

DRAFT - Town of Wenham

Car Barn Lot - Sign Policy

Adopted by vote of the Selectmen March, 2010

History: The town-owned land located at the corner of Main and Arbor Streets (aka the Car Barn Lot) has historically been used by non-profit organizations to advertise community events. The Board of Selectmen have determined this to be a valuable public service and have determined that the subject property offers an ideal visibility for advertising such signs regarding upcoming events of interest to the general public.

Policy Goal: To allow for the continuation of this important public service while promoting public safety, preserving the attractive appearance of this highly visible corner, and establishing a set of guidelines that assist in the orderly utilization of this public notice opportunity by non-profit, civic, or charitable organizations.

APPLICATION PROCESS

Submittal: Requests should be submitted to the Town Administrator's Office by e-mail (tmasterson@wenhamma.gov), fax (978-468-8014), or via mail.

All applications must contain the following information:

- Name of organization (must be a non-profit or governmental agency)
- Contact person name, address, telephone number, and e-mail address
- Size of sign and a general description of content.
- Indicate the desired time period for placement of the sign.

All sign requests must be submitted two weeks (at a minimum) prior to date of sign placement.

Annually occurring signs (for single or multiple dates) may be submitted each year as a single request. Such sign requests shall be heard at the first Board of Selectmen meeting in January.

Sign Policy Requirements:

- 1. Number of Signs Permitted on Corner at Same Time:** No limitation
- 2. Time limitation:** Signs may be installed 2 weeks prior to the scheduled event and must be removed from the site within 1 week afterward.
- 3. Sign size and configuration guidelines:** Where possible, signs are encouraged to be no larger than 24"X42" and are expected to remain tasteful and uncluttered. Variations may be authorized by vote of the Board of Selectmen.

Signs Not Required to Conform to Official Sign Policy

All signs intended for placement on the Car Barn Lot are required to comply with this sign policy except for those required by Local, State, or Federal regulations.

Enforcement: The Town reserves the right to remove all signs that do not comply with this policy or are found to be objectionable as determined by the Office of the Town Administrator.

Those organizations that are found to be in violation of this policy may be restricted, by vote of the Selectmen, from any future use of the Car Barn Lot for advertising purposes.

Inquiries / Questions: Any questions or inquiries regarding this policy can be directed to the Town Administrators Office by calling 978-468-5520, ext. 2.