



Historic Preservation Meeting

AGENDA

Tuesday, February 25, 2025

6:00 PM

City Hall

-
- I. **CALL TO ORDER**
 - II. **ROLL CALL**
 - III. **APPROVAL OF AGENDA**
 - IV. **MINUTES OF PREVIOUS MEETING**
 1. January 28, 2025 Minutes
 - V. **OLD BUSINESS**
 - VI. **NEW BUSINESS**
 1. Request for COA - 233 Boulevard - Fence
 2. Commission & Staff Discussion on the Newly Adopted Character Based Code
 - VII. **ADJOURNMENT**

Historic Preservation Commission
Meeting Minutes
Regular Meeting—January 28, 2025—DRAFT

Present: Chairwoman Elizabeth Jones, Jane Camp, Marc Hammes, Laura Powell, Chuck Bradley

Absent: None

Staff: DonnieWright, City Attorney

Visitors: Jessica Murphy and Jimmy Floyd

Meeting called to order at 6:00 p.m.

Chairwoman Jones calls for a motion to approve agenda as submitted,
Motion by Hammes,
Second by Camp,
Motion carried unanimously

Chairwoman Jones asked if there were any changes or corrections to the December 19, 2024 minutes. Chairwoman Jones calls for a motion to approve the minutes as submitted,
Motion by Powell,
Second by Bradley,
Motion carried unanimously

Old Business: None

New Business:

The First Item of New Business: Request for COA – 114 S. Broad St, Oak and Vine, a request for signage on the storefront above the transoms, and front and back of store. Ms. Murphy did state the signs had already been erected. Chairwoman Jones did point out the signs were required to be considered by HPC before going up.

Chairwoman Jones: Any questions from the public? No

Motion to approve as presented,
Motion by Powell,
Second by Hammes,
Motion carried unanimously

Chairwoman Jones calls for a motion to adjourn,
Motion by Camp,
Second by Bradley
Motion carried unanimously

Adjourned at 6:19 p.m.



City of Monroe

215 N. Broad Street
Monroe, GA 30655
(770) 207-4674

HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	3640	DESCRIPTION:	HISTORIC PRESERVATION - FENCE
JOB ADDRESS:	233 BOULEVARD	LOT #:	
PARCEL ID:	M0160081	BLK #:	
SUBDIVISION:		ZONING:	R-1
ISSUED TO:	JAMES JARRELL	CONTRACTOR:	JAMES JARRELL
ADDRESS:	1581 MCCONNELL RD	PHONE:	
CITY, STATE ZIP:	GRAYSON GA 30017	OWNER:	
PHONE:		PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	2/11/2025
VALUATION:	\$ 6,000.00	EXPIRATION:	8/10/2025
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 permits@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
FEE TOTAL		\$ 100.00
PAYMENTS		\$ -100.00
BALANCE		\$ 0.00

NOTES: The Historic Preservation Commission will hear your request for a FENCE at 233 BOULEVARD on February 25, 2025 at 6p.m. in the Council Chambers at City Hall: 215 N Broad St. Monroe, GA 30655

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Mathleen Lewo
(APPROVED BY)

2/12/25
DATE

3640



Certificate of Appropriateness Application

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within the Corridor Design Overlay or the Central Business District are required to obtain a Certificate of Appropriateness (COA) from the Planning Commission for any exterior material change on the property.

Project Address: 233 Boulevard, Monroe Parcel # MO160081

Property listed above is located in (circle) Corridor Design Overlay or Central Business District

Project Type (circle): New Construction, Renovation of Existing Structure, Demolition, Signage, fence

Property Owner: James Jarrell

Address: 1581 McConnell Rd, Grayson, GA 30017

Telephone Number: 770 560 0446 Email Address: jim.jarrell@att.net

Applicant: <u>James Jarrell</u>
Address: <u>1581 McConnell Rd, Grayson, GA 30017</u>
Telephone Number: <u>770-560-0446</u> Email Address: <u>jim.jarrell@att.net</u>

Estimated cost of project: \$6,000

Please submit the following items with your application:

- Photographs of existing condition of the property to show all areas affected
- Plans, sketches, drawings, and diagrams of the project which detail the materials that will be used
- Written description of the project
- Owner authorization statement, if applicant is not the property owner
- Application Fee \$100

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov; Please submit two physical copies.

[Handwritten Signature]
Signature of Applicant

1/14/2025
Date

Jim Jarrell
1581 McConnell Road
Grayson, GA 30017
770-560-0446
jim.jarrell@att.net (email)

01/14/25

Code Department
City of Monroe
lwilson@monroega.gov

I have recently purchased a house at 233 Boulevard in Monroe, Georgia and wish to enclose part of the back yard with a fence. I would like to install something similar to the fence behind the house next door, with a wooden fence facing the street and black vinyl covered chain link in the rear. The fence will offset the property lines to allow for maintenance and decorative landscaping. Included with this application are pictures of the house and yard, the neighbor's fence and typical fence sections of what I would like to install.

Thank you for your consideration,

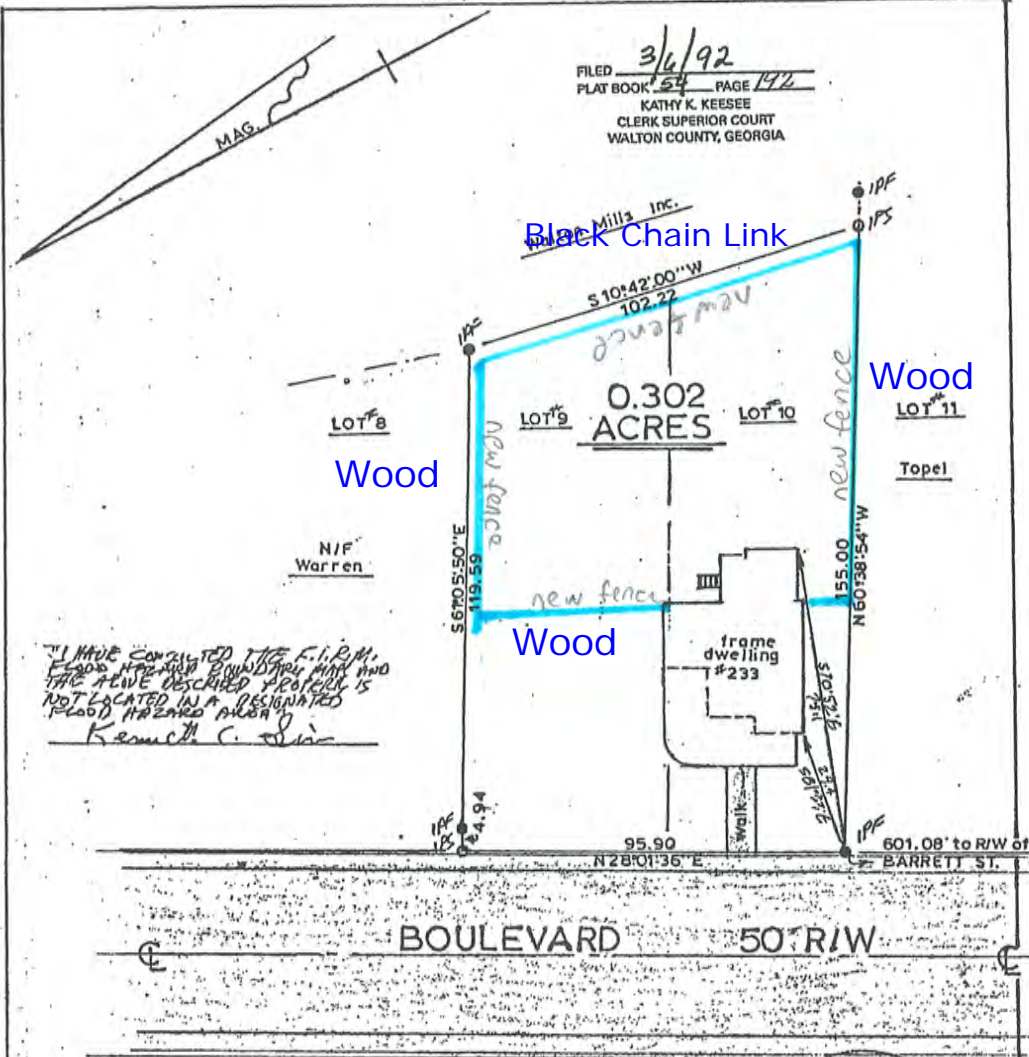
Jim Jarrell

A handwritten signature in black ink, appearing to read "Jim Jarrell", written over a printed name.

