

# **MANDAN ARCHITECTURAL REVIEW COMMISSION (MARC) SIGN POLICY**

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## SECTION 1 - PURPOSE

The purpose of this sign policy is to establish regulations which allow businesses to effectively convey information through signage while also maintaining compatibility with the surrounding community.

## SECTION 2 – NUMBER OF SIGNS

Mandan Architectural Review Commission (MARC) will approve the number of signs per premise.

## SECTION 3 – DEFINITIONS

- 3.1 **Awning-** A roof-like structure, supported by a metal or wood frame.
- 3.2 **Banners-**A rectangular shape of fabric or other suitable material which is attached, suspended at two (2) ends or continuously across the long side. Attachment or suspension may be from buildings and/or poles. A banner may be decorative, may contain no text, may contain public information, may display graphics or may be limited to text regarding a special event.
- 3.3 **Bench Signs-**A sign, message, or identification which is affixed to a bench.
- 3.4 **Billboard Signs-**An off-premise sign designed to provide an easily changeable face which must be constructed to International industry standards.
- 3.5 **Canopy-**A structure or architectural element, other than an awning, made of metal or other noncombustible materials, either freestanding or attached to a building.
- 3.6 **Canopy Signs-**A sign, message or identification which is affixed to or supported by a canopy.
- 3.7 **Closed Signs-**A display sign in which the entire area is solid or tightly enclosed or covered.
- 3.8 **Directional Signs-**An on-premise sign giving directions, instruction or facility information, e.g. parking or exit and entrance signs, and which may contain the name or logo of an establishment but no advertising copy.
- 3.9 **Display Signs-**A structure that is arranged, intended, designed or used as an advertisement, announcement or direction; and includes a sign, sign screen billboard, poster panel and advertising devices of every kind.
- 3.10 **Electronic or Changeable Copy Signs-**A portion of a sign with letters, characters, or graphics that are not permanently affixed to the structure, framing, or background allowing the letters, characters, or graphics to be modified from time to time manually or by electronic or mechanical devices, such as bulletin board or electronic message board, and includes scrolling copy.
- 3.11 **Erect-**Shall mean to build, construct, attach, hang, place, suspend or affix.
- 3.12 **Facing or Surface-**The surface of a sign upon, against, or through which the message is displayed or illustrated on the sign.
- 3.13 **Figurative Wall Mural-**An illustration, diagram or design not intended to sell a product or to advertise an establishment. Used only for aesthetic purpose or to enhance major architectural features of a building.
- 3.14 **Flashing Signs-**A pattern of changing light illumination where the sign illumination alternates suddenly for the purpose of drawing attention to the sign.
- 3.15 **Frame Effect-**A visual effect on an electronic message center sign applied to a single frame or to transition from one frame to the next.

- 3.16 Frame Hold Time**-The duration or interval of time during which each individual advertisement or message is displayed on any sign which is capable of sequentially displaying more than one advertisement or message on its display surface.
- 3.17 Freestanding Signs**-A sign supported by uprights or braces placed in or upon the ground surface and are not attached to any building.
- 3.18 Illuminated Signs**-A sign which is illuminated by electric lights or luminous tubes.
- 3.19 Marquees**-A hood or awning of permanent construction projecting from the wall of a building above an entrance and extending over a sidewalk.
- 3.20 Marquee Signs**-A sign attached to the face of a marquee.
- 3.21 Monument Signs**-A free standing sign, supported primarily by solid structural features, where the entire bottom of the sign is affixed to a base on the ground.
- 3.22 NIT**-A unit of illuminative brightness equal to one candela (12.5 lumens) per square meter, measured perpendicular to the rays of the source.
- 3.23 Non-Conforming Signs**-Any sign that was lawfully erected prior to the effective date of this policy, which fails to conform to all of the provisions of the current sign policy.
- 3.24 Obstructive Signs**-A sign erected with the purpose of hiding or covering from the view of the public an adjacent or nearby sign.
- 3.25 Off-Premise Signs**-A sign, permanent in nature, advertising a business, person, service or product which is located or conducted elsewhere than on the premises where the sign is located.
- 3.26 On Premise Signs**-A sign advertising the business, service or major product of the building.
- 3.27 Open Signs**-A display sign in which at least fifty (50) percent of the enclosed area is uncovered or open to the transmission of the wind.
- 3.28 Permanent Sign**-A sign not falling under the definitions of Temporary or Portable.
- 3.29 Portable Signs**-A sign designed to be transported, including inflatable devices and mobile signs such as parked trailers or vehicles visible from the public right-of-way unless such vehicle is used in normal day-day-day operations of the business.
- 3.30 Post & Panel**-A free standing sign supported by more than one non-flammable support.
- 3.31 Privilege Panel Signs**-A permanent sign provided by the distributor or manufacturer of a product, which utilizes a portion of the sign to advertise a specific product, with an additional portion of the sign allocated to the name of the business upon which the sign is located.
- 3.32 Projecting Signs**-A sign which is attached directly to a building wall and which extends more than twelve (12) inches from the face of the wall.
- 3.33 Pylon Signs**-A free standing sign supported from the ground by one or more nonflammable supports from the ground.
- 3.34 Roof Signs**-A sign erected, constructed and maintained wholly upon or over the roof of any building.
- 3.35 Sign**-Any written announcement, demonstration, display, illustration, or insignia used to advertise or promote the interests of any person when the same is displayed or placed out of doors in view of the general public, and shall include every detached sign or billboard and every sign attached to or forming a component part of

