

# PROJECT INFORMATION FORM CHECKLIST

City of Aurora, Oregon  
**HISTORIC REVIEW BOARD**  
Application for Certificate of Appropriateness

\_\_\_\_\_ City of Aurora Planning Application and/or Sign Application

\_\_\_\_\_ Certificate of Appropriateness Application (Including applicable site plan, drawings, samples, etc).

1. Site plan, not less than 8" x 10" drawn to scale showing location and dimensions of proposed project (s).
2. Drawings, conceptual sketches, elevations may be required depending on project.
3. Samples of paint colors, mfg #; manufacturer's photos of building materials, etc.
4. Signs: a scale drawing of the proposed sign showing the following:
  - Dimensions of signs
  - Samples of lettering font for each size of letter
  - Sample of text

\_\_\_\_\_ All sign applications submitted must conform to the city sign ordinance requirements prior to application to the historic Review Board.

Date Approved: \_\_\_\_\_

\_\_\_\_\_ Fee Paid: (To City Planning Department)  
\_\_\_\_\_ Fee(s) for Certificate of Appropriateness Application \_\_\_\_\_

Information to be submitted by \_\_\_\_\_. The next Historic Review Board meeting is scheduled on Tuesday, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at 7:00 P.M. in the Council Chambers.

To expedite the processing of the application, the Historic Review Board requests the applicants to be present at the meeting. Questions by board members not addressed on the application may result in the decision being held over until the next meeting.

**In order that the Historic Review Board has the opportunity to study your proposal and view the property, please have your complete application submitted by the due date above.  
Thank you!**

## HRB City of Aurora Fee Schedule

Resolution 294 establishes policy by which Staff will collect fees and refer applicants to HRB for review. Items that are not included in this list may be added by staff and appropriate fee collected.

<u>Work to be Done</u>	<u>Meet with HRB</u>	<u>Fee</u>
Paint Building same color	No	N/A
Paint Building different color	Yes	\$10.00
Repair fence (same size & style)	No	N/A
New/Repair fence (new style)	Yes	\$10.00
Move fence (same size & style)	Yes	\$10.00
Repair Exterior (no change)	No	N/A
Repair Exterior (with change)	Yes	\$10.00
Re roof (same style & color)	No	N/A
Re roof (new style & color)	Yes	\$10.00
Landscaping-small flowers/shrubs	No	N/A
Landscaping-large shrubs/trees	Yes	\$10.00
Decks, Patios, Patio Covers & /Awnings	Yes	\$10.00
Driveways, Pathways, Sidewalks, Parking	Yes	\$10.00
Major Remodel, Relocating Historic Structures (>\$2,000)	Yes	\$30.00
Minor Remodel (<\$2,000)	Yes	\$20.00
New Residential Construction	Yes	\$50.00
New Commercial/Industrial Construction	Yes	\$100.00
Barn/Shop Construction	Yes	\$50.00
Exterior Security	Yes	\$10.00
Sign Repair (no change)	No	N/A
Sign (new or changed)	Yes	\$25.00
Tents, Canopies and Structured Booths	No	\$10.00
Yard Art	Yes	\$10.00
Special Session of HRB	Yes	\$50.00

For all administrative decisions Staff shall forward all pertinent data and samples to the next meeting of HRB for informational purposes.

Staff and HRB will review this policy semi-annually and make adjustments as required.

**City of Aurora**  
**HISTORIC REVIEW BOARD**  
**Application for Certificate of Appropriateness**

**SIGN APPLICATION**

**IMPORTANT:** In order for your application to proceed in a timely basis, this form and the required attachments **MUST** be completed in full. If your application is incomplete, no decision will be made and your request will be delayed. Please turn in the complete application at least **ONE WEEK** prior to the meeting (4<sup>th</sup> Tuesday of each month) so that board members can become familiar with your property and project. It is helpful, but not required, if you can attend the meeting.

*You will need to refer to the City of Aurora Municipal Code for Signs in the Historic District which can be obtained at City Hall.*

Name \_\_\_\_\_ Date \_\_\_\_\_  
Business Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**Number of signs requested** \_\_\_\_\_

**Colors** (please bring samples)

Background \_\_\_\_\_ mfg/number \_\_\_\_\_  
Trim \_\_\_\_\_ mfg/number \_\_\_\_\_  
Lettering \_\_\_\_\_ mfg/number \_\_\_\_\_  
Other Design Elements \_\_\_\_\_

**Type signs:**

**Freestanding sign(s)**

Location \_\_\_\_\_  
Size (dimension) \_\_\_\_\_  
Height from ground to top of sign \_\_\_\_\_  
Material of signs \_\_\_\_\_  
Material of supporting structure \_\_\_\_\_  
Font/size \_\_\_\_\_

**Wall sign(s)**

Location \_\_\_\_\_  
Size (dimension) \_\_\_\_\_  
Total wall area (façade) upon which the sign will be mounted (sq.ft) \_\_\_\_\_  
Total sign area (sq.ft) \_\_\_\_\_  
Material of sign \_\_\_\_\_  
Font/size \_\_\_\_\_

**A-Frame sign(s)**

Number of signs (see sign code) \_\_\_\_\_

Location(s) \_\_\_\_\_

Size (dimension) \_\_\_\_\_

Material \_\_\_\_\_

Font/size \_\_\_\_\_

**Other type of sign** \_\_\_\_\_

Location \_\_\_\_\_

Size (dimension) \_\_\_\_\_

Material \_\_\_\_\_

Font/size \_\_\_\_\_

Do your sign(s) requiring lighting?

