

1 **CITY OF LITTLETON, COLORADO**

2
3 **ORDINANCE NO. 16**

4
5 **Series, 2018**

6
7 **INTRODUCED BY COUNCILMEMBERS:**

8
9 **AN ORDINANCE OF THE CITY OF LITTLETON,**
10 **COLORADO, DELETING TITLE 4, CHAPTER 3 FROM**
11 **THE BUILDING REGULATIONS OF THE MUNICIPAL**
12 **CODE REGARDING SIGN CODE REGULATION AND**
13 **ADDING TITLE 10, CHAPTER 17 TO THE ZONING CODE**
14 **OF THE MUNICIPAL CODE REGARDING SIGN CODE**
15 **REGULATION**

16
17 **WHEREAS**, the City Council of the City of Littleton finds and determines that the
18 regulation of signs is primarily a land use function that is part of the regulation of zoning and site
19 development, and

20
21 **WHEREAS**, the City Council finds and determines that the Municipal Code should
22 be amended to move the provisions of the sign code from the building code to the zoning code to
23 provide for the more effective administration of the regulation of signs, and

24
25 **WHEREAS**, the City Council finds and determines that the Municipal Code should
26 be amended to address the more effective regulations of signs:

27
28 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF**
29 **THE CITY OF LITTLETON, COLORADO, THAT:**

30
31 **Section 1:** Littleton Municipal Code Title 4, Chapter 3 is hereby deleted in its
32 entirety.

33 **Section 2:** Littleton Municipal Code Title 10, is amended by renumber Title 4,
34 Chapter 3 to Title 10 Chapter 17 and which shall read as follows:

35
36 **10-17-1: GENERAL PROVISIONS, TITLE:**

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38
39 *THIS CHAPTER SHALL BE KNOWN AND MAY BE CITED AS THE SIGN CODE OF*
40 *THE CITY OF LITTLETON.*

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42
43 **10-17-2: SCOPE, INTENT AND PURPOSES:**

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45
46 (A) Scope: This chapter regulates signs, as defined herein, which are located within
47 the corporate limits of the city of Littleton, Colorado ("city"), and over which the
48 city has land use regulatory authority.

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51 (B) Intent: By adoption of this chapter, the city council intends to create and implement a

1 comprehensive system for the regulation of signs within the scope of this chapter, with
2 a regulation system that: 1) accommodates the expression rights of the first amendment
3 to the U.S. constitution and the corollary provisions of the Colorado constitution; and
4 2) comports with all applicable principles of federal and state constitutional, statutory
5 and administrative law.
6
7

- 8 (C) Purposes And Interests Served: The purposes of this chapter include, but are not
9 limited to: 1) serving the governmental and public interests in controlling visual clutter,
10 protecting community aesthetics, and safety of drivers, passengers, and pedestrians; 2)
11 aiding in the identification of properties, land uses, and establishments; 3) enhancing
12 the general appearance and aesthetics of the urban environment; and 4) protecting the
13 natural beauty of the city.
14
15

16 **10-17-3: BASIC PRINCIPLES:**
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18

- 19 (A) Message Neutrality Policy: It is the policy of the city to regulate signs in a manner
20 that does not favor commercial speech over noncommercial speech and does not
21 regulate protected noncommercial speech by message content.
22
- 23 (B) Message Substitution Policy: A constitutionally protected noncommercial message
24 may be substituted, in whole or in part, for any allowed commercial message or any
25 other protected noncommercial message, provided that the sign structure or
26 mounting device is legal. Any substitution shall require the private property owner's
27 consent. The purpose of this provision is to prevent any favoring of commercial
28 speech over noncommercial speech, or favoring of any particular protected
29 noncommercial message over any other protected noncommercial message. This
30 message substitution policy does not: 1) create a right to increase the total amount of
31 sign display area on a site or parcel; 2) create a right to substitute an offsite
32 commercial message in place of an onsite commercial message or in place of a
33 noncommercial message; 3) affect the requirement that a sign structure or mounting
34 device must be properly permitted; 4) authorize changing the physical method of
35 image presentation (such as digital or neon display) without a permit; or 5) authorize
36 a physical change to the sign structure without compliance with applicable building
37 codes, safety codes, and neutrally applicable rules for sign size, height, orientation,
38 setback, separation or illumination.
39
40
- 41 (C) Enforcement Authority: The community development director is authorized
42 and directed to administer and enforce this chapter. FOR PURPOSES OF
43 THIS CHAPTER, COMMUNITY DEVELOPMENT DIRECTOR SHALL
44 INCLUDE ALL DESIGNEES OF THE COMMUNITY DEVELOPMENT
45 DIRECTOR.
46
47
- 48 (D) Administrative Interpretations: Interpretations of this chapter are to be made by the
49 community development director and are to be exercised in light of the foregoing
50 message neutrality and message substitution policies.
51
- 52 (E) Responsibility For Compliance: The responsibility for compliance with this chapter

1 rests jointly and severally upon the sign owner, the permit holder, all parties holding the
2 present right of possession and control of the property whereon a sign is located,
3 mounted or installed, and the legal owner of the lot or parcel, even if the sign was
4 mounted, installed, erected or displayed without the consent or knowledge of the owner
5 and/or other parties holding the legal right to immediate possession and control.
6

7 (F) On Site-Off Site Distinction: Within this chapter, the distinction between onsite signs
8 and off site signs applies only to commercial messages. It does not apply to
9 noncommercial messages.
10

11 **10-17-4: DEFINITIONS:**
12
13

14 The following listed specific words and terms are defined as follows:
15

16 **ANIMATED SIGN:** Any sign or part of a sign which changes physical position by
17 movement or rotation, or gives the illusion of such change of position, or any changeable
18 copy sign.
19

20 **ARCADE SIGN:** A wall or projecting sign attached to the roof or wall of an arcade and totally
21 within the
22 outside limits of the structural surfaces which are delineating the arcade.
23

24 **AWNING:** A movable shelter supported entirely from the exterior wall of a building and of a
25 type which can be retracted, folded or collapsed against the face of the supporting building.
26

27 **BANNER:** Any flexible material, such as cloth, plastic, vinyl, paper, cardboard or thin metal,
28 with or without a message, attached outdoors to a building, structure or mounting device, or
29 attached indoors to a building, structure or mounting device so as to be visible from the
30 exterior of a building or structure, and used for the purpose of attracting attention.
31

32 **BILLBOARD:** A permanent sign structure in a fixed location which meets any one or more of
33 the following criteria: a) it is used for the display of offsite commercial messages; b) the
34 message display area, or any part thereof, is made available to message sponsors other than
35 the owner(s) or operator(s) of the sign, typically for a fee or other consideration, i.e., general
36 advertising for hire; c) the sign is a principal or secondary use of the land, rather than an
37 appurtenant, accessory or auxiliary use serving some other principal use of the land.
38

39 **BUILDING CODE:** The building code of the city of Littleton as adopted by the city council,
40 including such codes as may be in the future so adopted.
41

42 **BUILDING FRONT:** The horizontal, linear dimension of that side of a building which abuts a
43 street, a parking area, a mall, or other circulation area open to the general public; and having
44 either a main window display of the enterprise or a public entrance to the building. (In
45 industrial districts a building side with an entrance open to industrial employees shall also
46 qualify as a building frontage.)
47

48 **BUILDING OFFICIAL:** The city manager or authorized representative charged with the
49 administration of this chapter.

1 BULLETIN BOARD: A device where members of the public may post notices of public events.

2 CHANGEABLE COPY SIGN: A sign displaying a message that may be changed by means of
3 movable letters, slats, lights, light emitting diodes, or movable background material. Signs
4 utilizing digital or dynamic display or changeable electronic variable message (CEVM) are all
5 within this definition.

6

7 COMMERCIAL MASCOT: A person or animal costumed or decorated to function as a
8 commercial advertising device. Includes "sign twirlers", "sign clowns", "human sandwich
9 boards", and persons or animals holding or supporting any sign or advertising device
10 displaying commercial speech or conveying a commercial message. The definition also
11 applies to robotic devices intended to simulate a live person and/or animal.

12

13 COPY: The visually communicative elements, including, but not limited to, words, letters,
14 numbers, designs, figures or other symbolic presentation incorporated into a sign with the
15 purpose of attracting attention to the subject matter or message.

16

17 DEVELOPER DIRECTION SIGN: A third party sign used to give directions to a residential
18 development area, which shall mean more than a single lot development.

19

20 DIGITAL OR DYNAMIC DISPLAY: Display methods utilizing LED (light emitting
21 diode), LCD (liquid crystal display), plasma display, projected images, or any functionally
22 equivalent technology, and which is capable of automated, remote or computer control to
23 change the image, either in a "slide show" manner (series of still images), or full motion
24 animation, or any combination of them.

25

26 DIRECTIONAL SIGN: Any sign that directs the movement or placement of pedestrian or
27 vehicular traffic on a lot.

28

29 DISPLAY SURFACE OR FACE: The display surface is the area made available by the sign
30 structure for the purpose of displaying, or drawing attention to, the communicative image.

31

32 DISTANCE OF SIGN PROJECTION: The distance from the exterior wall surface of the
33 building to the outer extremity of a sign attached to a building.

34

35 ESTABLISHMENT: Any legal use of land, other than long term residential, which involves
36 the use of structures subject to the building code. By way of example, and not limitation, this
37 definition includes businesses, schools, hospitals, hotels and motels, offices and libraries, but
38 does not include single- family homes or mobile homes. Multi-unit housing developments
39 are considered establishments during the time of construction but individual multi-family
40 units are not within the meaning of establishment once a certificate of occupancy has been
41 issued and residency begins.

42

43 EXTERIOR WALL SURFACE: The most exterior part of a wall, sun screen or any
44 screening or material covering a building.

45

46 FEATHER BANNER (Also Known As QUILL BANNER, FEATHER FLAG, QUILL FLAG, Or
47 Other Similar Names): An attention attracting device consisting of a pole with fabric attached,

1 generally in the shape of a feather or quill. The definition applies regardless of whether there is
2 any symbol, text or logo printed on the fabric.

3
4 **FLAG:** A piece of fabric or other flexible material, usually rectangular, of distinctive design,
5 used as a symbol.

6
7 **FLAGPOLE:** A freestanding structure or a structure attached to a building/structure or to the
8 roof of a building/structure and used for the purpose of displaying flags.

9
10 **FLASHING SIGN:** Any directly or indirectly illuminated sign either stationary or
11 animated which exhibits changing natural or artificial light or color effects by any means
12 whatsoever.

13
14 **GRADE:** The average elevation of the ground at the common boundary line of the street, and
15 the property or sidewalk and property lines, not including common boundary lines with
16 freeways.

17
18 **GROUND SIGN:** A sign supported by poles, uprights or braces extending from the ground or
19 an object on the ground but not attached to any part of any building.

20
21 **ILLUMINATED SIGN:** A sign lighted by or exposed to artificial lighting either by lights on
22 or in the sign or directed toward the sign.

23
24 **JOINT IDENTIFICATION SIGN:** A sign which serves as a common or collective identification
25 for two (2) or more establishments on the same lot or adjoining lots which use common entrances
26 or parking facilities.

27
28 **LOT:** A tract, building site, parcel or portion of land separated from other parcels or portions
29 by descriptions as on a subdivision or record of survey map, or by metes and bounds, for the
30 purpose of sale, lease or separate use.

31
32 **MARQUEE:** A permanently roofed structure attached to and supported by a building, and
33 projecting from the building.

34
35 **MARQUEE SIGN:** A sign attached to, painted on, erected against or extending from a marquee.

