

CITY OF MELFORT

SIGN BYLAW 2019-21

Office Consolidation

Including Amendments to August, 2020

All persons making use of this consolidation are reminded that it has no legal status and that the amendments have been embodied for convenience of reference only. A certified copy of the Bylaw and amendments should be consulted for all purposes of interpreting and applying the law.

AMENDMENTS TO SIGN BYLAW 2019-21

BYLAW No.	DESCRIPTION	DATE PASSED
2020-12	Amend Section 5.7.1(c) – Free Standing Signs	August 10, 2020

CITY OF MELFORT BYLAW NO. 2019-21

A BYLAW OF THE CITY OF MELFORT TO REGULATE THE USE AND INSTALLATION OF SIGNS WITHIN THE CITY OF MELFORT

WHEREAS, Section 8 of *The Cities Act*, and the provisions of Section 52(3)(k) of the *Planning and Development Act, 2007*, and amendments thereto, provides that a Council may regulate the nature, kind, size, location, colour and inscription of any sign or advertisement displayed:

PURPOSE OF BYLAW

The purpose of this Bylaw is to:

- a) Regulate the installation and use of signs within the City of Melfort;
- b) Regulate the size, location and type of signs to protect the aesthetics of the urban environment as well as the public health, safety and general welfare of the community;
- c) Establish a permitting process for the installation and use of signs within the City of Melfort;
- d) Establish enforcement and penalty provisions, including the removal of signs that fail to comply with the provisions of this Bylaw.

1. SHORT TITLE

This Bylaw may be cited as “The Sign Bylaw”.

2. DEFINITIONS

Alteration or Alter: means modification to the structure, design or size of a sign or portion thereof, but does not include maintenance or change in lettering or image to an existing sign face.

Changeable Copy: means that portion of a sign upon which copy (including words, images, time or temperature displays) may be changed manually through attachable characters or changed automatically through electronic means.

City Council: means the Council of the City of Melfort

City: means the City of Melfort.

Development Officer: means the City employees, officers, or agents designated by the City Council to administer and enforce the Bylaw.

Ground Clearance: means the vertical distance measured between the grade elevations and the lowest point of the underside of a sign face.

Height: means the vertical distance measured between the grade elevation and the highest point of any sign structure.

Home Based Business: means the use of a residential building by a resident thereof, for the purposes of conducting a business or trade, which are secondary and incidental to the use of the building as a residence, and which business holds a valid business license from the City.

Installation or Install: means to construct, place, replace or relocate a sign.

Lane Sight Line: means the triangular area formed by measuring from the front corner of any lot property line nearest to the intersection of a street and a lane, to the linear point of 3 metres along the lot property line in either direction.

Maintenance: means the repair, cleaning, painting or replacement of defective parts of a sign, but does not include alteration of the design or structure of a sign.

Non-Conforming, Legal: means a sign that was lawfully installed, in compliance with a prior Bylaw or prior to any amendment to this Bylaw, but which does not comply with the current requirements of this Bylaw.

Non-Conforming, Illegal: means a sign that was installed, without a permit, and/or contrary to Bylaws of the City in effect at the time of installation.

Sign: means any pennants, banners, streamers, strings, flags or other device not otherwise defined under this Bylaw that are displayed in any manner for the purpose of drawing attention to a business, individual, organization or event; and includes all letters, figures, symbols, emblems or pictures which are affixed to, or adhered directly or indirectly upon a building or structure, which identify or advertise any object, product, place, activity, person, organization or business; and includes all types of signs defined in this Bylaw.