any building marquee, canopy, awning, street clock, pole, parked vehicle or other objects whether stationary or moveable.

- 3.36 Signable Wall Surface Area**-The surface area of a wall building shall be determined as that area free of windows and doors or major architectural detail.
- 3.37 Sight Triangle**-the area of visibility required on a corner to allow for the safety of vehicles, pedestrians, and cyclists in the proximity of intersecting streets. Two legs of the triangle are measured from the point of intersection of front and side property lines. Then a line is drawn to connect those two legs of the triangle. The area contained in this triangle is the Sight Triangle. Length of the legs is determined by zoning (5 feet in commercial and industrial areas and 25 feet in residential areas).
- 3.38 Temporary Signs**-A sign that is designed to be used only for a specific period of time and is not intended to be permanently attached to a building, structure, or permanently installed in the ground. These include, but are not limited to, banners, special event signs, and for sale or leasing signs.
- 3.39 Transition Time**-The duration or interval of time between which each individual advertisement or message is displayed on any sign which is capable of sequentially displaying more than one advertisement or message on its display surface.
- 3.40 Wall Mount Signs**-A sign which is affixed to the exterior wall of a building and which is parallel to the building wall. A wall sign does not project more than twelve (12) inches from the surface to which it is attached nor does it extend beyond the top of the parapet wall.
- 3.41 Window Signs**-A sign which faces the exterior of the building and is applied in any manner to the window from either side.

#### SECTION 4 – PERMIT APPLICABILITY

- 4.1 Alterations**-No sign shall be altered except in conformity with the provisions of this policy, and only after a proper permit has been obtained. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or reposting of display matter shall not be deemed an alteration provided the conditions of the original approval and the requirements of this policy are not violated.
- 4.2 New Signs**-No new sign shall be installed except as herein provided and only after a permit has been obtained.
- 4.3 Plans and Specifications**-Before any permit is issued for the installation of a sign or outdoor display structure, drawings and specifications showing dimensions and materials shall be furnished to the Building Inspections Department. These specifications shall be kept on file by the Building Inspections Department.
- 4.4 Relocating Signs**-A sign that is moved to another location on the same premise or to other another premise shall be considered a new sign and a permit must be obtained for the relocation.

#### SECTION 5 – PERMIT FEES AND REGISTRATION

- 5.1** A sign permit is required for any type of permanent sign(s) through the Building Inspections Department after approval from MARC. The permit fee shall be set by the City Commission.
- 5.2** Portable signs, real estate, construction and finance signs (larger than sixteen square feet) must be registered with the Building Inspections Department.

## SECTION 6 - PERMIT EXEMPTIONS

No permit shall be required for the signs or outdoor display structures covered by the provisions of this section. Such exemptions, however, shall not be construed to relieve the owner of the sign from responsibility for its erection and maintenance in a safe and conforming manner to this policy.