36
37
38 **MURAL:** A PIECE OF ARTWORK PAINTED OR APPLIED DIRECTLY ON AN EXTERIOR
39 WALL, CEILING OR OTHER PERMANENT EXTERIOR SURFACE. A DISTINGUISHING
40 CHARACTERISTIC OF MURAL PAINTING IS THAT THE ARCHITECTURAL ELEMENTS
41 OF THE GIVEN SPACE ARE HARMONIOUSLY INCORPORATED INTO THE PICTURE.
42 IMAGES THAT ARE COMMUNICATIVE IN NATURE WITH THE INTENT OF
43 COMMUNICATING INFORMATION ABOUT A PRODUCT, SERVICE OR EVENT ARE A
44 SIGN FOR PURPOSES OF THIS CODE

45
46 **NEW ESTABLISHMENT SIGN:** A third party type sign used to advertise and give directions
47 to a new or relocated establishment that has been located or established, within thirty (30)
48 days of the request for the sign.

49

1 OFF PREMISE: A LOCATION OTHER THAN THE PREMISES THAT CONTAINS A
2 BUSINESS, PRODUCTS OR SERVICES NOT SOLD OR OFFERED TO THE PUBLIC.

3
4 PERMANENT SIGN: Roof, marquee, arcade, wall, projecting or ground sign.

5
6 ~~POLITICAL SIGNS: They shall be temporary and for a specified election and shall be removed~~
7 ~~within ten (10) days after the election to which the signs pertain.~~

8
9 ~~PORTABLE SIGN: A sign that is not permanently affixed to a building, structure or the ground.~~

10
11 PORTABLE SIGN: A SIGN THAT IS NOT PERMANENTLY AFFIXED TO A BUILDING,
12 STRUCTURE OR GROUND. PORTABLE SIGNS INCLUDE BUT ARE NOT LIMITED TO
13 SANDWICH BOARD SIGNS THAT ARE CONSTRUCTED IN SUCH A MANNER TO FORM
14 AN "A" WITH SIGN FACE ON EACH SIDE, AND INTENDED TO COMMUNICATE
15 SPECIFIC INFORMATION ABOUT THE BUSINESS THAT PLACED THE SIGN

16
17 PROJECTING SIGN: A sign other than a wall sign which projects from a wall or roof and is
18 supported by a wall or roof of a building.

19
20 PUBLIC RIGHTS OF WAY: Streets, roadways, highways, alleys, sidewalks, paths, and all
21 other areas or ways owned, dedicated, or conveyed to the public, to be used primarily for
22 vehicle, bicycle, or pedestrian traffic.

23
24 ROOF SIGN: A sign erected upon or above the roofline or parapet of the building or
25 structure, including all signs for which any portion of the support structure is attached to a
26 roof.

27
28 ROOFLINE: The highest point on any building where an exterior wall encloses usable floor
29 area including roof area provided for housing mechanical equipment.

30
31 SAFETY CODES: Those codes, adopted by the city, which state rules for safe construction,
32 including, by way of example and not limitation, building, electrical, grading, and demolition.

33
34 SIGN: Any visually communicative image placed on public display and visible from the
35 exterior of any portion of the public right of way or place open to passage by the public. For
36 the purpose of defining the regulatory scope of this chapter, the term "sign" does not include:

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39
40 (A) Decorative or architectural features of buildings (not including lettering, trademarks
41 or moving parts) which do not perform a communicative function, such as stripes around
42 a building;

43
44
45 (B) Newsracks, newspaper vending devices, newsstands, automated teller machines
46 (ATMs) and self-serve gasoline dispensing devices;

47
48
49 (C) Cornerstones and foundation stones;

1 (D) The legal use of fireworks, candles and artificial lighting not otherwise
2 regulated by this chapter;

3
4
5 (E) Grave markers, gravestones, headstones, mausoleums, shrines, and other
6 markers of the deceased;

7
8
9 (F) Interior graphics which are visual communicative devices that are located
10 entirely within a building or other enclosed structure and are not visible from the
11 exterior thereof;

12
13 (G) Manufacturers' marks on tangible products, which identify the maker, seller,
14 provider or product, and which customarily remain attached to the product even
15 after sale;

16
17 (H) Doormats, floor mats, welcoming mats and similar devices;

18
19 (I) Personal appearance, such as makeup, masks, wigs, costumes, jewelry, apparel and
20 the like, unless it constitutes a commercial mascot;

21
22 (J) Searchlights used as part of a search and rescue or other emergency service
23 operation (this exclusion does not apply to searchlights used as attention attracting
24 devices for commercial or special events);

25
26 (K) Shopping carts, golf carts, horse drawn carriages, bicycles and similar devices, and
27 properly licensed motorized vehicles that legally pass through the city.

28
29
30 **SIGN PERMIT:** A ~~building~~ permit that authorizes the erection, construction, enlargement,
31 alteration, repair, moving, improvement, removal, conversion or demolition of any sign,
32 issued pursuant to the building code of the city and this chapter.

33
34 **SIGN STRUCTURE:** All supports, uprights, braces and framework of the sign but not
35 including the communicative image.

36
37 **STREET FRONT:** Any boundary line of a lot or parcel of land that runs parallel to and within
38 twenty feet (20') of the right of way of a street or highway designated and assigned an
39 individual name or number by the legislative action of the city.

40
41 **STREET PROPERTY LINE:** A common boundary between private property and a dedicated
42 street or alley.

43
44 **SUBDIVISION ENTRANCE SIGN:** A permanent sign installed at or near a public entrance to
45 a development.

46
47 **TEMPORARY SIGN:** A sign that is constructed of lightweight or flimsy material, and is
48 easily ~~installed~~ **AFFIXED TO A BUILDING AND** removed using ordinary hand tools.
49 **SUCH SIGNS INCLUDE REAL ESTATE "FOR SALE," "FOR RENT", AND "OPEN**
50 **HOUSE" SIGNS, GARAGE SALE SIGNS, TEMPORARY SIGNS IDENTIFYING THE**

1 ARCHITECT, ENGINEER OR CONTRACTOR FOR WORK CURRENTLY UNDER
2 CONSTRUCTION, ON-SITE COMMERCIAL MESSAGES, OR TEMPORARY
3 NONCOMMERCIAL MESSAGES INCLUDING POLITICAL, ELECTION, OR
4 IDEOLOGICAL SIGNS.

5
6 TIME AND/OR TEMPERATURE DEVICES: Signs consisting of devices which provide time
7 and/or temperature information.

8
9 USE BY RIGHT: The primary permitted use or accessory use as defined by the zoning
10 ordinance of the city. (See title 10 of this code.)

11
12 WALL SIGN: A sign attached to, painted on or erected against a wall of a building and
13 whose display surface is parallel to the face of the building upon which the sign is attached.

14
15 WIND SIGN: Any sign in the nature of a series of two (2) or more banners, flags, pennants or
16 other objects or material fastened in such a manner as to move upon being subjected to
17 pressure by wind, breeze, or forced air. By way of example only, includes devices known by
18 commercial names such as wind dancer and AirCrow.

19
20 WINDOW: For purposes of this chapter, a window shall be an opening in the wall of a
21 building, said opening to be covered with glass or similar material for the purpose of
22 admitting light and/or air.

23
24
25 WINDOW SIGN: A sign which is applied or attached to the interior of a window only,
26 which sign can be seen through the window from the exterior of the structure.

27
28
29 **10-17-5: SIGNS FOR AREAS DEVELOPED AS PLANNED DEVELOPMENTS
30 OR PLANNED DEVELOPMENT OVERLAYS:**

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32
33 SUCH SIGNS SHALL BE AS SPECIFIED ON THE APPROVED PLANNED
34 DEVELOPMENT PLAN. FURTHER, THEY SHALL COMPLY WITH THE PURPOSES
35 OF THIS SIGN CODE AS SPECIFIED IN SECTION 10-17-2 OF THIS CHAPTER.

36
37
38 **10-17-6: REGULATIONS OF SIGNS:**

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42 **10-17-6-1: SIGNS PERMITTED IN ALL DISTRICTS WITHOUT A PERMIT:**

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44
45 The following signs may be erected and maintained in all districts without a permit and
46 without being deducted from other permitted sign face areas:

- 47
48
49 (A) Bulletin Boards: One bulletin board per street frontage not over twenty (20) square feet in
50 area.
51
52 (B) Construction Site Signs: A sign mounted on a site where duly permitted, actual
53 construction is currently in progress, not exceeding twelve (12) square feet in

1 image display area.

2
3
4 (C) Directional Signs: NON ILLUMINATED Directional signs not exceeding seven (7)
5 square feet in size per sign. HOWEVER, IF SUCH SIGNS ARE ILLUMINATED THEN
6 SUCH SIGNS SHALL BE SUBJECT TO REGULATION UNDER THIS CODE.
7 ILLUMINATED MEANS HAVING A LIGHT THAT SHINES ON THE SIGN
8 ALLOWING THE PUBLIC TO SEE THE SIGN DURING NIGHT TIME HOURS
9 REGARDLESS OF WHETHER THE ILLUMINATION IS USED.

10
11
12 (D) ~~Flags: Flags. and flagpoles.~~ FOR PURPOSES OF THIS SECTION, FLAGS SHALL
13 CONSIST OF THE UNITED STATES FLAG, FLAG OF ANY STATE OR POLITICAL
14 SUBDIVISION OF THE UNITED STATES, INCLUDING EDUCATIONAL
15 INSTITUTIONS OPERATED BY A STATE OR ITS POLITICAL SUBDIVISIONS,
16 FLAG OF ANY CITY, FLAG OF ANY FOREIGN NATION, HISTORICAL FLAGS OF
17 THE UNITED STATES FLOWN OVER ANY STATE.

18
19
20 (E) Signs On Residences: For each dwelling unit, a total sign display area of ten feet (10')
21 is allowed. Such signs may not be used as general advertising for hire. This provision
22 does not override terms of private agreements, contracts and leases between landlords
23 and tenants.

24
25
26 (F) Signs In Display Windows: Window signs and temporary signs in the display
27 window of an establishment, which are incorporated with a display of
28 merchandise or a display relating to services or products offered. HOWEVER,
29 SIGNS INSIDE DISPLAY WINDOWS VISIBLE FROM THE STREET
30 THAT ARE DESIGNED TO ADVERTISE THE BUSINESS AS
31 COMPARED TO MERCHANDISE OR DISPLAYS ARE NOT COVERED
32 BY THIS EXCEPTION.

33
34
35 ~~(G) Subdivision Entrance Sign: One permanent subdivision entrance sign shall be allowed.~~
36 ~~In residential subdivisions, such sign shall be limited to a maximum size of twenty~~
37 ~~(20) square feet per display face and shall not exceed two (2) faces per sign. In~~
38 ~~commercial and industrial subdivisions, such sign shall be limited to a maximum size~~
39 ~~of fifty (50) square feet per display face and shall not exceed two (2) faces per sign.~~

40
41
42 (G) Decorations On Display From JANUARY 1 TO DECEMBER 31: Such
43 decorations may not be used as general advertising for hire.