- a) *Sign, Awning:* means a sign or structure made from a sheet, canvas or other material stretched on a frame and affixed to an exterior wall of a building.
- b) *Sign, Billboard:* means a large outdoor board, with a sign face 18 m² or greater, for displaying advertisements for products, services or attractions sold or offered at a location not immediately adjacent to the location of the sign itself.
- c) *Sign, Canopy:* means a sign or structure consisting of canvas, vinyl or a rigid material affixed to a frame and being supported entirely, or in part, by columns or posts embedded in the ground.
- d) *Sign, Community Organization* – means a sign which draws attention to or communicates information about a community organization’s events, service, cause or drive that may be or may not be conducted, sold, or offered on location.
- e) *Sign, Directional/Informative:* means a sign giving directions, instructions or facility information.
- f) *Sign, Election:* means a sign advertising or promoting a candidate in a federal, provincial or municipal election, including an election of a local Board, Agency or Commission.
- g) *Sign, Garage Sale:* means advertising the sale of personal merchandise in a private sale, held on a property zoned residential.
- h) *Sign, Electronic:* means a sign or part of a sign which displays programmable or electronic changeable copy text and symbols, but not images or video.
- i) *Sign Electronic Message Centre:* means a sign or part of a sign that utilizes computer-generated programmable or electronic switched changeable copy messages involving a combination of letters, words, graphics or video.
- j) *Sign, Fascia:* means a sign fastened to or painted on the wall of a building or structure and which does not project more than 0.3 metres from such building or structure. A wall mural shall not be considered a fascia sign.

- k) *Sign, Free-Standing*: means a sign anchored into the ground or other weighted medium, and not attached to a building.
- l) *Sign, Portable*: means a portable, free-standing sign, mounted on a wide based frame, with a single sign face no greater than 6m² in area, which can be readily moved or transported to various locations.
- m) *Sign, Projecting*: means a sign which is wholly or partially dependent upon a building for support and which projects beyond the wall or building.
- n) *Sign, Roof*: means a sign that is mounted on the roof of a building, or which is wholly dependent upon a building for support and which either projects above the roof elevation on a building with a flat roof, or above the eave line on a building with a gambrel, gable or hip roof, or above the deck line of a building with a mansard roof.
- o) *Sign, Small Ground*: means a temporary, portable sign with a single sign face less than 1.9m² in area which can be readily picked up and moved by an individual. These signs are typically A-frame, folding sandwich boards and pedestrian-oriented.
- p) *Sign, Temporary*: means a removable sign, not attached to any permanent structure or frame and which is not installed within, or otherwise affixed to ground, that is installed for a period of time not exceeding 6 months. Temporary signs do not include permanent signs.

Sign Face: means the area of a sign where the advertising letters, images or copy is placed.

Sign Owner: means the owner or lessee of a sign, or his/her agent. Where there is no owner, lessee or agent for a sign or such person cannot be determined with certainty, the sign owner shall be deemed to be the person, business, corporation or organization having the use or major benefit of the sign, or if such person, business, corporation or organization is unknown, the registered owner of the real property upon which the sign is located shall be deemed to be the sign owner.

Sign Permit Application: means the form prescribed by the Development Officer which must be submitted by a person, business, corporation, association or organization requesting a permit to install or alter a sign.

Sign Permit: means written approval by the Development Officer authorizing the installation or alternation of a sign.

Street Sight Line: means the triangular area formed by measuring from the corner of the lot property line nearest the intersection of two streets to the linear point of 7.6 metres along the property line in either direction.

Traffic Control Device: means a sign, signal, marking or other device placed on or adjacent to a street or highway, by authority of a public body or body having official jurisdiction, to regulate, warn or guide traffic.

3. SIGN PERMITTING

3.1 Sign Permits

- 3.1.1 No sign shall be installed or altered without a valid Sign Permit issued pursuant to this Bylaw except as provided for in Section 3.4.
- 3.1.2 A sign permit expires if the sign installation or alteration is not completed within one hundred eighty (180) days of the date of issue of a Sign Permit.

- 3.1.3 Where a sign is installed, displayed or altered in contravention of any provision of this bylaw, the City, in addition to any other action, may send notice to the Sign Permit Applicant, Sign Owner as defined in this Bylaw, the registered owner of the real property upon which the sign is located, or the person, business, corporation, or association in physical possession of the sign, requiring the sign to be removed, repaired or altered.

In the event that such notice is sent and the sign which is subject of the notice is not removed, repaired or altered to comply with the provisions of this Bylaw within the time period specified in the notice, the City may remove such noncompliant sign, without compensation to the owner, or carry out any work required to make such sign comply with this Bylaw, and may charge any costs incurred for such work to the Sign Owner, Sign Permit Applicant, or the registered owner of the real property where the sign is located.