Proposed Fence Addition

54-192

FILED 3/6/92
PLAT BOOK 54 PAGE 192
KATHY K. KEESEE
CLERK SUPERIOR COURT
WALTON COUNTY, GEORGIA



I HAVE CONSULTED THE F.I.P.M. FLOOD HAZARD BOUNDARY MAP AND THE ABOVE DESCRIBED PROPERTY IS NOT LOCATED IN A DESIGNATED FLOOD HAZARD AREA.
Kenneth C. Sims

52.6
29.4

SURVEY FOR
LEAH S. & BRUCE M. STANLEY
LOT 9 & LOT 10 - BLK 2 OF MONDLAND PLACE SUB'D,
LOCATED IN LL 37 - 3rd LAND DISTRICT,
MONROE, TOWN, G.M.D. 419,
WALTON COUNTY, GEORGIA
SURVEYED BY:
SIMS SURVEYING CO.
SCALE: 1"=30'



I hereby certify that this is a true and correct representation of the conditions on this property.
Kenneth C. Sims
GEORGIA REGISTERED SURVEYOR No. 1783

MAR. 5, 1992

RECORDED MAR - 6 1992, 19
KATHY K. KEESEE, CLERK



233 Boulevard
Existing Home



Backyard, 233 Boulevard



Side Yard, 233 Boulevard



Backyard

Existing Fence on adjacent property





Existing fence on adjacent property



Existing fence on adjacent property



Typical section of wooden fence with gate



Typical section of wooden fence



Typical section of black chain link fence adjacent to wood fence

A black chain link fence runs across a green grassy field. The fence is made of interlocking diamond-shaped links and is supported by vertical posts. In the background, there is a circular concrete structure, possibly a well or a manhole cover, and a utility pole. The scene is brightly lit, suggesting a sunny day.

Typical black chain link fence



Typical section of 5' black chain link fence with decorative landscaping



**Historic Preservation Commission
City of Monroe, Georgia
COMMISSION & STAFF DISCUSSION
ON THE
NEWLY ADOPTED CHARACTER BASED CODE
February 25, 2025**

BACKGROUND

The City Council adopted a re-write of the Zoning Ordinance on December 10, 2024. Included in the re-write of the Zoning Ordinance, was the adoption of Form Based Codes in the core of the City. The Form Based Code in the Zoning Ordinance is referred to as a Character Based Code (CBC), but is essentially considered the same code by a different name. The Character Based Code has its own unique article within the Zoning Ordinance. The CBC has its own standards separate from the conventional zoned properties that remain throughout the City. The CBC has its own standards for lots, building design, street design, and signs. The areas governed by the CBC are called Character Districts. The Character Districts are illustrated on the CBC Regulating Plan, which was also adopted in the re-write of the Zoning Ordinance.

IMPACTS TO THE HISTORIC PRESERVATION COMMISSION

The existing boundaries of all Monroe’s Historic Districts and Historic Individual Landmarks were heavily considered in the adoption of the CBC Regulating Plan. All of Monroe’s Historic Districts and Historic Individual Landmarks are located on properties that are now regulated as Character Districts. Please refer to the maps on the following pages for an illustration of the historic district properties identified in the newly created Character Districts.

For the properties in the historic districts, the rules for development in the CBC are more in keeping with historical character. The regulations were prepared in keeping with historical development and character of the City. This was a primary reason to include all of the historic districts in the CBC areas. Many of the former dimensional standards in the Zoning Ordinance are no longer applicable and have become less stringent in the CBC, making development more flexible for the properties now in character districts.

One area that is vastly different is the treatment of signage. The Zoning Ordinance handles signage for conventionally zoned properties in a very limited manner, excluding those properties located along the Corridor Overlay District. Under the CBC, there are now many different signs allowed, similar to the underlying intent of the Historic District Sign regulations in Section 1350.2.f of the Zoning Ordinance. The HPC has at their discretion, the ability to approve certain signs that were not allowed under the former conventional sign provisions for conventional zoning districts. With the adoption of the CBC, some aspects have changed making it easier to obtain signage that normally would have been an HPC action only, are now allowed by right in the CBC.

DISCUSSION

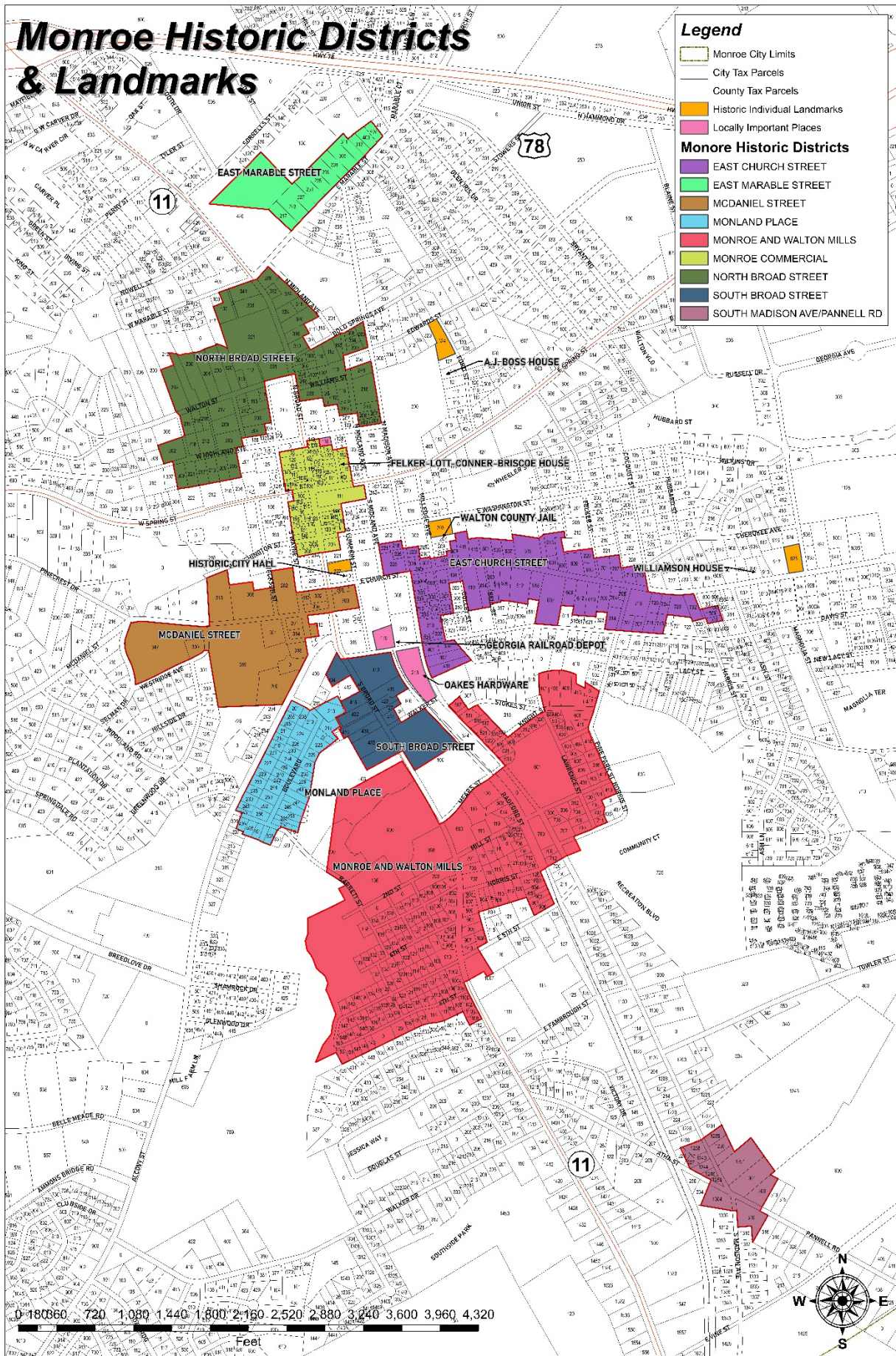
With the adoption of the CBC, staff would like to discuss with the HPC signage and components of material changes in appearances when businesses are replacing signs and when new businesses are installing signs for the first time. Staff is requesting the HPC to provide feedback and direction on moving forward with the new CBC considerations and the existing Historic Sign Regulations, and how signs can, or should be treated moving forward, or if there should be no changes at all.

