

June 7, 2010

Attn: Derby Business Owner
Re: City of Derby Sign Ordinance Changes

The City of Derby recently revised our sign ordinance which affects where and how business owners will be allowed to place their Special Event Commercial signs.

Definition of Special Event Commercial Decorations and Signs. “Regardless of the materials used or how such signs or decorations are secured on a site, such decorations and signs are intended for temporary use only. Decorations include banners, balloons, festoons, and electrical, mechanical or naturally energized animated signs. Such decorations or signs shall include annual and seasonal sales, product or service type promotions, going out of business sales and grand openings as distinguished from regular or on-going business activity.”

Please be advised of the following changes:

- Special Event Commercial Decorations and Signs are allowed to be placed in the street right-of-way but must be a minimum of 8 feet from the back of the curb.
- Grand opening signs and decorations (maximum of 4 at a time) may be displayed for a period not to exceed 21 days. Going out of business signs and decorations (maximum of 4 at a time) may be displayed for a period not to exceed 30 days.
- Any other such special event signage shall be considered a promotional sign and may include the use of generic business signs or signs advertising the special promotion. At no time shall more than one (1) promotional sign be displayed and shall only be allowed for a period of thirty (30) days. All signage and/or decorations shall be removed within 24 hours after completion of the event or promotion.
- Signs may not exceed a size of 16 square feet and are not allowed to be placed off-site.
- A permit must be obtained from the City prior to placing any Special Event Commercial Decorations and Signs, whether they be for Grand Opening, Going Out of Business or a special promotion.

Although these changes are now in effect, the City of Derby is allowing a grace period to allow everyone time to become familiar with the changes. Enforcement of the new ordinance will begin on July 1, 2010, at which time Code Enforcement staff is authorized to remove the signs deemed to be in violation and hold them until they are either redeemed by their owner for a fee of \$5.00 per sign, or for a period of 30 days, at which time the signs will be disposed of. The entire sign ordinance can be viewed on the City of Derby web page at www.derbyweb.com. If you have any questions, please contact me at 316-788-6632.

Respectfully,

Bud Newberry
City Planner

cc: Code Enforcement Staff