44
45
46 **10-17-6-2: SIGNS PROHIBITED AND SIGNS ALLOWED BY SPECIAL PERMIT:**

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48
49 (A) Signs Prohibited: The following signs shall not be permitted in any zone district:
50
51 1. COMMERCIAL MASCOT AND/OR Rotating signs;
52
53 2. Portable SIGNS AND PORTABLE SANDWICH BOARD SIGNS except as
54 specifically permitted in subsection 10-17-6-5(C) of this chapter;

- 1
2 3. Roof signs; OR ROOF ILLUMINATION DESIGNED TO ILLUMINATE SIGNS
3 LOCATED ELSEWHERE ON THE BUILDING. A BUILDING ELEMENT
4 CONSTRUCTED TO ONLY CONTAIN A SIGN SHALL NOT BE PERMITTED;
5
6 4. Billboards, as defined in this chapter, except as specifically permitted in
7 subsections 10-17-6-6(H) of this chapter;
8
9 5. Price signs at gasoline service stations except as authorized by subsection 10-17-
10 6-5(F)4 of this chapter;
11
12 6. Other signs: No person shall erect any sign except as authorized by this
13 chapter or other ordinance of the city and then only in accordance with the
14 provisions thereof.
15
16
17

18 (B) Signs Allowed By Special Permit:
19

- 20 1. The following signs shall be allowed FOR AN INDIVIDUAL BUSINESS LOCATED IN
21 ANY business, transitional, CA, or industrial zone district by special permit. Not more
22 than ~~two (2)~~ FOUR (4) permits may be issued each calendar year for a cumulative period
23 of not more than ~~sixty (60)~~ ONE HUNDRED AND TWENTY (120) days.
24

- 25 a. Hot air balloons and other types of lighter than air objects;
26
27 b. Banners, FEATHER BANNERS or wind signs;
28
29 c. FLAGS THAT ARE NOT THE FLAG OF THE UNITED STATES, ANY
30 FOREIGN NATION, ANY STATE OR POLITICAL SUBDIVISION OF THE
31 UNITED STATES OR POLITICAL SUBDIVISION OF THIS STATE OR FLAG
32 OF A POLITICAL ENTITY HAVING EXISTED IN THE UNITED STATES
33 HAVING HISTORICAL OR CULTURAL SIGNIFICANCE.
34

35 (C) PORTABLE SANDWICH BOARD SIGNS SHALL BE ALLOWED IN ACCORDANCE
36 WITH THE PROVISIONS OF THIS CODE BY SPECIAL PERMIT. THE
37 APPLICATION FOR THE PERMIT SHALL BE FILED WITH THE COMMUNITY
38 DEVELOPMENT DEPARTMENT, TOGETHER WITH THE REQUIRED FEE.
39

40 (D) MURALS SHALL BE ALLOWED IN ACCORDANCE WITH THE PROVISIONS OF
41 THIS CODE BY SPECIAL PERMIT. THE APPLICATION SHALL BE FILED WITH
42 THE COMMUNITY DEVELOPMENT DEPARTMENT TOGETHER WITH THE
43 REQUIRED FEE
44

45 (E) SUBDIVISION ENTRANCE SIGN: ONE PERMANENT SUBDIVISION ENTRANCE
46 SIGN SHALL BE ALLOWED. IN RESIDENTIAL SUBDIVISIONS, SUCH SIGN
47 SHALL BE LIMITED TO A MAXIMUM SIZE OF TWENTY (20) SQUARE FEET PER
48 DISPLAY FACE AND SHALL NOT EXCEED TWO (2) FACES PER SIGN. IN
49 COMMERCIAL AND INDUSTRIAL SUBDIVISIONS, SUCH SIGN SHALL BE
50 LIMITED TO A MAXIMUM SIZE OF FIFTY (50) SQUARE FEET PER DISPLAY

1 FACE AND SHALL NOT EXCEED TWO (2) FACES PER SIGN.
2
3

4 **10-17-6-3: SIGNS PERMITTED IN SINGLE-FAMILY RESIDENCE ZONES:**
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6
7

8 Upon application to and issuance by the ~~building official~~ COMMUNITY DEVELOPMENT
9 DIRECTOR OF a permit therefor, the following signs may be erected and maintained in
10 single-family residentially zoned districts:
11

- 12 (A) General: Signs may be erected, altered and maintained only for and by a use by right in
13 the district in which the signs are located and shall be located on the same lot as the use
14 by right.
15
16 (B) Permitted Sign Types: Wall, window.
17
18 (C) Permitted Maximum Number: One sign for each front line of the lot on which the
19 use by right is located.
20
21 (D) Permitted Maximum Sign Area: Three (3) square feet per display face.
22
23 (E) Permitted Location: Permitted signs shall be set back from the boundary lines of the
24 lot on which they are located, the same distance as a structure containing a use by
25 right; provided, however, wall signs may project into the required setback space
26 eighteen inches (18").
27
28 (F) Permitted Illumination: None.
29
30 (G) Animation: Shall not be animated.
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38 **10-17-6-4: SIGNS PERMITTED IN MULTI-FAMILY RESIDENCE
39 ZONED AND TRANSITIONAL ZONED DISTRICTS:**
40
41

42 Upon application to and issuance by the ~~building official~~ COMMUNITY DEVELOPMENT
43 DIRECTOR of a permit therefor, the following signs may be erected and maintained in
44 multi-family residentially zoned districts and in transitionally zoned T districts which in the
45 case of such T districts are used for the following purposes: residential use, club or lodge,
46 library or reading room, tourist home.
47
48

- 49 (A) General: Signs may be erected, altered and maintained only for and by a use by right in
50 the district in which the signs are located and shall be located on the same lot as the use
51 by right; provided, however, that no sign of any type shall be erected or maintained for
52 or by a single dwelling unit.
53
54 (B) Permitted Sign Types: Wall, window and ground.
55
56
57

- 1 (C) Permitted Maximum Number: One wall or window and one ground sign for each front
2 line of the lot on which the use by right is located.
3
4
5 (D) Permitted Maximum Sign Area: Three (3) square feet per unit, not to exceed twenty
6 (20) square feet total.
7
8 (E) Permitted Maximum Height Above Grade:
9
10 1. Wall and window signs: Twenty feet (20').
11
12 2. Ground signs: Twelve feet (12').
13
14 (F) Permitted Location:
15
16 1. Wall and window signs shall be set back from the boundary lines of the lot on
17 which they are located, the same distance as a structure containing a use by
18 right; provided, however, wall signs may project into the required setback space
19 eighteen inches (18").
20
21 2. Ground signs shall be set back ten feet (10') from the boundary lines of the lot on
22 which they are located, provided that a clear area be maintained to a height of
23 seventy two inches (72"), within fifty five feet (55') of the intersection of two (2)
24 streets, a railroad right of way and a street, or a driveway and a street.
25
26 (G) Permitted Illumination: May be illuminated but only from a concealed light source
27 and shall not flash, blink or fluctuate.
28
29 (H) Animation: Shall not be animated.
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34
35

36 **10-17-6-5: SIGNS PERMITTED IN BUSINESS, TRANSITIONAL AND CA ZONES**
37 **AND INDUSTRIAL ZONES:**
38
39

40 Upon application to and issuance by the ~~building official~~ COMMUNITY DEVELOPMENT
41 DIRECTOR OF a permit therefor, the following signs may be erected and maintained in
42 business and transitionally zoned T districts which in the case of such T districts are used for
43 a commercial parking garage or lot, correctional institution, hospital, medical service center,
44 mortuary, office, post office, studio, restaurant, motel and hotel, and savings and loan
45 association and in industrially zoned districts:
46
47

- 48 (A) General: Signs may be erected, altered and maintained only for and by a use by right in
49 the district in which the signs are located and shall be located on the same lot as the use
50 by right.
51
52 (B) Permitted Sign Types: Wall, window, ground, arcade, marquee, projecting, time and
53 temperature signs, MURALS and portable signs, INCLUDING SIGNS INSIDE
54

1 THE WINDOW DESIGNED TO BE VISIBLE FROM THE STREET AND
2 DESIGNED TO ADVERTISE THE BUSINESS AS A WHOLE as described
3 herein.
4
5

- 6 (C) Permitted Maximum Number: The following table shall be used to determine the
7 maximum number of signs allowed for a use by right. In the following table, the
8 center column indicates the total number of allowed permanent signs, while the far
9 right column indicates how many of the signs listed in the center column may be
10 ground signs. For example, in the first row, the total number of permanent signs is
11 three (3), and of those three (3), not more than one may be a ground sign.
12
13

Linear Front Feet Of Lot	Number Of Permanent Signs Allowed	Number Of Ground Signs Allowed
151 or less	3	1
151 to 301	3	2
301 to 451	4	3
451 to 600	5	4
601 or more	5	5

14
15
16
17 In addition, not more than one portable sign shall be allowed for each street front line
18 on the lot for which the use by right is located. Such portable signs shall be
19 constructed ~~of wood or metal~~ OF AN APPROVED MATERIAL and shall contain no
20 more than twelve (12) square feet per display face. No permitted portable sign, tool or
21 vending device shall be located in any public right of way, EXCEPT AS PROVIDED BY
22 THIS CODE.
23
24

- 25 (D) Permitted Maximum Sign Area:

26
27 1. Each use by right shall be allowed the greater of thirty two (32) square feet, or one
28 square foot of sign area for each one and one-half ($1\frac{1}{2}$) linear feet of street
29 frontage with a maximum total area per sign of one hundred (100) square feet per
30 display face, two hundred (200) square feet per sign and three hundred (300) square
31 feet per use; provided, however, that in computing the area of such signs, the
32 measurement of not more than two (2) contiguous front lot lines shall be used. If a
33 lot has two (2) or more uses by right, the same limitations shall apply. However, the
34 basis for measurement of signage for each use by right shall be one square foot of
35 sign area for each one and one-half ($1\frac{1}{2}$) horizontal linear feet of that portion of
36 building frontage occupied by the use by right.
37

38 When the lot size shall allow only thirty two (32) square feet of signage, an
39 additional one square foot of signage shall be allowed for each two feet (2') of
40 setback of the primary structure on that lot, up to a maximum allowable area of fifty
41 (50) square feet. These building setback provisions shall not apply to those lots
42 which allow signs in excess of fifty (50) square feet due to the amount of linear front

1 footage on that lot.

2
3 In addition to the maximum size sign area allowed by this subsection, the maximum
4 size of wall signs may be increased by twenty five percent (25%) for each ten feet
5 (10') of height above thirty feet (30'), not to exceed two hundred (200) square feet
6 per sign. Example: thirty feet (30') equals one hundred (100) square feet of allowable
7 sign area; forty feet (40') equals one hundred twenty five (125) square feet; fifty feet
8 (50') equals one hundred fifty (150) square feet; etc. Signs shall be limited to one per
9 building face.

- 10
11 2. On those buildings which are not set back from the public right of way, one
12 projecting sign not exceeding eighteen (18) square feet per display face or thirty six
13 (36) square feet per sign shall be allowed for each use by right; provided, however,
14 that the sign shall not project into the public right of way more than three feet (3'),
15 shall not be lower than eight feet (8') above grade, nor higher than twenty feet (20')
16 of the roofline or parapet wall of the building, whichever is less.

