



CITY COMMISSION POLICY MANUAL

Banners for City-Sponsored Events & Sense of Place Recognition Located Within Public Rights-of-Way or Other City Owned Property

Department:
Growth Management

Date Adopted:
February 26, 2003

Last Revised Date:
September 22, 2014

704.01 AUTHORITY

City Code of Ordinances, Sec. 7-32

704.02 PURPOSE

This policy covers banners to be placed in the public rights-of-way or other City-owned property for City-sponsored events, or sense of place recognitions as defined in Sec. 7- 32 of the City Code of Ordinances by individuals or groups other than by federal, state, county or municipal government.

704.03 STATEMENT OF POLICY

Banners allowed to be located in the public rights-of-way or other City owned property per Sec. 7-32, City Code of Ordinances must be reviewed and approved by the City Manager or his/her designee. The guidelines in this policy shall be used as a basis for approval of such banners.

704.04 GUIDELINES:

1. **Time Limits:** The request for approval must be received for review a minimum of 20 working days prior to the date the proposed banners are to be placed. With the exception of sense of place recognitions, the banners shall not be installed more than 14 business days prior to the event for which the banner is being placed, and shall be removed within 5 business days after the end of the event unless specifically allowed otherwise. The City Manager or his/her designee shall specify the time limitations for sense of place recognitions.
2. **Size Limitations:** Banners requested to be mounted on utility poles (but not suspended across a street, avenue, or thoroughfare) shall be a maximum of 15 square feet in area, with no dimension greater than 5 feet. Such banners must be approved by the Electric Department. Street banners that will be suspended across any street, avenue or thoroughfare shall be of a length not to exceed 60 percent of pavement width over which it is suspended. The height of the banner shall not exceed 4 feet. The minimum clearance from the bottom of the banner to the street surface shall be 18 feet.
3. **Durability:** The material and composition of the banner shall be such that the banner will not deteriorate and will remain in place for the time period for which it is approved. The approving authority may require documentation demonstrating the durability of the banner.
4. **Installation:** The installation of banners shall be done in such a manner as to not block pedestrian or vehicular traffic during either the placement or removal of the banners. All installations on electric utility poles or equipment shall be installed by a contractor

approved by the Electric Department or pursuant to an agreement with the Electric Department, in which the applicant shall pay the cost of installation.

5. **Content:** The banners shall contain informational language about the event or a recognition of a sense of place or community only and shall be laid out in such a manner as to allow the message to be read without causing traffic issues. The banner must have a City of Tallahassee logo and lead sponsor logo as part of the banner.

704.05 EXCEPTIONS:

Exceptions to these guidelines may be granted by the City Manager or his/her designee in specific cases when the applicant demonstrates in writing the need for an exception and demonstrates that the exception will not create vehicular, pedestrian, or other safety issues.

704.06 ADMINISTRATION:

Specify the City Department having responsibility for the administration of the policy.

704.07 SUNSET PROVISION:

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

704.08 EFFECTIVE DATE:

REVISIONS: