

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

Date: January 10, 2022  
Item No.: 9.d

Department Approval

City Manager Approval



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Item Description: Approve Annual City Sign Permits for 2022

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1 **BACKGROUND**

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

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5 For 2022 the Departments prepared the attached list of signage requirements for the entire year,  
6 recognizing that some events may change dates or times slightly.

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

10 **STAFF RECOMMENDATION**

11 Staff recommends the Council approve the 2022 sign permit for city uses and promotions as listed in  
12 the attached summary.

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14 **REQUESTED COUNCIL ACTION**

15 By motion, approve the 2022 sign permit for city uses and promotions as listed in the sign summary  
16 dated 1-10-22.

17 Prepared by: Lonnie Brokke, Director of Parks and Recreation and other departments as appropriate  
Attachments: A: Annual City Temporary Signage 1-10-22

## Annual City Temporary Signage 1-10-22

## Attachment A

<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>