

# CONSOLIDATED FOR CONVENIENCE

## CITY OF PORT MOODY

### BYLAW NO. 2403

#### A BYLAW OF THE CITY OF PORT MOODY TO REGULATE SIGNS

##### PREAMBLE AMENDED BY BYLAW NO. 2898

“WHEREAS a local government may, by bylaw, pursuant to Section 908 of the *Local Government Act*, regulate the number, size, type, form, appearance and location of any signs;

AND WHEREAS it is deemed desirable to establish reasonable and objective regulations for all signs in the City which are visible to the public in order to:

- a) protect the general public health, safety, welfare, convenience and aesthetics; and,
- b) serve the public’s need to be given helpful directions, and to be informed of available products, businesses, services and events.”

**NOW THEREFORE** the Council of the City of Port Moody, in open meeting assembled, enacts as follows:

#### 1. Title

This Bylaw may be cited for all purposes as "City of Port Moody *Sign Bylaw*, 1998", No. 2403.

#### 2. Repeal

Bylaw No. 1946 - "City of Port Moody *Sign Bylaw*, 1988", is hereby repealed.

##### SECTION AMENDED BY BYLAW NO. 2593, 2925

#### 3. Definitions and Interpretation

In this Bylaw:

**"ABANDONED SIGN"** means any *sign* which no longer directs persons to or advertises a *business*, lessor, owner, product or activity conducted, or product in existence or available on the parcel where the *sign* is displayed or which is not identifying the owner, occupant, user or use of the lot or of a *building* or structure on the lot, on which such *sign* is situate.

**"AWNING"** means a flexible retractable hood or cover which projects from the wall of a *building*

**"AWNING SIGN"** means a non-illuminated *identification sign* painted on or affixed flat against the surface of an *awning* which does not extend vertically or horizontally beyond the limits of such *awning*.

**"BALLOON SIGN"** means an inflated three-dimensional device which is affixed or anchored to the ground or a structure and which contains information and where the intent is to attract the attention of persons for the express purpose of the communication of that information;

**"BANNER SIGN"** means a flexible plastic or fabric *sign*, excluding an *awning* affixed to a *building*;

**"BUILDING"** means any structure used or intended for supporting or sheltering any use or occupancy;

**"BENCH SIGN"** means a *sign* affixed to, painted or placed upon part of a bench located on public property at a bus stop, rest area or park;

**"BILLBOARD"** means an exterior structure displaying advertising material of a non-accessory nature pasted or otherwise affixed flat to the face of such structure and which exceeds 28m<sup>2</sup> (301 sq. ft.);

**"BUS SHELTER"** a covered structure intended to shelter bus patrons within or above public property which is approved by the *City* located at a bus stop in ordinary use by buses operated by a public transit authority;

**"BUSINESS"** means the carrying on of a commercial or industrial undertaking of any kind or nature of the providing of professional, personal or other services for the purpose of gain or profit;

**"BUILDING INSPECTOR"**- means the person appointed from time to time by the Council to act in the capacity as *City Building Inspector*.

**"BYLAW ENFORCEMENT OFFICER"** means the person appointed from time to time by the Council to act in the capacity as *City Bylaw Enforcement Officer*;

**"CANOPY OR MARQUEE"** means a permanent non-retractable hood, shelter or cover which projects from the wall of a *building* but does not include a projecting roof;

**"CANOPY SIGN"** means a *sign* attached to or constructed on the face of a canopy;

**"CHANGEABLE COPY SIGN"** means a *sign* on which copy can be changed manually through the use of attachable letters, numerals or pictorial panels or automatically by electronic switching of lamps or illuminated tubes;

**"CITY"** means the City of Port Moody;

**Added by Bylaw No. 3194**

**"COMMUNITY ORGANIZATION"** means a not-for-profit organization including clubs, societies or associations organized and operated solely for social welfare, civic improvement, and pleasure or recreation, and does not include political or religious organizations.

**"COUNCIL"**- means the Council for the City of Port Moody;

**Added by Bylaw No. 2925**

**"CULTURAL EVENT SIGN"** means a sign for the sole purpose of identifying or advertising any event or activity whose primary purpose is artistic or heritage in nature;

**"DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES"** means the Director of Planning and Development Services for the City of Port Moody or designate;

**"DEVELOPMENT SIGN"** means a *sign* required by the *City* to identify lands proposed for rezoning or a *sign* indicating that a site is being developed for any commercial or industrial purposes following Third Reading of a Zoning Amendment Bylaw for such change of zone. Electric temporary *signs* shall not be permitted for this purpose;

**Added by Bylaw No. 2925**

**"DIGITAL BILLBOARD"** means an electronic format billboard sign that displays digital images that are changed by computer at regular, short durations installed in outdoor public spaces which also may be illuminated so as to be visible elsewhere than on the site upon which it is located;

**"DIRECTIONAL SIGN"** means a *sign* displayed during the development process of a property for the sole purpose of identifying the location, name and nature of the development where such development is not visible from nearby through- streets, and *signs* displayed by service clubs, recreational clubs and community activity groups advertising non-profit functions or events;

**"ERECTED"** means attached, altered, built, constructed, reconstructed, enlarged, or moved and shall include painting of *signs* but does not include copy changes on any *Changeable Copy Sign*;

**"FASCIA SIGN"** means a flat *sign*, whether illuminated or not, running for its whole length parallel to the face of the wall of the structure to which it is attached and not projecting more than 40.6 cm (16 inches) from the face of the wall to which it is attached and which does not extend beyond the horizontal width nor above the *roof line* of the *building* to which it is attached;

**"FLASHING SIGN"** means an *illuminated sign* which contains flashing lights, which includes the illusion of intermittent or flashing light, by means of animation or an externally mounted intermittent light source exhibiting pronounced changes in light intensity or exhibits rapid repetition of illumination, but does not include an automatic *Changeable Copy Sign* indicating only the time, date or temperature, of electronically controlled messages;

**"FREESTANDING SIGN"** means a *sign* which is entirely self supporting and is neither attached to nor forms part of a *building*;

**"GRADE"** means the average finished ground level directly underneath the *sign*. Where a *sign* is located over a street, the average finished grade shall mean the elevation established by the *City* for the surface of the public sidewalk or boulevard;

**"HEIGHT"** means the vertical distance from the *grade* to the highest point of a *sign*;

**"HOME OCCUPATION SIGN"** means a non-*illuminated sign* identifying the name and/or occupation of the occupant of a *building* carrying on an accessory home occupation use in accordance with the provisions contained within "*City of Port Moody Zoning Bylaw, 1988*" No. 1890, provided such *sign* is attached to the same *building* in which the home occupation is conducted.

