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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Steve Dush

**Date:** 5/21/2012

**Subject:** **Special Event Signage Request for the Donaldson-Bannister House Community Awareness Event**

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**ITEM DESCRIPTION**

MJ Thomas has made application to the City to hold a "Donaldson-Bannister House Community Awareness" event on June 3, 2012. As a part of the request, the applicant is requesting additional signage for the event as detailed in the attached spreadsheet.

**BACKGROUND**

The applicant proposes to erect a total of 45 signs, 22 of which are not permitted by right pursuant to the sign ordinance. Of those 22 signs, 7 comply with the Administrative Guidelines and 15 do not. All signs, except the Dunwoody Farmhouse banner, located on the farmhouse site in the Village, are located on the Donaldson-Bannister property. The attached spreadsheet identifies three different colors: green, yellow and red. The green identifies the signs that are allowable by right and shown for reference purposes.

The signs that are identified in yellow are recommended to be approved per the administrative guidelines, but are beyond what is allowed by right in terms of volume. In order to permit the signs identified on the attached spreadsheet in yellow, the City Council, pursuant to the special event guidelines, must approve the additional 7 "yellow" signs.

The 15 signs that are identified in red are those that exceed the volume that is suggested per the administrative guidelines. One of those 15 signs, one is proposed to be 6 square feet larger than the maximum banner size. In order to permit the signs identified on the attached spreadsheet in red, a vote will be required to approve the additional 15 red signs.

**RECOMMENDED ACTION**

Given the various activity stations, the short duration of the event and that all but one are on-site, , staff recommends approving the additional signage requested.

Signs/Size		Location	Date	
18sf vinyl		Donaldson-Banniser Vermack	5/21-6/3	2 Banners By Right
18sf vinyl		Corner of Vermack and Chamblee Dunwoody	5/21-6/3	
18sf vinyl		Corner of Chamblee Dunwoody and Vermack	5/21-6/3	7 Banners (By Special Event Admin Guidelines)
18sf vinyl		Inside Vermack dDrive Donaldson	5/21-6/3	
24sf vinyl		Pole Sign-Corner of Vermack and Chamblee Dunwoody	5/21-6/4	
3 by 5 foot Banner	Fence	1 Corner of Vermack	5/20/2012	
3 by 5 foot Banner	Fence	1 Corner of Chamblee Dunwoody	5/20/2012	
3 by 5 foot Banner	Fence	1 at Vermack entrance	5/20/2012	
3 by 5 foot Banner	Fence	1 at Chamblee Dunwoody Entrance	5/20/2012	
12 by 18 (chloroplast)	Directional	High School Vermack and Womack	5/1/2012	21 Standard Informational By Right
12 by 18 (chloroplast)	Directional	Farm House Mt. Vernon	5/1/2012	
12 by 18 (chloroplast)	Directional	Vermack and Mt. Vernon	5/1/2012	
12 by 18 (chloroplast)	Directional	Peeler Shallowford Chamblee Dunwoody	5/1/2012	
12 by 18 (chloroplast)	Directional	Vermack into Park	5/1/2012	
12 by 18 (chloroplast)	Directional	Chamblee Dunwoody into Park	5/1/2012	
12 by 18 (chloroplast)	No parking (5)	East side of Vermack	5/1/2012	
12 by 18 (chloroplast)	Event overflow Parking (1)	Chamblee Dunwoody into Independence Square	5/3/2012	
12 by 18 (chloroplast)	event this way (2)	walking from Independence Square to park	5/3/2012	
12 by 18 (chloroplast)	In the Park	By Barn/Petting Zoo	5/2/2012	
12 by 18 (chloroplast)	In the Park	Front Lawn/Lawn Games	5/2/2012	
12 by 18 (chloroplast)	In the Park	North of lot Near back building w/stairs/Bathrooms	5/2/2012	
12 by 18 (chloroplast)	In the Park	Tours/front door	5/2/2012	
12 by 18 (chloroplast)	In the Park	Tours/front door	5/2/2012	
12 by 18 (chloroplast)	In the Park	Back Pasture/Handicap Parking	5/2/2012	
12 by 18 (chloroplast)	In the Park	Back Pasture/relay Races	5/2/2012	
3 by 3 foot banners		Fence by front lawn/ Sponsor	5/2/2012	13 Banners
3 by 3 foot banners		Fence by front lawn/ Sponsor	5/2/2012	
3 by 3 foot banners		Fence by front lawn/ Sponsor	5/2/2012	
3 by 3 foot banners		By side porch/ Raffle	5/2/2012	
2 by 5 foot banner		Car Port / First Aid/ volunteer	5/2/2012	
(8) 3 by 5 foot banners		Inside the front Pasture with Photo promoting the House	5/2/2012	
3 by 8 banner	pole	Corner of Vermack and Chamblee Dunwoody	5/20/2012	
3 by 5 foot Banner	Farm House	Mtn Vernon		1 Banner (located in DV Overlay)
3 by 12 foot banner		Dunwoody Perservation Trust Sign/ on inside fence by house	5/2/2012	1 Oversized Banner (36sf)