3.2 Sign Permit Application

- 3.2.1 All Sign Permit Applications shall be submitted to the Development Officer and/or designate and include the following information and supporting documents:
- a) A completed Sign Permit Application form, in the prescribed form, signed and dated by the applicant and, if different, the legal owner of the property, on which the sign is to be located.
 - b) For permanent signage, a site and/or building plan depicting the location of the sign in relation to property lines, existing buildings, existing signs and other structures.
 - c) A written description and drawings or photos depicting the dimensions, sign face area, construction materials, colours, lettering size, copy, graphics or images, type of illumination and animation, orientation, and mounting or installation details.
 - d) Any further information deemed necessary by the Development Officer in order to determine compliance with this Bylaw or building codes.
 - e) The application fee prescribed pursuant to Section 7.
- 3.2.2 The Development Officer may require that any drawings required pursuant to Section 3.2.1 be drafted and sealed by a professional engineer registered to work within the province of Saskatchewan.

3.3 Approval, Refusal and Revocation

- 3.3.1 The Development Officer shall review the Sign Permit Application and;
- a) Issue a Sign Permit for an application conforming with this Bylaw; or
 - b) Issue a Sign Permit, subject to any terms or conditions the Development Officer believes are needed to bring the Sign which is subject of a Sign Permit Application, within compliance with the provisions of this Bylaw; or
 - c) Refuse a Sign Permit for an application which fails to comply with this Bylaw.
- 3.3.2 An appeal of the Development Officer's refusal to issue a Sign Permit may be appealed in accordance with Section 8.4 of this Bylaw.
- 3.3.4 The Development Officer may revoke a Sign Permit for any of the following reasons:
- a) Installation of the sign has not commenced within one hundred eighty days (180) days from the issue date of the Sign Permit;
 - b) The sign does not conform to the relevant provisions of this Bylaw;

- c) The sign being constructed, installed, or altered does not conform to the approved Sign Permit Application;
- d) The sign is in a condition that does or may have a detrimental impact on public health or safety, the aesthetics of the urban environment, or the general welfare of the community.
- e) Non-payment of sign permit fee.

3.4 Exemptions from Permits

3.4.1 The following signs are exempt from the requirement to obtain a Sign Permit but must comply with all other applicable provisions of the Sign Bylaw.

- a) Signs and official notices, placards or bulletins required to be installed and maintained by Municipal, Provincial or Federal legislation including, but not limited to, traffic control devices, legal notices, emergency or warning signs placed on a public building, lot or right-of-way; identification, and directional/informative signs or other regulatory signs;
- b) Signs identifying civic addresses less than 0.15m² in area for residential buildings and less than 0.4m² in area for commercial buildings;
- c) Flags, pennants, or insignia of any governmental or non-profit organization when not displayed in connection with a commercial promotion or as an advertising device;
- d) Election Signs;
- e) Garage Sale Signs in designated locations;
- f) Small Ground Signs;
- g) Window Decal Signs;
- h) Real Estate Signs located directly on the property that is for sale or for rent, provided they are less than 1.5m² in area and less than 1.8m high in all zones;
- i) Project Signs for an industrial, commercial or residential development, approved by the City and issued the necessary development and/or building permits, located on the same site as the development with an area of less than 9.0m² and less than 4.5m in height;
- j) Community Organization Signs provided they are not displayed for more than 7 consecutive days or more than a combined total of 45 days in a calendar year;
- k) Signs located on a community notice board;
- l) Identification Signs used to identify public buildings, such as schools, places of worship, cultural, or other public institutions;
- m) Signs placed within a building;
- n) Portable Signs.

3.5 Non-Conforming Signs

3.5.1 Except as noted in subsection 3.5.2, signs existing prior to the effective date of this Bylaw shall be considered Legally Non-conforming and may continue to be used, displayed, and maintained, but shall not be replaced or altered without the issuance of a Sign Permit in accordance with the provisions of this Bylaw.

3.5.2 Illegal, Non-conforming Signs shall be removed by the Sign Owner upon receiving written direction from the Development Officer and/or designate.