- 6.1 **Directional or Instructional Signs**-Signs not exceeding four (4) square feet in area, which provide direction, instruction or identify public facilities, and are located entirely on the property to which they pertain and do not in any way advertise a business.
- 6.2 **Professional Name Plates**-Professional name plates not exceeding two (2) square feet in area, such as those for the offices of physicians, dentists, attorneys and architects.
- 6.3 **Special Displays**-Special decorative displays used for holidays, public demonstrations or promotion of civic welfare or charitable purposes, when authorized by the municipal authorities, on which there is no commercial advertising, provided the municipality is held harmless for any damage resulting there from.
- 6.4 **Store Signs**-Signs erected on a show window or on the door of a store or business establishment which announces the name of the proprietor and the nature of the business conducted therein. Temporary signs also placed in windows used to advertise a special product or sale.
- 6.5 **Street Signs** Signs erected by the municipality for street direction.
- 6.6 **Transit Directions**-Signs designating the location of a transit line, a railroad station, or other public carrier when not more than three (3) square feet in area.
- 6.7 **Temporary Signs**-See Section 23.
- 6.8 **Real Estate, Construction and Finance Signs**-See Section 24.
- 6.9 **Political Signs**-See Section 25.
- 6.10 **Portable Signs**-See Section 22.

## SECTION 7 – UNSAFE AND UNLAWFUL SIGNS

- 7.1 **Notice of Unsafe & Unlawful Signs**-When any sign becomes insecure, in danger of falling, or otherwise unsafe, or if any sign shall be unlawfully installed, erected or maintained in violation of any of the provisions of this policy, the owner shall be notified by the Building Inspections Department.
- 7.2 **Obstructions**-The Building Inspections Department shall notify the owner or lessee of the building or structure whenever a sign is so erected as to obstruct free ingress to or egress from a required door, window, fire escape or other required exit way and shall require appropriate corrective action to be taken in line with Section 7.1 herein.
- 7.3 **Repair of Unsafe Signs**-This section shall not be construed to prevent the repair or restoration to a safe condition as directed by the Building Inspections Department or any part of an existing sign when damaged by storm or other accidental emergency.
- 7.4 **Removing or Reconstructing Signs**-No sign heretofore approved and erected shall be altered or moved, nor shall any sign, or any substantial part thereof, which is blown down, destroyed or removed, be re-erected, reconstructed, rebuilt or relocated unless it is made to comply with all applicable requirements of this policy.
- 7.5 **Obsolete Signs**-A sign which no longer advertises a bona fide business or a product shall be considered an unlawful sign and must be removed within 180 days.

## SECTION 8 – ENFORCEMENT

The Building Inspections Department shall enforce this policy with the authority provided by Title 14 of the Mandan Municipal Code.

## SECTION 9 – MAINTENANCE AND INSPECTION

- 9.1 **Housekeeping**-It shall be the duty and responsibility of the owner or lessee of every sign to maintain the sign in a clean, sanitary and healthful condition.
- 9.2 **Inspections**-Every sign for which a permit has been issued and every existing sign for which a permit is required, including roof, ground, wall, marquee and pylon signs may be inspected at least once in every calendar year by the Building Inspections Department.
- 9.3 **Maintenance**-All signs for which a permit is required, together with all their supports, braces, guys and anchors, individual letters and symbols, shall be kept in repair in accordance with the provisions of this policy; and when not galvanized or constructed of approved corrosion-restrictive non-combustible materials shall be painted as necessary to prevent corrosion.

## SECTION 10 – GENERAL REQUIREMENTS AND PROVISIONS

- 10.1 All signs shall be designed and constructed in conformity to the provisions for materials, loads and stresses of the current ND State Building Code as adopted by the City.
- 10.2 No sign shall be illuminated by other than electrical means and electrical devices and wiring shall be installed in accordance with the requirements of the State Electrical Board. In no case, shall any open spark or flame be used for display purposes unless specifically approved by the Building Inspections Department and the Fire Chief.
- 10.3 No signs shall be erected at the intersection of any street or alley in such a manner as to obstruct the sight triangle of persons using the intersecting streets.
- 10.4 No sign shall be erected that closely resembles or approximates the size, shape or form of official traffic regulation signs and markers.
- 10.5 No sign or other materials shall be attached to public buildings or structures, utility poles or any existing public signage.
- 10.6 The owner, lessee or manager of the properties on which a sign is located shall be responsible for the appearance and maintenance of the sign.
- 10.7 The source of light for a sign shall not be directed into any residential district or towards any oncoming vehicle.
- 10.8 Signs containing or utilizing flashing, rotating, or moving lights shall be prohibited unless they are used solely for public safety, e.g. construction markers.
- 10.9 The use of laser lights, strobe lights, searchlights, beacons and similar upward or outward oriented lighting as part of any temporary or permanent sign is prohibited.
- 10.10 Privilege panel signs shall be prohibited except when seventy-five (75) percent of their total area is devoted solely to the name of the business or firm upon which they are located.
- 10.11 No signs or wall murals shall be painted on any buildings without prior approval from MARC.

