (see attached). Section 23-1 provides the following definition of temporary sign:

Temporary sign. The term "temporary sign" shall mean any sign that is not a permanent sign, and shall include a sign formerly or commonly known as a temporary election sign, a temporary political sign, a temporary free expression sign, a temporary real estate sign, a temporary directional sign, a temporary construction sign, a temporary grand opening sign, or any other temporary sign unless otherwise provided herein. The term "temporary sign" shall not include any substitution of message on an existing lawful sign or sign structure.

The Town Code does not provide a maximum time frame for the display of a temporary sign except if such sign pertains to an event. Such temporary event signs "...shall be removed within and by no later than three (3) days after the event is concluded." The following design standards and limitations are applicable to temporary signs.

ZONING DISTRICTS	RE,RS, RML,RMM,RMH
Maximum Number of Signs Per Parcel ¹	4
Maximum Sign Area ²	4 sf.
Sign Height Maximum for a Freestanding Sign ³	5 ft.
Sign Height Maximum for a Wall Sign (inclusive of a Window Sign)	15 ft.
Minimum Spacing from any Other Sign (Temporary Sign or a Permanent Sign ⁴)	10 ft.
Aggregate Maximum of Surface Area Allocated for All Sign Messages ⁵	32 sf.

¹ *The number of temporary commercial signs per parcel shall be no more than two (2).*

² *The square footage limitation is per side for a back-to-back sign. For example, a six (6) square foot limitation means that there is a limit of six (6) square feet of surface area per side of a back-to-back sign, and an aggregate limit of twelve (12) square feet is allowed if the sign is a back-to-back temporary sign.*

³ *Not applicable to signs displayed on flagpoles.*

⁴ *Not applicable to signs displayed on flagpoles.*

⁵ *There is no limit to the number of separate messages that may appear on the allowable surface(s) of any temporary sign. The aggregate maximum of surface area allowed is subject to the other limitations or circumstances that may reduce the aggregate maximum of surface area that can be allocated.*

A temporary sign does not require a permit from the Town.

ATTACHMENTS:

Public comment received by Maggie Chappellear.

Town Code regulations pertaining to Signs and Advertising (Chapter 23).

RECOMMENDATION:

At the discretion of the Town Commission.