The following pages include the existing Historic District Sign regulations, the new sign regulations in the Character Based Code, the CBC Regulating Plan, existing Historic Districts Map, an overlay of both CBC and Historic Districts, and some example business recently considered by HPC for signage.

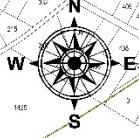
HISTORIC DISTRICTS MAP

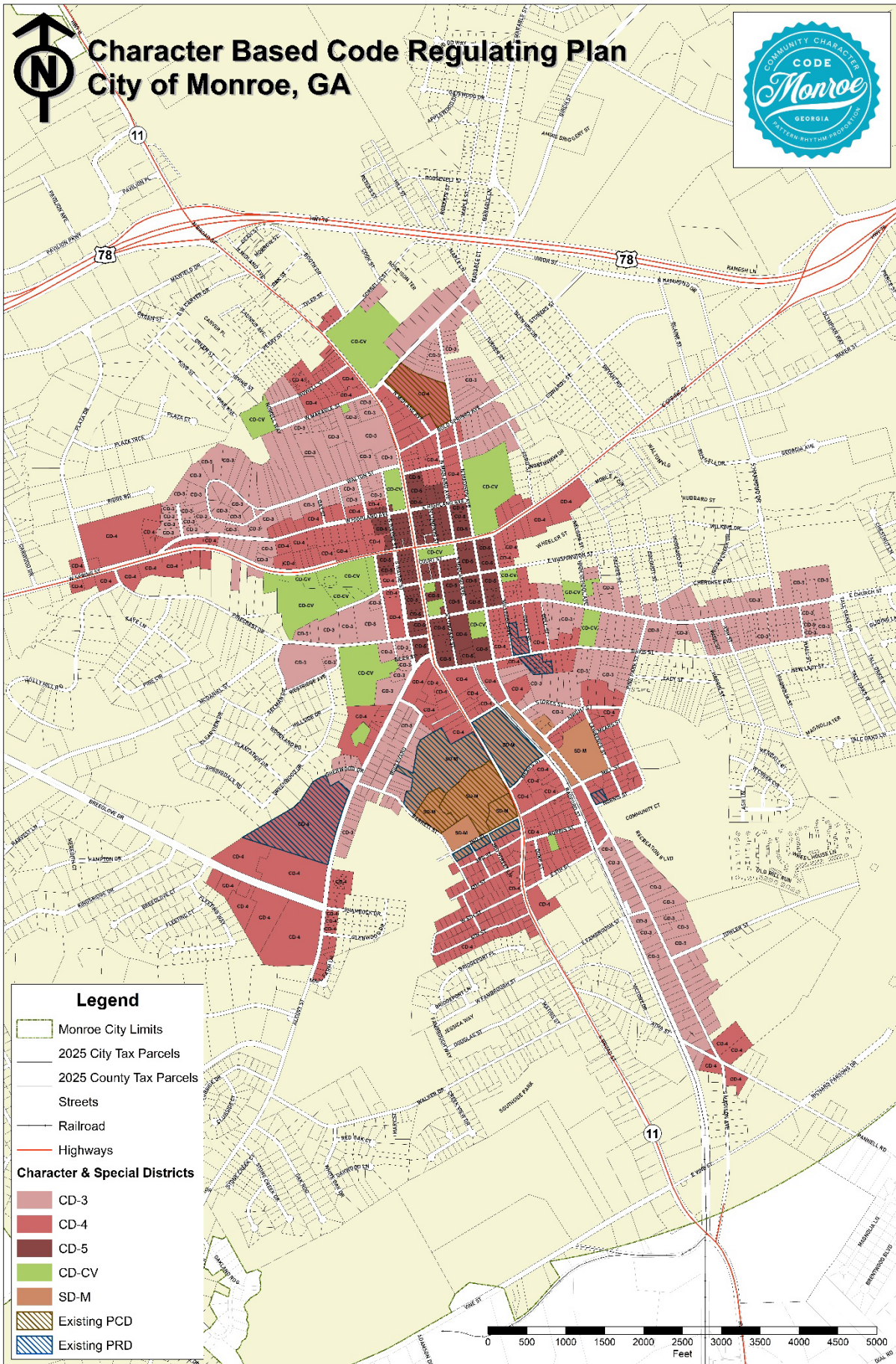
Monroe Historic Districts & Landmarks

- Legend**
- Monroe City Limits
 - City Tax Parcels
 - County Tax Parcels
 - Historic Individual Landmarks
 - Locally Important Places
- Monroe Historic Districts**
- EAST CHURCH STREET
 - EAST MARABLE STREET
 - MCDANIEL STREET
 - MONLAND PLACE
 - MONROE AND WALTON MILLS
 - MONROE COMMERCIAL
 - NORTH BROAD STREET
 - SOUTH BROAD STREET
 - SOUTH MADISON AVE/PANNELL RD

