

**AN ORDINANCE TO ALLOW THE HISTORIC SIGN REVIEW COMMITTEE  
TO ADOPT GUIDELINES FOR ADMINISTRATIVE APPROVAL  
OF SIGN PERMIT APPLICATIONS BY AMENDING  
SUBSECTION 17.50.080Q OF THE RAPID CITY MUNICIPAL CODE**

WHEREAS, the City of Rapid City has enacted comprehensive regulation of signs within the city; and

WHEREAS, the City has created the Historic Sign Board to review applications for signs to be located in historic districts or on properties listed and regulated by the National Register of Historic Places; and

WHEREAS, the Common Council desires to include the ability for the Historic Sign Board to adopt guidelines for administrative approval of historic sign permits where applications meet the guidelines adopted by the Board.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF RAPID CITY that Section 17.50.080Q of the Rapid City Municipal Code be and is hereby amended to read in its entirety as follows:

*Q. Historic Sign Requirements.*

1. *Purpose.* The purpose of this section is to create historic sign districts. The boundaries of the historic sign districts shall correspond to the same boundaries as any historic district or property listed and regulated by the National Register of Historic Places.

2. *Historic Sign Review Committee approval.* ~~Approval for any sign located within a historic sign district shall be granted by the Historic Sign Review Committee. This~~ The Historic Sign Review Committee, as previously established, is hereby continued. The Committee shall consist of 5 persons.

a. Four members shall be appointed by the Mayor and approved by the Common Council. and include a member of the Historic Preservation Commission. The members appointed by the Mayor should include individuals with knowledge and experience in historic preservation, architecture, sign industry, and/or be a property owner or business owner within a historic district.

b. The Historic Preservation Commission shall nominate 1 of ~~their~~ its members to serve on the Historic Sign Review Committee as ~~the~~ a standing member. The Historic Preservation Commission shall also nominate an alternate from ~~their~~ its membership to serve in the absence of the standing member.

~~The remaining 4 members shall be appointed by the Mayor and should include individuals with knowledge and experience in historic preservation, architecture, sign industry, and/or be a property owner or business owner within the historic district.~~

3. *Length of term.* Members ~~shall be~~ appointed by the Mayor and approved by the Common Council ~~for~~ shall serve terms of 3 years. The member and alternate chosen by the Historic Preservation Commission shall serve for a term of 1 year. The Committee shall elect a Chairperson from its membership to serve for a term of 1 year.

4. *Meetings.* Meetings of the Committee shall be held at the call of the Chairperson or the Building Official. All meetings of the Committee shall be open to the public. The Committee shall keep minutes of its proceedings, showing the vote of each member upon each question; or if absent or failing to vote, indicating such fact. A majority of the voting members of the Committee shall constitute a quorum.

5. *Committee approval.* Approval for any sign located within a historic sign district shall be granted by the Historic Sign Review Committee. The Committee may delegate some approvals to the Community Development Director or his or her designee in conjunction with guidelines further described in Section 17.50.080.Q (6). Decisions of the Community Development Director or his or her designee may be appealed to the Committee. Appeal requests must be made in writing within 14 days of an administrative denial.

~~4.6. *Criteria for approval.* In considering sign permits within historic districts, the Historic Sign Review Committee shall consider the following criteria: size and position, projection, color, message, texture, materials, illumination and lettering style for the historic era for which the building or structure was constructed. The Committee may adopt guidelines administrable by the Community Development Director or his or her designee. Any such guidelines shall further describe the criteria in this Section and identify conditions in under which signs located within a historic sign district may be administratively approved.~~ In order to adequately review these factors, the applicant for a sign permit must, in addition to the requirements of § 17.50.080I., submit the following: a photograph of the property and structure, a photograph or scaled drawing of the property or structure with the proposed sign sketched on it, color chips or color samples of the same colors that are to be used for the sign, and a scaled drawing of the proposed sign depicting the sign fonts and other attributes as they will actually appear on the sign.

~~5.7. *Rules.* The Historic Sign Review Committee may adopt bylaws and rules in accordance with the authority granted by this section. Meetings of the Committee shall be held at the call of the Chairperson and/or the Building Official. All meetings of the Committee shall be open to the public. The Committee shall keep minutes of its proceedings, showing the vote of each member upon each question; or if absent or failing to vote, indicating the fact, and shall keep records of its examinations and other official actions. A majority of the voting members of the Review Committee shall constitute a quorum.~~

~~6.8.~~ Permit issuance. If the Historic Sign Review Committee approved an application for a sign which meets the criteria established by this section, then a sign permit may be issued. In order to ensure compliance with the provisions of this section, the Committee may approve applications with stipulations that must be met before a sign permit may be issued by the city. If the Historic Sign Review Committee denies an application for a sign which does not meet the criteria established by this section, the applicant shall be notified in writing as to the reasons for denial. Decisions of the Historic Sign Review Committee may be appealed to the City Council.

**CITY OF RAPID CITY**

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Steve Allender, Mayor

Attest

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Pauline Sumption, Finance Officer

(seal)