



**DOUGLAS COUNTY COMMISSIONERS  
WORK SESSION**

**Tuesday, March 26, 2024  
(In Office and Remote)**

**A G E N D A**

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(Times listed are estimates and may fluctuate depending  
on length of discussion.)

**Time\***

**10:00 a.m.**

**Amendment to Pilot to Allow Temporary Signs  
On County Owned Property**

**Congressionally Designated Spending Requests**

## Agenda Item

**DATE:** MARCH 26, 2024

**TO:** DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS

**THROUGH:** DOUGLAS J. DEBORD, COUNTY MANAGER

**FROM:** JANET HERMAN, P.E., DIRECTOR OF PUBLIC WORKS

**CC:** MATT WILLIAMS, P.E. ASSISTANT DIRECTOR PW ENGINEERING  
STEVE KOSTER, AICP, ASSISTANT DIRECTOR OF PLANNING SERVICES  
DAN DERTZ, DIRECTOR OF OPEN SPACE

**SUBJECT: AMENDMENT PILOT TO ALLOW TEMPORARY SIGNS ON COUNTY OWNED PROPERTY**

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### REQUEST

Amend the current Pilot Project for Temporary Signs on County Owned Property ("Pilot") to include an additional time frame between May 3<sup>rd</sup> - July 9<sup>th</sup>.

### SUMMARY

The Board of County Commissioners authorized Staff to initiate a Pilot Project (see attached) to allow temporary signs on a limited amount of County owned properties. The Pilot currently runs from October 5, 2023 through December 31, 2024. Temporary signs are allowed during the period of September 1<sup>ST</sup> through November 15<sup>TH</sup> of each year during the Pilot time frame. There are currently seven (7) vacant County owned properties where temporary signs may be located (see attached). Applicants must fill out a registration form that is approved by county staff prior to installing any signs.

There were three (3) applications for temporary signs during the period of September 1st through November 15<sup>th</sup> in 2023. All 3 sign applications were related to the School Board Bond elections. There were no issues related to the signs during this time.

Staff is prepared to discuss the request.

### ATTACHMENTS

Pilot – Policies for Temporary Signs on Vacant County-Owned Properties  
Exhibit of Vacant County-Owned Property - Seven Locations

## Pilot

<b>Description:</b>	Allow Temporary Signs on Vacant County-owned Properties
<b>Pilot Time Frame:</b>	October 5, 2023 through December 31, 2024
<b>Departments:</b>	Public Works – Engineering Division Community Development – Parks Trail and Buildings Grounds and Planning Services

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### Policies for Temporary Signs on Vacant County-owned Properties

Temporary Signs will be allowed on a limited amount of Vacant County-owned Properties during the period of September 1 through November 15 of each year, in accordance with these policies. See attached map of allowed locations. Other periods of time may be added to the Pilot Time Frame.

Temporary Signs must be within 10 feet of an external property line.

People or groups placing a Temporary Sign or Signs on Vacant County-owned Properties must register each Temporary Sign with the Property Manager(s) of the Vacant County-owned Properties, see attached Registration Application. The registration process may include an acknowledgment of these policies and an indemnification of the County.

The placement of a Temporary Sign on a Vacant County-owned Property must be pre-approved by the Property Manager. This will help ensure that the number, size, and location of Temporary Signs on the property are compliant with these policies and applicable regulations.

Temporary Signs may not interfere with safe operation, maintenance, and use of the Vacant County-owned Property or adjacent roadway. Temporary Signs must be relocated at the request of the Property Manager when necessary to accommodate County operations, maintenance, or use; or in the interests of public safety.

Temporary Signs shall not display obscene or unlawful material.

Temporary Signs should be placed so as to not interfere with other Temporary Signs.

Only one Temporary Sign will be permitted per individual or group on a particular Vacant County-owned Property.

The total number of Temporary Signs on a Vacant County-owned Property in unincorporated areas may not exceed the limits for Temporary Signs in the Douglas County Zoning Resolution.

The size of Temporary Signs on a Vacant County-owned Property in unincorporated areas may not exceed the limits for Temporary Signs in the Douglas County Zoning Resolution.

Temporary Signs must be removed by their owner after being on display for 45 days, or 7 days after completion of the purpose for which they were installed, whichever comes first.

Temporary Signs must be in good condition. Temporary Signs that are in poor repair, obscured, or otherwise present a safety hazard may be removed by the Property Manager without prior notice to their owner.

Signs that are not compliant with these policies and other applicable County regulations may be removed by the Property Manager without prior notice to their owner.

