

MEMO

To: Harkrider Street Property Owners and Business Owners

From: Donald Anthony, Planner, Conway Planning & Development Dept.

Date: March 16, 2010

RE: Signage Affected by Street Widening

Due to the Arkansas Highway and Transportation Department's planned widening of Harkrider Street between Sibenmorgen Road and Oak Street, some business owners may be required to relocate their signage. Recognizing the hardship this may place on affected business owners, the Conway Planning and Development Department offers the following guidance with regard to the City's Sign Ordinance.

A nonconforming sign (sometimes called a "grandfathered" sign) is any permanent sign that was legally established and maintained in compliance with the provisions of all applicable laws in effect at the time of original installation but that does not comply with the provisions of the current Sign Ordinance. The current Sign Ordinance went into effect on September 26, 2006. Typically, legal, nonconforming signs may not be moved without losing their legal status. However, the Sign Ordinance allows signs to be moved in the case of street relocation while retaining their legal, nonconforming status.

In order to keep accurate records of which signs along Harkrider have legal, nonconforming status, the Conway Planning and Development Department requires a completed Sign Permit Application from all business owners whose signage will be relocated due to the Harkrider widening project. The application is only one page in length and asks for only general information, including sign location, type, owner, and setbacks. **For business owners affected by the Harkrider widening project, the Planning and Development Department will waive the \$35 fee associated with this permit application.**

Keep the following rules in mind when relocating signage:

- A sign that is relocated may not be expanded; it must be the same size and height upon relocation that it was in its original location. (Sign Ordinance Section 4.02)
- Electronic message boards and electronic numeric displays are prohibited. However, those that were legally established and are legal, nonconforming signs may be relocated and continue to be used. (Sign Ordinance Section 2.07)
- Sign permits are required for any new signage. (Sign Ordinance Section 2.02)

The Sign Ordinance and Sign Permit Application are available on the Planning and Development Department's website at www.conwayplanning.org. For more information, contact Donald Anthony by phone at (501) 450-6105 or by email at donald.anthony@cityofconway.org.