



DRAYTON VALLEY

'Pulling Together'

BYLAW NO. 2012/16/D

BEING THE BYLAW FOR THE REGULATION OF ALL SIGNAGE WITHIN THE TOWN OF DRAYTON VALLEY.

WHEREAS and pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, Council may pass bylaws for municipal purposes respecting, *inter alia*, the following matters:

- a) the safety, health and welfare of people and the protection of people and property.
- b) people, activities and things in, on or near a public place or place that is open to the public.
- c) businesses, business activities and persons engaged in business.
- d) public utilities

AND WHEREAS pursuant to s. 8 of the MGA Council may, in bylaw, *inter alia*:

- a) Regulate or prohibit;
- b) Provide for a system of licenses, permits or approvals, including any or all of the following:
 - i) Establishing fees for licenses, permits and approvals, including fees for licenses, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - ii) Establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - iii) Prohibiting any development, activity, industry, business or thing until a license, permit or approval has been granted;
 - iv) Providing that terms and conditions may be imposed on any license, permit or approval, the nature of the terms and conditions and who may impose them;
 - v) Setting out the conditions that must be met before a license, permit or approval is granted or renewed, the nature of the conditions and who may impose them;
 - vi) Providing for the duration of licenses, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw.
 - vii) For the enforcement of bylaws;

AND WHEREAS Council for the Town deems it advisable to enact this Bylaw for the above mentioned purposes;

NOW THEREFORE, the Council of the Town, duly assembled, hereby enacts as follows:

1. **TITLE**

his Bylaw may be cited as "The Signage Bylaw" of the Town of Drayton Valley.

2. **DEFINITIONS**

- 2.1 *Awning* means a roof-like shelter of canvas or other material extending over a doorway, from the top of a window, over a deck, etc., in order to provide protection, as from the sun.
- 2.2 *Awning or canopy sign* means a sign incorporated upon or in and forming part of an awning.
- 2.3 *Billboard* means a freestanding sign attached permanently and securely to the ground, engineered and maintained to the satisfaction of the Development Authority. Usually designed to hold a changeable message and generally used for off-site and commercial advertising.
- 2.4 *Canopy* means a protective roof-like covering, often of canvas, mounted on a frame over a walkway or door.
- 2.5 *Freestanding sign* means a sign anchored into the ground and not attached to a building.
- 2.6 *Garage sale sign* means a sign installed for no more than seventy-two (72) hours advertising a garage, yard or moving sale to take place within a residential district
- 2.7 *Portable sign* means a sign which is not permanently attached to the ground or to a building, and which is capable of being moved from place to place.
- 2.8 *Projecting Sign* means a sign attached to and supported by a building and which extends at least 0.4m (16") at right angles to the building, but excludes a canopy sign.
- 2.9 *Public property* means land owned or managed by a government or municipality and used by the public for athletics, recreation and entertainment.
- 2.10 *Roof Sign* means a sign located on, against, or above the roof of a building and shall include inflatable signs.
- 2.11 *Sign* means an object or device primarily intended to advertise or call attention to any person, matter, thing, or event.
- 2.12 *Temporary sign* means a sign which will remain for a limited time, which shall be specified in the development permit.
- 2.13 *Wall or Fascia sign* means a sign secured flat on a wall so that no part extends more than 0.15 metres (6") from the building.

All other words have the meanings assigned to them by section 3 of the Town of Drayton Valley's Land Use Bylaw, or sections 1 and 616 of the *Municipal Government Act*, or common dictionary definitions.

3. GENERAL

All signs require a Development Permit, and may require a Building Permit, unless otherwise specified under this Bylaw.