Multiple signs shall not be combined to convey a complete message, thought, idea, or expression that would otherwise exceed the limitations contained herein.

Temporary Signs must be freestanding and sufficiently sturdy to endure typical weather events. If signs require installation using post drivers, hammers, or similar devices to secure signposts, as part of the registration process the person performing the installation must request utility locates (see [Colorado811.org](http://Colorado811.org)) prior to installing the sign to verify there are no underground utilities. The owner of the sign must sign a form indemnifying the County of any damage caused to existing underground utilities in relation to the sign installation and provide proof utility locating has been performed prior to installation.

After a Temporary Sign is removed, the individual or group that installed it is responsible for returning the ground surface to its original condition.

Temporary Signs are also subject to other local, state, and federal laws and regulations. Temporary Signs that are not compliant with local, state, or federal laws and regulations may be removed by the Property Manager.

The following are prohibited:

- Illumination of any kind.
- Any sign using any type of movement, animation, or the appearance or optical illusion of movement of any part of the sign or sign structure.
- Any sign emitting amplified sound, smoke, visible vapor, particles, or odor.
- Any sign using a mirror or highly reflective device as part of the sign.
- Any sign that conflicts with the clear and obvious appearance of, or view of, public devices controlling public traffic and safety.
- Any sign that causes a traffic hazard for any reason, including but not limited to glare, focus, or intensity of reflective surfaces.

- Any sign within or too close to a sight distance triangle, as defined in the Douglas County Roadway Design and Construction Standards.
- Any sign or signal, marking, or device which purports to be, is an imitation of, or resembles but is not an official traffic control device or railroad sign or signal on or in view of any street or highway.
- Any sign attached to live landscape plants.
- Any streamers, fin signs, balloons, inflatable devices, or other similar devices.

If the placement of a Temporary Sign on Vacant County-owned Property causes damage to the Property, the registered owner of the sign may be billed by the County for the cost of repairs.

### **Definitions:**

Vacant County-owned Property: Property owned in fee simple by Douglas County that does not have in or upon it any buildings, roads, parks, trails, trailheads, stormwater management facilities, or other improvements or uses. Does not include public rights-of-way. Does not include property leased by Douglas County, easements owned by Douglas County, or other property interests that are not fee simple in nature.

Property Manager: As related to Vacant County-owned Property managed by the Division of Parks, Trails, and Building Grounds, the Director of Community Development, or the Director's designees. As related to Vacant County-owned Property managed by the Department of Public Works, the Department's Director, or the Director's designees. As related to Vacant County-owned Property managed by the Facilities, Fleet, and Emergency Support Services Department, the Department's Director, or the Director's designees. As related to County-owned Property managed by the Division of Open Space and Natural Resources, the Division's Director, or the Director's designees. As related to any other Vacant County-owned Property, the County Manager, or the County Manager's designees.

Temporary Sign: Any sign generally intended and designed for installation in a simple and non-permanent manner and constructed of cloth, canvas, fabric, metal, plywood, or other material and intended to be displayed for a limited period of time.