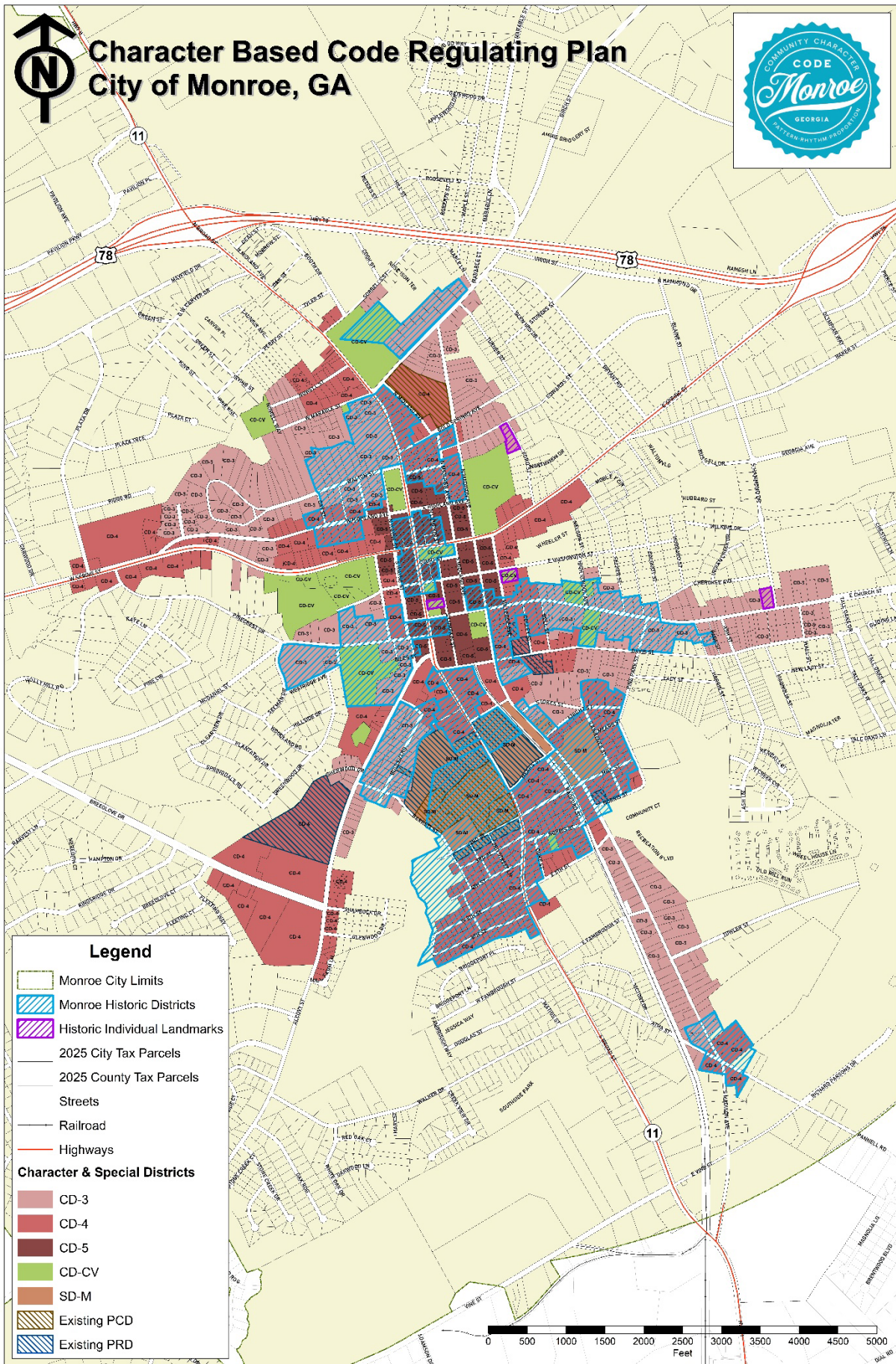


0 180660 720 1080 1440 1800 2160 2520 2880 3240 3600 3960 4320
 Feet





CHARACTER BASED CODE REGULATING PLAN WITH HISTORIC DISTRICTS



HISTORIC SIGN REGULATIONS – SECTION 1350.2.f

(f) Historic District signs.

The purpose of the Historic District Sign Ordinance is to ensure the district's signage is harmonious in proportion, form, color, and materials to the character of the historic district. Visual relatedness is crucial to the goal of an integrated Historic District, and signs play a key role in helping to preserve the historical district's sense of time and place, and achieve the desired effect of charm and compatibility. The ordinance allows businesses to maintain their individual identities, and also become identified with the downtown historic district as a whole.

(1) Applicability.

This section shall apply only to those building structures and uses within the geographical boundaries of the Historic Preservation Overlay District (“Historic District”), as established and defined in this Ordinance.

(2) Compatibility.

As to signs, buildings, structures, and uses within the Historic District, when a provision of this section conflicts with any section in the balance of this Article, the provision of this section shall control. Otherwise, to the extent reasonably possible, the provisions of this section shall be interpreted consistent with the provisions of the balance of this Ordinance.

(3) Signage standards.

a. General.

Signage shall complement the architectural details of the building, and shall not violate or otherwise obscure the architecture of the building to which it is attached. Signs, lettering, or boxed graphics shall not cut across columns, cornices, windowsills, arches or balconies, nor extend above the roofline of any building to which it is attached.

b. Lettering, size, and construction.

Letters can be painted or mounted directly on a signboard, storefront, wall or window, if in proportion to the storefront. Lots in the Historic District are allowed the same amount of signage as lots outside of the Historic District or greater if the form and scale of the historic character of the building or project so suggests. Inside the Historic District businesses may also utilize canopy signs, swinging or projecting signs, menu signs and sandwich signs. Acceptable lettering materials include wood, stone, synthetic stone, metal, vinyl, dimensional plastic, acrylic, or high-density polystyrene foam. The overall design of all signage shall be compatible with the Historic District’s overall character.

c. Materials.

Signs may be constructed of concrete, brick, wood, stone, metal, glass, or synthetic materials that have the same appearance of the aforementioned natural materials due to their finish. All materials shall be compatible with the building’s architecture, and should be colorfast and resistant to corrosion. Signs shall be professionally finished in accordance with the material selected, whether by sanding, painting,

staining and/or sealing, with the edges of the sign framed out and/or sealed.

d. Lighting.

All signs in the historic district, whether ground signs or wall signs, shall only be illuminated by an external light source, and through craftsmanship and materials, shall reflect the Historic District design aesthetics. Internal illumination is strictly prohibited.

e. Colors.

Signs, and all lettering, symbols, and embellishments contained therein, shall be furnished in colors either contained in or consistent with the Typeset & Color Guide for Downtown Signage as developed by the Code Enforcement Officer or from any commercially available historic color palette, if the same is unavailable.

f. Awnings and canopies.

Decorative awnings or canopies over doors or windows are permitted in the Historic District area, and shall not be calculated as part of total signage area. Professionally applied lettering or symbols may be incorporated into the awning or canopy valance/drop flap, but are restricted to 20 percent of the awning field. Awnings or canopies shall clear sidewalks by seven feet in height, and project no more than six feet from the building. Canvas or synthetic look-alike canvas, is the only material permitted for decorative awnings and canopies. Metal may be approved for functional awnings or canopies if the overall design is consistent with Historic District overall character. Awnings or canopies may not be backlit.

g. Swinging or projecting signs.

Swinging or projecting signs are permitted in the historic area, and shall clear sidewalks by seven feet in height, and project no more than 54 inches from the building. Swinging or projecting signs should project from the wall at a 90-degree angle. Swinging or projecting signs over driveways, alleys, or parking areas is prohibited. Swinging or projecting signs shall be limited to a maximum size of eight (8) square feet, and if double-sided, shall be calculated as only one sign. One swinging or projecting sign per business street frontage is permitted, and shall be calculated as part of the total signage area allowed under this Article. Attractive hardware for hanging is encouraged.

h. Sandwich board signs (a/k/a A-frame signs).

Movable sandwich signs, or A-frame signs, may be used in the historic district one per building or tenant unit. A sandwich board sign shall have a maximum height of four feet, and a maximum area of eight square feet on one side, and through design, paint, lettering, and materials, shall conform to Historic District aesthetic standards. Sandwich board signs shall not be placed off-site or displayed in such a way as to block or hinder pedestrian traffic. Sandwich board signs may be placed upon public sidewalks, but must leave a minimum of six feet width of sidewalks clear

of obstructions for pedestrian traffic. Each building or unit at its main public entrance, used exclusively by said building or unit shall be permitted one additional sandwich board sign. The sandwich board sign must be placed only on the sidewalk in front of said building or unit or in the front yard of the building or unit. Such signs must be placed in front of the building or unit within 20 feet of the main public entrance of said building or unit. Sandwich board signs shall not be included within the overall amount of signage allowed.