Yes       No

Proposed lighting \_\_\_\_\_

**Attach the following in order for your application to be accepted:**

- 1. Site plan drawn to scale with project location shown.**
- 2. Elevations, including dimensions.**
- 3. Photograph of property is helpful but not required.**

I have completed the application in full and included the above attachments. I understand that any changes or deviations from the presented materials proposed in this application must be submitted and re-examined by the Historic Review Board for final approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## City of Aurora Design Review ~ Guidelines for Historic Properties

Avante Garde Book  
Hills Manual of Business Forms and Guide  
Classica-Roman  
Hills Manual of Business Forms  
Courier  
Hills Manual of Business Forms  
Dickens-Bold  
Hills Manual of Business Forms and Guide  
Domestic Typer  
Hills Manual of Business Forms and  
Etc  
Hills Manual of Business Forms  
Fox Trot Medium  
HILLS MANUAL OF BUSINESS FORMS AND GUIDE  
Garamond-Roman  
Hills Manual of Business Forms and Guide  
Garth Graphic ATT-Bold  
Hills Manual of Business Forms and

Heritage-Bold  
Hills Manual of Business Forms  
New Century Schoolbook-Roman  
Hills Manual of Business Forms and  
Palatino-Roman  
Hills Manual of Business Forms and Guide  
Reed-Normal  
Hills Manual of Business Forms and Guide  
Sans-Light Condensed  
Hills Manual of Business Forms and Guide  
Souvenir  
Hills Manual of Business Forms and Guide  
Stymie-Light  
Hills Manual of Business Forms and Guide  
Tax Type Condensed-Regular  
Hills Manual of Business Forms and Guide

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### Italic Card Types

Goudy Old Style-Regular Italic  
Hills Manual of Business Forms and Guide  
Helvetica Narrow-Italic  
Hills Manual of Business Forms and Guide  
Kannon Italic  
Hills Manual of Business Forms and Guide  
AGaramond-Semibold Italic  
Hills Manual of Business Forms and Guide  
Albatross-Italic  
Hills Manual of Business Forms and Guide

Bessett-Italic  
Hills Manual of Business Forms and Guide  
Chopin-Italic (Caslon Open Face)  
Hills Manual of Business Forms and Guide  
Dubiel-Italic  
Hills Manual of Business Forms and Guide  
Frugal Sans-Light Italic  
Hills Manual of Business Forms and Guide

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### Ornamental Card Types

Bodoni Open  
Hills Manual of Business Forms and Guide

(Ord. 419 § 23D, 2002; Ord. 416 § 8.50.130, 2002)





# INSTRUCTIONS FOR PREPARATION OF A RESIDENTIAL SITE PLAN

Site plan must be current, drawn to scale on 8 1/2 x 11 paper, and show all property lines. If unable to draw to scale, property lines must still be shown noting actual dimensions or total acreage.

Failure to include all of the items listed below may delay the review necessary to obtain a permit

**ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:**

- 1. NORTH ARROW.
- 2. SCALE OF DRAWING.
- 3. STREET NAME accessing the parcel.
- 4. ALL PROPERTY LINES AND DIMENSIONS - existing and proposed.
- 5. DRIVEWAYS AND ROADS - existing and proposed.
- 6. EXISTING AND PROPOSED STRUCTURES - label as "Proposed" and "Existing". Include dimensions and distance to all property lines and other structures.
- 7. UTILITY LINES AND EASEMENTS.
- 8. GEOGRAPHIC FEATURES - ground slope and direction of slope, escarpments, streams, ponds, or other drainage ways.
- 9. WELLS - existing and proposed on this parcel and adjacent parcels within 100 feet.
- 10. FENCES, RETAINING WALLS - location of existing and/or proposed.
- 11. PARTITIONING (if applicable) - shown by dotted lines, with parcels labeled as "Parcel 1", "Parcel 2", etc.
- 12. SEPTIC SYSTEM and REPLACEMENT AREA - existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
- 13. CUTS/FILLS - show existing and proposed.
- 14. ELEVATIONS - at lot corners or construction area and at corners of building site.

If sanitary sewer service is not available, a septic system must be installed. Include the following additional items on the site plan:

- TEST HOLES - show distances between holes and property lines. One test hole should be located in the center of the initial system installation site, the other in the center of the replacement area. Accuracy of location is very important.

Additional information, such as patio slabs, walkways, roof overhangs, etc., may be required for the issuance of your permit.