Temporary Signs				
	Business, Commercial, Industrial, and Sedalia Zone Districts	Multi-family, Suburban, Estate, and Rural Residential Zone Districts	Agricultural One and Large Rural Residential Zone Districts, on parcels less than 9 acres	Agricultural One and Large Rural Residential Zone Districts, on parcels of 9 acres or more
January 1 through August 31	Sign of up to 200 square feet in area: <ul style="list-style-type: none"> <li>One per street frontage.</li> <li>Not more than 100 square feet per sign face.</li> </ul>	Sign of up to 64 square feet in area: <ul style="list-style-type: none"> <li>Two (2) per lot.</li> <li>Not more than 32 square feet per sign face.</li> </ul>	Sign of up to 64 square feet in area: <ul style="list-style-type: none"> <li>Two (2) per lot.</li> <li>Not more than 32 square feet per sign face.</li> </ul>	Sign of up to 100 square feet in area: <ul style="list-style-type: none"> <li>Two (2) per lot.</li> <li>Not more than 50 square feet per sign face.</li> </ul>
September 1 through November 15	Sign of up to 200 square feet in area: <ul style="list-style-type: none"> <li>One per street frontage.</li> <li>Not more than 100 square feet per sign face.</li> </ul>	Sign of up to 64 square feet in area: <ul style="list-style-type: none"> <li>Four (4) per lot.</li> <li>Not more than 32 square feet per sign face.</li> </ul>	Sign of up to 64 square feet in area: <ul style="list-style-type: none"> <li>Four (4) per lot.</li> <li>Not more than 32 square feet per sign face.</li> </ul>	Sign of up to 100 square feet in area: <ul style="list-style-type: none"> <li>Four (4) per lot.</li> <li>Not more than 50 square feet per sign face.</li> </ul>
November 16 through December 31	Sign of up to 200 square feet in area: <ul style="list-style-type: none"> <li>One per street frontage.</li> <li>Not more than 100 square feet per sign face.</li> </ul>	Sign of up to 64 square feet in area: <ul style="list-style-type: none"> <li>Two (2) per lot.</li> <li>Not more than 32 square feet per sign face.</li> </ul>	Sign of up to 64 square feet in area: <ul style="list-style-type: none"> <li>Two (2) per lot.</li> <li>Not more than 32 square feet per sign face.</li> </ul>	Sign of up to 100 square feet in area: <ul style="list-style-type: none"> <li>Two (2) per lot.</li> <li>Not more than 50 square feet per sign face.</li> </ul>
General requirements for temporary signs:				
<ul style="list-style-type: none"> <li>A temporary sign is any sign generally intended and designed for installation in a simple and non-permanent manner and constructed of cloth, canvas, fabric, metal, plywood, or other material and displayed for a purpose of a non-recurring nature.</li> <li>Each sign shall be displayed for a total of no more than 90 days in a calendar year.</li> <li>Temporary signs may not be illuminated.</li> <li>Temporary signs shall be removed within seven (7) days of the completion of the purpose for which the sign was erected.</li> <li>Temporary signs do not require sign permits.</li> <li>Temporary signs may only be installed by, or with the permission of, the landowner. Requests to place signs on County properties would be submitted to the department responsible for managing the property. The department would review the request in accordance with County regulations, policies, and procedures. On County-owned properties within a municipality, signs would also be subject to any local regulation.</li> <li>In a Planned Development, applicable temporary sign standards are determined by the zone district to which a planning area and the uses established therein most closely conform, except when the PD has established its own, specific sign standards.</li> </ul>				
Information sourced from Douglas County Zoning Resolution, Sections 2902, 2912, and 3602.				

## Registration - Temporary Sign Use Application

(One application per sign)

Date: \_\_\_\_\_

Name of campaign/initiative/message: \_\_\_\_\_

Sign Location (see map): \_\_\_\_\_

Time Frame: \_\_\_\_\_ Must be removed by: November 15, 2023

Sign Dimensions: \_\_\_\_\_ ☐ Single Sided or ☐ Double Sided (check one)

Type of Installation (T-post, 4x4 Post, other) \_\_\_\_\_

Graphic of Sign or Picture of Sign Attached: ☐ Yes ☐ No

By Signing this Registration of Temporary Sign Use, the Applicant takes full responsibility for all accidents, injuries, damages, or loss of property, including personal and Douglas County property. Applicant agrees to indemnify and hold harmless Douglas County, its Officials, agents, and employees from any and all claims, cost, expenses, and attorneys' fees resulting from use of the property; provided, however, that Applicant shall not indemnify Douglas County, its Officials, agents, and employees from damages resulting from the sole negligence of the County's Officials, agents, and employees. Applicant hereby releases, waives, discharges and covenants not to sue Douglas County, its Officials, agents, and employees on account of injury to person or property caused by the negligence of Douglas County. In accepting this Registration of Temporary Sign Use to use the property; the undersigned verifies that they are the Applicant herein and that by virtue of their signature are bound by and agree to comply with all provisions of this Registration of Temporary Sign Use, with the current Douglas County Policies for Temporary Signs on Vacant County-owned Properties, and all other pertinent laws, regulations, policies and rules. **The Applicant is responsible to contact Colorado 811 for utility locates prior to digging (go to [call811.com](http://call811.com) to submit location online or ask a question).**