4. GENERAL REGULATIONS FOR ALL SIGN TYPES

4.1.1 All signs shall comply with the following general regulations:

- a) All signs must be located within the legal boundaries of the site for which they have been approved by the Development Officer.
- b) No sign shall be installed within the area comprising a street sight line, or a lane sight line.
- c) No sign is to be placed on any City-owned or controlled property, including, but not limited to, streets, boulevards, ditches and sidewalks, unless authorization has been granted by the Development Officer.
- d) The illumination of any sign shall not cause or create a nuisance, or unnecessary glare or light pollution upon any surrounding residential or commercial properties, or create any nuisance or interference with vehicular traffic.
- e) The emission of sound and/or the display of flashing lights (similar to strobe lights) or images from any sign is prohibited.
- f) In a Commercial or Industrial District, signs may cover up to 30% of the area on each building face, with no limit to the number of signs on any building face insofar as the total area of all signs does not exceed 30%.
- g) Signs that in any way resemble a traffic control device are prohibited.
- h) All parts of a sign including the face, structure, foundation and/or structural attachments to buildings shall be constructed of materials approved by the Development Officer and comply with the National Building Code of Canada.
- i) All signs shall be maintained in a reasonable and safe state of repair and be structurally sound at all times as determined by the Development Officer, in accordance with the purposes of this Bylaw.
- j) All electrical sources, fixtures, switches and wiring shall be installed and maintained in accordance with any applicable electrical and fire code regulations adopted by the Province of Saskatchewan and the Canadian Electrical Code and shall be wired using an underground electrical connection. Any wiring or conduits for electrified signs must be concealed from view.
- k) No sign shall include any content, including text, images, video, or any other form of copy considered by the Development Officer to be lewd, offensive or sexual in nature.
- l) No banner shall be located across any street.
- m) Signs must display advertisements for products, services or attractions sold or offered at a location immediately adjacent to the location of the sign itself, except where provided for otherwise within this bylaw.
- n) In all Commercial and Industrial Zones excepting C3 Shopping Centre Zone the maximum total sign facial area for signs oriented to the street is 15m² for lots up to 30 m frontage and increases by 1m² for every 6 m of additional frontage to a maximum allowable sign facial area of 30m².
- o) In the C3 zone, the following regulations shall apply:
 - i. One free standing sign may be erected on any site. One additional free-standing sign may be erected for every 60 metres of site frontage in excess of 60 metres.
 - ii. No display surface shall be located less than 2.45 metres above grade.
 - iii. The maximum sign height shall be 14 metres.
 - iv. All signs must be a minimum distance of 1 metre from any abutting street or lane;
 - v. Each sign may contain a maximum of 34 square metres of surface display area on each of two sides;
 - vi. Any two free standing signs must be separated by a minimum of 30 metres;
 - vii. Total surface display area of all free-standing signs shall be limited to one (1) square metre per metre of site frontage.

5. REGULATION BY/FOR SIGN TYPE

5.1 Specific Sign Regulations

5.1.1 The sign regulations of this section apply to all signs of the specified type.

5.1.2 Where a sign is comprised of multiple types of signs, the regulations for each type of sign shall apply to the appropriate portion of the sign.

5.2 Awning & Canopy Signs

5.2.1 Awning and Canopy Signs are permitted, provided:

- a) There is a minimum of 2.5m of ground clearance provided for all Awning Signs, and Canopy Signs, but such sign is not located higher than the first story of the building to which the Awning Sign or Canopy Sign is attached;
- b) There is a minimum setback of 1.0m from the vertical edge of the curb on any street, road, or Provincial Highway;

5.3 Billboard Signs

5.3.1 The installation of Billboard Signs within the City is prohibited.

5.4 Election Signs

5.4.1 Election Signs are permitted, provided:

- a) They do not exceed 3m² in sign area and are not higher than 3m;
- b) They are self-supported or wall-mounted;
- c) They are not installed until:
 - i. in the case of Federal or Provincial election, after the election writ has been issued; or
 - ii. in the case of municipal elections, one month in advance of the election date.
- d) They are removed by the end of the third day following the election;
- e) They are not placed on any City-owned or controlled property, including streets, boulevards, ditches and sidewalks.

5.5 Electronic Signs

5.5.1 Electronic Signs are permitted, provided that such sign:

- a) Does not have a sign face exceeding 4 m². In area;
- b) Is located a minimum of 15m from any residential property line and shall be oriented so as to minimize the impact of any illumination, glare, or light pollution on residential properties;
- c) Is equipped with an automatic dimmer switch, which, if required, must be adjusted as directed by the Development Officer;
- d) Sound emissions and videos are prohibited.