➤ Permit Specialist Initials \_\_\_\_\_ Date \_\_\_\_\_

USE THE REVERSE SIDE OF THIS FORM TO DRAW YOUR SITE PLAN

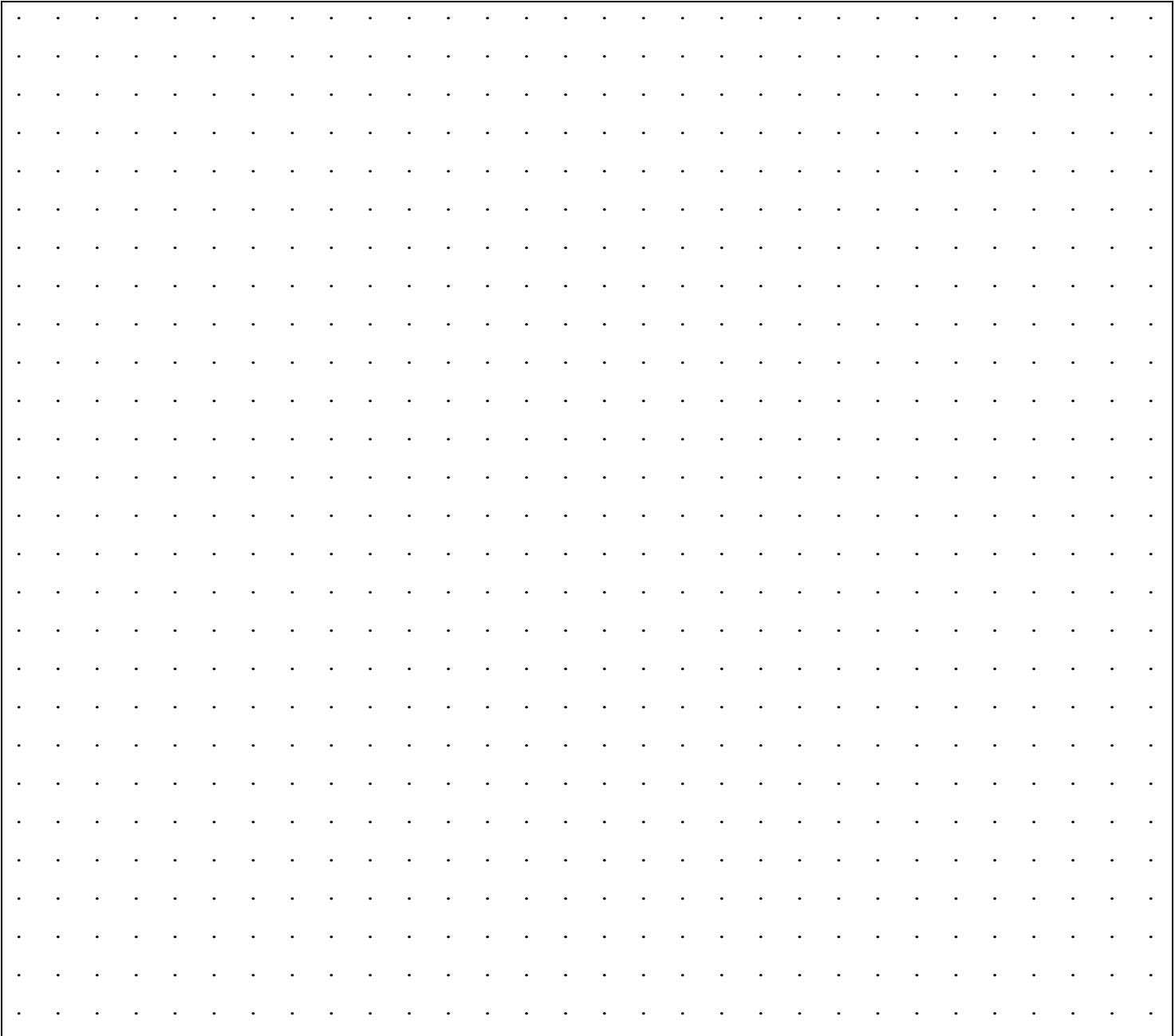
**SITE PLAN FOR PROPOSED RESIDENTIAL DEVELOPMENT**

**TWO (2) COPIES REQUIRED**

Property Owner(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Manufactured Home Park: \_\_\_\_\_ Space: \_\_\_\_\_  
 Assessor Map # (T-R-Sec-TL(s)): \_\_\_\_\_ Total # Acres: \_\_\_\_\_  
 Zoning Designation: \_\_\_\_\_ Planning Map \_\_\_\_\_

**SITE PLAN MUST SHOW ALL PROPERTY LINES AND DIMENSIONS**

- Drawn to Scale: 1 square = \_\_\_\_\_
- Feet Not Drawn to Scale: Total Acres \_\_\_\_\_



**I certify that the above information is accurate to the best of my knowledge. I AM THE [ ] Owner or [ ] Authorized Agent**

My telephone number is: \_\_\_\_\_ NAME (please print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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*FOR OFFICE USE ONLY*

PLANNING: \_\_\_\_\_ Date: \_\_\_\_\_

PUBLIC WORKS: \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING INSPECTION: Acceptable for Planning requirements only \_\_\_\_\_ Date: \_\_\_\_\_



## Chapter 17.24 SIGNS

### 17.24.010 General authority.

Before any construction, erection, placing, painting, carving or otherwise giving public exposure of any sign occurs in the historic commercial overlay or the historic residential overlay, application must be made to both the Historic Review Board and a city building official. The applicant must receive approval from the Historic Review Board before a structure or sign permit can be issued by the City. The sign provisions of this chapter may be considered as a part of a development application or individually. Applications shall be filed with the City Recorder on an appropriate form in any manner prescribed by the city, accompanied with an application fee in the amount established by general resolution of the City Council.

(Ord. 473, § 3, 2013; Ord. 416 § 8.50.010, 2002)

### 17.24.020 Purpose.

Sign guidelines and criteria can enhance the economic vitality and contribute to the visual quality of the city's National Historic District. Well-designed signs attract the eye, complement each other and draw attention to the buildings containing the businesses for which they are intended to advertise. The purpose of the sign code is to balance the right of individuals to convey message through signs and maintaining public safety in and the historical heritage of National Historic District, recognizing:

- A. Signs are necessary to communicate information about places, goods, services and amenities. As such, they have a useful function and they should inform with clarity.
- B. Signage is visual. Good signage is an art form that should be addressed with sensitivity. In addition to communicating information, signage is an architectural element.
- C. Signs on buildings should not dominate or obscure the architecture of the building. A sign on a building should be compatible or integrated with its architecture and original historic use.
- D. Signs are a part of the town's historic streetscape and best contribute by being in character with the rest of the streetscape.
- E. Signs should not interfere with traffic safety or otherwise endanger public safety.