Applicant Name: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

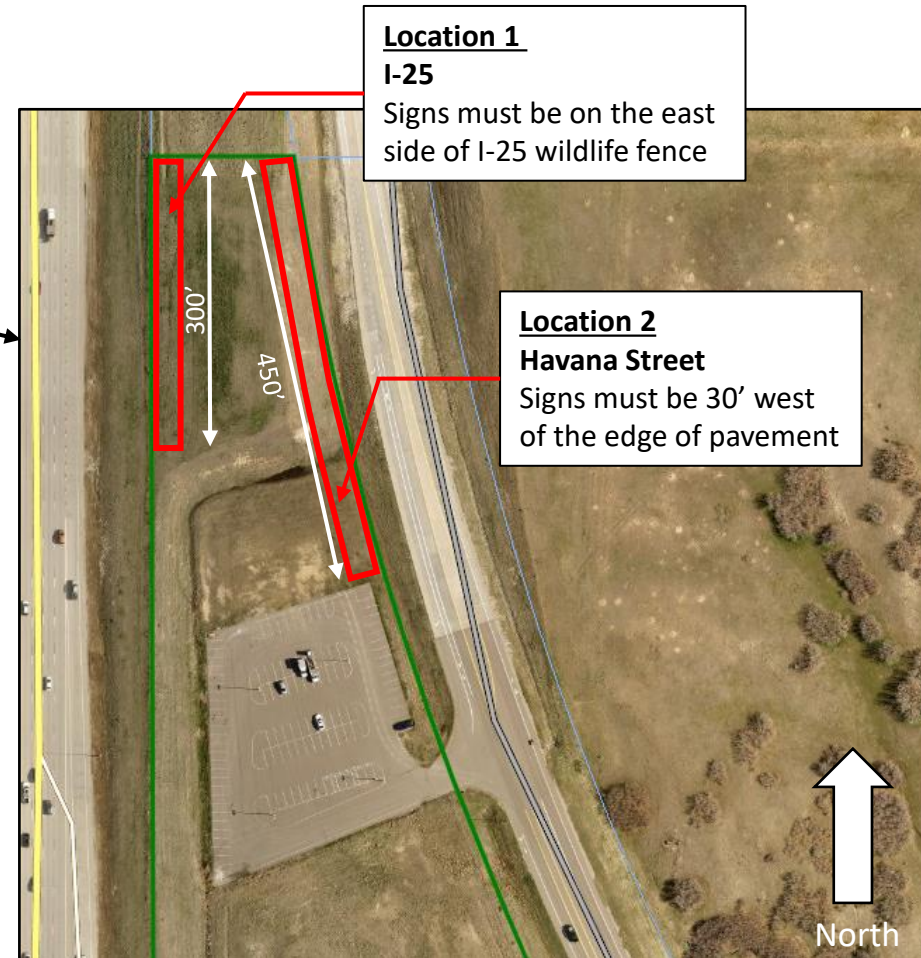
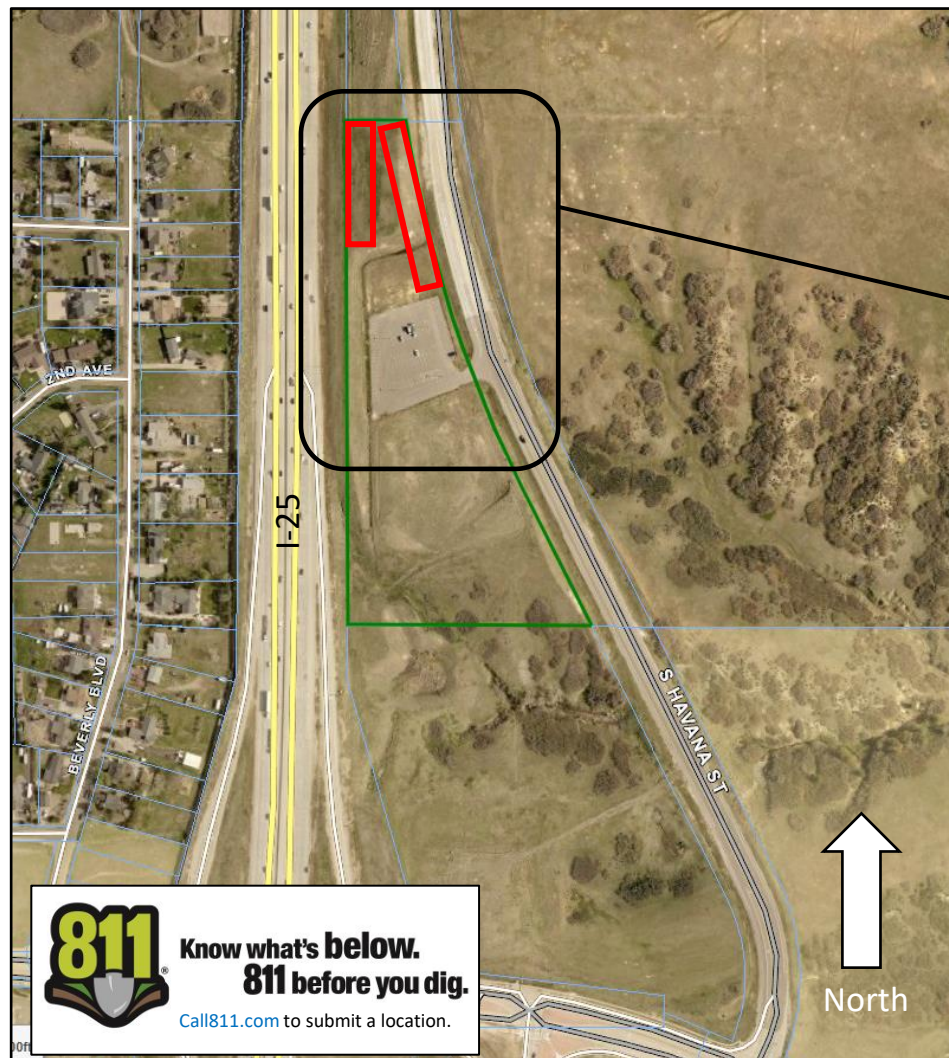
Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by County: \_\_\_\_\_ Date: \_\_\_\_\_