**"IDENTIFICATION SIGN"** means a *sign* which contains no advertising but is limited to the name, address and number of a *building*, institution or person and to the activity carried on in the *building* or institution or the occupation of the person;

**"ILLUMINATED SIGN"** means a *sign* designed to give forth any artificial light, either directly from a source of light incorporated in or connected with such *sign*, or indirectly from an artificial source, so shielded that no direct illumination from it is visible elsewhere than on the site and in the immediate proximity thereof;

**Added by Bylaw No. 2925**

**"LARGE FORMAT SIGN"** means a temporary type of cultural event sign with a maximum of two faces and with a total area that does not exceed 1.49 square meters

(16 square feet) and with a maximum length that does not exceed 1.22 meters (4 feet) along any side;

**“MAXIMUM HEIGHT”** means the vertical distance measured from the *grade* as defined in this Bylaw to the highest point of such *sign*. In the case of a roof *sign*, the *maximum height* shall be measured from the roof or parapet level at the location of such *sign*;

**“MINIMUM HEIGHT”** means the vertical distance measured from the *grade* as defined in this Bylaw to the lower limit of such *sign*;

**Amended by Bylaw No. 2898**

**“PORTABLE FREESTANDING SIGN”** means a sign, graphic or display for business or informational purposes which can be readily moved from place to place and which is not affixed to a building, to another permanent structure, or to the ground;

**“PORTABLE SIGN”** means a *sign* not fixed to the land or to a *building* or structure and may include a *Banner sign* provided the maximum sign area be does not exceed 1.2 meters by 2.4 meters (4'x8').

**“PROJECTING SIGN”** means a *sign*, other than a canopy or *fascia sign*, which projects more than 40 cm (16 inches) from the face or wall of any *building* or structure;

**“REAL ESTATE SIGN”** means a *sign* indicating that the parcel of land or premises on which the *sign* is located is for sale or lease;

**“REVOLVING SIGN”** means any *sign* or portion of a *sign*, all or part of which revolves or rotates, or partly revolves or rotates, but does not include animated *signs*;

**“ROOF LINE”** means the horizontal line made by the intersection of the wall of the *building* with the roof of the *building*. In the case of a *building* with a pitched roof, the roof line shall be at the eaves level.

**“ROOF SIGN”** means any *sign erected* or placed wholly or partly above the top of the *roofline* or parapet of a *building*;

**“SIGN”** means any structure, device, advertisement, advertising device or visual representation that is visible from any street, highway, lane or from any property other than the one on which it is located, and that is intended to advertise identify, or communicate information or attract the attention of the public for any purpose and without limiting the generality of the foregoing includes any symbols, letter, figures, illustrations or painted forms;

**“SIGN AREAS”** - means the total area within the outer edge of the frame or border of a *sign*. Where a *sign* has no frame, border or background the areas of the *sign* shall be the area contained within the shortest line surrounding the whole group of letters, figures or symbols of such *sign*. Except as hereinafter provided, each side or face of a multiface *sign* shall be counted in computing the *sign* area thereof. If a side or face of a multiface *sign* cannot be seen by a person not on the site of the *sign* it shall not be counted in computing the *sign* area thereof.

**Added by Bylaw No. 2925**

**“SMALL FORMAT SIGN”** means a temporary type of cultural event sign with a maximum of two faces and with a total area that does not exceed 0.37 square meters (4 square feet);

**Added by Bylaw No. 2813**

**“SPECIAL PURPOSE SIGNS”** means a *portable sign*.

"**THIRD PARTY SIGN**" means a *sign* which directs attention to a *business*, commodity, service or entertainment which is conducted, sold or offered elsewhere than on the premises on which the *sign* is located.

"**VEHICLE SIGN**" means a *sign erected* on or attached to a vehicle where the principal purpose of the vehicle is to serve as a *sign* or a *sign* support structure.

**Added by Bylaw No. 3194**

"**VINYL WRAP**" means a digitally-printed image on a graffiti-resistant vinyl decal that is installed on a utility box.

#### 4. **Measurements**

All measurements in this bylaw are expressed in the Standard International Units (metric) system. The approximate equivalent in the Imperial system, shown in brackets following each metric standard, is included for convenience only and does not form part of this Bylaw.

#### 5. **Severability**

If any section or lesser portion of this Bylaw is held to be invalid by any Court, the invalid portion shall be severed and shall not affect the validity of the remainder.

#### 6. **Zoning Bylaw**

In the event of any conflict with the provisions of this Bylaw and the provisions of the Zoning Bylaw, the provisions of the Zoning Bylaw shall prevail.

### **Part 1 - General Administrative**

#### 1. Application of Bylaw

- (a) No person shall set up, exhibit, erect, place, alter, move or maintain a *sign* in the *City* of Port Moody except those permitted by and in conformance with this Bylaw. A valid *sign* permit shall be obtained prior to the set up, exhibition, erection, placing, altering, maintaining or demolition of a *sign* pursuant to this Bylaw. Readograph and *changeable letter signs* are not considered altered by virtue only of the message being changed.
- (b) Any *sign erected* in contravention to this Bylaw may be removed at the expense of the owner, applicant or lessee.
- (c) *Signs* not specifically permitted in this Bylaw are prohibited.
- (d) Nothing in this Bylaw shall be taken to relieve any persons from complying with the provisions of any other Bylaw of the *City*.
- (e) This Bylaw applies to the entire area of the *City*.
- (f) No *sign*, canopy or structural element for the support or protection of a *sign* shall have affixed to or contain any flashing, animated, rotating, moving or oscillating electrical components, except for electronic message boards unless expressly permitted in this Bylaw.
- (g) A permit will be issued for either one banner sign or one portable sign at any one time, but not both at the same time.

2. Exemptions

This Bylaw does not apply to:

- (a) notices issued by the government of Canada, the government of British Columbia, a Court or the *City*;
- (b) traffic control devices provided for in the Motor Vehicle Act;

**SECTION AMENDED BY BYLAW NO. 2518**

- (c) *signs* on or over *City* highways installed or authorized by the *Director of Planning and Development* for control of traffic and parking or for street names and direction;
- (d) *signs* located in the interior of *buildings* and not visible from a highway;
- (e) murals provided that :
  - the mural does not advertise or intend to advertise a specific product or service and;
  - they are located on public use buildings or on properties where a Development Permit specifically permits such use.

**SECTION AMENDED BY BYLAW NO. 3211**

- (f) *Digital Billboards*, only as authorized by contract and approved under section 5(b);

3. Non-Conforming Signs

Any *sign* or advertisement lawfully *erected*, constructed or placed at the time of adoption of this Bylaw, although such *sign* does not conform with the provisions of this Bylaw, may remain and continue to be used and maintained, provided, however, that no such *sign* shall be reconstructed, altered or moved in the *City* unless such *sign* shall be made to conform in all respects with the provisions of this Bylaw.