- 10.12** No signs shall be attached to, affixed to, painted, drawn, etc. on trees, shrubs, rocks, other natural features, or organic material.
- 10.13** No Permanent signs shall use fluorescent type coloring such as that known as "day-glow".
- 10.14** No sign shall be permitted on the stair well railing of a basement business.
- 10.15** Obstructive signs, as defined in Section 3.20, are prohibited.
- 10.16** No advertising sign within 300 feet of a residentially zoned area shall have any bulb that is greater than 11 watts of incandescent lighting. Public service information signs and other electronic message centers are permitted anywhere within an area zoned for commercial or industrial use, except that no such sign will have any bulb greater than 75 watts of incandescent lighting. Other types of bulbs/lights are restricted to equivalent brightness.
- 10.17** Illuminated signs are permitted for dwellings only if multi-family.
- 10.18** No sign shall hide from view or interfere in any material degree with the effectiveness of any traffic control device, sign, signal, or interfere with a driver's view of traffic within 500 feet.
- 10.19** No sign shall be placed in the sight triangle as defined in 3.32.
- 10.20** No advertising sign, by reason of location, position, shape, or color may be confused with any authorized sign or which displays cautionary words such as: "danger", "caution", "beware" or any other words that may be used concerning public or personal safety unless actually being used to promote safety and includes no advertising.
- 10.21** No sign shall contain statements, words, or pictures of an obscene, indecent, pornographic, or immoral character.
- 10.22** No sign shall be allowed in the public right-of-way unless otherwise provided for in this policy, i. e. awnings. Exceptions are made for sidewalk signs in the Downtown Core District.
- 10.23** No sign shall be allowed which can only be accessed from the main traveled way of an interstate. (does not include frontage roads).
- 10.24** No sign found to be structurally unsafe, in disrepair, or abandoned, including signs that have tipped or overturned and not been addressed within 48 hours shall be allowed to remain in place. Such signs are declared to be a public nuisance, and shall be repaired, vacated, removed or demolished as hereinbefore and hereinafter provided by Mandan City Code.
- 10.25** No parked motorized vehicle or trailer in a public right-of-way, public property, or on private property which has attached thereto or located thereon any sign or advertising device which provides the advertisement of products, services, or directs people to a business. This subsection shall not prohibit vehicular signs which are attached to or affixed on a motor vehicle used in the normal day-to-day operations of the business, or signs for one-time, private events such as parties or rummage sales located on residential properties.
- 10.26** No sign shall be permitted to obstruct any window, door, fire escape, stairway, or opening intended to provide air, ingress or egress for any building or structure.
- 10.27** Audio speakers or any form of pyrotechnics are prohibited in association with a sign.
- 10.28** Design and Construction § Reference Section H105 of the International Building Code-Sign Section.
- 10.29** Electrical § Reference Section H106 of the International Building Code-Sign Section.

- 10.30** Combustible Material ó Reference Section H107 of the International Building Code-Sign Section.
- 10.31** Animated Devices ó Reference Section H108 of the International Building Code-Sign Section.
- 10.32** No obstruction to vision shall be allowed within the applicable sight triangle. Any sign shall be deemed an obstruction if it is: located within any applicable sight triangle, is greater than 10 inches wide, and the object is between 2 and 10 feet above the edge of the roadway, i.e. curb, in a commercial or industrial district or between 3 and 10 feet in a residential district.