17
18 (E) Permitted Maximum Height Above Grade:

- 19
20 1. Wall or window signs: Shall be permitted to the maximum height of the wall
21 structure. Buildings with flat roof: Signs may not project above the parapet wall.
22 Buildings with peaked roof: Signs may not project above the top plate of the wall.
23 Buildings with mansard roof: Signs may not project above fifty percent (50%) of
24 the height of the mansard.
25
26 2. Ground, arcade, projecting and marquee signs: Twenty five feet (25').
27
28 3. Signs projecting into the public right of way as provided in subsection (F) of this
29 section: Twenty five feet (25') or not higher than the top plate or parapet of the
30 building, whichever is less.
31

32
33 (F) Permitted Location:

- 34
35 1. Any projecting marquee or wall sign shall be set back from the boundary lines of
36 the lot on which it is located the same distance as a structure containing a use by
37 right; provided, however, that projecting marquee signs may project into the
38 public right of way a maximum of forty eight inches (48"). Wall signs, WITH
39 THE EXCEPTION OF MURALS may project into the public right of way a
40 maximum of twelve inches (12").
41
42 2. Ground signs shall be located in such a manner so that a clear area is maintained to a
43 height of seventy two inches (72") within fifty five feet (55') of the intersection of the
44 edges of rights of way of two (2) streets, a railroad right of way and a street, or a
45 driveway and a street. No ground sign may project into public rights of way.
46
47 3. Projecting signs shall be located in such a manner that there is a clearance of at least
48 eight feet (8') above the public right of way.
49
50 4. Price signs at gasoline service stations shall be limited to the gasoline pumps and to

1 the allowed ground sign, provided that they are made a part of the ground sign and
2 the price portion of the sign does not exceed twenty five (25) square feet per display
3 face.
4

5 5. MENU ORDERING SIGNS AT RESTAURANTS THAT OFFER DRIVE
6 THROUGH SERVICE SHALL BE LOCATED WITHIN TWO FEET OF THE
7 CURB OF THE DRIVE THROUGH AND SHALL BE ATTACHED TO THE
8 GROUND AND THE TOTAL SIGN SHALL NOT EXCEED TWENTY FIVE
9 SQUARE FEET. THE SIGN MAY HAVE A SEPARATE LIGHT AT THE TOP
10 DESIGNED TO ILLUMINATE THE SIGN BUT SHALL BE SHIELDED TO
11 FORCE ILLUMINATION ON THE SIGN
12
13
14

15 (G) Permitted Illumination: May be illuminated but only from a concealed light source.
16
17

18 (H) Animation: Shall not be animated except for changeable copy signs when the
19 following conditions are met:
20

21 1. Traffic And Pedestrian Safety: The sign is located in such a manner that it does not
22 interfere with traffic or pedestrian safety. The minimum setback from the front
23 property line shall be twenty feet (20'). At a signalized intersection the minimum
24 setback shall be twenty five feet (25').
25

26 2. Display Face: The display face of the sign must be limited in area to less than
27 thirty two (32) square feet and must be stationary with a change sequence of not
28 more than one change each two (2) seconds.
29

30 3. Constant Light Intensity: Such signs shall maintain a constant light intensity and
31 color during the entire copy display. Mode changes such as reverse, flashing, and
32 inverse flashing are prohibited.
33
34

35 (I) Joint Identification Signs: Subject to the conditions hereinafter set forth and upon
36 application to and issuance by the building official of a permit therefor, joint identification
37 signs are permitted for two (2) or more uses by right on the same lot as the sign, excluding
38 parking. The following joint identification signs are in addition to all other permissible
39 signs and must comply with all of the following conditions:
40

41 1. Permitted Sign Types Of Joint Identification Signs: Wall and ground.
42

43 2. Permitted Maximum Number Of Joint Identification Signs: One sign for each front
44 line of the lot or for each five hundred (500) linear feet of street frontage.
45

46 3. Permitted Maximum Sign Area Of Joint Identification Signs: The total overall
47 size of any joint identification sign shall not exceed one hundred (100) square
48 feet per display face. The allocation of space on the joint identification sign shall
49 be determined by the landlord and the tenants.
50

51 4. Permitted Maximum Height Above Grade Of Joint Identification Signs: Twenty five

1 feet (25').
2

3 5. Permitted Location Of Joint Identification Signs:
4

5 (a) Wall signs shall be set back from the boundary lines of the lot on which they are
6 located the same distance as a structure containing the use by right. Wall signs
7 may project into the public right of way a maximum of twelve inches (12").
8

9 (b) Ground signs shall be located in such a manner so that a clear area is maintained
10 to a height of seventy two inches (72") within fifty five feet (55') of the
11 intersection of two (2) streets, railroad right of way and a street, or a driveway and
12 a street. No ground sign may project into the public right of way.
13

14 6. Permitted Illumination Of Joint Identification Signs: May be illuminated but shall
15 not flash, blink or fluctuate.
16

17 7. Animation Of Joint Identification Signs: Shall not be animated except for
18 changeable copy signs when the following conditions are met:
19

20 (a) Location: The sign is located in such manner that it does not interfere with
21 traffic safety. At a signalized intersection the minimum setback shall be twenty
22 five feet (25').
23

24 (b) Display Face: The display face of the sign must be limited in area to less than
25 thirty two (32) square feet and must be stationary with a change sequence of not
26 more than one change each two (2) seconds.
27

28 (c) Constant Light Intensity: Such sign shall maintain a constant light intensity
29 and color during the entire copy display. Mode changes such as reverse,
30 flashing, and inverse flashing are prohibited.
31

32
33
34 **10-17-6-6: TEMPORARY SIGNS:**
35

36 Upon application to and issuance by the ~~building official~~ COMMUNITY DEVELOPMENT
37 DIRECTOR of a permit therefor, the following temporary signs may be erected and
38 maintained and each such permit shall be valid for a period of not more than six (6) calendar
39 months and shall not be renewed for more than four (4) successive periods at the same
40 location:
41

42
43 (A) Permitted Sign Types Of Temporary Signs: Wall and ground.
44

45
46 (B) Permitted Number Of Temporary Signs: A minimum of one sign for each lot or
47 designated land area on which the signs are to be located. The maximum number
48 of permitted signs shall be determined by the total sign area permitted as defined
49 in subsection (C) of this section.
50
51

- 1 (C) Permitted Sign Area Of Temporary Signs: Fifty (50) square feet plus one square foot
2 per acre of the designated land area, with no single sign exceeding one hundred (100)
3 square feet per display face.
4
5
- 6 (D) Permitted Maximum Height Above Grade Of Temporary Signs: Twelve feet (12').
7
8
- 9 (E) Permitted Location Of Temporary Signs: Wall signs shall be set back from the
10 boundary lines of the lot on which they are located the same distance as a structure
11 containing a use by right; provided, however, wall signs may project into the
12 required setback space eighteen inches (18"). Ground signs may project into the
13 required setback space eighteen inches (18"), provided that a clear area be
14 maintained to a height of seventy two inches (72") within fifty five feet (55') of the
15 intersection of two (2) streets, a railroad right of way and a street or a driveway and a
16 street. No ground sign may project into the public right of way.
17
18
- 19 (F) Permitted Illumination Of Temporary Signs: Temporary signs may not be
20 illuminated in a single- family residential zone, but may be illuminated from a
21 concealed light source only in other zones so long as they do not flash, blink,
22 fluctuate or use intermittent light or digital display.
23
24
- 25 (G) Animation Of Temporary Signs: Shall not be animated.
26
27
- 28 (H) Developer Direction Signs: Developer direction signs shall meet the following criteria:
29
30 1. Shall not exceed thirty two (32) square feet per display face or sixty four (64)
31 square feet per sign.
32
33 2. Shall not exceed twelve feet (12') in height.
34
35 3. Signs allowed shall be limited to not more than two (2) signs for each project.
36
37 4. The location of the sign shall be located on the nearest major arterial street only. No
38 sign shall be allowed for a development which is located on a completed and through
39 major arterial or on lesser streets when the traffic count on said streets exceeds that
40 for a minor arterial street.
41
42 5. A building permit shall be required which makes the sign valid for a period not to
43 exceed twenty four (24) months or the duration of the project, whichever occurs first.
44 The expiration date of the permit shall be affixed on the sign.
45
46 6. When two (2) or more developers utilize the same sign, the size of the sign may be
47 increased by a factor equal to the number of users except that no such sign shall
48 exceed one hundred (100) square feet per display face or two hundred (200) square
49 feet per sign.
50
51 7. Shall be arranged so as to minimize impacts on traffic safety and visibility
52 and impact on adjacent residential areas.
53

- 1
- 2 8. Shall not be sandwich board or portable signs.
- 3
- 4 9. Shall be affixed in a manner to minimize the possibility that the forces of nature
- 5 will destroy or remove said sign.
- 6
- 7 10. Shall be made of materials which will not deteriorate over the life of the sign.
- 8
- 9

10 (I) New Establishment Signs: New establishment direction signs may be erected only after
11 approval by the director of community development. Approval is automatic when signs
12 meet all of the following criteria:

- 13
- 14 1. Shall not exceed thirty two (32) square feet per display face or sixty four (64)
- 15 square feet per sign.
- 16
- 17 2. Shall not exceed twelve feet (12') in height.
- 18
- 19 3. Number of signs is limited to one sign per establishment.
- 20
- 21 4. A new establishment sign shall be located no nearer than one hundred feet (100')
- 22 from any other sign unless they are placed on an existing pedestal. No sign shall be
- 23 allowed for a new or relocated establishment which is located on a completed and
- 24 through major arterial or on such lesser street when the traffic on said street
- 25 exceeds the traffic level normally established for a minor arterial.
- 26
- 27 5. A building permit shall be required which makes the sign valid for a period of not to
- 28 exceed six (6) months. The expiration date of the permit shall be affixed on the sign.
- 29
- 30 6. Shall be arranged so as to minimize impacts on traffic safety and visibility
- 31 and impact on adjacent residential areas.
- 32
- 33 7. Shall not be sandwich board or portable signs.
- 34
- 35 8. Shall be affixed in a manner to minimize the possibility that the forces of nature
- 36 will destroy or remove said sign.
- 37
- 38 9. Shall be made of materials which will not deteriorate over the life of the sign.
- 39

40 (J) PORTABLE SANDWICH BOARD SIGNS MAY BE PERMITTED IN
41 ACCORDANCE WITH THIS SUBSECTION.

- 42
- 43 1. PORTABLE SANDWICH BOARD SIGNS SHALL REQUIRE A SEPARATE
- 44 PERMIT OR BE INDICATED SEPARATELY ON A SIGN APPLICATION.
- 45
- 46 2. THE SIGN MAY NOT BE MORE THAN TWO FEET WIDE NOR MORE
- 47 THAN FOUR FEET TALL
- 48
- 49
- 50 3. IF IT IS TO BE LOCATED ON PRIVATE PROPERTY, A SIGN PERMIT IS

1 STILL REQUIRED
2

3 4. THE SIGN MAY BE LOCATED IN THE PUBLIC RIGHT OF WAY
4 SUBJECT TO THE FOLLOWING:
5

- 6 (a) BASED ON THE DIAGRAM SUBMITTED BY APPLICANT, THE CITY
7 DETERMINES THAT THERE IS SUFFICIENT CLEARANCE IN THE
8 PUBLIC RIGHT OF WAY TO MEET ALL AMERICANS WITH
9 DISABILITIES ACT REQUIREMENTS PERMITTING INDIVIDUALS
10 WITH DISABILITIES FULL ACCESS OF THE PUBLIC SIDEWALKS.
11 (b) THE SIGN WILL NOT BLOCK ANY TRAFFIC CONTROL DEVICES;
12 UTILITY INFRASTRUCTURE AND TELECOMMUNICATIONS
13 FACILITIES AND WILL NOT INTERFERE WITH OR DAMAGE ANY
14 LANDSCAPING, PUBLIC OR PRIVATE.
15 (c) THE SIGN SHALL BE PLACED, CONSTRUCTED OR DESIGNED IN
16 SUCH A MANNER NOT TO BE DISTURBED BY NATURAL FORCES
17 SUCH AS WIND, RAIN, HAIL OR SNOW OR TO FALL DOWN IF
18 BUMPED INTO.
19 (d) THE SIGN PLACEMENT SHALL NOT INTERFERE WITH INGRESS OR
20 EGRESS FROM LEGALLY PARKED VEHICLES.
21 (e) SIGNS MAY ONLY BE PLACED ON THE RIGHT OF WAY DURING
22 BUSINESS HOURS AND MUST BE REMOVED DURING NON-
23 BUSINESS HOURS.
24 (f) NO OFF-PREMISE PORTABLE SIGNS UNDER THIS SUBSECTION
25 SHALL BE PERMITTED.
26 (g) IF SIX FEET IS NOT AVAILABLE OR THE CITY RIGHT OF WAY IS
27 LESS THAN SIX FEET IN WIDTH, THE SIGN MUST BE PLACED FLAT
28 AGAINST THE BUILDING AND IN SUCH A MANNER AS TO AVOID
29 FALLING DOWN OR OBSTRUCTING USE OF THE SIDEWALK.
30
31 5. SIGN PERMITS UNDER THIS SUBSECTION SHALL BE VALID FOR ONE
32 YEAR AND MUST BE RENEWED. FAILURE TO COMPLY WITH THIS
33 SUBSECTION SHALL BE GROUNDS FOR DENIAL OF A SIGN PERMIT
34 OR RENEWAL.
35
36 6. ONLY ONE SIGN SHALL BE PERMITTED PER EACH PROPERTY
37 FRONTING ON A STREET; HOWEVER, MULTIPLE BUSINESSES
38 LOCATED IN THE SAME STORE FRONT PROPERTY MAY BE
39 IDENTIFIED ON THE SINGLE SIGN.
40
41 7. THE APPLICANT SHALL BE REQUIRED TO EXECUTE AN
42 INDEMNIFICATION AGREEMENT INDEMNIFYING THE CITY AND
43 ITS OFFICIALS FROM ANY CAUSE, ACTION, DAMAGES, EXPENSES
44 OR CLAIM ARISING OUT OF INJURIES ON THE PUBLIC RIGHT OF
45 WAY FROM THE USE OF, LOCATION AND OR PLACEMENT OF THE
46 PORTABLE SIGN.
47
48 8. PLANNED DEVELOPMENT ZONES THAT PROHIBIT SUCH SIGNAGE

