

**CHAPTER 19**  
**SIGNS AND BILLBOARDS**

**Part 1**

**Sandwich Board Signs**

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**Part 1**

**Sandwich Board Signs**

**§101. Definitions.**

As used in this Part 1, the following words shall have the meanings indicated:

LICENSE—an annual certificate issued for the placement of a sandwich board sign.

PRIVATE PROPERTY—property which is owned by a private citizen or corporation.

PUBLIC PROPERTY—property which is owned by a political subdivision, government body or public service corporation or property located within any public right-of-way.

SANDWICH BOARD SIGN—any temporary “A” frame sign which may readily be moved from place to place and which is intended to be placed on a sidewalk or pedestrianway in front of the business for which the commercial message is intended. A sandwich board sign shall not be an outdoor advertising sign; and, therefore, it may not direct attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than the business where the sign is displayed.

SPECIAL EVENT SIGN—any temporary “A” frame sign which may readily be moved from place to place and which is intended to be placed on a sidewalk or pedestrian way which is intended to give directions to a special event taking place in the Borough of Stroudsburg. Special event signs shall only be permitted as part of approval of the special event by Borough Council. The size, location and construction of these signs shall comply with the requirements of this Part 1. [Ord. 926]

(Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010)

**§102. Licenses and Permits.**

1. An annual sandwich board sign license shall be required for all sandwich board signs located on public property.
  - A. All sandwich board and special event sign owners shall be required to obtain an annual sandwich board sign license from the Code Enforcement Officer prior to placing a sandwich board sign on public property. Applications shall be submitted on an approved form provided by the Borough. [Ord. 926]
  - B. The applicant shall provide a signature of approval from the property owner along with proof of liability insurance for the property and a fee of thirty dollars (\$30) for each sign. [Ord. 926]

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- C. All licenses will be valid for one year and shall expire on June 30<sup>th</sup> of each year unless revoked pursuant to section §104 of this Part. [Ord. 926]
2. Sign permits shall be required for all sandwich board signs located on private property subject to the provisions in Part 8, Sign Requirements, of the Zoning Ordinance [Chapter 27].

(Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010)

### **§103. Design and Display Requirements.**

1. Sandwich board signs shall only be allowed for use in conjunction with retail stores or shops, and eating or drinking establishments within pedestrian-oriented commercial areas in commercial zoning districts. A pedestrian-oriented commercial area consists of one (1) or more contiguous blocks where at least seventy-five percent (75%) of the block face contains buildings which abut the street sidewalk and the sidewalk is wide enough to allow for at least five (5) feet of width for unrestricted pedestrian movement with sandwich board signs in place. Sandwich board signs shall meet the following requirements: [Ord. 926]
  - A. Number of Signs. One (1) sandwich board sign per establishment shall be permitted. Special events signs shall be limited to the number of signs and locations as approved by Borough Council. [Ord. 926]
  - B. Area and Height. The maximum area shall be eight (8) square feet per side of the sign. The width of the sign shall not exceed two (2) linear feet. The maximum height shall be four (4) feet. [Ord. 926]
  - C. Location. Signs may be placed on a sidewalk directly in front of the applicant's business establishment and may only advertise as to the applicant's business. No off-premises advertising shall be permitted. The sign shall be placed on that part of the sidewalk closest to the associated use, and the nearest part of the sign structure shall not be separated by more than one (1) foot from the wall of the building. The sign must be placed so as not to interfere with or obstruct pedestrian or vehicular traffic, and a minimum of five (5) feet of passage must be maintained on the sidewalk between the street and the sign. Signs may not be anchored to the sidewalk or attached or chained to poles, newspaper vending boxes, or other structures or appurtenances. [Ord. 926]

#### Option #1:

Exception: In the event that the sidewalk is not wide enough or has obstructions which make meeting the 5-foot wide pedestrian passage requirement impossible, the minimum pedestrian passage may be reduced below the 5-foot minimum requirement but in no case shall be less than 3 feet.

#### Option #2:

Exception: In a commercial zoning district a business which does not front on Main Street and is located on the same zoning lot which has street frontage on Main Street, the business not fronting on Main Street will be permitted to place a sandwich board sign on the Main Street sidewalk in front of the Building. The sandwich board sign will be permitted provided authorization is granted by the property owner. When the business/property owner chooses to exercise this option, the insurance indemnification shall specify liability coverage for the area where the sign is to be located.

Location. The sign shall be placed as specified in subsection (1)(C) with the additional requirement that the sign be located as remote from the entrance of the Main Street business entrance while still providing a safe pedestrian passage route.

[Ord. 926]

- D. Lighting and Display Hours. Signs may not be illuminated and may be displayed during daylight hours only. Signs must be removed each evening by 5:30 p.m. during the period from October 1 through March 31, and by 9:00 p.m. during the period from April 1 through September 30.
- E. Design. The sign frame shall be painted, stained wood, anodized aluminum, or metal. Plastic framed signs are prohibited. Stenciled or spray-painted signs are prohibited. Windblown devices, including balloons, may not be attached or otherwise made part of the sign. [Ord. 926]
- F. Indemnification. Any person erecting a sign shall indemnify and hold harmless the Borough and its officers, agents, and employees from any claim arising from the presence or placement of the sign on Borough property or right(s)-of-way. The person placing the sandwich board sign shall sign an indemnification agreement, approved by the Borough Solicitor, prior to the issuance of a sign permit. The indemnification agreement shall be accompanied by evidence of insurance covering the liability assumed in this subsection and the agreement.

(Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010)

#### **§104. Enforcement and Penalties.**

1. Expiration or Revocation of License. Licenses shall be issued for a period not to exceed one year. Any license may be revoked by the Code Enforcement Officer at any time upon failure of the licensee to follow the regulations set forth in this Part. After written notification to remove the sandwich board sign from the public property is served to the Licensee and/or violator of this chapter, and if the licensee does not remove the sign, the Codes Enforcement Officer is authorized to remove the sign from the public property.
2. Penalties. Any person, firm or corporation who shall violate any provision of this

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Part shall, upon conviction thereof, be sentenced to pay a fine of not more than three hundred dollars (\$300), together with the costs of prosecution, or to undergo imprisonment for a term not to exceed thirty (30) days. Each day that a violation of this Part continues shall constitute a separate offense.

(Ord. 889, 7/12/2008; as amended by Ord. 926, 8/4/2010)