**SECTION 11 – AWNINGS AND AWNING SIGNS**

- 11.1** Awnings may extend from a building over the public right-of-way one (1) foot less than the distance from building to curb. Such structures shall not be less than eight (8) feet from the sidewalk or ground grade line. Suspended signage or valances shall not be less than seven (7) feet six (6) inches from the sidewalk or ground grade line.
- 11.2** Awnings should complement the building architecture. Awning shape, color, material, and location on the building shall be compatible with the building architecture, relate well to the dominant architectural features, and not cover up or hide handsome materials or important details.
- 11.3** Signs will be allowed on the band or the valance. Signs on a sloped surface shall be at the discretion of MARC. The sign band shall be no greater than 12ö in the downtown Core or Fringe Districts. Signs shall not be the dominant feature of an awning.
- 11.4** Awnings in historic areas and on historic buildings should respect the history of the area and buildings. Historic colors, styles, and mounting locations based on research, old photographs, and historic records are encouraged.
- 11.5** Arched awnings that are curved in section shall not be permitted in the downtown Core or Fringe Districts unless contributing to the underlying architectural integrity of the structure.
- 11.6** Awnings should generally be located to fit within window and/or door recesses.
- 11.7** A uniform shape, color, and placement should be used when multiple awnings are proposed for a single building. New awnings should generally match any existing awnings on the building. Existing inconsistent awning styles of a building do not justify approval of additional or new awning styles. Inconsistent awning styles are to be reduced - not increased with new awning approvals.
- 11.8** Individual awning proposals for multi-tenant buildings will be evaluated as to their acceptability as a model for use by all other similarly located tenants in the buildings.
- 11.9** Awnings should not be installed under significant eave overhangs, cantilevers, or other prominent architectural projections.
- 11.10** In the downtown Core and Fringe Districts, bright or highly saturated colors, reflective materials, and illuminated back lighting of transparent materials will not be allowed when using canvas-type materials; Weathertite, Sunbrella or similar fabrics will be allowed.
- 11.11** Solid colors or low contrast, non-jarring patterns are generally acceptable awning color treatments.
- 11.12** Fabric awnings will not be painted.
- 11.13** Awnings shall be maintained in good repair and a clean and attractive condition as long as they are up and installed on the building. Torn or bent and/or faded awnings shall be repaired or replaced.

- 11.14 All applications for awning shall include a sample of the proposed awning material to show color, texture, and finish.
- 11.15 If any upper story window is treated with an awning, then all upper story windows shall be treated with awnings.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

## **SECTION 12 - CANOPY AND CANOPY SIGNS**

- 12.1 Canopies and canopy signs, attached thereon, may extend from a building over the public right-of-way one (1) foot less than the distance from building to curb. Such structures shall not be less than eight (8) feet from the sidewalk or ground grade line. Suspended signage shall not be less than seven (7) feet six (6) inches from the sidewalk or ground grade line.
- 12.2 Canopy signs shall not extend more than twelve (12) inches above or below a canopy.
- 12.3 Canopy signs shall not extend closer than three (3) inches to any edge of a canopy.
- 12.4 Canopy signs may be located beneath or above an overhead canopy but shall not project lower than seven (7) feet six (6) inches above sidewalk.
- 12.5 There shall be only one canopy sign per business on each street exposure in each one hundred fifty-five (155) feet of property frontage.
- 12.6 Canopies should complement the building architecture. Canopy shape, color, material, and location on the building shall be compatible with the building architecture, relate well to the dominant architectural features, and not cover up or hide handsome materials or important details.
- 12.7 Canopies in historic areas and on historic buildings should respect the history of the area and buildings. Historic colors, styles, and mounting locations based on research, old photographs, and historic records are encouraged.
- 12.8 Individual canopy proposals for multi-tenant buildings will be evaluated as to their acceptability as a model for use by all other similarly located tenants in the buildings.
- 12.9 Solid colors and/or low contrast, non-jarring patterns are generally acceptable canopy color treatments.
- 12.10 All applications for canopies shall include a sample of the proposed awning material to show color, texture, and finish.
- 12.11 If any upper story window is treated with a canopy, then all upper story windows shall be treated with canopies.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

## **SECTION 13 – ELECTRONIC SIGNS**

- 13.1 Flashing is prohibited.
- 13.2 The City reserves the right to require any sign to be modified based on display message including timing or frame changes or effects of movements displayed.
- 13.3 Ground signs, as defined by the Uniform Sign Code and commonly referred to as billboards or off-premise signs, are permitted only in CA districts that are adjacent to federal or state highways, and in CB, CC, MA and MB districts. In those districts where permitted, ground signs must be spaced at least three hundred (300) feet apart along the roadway. Ground signs may not exceed sixteen (16) feet by fifty (50) feet per face of sign

in size (multiple faces must be treated as one face), and the support structure and sign may not exceed fifty (50) feet in height, measured from the top of the nearest curb line to the top of the sign or structure. Additional requirements for digital billboards are included in Section 14-04-12 of this chapter.