City of Dunwoody  
 41 Perimeter Center East  
 Dunwoody, GA 30346  
 Phone: (678) 382-6800  
 Fax: (770) 396-4828

**Special Event Sign Permit Application**

2.96 AC.

<b>Special Event</b>	Event Name: <del>AAA</del> Donaldson-Bannister House Community Awareness				
	Contact Name: MJ Thomas				
	Contact Address: 115 Perimeter Center Place Suite 100 Atlanta 30346				
	Phone: 404-512-2400		Email: MJThomas100@gmail.com		
<b>Sign Description</b>	<b>Location Address</b>	<b>Start/End</b>	<b>Material</b>	<b>Size (sf)</b>	<b>Quantity</b>
	Donaldson-Bannister Vermack	5-21/6-3	Vinyl	18	1
	Corner of Chamblee - Vermack	5-21/6-3	Vinyl	18	1
	Corner of Vermack - Chamblee	5-21/6-3	Vinyl	18	1
	inside Vermack Drive Donaldson	5-21/6-3	Vinyl	18	1
	Pole sign - corner Vermack - Chamblee	5-21/6-4	Vinyl	24	1
See Attached for Directories + Bannisters map of area ant side panel					
Use additional sheets for sign descriptions as necessary				<b>Total</b>	
Property Owner/Agents' permission to install and maintain signs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Will contractor install sign? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Occupational Tax Certificate #:					
Company Name:					
Contact Name:					
Address:					
Phone:		Fax:		Email:	
I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Dunwoody Zoning and Sign Ordinance and/or the provisions regarding Special Events. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure.					
Applicant's Name: MJ Thomas					
Applicant's Signature:				Date: 5/14/2012	

Banner  
Banner

5  
Banner

Signs	Location	Date
Banner 3 by 5 (vinyl)	Fence	
3 by 5 foot Banner	1 Corner of Vermack	20-May
3 by 5 foot Banner	1 Corner of Chamblee Dunwoody	20-May
3 by 5 foot Banner	1 at Vermack entrance	20-May
3 by 5 foot Banner	1 at Chamblee Dunwoody Entrance	20-May
3 by 5 foot Banner	Farm House <del>SW</del>	
Pole 3 by 8 (vinyl)	Pole	
	Mtn Vernon - in village -	
	Corner of Vermack and Chamblee Dunwoody	20-May
12 by 18 (chloroplast)	Directionals	
	High School Vermack and Womack	1-May
	Farm House Mt. Vernon	1-May
	Vermack and Mt. Vernon	1-May
	Peeler Shallowford Chamblee Dunwoody	1-May
	Vermack into Park	1-May
	Chamblee Dunwoody into Park	1-May
12 by 18 (chloroplast)	No parking (5)	1-May
12 by 18 (chloroplast)	Event overflow Parking (1)	3-May
12 by 18 (chloroplast)	event this way (2)	3-May
12 by 18 (chloroplast)	In the Park	
12 by 18 (chloroplast)	By Barn/Petting Zoo	2-May
12 by 18 (chloroplast)	Front Lawn/Lawn Games	2-May
12 by 18 (chloroplast)	North of lot Near back building w/stairs/Bathrooms	2-May
12 by 18 (chloroplast)	Tours/front door	2-May
12 by 18 (chloroplast)	Tours/front door	2-May
12 by 18 (chloroplast)	Back Pasture/Handicap Parking	2-May
12 by 18 (chloroplast)	Back Pasture/relay Races	2-May

S banner

1 banner

6  
14  
Standard Info

2

7  
Standard Info

3 by 3 foot banners  
3 by 3 foot banners  
3 by 3 foot banners  
3 by 3 foot banners

2 by 5 foot banner

3 by 12 foot banner

(8) 3 by 5 foot banners

Fence by front lawn/ Sponsor  
Fence by front lawn/ Sponsor  
Fence by front lawn/ Sponsor  
By side porch/ Raffle

Car Port / First Aid/ volunteer

Dunwoody Perservation Trust Sign/ on inside fence by house

Inside the front Pasture with Photo promoting the House

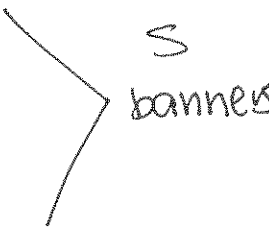
*inside park days of*

2-May |  
2-May |  
2-May |  
2-May |

2-May |

2-May \*

2-May



8 banners



Plot 8  
100m / 328ft

VERMACK RD

CHAMBLEE DUNWOODY RD

-138-

Plot 8  
100m / 328ft

Plot 8  
100m / 328ft