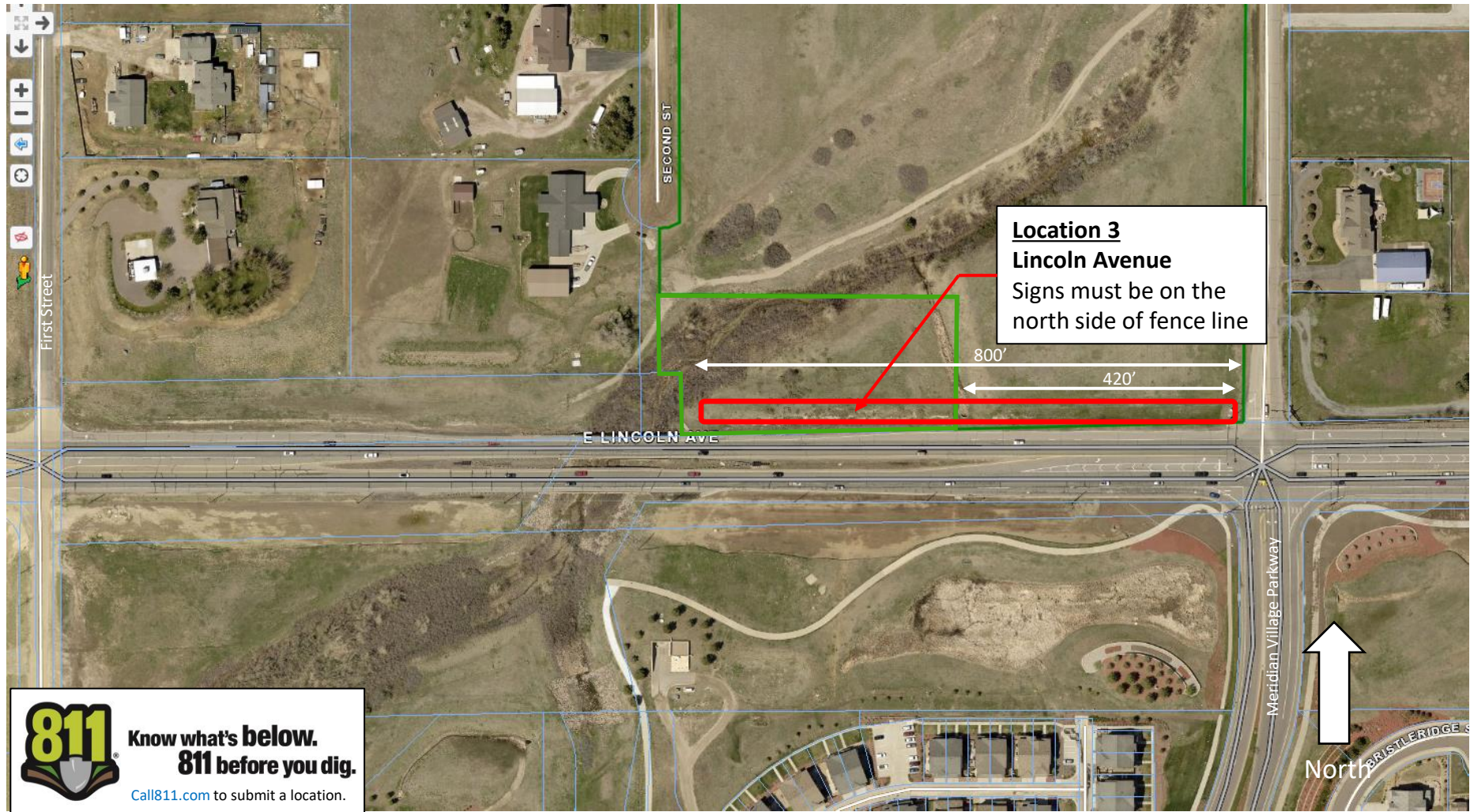
Applications may be submitted by email to [engineering@douglas.co.us](mailto:engineering@douglas.co.us) or delivered to Douglas County Engineering, 100 Third Street, Suite 220, Castle Rock, CO 80104.