- 13.4 No electronic message center sign installed after January 1, 2010 shall be permitted to operate unless it is equipped with:
  - a. A default mechanism that shall freeze the sign in one position as a static message if a malfunction occurs; and
  - b. A mechanism able to automatically adjust the illuminative brightness of the display according to ambient light conditions by means of a light detector/photocell.
- 13.5 An electronic message center sign installed prior to January 1, 2010 shall be allowed to continue operation provided the brightness of the sign does not exceed a maximum illumination of five thousand (5,000) NITS during daylight hours or a maximum illumination of seven hundred and fifty (750) NITS between one-half hour before sunset to one-half hour after sunrise as measured at the sign's face at maximum brightness. These illumination levels may be set manually or by an alternative method approved by the Building Official.
- 13.6 Only one (1) electronic message center sign shall be allowed per property.
- 13.7 The electronic message center sign portion of any sign shall not exceed the area specified in the table below, (which is based on the zoning district in which the sign is located and the functional classification of the roadway adjacent to the sign), or fifty (50) percent of the total sign area, whichever is greater.

Zoning District	Functional Classification of Adjacent Roadway				
	Interstate	Principal Arterial	Minor Arterial	Collector	Local
MA & MB	100 sf	100 sf	72 sf	48 sf	32 sf
CB & CC	100 sf	100 sf	72 sf	48 sf	32 sf
CA	72 sf	72 sf	48 sf	32 sf	32 sf

- 13.8 Electronic message center signs shall be subject to the following operational requirements:
  - a. The sign shall have a frame hold time of no less than one (1) second. The use of animation and background animation is allowed and is not subject to the one (1) second frame hold time requirement.
  - b. Entrance and exit effects may be used to transition from one frame to another, provided said entrance effects result in all of the text within the frame appearing at once or in the order that the text is normally read (including, but not limited to, scrolling from right to left or scrolling from bottom to top entrance effects). Entrance effects where all of the text within the frame does not appear at once or in the order that the text is normally read are prohibited (including, but not limited to, scrolling from left to right, scrolling from top to bottom, and entrance effects referred to as slot machine, slots, splice, mesh, radar, kaleidoscope and spin). There are no limitations on the types of exit effects used. Except for such transitions, each frame shall remain static with no additional frame or hold effects applied to text within the frame (including, but not limited to, the fading or flashing on any part of the message and hold effects referred to as flash, spin, twinkle, wavy and rumble). The use of bijou lights as a frame effect is allowed.
  - c. The use of streaming video or full-motion video on any electronic message center sign is prohibited.
- 13.9 Electronic message center signs located within three hundred (300) feet of any residentially zoned district, as measured from any part of the sign to the nearest property line within any residential zoning district, are subject to the following additional requirements:
  - a. The sign shall not exceed thirty-two (32) square feet in area, or fifty (50) percent of the total sign area, whichever is greater.

- b. Between 7:00 a.m. and 10:00 p.m., the sign shall be allowed to operate in accordance with the provisions of Section 4-04-11(9) of this chapter. Between 10:00 p.m. and 7:00 a.m., the sign shall only display static images with a frame hold time of no less than three (3) seconds and shall be limited to instantaneous transitions from one static frame to another static frame without the use of any frame entrance, exit or hold effects or the use of any animation or background animation.

- 13.10 An electronic message center sign cannot be installed on an existing sign that is nonconforming unless the entire sign is brought into compliance with all applicable provisions of this chapter.
- 13.11 No portion of any existing sign shall be replaced with an electronic message center sign unless a sign permit is obtained for the new electronic message center sign.
- 13.12 Digital billboards must be located at least three hundred (300) feet from any other non-digital ground sign (billboard), at least twelve hundred (1,200) feet from any other digital billboard, and at least five hundred (500) feet from an interstate interchange, as measured from any part of the sign to the nearest portion of any part of any other billboard sign on the same side of the roadway or to the nearest right-of-way line of the interchange.
- 13.13 Digital billboard signs shall have a frame hold time of no less than seven (7) seconds and must transition instantaneously from one static image to another static image without any special effects. The use of streaming video, full-motion video, and animation or frame effects is prohibited.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs while 3.14 and 10.8 specifically apply to this Section.**