4. Maintenance of Signs

- (a) Every *sign* shall be maintained in good repair and in a neat and safe condition at all times;
- (b) Normal *sign* maintenance, including replacement of copy, lighting and refurbishing of *signs* shall not require a *sign* permit, but shall conform to all other requirements of this Bylaw;
- (c) All *signs* shall be maintained structurally sound and free from all hazards caused or resulting from decay or failure of structural members, fixtures, lighting or appurtenances. All *sign* area, background, copy and lighting shall be maintained in readable and clean condition and the site of the *sign* shall be maintained free of weeds, debris and rubbish.

**Section Amended by Bylaw 3194 and Bylaw 3211**

5. Signs on Public Property

- (a)

- (i) No *signs*, whether made out of paper, cardboard, cloth, canvas, plastic, or similar materials, shall be tacked, posted, or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence, or any other surface within a public place.
- (ii) This section shall not apply to banners, posters, placards, or notices posted by or on behalf of the City pertaining to municipal matters, police traffic control signs and notices, or cultural events signs, as permitted.
- (iii) Where a fence or hoarding is erected on any street during the construction or alteration of a *building*, no *signs* other than those relating to said construction or alteration shall be placed upon said fence or hoarding.
- (iv) *Vinyl wraps* for beautification or heritage enrichment by community organizations are permitted on utility boxes situated on public property subject to review and approval by the City. Vinyl wraps must not include political or religious messaging. On City-owned utility boxes, up to 15% of the area of each side of the *vinyl wrap* may be composed of third-party signage, including letters and logos.

Amended  
by Bylaw  
No. 3211

- (b) Despite any other provision in this Bylaw, the City may enter into contracts with third parties to authorize the placement of advertising digital billboards on City property, provided that such signs are only allowed at specific locations authorized by the City, with such locations identified on Schedule "C" attached hereto";

## 6. Hazardous Signs

- (a) No *signs* shall create a real or potential hazard to the safe, efficient movement of vehicular or pedestrian traffic;
- (b) No *sign* shall be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway or similar feature.
- (c) No *sign*, guy, stay, or attachment thereto shall be *erected*, placed or maintained by any person in such a manner as to contact or interfere with any electric light, power, telephone or telegraph wires, or their supports. A clearance of at least .60 m (24 inches) shall be maintained between the outer edge of any *sign* and the nearest wire hereinbefore mentioned, or their supports, and no *sign* shall be attached to or obstruct the free use of any fire escape.
- (d) If any *sign* is in such a condition as to be in immediate danger of falling or is a menace to the safety of persons or property, the *Building Inspector* or *Bylaw Enforcement Officer* shall order the owner or person in charge of the *sign* to abate the danger or remove the *sign* immediately. The owner or lessee of the lands or structures upon which any such *sign* is situated shall forthwith abate the danger or remove the said *sign* forthwith. If an order as stipulated above is not complied with, the *Building Inspector* or *Bylaw Enforcement Officer* is hereby empowered to remove the same at the expense of the owner or lessee.

## 7. Traffic Control Signs

No *signs* shall have the shape and colour of a traffic control device referred to in the Motor Vehicle Act.

8. Approval of Signs over Highway or Public Place

Except as specifically permitted by this Bylaw, no commercial *sign* shall be located upon or over a highway or public place unless the owner of the *sign* has entered into an authorizing Highway Encroachment agreement with the *City* and has deposited with the *City* a policy of insurance in the amount of not less than \$5,000,000.00 indemnifying the *City* against any loss sustained by the *City* in relation to the *sign*. Each policy of insurance shall be maintained by the owner so long as the *sign* remains on or over the highway or public place, and a copy of each renewal certificate of insurance shall be deposited with the *City* as a condition of the continued location of the *sign*.

9. Abandoned and Obsolete Signs

The owner of any lot upon which an *abandoned sign* is located shall remove such *sign* within thirty (30) days of the same becoming an *abandoned sign*.

**SECTION AMENDED BY BYLAW NO. 2593**

10. Removal of Temporary Signs

- (a) Community and similar temporary *signs* which are displayed on any parcel of land shall be removed by the owner of the *sign* within seven (7) days of the termination of the event which the *signs* advertised;
- (b) Where *signs* covered under Section 10 (a) are not removed within the seven (7) days of the termination of the event which the *signs* advertised the *sign* may be removed by the *City* at the expense of the owner of the *sign*.

**Part 2 - Specific Sign Regulations**

11. Types of Prohibited Signs

Except as specifically permitted by this Bylaw, the following *signs* shall not be located or displayed within the *City*:

- (a) *banner signs* except as specifically permitted under this bylaw;
- (b) off-premise or *third party signs* except as specifically permitted under this Bylaw;
- (c) *billboards*
- (d) *flashing signs*;
- (e) *rotating signs*;
- (f) *roof signs*;
- (g) *signs* emitting sound, odour or matter;
- (h) *portable signs* except as specifically permitted under this bylaw;

Amended  
by Bylaw  
No. 3194

Amended  
by Bylaw  
No. 2813



- (i) *bench signs, community signs, directional signs and real estate signs* except as permitted to be displayed without a permit under this bylaw and
- (j) *signs* on a vehicle which is stationary and visible from a highway;
- (k) *vehicle signs*.

**SECTION AMENDED BY BYLAW NO.s 2593 & 2601**

12. Signs not requiring a permit.

A permit is not required for the following types of *signs*, provided that every *sign* shall conform in all other respects to the requirements of this Bylaw:

- (a) Flags and emblems of political, civic, or non-profit societies, educational, religious organizations; and
- (b) Memorial plaques, cornerstones or historical tablets;
- (c) *Bench signs*, provided that the bench has been authorized and *sign* coverage has been authorized by the *City*;
- (d) Election *signs* as permitted in the Election Procedures bylaw.
- (e) *Real estate signs* provided that no more than one *sign* for each street frontage shall be permitted on each *building*, premises or parcel with a maximum of four *signs* for one site; and provided that such a *sign* shall be situated on or adjacent to the lot or lots to which the *sign* in question refers and each of such *signs* shall be in area not in excess of 0.55 m<sup>2</sup> (6 square feet) per 930 m<sup>2</sup> (10,000 square feet) of site area for sale, but in no case shall exceed 3 m<sup>2</sup> (32 square feet); *Real estate signs* shall be removed within seven (7) days after the subject property has been sold.
- (f) *Signs erected* by the *City* of Port Moody for any municipal purpose; and
- (g) *Signs erected* by Provincial Ministry of Highways for highway purposes. These *signs* may be flashing and/or illuminated where special circumstances or safety dictates.
- (h) "Beware of Dog", "No Trespassing", "No Discharge of Firearms" and "No Dumping" signs, and signs warning the public of existence of danger provided none of the signs exceed 0.2 square metres in area.