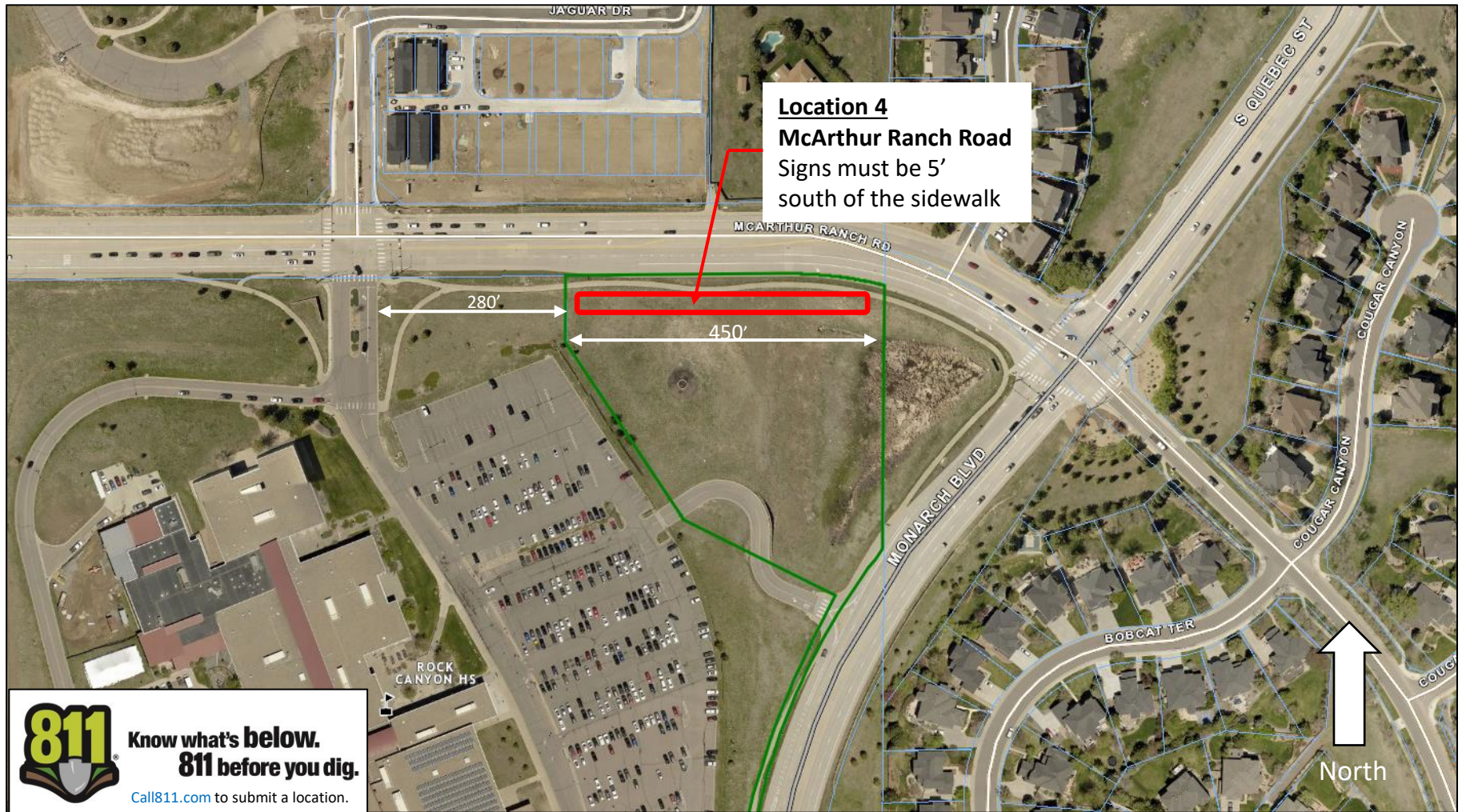
 Temporary Sign Locations





 Temporary Sign Locations





 Temporary Sign Locations