#### **SECTION 14 – MARQUEE AND MARQUEE SIGNS**

- 14.1 Marquees and marquee signs, attached thereon, may extend from a building over the public right-of-way one (1) foot less than the distance from building to curb. Such structures shall not be less than eight (8) feet from the sidewalk or ground grade line. Suspended signage shall not be less than seven (7) feet six (6) inches from the sidewalk or ground grade line.
- 14.2 A sign attached to the face of a marquee may not exceed three (3) feet above the top edge of the marquee and not to extend below the marquee's lower edge.
- 14.3 Marquee signs shall be constructed entirely of approved materials.
- 14.4 Marquee signs may extend the full length but in no case shall they project beyond the ends of the marquee.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 15 - PYLON SIGNS**

- 15.1 No pylon sign shall extend into a public access or right-of-way.
- 15.2 Maximum pylon sign height is 25 feet in the Core District; 40 feet in the Fringe District; and 60 feet in the Gateway District.
- 15.3 Clearance space, not less than ten (10) feet above top of the curb or prevailing grade, whichever is higher, shall be provided below the sign portion of pylon sign and thirteen (13) feet when within a traffic area.
- 15.4 **Multiple Pylons-** For single business properties with sufficient frontage, multiple pylons will be allowed provided they can be set back from the adjacent or adjoining lot line a minimum of twenty-five (25) feet and are no closer to each other, as measured parallel to the property frontage, than one hundred fifty-five (155) feet.

- 15.5 A pylon's support shall originate from the surface of the ground only and be made of non-flammable material.
- 15.6 Pylon signs may be used as a directory for more than one (1) business.
- 15.7 Any commercial condo, strip mall or multiple unit structure shall install a directory sign area when applying for a pylon sign.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 16 – MONUMENT SIGNS**

- 16.1 A monument sign shall be solid from the grade to the top of the structure using non-flammable architectural materials.
- 16.2 A minimum setback of 10 feet from the property line or sight triangle requirements, whichever is greater.
- 16.3 The maximum monument sign height is 12 feet and for each additional 2 foot setback the sign is placed (in reference to above setbacks), one additional foot may be added to the height of the sign to a maximum of 16 feet.
- 16.4 Monument signs may be incorporated into a retaining wall or masonry wall.
- 16.5 The bottom edge of a monument sign must be in continuous contact with the structural base and a minimum of 12 inches above grade.
- 16.6 Monument signs must be placed within a green or landscaped area.

#### **SECTION 17 – POST & PANEL SIGNS**

- 17.1 A Post & Panel sign does not have a base other than the support posts.
- 17.2 A minimum setback of 10 feet from the property line or sight triangle requirements, whichever is greater.
- 17.3 The maximum post and panel sign height is 12 feet and for each additional 2 foot setback the sign is placed (in reference to above setbacks), one additional foot may be added to the height of the sign to a maximum of 16 feet.
- 17.4 The bottom edge of a post and panel sign must be a minimum of 12 inches above grade and must be placed within a green or landscaped area.
- 17.5 The support posts must be made of a non-flammable material.

#### **SECTION 18 – WALL SIGNS**

- 18.1 Wall signs shall be securely fastened to the wall of a building by its supporting structure.
- 18.2 Wall signs placed against exterior walls of buildings and structures shall not extend more than twelve (12) inches from a wall's surface. The lowest edge of such sign shall be at a minimum of eight (8) feet above grade at sign and the sign shall not project beyond any property line other than street property line.
- 18.3 No combination of wall signs and supports shall exceed forty (40) percent of the signable wall surface area.
- 18.4 Signs printed directly on exterior walls or surface of a building shall be prohibited.
- 18.5 No wall sign shall extend beyond the width of a building or project above the roof line.

- 18.6 Wall signs and advertising products or services not related to the primary business shall be prohibited.
- 18.7 Second floor businesses can utilize wall signs to advertise their establishments but must do so between floors and not below their floor.
- 18.8 A wall sign shall not obstruct the required door or exit window of any building nor shall it be attached to or placed on fire escapes.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 19 – PROJECTING SIGNS**

- 19.1 The bottom edge of the sign board, or of any affixed devices, must be at least thirteen (13) feet above grade at sign.
- 19.2 A projecting sign or any part thereof may not project more than thirty-six (36) inches from the face of the supporting store front and not more than ten (10) feet in height and shall not exceed thirty (30) inches in width.
- 19.3 No projecting sign shall extend more than four (4) feet above a building roof line.
- 19.4 No projecting sign shall originate from other than a main store front.
- 19.5 No projecting sign shall be permitted in any alleyway.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 20 – ROOF SIGNS**

- 20.1 Roof signs shall not project above the roof line (this includes mounting brackets).