**Part 3 - Specific Sign Regulations**

13. The following regulations apply specifically to the types of *signs* referred to in each section heading.

13.1 Canopy/Awning signs shall

- (a) be permitted in Commercial, Industrial and Public Service zones excluding C-6 Adaptive Commercial;

- (b) not project beyond the edge of the canopy more than 40 cm (16 inches);
- (c) have a maximum area no greater than .28 m<sup>2</sup> (3 square feet) per 30.48 cm (1 lineal foot) of wall length of the wall to which they are affixed except for canopy/*awning signs* situated in a Local Commercial Zone (C1) where such *sign* shall have a maximum area of .19 m<sup>2</sup>. (two square feet) per 30.48 cm (one lineal foot) of wall length fronting the major street;
- (d) have a *minimum height* of 2.40 m (8 feet) from the nearest finished *grade* of the site and shall not project below the lower edge of the canopy or *awning*;
- (e) have a *maximum height* of 7.62 m (25) feet and furthermore the *sign* shall be no higher at any point than the top of the *roof line* or wall of the *building* to which it is affixed;
- (f) not project more than 1.20 m (4 feet) above the lower edge of the canopy/*awning* and may be illuminated;

13.2 Fascia Signs shall:

- (a) be permitted in Commercial, Industrial and Public Service zones excluding C-6 Adaptive Commercial Zone;
- (b) not project more than 40 cm (16 inches) from the face of the *building* to which they are attached;
- (c) have a maximum area no greater than .28 m<sup>2</sup> (3 square feet) per 30.48 cm (1 lineal foot) of wall length of the wall to which they are affixed except for canopy/*awning signs* situated in a Local Commercial Zone (C1) where such *sign* shall have a maximum area of .19 m<sup>2</sup>. (two square feet) per 30.48 cm (1 lineal foot) of wall length fronting the major street;
- (d) have a *minimum height* is 2.40 m (8 feet) from the finished *grade* except:
  - 1) where the *sign* is created simply by painting upon the wall of a *building* or structure;
  - 2) where such *signs* are situated entirely over private property, and immediately above a landscaped area designated to keep pedestrian away from the wall area to which the *sign* is affixed;
  - 3) where *signs* entirely recessed into the wall.
- (e) have a *maximum height* of 7.62 m (25 feet) and be no higher at any point than the top of the *roof line* or wall of the *building* to which it is affixed;
- (f) may be mounted higher than 7.62 m (25 feet) from the finished *grade* on *buildings* more than 7.62 m (25 feet) in *height*, provided that the *sign* shall occupy no more than twenty-five (25) percent of an area nor greater than .28 m<sup>2</sup> (3 square feet) per 30.48 cm (1 lineal foot) of wall length of the wall to which it is affixed and furthermore that the wall so used shall be limited to the *business* premises to which the *sign* message relates; and

- (g) may be illuminated.

### 13.3 Projecting Signs

- (a) shall be permitted in Commercial, Industrial and Public Service Zones excluding C-6 Adaptive Commercial Zone;
- (b) shall have a *minimum height* of not less than 2.75 m (9 feet) above *grade*;
- (c) shall be attached to the *building* or premises to which they pertain and shall not extend above the lowest part of the *roof line* of the *building* to which the *sign* is attached and may be illuminated;
- (d) shall have a *maximum height* of 7.562m (25 feet) above *grade*;
- (e) shall be restricted to no more than one (1) *projecting sign* per street frontage for each *business* within a *building*;
- (f) shall have a clearance between the *projecting sign* and the exterior wall of the *building* to which it is attached not exceeding 0.3 metre (1 foot);
- (g) shall have an area not exceeding 2.8 m<sup>2</sup> (30.0 square feet)
- (h) shall have a supporting structure that does not extend more than 30 centimetres (1 foot.) above the *roof line* of the *building* to which it is attached;
- (i) shall be permitted only on parcels of land not provided with a *freestanding sign*; and
- (j) shall have a maximum projection of 3 m. (10.0 ft.) from an exterior wall of a *building* and shall not project to within 0.6 m. (2.0 feet.) horizontally from the curb line and if such projection extends over public property the appropriate encroachment agreement must be in place prior to the erection of such *sign*.

### 13.4 Freestanding Signs

- (a) shall be permitted in Commercial (other than C-6 Adaptive Use Commercial), Industrial and Public Service Zones;
- (b) shall be restricted to no more than one such *sign* on a parcel of land except as specifically permitted under this Bylaw;
- (c) shall not exceed one *sign* per property except where a property has a frontage in excess of 50 m. (164.0 feet.), and in such cases a secondary *freestanding sign* may be *erected*, provided the *signs* are a minimum of 50 m. (164 feet) apart and furthermore provided that no more than two free standing *signs* shall be *erected* on any one property;
- (d) secondary *freestanding signs* may be third party signs and shall have a sign area not more than 50% of the sign area of the principal *freestanding sign* or 10 square metres (107.6 square feet.), whichever is less;

- (e) where a parcel fronts on more than one street, one additional *freestanding sign*, equal in area to the primary *sign*, is permitted provided that the distance between each *freestanding sign* is at least 50 m. (164.0 feet.) apart;
- (f) shall have a support structure or base of at least 75% of the greatest width of the *sign*;
- (g) shall include a landscaped area extending a minimum of 0.6 m around the entire base of the *sign*;
- (h) shall have a *maximum height* of one-half the width of the lot on which it is situated to a maximum of 7.60 m (25 feet);
- (i) shall have a *sign* area not exceeding 3.60 m<sup>2</sup> (40 sq. feet) for *buildings* with *business* frontage up to 12m (40 lineal feet) of frontage length. *Buildings* with a *business* frontage over 12m (40 lineal feet) of frontage length shall be allowed an additional 0.09 m<sup>2</sup> (1 sq. ft) of *sign* area per additional lineal foot of frontage, to a maximum *sign* area of 28.0 m<sup>2</sup>;
- (j) shall maintain front and side yard setbacks of at least 3.5 m;
- (k) the owners of two or more adjacent parcels of land may combine their *freestanding sign* allowances to form one single *sign*, the area of which shall be based on their combined parcel areas as if they were one parcel;
- (l) shall have a minimum clearance of 4.75m (14 feet 6 inch) maintained when such *sign* projects over a vehicular traffic area such as parking lot aisles or driveways and a minimum clearance of 2.4 m (7.9 feet) above *grade* where a *freestanding sign* projects over a pedestrian traffic area such as a walkway or internal sidewalk;
- (m) may have a clearance of less than 2.75 m ( 9 feet) provided the *sign* is entirely over private property, and the ground underneath is guarded against the passage of vehicles and pedestrians to maintain public safety;
- (n) may rotate provided it does not revolve more than eight (8) times per minute;
- (o) may be illuminated.