(Ord. 473, § 3, 2013; Ord. 416 § 8.50.020, 2002; Ord. 499, § 2(Exh. A), 2022)

### 17.24.030 Sign permits required.

- A. As of the effective date of the ordinance codified in this title, the Historic Commercial Overlay contains two existing backlit reader boards, specifically for the business of the "Aurora Colony Market," and "Nagl Floor Covering." Due to the historic business related use of these signs and notwithstanding Section 17.24.110(B)(2), these two reader board signs may continue, for their useful life, as nonconforming uses. Non-conforming signs shall be subject to AMC 16.62 for restoration of non-conforming uses and discontinuance.
- B. Proposed Signs. No person shall place on, or apply to, the surface of any building, any painted sign, or erect, construct, place or install any other sign, unless a sign permit has been issued by the city for such sign. Application for a sign permit shall be made by the permittee in accordance with Section 17.24.040. The

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person(s) in control of the building or property or in control of each business contained thereon, shall make application for a sign permit in writing upon forms provided by the city. Such application shall contain the proposed location of each sign on the premises, the street and number of the premises, the name and address of the sign owner, the type of construction of each sign, the design and dimensions of each sign, type of sign supports, location of each sign on the premises, and other such information as may be required by the city.

- C. No person having a permit to erect a sign shall construct or erect same in any manner, except in the manner set forth in the approval. All departures from signage plans for which an approval has been issued shall be approved in advance by the Historic Review Board.
- D. Sign Permit Fees. The application for approval of a sign shall be accompanied by a filing fee in an amount established by general resolution of the City Council.

(Ord. 473, § 3, 2013; Ord. 419 §§ 19, 23H, 2002; Ord. 416 § 8.50.030, 2002; Ord. 499, § 2(Exh. A), 2022)

#### **17.24.040 Application.**

- A. The applicant shall submit three copies of:
  - 1. A drawing of the sign indicating its colors, lettering, symbols, logos, materials, size, and area;
  - 2. An elevation and plot plan indicating where the proposed sign will be located on the structure or lot, method of illumination, if any, and similar information.

(Ord. 473, § 3, 2013)

#### **17.24.050 Definitions.**

The meaning of all specific words and terms, except as specifically defined in this title, shall be as defined in Aurora Municipal Code Title 16.

*Advertising structure* means any notice or advertisement, pictorial or otherwise, and any structure used as, or for the support of, any notice or advertisement for the purpose of making anything known about goods, services or activities not on the same lot as the advertising structure.

*Alterations* means any change in size, shape, and method of illumination, position, location, construction or supporting structure of a sign.

*Balcony* means a platform projecting from the exterior wall, enclosed by a railing, supported by brackets or columns or cantilevered out.

*Banner* means a temporary paper, cloth, or plastic sign advertising a single event of civic or business nature.

*Billboard* means the same as "advertising structure."

*Building register sign* means a sign that identifies four or more businesses contained within a single building structure or complex.

*Bulletin board* means a sign of a permanent nature, but which accommodates changeable copy, indicating the names of persons associated with, events, conducted upon or products or services offered upon, the premises upon which the sign is located.

*Business* means commercial or industrial enterprise.

*Business frontage* means the lineal front footage of the building or a portion thereof, devoted to a specific business or enterprise, and having an entrance/exit opening to the general public.

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*Cartoon* means a caricature of an animate or inanimate object intended as humorous.

*Construction sign* means a sign stating the names, addresses or telephone numbers of those individuals or businesses directly associated with a construction project on the premises.

*Copyright* means the exclusive legal right to reproduce, publish, sell or distribute the matter or form of something.

*Curvilinear* means represented by curved lines.

*Direct illumination* means a source of illumination directed towards such signs so that the beam of light falls on the exterior surface of the sign.

*Flag* means a light flexible cloth, usually rectangular and bearing a symbol(s) representing a nationality, statehood, or other entity.

*Flashing sign* means a sign incorporating intermittent electrical impulses to a source of illumination, or revolving in a manner, which creates the illusion of flashing, or which changes color or intensity of illumination.

*Fluorescent colors* means extra bright and glowing type colors; including dayglow orange, fluorescent green, etc.

*Fluorescent lighting* means light provided by tubes.

*Free-standing* means a sign, which is entirely supported by a sign structure in the ground.

*Frontage* means the single wall surface of a building facing a given direction.

*Illustration* means a line drawing or silhouette of a realistic object.

*LED light* means a light emitting diode bulb or bulbs.

*Logo* means a graphic representation or a symbol of a name, trademark or abbreviation.

*Marquee* means a permanent roofed, non-enclosed structure projecting over an entrance to a building, which may be attached to the ground surface, or not.

*Neighborhood identification* means a sign located at the entry point to a single-family subdivision comprising not less than two acres, or a sign identifying a multiple-family development.

*Neon light* means a form of illumination using inert gases in glass tubes and includes black light and other neon lights.

*Parcel or premises* means a lot or tract of land under separate ownership, as depicted upon the count assessment rolls, and having frontage abutting on a public street.