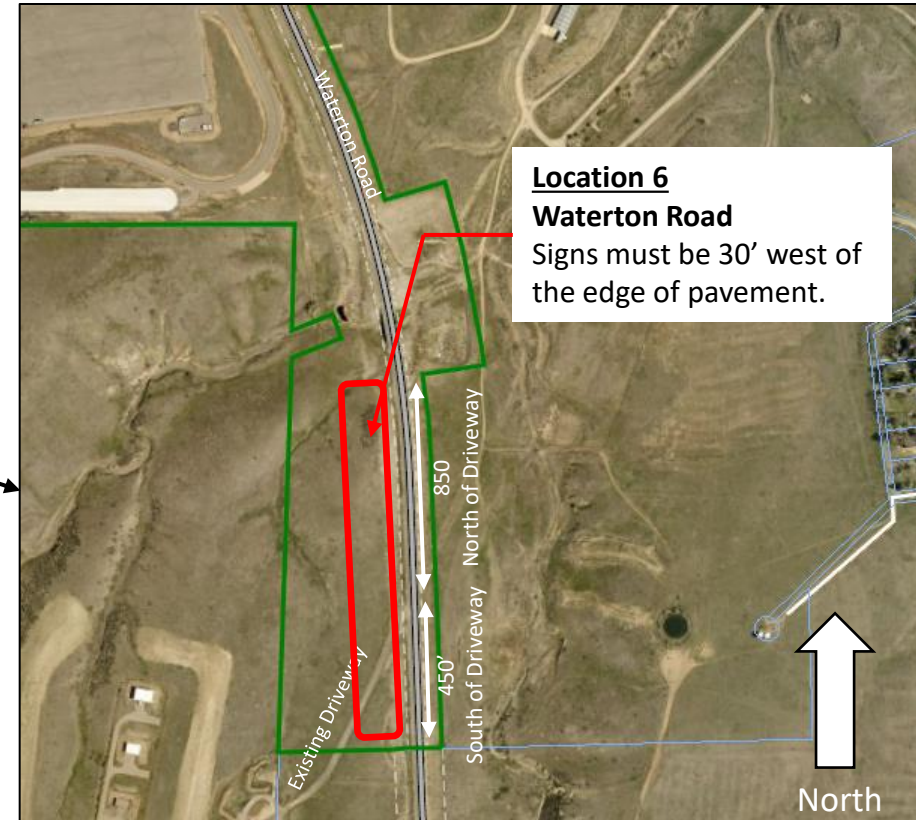
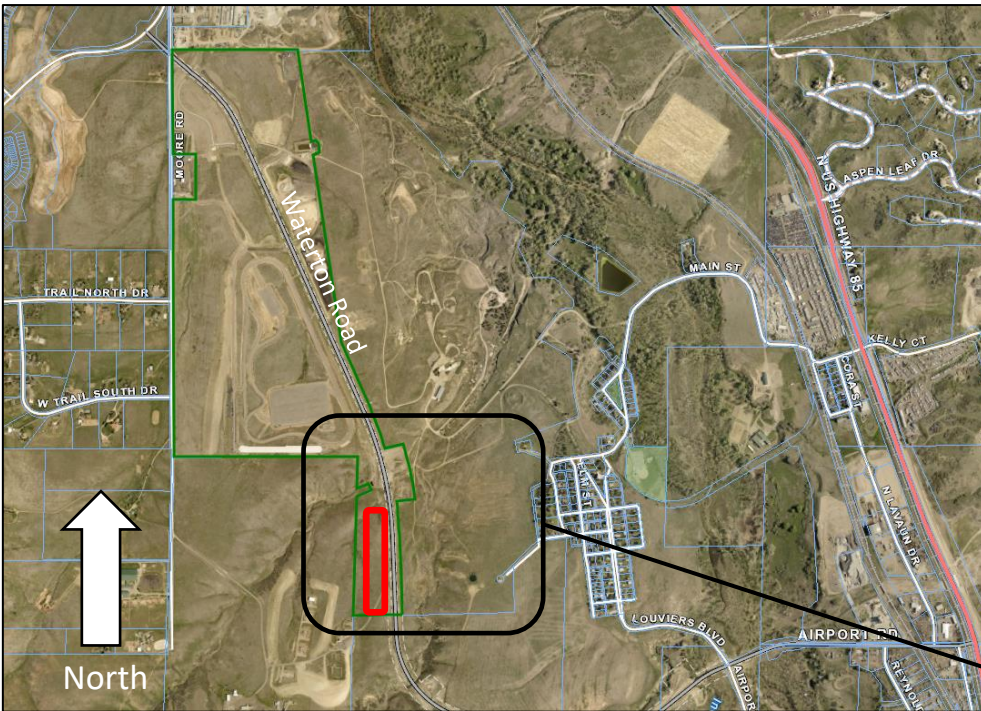


Call811.com to submit a location.