4. EXEMPTIONS

- 4.1 No Development Permit is required for the following signs:
 - 4.1.2 A sign which is posted or exhibited inside a building;
 - 4.1.3 A sign posted or exhibited in or on an operating motor vehicle provided that the vehicle is not temporarily or permanently parked solely for the purpose of displaying the sign;
 - 4.1.4 A statutory or official notice of a function or activity of the municipality or a senior government;
 - 4.1.5 A traffic or directional sign authorized by the municipality;
 - 4.1.6 Campaigns signs for federal, provincial, municipal, or school board elections on private or public lots for no more than thirty days, or such other time as regulated under provincial or federal legislation provided that:
 - a) such signs are removed, or caused to be removed by the owner of the lot on which the sign is situated, one day after the election date;
 - b) the consent of the lot owner or occupant is obtained;
 - c) such signs do not obstruct or impair vision or traffic; and
 - d) such signs are not attached to utility poles.
- 4.2 A temporary sign, if the temporary sign:
 - 4.2.1 is limited to advertising a lawn sale, garage sale or other special event, or the location of real estate for the purpose of public viewing together with the name/logo of the associated realtor(s)/real estate company(ies),
 - 4.2.2 is located on private property or is situated within a road right-of-way or on public property designated for such purposes by resolution of Council,
 - 4.2.3 is not larger than 0.55m², and
 - 4.2.4 is removed within 72 hours of it being erected.
- 4.3 A sign that is posted or exhibited for the sale, lease or rental of land or a building, if the sign
 - 4.3.1 is 1.0m² or less in area, and
 - 4.3.2 is posted only on each side of the building or land facing a different public roadway.

- 4.4 A sign of a building contractor relating to construction work in progress on the lot, provided that such signs shall be:
- 4.4.1 removed within fourteen days of occupancy,
 - 4.4.2 limited in size to a maximum of 2.0m²; and
 - 4.4.3 limited in number to one sign per residential lot under construction, and one sign for each boundary which fronts a public street of a commercial or industrial lot under construction.
- 4.5 A community-oriented and/or public service-type cloth sign, authorized by the Development Authority, that shall cross a public roadway. Such a sign must be located at least 6.5 metres above the public roadway.

5. OBTAINING A PERMIT

- 5.1 All signs requiring a Development Permit shall follow the Development Permit process as specified under section 10 of the Land Use Bylaw, which states as follows:

“10. APPLICATION FOR A DEVELOPMENT PERMIT

- 10.1 An application for a development permit shall be made to the Development Authority in writing on the appropriate form, signed by the owner or his authorized agent, and shall be accompanied by:

- 10.1.1 the legal description and municipal address of the property,
- 10.1.2 a current copy of the land title *[to check for easements, covenants, etc]*,
- 10.1.3 a statement of the former, present, and proposed use of the lot and any buildings on it,
- 10.1.4 a site plan or plans drawn to scale and showing:
 - the boundaries of the lot,
 - the adjacent streets and their names,
 - the locations of existing and proposed buildings and roof overhangs,
 - any front, rear, and side yards,
 - provision for off-street loading and vehicle parking, and
 - access and egress points to the site,
 - easements and utilities, and the proposed connections to utilities,
 - existing and proposed fire hydrants,
 - the existing and proposed site grading and drainage,
 - proposed landscaping,
 - any oil or gas wells or pipelines within 100 metres,
- 10.1.5 the estimated commencement and completion dates of any construction,
- 10.1.6 in the case of a manufactured home, its CSA number or other unique identifier,

- 10.1.7 the estimated cost of the project or contract price,
 - 10.1.8 permission for the Development Authority to enter the site, and
 - 10.1.9 the appropriate fee.
- 10.2. The Development Authority may also require
- 10.2.1 drawings or renderings of any proposed building with details of the finish of the building and the landscaping of the lot,
 - 10.2.2 a real property report drawn by an Alberta Land Surveyor, if there is any doubt as to the boundaries of the lot,
 - 10.2.3 engineering and other reports to prove the safety and suitability of the site for the purpose intended, including a declaration that the site is free from contamination,
 - 10.2.4 a traffic impact assessment, and
 - 10.2.5 any other information which he deems necessary to make an informed decision on the proposed development.
- 10.3 Pursuant to section 640(5) of the Act, when an application for a development permit or change of land use designation has been refused, the Development Authority may refuse to accept another application on the same property and for the same or similar use of the land by the same or any other applicant for six months after the date of previous refusal, unless the circumstances have changed sufficiently to warrant otherwise.”
- 5.2 The Development Authority may, with respect to an application for a Development Permit:
- 5.2.1 grant a Development Permit subject to such conditions considered necessary to ensure this Bylaw and the Town’s Land Use Bylaw are complied with, or
 - 5.2.2 refuse the application.
- 5.3 A Development Permit may be issued if the sign is:
- 5.3.1 an announcement for a particular public community event and will be removed after the occurrence of that event; or
 - 5.3.2 for the identification of a neighbourhood and is to be placed at the major entry points of the neighbourhood, or
 - 5.3.3 for the identification of a land use district contained within the geographic area shown on the sign, or
 - 5.3.4 specifically permitted by this Bylaw and complies with this Part of the Bylaw in all respects.