*Parapet* means an extension of an exterior wall above the roof line and may be a decorative element in the architecture of a building.

*Primary revenue source* means no less than seventy-five (75) percent of gross total principal income derived from a business.

*Public right-of-way* means the area used by pedestrians and vehicles for right of passage. An easement for public travel or access including street, alley, walkway, driveway, trail or any other public way; also, the land within the boundaries of such easement.

*Quality material* means materials that are appropriate to make temporary window signs, including poster board, heavy bond paper or wood. All temporary signs will be lettered using the approved lettering styles. Brown paper or brown bags, ragged edges or light-weight paper are not allowed.

*Readerboard Sign* is a sign with changeable lettering or images.

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*Real estate sign* means a sign indicating that the premises on which the sign is located, or any portion thereof, is for sale, lease or rent.

*Reverse Lettering* means light color lettering against a dark background.

*Sidewalk* means hard surface strip within a street right-of-way to be used for pedestrian traffic.

*Sign* means any material, structure, or device or part thereof, composed of lettered or pictorial matter upon which lettered or pictorial matter is placed in such a manner as to be viewed by persons out of doors, including window display of an advertisement, announcement, notice, directional matter, or name, and including sign frames, billboards, signboards, painted wall signs, hanging signs, illuminated signs, pennants, festoons, banners, projecting signs, or ground signs, and shall also include any announcement, declaration, demonstration, display, illustration, or insignia used to advertise or promote the interests of any person or business when the same is placed in view of the general public.

*Sign, Area of.* In determining whether a sign is within the area limitations of this title, the area of the total exterior surface shall be measured and computed in square feet; provided, that where the sign has two or more faces, the area of the total exterior surface shall be measured and divided by the number of faces; and provided further, that if the interior angle between the two planes of two faces exceeds one hundred thirty-five (135) degrees, they shall be deemed a single face for the purposes hereof. Measurement shall be made at the extreme horizontal and vertical limit of a sign.

*Street frontage* means the lineal dimension in feet of the property upon which a structure is built, each frontage having one street frontage.

*Trademark* means a symbol, word or words legally registered or established by use as representing an entity or product and that is restricted to use by its owner.

*Wind sign or device* means any sign or device in the nature of a series of one, two or more banners fastened in such a manner as to move upon being subject to pressure by wind or breeze.

*Window* means all the glass included with one casement.

(Ord. 473, § 3, 2013; Ord. 416 § 8.50.050, 2002; Ord. 499, § 2(Exh. A), 2022)

### **17.24.060 Exempt signs.**

The following signs and devices shall not be subject to the provisions of this chapter and shall not require a Historic Review Board approval or a sign permit application:

- A. Identification Signs.
  - 1. Memorial and Historic Identification Signs. Memorial tablets, cornerstones or similar plaques, such as National Register listing, not exceeding six square feet.
  - 2. Small Business-Related Informational Signs. Small non-illuminated informational signs such as "open/closed" signs (including one three-foot by five-foot flag or banner per storefront entrance), credit card signs, rating or professional association signs, and signs of a similar nature. Only one of each type of sign is permitted and no more than four of these signs are allowed for any individual business or on any parcel of property. The total area for these types of signs may not exceed three square feet in area. If logos are used, they should be no larger than one square foot. Historic Review Board approved colors and lettering styles must be utilized.
  - 3. Occupant or Owner Sign. A sign identifying the name of the occupant or owner, provided the sign is not larger than one square foot, is not illuminated, and is either attached to the structure or located within the front yard setback.

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4. Donation Name Plates. Donation nameplates located on benches are allowed.
  5. One interior LED sign per business, not exceeding three square feet in area, and limited to two colors. Flashing or other changes in illumination are prohibited.
- B. Signs as Symbols.
1. Flags. Flags of national, state, or local government, and flags of U.S. historical significance. No more than two flags per store front, each flag not to exceed a size of three feet by five feet).
- C. Temporary Signs.
1. Temporary signs not exceeding four square feet provided the signs are located on private property and are erected not more than thirty (30) days prior to and removed within seven (7) days following an election in Oregon.
  2. Non-illuminated signs not exceeding four square feet provided the signs are located on private property while the property is listed for sale, lease or rent, or under construction or remodeling provided such sign is removed within fifteen (15) days after the sale, lease, rental of the property or the completion of any construction or remodeling.
  3. A sign located on private property for a consecutive period not exceeding 90 days following the issuance of a new city business permit license for a business located on the property.
  4. Signs erected within or on a commercial property provided the signs do not obscure more than twenty (20) percent of any individual window glazing and no more than ten (10) percent of the total primary façade area provided the signs are erected not more than fifteen (15) days prior to a sale or other special event associated with a business located on the property and removed within one (1) day of completion of the sale or special event.
  5. Businesses that are changing location may place one sign not exceeding one square foot provided the sign is located inside a window facing outward and is erected not more than sixty (60) days prior to moving and removed within sixty (60) days after moving.
  6. Signs not exceeding two square feet, provided that such signs are erected not more than three (3) days prior to a garage sale or other event located at a residential property provided such sign is removed upon completion of the sale. Such signs shall be limited to three times per year per property. Signs may be placed in the city right-of-way if self-supporting and placed no closer than four feet from the street or on other private property with the owner's permission. Signs placed in the public right of way or on other private property shall include the name, address and telephone number of the person placing the sign in the public right of way. Signs may not be affixed to public signs or utility poles or in a city park.
  7. Temporary banners, pennants, signs and flags shall be permitted for no more than thirty (30) days before a civic or other community event and removed within two (2) days after the event concludes.
- D. Government Signs.
1. Construction Signs. Signs placed by state or federal governments for the purpose of construction, maintenance or identification of roads or other public agencies for the direction of traffic, and designed to fulfill the requirements of state and federal funding agencies.
  2. Public Meeting Notices. Temporary paper signs that serve as notice of a public meeting when removed promptly after such meeting is held.
  3. Town Identification Signs. One town identification sign shall be permitted at each entry to town located on major roadways, not exceeding twenty (20) square feet.