North

 Temporary Sign Locations





**Location 6**

**Waterton Road**

Signs must be 30' west of the edge of pavement.

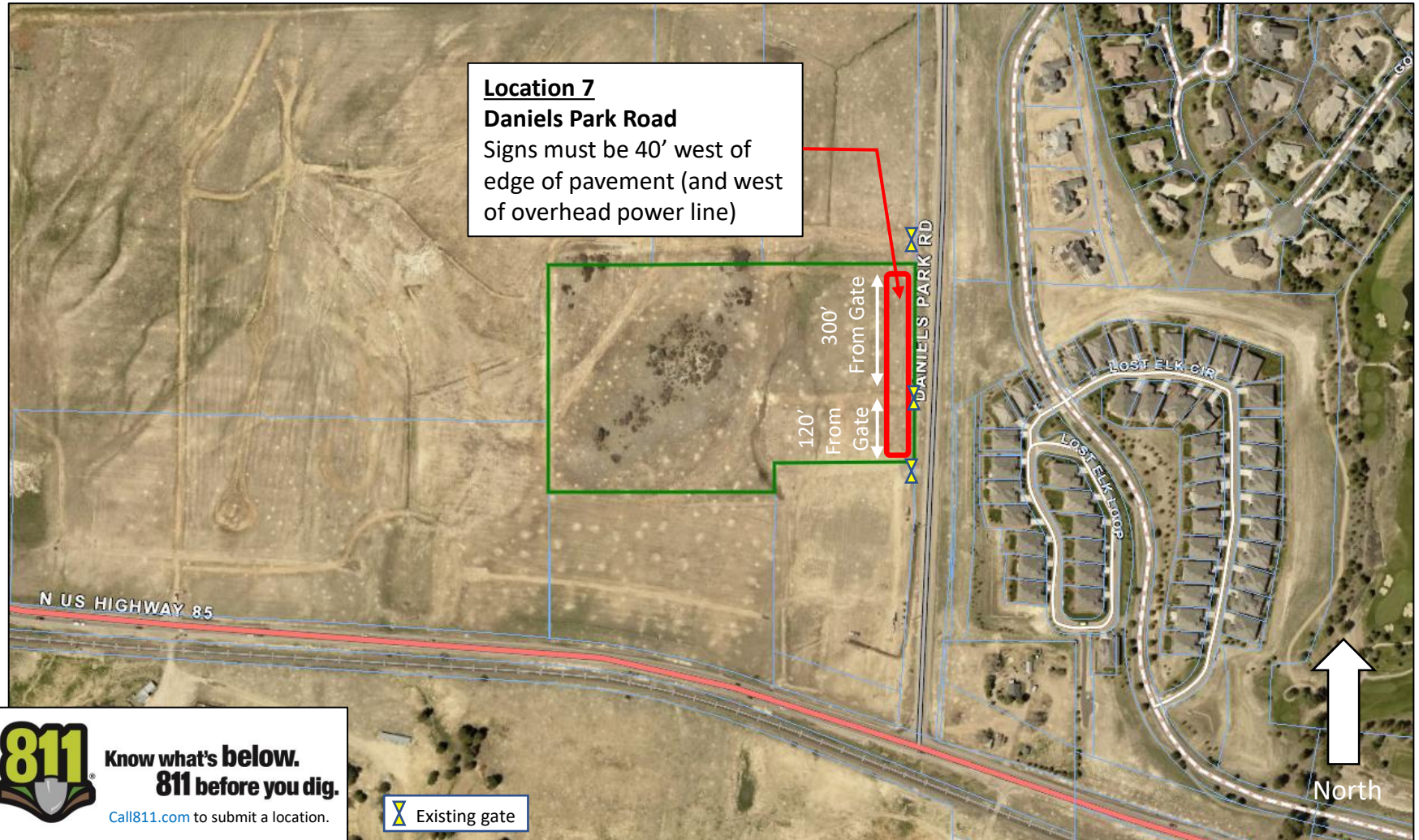


**Know what's below.  
811 before you dig.**

Call [811.com](http://811.com) to submit a location.

 Temporary Sign Locations





 Temporary Sign Locations

## Agenda Item

**DATE:** MARCH 26, 2024  
**TO:** DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS  
**FROM:** DOUG DEBORD, COUNTY MANAGER  
**SUBJECT:** CONGRESSIONALLY DESIGNATED SPENDING REQUESTS

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Staff will brief the Board on the proposed structure of the County's CDS request and anticipated letters of support from two organizations submitting requests.