Free Standing Signs On Property Zoned C6 Adaptive Use Commercial:

- a) shall have a maximum area of 4.5 m<sup>2</sup> (48 square feet) including both sides of the *sign*;
- b) shall have maximum dimensions: of not more than 1.8 meters (6 feet) in length and not more than 1.2 meters (4 feet) in *height*;
- c) shall either be non-illuminated or indirectly illuminated, provided that no spotlight or floodlight shall project more than three feet from the face of the *sign* and that the light is so placed or designed in such a manner that it is not visible from the street;

- d) shall be affixed to the ground for the entire length of the *sign*;
- e) shall be limited to one *sign* for each site;
- f) shall be limited to the following construction materials:
  - (i) wood, natural or painted;
  - (ii) metal, excluding sheet metal;
  - (iii) brick, stone or similar masonry work;
  - (iv) other material, provided that their surface treatment is such that it is undistinguishable from the above permitted materials in terms of colour, texture or reflectance.
- (g) are prohibited from being used as *third party signage* or third party advertising and the use of *Changeable Copy Signs*, or electronic message boards are also prohibited;
- (h) shall be the only type of *sign* permitted in a C-6 Adaptive Commercial zone.

#### 13.5 Home Occupation Signs

- (a) shall be situated upon the structure on the land to which the *sign* refers;
- (b) shall not be illuminated;
- (c) shall be a name plate, not exceeding 0.09 m<sup>2</sup> ( 1 square foot) in area;
- (d) shall not exceed 2.40m (8 feet) in *height*, at any point, from the nearest finished *grade* of the site upon which it is located;
- (e) shall refer to a home occupation that is duly licensed to operate in the *City*; and
- (f) no more than one *Home occupation sign* shall be displayed per *business* premises.

#### 13.6 Development Signs (Temporary)

- (a) shall be situated wholly upon the site of the structure or land to which it refers;
- (b) shall not project over public property;
- (c) shall be limited to one (1) *Development sign* on each street frontage of the land to which it refers;
- (d) shall be a *maximum height* of 6.0 m (20 feet); and
- (e) shall not be closer at any point than 1.20m (4 feet) from the nearest finished *grade* of the site upon which it is situated.

### 13.7 Directional Signs

- (a) shall be for the sole purpose of identifying the location, name, and nature of a *building*, structure or use, not visible from nearby through streets and shall not exceed the maximum size of 2.4 metres x 2.4 metres (8' x 8');

#### **SECTION 13.7(b) AMENDED BY BYLAW NO. 2841**

- (b) shall be on the public right-of-way or on *City* owned property and covered by an Encroachment Agreement where necessary; and Council hereby delegates to the Manager, Building Bylaws and Licensing the authority to enter into an Encroachment Agreement.
- (c) shall have a design, including a site placement plan, approved by the *Bylaw Enforcement Officer*, in consultation with *Director of Planning and Development Services* and/or the Ministry of Transportation and Highways in the case of Provincial Highways, and the *Bylaw Enforcement Officer* will have the absolute discretion to approve or reject any design; and
- (d) shall be covered by a permit issued for a period of six months; and
- (e) shall be covered by insurance provided by the applicant for a *Directional sign* which shall deposit with the *City* a policy of insurance in the amount of not less than Five Million Dollars (\$5,000,000.00) indemnifying the *City* against any loss sustained by the *City* in relation to the *sign*; and
- (f) for Service Clubs, Recreational Clubs, or Community Activities may obtain a permit for a *Directional sign* to indicate the name, place and time of a meeting or activity and these *signs* shall be permitted on the public right-of-way only and shall be of such size and design and located as approved by the *Bylaw Enforcement Officer*.

#### **SECTION AMENDED BY BYLAW NO. 2518**

### 13.8 Portable Freestanding Signs (Title amended by Bylaw 2898)

Amended  
by Bylaw  
No. 2898

- (a) each business or organization occupying a fixed address shall be limited to one *portable freestanding sign* for each premises;
- (b) shall be displayed only during the hours of operation of the *business* premises to which it pertains;

Amended  
by Bylaw  
No. 2898

- (c) shall contain no more than two *sign* faces sized such that:
  - (i) each face is less than or equal to 0.56 metres squared (6 square feet) measured at the outside edge of the structure;
  - (ii) the height measured from the ground to the top of the structure is a maximum of 1.22 metres (4 feet);

- (d) shall not contain any electrical components or be illuminated;

Amended  
by Bylaw  
No. 2898

- (e) shall be designed and maintained to the following standards as determined by the Manager Building, Bylaws and Licensing:

- (i) fabricated of finished wood, metal, or other approved *sign* material;
  - (ii) manufactured to a professional standard of construction, finish, and graphics;
  - (iii) free from all hazards, including but not limited to, being in an unsafe condition or otherwise detrimental to public welfare; and
  - (iv) kept clean and properly painted and finished such that any letters, numbers or symbols are legible;
- Amended by Bylaw No. 2898 (f) when located on private property shall not be located in any required parking area;
- Amended by Bylaw No. 2864 (g) shall not be placed on public property until such time as the applicant for the *sign* permit provides a written certificate of insurance to be re-submitted annually, with a minimum two million dollar (\$2,000,000) liability insurance in which the City is named as an additional insured;
- Amended by Bylaw No. 2898 (h) shall generally meet the intent of the design criteria for *portable freestanding signs* illustrated in Schedule 'A' attached hereto and forming part of this Bylaw;
- Amended by Bylaw No. 2898 (i) shall not be placed in a manner as to be a nuisance or restrict pedestrian movement and shall leave a minimum of 2.0 metres (6.6 feet.) unencumbered sidewalk adjacent to either curb or property line and adjacent landscape features or any other structure furthermore is not within 6 metres of an intersection and is 1.05 metres (3.6 ft) away from the curb;
- (j) which are placed on public property that is landscaped and such landscaping is maintained by the *City* such *signs* shall be removed by the owner whenever necessary for the maintenance of the landscaping;
- (k) when situated on public property, any *sign* that is not in conformance with this Bylaw shall be removed by the *City* at the owners expense.

### 13.9 Portable Signs:

- a) shall be limited to one for each *business* premises,
- b) shall be used for a maximum thirty (30) day period;
- c) shall be used to advertise the opening of a new *business* for which a new *business* license has been issued ( for the purpose of this section a change in name or management only does not constitute a new *business*);
- d) shall be permitted for existing *businesses* who may obtain two thirty (30) day permits in each calendar year provided there is a minimum period of 30 days between any two permits for one *business* premise in the same calendar year,
- e) shall not have flashing or oscillating lights and they shall not be connected to an electrical current;

- f) shall be covered by appropriate Liability Insurance with the minimum standard being as follows
- where any portion of the *sign* encroaches onto public property the applicant shall submit a Certificate of Insurance showing a minimum amount of Two Million Dollars (\$2,000,000) Liability Insurance with the *City* named as co-insured,
- g) shall have all copy removed from the *sign* immediately upon the expiration of the permit and the *sign* structure must be removed from the site within 24 hours of the expiration of the permit;
- h) shall be the only portable type *sign* displayed and during the time a *business* displays a *Portable sign* there can be no *Portable Freestanding Signs* displayed for the same *business*;
- i) shall be placed in such a manner to ensure there is no visibility or physical obstruction for pedestrian or vehicular traffic or to any *sign* coverage advertising adjacent *businesses*.