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- E. Security Signs. Signs relating to security monitoring which may include company logo are exempt and limited to twelve (12) square inches in size when located on a window or two square feet when free-standing. (Ord. 419 §§ 23A, 23B, 2002; Ord. 416 § 8.50.060, 2002)
  - F. Chalk Board Signs. Chalk boards with chalk are permitted. White boards with felt pens are prohibited.
  - G. Signs within a building, so long as they are not readily visible from outside the building.

(Ord. 473, § 3, 2013; Ord. 499, § 2(Exh. A), 2022)

### **17.24.070 General sign provisions.**

The following general sign provisions apply to all signs, except those exempt signs specifically listed in Section 17.24.060, within the city:

- A. Sign Design.
  - 1. Materials. Except when other materials are expressly permitted by other provisions of this chapter, all signs and the stanchion (in the case of free-standing signs) must be constructed of wood or metal. All other materials are prohibited, including Corex and plastic, even when attached to wood or metal.
  - 2. Shape. Rectangular, straight-edge and oval signs are the preferred shape for signs. Signs with highly stylized, round or curvilinear edges are prohibited. Refer to the approved sample sign styles available at City Hall.
- B. Sign Color.
  - 1. Maximum of Four Colors. The number of colors used on signs shall be minimized for maximum effect. As a result, each sign may contain only four colors, not including the background.
  - 2. Fluorescent Colors. Fluorescent colors are not allowed.
  - 3. Dark Letters over Light Background. All signs shall have dark colored letters placed on top of a light colored background, except for an accent section not exceeding ten (10) percent of the sign area.
- C. Sign Graphics, Lettering and Content.
  - 1. Graphics. Sign graphics shall be carved, applied, painted, screened or stained. Vinyl lettering may be used in approved fonts (See Appendix A).
  - 2. Keep Graphics Simple. Sign graphics shall be simple and bold and in keeping with the Historic Review Board guidelines. Sign graphics can contain line drawings or silhouette images of live or inanimate objects. Cartoon images, either line drawn or silhouette, of live or inanimate objects are prohibited.
  - 3. Lettering. To maintain continuity, all sign lettering shall be stylistically similar to the list of approved fonts in Section 17.24.140. All lettering shall be uniformly aligned, evenly spaced, precise, cleanly executed and legible.
  - 4. Historic Building Name Signs. Signs placed flat against the façade of the building that identify the historic name of a building are encouraged, provided they are of uniform color and design throughout the city and are no more than six square feet in area.
  - 5. City Directional Signs. Signs and graphics for which the city is responsible (i.e., parking lots, public facilities, street signs, etc.) shall have a single lettering style and use black for the lettering and white as a background. Signs for city parks shall not exceed twelve (12) square feet.

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6. Logo. Entity logo images that include unapproved font styles are permitted when trademark, copyright or prior use is demonstrated. All other lettering on the sign must use approved fonts.

D. Sign Lighting.

1. External Lighting Only. When lighting is used for signs, only subdued external and indirect incandescent, compact fluorescent or LED lighting is allowed. Internal illumination and fluorescent and/or internal neon lighting is not allowed. Special illumination circumstances, such as lottery signs and product advertising signs, will be considered on a case-by-case basis.
2. No Flashing or Blinking Lights. No sign shall contain any flashing lights, blinking or moving letters, characters or other elements, nor shall it be rotating or otherwise movable.

(Ord. 473, § 3, 2013; Ord. 419 § 23C, 2002; Ord. 416 § 8.50.070, 2002; Ord. 499, § 2(Exh. A), 2022)

### **17.24.080 Prohibited signs.**

- A. Paper Signs. Paper signs are not allowed on the exterior of any building or attached to any sign, except as provided in Section 17.24.060.
- B. Flashing or Rotating Signs. Signs, including those with lights or illuminations, which flash, move, rotate, scintillate, blink, flicker, vary in intensity, vary in color, or use intermittent electrical pulsations are prohibited.
- C. Bench Signs. Advertising murals and bench signs are prohibited. However, donation name plates are allowed.
- D. Logo or Trademark Signs. Signs placed on the outside of a business that display the symbol, slogan or trademark of brands may not exceed one square foot in area and are limited to one per storefront. Vending machines are prohibited outdoors.
- E. Misleading Signs. Any unofficial sign which purports to be, is in imitation of or resembles an official traffic light or a portion thereof, or which hides from view any official traffic sign or signal, is prohibited.
- F. Signs Obstructing Egress. No sign or portion thereof shall be so placed as to obstruct any fire escape, standpipe or human exit from a window located above the first floor of a building; obstruct any door or exit from a building; or obstruct any required light or ventilation.
- G. Utility Poles. No sign shall be attached to a utility pole, except for citywide use of light pole banners when approved by the Historic Review Board and as otherwise permitted by the utility company.
- H. Reader Board Sign. Except as exempted in Section 17.24.030, reader board signs are prohibited.