1 SHALL GOVERN NOTWITHSTANDING THIS SUBSECTION.
2
3

4 (L) TEMPORARY SIGNS ASSOCIATED WITH A NON-COMMERCIAL EVENT-,
5 INCLUDING BUT NOT LIMITED TO POLITICAL SIGNS, ELECTION
6 RELATED SIGNS OR ANY OTHER TYPE OF POLITICAL SIGN.
7 TEMPORARY SIGNS INCLUDE THOSE ASSOCIATED WITH NON
8 COMMERCIAL EVENTS, SUCH AS A COMMUNITY FAIR AND SUBJECT
9 TO THE FOLLOWING REQUIREMENTS:

10
11 1. MESSAGE SUBSTITUTION: AN ELECTION OR POLITICAL MESSAGE IS
12 PERMITTED ON, ANY OTHERWISE DULY PERMITTED OR
13 ALLOWED SIGN UNDER THIS CHAPTER, PROVIDED IT CONFORMS TO
14 THE SIZE AND HEIGHT LIMITATIONS OF SUCH SIGN.
15

16 2. TIME LIMITATION: FOR PURPOSES OF ELECTION-RELATED SIGNS, THE
17 SIGN SHALL BE REMOVED WITHIN TEN CALENDAR DAYS AFTER THE
18 EVENT. THE EVENT IS DEFINED AS THE PRIMARY OR GENERAL ELECTION
19 DAY.
20

21 3. SIZE LIMITATION: 6 SQ. FT. PER SIDE; 12 SQ. FT MAX/4' MAX HEIGHT.
22

23 4. LOCATION: PERMITTED IN ALL DISTRICTS.
24
25

26 **10-17-6-7: LOW PROFILE SIGNS:**
27
28

29 Signs of a low profile planter type design which are not more than six feet (6') in height, may
30 exceed the maximum area regulations for that specific lot, provided that an application is
31 submitted to and approved by the ~~board of adjustment~~ COMMUNITY DEVELOPMENT
32 DIRECTOR and the location of the sign is not in conflict with subsections 10-17-6-5(F)2 and
33 (I)5 of this chapter. AN APPLICANT MAY APPEAL A REJECTION OF A SIGN
34 APPLICATION UNDER THIS SUBSECTION OR REQUEST ADDITIONAL SIGNS TO
35 THE BOARD OF ADJUSTMENT.
36
37
38

39 **10-17-6-8: SHOPPING CENTERS; SIGNS PERMITTED:**
40
41

42 Upon application to and issuance by the ~~building official~~ COMMUNITY DEVELOPMENT
43 DIRECTOR of a permit therefor, the following signs may be erected and maintained in
44 shopping centers. SIGNS THAT REQUIRE A SEPARATE STRUCTURE FROM THE
45 PHYSICAL BUILDING MAY ALSO REQUIRE A BUILDING PERMIT AND BE
46 REVIEWED IN ACCORDANCE WITH THE CITY'S ADOPTED BUILDING CODE:
47
48

49 (A) General: Signs may be erected, altered and maintained only for and by a use by right
50 at the shopping center in which the establishment is located and such signs shall be
51 located in the same general frontage area as the use by right.
52
53

- 1 (B) Permitted Sign Types: Sign types shall be wall, window, arcade, or marquee signs.
2 Ground signs shall be allowed only as the shopping center identifier or as a joint
3 identification sign as specified in subsection 10-17-6-5(I) of this chapter. Individual
4 pads within the shopping center may be allowed a low profile monument type sign
5 upon application to and approval by the director of community development if the
6 conditions of section 10-17-6-7 of this chapter have been met.
7
8
- 9 (C) Permitted Maximum Number: The maximum number of signs allowed to a use by
10 right shall be three (3).
11
- 12 (D) Permitted Maximum Sign Area: Each use by right shall be allowed fifty (50) square
13 feet of sign area or one square foot of sign area for each one and one-half ($1\frac{1}{2}$) linear
14 feet of building frontage or one square foot of sign area for each thirty (30) square feet
15 of gross floor area, whichever is greater. The maximum total sign area allowed shall be
16 limited to two hundred (200) square feet per use by right.
17
18
- 19 (E) Permitted Maximum Height Above Grade:
20
21 1. Wall or window signs: Forty feet (40').
22
23 2. Ground signs used as shopping center identifiers: Thirty feet (30').
24
25 3. Low profile monument signs: Six feet (6').
26
- 27 (F) Permitted Location:
28
29 1. Any projecting marquee or wall sign shall be located upon the structure in the
30 same general area as the use by right. Projecting signs may project into the public
31 right of way a maximum of thirty six inches (36"). Wall signs may project into the
32 public right of way a maximum of twelve inches (12").
33
34 2. Ground signs shall be located in such a manner so that a clear area is maintained
35 below them to a minimum height of seventy two inches (72") if said signs are located
36 within fifty five feet (55') of the intersection and the edges of the rights of way of two (2)
37 streets, a railroad right of way and a street, or a driveway and a street. No ground sign
38 may project into any public right of way.
39
40
- 41 (G) Permitted Illumination: Shopping center signs may be illuminated but only from a
42 concealed light source.
43
44
- 45 (H) Animation: Shall not be animated except for changeable copy signs when the
46 following conditions are met:
47
48 1. Location: The sign is located in such a manner that it does not interfere with traffic
49 or pedestrian safety. The minimum setback from the front property line shall be
50 twenty feet (20'). At a signalized intersection the minimum setback shall be twenty
51 five feet (25').

1
2 2. Display Face: The display face must be limited in area to less than sixty (60)
3 square feet and must be stationary with a change sequence of not more than one
4 change each two (2) seconds.

5
6 3. Constant Light Intensity: Such sign shall maintain a constant light intensity and
7 color during the entire copy display. Mode changes such as reverse, flashing and
8 inverse flashing are prohibited.
9

10
11 **10-17-7: ADMINISTRATION:**
12
13
14

15 **10-17-7-1: SIGN AREA MEASUREMENT:**
16
17

18 The area of a sign shall be measured in conformance with the regulations as herein set forth
19 provided that the structure or bracing of a sign shall be omitted from measurement unless such
20 structure or bracing is made part of the message or face of the sign. Where a sign has two (2) or
21 more display faces, the area of all faces shall be included in determining the area of the sign.
22

23 (A) Signs With Backing: The area of all signs with backing or a background, material or
24 otherwise, that is part of the overall sign display shall be measured by determining the
25 sum of the areas of each square, rectangle, triangle, portion of a circle or any
26 combination thereof which creates the smallest single continuous perimeter enclosing
27 the extreme limits of the display surface or face of the sign including all frames,
28 backing, face plates, nonstructural trim or other component parts not otherwise used for
29 support.
30

31 (B) Signs Without Backing: The area of all signs without backing or a background,
32 material or otherwise, that is part of the overall sign display shall be measured by
33 determining the sum of the area of each square, rectangle, triangle, portion of a circle
34 or any combination thereof which creates the smallest single continuous perimeter
35 enclosing the extreme limits of each word, written representation (including any series
36 of letters), emblems or figures of similar character including all frames, face plates,
37 nonstructural trim or other component parts not otherwise used for support.
38
39

40 (C) All Other Signs Or Combinations Thereof: The area of any sign having parts both with
41 and without backing shall be measured by determining the total area of all squares,
42 rectangles, triangles, portions of a circle or any combination thereof constituting the
43 smallest single continuous perimeter enclosing the extreme limits of any of the
44 following combinations; the display surface or face of the sign including all frames,
45 backing, face plates, nonstructural trim or other component parts not otherwise used for
46 support for parts of the sign that have backing and each word, written representation
47 (including any series of letters), emblems or figures of a similar character including all
48 frames, face plates, nonstructural trim or other component parts not otherwise used for
49 support for parts of the sign having no backing.
50
51
52

53 **10-17-7-2: REGISTRATION OF EXISTING SIGNS:**

6 **10-17-7-3: NONCONFORMING SIGNS:**
7
8

9 (A) Declaration Of Public Policy: It is reasonable that a time limit be placed upon the
10 continuance of existing nonconforming signs. An amortization program permits the
11 owner to plan during a period when he is allowed to continue the nonconforming
12 signs while at the same time assuring that the district in which the nonconforming
13 signs exist will eventually benefit from a substantial uniformity of permanent signs.
14

15 (B) Definition Of Nonconforming Signs: A nonconforming sign shall be any sign which:
16

- 17 1. On the effective date hereof was lawfully maintained and had been lawfully
18 erected in accordance with the provisions of any prior zoning ordinance, but which
19 sign does not conform to the limitations established by this Chapter in the district
20 in which the sign is located; or
21
- 22 2. On or after the effective date hereof was lawfully maintained and erected in
23 accordance with the provisions of this Chapter, but which sign, by reason of
24 amendment to this Chapter after the effective date thereof, does not conform to the
25 limitations established by the amendment to this Chapter in the district in which the
26 sign is located.
27
28

29 (C) Continuance Of Nonconforming Signs: Subject to the termination hereinafter
30 provided, any nonconforming sign may be continued in operation and maintained
31 after the effective date hereof; provided, however, that no such sign shall be changed
32 in any manner that increases the noncompliance of such sign with the provisions of
33 this Chapter established for signs in the district in which the sign is located; and
34 provided, further, that the burden of establishing a sign to be nonconforming under
35 this Section rests entirely upon the person or persons, firm or corporation claiming a
36 nonconforming status for a sign.
37

- 38 1. One stay of any portion of this amortization schedule may be granted by
39 the Board of Adjustment for a period of six (6) months, if substantial
40 attempt at compliance is proven.
41
- 42 2. Any owner or operator of a nonconforming sign in a newly annexed area shall
43 terminate such nonconforming sign in accordance with the schedule set forth in
44 this Section, with the effective date of the annexation ordinance being the start
45 of the time limitation.
46

47 (D) Termination Of Nonconforming Signs:
48

- 49 1. By Abandonment: Abandonment of such nonconforming sign shall terminate
50 immediately the right to maintain such sign.
51
- 52 2. By Violation Of this Chapter: Any violation of this Chapter shall terminate

1 immediately the right to maintain a nonconforming sign.
2

3 3. By Destruction, Damage Or Obsolescence: The right to maintain any
4 nonconforming sign shall terminate and shall cease to exist whenever the sign is
5 damaged to the extent that the cost of repair would be greater than fifty percent
6 (50%) of the replacement cost, or destroyed, from any cause whatsoever, or
7 becomes obsolete or substandard under any applicable ordinance of the
8 Municipality to the extent that the sign becomes a hazard or a danger.
9