Amended  
by Bylaw  
No. 2898

### Section Added by Bylaw No. 2813

#### 13.10 Banner Sign:

- a) shall be limited to one *banner sign per building*;
- b) shall be used for a maximum thirty (30) day period;
- d) does not have an area greater than 8 square meters (86.1 square feet) for commercial banners and does not have an area greater than 0.28 square meters (3 square feet) per 30.48 centimetres (1 lineal foot) of wall length of the wall to which they are affixed for community event banners which do not include commercial advertising;
- e) shall be used to advertise the opening of a new *business* for which a new *business* license has been issued ( for the purpose of this section a change in name or management only does not constitute a new *business*);
- f) shall be used to advertise a special event;
- g) shall be permitted for existing *businesses* who may obtain four thirty (30) day permits in each calendar year provided there is a minimum period of thirty (30) days between any two permits for one *business* premise in the same calendar year;
- h) shall not have flashing or oscillating lights and they shall not be connected to an electrical current;
- i) shall be covered by appropriate Liability Insurance with the minimum standard being as follows:
- where any portion of the *sign* encroaches onto public property the applicant shall submit a Certificate of Insurance showing a minimum amount of Two Million Dollars (\$2,000,000) Liability Insurance with the *City* named as co-insured;

Amended  
by Bylaw  
No. 2898

Amended  
by Bylaw  
No. 2898



- j) shall have all copy removed from the *sign* immediately upon the expiration of the permit and the *sign* structure must be removed from the site within 24 hours of the expiration of the permit;
- k) shall be placed in such a manner to ensure there is no visibility or physical obstruction for pedestrian or vehicular traffic or to any *sign* coverage advertising adjacent *businesses*.

**Section Added by Bylaw No. 2925**

13.11 Cultural Event Sign:

- a) Shall be permitted in accordance with the terms and conditions outlined in Schedule "B" attached hereto and forming part of this Bylaw;
- b) Shall conform in all other aspects not specifically addressed within Schedule B to the requirements as set out elsewhere in this Bylaw.

- 14. *Third Party Signs* not in excess of 2.50m<sup>2</sup> (27 square feet) may be placed on *bus shelters*.
- 15. For the purpose of ascertaining the area of any given *sign* the base on which the advertising message is placed shall be deemed to be the area of the *sign*. If the *sign* is composed partially or wholly of letters, figure or symbols which are affixed to the wall separately, then the *sign* area shall be the area contained within the shortest line surrounding the whole group of letters, figures or symbols.

For *sign* area calculation, additions which are purely decorative or ornamental and do not contain any logo, symbol, representation, *insignia*, illustration, or other form of advertising message, separately attached to the *sign* or the supporting structure, may be excluded. However, the area of such additions shall not exceed 20% of the *sign* area.

- 16. Where a person is required by the provisions of this Bylaw to obtain a valid permit, they shall submit to the *City* an application which shall be accompanied by the following information:
  - a) the legal description and civic address of the property where the *sign* is to be located;
  - b) the name, address, and telephone number of the property owner;
  - c) the tenant or occupant name, address and phone number where applicable;
  - d) the *sign* company's name, address and telephone number as well as their Port Moody *Business License* number;
  - e) the estimated costs of the *sign* and any supporting structure;
  - f) the type of *sign* to be installed;
  - g) a drawing of the *sign* of the *sign* drawn to scale showing the copy, *sign* area and dimensions of the *sign* and any supporting structure;
  - h) structural and footing details and material specifications for the proposed *signs*;
  - i) a site plan of the property showing the proposed location of the *sign* in relation to the property boundaries and any *buildings* on the property as well as the

- dimensions and locations of existing *signs* and *buildings* on the property;
- j) the proposed weight, *height* of the *sign* as well as ground clearance measurements;
  - k) where applicable, the elevation of the *building* face showing the dimensions of the wall surface of the *building* also indicating the location of proposed and existing *signs*;
  - l) the dimensions and weight of the *sign*'s supporting members;
  - m) the maximum and *minimum height* of the *sign*;
  - n) the proposed location of the *sign* in relation to the face of the *building*, in front of which or above which it is to be *erected*;
  - o) the location of the *sign* in relation to the boundaries of the lot upon which it is to be situated;
  - p) if the *sign* is to be illuminated or animated, the colours to be used and the technical means by which this is to be accomplished ; and
  - q) where the *sign* is to be attached to an existing *building*, a current photograph of the face of the *building* to which the *sign* is to be attached.
17. Permit Fees
- Every person shall at the time of making application for a *sign* permit, pay to the *City* fees according to the schedule set out in the Fees and Charges Bylaw No. 2340.
18. Permit Issuance
- Upon compliance with all requirements of this Bylaw and all other relevant *City* bylaws, the *Bylaw Enforcement Officer* shall issue a *sign* permit.
19. Removal of Signs on Public Property
- Any *sign* unlawfully occupying a portion of a highway or public place may be removed by a *Bylaw Enforcement Officer* of the *City*. The fees for recovery of the *sign* are set out in the Fees and Charges Bylaw No. 2340. *Signs* not recovered within 30 days of impoundment may be disposed of by the *City*.

#### **Part 4 - Structural and Electrical**

20. Every electrical *sign* shall conform to the specifications established by the Canadian Standards Association or Provincial equivalent, and shall have such label of approval displayed in a prominent position.

#### **Part 5 - Penalty**

21. Every person who violates any of the provisions of this Bylaw, or who causes, suffers, permits or allows any act or thing to be done in contravention or in violation of any provisions of this Bylaw, or who neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who carries out or who suffers, causes or permits to be carried out any development in a manner prohibited by or contrary to any of the provisions of this Bylaw or who fails to comply with any order direction or notice given under this Bylaw shall be deemed to be guilty of an infraction of this bylaw and

shall be liable upon summary conviction to a fine or penalty not exceeding **Two Thousand Dollars (\$2,000.00)** and the costs of prosecution. For each day that a violation is permitted to exist, it shall constitute a separate offence.

22. The *Building Inspector, Bylaw Enforcement Officer* and/or such other person as the Council may authorize, may enter at all reasonable times upon or into any place or structure governed by this Bylaw in order to ascertain whether the provisions of this Bylaw are obeyed.
23. No person shall obstruct or seek to obstruct the entrance into any place or structure of any person acting pursuant to Section 15.
24. Effective Date of Bylaw

This bylaw shall come into force and effect upon adoption.

