



Memorandum

To: Planning Commission
From: Kyndal Sagers, Zoning Administrator
Date: November 13, 2025
Re: Banner Permit Standards

Introduction

Staff is proposing changes to the Banner Permit standards found in section 10-24-7 of the Town Code. These revisions are intended to enhance clarity and provide a broader range of allowed zones. The Banner permit standards currently allow banners to be placed in the Village Commercial and Central Commercial zones; this proposed revision will also allow banners to be placed in the Public Use zone. This change will allow banners to be placed at the Canyon Community Center, Town Hall, and other properties in the Public Use zone. This will allow for more effective information and identification of community events that take place on these properties.

Planning Commission Action

The Planning Commission should review the proposed ordinance revisions. If the Commission is supportive of these changes staff will schedule a public hearing to allow the Commission to make a formal recommendation to the Town Council.

10-24-7: BANNERS:

- A. *Permit required:* A banner is allowed in the VC, CC, and ~~CC-PU~~ zones only with a permit. To apply for a permit under this section, a person must submit a fully completed application on the form provided by the Town.
- B. *Permit application review:* The Director of Community Development or designee is authorized to process banner permits. The ~~Director DCD~~ or designee will either approve or reject the banner application based on the regulations provided in subsection C. of this section.
- C. *General standards:*
 - 1. A banner must not be displayed for more than 17 calendar days. Each property or business center shall not display more than four banners per year. No consecutive approval will be granted. There must be a minimum interval of three weeks between banner approvals received by the same property or business center.
 - 2. A banner may not exceed 20 square feet.
 - 3. No more than one banner per business or community group may be displayed at any one time.
 - 4. Banners must be constructed of a strong cloth or vinyl material.