- i. Display box.
A sign located with ten feet of the main public entrance used exclusively by the relevant building or tenant unit as part of the total signage allowed. A display box shall have a clear face to protect the sign from the weather and be constructed to coordinate with the building design.
- j. Window signs.
Interior window signs, bearing lettered, numbered, or pictorial matter, shall not exceed 30 percent of the total window area exposed to public view. Window signs shall not be included within the overall amount of signage allowed and shall not be internally illuminated.
- k. Special temporary signs.
Special temporary signs will be permitted in the Historic District and are encouraged to conform to Historic District aesthetic standards.
- l. Air and gas filled devices.
 - i. Deflated or unsightly displays shall be removed immediately.
 - ii. Balloons must be no larger than 12" in length or diameter.
 - iii. Maximum number of balloons per tenant unit = 3.
 - iv. Maximum length of tether = 24".
 - v. Non-metallic balloons only.
 - vi. All displays shall conform to the Historic District sign ordinance aesthetic standards.
- m. Ground signs.
Ground signs may hang or suspend from a horizontal support that is affixed to the ground by vertical post.

SECTION 730

SIGN STANDARDS

SECTION 730.1

GENERAL.

Signs must comply with the requirements of this Section 730.






SECTION 730.2

SPECIFIC TO DISTRICT SIGNS.

Within each District, the allowed types and numbers of Signs shall be as provided in **Table 730.2-1 (Sign Types – Summary)**, **Table 730.2-2 (Sign Types – Specific Standards)**, and this Section 730.2. Each Sign type shall be subject to the applicable standards and requirements of **Table 730.2-1 (Sign Types – Summary)** and **Table 730.2-2 (Sign Types – Specific Standards)**.

SECTION 730: SIGN STANDARDS

TABLE 730.2-1 SIGN TYPES – SUMMARY






Specific Sign Type	Illustration	Districts
<p>Address Sign A Sign that consists of a numeric reference to a Structure, mounted on the Building.</p>		<p>CD-3 CD-4 CD-5 SD-M CD-CV</p>
<p>Awning Sign An awning that contains lettering painted, screen printed, or applique'd on the awning valance.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Band Sign A Sign that is flat against the Facade and placed directly above the main entrance and often run horizontally along the entablature of traditional Buildings. Band Signs are typically intended to be seen from a distance and are often accompanied by additional pedestrian-scaled signage.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Blade Sign A Sign mounted on the first floor of a Building perpendicular to a Building Facade Wall, typically hung from decorative cast or wrought iron bracket in a manner that permits it to swing slightly. These Signs are small, pedestrian-scaled, and easily read from both sides.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Directory Sign A Sign that displays the tenant names and locations for a Building containing multiple tenants.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>

Illustrations are provided for illustrative purposes only.

SECTION 730

SECTION 730: SIGN STANDARDS






TABLE 730.2-1 SIGN TYPES – SUMMARY

Specific Sign Type	Illustration	Districts
<p>Large Projecting Sign A Sign attached above the first floor of a multi-floor Building and projecting from a Building Facade at a 90-degree angle, or if oriented to a Block corner, a 45 degree angle.</p>		<p>CD-5 CD-CV</p>
<p>Marquee Sign A Sign that is located either along the Facade where it projects perpendicular to the Facade or at the corner of a Building where it projects at a 45 degree angle. These Signs often extend beyond the parapet of the Building, but may also terminate below the cornice or eave. Marquee Signs may have neon lettering used in conjunction with painted colored or changeable lettering.</p>		<p>CD-5 CD-CV</p>
<p>Monument Sign A Sign that is erected on a solid base directly on the ground, and that is itself constructed of a solid material.</p>		<p>CD-4 SD-M CD-CV</p>
<p>Outdoor Display Case A Sign consisting of a lockable metal- or wood-framed cabinet with a hinged transparent door inside of which information may be viewed and accessed for maintenance and updating.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Plaque Sign A Sign that identifies a Building or its builder, or on professional office Buildings, which might name the firm or partners in a firm. May also be referred to as an Architectural Sign.</p>		<p>CD-3 CD-4 CD-5 SD-M CD-CV</p>

Illustrations are provided for illustrative purposes only.

SECTION 730: SIGN STANDARDS

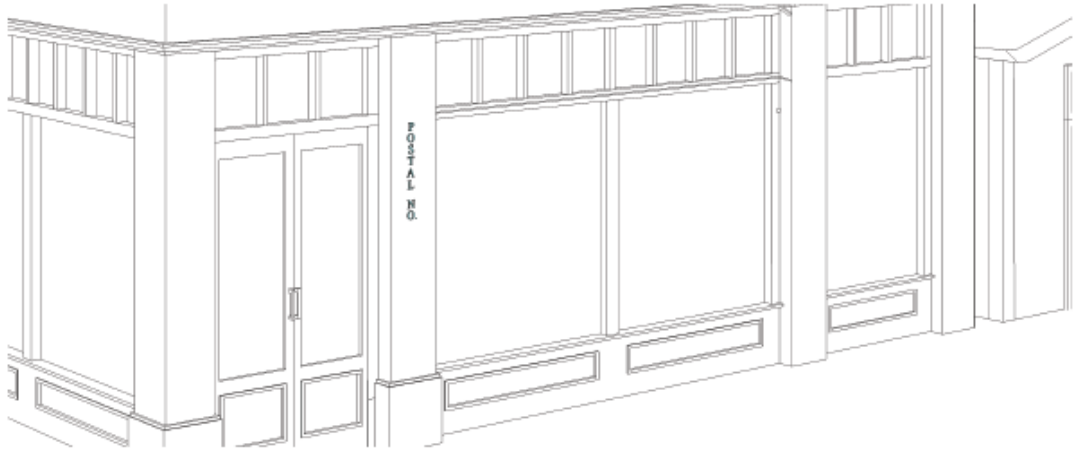
TABLE 730.2-1 SIGN TYPES – SUMMARY

Specific Sign Type	Illustration	Districts
<p>Porch Sign Signs that are mounted on a Porch. Signs must be parallel to the Building Facade.</p>		<p>CD-4 SD-M CD-CV</p>
<p>Post Sign A Sign that is mounted on one or two posts in the Front Yard.</p>		<p>CD-4 SD-M CD-CV</p>
<p>Sidewalk Sign A free-standing, double-sided Sign with lettering painted or applied to the surface, placed at the entrance to a Building in a primarily pedestrian environment. Sidewalk Signs provide secondary signage.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Wall Sign A Sign that is flat against the Facade of a Secondary Frontage. These Signs are typically painted directly on the Building and contain a combination of text and graphic elements. They are intended to be visible from a greater distance and shall be accompanied by additional signage on the Facade at the Principal Frontage.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Window Sign A Sign that is professionally painted, consisting of individual letters and designs, applied directly on the window or hanging inside or outside a window.</p>		<p>CD-4 CD-5 SD-M CD-CV</p>
<p>Illustrations are provided for illustrative purposes only.</p>		

SECTION 730

SECTION 730: SIGN STANDARDS

ADDRESS TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

- CD-3
- CD-4
- CD-5
- SD-M
- CD-CV

General Description

A Sign that consists of a numeric reference to a Structure, mounted on the Building.

Dimensions

Quantity (max)	1 per address
Area	Max. 2 sq. ft.
Depth / Projection	Max. 3 in.
Clearance	Min. 4.5 ft.
Letter Height	Min. 4 in., max. 6 in.

SECTION 730: SIGN STANDARDS

AWNING SIGN **TABLE 730.2-2 SIGN TYPES SPECIFIC STANDARDS**



Permitted Districts

CD-4 CD-5 SD-M CD-CV

General Description

An awning that contains lettering painted, screen printed, or appliqueed on the awning valance.

