



City of Grand Forks Staff Report

Downtown Design Review Board – August 14, 2025

Agenda Item: Appeal to Awning Sign Size Restriction at Franklin on 4th, 214 N 4th St, Section 18-0301(8)(H).

Prepared by: Sierra Johnson, Planner

Staff Recommended Action: Recommend approval of the request from Indigo Signs on behalf of Franklin on 4th, LLC, to appeal the awning sign size restriction as described in section 18-0301(8)(H).

August 14, 2025 – Committee Action:

BACKGROUND: The current request is to appeal the awning sign size restriction described below:

Section 18-0301(8)(H):

(H) Awning signs. A sign on an awning can be located on the narrow vertical face or top with a maximum size of one (1) square foot per linear foot of awning/canopy width.

The proposed sign would be located on top of the 22-foot metal awning that is located near the intersection of N 4th St & University Ave. Since awning signage is limited in size to 1 square foot for each linear foot of awning, signage on this particular awning is limited to 22 square feet. However, the proposed sign is 32.6 square feet. Therefore, a sign appeal is required to allow the larger sign size. The proposed sign meets all other sign requirements.

Notification letters were sent to adjacent property owners on August 6, 2025. No comments have been received at the time of posting.

Staff is recommending approval of the request since the proposed sign is only about 10 square feet larger than the size restriction, and it is proportional in size to the awning. Overall, the proposed sign fits well with the building façade.

ANALYSIS AND FINDINGS OF FACT:

- Appeals to Downtown Design Standards and B-4 district requirements must be

approved by the Downtown Design Review Board.

- Adjacent property owners must be notified of the meeting not less than 7 days before the meeting date.

SUPPORT MATERIALS:

- Photo of awning
- Proposed sign rendering



Quote # 13448

Halberstadt's

Grand Forks, ND

Project Manager:
Jill Gustofson

Drawn by: EGL

Page Scale: 3/4" = 1' 0"
Page Size: 11 x 17



Drawing Date: 5/7/2025
Rev1 Date: 7/10/2025
Rev2 Date:
Rev3 Date:
Rev4 Date:



NOTICE
ALL SIGNS MANUFACTURED
FOR 120V ELECTRICAL SERVICE
UNLESS OTHERWISE NOTED

File location: Sharepoint:\H \ Halberstadt's \
Working Sketch Files \ GrandForks_ChannelLetters_13448

The ideas and designs contained in this original and unpublished drawing are the property of Indigo Signs and may not be used or reproduced in whole or part without written permission from Indigo Signs.

Due to the limitation of the printing process, the colors shown may not reflect actual colors.

188.049"

25.00"

Halberstadt's

South Elevation

Raceway: 8" H x 183" W



Illuminated Channel Letters

- Qty 1
- Lighting Direction: Face-Lit
- Faces: Acrylic, white
- Backs: 0.063 inch aluminum
- Trimcap: Black
- Returns: Black; 5 inch depth
- Mounting: Raceway
- Raceway: 8 inch
- Paint to match building TBD
- Continuous flange: Yes
- Distance around objects 1193.521 inches