10 4. By Amortization: The right to keep, own, use, maintain or display signs prohibited
11 by the terms of this sign code within the City as a legal nonconforming use shall
12 cease and terminate in accordance with the following schedule:
13

14 (a) The use of searchlights shall cease on the effective date hereof.
15

16 (b) Animation, fluctuation, rotation or flashing of any sign within the City
17 shall cease on the effective date hereof.
18

19 (c) The use or display of banners, pennants, balloons, wind operated signs and other
20 portable signs which would cost less than one hundred fifty dollars (\$150.00) to
21 replace shall cease on the effective date hereof.
22

23 (d) The use or display of banners, pennants, balloons, wind operated signs and other
24 portable signs which would cost one hundred fifty dollars (\$150.00) or more to
25 replace shall cease on the effective date hereof.
26

27 (e) The use or display of any permanently attached legal nonconforming sign shall
28 cease within three (3) years of the effective date hereof, subject to the following:
29

30 (1) That the City recognizes a reasonable and proper amortization period of
31 seven (7) years from the date of the initial installation of such signs or the
32 date of the renovation of such signs where the cost of renovation exceeded
33 sixty percent (60%) of the initial cost of the sign, whichever comes later.
34 Provided, however, that any such renovation shall have been completed on
35 or before the effective date hereof.
36

37 (2) That it shall be the responsibility of the owner or lessee of an affected sign to
38 prove to the City that the grace period described above would constitute a
39 period of amortization less than the permitted seven (7) years. Business
40 records indicating the date of initial installation or the date and cost of
41 renovation shall be acceptable to the City. Upon presentation to and
42 acceptance by the City of such business records, the City shall issue a special
43 permit extending the grace period until the full seven (7) year amortization
44 period is realized.
45
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48 **10-17-7-4: PERMITS, INSPECTIONS AND MAINTENANCE:**
49
50

1 No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve,
2 convert or demolish any sign in the City, or cause the same to be done, without first obtaining
3 a separate ~~building~~-SIGN-permit for each such sign, pursuant to the ~~building~~ SIGN code of
4 the City, subject to the exceptions contained herein.
5
6

7 (A) Permits: In addition to the information required to be contained by the ~~building~~
8 ~~code~~ SIGN CODE of the City, each application for a sign permit shall also contain
9 or be accompanied by the following information:
10

- 11 1. Name and address of owner of the sign.
- 12
- 13 2. Name and address of owner of the premises where the sign is located or to be located.
- 14
- 15 3. Name and address of person entitled to possession of premises where sign is
16 located or to be located.
- 17
- 18 4. Plot plan definitely showing the location of the sign which is the subject of the
19 permit and all other existing signs on the same premises.
- 20
- 21 5. Plans showing the dimensions, supports, sizes and materials of sign.
- 22
- 23 6. Statement of valuation of all materials and labor incorporated in sign.
- 24
- 25

26 (B) Inspections: All signs shall be subject to inspections by the ~~Building Inspector~~
27 COMMUNITY DEVELOPMENT DIRECTOR and all other persons duly
28 authorized for such purposes under the ordinances of the City.
29

30 (C) Maintenance: Every sign in the City, including, but not limited to, those signs for
31 which no permits or permit fees are required, shall be maintained in good structural
32 condition at all times. All signs, including such exempted signs, shall be kept neatly
33 painted, including all metal parts and supports thereof that are not galvanized or of
34 rust-resistant materials. The ~~Building Official~~ COMMUNITY DEVELOPMENT
35 DIRECTOR shall inspect and have the authority to order the painting, repair, or
36 removal of a sign which shall constitute a nuisance or hazard to safety, health, or
37 public welfare by reason of inadequate maintenance, dilapidation, obsolescence or
38 abandonment, or which shall constitute such a hazard for any other reason.
39
40
41

42 **10-17-7-5 NUISANCE AND ABATEMENT**

43

44 (A) Signs Declared Nuisance: The ~~Building Official~~ COMMUNITY DEVELOPMENT
45 DIRECTOR may declare any sign found ~~by him~~ to be a nuisance or hazard to safety,
46 health or public welfare, by reason of inadequate maintenance, dilapidation,
47 obsolescence or abandonment, to be a public nuisance. Any such declaration shall state
48 the reasons of the ~~Building Official~~ COMMUNITY DEVELOPMENT DIRECTOR for
49 such declaration. Any sign owned, kept, displayed or maintained by any person within
50 the City, the ownership, keeping, display or maintenance of which is unlawful pursuant
51 to the provisions of this sign code, is hereby declared to be a public nuisance. The

1 Building Official COMMUNITY DEVELOPMENT DIRECTOR may declare any such
2 unlawful sign to be a nuisance, and any such declaration shall state the reason or
3 reasons why such sign and the keeping, owning, maintenance and display or operation
4 thereof are unlawful under the terms of this sign code.
5
6

7 ~~(B) Abatement: The Building Official COMMUNITY DEVELOPMENT DIRECTOR OR
8 DESIGNEE SHALL serve a copy of such declaration upon the owner of the sign and
9 the person entitled to the possession of the premises upon which the sign is located,
10 together with a notice requiring the owner or person entitled to possession of the
11 building or premises, within forty eight (48) hours THREE (3) CALENDAR DAYS,
12 to commence either the required repairs or improvement, or the demolition and
13 removal of the sign declared to be a public nuisance; and such repair, improvement or
14 demolition and removal shall be completed within thirty (30) days from the date of
15 notice, unless otherwise stipulated by the Building Official. COMMUNITY
16 DEVELOPMENT DIRECTOR. NOTHING IN THIS SECTION SHALL PROHIBIT
17 A SEPARATE ENFORCEMENT ACTION FOR VIOLATION OF THE ADOPTED
18 BUILDING CODE OF THE CITY~~

19
20 Service of such notice and declaration shall be by personal service upon the person
21 entitled to possession, if he shall be found within the City limits; but if he shall not be
22 found within the City limits, such service may be made upon him by registered mail
23 or certified mail, return receipt requested; provided, that if such notice is by registered
24 mail or certified mail, return receipt requested, the designated period within which
25 said person is required to comply with the order of the Building Official
26 COMMUNITY DEVELOPMENT DIRECTOR shall commence three (3) days
27 following the day of mailing INDICATING RECEIPT of such notice. THE OWNER
28 OR PERSON ENTITLED TO POSSESSION OF THE SIGN OR A PERSON AT
29 THEIR LAST PLACE OF ABODE OF A REASONABLE AGE AND
30 DISCRETION MAY ALSO BE SERVED WITH THE NOTICE AND
31 DECLARATION
32
33

34 ~~(C) If the owner of the premises shall not be the same person as the person entitled to
35 possession of the premises, a true copy of such declaration and notice shall also be
36 mailed to said owner by certified or registered mail at the address shown upon the tax
37 rolls of the County AND AT THEIR LAST KNOWN ADDRESS.~~

38
39
40 ~~(D) If the owner of the sign shall not be the same person as the person entitled to
41 possession of the premises, a true copy of such declaration and notice shall also be
42 mailed to said owner by certified or registered mail at his last known address.~~

43
44
45 ~~(E) The notice given by the Building Official COMMUNITY DEVELOPMENT
46 DIRECTOR OR DESIGNEE SHALL state not only the remedial action required to be
47 taken, but shall also state that if such action is not taken within the time limits set forth
48 in this Chapter, the cost of demolition and removal may be assessed against the
49 property on which the sign is located, together with an additional five percent (5%) for
50 inspection and incidental costs and an additional ten percent (10%) penalty for cost of
51 collection, and collected in the same manner as real estate taxes against the property.~~

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~~(F) In the event that the owner of the premises, or person entitled to possession, or the owner of the sign, shall fail, neglect or refuse to comply with the notice to repair, rehabilitate or demolish the sign declared to be a nuisance, the owner of the sign, the owner of the premises upon which the sign is located, and the person entitled to possession thereof (if other than the owner of the premises), or all or any of them, may be prosecuted for violation of this Chapter; and the Building Official may demolish COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE MAY ORDER THE SIGN DEMOLISHED and remove the sign declared to be a public nuisance.~~

~~(G) If it shall be necessary for the Building Official COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE to demolish and remove any sign pursuant to the provisions hereof, the Building OFFICIAL COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE shall certify to the City Clerk the legal description of the property upon which the work was done, together with the name of the owner thereof, as shown by the tax rolls of Arapahoe County COUNTY IN WHICH THE PROPERTY IS LOCATED, together with a statement of work performed, the date of performance and the cost thereof.~~

~~(H) Upon receipt of such a statement, the City Clerk shall mail a notice to the owner of said premises as shown by the tax rolls, at the address shown upon the tax rolls, by first class mail, postage prepaid, notifying such owner that work has been performed pursuant to this Chapter, stating the date of performance of the work, the nature of the work, and demanding payment of the cost thereof (as certified by the Building Official COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE), together with five percent (5%) for inspection and other incidental costs in connection therewith. Such notice will state that if said amount be not paid within thirty (30) days of mailing the notice, it shall become an assessment upon and a lien against the property of said owner, describing the same, and will be certified as an assessment against such property, together with a ten percent (10%) penalty, for collection in the same manner as the real estate taxes upon the property.~~

~~(I) If the Clerk CITY shall not receive payment within the period of thirty (30) days following the mailing of such notice, the Clerk shall inform the City Council of such fact and the Council shall thereupon enact an ordinance assessing the whole cost of such work, including five percent (5%) for inspection and other incidental costs in connection therewith, upon the lots and tracts of land from which the sign has been removed, and together with a ten percent (10%) penalty for cost of collection.~~

~~(J) Following passage of such ordinance upon second reading, the Clerk shall certify the same to the County Treasurer, who shall collect the assessment, including the ten percent (10%) penalty for cost of collection, in the same manner as other taxes are collected.~~