Dimensions

Quantity (max)	1 per window
Width / Height	Max. width = width of Facade Max. height = NA Letters, numbers, and graphics covering no more than 70% of the valance area
Depth / Projection	Min. 8 ft. fully extended, back of Curb, whichever is less
Clearance	Min. 8 ft.
Letter Height	Min. 5 in., max. 10 in.
Valance Height	Max. 12 in.

Additional Standards

In addition to all other applicable standards, each Awning Sign allowed under this Section:

- a. shall be only on an awning that:
 - i. does not conceal an architectural feature;
 - ii. has no side panels or soffit;
 - iii. is rectangular in elevation and triangular in cross-section with straight edges and is not quarter-round or domed; and
 - iv. has a metal structure covered in opaque authentic or synthetic canvas or painted metal; and
- b. shall be limited to the valance of the awning.

SECTION 730

SECTION 730: SIGN STANDARDS

BAND SIGN **TABLE 730.2-2 SIGN TYPES SPECIFIC STANDARDS**



Permitted Districts

- CD-4
- CD-5
- SD-M
- CD-CV

General Description

A Sign that is flat against the Facade and placed directly above the main entrance and often run horizontally along the entablature of traditional Buildings. Band Signs are typically intended to be seen from a distance and are often accompanied by additional pedestrian-scaled signage.

Dimensions

Quantity (max)	1 per first floor Business Frontage
Area	1.5 sq. ft. per linear ft. of Facade
Width / Height	Max. 100% width of business Facade / max. 3 ft.
Depth / Projection	Max. 7 in.
Clearance	Min. 7 ft.

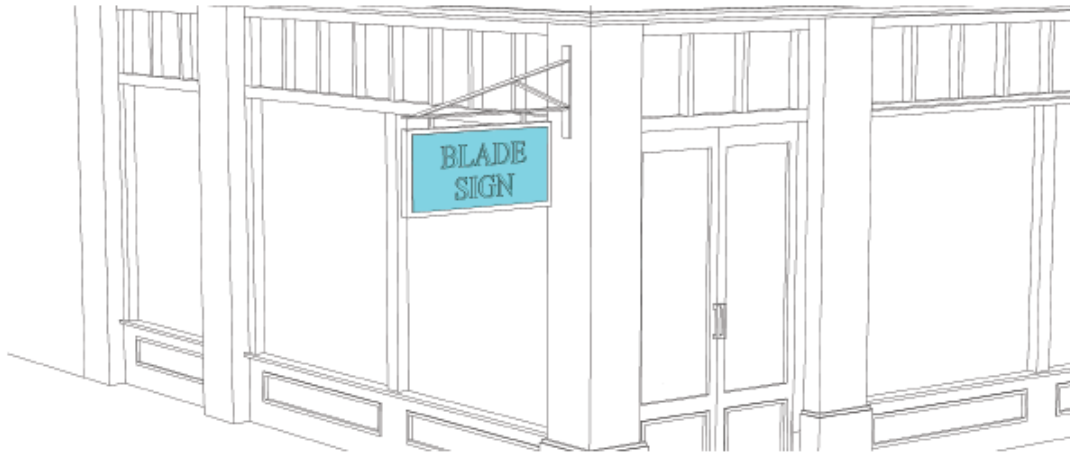
Additional Standards

In addition to all other applicable standards, each Band Sign allowed under this Section:

- a. shall be applied to the first Story Facade and not project vertically above the roof line;
- b. shall have letters individually attached to the wall, on a separate background panel affixed to the wall, or printed or etched on the same surface as the background; and
- c. shall not obscure any architectural element of the Building and shall be in vertical alignment with the center of an architectural element such as a storefront window or entrance, or centered over the bay or overall space occupied by the business.

SECTION 730: SIGN STANDARDS

BLADE SIGN **TABLE 730.2-2 SIGN TYPES SPECIFIC STANDARDS**



Permitted Districts

CD-4 CD-5 SD-M CD-CV

General Description

A Sign mounted on the first floor of a Building perpendicular to a Building Facade Wall, typically hung from decorative cast or wrought iron bracket in a manner that permits it to swing slightly. These Signs are small, pedestrian-scaled, and easily read from both sides.

Dimensions

Quantity (max)	1 per business, no closer than 18 ft. from another Blade Sign
Area	8 sq. ft.
Width / Height	Max. 2 ft. / Max. 4 ft.
Depth / Projection	Max. 4 ft.
Clearance	Min. 8 ft. clear above the Sidewalk
Letter Height	Max. 8 in.

Additional Standards

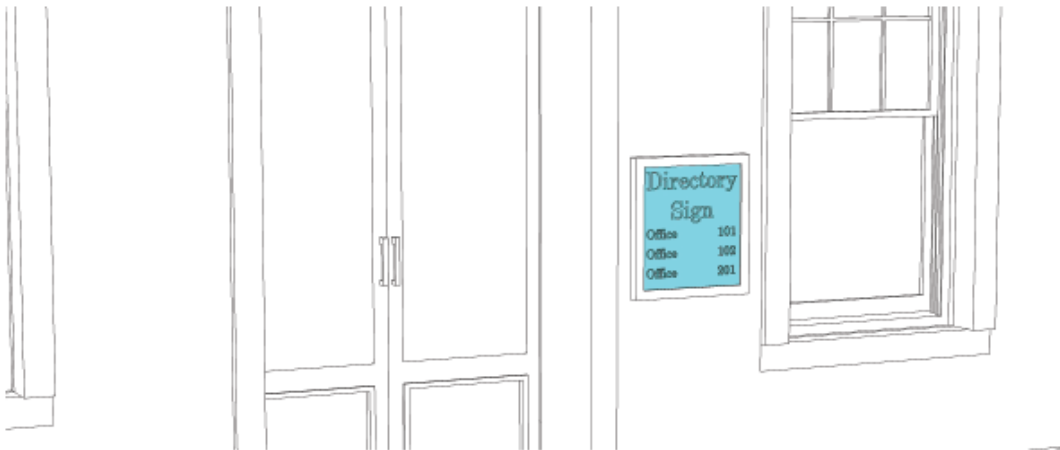
In addition to all other applicable standards, each Blade Sign allowed under this Section:

- a. shall be located lower than sills of a second Story window;
- b. shall be permanently installed perpendicular to the Facade; and
- c. all exposed edges of the Sign shall be finished.

SECTION 730

SECTION 730: SIGN STANDARDS

DIRECTORY SIGN TABLE 730.2-2 SIGN TYPES SPECIFIC STANDARDS



Permitted Districts

CD-4 **CD-5** **SD-M** **CD-CV**

General Description

A Sign that displays the tenant names and locations for a Building containing multiple tenants.

Dimensions

Quantity (max)	1 per ground floor entrance to upper floor business(es)
Area	6 sq. ft. max.
Width / Height of Sign Panel	2 ft. max. width / 3 ft. max. height

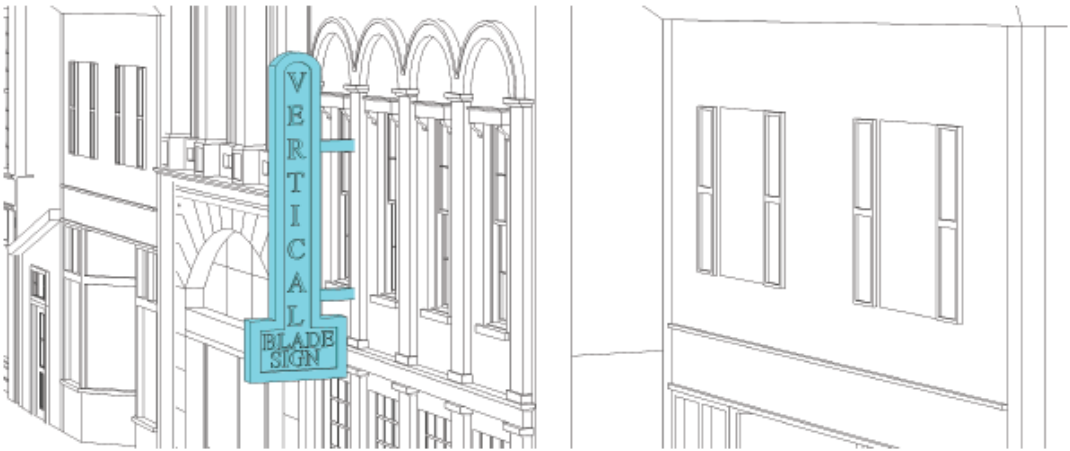
Additional Standards

In addition to all other applicable standards, each Directory Sign allowed under this Section:

- a. shall be attached to and parallel with the first floor Facade; and
- b. shall not be attached to or placed within shopfront windows.