5.6 Electronic Message Center Signs

5.6.1 An Electronic Message Center Sign may be allowed by discretionary approval of Council, provided such sign:

- a) Does not have a Sign Face exceeding 20m² in area;
- b) No point of the sign shall exceed a height of 15m above grade;
- c) Has a minimum of 3m ground clearance;

- d) Is located a minimum of 15m from any residential property line and shall be oriented so as to minimize the impact of any illumination, glare, or light pollution on residential properties;
- e) Is equipped with an automatic dimmer switch, which, if required, must be adjusted as directed by the Development Officer;
- f) Sound emissions, live videos, and video clips exceeding 10 seconds in length are prohibited; and
- g) If it is located inside a building and is visible from the outside of the building, the sign is subject to the provisions of this Bylaw.

5.7 Free-Standing Signs

5.7.1 A Free-standing Sign is permitted provided such signs:

- a) Have ground clearance of 2.5m if located in an area where pedestrians may gather;
- b) Have ground clearance of 4.4m if located in an area where vehicular traffic occurs, including parking areas;
- c) Are not located less than 1.0m from a property line or building except those parcels with a zero-setback such as within the C1 district, and not less than 30m from any other Free-Standing Signs on the same site.
- d) One Free-Standing Sign is permitted per lot, with the following exceptions:
 - i. One free standing sign is permitted on site in addition to any other signs that are allowed for uses in a mini-mall.
 - ii. In the C3 – Shopping Centre Commercial District one additional Free-standing Sign may be erected for every 60 metres of site frontage in excess of 60 metres provided no two free standing signs are separated by less than 30 metres and;
 - iii. Where a service station or gas bar is developed as part of a shopping centre, a separate free-standing sign is permitted.
- e) In a C1 - Commercial Zone the maximum total facial area shall not exceed 20 square metres (215.29 sq. ft.), provided that no single face of such sign exceeds 10 square metres (107.64 sq. ft.) in area. C2 - Commercial and Industrial Districts, the maximum total facial area shall not exceed 40 square metres (430.57 sq. ft.), provided that no single face of such sign exceeds 20 square metres (215.29 sq. ft.) in area.
- f) In a C1-Commercial Zone, the maximum height is 10 metres (32.81 ft.); and in all other Commercial and Industrial Districts, the maximum height shall be 14 metres (45.93 ft.).
- g) In a C3 Zone the maximum total sign face display area is 34 square metres on each of two sides and the total sign face display area of all free standing signs shall be limited to one (1) square metre per metre of site frontage;

5.8 Garage Sale Signs

5.8.1 Garage sale Signs are permitted, provided such signs:

- a) Are posted on City-approved sign boards;
- b) Are located on the property of the advertised sale;
- c) Are self-supported;
- d) The Sign Face area does not exceed 0.6m²;
- e) Are posted no more than 24 hours prior to the advertised garage sale and no longer than 24 hours following the advertised garage sale;
- f) Are located on private property.

5.9 Home Based Business Signs

- 5.9.1 A Fascia Sign indicating the presence of a home based business is permitted, provided such sign:
- a) Has a Sign Face not greater than 0.4m² in area per side;
 - b) Does not exceed 2.5m in height;
 - c) Is non-illuminated.

5.10 Portable Signs

- 5.10.1 A Portable Sign is permitted, provided such sign:
- a) Contains or displays material for the advertisement or promotion of the business or venture located on the property or is a Community Organization or registered Portable Sign pursuant to subsection 5.10.2;
 - b) Is located on private property;
 - c) Has a Sign Face area not greater than 6m² per side;
 - d) Does not exceed a height greater than 3m above grade;
 - e) Is setback a minimum of 1.0m from any property line;
 - f) Is not installed in any parking space required by the Zoning Bylaw; with the exception of a C1 Commercial District where the portable sign can be located in an on-street, public parking space immediately in front of the property and shall not be located or erected for a period of greater than 14 days per calendar year.
 - g) Is not located less than 7.5m from any other portable sign;
 - i) May not be used in residential areas, except for special events only, and placement shall not exceed a period of seventy-two (72) hours.
 - j) Portable Signs displaying no advertising or promotional message are prohibited;
 - k) Unregistered Portable Signs for Community Organizations are permitted provided they do not display any form of advertising for commercial product or service but may promote who is sponsoring the event.
- 5.10.2 In a commercial or industrial zoned area, the portable sign can be used for off-premises/third party advertising provided that the following regulations are adhered to:
- a) The sign owner must obtain an annual license from the City of Melfort for every off-premises/third party portable sign.
 - b) The Licensee must pay an annual fee, with no proration of fees, in accordance with Schedule 'A'.
 - c) The license number, name, address and telephone number of the sign owner must be displayed on all off-premises/third party portable sign.
 - d) Off-premises/third party portable signs can only be located on private commercial or industrial zoned property.
 - e) Registered Portable Signs may be re-located to multiple sites within the City during a one-year period. Only one portable sign can be located on any property at any time.
 - f) Off-premises/third party portable signs can only remain on a property for 30 consecutive days with the same message on the same property.
 - g) For the placement of any off-premises/third party portable sign, the Licensee is responsible to fill out an application with the City of Melfort indicating property owner authorization in a form prescribed by the City. The application must be signed by both parties (applicant and property owner) and specify the property owner's name, civic address of the property, off-premises/third party portable sign license number and the