**READ A FIRST TIME** THE 10<sup>th</sup> DAY OF NOVEMBER, 1998.

**READ A SECOND TIME** THE 10<sup>th</sup> DAY OF NOVEMBER, 1998.

**READ A THIRD TIME** THE 28<sup>th</sup> DAY OF MARCH, 2000.

**THIRD READING RESCINDED** THE 28<sup>TH</sup> DAY OF NOVEMBER, 2000

**AMENDED AND READ A THIRD TIME** THE 22<sup>nd</sup> DAY OF MAY, 2001

**ADOPTED** THE 12<sup>th</sup> DAY OF JUNE, 2001.

"G. TRASOLINI"

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**MAYOR**

"R. TOLERTON"

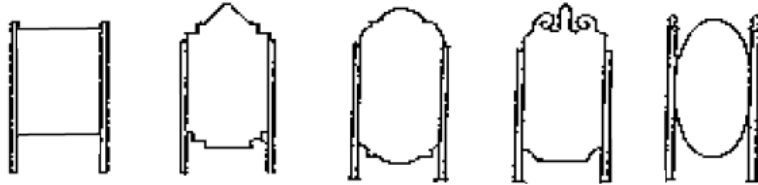
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**CITY CLERK**

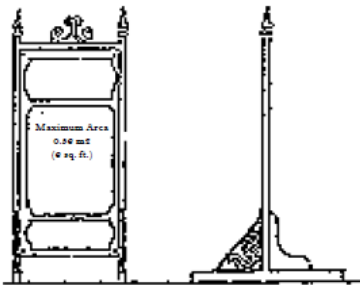
Replaced by Bylaw No. 2898

**Schedule 'A'**

**Design Criteria for Portable Freestanding Signs**

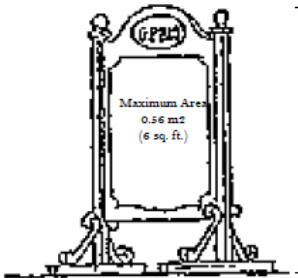


Suggested Sign Character



Front View Side View

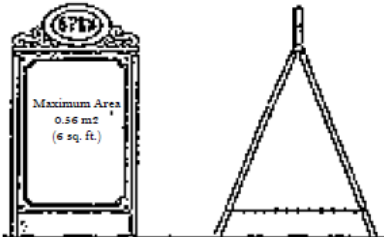
- Decorative Top Pieces
- Wood / Metal Frame
- Plywood or Plastic Sign Panel
- Painted Finish
- Decorative Angle Brace



Maximum Height  
1.22m (± ft)

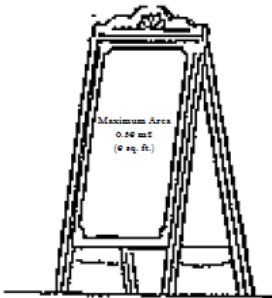
Freestanding Pedestal Style View

**Pedestal Style**



Front View Side View

- Decorative Top Elements
- Wood / Metal Frame
- Plywood or Plastic Sign Panels
- Painted Finish
- Hinge Mechanism



Maximum Height  
1.22m (± ft)

'A' Frame Collapsible Style View

**Hinged 'A' Frame Style  
(Sandwich Board)**

## Schedule B

### Cultural Event Signs

In Schedule B, the word *group* is used to refer to those persons requesting cultural event signage. A group may be any of the following:

- An individual
- A group of individuals
- A non-profit organization
- A for-profit organization

#### **B1. Signage Advertising an Upcoming Event**

##### **B1.1 Permission to Erect Signs**

A written request to erect sign(s) must be submitted to the Manager of Cultural Services for review and approval. The Manager of Cultural Services, or his designate, will solely determine if a sign meets all the requirements for the permit to be issued. Sign requests should be submitted no later than two weeks prior to the beginning of the requested display period.

An application must include the following information:

- Name of group or individual
- Complete mailing address
- Contact name and phone number
- Name of event
- Date(s) of event
- Type and description of event
- Insurance (must be provided prior to issuance of approved application permit)
- Number of signs
- Materials of signs
- Size of each sign
- Requested locations
- Installation methods for each sign
- Dates for when the sign(s) will be erected and removed.

From time to time a special marketing campaign may require a request for an exemption on certain requirements. A written request detailing the specifics of the marketing campaign must be submitted with the other required information. All exemptions will be at the sole discretion of the Manager of Cultural Services, or his designate, and will be considered on a case by case basis.

##### **B1.2 Conditions for Permitted Signs**

- Signs may be erected no earlier than two weeks prior to the event date.
- In general, only one sign per group per location will be permitted. Permission to install more than one sign advertising more than one event may be permitted should space be available and will be determined on a case by case basis.
- No more than 4 *large format signs* per group may be installed at any one time, even if advertising different events.
- Signs must be erected and stabilized into the ground in such a manner as to prevent accidental collapse and must be able to withstand local wind loads.

- A *portable freestanding sign* may be used so long as it conforms to Section 13.8 (c) to (f) and (h) to (j) and:
  - may be left out overnight if it is safely secured to the ground in such a manner as to not be easily removed;
  - must be brought in at the end of each day if not secured as above.
- Maximum height to top of installed sign is 2.44 meters (8 feet).
- No more than three signs (advertising three events) shall be permitted at any one location at any one time. If a group requests a location where three signs have already been approved, then the group may choose to request an alternate location.
- Signs must not be placed in such a manner as to create a hazard for pedestrians, cyclists or vehicles.
- Signs must not obstruct the passage of any pedestrian, cyclist or vehicle.
- Signs must not obstruct vision of any traffic control device.
- Signs may not be placed within 0.5 meters (1.6 feet) of a sidewalk.
- Signs may not be placed within 6.0 meters (19.7 feet) of a fire hydrant.
- Signs must be removed within two days (48 hours) following the last day of the advertised event/activity.
- Signs must comply with all aspects of the Sign Bylaw not specifically addressed within Schedule B.

### **B1.3 Administration and Deposit Fees**

An administration fee will be collected at the time of application. The administration fee will be as set in the City's Fee Bylaw and is non-refundable.

A deposit fee shall be collected prior to the approval permit being issued. The deposit fee shall be forfeit should any signs remain in place longer than two days after the last day of the event or should City staff need to remove the sign(s) for any infraction of the conditions listed in section B1.2 or B2, or infraction of any other bylaw. The deposit fee will be as set out in the City's Fee Bylaw.

### **B1.4 Insurance**

Insurance is required for any sign placed on public property. A certificate of insurance in the amount of \$2,000,000 (two million dollars) naming the City of Port Moody as additional insured, must be provided prior to the issuance of a permit and any signs being erected. This insurance must be in place for the entire period that the signs will be installed.

