

# Existing Historic Sign Review Criteria

## HISTORIC SIGN REVIEW COMMITTEE City of Rapid City — City Planning Department

### *Some Requirements and Suggestions for Applicants*

It is the task of the Historic Sign Review Committee to determine that any sign installed in any Rapid City Historic District or on any building on the National Register is in compliance with requirements that such sign(s) be in keeping with the historicity of the District. Subjects considered must include lettering style(s), colors (and color combinations) and overall appearance of the sign. Signs must also meet all other requirements of the Sign Code ordinances.

Signs must be constructed of materials appropriate to the period of construction of the building: this excludes plastic or vinyl lettering, internally lighted signs, etc.

Within these constraints, the commission encourages creativity. Look at old photographs, etc., to see how historic signs were designed and used.

If you have questions, please contact the Planning Dept. (394-4120) or your sign contractor.

**NOTE:** To save money and time, you should begin the review and approval process before final design, construction or installation of your sign(s) begins.

### **REQUIREMENTS: No review will be scheduled without the following:**

- ⊘ Completed Application from Building Inspection Dept.
- ⊘ One or more photographs of building where sign(s) will be installed.
- ⊘ A photograph or scaled drawing of the property or structure with the proposed sign sketched onto it.
- ⊘ Sketch or computer print-out of proposed sign, showing proposed lettering style(s), layout and borders (if any).
- ⊘ Swatches showing colors of background, borders and lettering.

### **SUGGESTIONS:**

- ⊘ Lettering style(s) are limited to those found at the time the building was constructed, even if the building façade has been substantially altered subsequently.
- ⊘ Colors must be those in use at the time the building was constructed; ask the Planning Dept. about obtaining sample swatches.
- ⊘ Colors must be used only in combinations appropriate to the period of construction.
- ⊘ Graphics (if any) must be appropriate to the period of construction.

### **CITY ORDINANCE 15.28.220 HISTORIC SIGN REQUIREMENTS**

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.

Approval for any sign located within a Historic Sign District shall be granted by the Historic Sign Review Committee. This Committee shall consist of the following five persons:

- (1) Downtown Property Owner or Business Owner
- (2) Architect
- (3) Sign Contractor
- (4) Member of Historic Preservation Commission
- (5) Member of Sign Board of Adjustment

Length of Term: Members shall be appointed by the Mayor and approved by the City Council for terms of three (3) years. The Committee shall elect a chairperson from its membership to serve for a term of one (1) year.

In considering sign permits within Historic Districts, the Historic Sign Review Committee shall consider the following: size and position, projection, color, message, texture, materials, illumination, and lettering style for the historic era for which the building or structure was constructed. In order to adequately review these factors, the applicant for a sign permit must, in addition to the requirements of 15.28.050, 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 onto 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.

The Historic Sign Committee may adopt rules in accordance with this ordinance. 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 such fact, and shall keep records of its examina-

tions and other official actions. A majority of the voting members of the Review Committee shall constitute a quorum.

If the Historic Sign Review Committee approves 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, then the applicant shall be notified in writing as to the reasons for denial.