- 1 (B) THE COMMUNITY DEVELOPMENT DIRECTOR IS AUTHORIZED AND
2 DIRECTED TO ENFORCE ALL PROVISIONS OF THIS CHAPTER INCLUDING
3 THE AUTHORITY TO REVIEW AND APPROVE OR DENY SIGN PERMITS. FOR
4 SUCH PURPOSE, THE COMMUNITY DEVELOPMENT DIRECTOR SHALL
5 HAVE THE POWERS TO ENTER AT REASONABLE TIMES ANY BUILDING,
6 STRUCTURE, OR PREMISES IN THE CITY TO PERFORM ANY DUTY IMPOSED
7 UPON HIM OR HER BY THIS CHAPTER WITH THE CONSENT OF THE
8 LAWFUL OCCUPANT OF THE PREMISES OR UPON PROBABLE CAUSE TO
9 OBTAIN AN INSPECTION WARRANT.
10
- 11 (C) FAILURE TO COMPLY. A FAILURE TO COMPLY WITH THE PROVISIONS OF
12 THIS ARTICLE SHALL BE UNLAWFUL, AND SUBJECT TO THE PENALTIES IN
13 SECTION 1-4-1 OF THIS CODE. ANY PERSON VIOLATING OR FAILING TO
14 COMPLY WITH ANY OF THE PROVISIONS OF THIS ARTICLE SHALL, UPON
15 CONVICTION THEREOF, BE PUNISHED AS PROVIDED IN SECTION 1-4-1 OF
16 THIS CODE. SUCH PENALTY SHALL NOT RELIEVE ANY PERSON FROM
17 FULLY COMPLYING WITH THE REQUIREMENTS OF THIS CHAPTER OR
18 FROM ANY OTHER PENALTIES PRESCRIBED IN THIS CHAPTER.
- 19
- 20 (D) REMEDIES. IF ANY SIGN OR SIGN STRUCTURE IS ERECTED,
21 CONSTRUCTED, DISPLAYED, MAINTAINED OR USED IN VIOLATION OF
22 THIS CHAPTER, THE COMMUNITY DEVELOPMENT DIRECTOR MAY
23 INSTITUTE ANY APPROPRIATE ACTION OR PROCEEDINGS TO CORRECT
24 SUCH VIOLATION. THE IMPOSITION OF ANY PENALTY UNDER THIS
25 SECTION SHALL NOT PRECLUDE THE COMMUNITY DEVELOPMENT
26 DIRECTOR FROM INSTITUTING ANY APPROPRIATE ACTION OR
27 PROCEEDING TO REQUIRE COMPLIANCE WITH THE PROVISIONS OF THIS
28 CHAPTER AND WITH ADMINISTRATIVE ORDERS AND DETERMINATIONS
29 MADE UNDER THIS CHAPTER.
30
- 31 (E) REMOVAL. ANY SIGN IN VIOLATION OF THIS CHAPTER MAY BE REMOVED
32 IN ACCORDANCE WITH THIS CHAPTER. WHEN REMOVAL OF A SIGN IS
33 REQUIRED, THE ENTIRE SIGN AND ALL SUPPORTING STRUCTURES SHALL
34 BE REMOVED. SIGNS PAINTED DIRECTLY ON AN EXPOSED BRICK, STONE,
35 OR CONCRETE WALL SHALL BE REMOVED BY A PROCESS THAT STRIPS
36 THE ENTIRE SIGN FROM THE WALL, NOT BY PAINTING OVER THE SIGN.
37 PLACEMENT OF SIGNS IN MEDIANS, PARKS, OPEN SPACE AREAS, ON ANY
38 TRAFFIC CONTROL DEVICE, IN ANY RIGHTS-OF-WAY WITHOUT
39 AUTHORIZATION, OR IN A MANNER IMPAIRING TRAFFIC OR PEDESTRIAN
40 VISIBILITY IS PROHIBITED, SUCH SIGNS BEING SUBJECT TO IMMEDIATE
41 REMOVAL WITHOUT NOTICE TO THE OWNER.
- 42 (F) NOTICE TO REPAIR OR REMOVE AND CREATION OF LIEN. IN ADDITION TO
43 ANY OTHER VIOLATION OR PENALTY PROVIDED FOR IN THIS CHAPTER,
44 THE COMMUNITY DEVELOPMENT DIRECTOR SHALL GIVE NOTICE TO THE
45 OWNER OR TO ANY PERSON OCCUPYING SUCH PROPERTY THAT

1 THE SIGN ON HIS OR HER PREMISES IS IN VIOLATION OF THE PROVISIONS
2 OF THIS CHAPTER. THE PARTY RECEIVING NOTICE FROM THE CITY MAY
3 REQUEST A HEARING BEFORE THE CITY MANAGER OR A HEARING
4 OFFICER APPOINTED BY THE CITY FOR SUCH PURPOSE. UPON AN
5 ADVERSE DECISION AFTER SUCH A HEARING, THE CITY MANAGER
6 SHALL, UPON DETERMINATION OF COSTS INCURRED BY THE CITY,
7 CERTIFY THE COSTS FOR COLLECTION TO THE COUNTY TREASURER. THE
8 COST SHALL INCLUDE THE COST OF REMOVAL, A FIVE (5%) PERCENT
9 INSPECTION FEE AND IF UNPAID AFTER THIRTY (30) CALENDAR DAYS OF
10 RECEIVING NOTICE A TEN (10%) PERCENT COLLECTION FEE. UNPAID
11 AMOUNTS SHALL BEAR INTEREST AT THE RATE OF TWELVE PERCENT
12 (12%) PER ANNUM COMMENCING ON THE DATE OF IMPOSITION OF THE
13 COLLECTION FEE UNTIL PAID.

- 14
- 15 1. NOTICE MAY BE SENT BY REGISTERED OR CERTIFIED UNITED
16 STATES MAIL RETURN RECEIPT REQUESTED TO THE ADDRESS OF
17 THE PROPERTY AND THE ADDRESS OF THE OWNER ON THE TAX
18 ROLL OF THE COUNTY. IN THE EVENT THAT THE PERSON IN
19 POSSESSION OF THE PROPERTY OF THE OWNER AS SET FORTH ON
20 THE TAX ROLLS MAY NOT BE LOCATED, THE NOTICE MAY BE
21 SERVED BY PUBLICATION IN A NEWSPAPER OF GENERAL
22 CIRCULATION IN THE CITY OR BY PERSONAL SERVICE UPON ANY
23 PERSON OF REASONABLE AGE AND DISCRETION RESIDING AT THE
24 ADDRESS ON THE TAX ROLL.
- 25 2. THE PERSON IN LAWFUL POSSESSION OF THE PROPERTY OR THE
26 OWNER OF THE PROPERTY AS SET FORTH ON THE TAX ROLL SHALL
27 HAVE SEVEN (7) CALENDAR DAYS TO FILE A WRITTEN REQUEST
28 WITH THE COMMUNITY DEVELOPMENT DIRECTOR FOR A HEARING
29 BEFORE THE CITY MANAGER.
- 30 3. THE DECISION OF THE CITY MANAGER OR HEARING OFFICER
31 APPOINTED FOR SUCH PURPOSE IS FINAL AND NOT SUBJECT TO
32 ANY FURTHER REVIEW.

- 33
- 34 (G) THE COMMUNITY DEVELOPMENT DIRECTOR SHALL NOTIFY THE OWNER
35 OR OCCUPANT OF THE PREMISES OF THE TOTAL COSTS, INCLUDING
36 PENALTIES AND COLLECTION FEES INCURRED FOR SUCH REPAIR OR
37 REMOVAL OF THE SIGN. IF THE OWNER OR OCCUPANT SHALL FAIL
38 WITHIN 30 DAYS AFTER THE NOTIFICATION TO PAY THE ENTIRE COSTS
39 AND EXPENSES OF SUCH REPAIR OR REMOVAL, THE COLLECTION FEE
40 SHALL BE IMPOSED AND SUCH COSTS AND EXPENSES SHALL BECOME A
41 LIEN AGAINST THE PROPERTY. THE FINANCE DIRECTOR OF THE CITY
42 SHALL CERTIFY THE COSTS AND EXPENSES TO THE TREASURER OF THE
43 APPROPRIATE COUNTY FOR COLLECTION IN THE SAME MANNER AS
44 GENERAL PROPERTY TAXES ARE COLLECTED.

1
2 (H) THE AMOUNT CERTIFIED BY THE DIRECTOR OF FINANCE TO THE COUNTY
3 TREASURER FOR COLLECTION SHALL INCLUDE THE ACTUAL COST OF
4 REPAIR OR REMOVAL OF THE SIGN, PLUS ANY COSTS ASSOCIATED WITH
5 ANY PENALTY, COLLECTION FEE AND INTEREST FOR THE COST OF
6 COLLECTION.

7
8 (I) Each such assessment shall be a lien against each lot or tract of land assessed, until
9 paid, and shall have priority over all other liens except general taxes and prior
10 special assessments.

11
12 (J) For all purposes hereof, the owner of the premises shall be presumed to be the owner of
13 all signs thereon, unless the contrary shall appear from facts brought to the attention of
14 the ~~Building Official~~ COMMUNITY DEVELOPMENT DIRECTOR.

15
16 1. Identification And Marking: Each sign, requiring a permit under the terms of
17 this Chapter, hereafter erected or remodeled shall bear, in a permanent
18 position thereon, a clearly legible identification plate stating the name and
19 address of the owner of the sign, and the person responsible for its
20 construction and erection, and the date of erection. Electrical signs shall be
21 marked with input amperes at full loss input.

22
23 2. Allowable Stresses, Materials And Engineering Standard: The design of all
24 members shall conform to the requirements of the building code. Loads, both
25 vertical and horizontal, shall not produce stresses exceeding those specified in
26 the building code; and materials, construction and structures shall be of the
27 quality and grade required by the ~~building code~~ BUILDING AND SIGN
28 CODES. All signs and structures shall be designed and constructed to meet
29 building code requirements.
30
31
32

33 **10-17-7-6: ILLEGAL SIGNS; SIGN CODE TO GOVERN IN EVENT OF CONFLICT:**
34
35

36 It shall be unlawful for any person to erect, construct, enlarge, alter, repair, move, improve,
37 convert, maintain, own, or display any sign prohibited by the terms of this Chapter, within the
38 City, and the terms and provisions of this sign code shall prevail in the event of any conflict
39 between the provisions hereof and any ordinance of this City heretofore enacted or in the
40 event of any conflict between the provisions hereof and any other provisions of the Zoning
41 Ordinance other than this sign code.
42

43 **10-17-7-7: SEVERABILITY AND TRANSITION OF SIGN CODE:**
44
45

46 If for any reason any one or more sections, sentences, clauses or parts of the sign code are
47 held invalid, such judgment shall not affect, impair or invalidate the remaining revisions of
48 this sign code, but shall be confined in its operations to the specific sections, sentences,
49 clauses or parts of this Chapter held invalid and the invalidity of any section, sentence, clause
50 or part of this Chapter or in any one or more instances shall not affect or prejudice in any way
51 the validity of this sign code in any other instance.

1
2 All offenses committed and all liabilities incurred prior to the effective date hereof, shall be
3 treated as though all prior applicable ordinances and amendments thereto were in full force
4 and effect for the purpose of sustaining any proper suit, action or prosecution with respect to
5 such offenses and liabilities. Nothing herein contained shall be taken to authorize or to make
6 lawful or to permit a period of amortization for any nonconforming sign or billboard or device
7 which was not a legal nonconforming use prior to the effective date hereof.
8

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11 **10-17-7-8: REMEDIES NOT EXCLUSIVE:**
12
13

14 In the event that any sign shall be declared a public nuisance by the ~~Building Official~~
15 COMMUNITY DEVELOPMENT DIRECTOR, the City Attorney is hereby authorized on
16 behalf of the City to bring action to abate and enjoin any such nuisance, and for damages, and
17 for the cost of abatement, in addition to any other remedies which may be sought under this
18 Chapter, or action, or remedy exercised hereunder, shall be exclusive, and none shall preclude
19 the bringing of any charges of violation, or the exercise of any other remedy hereunder.
20

21 **10-17-7-9: ORDERS OF THE COMMUNITY DEVELOPMENT DIRECTOR:**
22
23

24 WHEN IT IS THE OPINION OF THE COMMUNITY DEVELOPMENT DIRECTOR THAT
25 A VIOLATION OF THIS CHAPTER EXISTS, A WRITTEN ORDER SHALL BE ISSUED
26 TO THE ALLEGED VIOLATOR. THE ORDER SHALL SPECIFY THOSE CHAPTER
27 SECTIONS OF WHICH THE INDIVIDUAL IS ALLEGED TO BE IN VIOLATION. THE
28 WRITTEN ORDER SHALL SPECIFY A PERIOD OF NOT MORE THAN SEVEN
29 CALENDAR DAYS FROM THE DATE OF THE ORDER, EXCLUDING SUNDAY AND
30 LEGAL HOLIDAYS AS DEFINED BY THE STATE TO CORRECT THE ALLEGED
31 VIOLATION. THE TIME SPECIFIED IN THE ORDER SHALL DEPEND ON THE
32 DIFFICULTY OF REMOVING THE UNLAWFUL SIGN.
33