SECTION 730: SIGN STANDARDS

LARGE PROJECTING SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-5 CD-CV

General Description
 A Sign attached above the first floor of a multi-floor Building and projecting from a Building Facade at a 90-degree angle, or if oriented to a Block corner, a 45 degree angle.

Dimensions

Quantity (max)	1 per Building
Height (max)	Max. width = width of Facade Max. height = NA Letters, numbers, and graphics covering no more than 70% of the valance area
Area (max)	Min. 8 ft. fully extended, back of Curb, whichever is less
Clearance	Min. 8 ft.
Letter Height	Min. 5 in., max. 10 in.
Depth (max)	Max. 12 in.
Projection (max)	7 ft. over Sidewalk, but may not project past back of Curb

Additional Standards
 In addition to all other applicable standards, each Large Projecting Sign allowed under this Section:

- a. shall be made of metal or other material more than one-half (1/2) inch in thickness;
- b. shall be permanently installed to the Facade; and
- c. shall not be internally lighted or backlit except behind cut-out letters and otherwise shall be lighted with neon tubing or other external means.

SECTION 730

SECTION 730: SIGN STANDARDS

MARQUEE SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-5 **CD-CV**

General Description

A Sign that is located either along the Facade where it projects perpendicular to the Facade or at the corner of a Building where it projects at a 45 degree angle. These Signs often extend beyond the parapet of the Building, but may also terminate below the cornice or eave. Marquee Signs may have neon lettering used in conjunction with painted colored or changeable lettering.

Dimensions

Quantity (max)	1 per Principal Frontage
Width / Height	Centered on and no more than 4 ft. wider than Principal Entrance bay
Depth / Projection	Min. 4 ft., max. 10 ft. over Sidewalk
Clearance	Min. 10 ft. from Sidewalk
Letter Height	Removable letter height max 6 in., permanent letter height max. 36 in.
Distance from Curb	Min. 3 ft.

Additional Standards

In addition to all other applicable standards, each Marquee Sign allowed under this Section:

- a. shall not be internally lighted or backlit except behind the panels from which changeable letters are hung and shall otherwise be lighted with neon tubing or other external means;
- b. shall be located only above the Principal Entrance of a Building and attached parallel to the Facade, or if such Building is located on a corner, then such Sign may be located at and attached perpendicular to the corner of the Building;
- c. shall not have any supports more than eight (8) feet deep and all anchors, bolts, and supporting rods must be concealed within its interior; and
- d. together with all anchors, bolts, supporting rods and braces, shall be constructed of high quality non-combustible or non-corrodable components and materials and shall be designed by a structural engineer and be subject to approval by the Building Inspector.

SECTION 730: SIGN STANDARDS

MONUMENT SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-4 SD-M CD-CV

General Description

A Sign that is erected on a solid base directly on the ground, and that is itself constructed of a solid material.

Dimensions

Quantity (max)	1 per Frontage
Area (max)	18 sq. ft.
Height (max)	6 ft.
Letter Height	Max. 12 in.

Additional Standards

In addition to all of the applicable standards, each Monument Sign allowed under this Section:

- a. shall be located within the First Layer;
- b. shall incorporate a supporting base that is at least seventy-five (75) percent of the width of the Sign face at its widest point;
- c. shall have a supporting base constructed of brick, stone, masonry or scored concrete; and
- d. shall not be allowed if there is a Post Sign on the Lot.

SECTION 730

SECTION 730: SIGN STANDARDS

OUTDOOR DISPLAY CASE TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-4 CD-5 SD-M CD-CV

General Description

A Sign consisting of a lockable metal- or wood-framed cabinet with a hinged transparent door inside of which information may be viewed and accessed for maintenance and updating.

Dimensions

Quantity (max)	1 per Principal Frontage
Area	Max. 8 sq. ft., except in the case of theaters, which may not exceed 20 sq. ft.
Depth / Projection	Max. 5 in.
Clearance	Min. 30 in.
Letter Height	Not Regulated

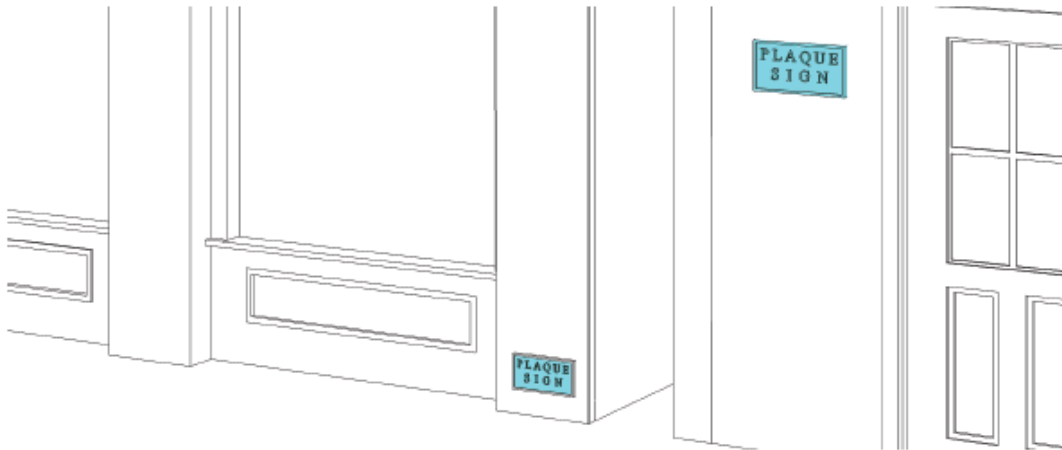
Additional Standards

In addition to all other applicable standards, each Outdoor Display Case allowed under this Section:

- a. shall be permanently attached to and parallel with the first floor Facade;
- b. may be externally illuminated or lighted by a recessed light source within the cabinet; and
- c. shall not be attached to or be placed within shopfront windows.

SECTION 730: SIGN STANDARDS

PLAQUE SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

- CD-3
- CD-4
- CD-5
- SD-M
- CD-CV

General Description
 A Sign that identifies a Building or its builder, or on professional office Buildings, which might name the firm or partners in a firm. May also be referred to as an Architectural Sign.

Dimensions	
Quantity (max)	1 per Principal Frontage
Area	Max. 2 sq. ft.
Width / Height	Max. 18 in. / Max. 2 ft.
Depth / Projection	Max. 3 in.
Mounting Height max	7 ft.

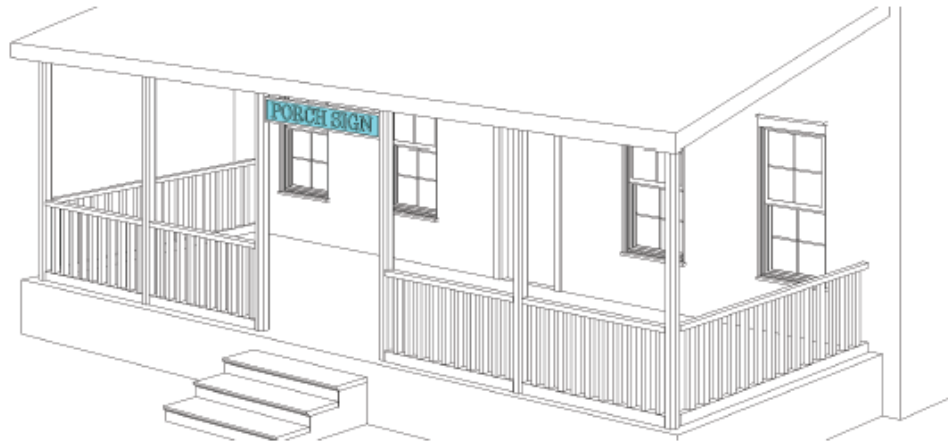
Additional Standards
 In addition to all other applicable standards, each Plaque Sign allowed under this Section shall consist of either a panel or individual letters inset or applied flush with a Building wall within ten (10) feet of an entrance to the Building.

No more than one (1) Plaque Sign may be used for a Home Occupation in CD-3.

SECTION 730

SECTION 730: SIGN STANDARDS

PORCH SIGN TABLE 730.2-2 SIGN TYPES SPECIFIC STANDARDS



Permitted Districts

CD-4 | **SD-M** | **CD-CV**

General Description
 Signs that are mounted on a Porch. Signs must be placed parallel to the Building Facade.

Dimensions	
Quantity (max)	1 per address (2 for corner Building)
Area	Max. 6 sq. ft.
Width / Height	Max. 100% width of entrance / Max. 2 ft.
Depth / Projection	Not Applicable
Clearance	Min. 7 ft.
Letter Height	Max. 8 in.

Additional Standards
 In addition to all other applicable standards, each Porch Sign allowed under this Section:

- a. shall be hung above the entrance to the Porch or elsewhere on the architrave (beam at top of columns); and
- b. shall be permanently installed parallel to the Facade of the Building.

SECTION 730: SIGN STANDARDS

POST SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-4 | SD-M | CD-CV

General Description
A Sign that is mounted on one or two posts in the First Layer.

Dimensions	
Quantity (max)	1 per Building
Area	12 sq. ft.
Width / Height of Sign panel	Max. 48 in. / Max. 40 in.
Apex	4 ft.
Letter Height	Max 10 in.

Additional Standards

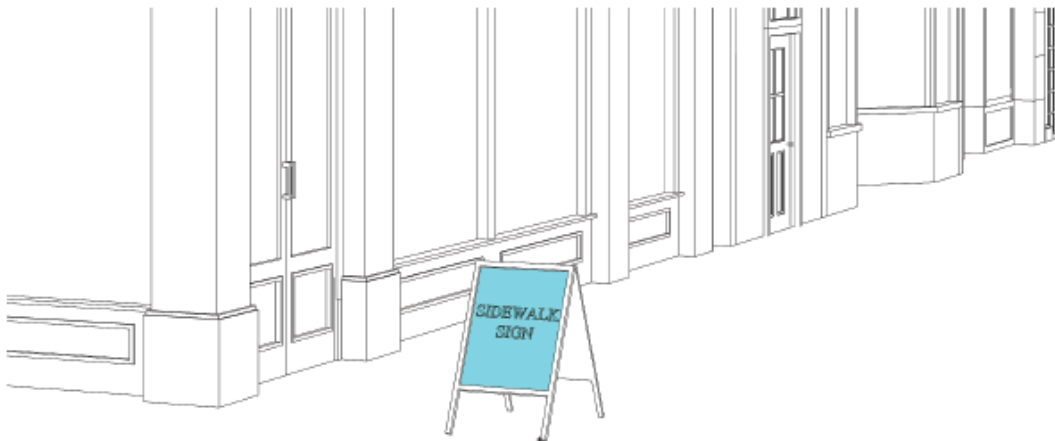
In addition to all other applicable standards, each Post Sign allowed under this Section:

- a. may be mounted on one (1) or two (2) posts;
- b. shall be set perpendicular to the Building Facade; and
- c. shall not be allowed if there is a Monument Sign on the Lot.

SECTION 730

SECTION 730: SIGN STANDARDS

SIDEWALK SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-4 **CD-5** **SD-M** **CD-CV**

General Description

A free-standing, double-sided Sign with lettering painted or applied to the surface, placed at the entrance to a Building in a primarily pedestrian environment.

Dimensions

Quantity	1 per business
Area	Max. 10 sq. ft.
Width / Height	Max. 30 in. / Max. 48 in.

Additional Standards

In addition to all other applicable standards, each Sidewalk Sign allowed under this Section:

- a. shall be located directly in front of the space occupied by the sign permit holder;
- b. shall not be placed so as to cause the width of the sidewalk to be reduced below five (5) feet in width, nor shall they be erected or maintained in a manner

Additional Standards (continued)

- that prevents free ingress and egress from any door, window, or fire escape;
- c. shall be marked with the approved permit or permit number. Sidewalk Signs without permits shall be disposed of at owner's expense;
- d. shall not be illuminated or have any moving parts;
- e. shall only be displayed between 9:00 a.m. and 11:00 p.m. and shall be removed from public Rights-of-Way in the event of snow accumulation until such time that accumulation is removed;
- f. shall not be made of paper or cardboard; and
- e. may be removed by the City from the Right-of-Way for municipal purposes.

SECTION 730: SIGN STANDARDS

WALL SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

- CD-4
- CD-5
- SD-M
- CD-CV

General Description

A Sign that is flat against the Facade of a Secondary Frontage. These Signs are typically painted directly on the Building and contain a combination of text and graphic elements. They are intended to be visible from a greater distance and shall be accompanied by additional signage on the Facade at the Principal Frontage.

Dimensions

Quantity (max)	1 per business
Area	Max. 32 sq. ft.
Depth / Projection	3 in.
Clearance	4 ft.

Additional Standards

In addition to all other applicable standards, each Wall Sign allowed under this Section:

- a. shall not project vertically above the roof line;
- b. shall include only letters, background, lighting, and an optional logo, with such information shall consist only of the name and/or logo of the businesses located in such Building;
- c. shall have letters individually attached to the wall, on a separate background panel affixed to the wall, or painted, printed or etched on the same surface as the background; and
- d. shall not obscure any architectural element and be in vertical alignment with the center of an architectural element such as a storefront window or entrance, or centered over the bay or overall space occupied by the businesses.

SECTION 730

SECTION 730: SIGN STANDARDS

WINDOW SIGN TABLE 730.2-2 SIGN TYPES
SPECIFIC STANDARDS



Permitted Districts

CD-4 CD-5 SD-M CD-CV

General Description

A Sign applied directly on the inside of a window or hanging inside a window.

Dimensions

Quantity	2 per business
Area	Max. 33% of glass onto which it is applied; if hanging inside, max. 12 in. from inside of window.

Additional Standards

In addition to all other applicable standards, each Window Sign allowed under this Section:

- a. shall be of one of the following types:
 - i. Letters painted or applied directly on the window;
 - ii. Hanging sign that hangs parallel to the window;
 - iii. Neon sign; and
 - iv. Door sign applied to or hanging inside the glass portion of an entrance doorway.
- b. shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays; and
- c. may list services and/or products sold on the premises, or provide phone numbers, operating hours or other messages, provided that the total aggregate area of these messages shall not exceed the area dimensional limit provided herein.

SIGNS-EXISTING BUSINESS