- 5.4 The Development Authority may, at his/her discretion, require an engineer-approved plan prior to the issuance of a Development Permit in order to ensure the safe design and placement of a sign, awning or canopy.
- 5.5 Quality, aesthetic character and finishing of sign construction shall be to the satisfaction of the Development Authority.
- 5.6 No person shall erect or place a sign so that it would be, in the opinion of the Development Authority, a traffic hazard or obstruct the vision of vehicular traffic.
- 5.7 Flashing, animated or interiorly illuminated signs should not be permitted in any land use district where, in the opinion of the Development Authority, they might:
 - 5.7.1 affect residents in adjacent housing or residential land use districts, or
 - 5.7.2 interfere with or obstruct a motor vehicle driver's vision or interpretation of oncoming traffic signs or traffic signal lights.
- 5.8 The area around sign structures shall be kept clean and free of overgrown vegetation and free from refuse material.
- 5.9 The Development Authority may require the removal of any sign which, in his opinion, is or has become unsightly or is in such a state of disrepair as to constitute a hazard.
- 5.10 All signs requiring a Development Permit may also require a Building Permit, and shall follow the Building Permit process for signage.

6. FREESTANDING SIGNS

- 6.1 **In residential land use districts** the following provisions apply:
 - 6.1.1 One identification freestanding sign may be allowed to identify the name of an apartment, multi-family complex, mobile home park or a subdivision, provided that the sign does not:
 - a) exceed 2.0 m² in area,
 - b) project past the lot line, or
 - c) exceed 3.5 metres in height.
 - 6.1.2 Freestanding signs identifying the name of the community, neighbourhood or subdivision shall blend in with the architecture or development theme of the surrounding area.
 - 6.1.3 A neighbourhood identification sign shall not contain advertisement in any form but may contain the name or logo of the company or companies which developed the neighbourhood.

- 6.2 **In non-residential land use districts**, the following shall apply:
- 6.2.1 One freestanding sign may be allowed per lot, where a lot has in excess of 90 metres of frontage. One additional freestanding sign may be erected for each additional 90 metres, or portion thereof, of street frontage.
 - 6.2.2 Where a lot is considered to be double fronting, each frontage may have a freestanding sign, provided that the signs are no closer together than 90 metres.
 - 6.2.3 The height of a freestanding sign shall not exceed 9.1 metres above ground level, or be within 2.0 metres of overhead utility lines, whichever is lower.
- 6.3 A sign that is posted or exhibited solely for the identification of the land or building on which it is displayed, including signs for professional, corporate or trade nameplates identifying the occupants, if the sign:
- 6.3.1 does not exceed one square metre in area, and
 - 6.3.2 is posted only at each entrance from which access to a public roadway is provided.

7. **BILLBOARD SIGNS**

- 7.1 Billboard signs must be compatible with the general architectural lines and forms of adjacent development.
- 7.2 All billboard signs must:
 - 7.2.1 not exceed 18.5 m² in area (calculation of the billboard sign shall include billboard facing, border and trim but exclude the base, apron, supports or other structural members);
 - 7.2.2 be of high quality construction;
 - 7.2.3 be positioned so that they do not severely obstruct the horizon line when viewed from vehicular traffic traveling past them from any direction;
 - 7.2.4 be set back at least 5 metres from the property line (this includes the entire billboard and any overhang);
 - 7.2.5 be erected only on lots adjacent to Highway 22, 50 Street, and 50 Avenue; and
 - 7.2.6 be located at least 150 metres of any other billboard sign on the same side of the road
- 7.3 The advertisement copy may be posted, glued, painted or otherwise fastened to the billboard in order to permit periodic replacement.
- 7.4 The maximum size of a billboard referred to above applies to each facing of a billboard structure and facings may be placed back-to-back or in a V-shaped configuration.
- 7.5 The Development Authority shall ensure that a billboard located at the intersection of any roadway with another public roadway is setback an appropriate distance for the purpose of safe and efficient movement of traffic.
- 7.6 Billboard facings may be illuminated by a constant source of light only, and shall not be lit by a flashing, animated or intermittent light source.

8. AWNING AND CANOPY SIGNS

- 8.1 In a residential land use district, awnings or canopies shall not be attached to or be constructed so as to be considered a part of any sign other than an apartment name sign.
- 8.2 Subject to the foregoing, awning or canopy signs may be permitted in all land use districts.
- 8.3 An awning or canopy sign shall have a clearance of not less than 3.0 metres between the bottom of the canopy or awning and the sidewalk, walkway or ground level.
- 8.4 Where the front portion of a building extends or is allowed to extend out to the front lot line, the canopy or awning sign shall not project more than 0.15 metres (6") over the sidewalk due to potential snow fall and ice formation on sidewalks. In no case shall any support pillar or pole forming part of the awning or canopy sign project beyond the front lot line. At the discretion of the Development Authority, an Encroachment Agreement for any canopy or awning sign which projects over municipal lands may be required.
- 8.5 Notwithstanding the foregoing, no canopy or awning sign shall be permitted where in the opinion of the Development Authority the canopy or awning obstructs the free movement or access to pedestrians or vehicles, or repairs to overhead utility lines.

9. PROJECTING SIGNS

- 9.1 Projecting signs may be allowed in all land use districts except residential land use districts, and are subject to the following regulations:
 - 9.1.1 Not more than one projecting sign, 2.3 m² or less in area, shall be erected per business. (The area of the sign shall be calculated exclusive of supports and structural members provided that such supports and structural members are free of advertising and are so constructed that they do not form part of the advertisement); and
 - 9.1.2 No part of the sign shall extend more than 2.0 metres above the parapet of the building, extend more than 2.0 metres from the face of the building, or be less than 3.0 metres above the ground or sidewalk.
 - 9.1.3 Where the front portion of a building extends or is allowed to extend out to the front lot line, the projecting sign shall not project more than 0.15 metres over the sidewalk. In no case shall any support pillar or pole forming part of the projecting sign project beyond the front lot line. At the discretion of the Development Authority, an Encroachment Agreement for any projecting sign which projects over municipal lands may be required.

10. ROOF SIGNS

- 10.1 Roof signs may be allowed in commercial and industrial land use districts only.
- 10.2 No more than one roof sign is permitted for each business frontage.
- 10.3 No portion of a sign shall overhang the roof on which it is located.

- 10.4 No supporting structures shall be visible to the public unless finished in an aesthetically pleasing manner at the discretion of the Development Authority.
- 10.5 Inflatable signs shall be securely anchored to a permanent structure and are subject to inspection by the Town.

11. WALL AND FASCIA SIGNS

- 11.1 In residential districts, one non-illuminated fascia sign or nameplate may be used to identify a home business, and this sign shall be no greater than 0.275 m² (3 square feet) in area.
- 11.2 Wall and fascia signs for commercial and industrial buildings which contain more than one occupant business shall be permitted one wall or fascia sign to indicate the name and nature of the occupancy for each unit.
- 11.3 A wall or fascia sign shall not extend beyond the limits of the wall to which it is attached.

12. TEMPORARY AND BANNER SIGNS

- 12.1 Temporary signs may be allowed in all land use districts provided the following requirements and provisions are adhered to:
 - 12.1.1 No temporary sign shall be located within sight triangles, or so that it causes a traffic hazard, or conflicts with parking, loading, or walkway areas;
 - 12.1.2 No temporary sign shall be located within roadway rights-of-way or on public property, except where such roadway rights-of-way or other public property has been designated for such purposes by resolution of Council; and
 - 12.1.3 No temporary sign shall have a flashing device, animator or flashing beacon attached to or operating in connection with it.
- 12.2 A Development Permit and Building Permit are required for inflatable signs and may be issued subject to the requirements and provisions of this Bylaw and, in addition, according to the following:
 - 12.2.1 such signs shall be affixed securely;
 - 12.2.2 such signs shall be a minimum of 10 metres from utility lines and road rights-of-way; and
 - 12.2.3 the size, height and siting of such signs shall be at the discretion of the Development Authority in accordance with this Bylaw.
- 12.3 A banner sign shall be permitted only in commercial and industrial districts only and will be considered a fascia sign and must therefore comply with section 11 above. In addition to section 11, the following shall apply to banner signs:
 - 12.3.1 no banner sign shall be installed without first obtaining Development Permit approval;

- 12.3.2 a banner sign shall be permitted to be installed for no longer than 90 days;
- 12.3.3 application for one (1) additional 90-day Development Permit may be approved, subject to the Development Authority's satisfaction with the condition of the banner sign;
- 12.3.4 in the case of commercial or industrial businesses which routinely have banner signs and replace same on a regular (ie. monthly or bi-monthly) basis, one Development Permit for all banner signs may be issued with the condition that no sign shall remain installed for more than 90 days.
- 12.3.5 no banner signage shall be permitted within the boundaries of the Town unless securely attached to a permanent structure, and with a Development Permit approved by the Town.

13. **PORTABLE SIGNS**

- 13.1 Portable signs include, but are not limited to:
 - 13.1.1 Removable copy signs (example: 8' x 4' two-sided boards with slide-in letters, within a metal frame);
 - 13.1.2 Sandwich boards (two boards hinged at the top and positioned to form a triangular shape with the ground);
 - 13.1.3 Small freestanding (any wooden or plastic board affixed to one or two stakes which are driven into the ground); and
 - 13.1.4 Advertising on the side of vehicles or trailers which are parked for forty-eight (48) hours or longer at any one location.
- 13.2 The proposed location of a portable sign shall be reviewed by the Development Officer and shall be subject to permit approval and conditions.
- 13.3 Portable signs are not allowed in residential districts, but are discretionary within all other land use districts.
- 13.4 **No more than one portable sign may be placed on a lot for each 100 metres of frontage.**
- 13.5 Portable signs shall be located at least 3 metres back from the curb line, and in locations where they do not obstruct visibility for passing vehicles.
- 13.6 Removable copy signs shall be permitted only within the locations dedicated within Town lands. The area (1 metre in each direction) around the removable copy sign shall be maintained in a tidy manner by the owner of the sign.
- 13.7 Portable signs shall not contain content of a sensitive nature. Any complaints received by the Town as to the content of any portable sign shall be subject to removal at the Town Administration's discretion.
- 13.8 No portable sign shall be placed on Town lands without an approved Development Permit.

- 13.9 No portable signage shall be permitted within the boundaries of the Town unless located on privately owned property, and with a Development Permit approved by the Town.
- 13.10 All portable signs shall be marked so as to identify ownership.
- 13.11 All portable signage shall be maintained by the owner in an aesthetically pleasing manner, subject to the Town's approval.

14. REAL ESTATE DEVELOPMENT SIGNS

A real estate development sign is a sign at the entrance of an area under development, which advertises the locations, prices, land use classes, and other features of the lots offered for sale, which may be approved subject to the following conditions:

- Maximum sign area: 25 square metres
- Maximum height: 7.5 metres
- Minimum setback from curb line: 1.5 metres, plus 0.5 metres for every square metres of sign area
- Minimum setback from side and rear lot lines: 6 metres
- Minimum distance from any other freestanding sign: 30 metres
- Illumination: the sign shall not be lit internally or externally between 10:00 pm and dawn
- Life or permit: three years, renewable

15. COMMUNITY BULLETIN BOARD AND GARAGE SALE SIGNS

- 15.1 Council has designated the lands known as the "North Recycling Area" as the permitted lands for the posting of community notices, including garage sale signs, items for sale and lost/found posters. The following conditions apply:
 - 15.1.1 Garage or yard sale signs may be placed for a limited period of time (72 hours).
 - 15.1.2 Garage or yard sale signs may be posted on the community bulletin board at this location or may be staked into the ground adjacent to the bulletin board. All other signs must be located on the bulletin board.
 - 15.1.3 It is the garage/yard sale operator's responsibility to remove all signage by 6:00 p.m. on Sunday. In any event, garage or yard sale signs shall be removed by the Town regularly and may be subject to fines for failure to remove.
 - 15.1.4 ALL signage shall be removed from on and around the bulletin board by the Town on the first Monday of each and every month.