(Ord. 473, § 3, 2013; Ord. 419 § 23E, 2002; Ord. 416 § 8.50.075, 2002; Ord. 499, § 2(Exh. A), 2022)

### **17.24.090 Historic Residential (HR) overlay.**

Signs in the historic residential overlay shall be permitted as follows:

- A. Neighborhood Identification. One sign shall be permitted at each entry point to developments, with more than eight lots or dwelling units, not exceeding an area of eight square feet per sign, nor five feet in height above grade. See also the general sign provisions Section 17.24.070.
- B. Conditional Uses. Where otherwise permitted, one sign of not more than four square feet, either attached to the building or freestanding, shall be permitted for conditional uses. If freestanding, the sign shall be mounted in a planter or landscaped area and shall not exceed five feet in height, nor shall it be located within ten (10) feet of any property line.

### **17.24.100 Historic Commercial (HC) overlay.**

All signs in the historic commercial overlay shall require approval by the Historic Review Board pursuant to this chapter. Signs should not be the dominant feature of a building or site, yet they are a key component in identifying businesses and contributing to the livelihood of the street with their individuality. These guidelines create a system whereby signs identifying businesses are visible to both pedestrian and automobile traffic without detracting from the architecture or overpowering the streetscape. Special consideration may be granted for signage design that is consistent with the historical age and style of the building. The following types of signs are permitted within the historic commercial overlay:

- A. **Right-Angle Signs.** Right-angle signs (those signs placed perpendicular to the building façade) may be either attached to the wall surface or hung from the underside of a marquee or balcony. Right-angle signs are designed for viewing by pedestrians walking under such signs. See also the general sign provisions, Section 17.24.070.
  - 1. **Number.** There shall be no more than one right-angle sign for every seventeen (17) feet of street frontage.
  - 2. **Area.** The square footage of all right-angle signs on a single building frontage shall not exceed one percent of the area of that building façade to which the sign is attached. No individual sign shall be more than six square feet in area. A single right-angle sign identifying four or more businesses may be a maximum of ten (10) square feet.
  - 3. **Placement.** Right-angle signs shall be below the sill of the second story windows or below the roofline, eave or parapet of a one-story building. No sign projecting over the public right-of-way shall be less than eight feet from the ground level. No sign shall project more than six feet from the vertical surface of a building façade, provided it is no closer than two feet from the face of the curb or edge of pavement.
- B. **Wall Signs.** Wall signs are those signs attached and parallel to the building façade, and which extend no more than six inches from the surface of the wall. (Parapet signs are a type of wall sign, but are treated separately). See also the general sign provisions, Section 17.24.070.
  - 1. **Number.** Only one wall sign is permitted for every seventeen (17) feet of building street frontage.
  - 2. **Area.** The square footage of all wall signs on a single building frontage shall not exceed six percent of the area of that building façade to which the signs are attached.
  - 3. **Placement.** Wall signs shall not extend above an eave or ridge line.
  - 4. **Former Residential Use.** Wall signs on commercial buildings originally built as houses shall not exceed four square feet, be placed sensitively to the architecture, and contain only the business name and/or business category.
- C. **Parapet Signs.** Parapet signs are a distinctive type of wall sign, which are generally located above the lintels of the upper story windows and continue upward on a wall that extends beyond the roof edge (or false front). They are designed to be legible to pedestrians across the street and persons traveling on the street. Parapet signs generally identify the name of the business establishment. See also the general sign provisions, Section 17.24.070.
  - 1. **Number.** No more than one parapet sign is permitted per building.



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2. Area. A parapet sign shall not exceed six percent of the total square footage of the building façade to which it is attached. A parapet sign shall be no more than two feet in vertical dimension.
  3. Placement. Parapet signs shall not extend above the upper edge of the parapet wall. A parapet sign shall not extend any nearer than one foot from either edge of the building. Recessed sign panels located in building parapets should be used when possible.
- D. Window and Door Signs. Window and door signs are those, which are painted, displayed or placed inside a translucent or transparent surface facing outward. Window graphics are usually most effective when they are simple and clearly. Generally these types of signs do not identify the primarily business to persons outside the building. As a result, these types of signs should be kept to a minimum. See also the general sign provisions, Section 17.24.070.
1. Number. Each building frontage shall have no more than a total of two window/door signs.
  2. Area. The total of all window or door signs shall not exceed twenty (20) percent of the total window and/or door area for each building.
  3. Placement. In all cases, window graphics shall be limited to the first and second story window.
  4. Former Residential Use. Window signs are not allowed on commercial buildings originally built as houses.
- E. Balcony or Marquee Signs. Balcony or marquee signs are those signs that are attached to the fascia of the balcony or marquee and are parallel to the street and building façade. They are intended for viewing by travelers on the street or pedestrians on the opposite side of the street. There is little historical precedent for balcony or marquee signs that hang from the fascia, hence signs that are hanging from the outside edge of a balcony or marquee roof are prohibited. See also the General Sign Provisions, Section 17.24.070.
1. Number. Only one attached balcony or marquee sign shall be permitted per building.
  2. Area. No more than eighty (80) percent of a balcony or marquee fascia shall be covered with signage.
  3. Placement. The attached balcony or marquee sign shall be centered in the middle of the balcony or marquee fascia. The signs shall not project above the marquee roofline or balcony floor line, or below the bottom edge of the balcony or marquee fascia.
- F. Free-standing Signs. Free-standing signs are those, which are provided with their own support and are not attached to a building. Typically they are attached or are suspended from a post, pole or stanchion. Aurora had few if any free-standing signs in the late 1880s. Most business activities were conducted in buildings built on the front property line, allowing little room for placement of free-standing signs. See also the General Sign Provisions, Section 17.24.070.
1. Former Residential Use. Free-standing signs are especially appropriate for commercial buildings originally built as houses.
  2. Number. No more than one free-standing sign is permitted for each parcel containing one or more business activities within a building structure.
  3. Area. A free-standing sign shall not exceed thirty-two (32) square feet in area.
  4. Placement. A free-standing sign shall be within the parcel boundaries.
  5. Height. A free-standing sign shall not exceed eight feet in height from the top edge of such sign to the grade below.