date the sign will be placed and removed from the property. The Licensee is responsible to produce a copy of the approved application if required by the bylaw officer.

- h) Off-premises/third party portable signs must comply with all other regulations for portable signs.
- i) Failure to comply with any of the regulations could result in cancellation of the off-premises/third party portable sign license. In such case, there would be no refund and the sign would be dealt with as a non-conforming sign, as provided in Subsection 3.5 of the bylaw, as though the sign was never licensed.

5.11 Projecting Signs

5.11.1 A Projecting Sign is permitted, provided such sign:

- a) Has a minimum ground clearance of 2.5m and is not higher than 7.5m above grade;
- b) No part of the sign projects above the vertical roofline of any building, excepting a cantilever support which must not extend higher than 0.3m above the roofline;
- c) Does not have any visible angle iron support above the roofline that is able to be seen from the ground;
- d) There is not more than 0.6m of space between the sign and the supporting wall;
- e) Has clearance from any electrical power lines or other utilities;
- f) The maximum sign projection permitted shall be 2.2m. No sign shall overhang the public way to within 1.0m of the curb line.g) The maximum facial area permitted shall be 4 square metres (43.06 ft.) except in the C1-Commercial District where the sign shall not exceed 2 square metres (21.53 sq. ft.).

5.12 Small Ground Signs

5.12.1 A Small Ground Sign is permitted, provided:

- a) It is located directly in front of the business or organization that the advertising on the sign pertains to;
- b) It does not exceed 1.9m² in sign area and 1 metre in height;
- c) It does not block or interfere with the movement of pedestrian or vehicular traffic.

5.13 Signs Permitted at Council's Discretion

The following signs may be allowed at Council's discretion in a Commercial, Industrial, or UH-Urban Holding District: Council may apply specific development conditions related to:

- i. Location and orientation of the sign;
 - ii. Proximity to other signs;
 - iii. Any other relevant regulation contained in this bylaw.
- a) **Community Organization Sign** containing messages that are for an event, social, fundraiser, directional, identification or promotional.
 - b) **Converted Vehicle and Trailer Signs**
 - c) **Inflatable Display/Balloon Signs provided only** one inflatable display/balloon sign will be permitted accessory to a principal use in addition to any other allowable sign.

6. ZONING SPECIFIC SIGN REGULATIONS

6.1 The specific zone regulations of this section for signs shall apply in addition to, and take precedence over, Sections 4 and 5.