16. CONTRAVENTION

- 16.1 If the Development Authority finds that a sign development is not in accordance with:
- 16.1.1 the Act or Regulations, or
 - 16.1.2 a Development Permit, or
 - 16.1.3 this Bylaw,
- he/she may proceed under sections 541 to 556 and/or sections 645 and 646 of the Act.
- 16.2 If a person or business, who requires a Development Permit, installs any sign before obtaining a Development Permit or Building Permit, the fee for the Permit shall be doubled.
- 16.3 Contravention of this Bylaw is an offence and is subject to a fine not more than \$10,000.00.
- 16.3 A person, who is guilty of an offence is liable to a fine in an amount not less than that established in this Bylaw and not exceeding \$10,000.00, and to imprisonment for not more than six months for non-payment of a fine.
- 16.4 Without restricting the generality of subsection 16.3 the following fine amounts are established for use on bylaw violation ticket if a voluntary payment option is offered.
- 16.4.1 Up to \$10,000.00 for any offence for which a fine is not otherwise established in this section;
 - 16.4.2 \$100.00 for a first time offence under this Bylaw;
 - 16.4.3 \$250.00 for a second time offence under this Bylaw;
 - 16.4.4 \$500 for a third and any subsequent offence under this Bylaw.
- 16.5 If a bylaw violation tag is issued in respect of an offence, the bylaw violation tag must specify the fine amount established by this Bylaw for the offence.
- 16.6 A person who commits an offence may, if a bylaw violation tag is issued in respect of the offence, pay the fine amount established by this Bylaw for the offence and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 16.7 If a violation ticket is issued in respect of an offence, the violation ticket may:
- 16.7.1 specify the fine amount established by this Bylaw for an offence; and
 - 16.7.2 require a person to appear in court within the alternative of making voluntary payment.
- 16.8 A person who commits an offence may:
- 16.8.1 if a violation ticket is issued in respect of any offence; and
 - 16.8.2 if the violation ticket specifies the fine amount established by this Bylaw for the offence;
- Make a voluntary payment equal to the specified fine.
- 16.9 If the Town Manager, or his designate, believes on reasonable grounds that a person is contravening any provision of this Bylaw, the Town Manager, or his designate, may, by

written order, require any person responsible for the contravention to remedy it and the order may:

- 16.9.1 direct a person to stop doing something, or change the way in which the person is doing it;
 - 16.9.2 direct a person to take any action or measure necessary to remedy the contravention of the Bylaw, if necessary, to prevent a re-occurrence of the contravention;
 - 16.9.3 state a time within which the person must comply with the directions;
 - 16.9.4 state that, if a person does not comply with the directions within the specified time, the Town will take the action or measure.
- 16.20 A person named in and served with an order issued pursuant to section 16.9 shall comply with any action or measure required to be taken within the time specified.
- 16.21 An order issued pursuant to section 16.9 may be served:
- 16.21.1 In the case of an individual:
 - a) by delivering it personally to the individual;
 - b) by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age; or
 - c) by mail addressed to the individual at their apparent place of residence or any any address for the individual on the tax roll of the Town or at the Land Titles registry.
 - 16.21.2 In the case of a corporation:
 - a) by delivering personally to any director or officer of the corporation;
 - b) by delivering it personally to a person apparently in charge of an office of the corporation at an address held out by the corporation to be its address; or
 - c) by mail addressed to the registered office of the corporation.

17. REPEAL OF PREVIOUS BYLAWS

- 17.1 Bylaw 2007/23/D and all bylaws amending that Bylaw are repealed.

18. COMING INTO EFFECT

- 18.1 This bylaw comes into effect on the date of third reading.

This Bylaw shall have force and come into effect from and after the date of third reading thereof.

READ A FIRST TIME THIS 12TH DAY OF DECEMBER, 2012, A. D.

MAYOR

TOWN MANAGER

PUBLIC HEARING HELD THIS 11TH **DAY** OF DECEMBER, **2013**, A.D.

READ A SECOND TIME THIS 11TH **DAY** OF DECEMBER, **2013**, A. D., AS AMENDED

MAYOR

TOWN MANAGER

READ A THIRD AND FINAL TIME THIS 11TH **DAY** OF DECEMBER, **2013**, A. D., AS AMENDED

MAYOR

TOWN MANAGER