

**ROSEVILLE**  
**REQUEST FOR COUNCIL ACTION**

Date: January 9, 2023  
Item 10.f

Department Approval



City Manager Approval



Item Description: Annual City Sign Permits for 2023

**BACKGROUND**

The City Council annually approves sign permits for city events held throughout the year by multiple City Departments.

For 2023 the Departments prepared the attached list of signage requirements for the entire year, recognizing that some events may change dates or times slightly.

The signs and displays must adhere to setback provisions, except for directional signage, which may be at the property line.

**STAFF RECOMMENDATION**

Staff recommends the Council approve the 2023 sign permit for city uses and promotions as listed in the attached summary.

**REQUESTED COUNCIL ACTION**

By motion, approve the 2023 sign permit for city uses and promotions as listed in the sign summary dated 1-9-23.

Prepared by: Matthew Johnson, Director of Parks and Recreation and other departments as appropriate  
Attachments: A: Annual City Temporary Signage 1-9-23

Annual City Temporary Signage 1-9-23

<b>EVENT/ACTIVITY</b>	<b>SIGN DESCRIPTION</b>	<b>LOCATION</b>	<b>TIMING</b>
<b>PR</b> - Rink Attendants Recruitment	<ul style="list-style-type: none"> <li>4 x 4 two sided display</li> </ul>	<ul style="list-style-type: none"> <li>At 6 warming house locations</li> </ul>	<ul style="list-style-type: none"> <li>As needed November / Dec</li> </ul>
<b>PR</b> - Cedarholm Specials, Rosefest Sign, Tournament signs	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> </ul>	<ul style="list-style-type: none"> <li>Placed in front along Hamline Ave.</li> <li>Attached to fence along Hwy 36</li> </ul>	<ul style="list-style-type: none"> <li>April - October</li> </ul>
<b>PR</b> - Discover Your Parks Series	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> </ul>	<ul style="list-style-type: none"> <li>In front of each scheduled park</li> </ul>	<ul style="list-style-type: none"> <li>Various locations, May - August</li> </ul>
<b>PR</b> - Community Halloween Party	<ul style="list-style-type: none"> <li>4 x 8 sign on plywood</li> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> <li>CP Dale Street Arboretum area</li> </ul>	<ul style="list-style-type: none"> <li>October</li> </ul>
<b>PR</b> - Nature Center Special Events Earth Day, Open House, Wild Rice Festival	<ul style="list-style-type: none"> <li>4 x 8 sign</li> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> </ul>	<ul style="list-style-type: none"> <li>Periodically February - September</li> </ul>
<b>PR</b> - FOR Parks fundraising events	<ul style="list-style-type: none"> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>Numerous locations throughout the city</li> </ul>	<ul style="list-style-type: none"> <li>Select Dates June - November</li> </ul>
<b>PR</b> - Passport to Play	<ul style="list-style-type: none"> <li>4 x 8 sign on plywood</li> </ul>	<ul style="list-style-type: none"> <li>In front of each programmed park</li> </ul>	<ul style="list-style-type: none"> <li>May - August</li> </ul>
<b>PR</b> - Summer Staff Recruitment	<ul style="list-style-type: none"> <li>4 x 8 sign on plywood</li> </ul>	<ul style="list-style-type: none"> <li>Rotated among parks system-wide</li> </ul>	<ul style="list-style-type: none"> <li>February - May</li> </ul>
<b>PR</b> - Arboretum Special Events Plant Sale	<ul style="list-style-type: none"> <li>4 x 4 two sided display</li> </ul>	<ul style="list-style-type: none"> <li>Entrance to the Arboretum Parking Lot on Dale Street</li> </ul>	<ul style="list-style-type: none"> <li>Periodically May - September</li> </ul>
<b>PR</b> - Rosefest events including Parade, Run/Roll for the Roses, July 4, Taste of Rosefest	<ul style="list-style-type: none"> <li>Traffic information</li> </ul>	<ul style="list-style-type: none"> <li>Along and near route</li> </ul>	<ul style="list-style-type: none"> <li>June/July</li> </ul>
<b>PR</b> - Holiday Craft Fair/Boutique	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>City Hall, Skating Center</li> <li>Civic Center and C and Woodhill,</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>December</li> </ul>
<b>PR</b> - Art Series/Art and Craft Show	<ul style="list-style-type: none"> <li>4 x 4 two sided displays</li> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>Roseville Skating Center</li> <li>Civic Center and C and Woodhill, entrance to Skating Center</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>Periodically March - December</li> </ul>
<b>PR</b> - Wild Rice Festival	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>September - October</li> </ul>
<b>PR</b> - Summer Special Events at Amphitheatre	<ul style="list-style-type: none"> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>Central Park Lexington and Amphitheatre area</li> </ul>	<ul style="list-style-type: none"> <li>May - August</li> </ul>
<b>PR</b> - Tapping Time event	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> <li>Directional and informational</li> </ul>	<ul style="list-style-type: none"> <li>HANC</li> <li>Numerous locations throughout City</li> </ul>	<ul style="list-style-type: none"> <li>March</li> </ul>
<b>PR</b> - Skating Center Events	<ul style="list-style-type: none"> <li>Directional and informational</li> <li>Welcome</li> </ul>	<ul style="list-style-type: none"> <li>Near Campus</li> </ul>	<ul style="list-style-type: none"> <li>Major Local/State/National/International events as scheduled</li> </ul>
<b>PD</b> - Recruiting Police Reserves	<ul style="list-style-type: none"> <li>5 x 5 two-sided display</li> </ul>	<ul style="list-style-type: none"> <li>In front of City Hall</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<b>PD</b> - Family Night Out and Night to Unite	<ul style="list-style-type: none"> <li>4 x 8 signs on plywood</li> </ul>	<ul style="list-style-type: none"> <li>City Hall and Central Park</li> </ul>	<ul style="list-style-type: none"> <li>July - August</li> </ul>
<b>FD</b> - Fire Prevention Program	<ul style="list-style-type: none"> <li>Informational</li> </ul>	<ul style="list-style-type: none"> <li>Fire Station</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<b>FD</b> - Fire Dep. Open House/Com. Events	<ul style="list-style-type: none"> <li>4 x 4 two-sided display</li> </ul>	<ul style="list-style-type: none"> <li>Fire Station</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>
<b>LC</b> - Renovation	<ul style="list-style-type: none"> <li>4 x 8 affixed to the building or between two building support poles</li> </ul>	<ul style="list-style-type: none"> <li>License Center</li> </ul>	<ul style="list-style-type: none"> <li>TBD</li> </ul>