### **B1.5 Permitted Sign Locations**

B1.5.1 Signs shall be permitted to be placed at the following locations:

1. Murray Street Boulevard, north side (near Inlet Park)
2. Clarke Road hill (east side)
3. Clarke Road hill island, near apartments
4. College Park Way at Easthill service road (small signs only)
5. St. Johns St. south side, Douglas to Elgin (small signs only)
6. St. Johns St. south side, Elgin to Queens (small signs only)
7. IOCO road at Pioneer Memorial Park

8. IOCO road, 800 block
9. Heritage Mountain Boulevard, west side, north of Ravine
10. Heritage Mountain Boulevard, west side, south of Ravine
11. Falcon at Noons Creek (small signs only)
12. Union at Shoreline Circle

B1.5.2 Written requests to erect a temporary *large format* or *small format* sign advertising an upcoming event, on the property that the event is to be held, will be reviewed on a case by case basis.

## **B2. Event Day Signage**

B2.1 On-site event signage may be placed at the event location on the day(s) of the event providing the following conditions are met:

- Maximum dimensions of sign is 1.22 meters x 2.44 meters (4 feet x 8 feet)
- Maximum height to top of sign is 2.44 meters(8 feet)
- Signs must be staked into ground or brought in at the end of each day that the event takes place.
- Staked signs must be erected and stabilized into the ground in such a manner to prevent accidental collapse and must be able to withstand local wind loads.
- Signs must not be placed in such a manner as to create a hazard for pedestrians, cyclists or vehicles.
- Signs must not obstruct the passage of any pedestrian, cyclist or vehicle.
- Signs must not obstruct vision of any traffic control device.
- Signs may not be placed within 0.5 meters (1.6 feet) of a sidewalk.
- Signs may not be placed within 6.0 meters (19.7 feet) of a fire hydrant
- *Portable free-standing signs* must be brought in at the end of each day.
- Signs must comply with all aspects of the Sign Bylaw not specifically addressed within Schedule B.

B2.2 *Small format signs* or staked flags/banners may be placed between the event location and the closest major roadway for the purposes of directing traffic to the event. The following conditions apply:

- These signs must be brought in at the end of each day during multiple day events.
- The maximum height for staked flags/banners is 3.05 meters (10 feet) and 2.44 meters (8 feet) for other directional signage.
- These signs and flags must be listed on the application.

Major Roadways as they apply to this schedule are:

- Clarke Street
- David Avenue
- Heritage Mountain Boulevard
- loco Road
- Murray Street
- St Johns Street

**B3. Administration, Monitoring and Enforcement**

The Cultural Services Division within the Community Services Department will administer *cultural event signs* in accordance with this bylaw.

Once approved, a copy of the *cultural event* sign permit will be forwarded to the Bylaws Division by Cultural Services for monitoring and enforcement of sign location(s) and placement in compliance with all City bylaws.



Added by Bylaw No. 3211

Schedule C

Plan of approved billboard locations

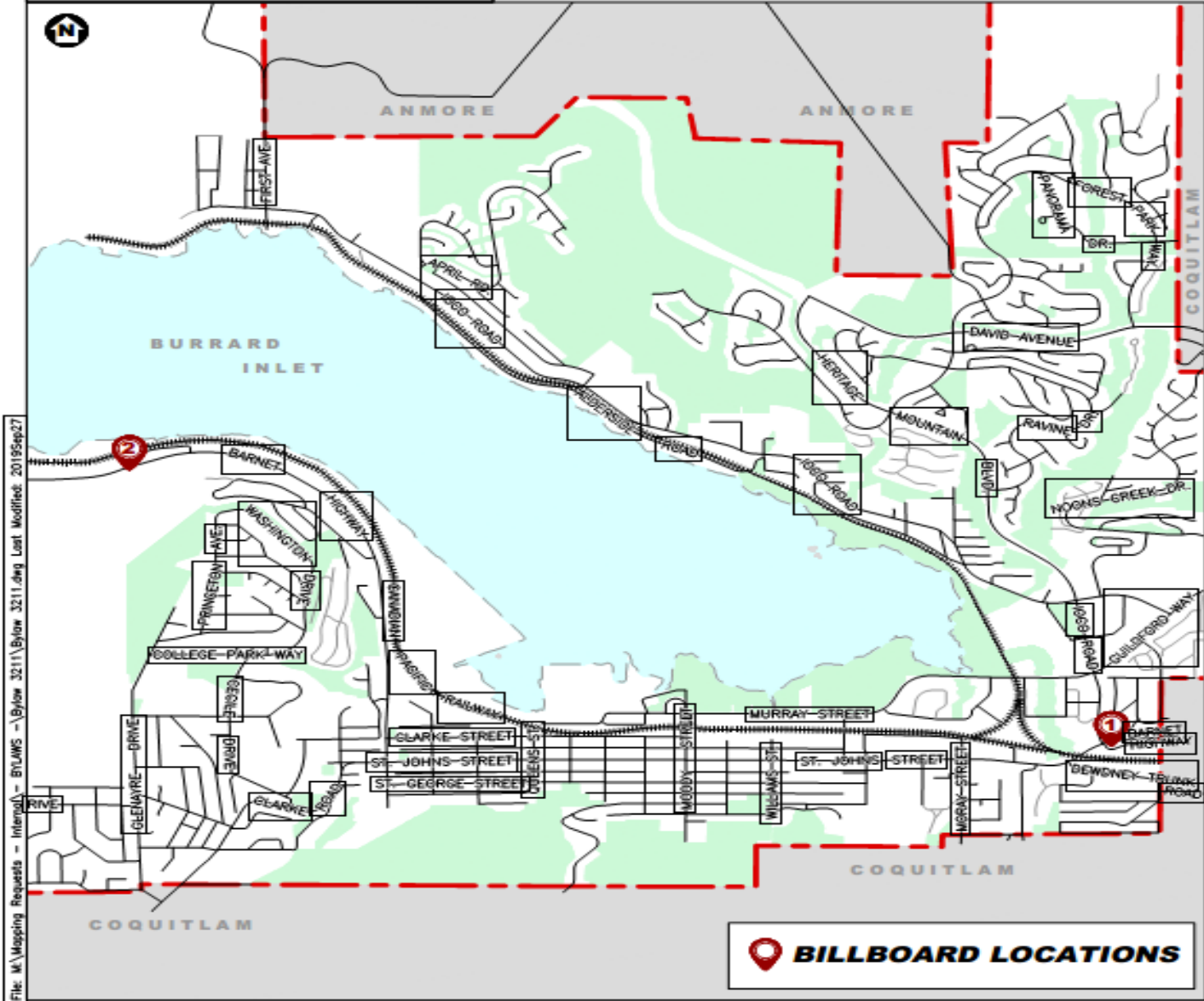
Bylaw No. 3211

**CERTIFIED TRUE COPY OF MAP  
REFERRED TO IN SECTION 2 OF  
BYLAW NO. 3211**

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**CITY CLERK**

**LOCATION MAP**



File: M:\Mapping Requests - Internal\ - Bylaws - Bylaw 3211\Bylaw 3211.dwg Last Modified: 2019sep27