TYPE OF USE	TYPE OF SIGN PERMITTED	NUMBER OF SIGNS	REGULATIONS
Residential Zones; R1, R1A, R1B, R1C, R2, R3, R4 and Associated Contract Zones			
Home-Based Businesses	Fascia	1 per Lot	a) Max. face area to be 0.4m ² , 1.2m ² for multi-unit & townhouse. b) Max. height to be 2.5m c) Is non-illuminated
Residential Uses	Fascia, Free-standing	1 per Lot	a) Max. face area to be 0.4m ² , 1.2m ² for multi-unit & townhouse. b) Max. height to be 2.5m c) Is non-illuminated
	Fascia, Awning, Canopy and Projecting	1 per Use	a) Max. face area to be 0.3m ² per linear metre of frontage to a maximum of 4.0m ² b) Static Digital, Electronic Message, & Message Centers are prohibited. c) Max projection is 2.2m d) No sign shall overhang the public way to within 1.0m of the curb line
	Free-standing	1 Per Lot in a multi-unit only	a) 2.3m ² Max. face area per side. b) 3.0m Max. Height c) Static Digital, Electronic Message, & Message Centers are prohibited.
	Portable	1 per Lot	a) No more than 1 within 7.5m
Local Commercial Zones; C1,C4, MU and Associated Contract Zones			
Home-Based Businesses	Fascia	1 per Lot	a) Max. face area to be 0.4m ² , 1.2m ² for multi-unit & townhouse. b) Max. height to be 2.5m c) Is non-illuminated
Residential Uses	Fascia, Free-standing	1 per Lot	a) Max. face area per side to be 0.4m ² , 1.2m ² for multi-unit & townhouse. b) Max. height to be 2.5m c) Is non-illuminated
Commercial & Community Service Uses	Fascia, Awning, Canopy and Projecting	1 per Use	a) Maximum of 30% of the building face. b) Max face of any Electronic Sign is 4.0 m ² . c) Electronic Message Center Signs are allowed by discretion with a maximum face area of 10.0 m ² per side. d) Max projection is 2.2m e) No sign shall overhang the public way to within 1.0m of the curb line f) Maximum area of projecting signs is 2.0m ² .
	Free-standing	1 Per Lot in a multi-unit only	a) 10.0m ² Max. face area per side. b) 10.0m Max. Height
	Portable	1 per Lot	a) No more than 1 within 7.5m
	Small Ground	1 per Use	a) 1.9m ² Max. face area per side
Total Sign Face Area	All sign types	Per Lot	For lots with frontage up to 30 m maximum allowable sign facial area is 15m ² increasing by 1m ² for every additional 6 m of frontage.

Large Format Commercial, Community Service and Industrial Zones; C2, C3, M1, M2, CS, PR, FUD and Associated Contract Zones			
Home-Based Businesses	Fascia	1 per Lot	a) Max. face area to be 0.4m ² , 1.2m ² for multi-unit & townhouse. b) Max. height to be 2.5m c) Is non-illuminated
Residential Uses	Fascia, Free-standing	1 per Lot	a) Max. face area to be 0.4m ² , 1.2m ² for multi-unit & townhouse. b) Max. height to be 2.5m c) Is non-illuminated
Commercial & Community Service Uses	Fascia, Awning, Canopy and Projecting	1 per Use	a) Maximum of 30% of the building face. b) 3.5m ² Max. face area for projecting Signs. c) Electronic Message Centers are discretionary. d) Max projection is 2.2m e) No sign shall overhang the public way to within 1.0m of the curb line f) Maximum sign area for projecting signs is 4.0 m ² .
	Free-standing	1 Per Site, except in the C3 zone where 1 sign is permitted for every 60 m of frontage.	a) 14.0m Max. Height b) 20m ² Max. Face Area per side total except for C3 Zone where it is 34 m per side. c) Max face of any Electronic Sign is 4.0 m ² . d) Electronic Message Centers are discretionary to a maximum face area of 20 m ² . e) In a C3 Zone Free-Standing Signs must be a minimum of 30m apart
	Portable	1 Per Site, except where site width exceeds 100m, in which case, 2 Per Site.	a) 1 additional portable sign may be permitted per site if site width exceeds 100m
Total Sign Face Area	All Sign types	Per Site	For lots with frontage of up to 30 m the maximum allowable sign facial area is 15m ² and increases by 1m ² for every additional 6 m of frontage except in a C3 Zone.

7. FEES

7.1 The Installation or Alteration of all Signs shall be subject to the fees as set out in Schedule 'A' to this Bylaw.

8. ENFORCEMENT, PENALTY and APPEAL

8.1 Enforcement

8.1.1 Where a Sign or any part of a Sign is declared by the Development Officer to be a nuisance, unsafe due to disrepair, in an improper location, unsuitable because it does or may detrimentally impact the aesthetics of the urban environment, or the public health, safety, and general welfare of the community, or is otherwise not in compliance with the provisions of this Bylaw, the Sign Owner shall be

given 10 days written notice to remedy such noncompliance excepting for portable signs which will be given 48 hours' notice.

- 8.1.2 Upon failure, or refusal to comply with the direction of the Development Officer, the Sign Owner shall be deemed to be in contravention of this Bylaw.