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- G. Sandwich and A-Board Signs. Sandwich or A-Board Signs are signs that are ordinarily in the shape of an "A" or some variation thereof, on the ground, easily moveable and which is usually two sided. See also the General Sign Provisions, Section 17.24.070.
1. Number. One sandwich board type sign is permitted per business. Additional sandwich boards granted only on businesses with more than one frontage and then only at the discretion of the governing body.
  2. Placement. Sandwich boards shall not obstruct pedestrian walkways, or in any way impede the normal flow of vehicular traffic. These signs shall be placed in a manner that maintains a walkway of not less than thirty-six (36) inches in width and shall be no larger than three feet wide, nor more than four feet high when measured vertically.
  3. Removal. Sandwich board signs shall be moveable at all times and displayed only during the open hours of the business.
  4. Distance Between Sandwich Boards. Sandwich boards must maintain a minimum distance of fifteen (15) feet from any other sandwich board sign.
  5. Location. Location of sandwich boards must be approved at the time of sign application review.
  6. Material. Sandwich boards must be constructed of wood, metal, or plastic. A sandwich board may be constructed of a combination of wood and metal; however, a plastic sandwich board must be constructed entirely of plastic and no other material.
  7. Design. Plastic sandwich boards must be white, including the legs, frame, and background, with black text in an approved font. Wood or metal sandwich boards are permitted to have four unique colors, not including the background.
  8. No Posters or Promotional Materials. No paper signs of any kind shall be placed upon sandwich board signs. Sandwich boards are not to be used for posters or to display promotional materials, except for special community events, which are limited to thirty (30) days prior to the event and shall be removed within two days after completion of the event.
- H. Signs Painted on Buildings. Signs painted directly upon the façade of the building within the HC district shall be consistent with historical documentation.

(Ord. 473, § 3, 2013; Ord. 419 §§ 23F, 23G, 2002; Ord. 416 § 8.50.090, 2002; Ord. 499, § 2(Exh. A), 2022)

### **17.24.110 Nonconforming signs.**

All signs existing on the date of adoption of the ordinance codified in this title, and not conforming with the provisions of this chapter are deemed nonconforming signs, except those signs approved by the Historic Review Board after October 26, 1995.

- A. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.
- B. Termination of Nonconforming Signs.
  1. Immediate Termination. Nonconforming signs which advertise a business no longer conducted or a product no longer sold on the premises where such sign is located shall be terminated within thirty (30) days after the effective date of said ordinance.

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2. Termination by Change of Business. Any nonconforming sign advertising or relating to a business on the premises on which it is located shall be terminated upon any change in the ownership or control of such business.

(Ord. 473, § 3, 2013; Ord. 419 §§ 20, 23I, 2002; Ord. 416 § 8.50.100, 2002)

#### **17.24.120 Termination of signs by abandonment.**

- A. Obsolete Business Signs. Any sign advertising or relating to a business, except a regular seasonal business, on the premises on which it is located, which business is discontinued for a period of thirty (30) consecutive days, regardless of any intent to resume or not to abandon such use, shall be presumed to be abandoned and all such signage, whether conforming or nonconforming to the provisions of this title shall be removed within thirty (30) days thereafter. Any period of such non-continuance caused by government actions, strikes, materials shortages or acts of God, and without any contributing fault by the business or user, shall not be considered in calculating the length of discontinuance for purposes of this subsection.
- B. Appeal. An extension of time for removal of signage of an abandoned business, not to exceed an additional thirty (30) days, may be granted by the City Council upon an appeal filed by the legal owner of the premises or person in control of the business.

(Ord. 473, § 3, 2013; Ord. 416 § 8.50.110, 2002)

#### **17.24.130 Relief from sign standards.**

The Historic Review Board may grant relief from strict compliance with standards contained in this chapter in cases where documented evidence suggests it is impossible or impractical to comply with the standard for one or more of the reasons set forth in the preceding subsections. The facts and conclusions relied upon to grant relief from a particular standard shall clearly be set forth in the final order of the Historic Review Board.

- A. Exceptional or extraordinary conditions applying to the property which do not apply generally to other properties in the same zone or vicinity, which conditions are a result of building location or style, or other circumstances over which the applicant has no control make strict compliance impossible or impractical; or
- B. Relief from the standard for reason set forth, will result in equal or greater compatibility with the architectural style and features, which exist on the building or nearby historical buildings; or relief is necessary to restore or replace a sign in a way which is historically accurate or compatible.

(Ord. 473, § 3, 2013; Ord. 416 § 8.50.120, 2002)

#### **17.24.140 List of approved font types.**

List of approved font types are included in the Aurora Design Guidelines for Historic District Properties (Appendix A).

(Ord. 473, § 3, 2013; Ord. 419 § 23D, 2002; Ord. 416 § 8.50.130, 2002)