34 **10-17-7-10: APPEAL TO AND REQUEST FOR VARIANCE FROM**
35 **BOARD OF ADJUSTMENT:**
36
37

- 38 (A) Any aggrieved person who believes the alleged violation as contained in the order of
39 the ~~Building Official~~ COMMUNITY DEVELOPMENT DIRECTOR is factually or
40 legally contrary to the provisions of this Chapter, may appeal the same to the Board of
41 Adjustment, hereinafter sometimes referred to as the "Board", in a manner provided
42 by such Board. UNLESS THE APPEAL INDICATES THAT THE RELIEF
43 REQUESTED INCLUDES A VARIANCE, THE BOARD OF ADJUSTMENT
44 SHALL ONLY ACT ON THE APPEAL OF THE ORDER. ~~IN the alternative,~~ An
45 aggrieved person may request that the Board grant a variance from the requirement of
46 this Chapter. The filing of such request shall be in the manner provided by the Board.
47 NOTWITHSTANDING THE FOREGOING, ANY ORDER REQUIRING
48 DEMOLITION OR REMOVAL OF THE SIGN AS A NUISANCE PURSUANT TO
49 SECTION 10-17-7-5 MAY ONLY BE APPEALED IN ACCORDANCE WITH
50 THAT SECTION AND THE BOARD OF ADJUSTMENT SHALL HAVE NO
51 JURISDICTION OVER SUCH APPEALS.
52

1 (B) Any aggrieved person may also appeal to the Board any decision of ruling of the
2 ~~Building Official~~ COMMUNITY DEVELOPMENT DIRECTOR involving the
3 interpretation of any provision or term of this Chapter. Before the Board hears an
4 appeal, however, from a ruling of the ~~Building Official~~ COMMUNITY
5 DEVELOPMENT DIRECTOR that a particular proposed ~~building or other~~ structure
6 will itself constitute a sign, for which reason the ~~Building Official~~ COMMUNITY
7 DEVELOPMENT DIRECTOR has refused to issue a ~~building~~-SIGN permit, the
8 Board shall receive an ~~advisory report~~ A WRITTEN DETERMINATION from the
9 ~~Building Official~~-COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE, ~~in~~
10 ~~which the Building Official shall state his opinion whether the proposed structure~~
11 ~~constitutes a sign.~~ ON THE APPLICATION FOR A SIGN PERMIT AND THE
12 BASIS FOR THE DECISION BY THE COMMUNITY DEVELOPMENT
13 DIRECTOR OR DESIGNEE.
14

15 (C) The Board shall have no jurisdiction to hear an appeal from an order of the
16 COMMUNITY DEVELOPMENT DIRECTOR unless such appeal is filed with the
17 ~~City Clerk~~ COMMUNITY DEVELOPMENT DEPARTMENT within TWENTY
18 EIGHT (28) CALENDAR days from the date of such order. In every appeal before
19 the Board, the burden of proof shall be on the COMMUNITY DEVELOPMENT
20 DIRECTOR ~~or his designee~~ to support the alleged violation by a preponderance of the
21 evidence.
22

23 (D) THE APPLICATION REQUESTING A VARIANCE BEFORE THE BOARD SHALL
24 BE SUBMITTED WITH THE FEE ESTABLISHED BY THE CITY COUNCIL FOR
25 SUCH HEARINGS.
26

27 **10-17-7-11: VARIANCES:**
28
29

30 In every case in which a request for a variance from the requirements of this Chapter has
31 been filed, the Board shall not grant a variance unless it specifically finds each and every
32 one of the following conditions to exist:
33
34

35 (A) There are special circumstances or conditions such as the existence of buildings,
36 topography, vegetation, sign structures or other matters on adjacent lots or within the
37 adjacent public right of way, which would substantially restrict the effectiveness of the
38 sign in question; provided, however, that such special circumstances or conditions
39 must be peculiar to the particular business or enterprise to which the applicant desires
40 to draw attention, and do not apply in general to all businesses or enterprises in the
41 area.
42
43

44 (B) The variance would be in general harmony with the purposes of this Chapter, and
45 specifically would not be injurious to the neighborhood in which the business or
46 enterprise to which the applicant desires to draw attention is located.
47

48 (C) The variance is the minimum one necessary to permit the applicant to reasonably
49 draw attention to his business or enterprise.
50

51 (D) THE BOARD MAY GRANT A VARIANCE SUBJECT TO ANY CONDITIONS

1 WHICH IT DEEMS NECESSARY OR DESIRABLE TO MAKE THE DEVICE
2 WHICH IS PERMITTED BY THE VARIANCE COMPATIBLE WITH THE
3 PURPOSES OF THIS CHAPTER.
4
5

6 **10-17-7-12: EFFECT OF FAILURE TO APPEAL**
7

8 The order of the ~~building official~~ COMMUNITY DEVELOPMENT DIRECTOR OR
9 DESIGNEE shall become a final order of the board of adjustment upon the
10 occurrence of any of the following events:
11

- 12 (A) The failure of the applicant to appeal the order of the ~~building official~~
13 COMMUNITY DEVELOPMENT DIRECTOR to the board of adjustment within
14 the prescribed period of time for bringing such appeal.
15
16 (B) The failure of the applicant to appeal the order of the board of adjustment to a court
17 of competent jurisdiction within the prescribed period of time for bringing such
18 appeal.
19
20
21 (C) When the judgment of a court of competent jurisdiction becomes final, as determined
22 by the rules of such court.
23
24

25 **10-17-8: PRIVATE PARTY SIGNS ON CITY PROPERTY AND IN PUBLIC**
26 **RIGHTS OF WAY:**
27
28

29 **10-17-8-1: PURPOSE AND INTENT:**
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31

- 32 (A) Purpose: The purpose of this section is to identify what types of private party signs are
33 allowed to be displayed on city property and in the public right of way, and the specific
34 standards under which they may be displayed.
35
36
37 (B) Intent: The city declares its intent that all city property shall not function as a
38 designated public forum, unless some specific portion of city property is designated
39 herein as a public forum of one particular type; in such case, the declaration as to
40 public forum type shall apply strictly and only to the specified area and the specified
41 time period, if any.
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44

45 **10-17-8-2: PRIVATE PARTY SIGNS:**
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48

- 49 (A) Private parties may not display or post signs on city property or in public easements
50 or rights of way, except as specifically allowed in this chapter.
51
52 (B) PRIVATE PARTY POSTED SIGNS ON TRAFFIC CONTROL DEVICES,
53 INCLUDING SIGNALS, CAUTION SIGNS, CITY, COUNTY AND STATE
54 HIGHWAY DIRECTIONAL, REASSURANCE AND INFORMATIONAL SIGNS,

1 STREETLIGHTS AND POWER POLES ARE DEEMED A PUBLIC NUISANCE
2 AND MAY BE IMMEDIATELY REMOVED AND CONFISCATED,
3 NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS CHAPTER.
4 NOTICE MAY BE GIVEN TO THE OWNER IF SUCH INFORMATION IS
5 AVAILABLE. FAILURE TO PICK UP THE SIGNS WITHIN THREE (3)
6 BUSINESS DAYS SHALL RESULT IN THE CITY DISCARDING SUCH SIGNS.
7
8

10 **10-17-8-3: PERSONALLY HELD SIGNS IN TRADITIONAL PUBLIC FORUM AREAS:**
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12

13 In areas qualifying as traditional public forums, such as the surfaces of city streets, parks
14 and sidewalks, as well as the surface of exterior areas immediately around Littleton
15 Center (and not including interior areas of the Littleton Center OR PARK RAMADAS,
16 GAZEBOS AND PLAYGROUNDS), persons may display signs, subject to all of the
17 following:
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19

- 20 (A) Each sign must be personally held by a person, or personally attended by one or more
21 persons. "Personally attended" means that a person is physically present within three
22 feet (3') of the sign at all times.
23
24
25 (B) The signs may be displayed only during the time period of sunrise to sunset, except
26 on evenings when a public meeting is being held at Littleton Center and on days
27 when the polls are open; on such occasions, the display may continue until one hour
28 after the close of the public meeting or one hour after the close of the polls.
29
30
31 (C) The maximum aggregate size of all signs held by a single person is ten (10) square feet.
32
33
34 (D) The maximum size of any one sign, which is personally attended by two (2) or
35 more persons, is fifty (50) square feet.
36
37
38 (E) In order to serve the city's interests in traffic flow and safety, persons displaying signs
39 under this section may not stand in any vehicular traffic lane or parking space or in a
40 way that interferes with vehicle sight distance at intersections or crosswalks, and
41 persons displaying signs on public sidewalks must give at least five feet (5') width
42 clearance for pedestrians to pass by.
43
44 (F) This section does not override the municipal election code or uniform election
45 code, which prohibits sign display and electioneering near polling places on
46 election day.
47
48
49
50

51 **10-17-8-4: CITY- PLACED SIGNS:**
52

- 53 (A) The following signs may be placed by the city or other governmental unit on city

1 property or in the public right of way:
2

- 3 1. Traffic control, traffic directional, warning or street identification signs erected by
4 the city, another governmental unit or public utility;
- 5 2. Official notices required by law;
6
- 7 3. Signs or notices placed by the city or other governmental unit in furtherance of its
8 governmental functions or proprietary capacity;
9
- 10 4. Signs expressing the city's own message to the public.
11

12
13 (B) Banners may be placed by the city on city property or in the public right of way for
14 any message, event or program.
15

16
17 (C) Wayfinding directional signs may be placed by the city on city property or in the public
18 right of way, based upon selection, location, and design criteria established by the city
19 manager, or designee. Such wayfinding directional signage shall be permitted for the
20 following:
21

- 22 1. Public and quasi-public buildings and facilities, such as city, county, state and
23 federal buildings and light rail facilities;
- 24
- 25 2. City and south suburban parks and recreation facilities, such as parking lots,
26 recreation centers, parks and trails;
27
- 28 3. Cultural/historical/tourist destinations, such as museums, libraries, and courthouses;
29
- 30 4. Points of public interest, such as Hudson Gardens;
31
- 32 5. City entries and neighborhood entries;
33
- 34 6. Locations or destinations where wayfinding signage would be of public benefit; and
35
- 36 7. Local establishments.
37

38
39 (D) All city placed signs shall be installed by the city.
40
41
42
43

44 **10-17-8-5: REMEDIES AND PENALTIES:** 45 46

47 Any sign posted on city property, contrary to the provisions of this chapter, which poses an
48 immediate threat to public safety may be summarily removed as a trespass and a nuisance by
49 the city. Upon removal or with respect to signs that do not pose an immediate threat to public
50 safety, the city shall make reasonable efforts to contact the sign owner and inform the owner of
51 the reason for the removal or nonconformance. Any sign that has been properly removed under
52 this chapter shall be returned to the owner upon request; provided, however, that if no request
53 is made for the return of the sign, the community development director, or designee, is

1 authorized to destroy or dispose of the removed sign not earlier than ~~thirty (30)~~ TWENTY -
2 ONE CONSECUTIVE days after the removal of such sign.

3
4 **Section 2:** Severability. If any part, section, subsection, sentence, clause or
5 phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the
6 validity of the remaining sections of this ordinance. The City Council hereby declares that it would
7 have passed this ordinance, including each part, section, subsection, sentence, clause or phrase
8 hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or
9 phrases may be declared invalid.

10
11 **Section 3:** Repealer. All ordinances or resolutions, or parts thereof, in conflict
12 with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer
13 clauses of such ordinance nor revive any ordinance thereby.

14
15
16 INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council
17 of the City of Littleton on the 17 day of April, 2018, passed on first reading by a vote of 7 FOR
18 and 0 AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the
19 Municipal Courthouse and on the City of Littleton Website.

20 PUBLIC HEARING on the Ordinance to take place on the 1 day of May, 2018, in
21 the Council Chambers, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour
22 of 6:30 p.m., or as soon thereafter as it may be heard.

23
24 PASSED on second and final reading, following public hearing, by a vote of _____ FOR
25 and _____ AGAINST on the ____ day of _____, 2018 and ordered published by
26 posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton
27 Website.

28 ATTEST:

29 _____
30 Wendy Heffner
31 CITY CLERK

Debbie Brinkman
MAYOR

32 _____
33 _____
34 Lena McClelland

35 ASSISTANT CITY ATTORNEY

36

37