8.2 Removal of Signs by City

- 8.2.1 Any sign placed on any City-owned or controlled property, including, but not limited to, streets, boulevards, ditches and sidewalks, may be removed by the City without notice to the Sign Owner.
- 8.2.2 Any sign which impedes or interferes with the repair or maintenance work of City employees on any property owned or controlled by the City may be removed by the City without notice.
- 8.2.3 Upon removal, the City shall place the sign in a storage place of the City's choosing. Costs of storage and removal of any sign shall be borne by the Sign Owner. Any sign removed and stored by the City which is not claimed by the owner within 10 business days may be disposed of by the City, without notice.
- 8.2.4 The City shall not be liable for any costs, damages, claims, expenses or loss of revenue to the Sign Owner as a result of the sign removal, or any other person affected by the removal of the sign.
- 8.2.5 The City is not responsible for the loss or damage to any sign removed or stored by the City.

8.3 Penalty

- 8.3.1 Every sign owner who contravenes any of the provisions of this Bylaw, or fails to comply therewith, or with any notice or order given hereunder, shall be guilty of an offence and liable to the penalty as herein provided.
- 8.3.2 (1) Any person convicted of a breach of this Bylaw shall forfeit and pay at the discretion of the Provincial Magistrate or Justice of the Peace having jurisdiction in the City of Melfort the penalties as provided in the Schedule to this Bylaw, and upon default of payment thereof the person convicted may be committed to jail, the guard room of the Royal Canadian Mounted Police, or to a public lockup for any time determined by the Provincial Magistrate or Justice of the Peace, not exceeding thirty (30) days, unless the penalty or penalty and license fee, as the case may be, and the costs of committal and conveyance of the person convicted to jail, guard room or lock up, are sooner paid.
- (2) (a) A violator of Section 8.1.2, upon being served with a Notice of Violation, may voluntarily pay the prescribed penalty in Schedule 'A' to this Bylaw at the Office of the City Treasurer at City Hall, Melfort, Saskatchewan.
- (b) Where the City Treasurer receives voluntary payment of the prescribed amount, the person receiving the notice of violation shall not be liable to prosecution of the alleged contravention.
- (c) Nothing in this section shall be construed to prevent any person from exercising his right to defend a charge of contravention of this Bylaw.

- (d) Each day a violation of the provisions of this Bylaw exists shall be considered a separate offence.

8.4 Appeal

8.4.1 Any Sign Permit Application refused by the Development Officer or their designate may be appealed to the Development Appeals Board. The Board may consider the application and either uphold the decision to refuse the Sign Permit, overturn the decision of the Development Officer and issue the Sign Permit, or issue a variance that allows the Sign Permit to be approved subject to conditions deemed necessary to maintain the intent of the Bylaw.

9. SEVERABILITY

9.1 In the event that a court shall determine that any provisions of this Bylaw is invalid, or contrary to the law, such provisions shall be severed from this Bylaw and the remainder of this Bylaw shall continue to be in full force and effect.

10. APPENDICES TO THE BYLAW

(a) Schedule 'A': Sign Permit Fees and Penalties

11. EFFECTIVE DATE

This Bylaw shall come into force and take effect upon final approval of Bylaw 2019-19 by the Minister of Government Relations.

INTRODUCED AND READ a first time this 7th day of October, 2019.

READ A SECOND TIME this 7th day of October, 2019.

READ A THIRD TIME and passed this 7th day of October, 2019.

Mayor

City Clerk

SEAL

CERTIFIED a true copy of Bylaw No. 2019-21,
adopted by resolution of Council on the 7th day of
October, 2019.

City Clerk

**City of Melfort
SCHEDULE "A"
To Bylaw No. 2019-21**

Sign Permit Fees and Penalties

A. Sign Permit Fees

(a) Value of Construction

- (i) \$60.00 for the first \$1,000 based on the value of construction,
- (ii) \$5.00 per \$1,000 and up, after the first \$1,000, based on the value of construction.

(b) Portable Sign

- (i) Annual Fee: \$250.00 per sign, per licensee, with no proration of fees.

B. Penalties

1. The penalty for the first offence of violating sections of this Bylaw is \$50.00.
2. The penalty for the second violation of this Bylaw is \$75.00.
3. The penalty for the third or subsequent violations of this Bylaw is \$100.00 per offence.