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 21 – WINDOW SIGNS**

- 21.1 No paper or solid surface signs shall be permitted on a second floor window or above.
- 21.2 No window signs shall advertise or identify a business other than the one contained therein.

#### **SECTION 22 – BASEMENT BUSINESS SIGNS**

- 22.1 When only one (1) business is utilizing a basement area, an appropriate wall sign may be provided.
- 22.2 When two businesses exit from a building, appropriate signs or directories to such businesses may be provided on the wall over the entrance to the basement and coordinated with any existing signs.
- 22.3 Signs or directories shall not exceed nine (9) square feet in area.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 23 – BILLBOARD SIGNS**

- 23.1 No advertising sign shall exceed a height of forty (40) feet above the lot grade of the adjacent roadway.
- 23.2 The exposed upright or super structure of advertising signs shall be of non-corrosive metal materials or be painted a color such as a natural blend, white or gray or earthen green, rust or brown color, so as to blend with the surrounding environment.

- 23.3 Advertising signs shall be of all steel or similar material, constructed and designed in accordance with the Mandan Building Code.
- 23.4 There shall be a minimum of 300 feet between billboards.
- 23.5 All billboards shall meet City, State and Federal requirements.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 24 – PORTABLE SIGNS**

- 24.1 All portable signs will be properly maintained, well kept and in good condition.
- 24.2 All sign lettering will be properly maintained, well kept and in good condition. Sign lettering will be limited to two (2) colors and uniform in size.
- 24.3 All signs will be designed and built to withstand a minimum of a thirty pound wind load per square foot. This would be equal to an eighty mile per hour wind.
- 24.4 A portable sign will not be placed at an individual business for more than 180 days per calendar year. Each placement of a portable sign shall count as a minimum of 30 days.
- 24.5 All portable signs will require registration, no fee required, and shall include the placement and removal dates.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 25 – TEMPORARY SIGNS**

- 25.1 Temporary signs may remain in place for a period not to exceed 30 days at one time at one location.
- 25.2 Once 30 days have expired, it shall be 30 days before another temporary sign can be placed at that same location. Exceptions must be pre-approved by MARC.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 26 - REAL ESTATE, CONSTRUCTION AND FINANCE SIGNS**

- 26.1 Signs indicating real estate is for sale, sold, for rent or lease or under development larger than sixteen square feet shall require registration.
- 26.2 Real estate signs in place for more than 360 days must be approved by MARC.
- 26.3 Construction signs may be display during the duration of a construction project.
- 26.4 No such sign shall be installed on public right-of-way.

**Please Note: Sections 1-10 of the Sign Policy apply to all signs.**

#### **SECTION 27 - POLITICAL SIGNS**

- 27.1 Political signs shall follow North Dakota Century Code (NDCC) regulations and MARC is not governing.

## **SECTION 28 – SIDEWALK SIGNS**

- 28.1** All signs must be portable.
- 28.2** One sign of this type will be allowed per place of ground level business.
- 28.3** The maximum width of a sign shall be 2.5feet, a minimum height of 3 feet and a maximum height of 4 feet.
- 28.4** The sign support and base shall not extend beyond the edge of the sign.
- 28.5** The support of the sign shall be able to withstand a wind load of 30 miles per hour and maintain an upright position.
- 28.6** A sign shall be placed only where the minimum width of four continuous feet for pedestrian movements can be maintained.
- 28.7** This type of sign is allowed anywhere within the business district.
- 28.8** Signs may be placed on the sidewalk only during hours of operation and must be removed during the non-business hours.
- 28.9** Signs may be used for on premise advertising only.
- 28.10** Signs shall not be illuminated.
- 28.11** Streamers, flags or banners shall not be attached to the sign or use the sign as an anchor.

## **SECTION 29 – NON-CONFORMING SIGNS**

- 29.1** A properly maintained non-conforming sign will be allowed until substantial improvements are proposed to the sign, structure or site.

**Revised (11-03-09)**