



SIGN STANDARDS

Adopted

February 24, 1993

Amended

March 16, 1994

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February 15, 2012

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February 18, 2015

July 20, 2016

1. PURPOSE AND INTENT

The purpose of these sign standards is to protect and promote the safety and welfare of the tenants and users of the Airport while at the same time affording both aviation and non-aviation Airport tenants the opportunity to identify their businesses and direct patrons to their facilities. The Airport is a non-public forum. Airport tenants may erect signs to promote the Airport tenant's or their subtenant's businesses or business interests at the Airport, including approved special events and sale or lease of their Airport real property or business interests. Airport tenants shall not unlawfully discriminate in deciding which subtenants may erect signs promoting their businesses or business interests. These standards are designed to achieve both harmony with the City of Boca Raton Sign Code and with the Airport's specific regulatory and proprietary interests. All signs erected on the leasehold premises of an Airport tenant shall comply with the City of Boca Raton Sign Code in effect at the time of application, unless otherwise provided

herein. These Sign Standards are intended to be reasonable time, place and manner restrictions on the erection of signs in a non-public forum.

2. JURISDICTION

In accordance with the Amended and Restated Memorandum of Agreement Between the City of Boca Raton and the Boca Raton Airport Authority dated January 30, 2008, the Authority has adopted the City Sign Code, including the special exception process set forth therein, as the governing law with regard to signage on the Airport, except to the extent that these Sign Standards impose substantive requirements or rights. With respect to sign permitting under the City Sign Code, the City will exercise regulatory jurisdiction. To the extent that a special exception is sought from the requirements of the City Sign Code for signs facing the landside on aviation and non-aviation land, the City will exercise limited jurisdiction, and the CAB will review the special exception request(s) and make a determination regarding the appropriateness of the special exception sought. The Authority retains the right to grant a special exception to the requirements of the City Sign Code for signs on aviation land that face or are visible from the airside, and with regard to such special exceptions, the City shall not exercise jurisdiction.

3. DEFINITIONS

The following words, terms and phrases, used in these standards, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Airport tenant” means a person or entity that leases land from the Authority for premises located at the Airport, but does not include a person or entity that leases land or improvements from the Authority when the Authority is a subtenant of an Airport tenant.

“Authority” means the Boca Raton Airport Authority.

“Aviation tenant” means an Airport Tenant of land designated for aeronautical use.

“Board of Members” means the governing board of the Authority.

“CAB” means the City of Boca Raton Community Appearance Board.

“City Sign Code” means the City of Boca Raton Sign Code, as it may be amended from time to time.

“Effective date” means the date on which the most recent amendment to the sign standards was adopted.

“Large Hangar” means a hangar that exceeds twenty (20) feet in height.

“Executive Director” means the Executive Director of the Boca Raton Airport or his/her designee.

“Occupancy” means any business, activity or professional office conducting regular affairs in a building or hangar or otherwise on airport property.

“Real estate sign” means a temporary sign erected to advertise the sale or lease of all or a portion of an Airport tenant’s or subtenant’s leasehold premises or ownership interests.

“Sign” means any device or representation for visual communication that is used for the purpose of bringing the subject thereof to the attention of others which is affixed or attached to premises, real property, or improvements to real property.

“Sign structure” shall mean a supporting structure erected or intended for the purpose of fastening, affixing, displaying or applying a sign; however, this definition shall not include any part of a building or perimeter wall.

“Sign standards” means the Boca Raton Airport Sign Standards as they may be amended from time to time.

“Traffic direction/safety sign” has the same meaning as in Section 24-2 of the City Sign Code.

“Special event” means an Authority-approved temporary activity that differs from the normal use of a premises, but does not include any activity or relationship connected with the development of or construction on an Airport tenant’s leasehold premises.

“Special event sign” means a temporary sign erected on an Airport tenant’s leasehold premises where a special event is being conducted and which carries a message promoting the special event or providing ingress/egress or traffic direction/safety instructions in connection with the special event.

“Subtenant” means any person or entity having a lease with an airport tenant to conduct a business, activity or profession on airport property.

4. PROHIBITION

It is prohibited to erect, install, or use any sign and/or sign structure on the Airport without the approval of the Authority. Except as provided for in Section 8, the following signs are prohibited:

- a. signs that are not authorized by Sections 7, 9, 10 or 11; and
- b. signs that do not comply with the City Sign Code..

5. REVIEW AND APPROVAL PROCESS

Unless otherwise specified herein, approval of a sign and/or sign structure requires first conditional approval and then final approval by the Authority.

a. CONDITIONAL APPROVAL

The first step in the approval process is an application for conditional approval to the Executive Director, which application consists of a cover letter describing the sign and/or

sign structure proposed and the documents required below. For conditional approval, the applicant must provide the Executive Director with:

- i. Name, address, and telephone number of the applicant requesting permission for the construction, operation, maintenance or displaying of the sign or sign structure;
- ii. Name, address, and telephone number of the sign contractor, if any; and
- iii. Two copies of a drawing, sketch, or diagram indicating the location of the proposed sign;
- iv. Two copies of Plans and Specifications for the sign(s) showing dimensions, material, copy, background and copy color(s) and any other pertinent details.

If the Authority gives conditional approval of the sign and/or sign structure, the Resolution providing for conditional approval should be presented to the City as a part of the application for a sign permit from the City. If the proposed sign and/or sign structure are exempt from the City of Boca Raton Sign Code and/or the Florida Building Code, then the applicant shall request a letter from the City stating that the proposed sign and sign structure are exempt. Conditional approval terminates ninety (90) days after the date of the Resolution issuing such conditional approval. The Executive Director may, for good cause shown, extend the conditional approval for a period of time determined to be reasonable in the sole discretion of the Executive Director.

b. FINAL APPROVAL

Once an applicant has obtained the City's determination of whether the proposed sign complies with the City Sign Code and building permit(s) from the City to install the proposed sign and/or sign structure, if applicable, the applicant may seek final approval by the Authority. For final approval, the applicant must submit the following:

- i. Determination by the City of whether the proposed sign or signs complies with the City Sign Code;
- ii. Applicable building permit(s) for the sign and/or sign structure, or the letter from the City stating that the proposed sign and/or sign structure are exempt from Florida Building Code;
- iii. Any other information relevant to the approval that is required by the Executive Director;
- iv. If applicable, an order from the Board of Members granting a special exception from compliance with the City Sign Code; and

- v. If applicable, a determination from the CAB recommending approval of a special exception from compliance with the City Sign Code.

Final approval is given by resolution of the Authority Board.

6. CONSTRUCTION/INSTALLATION

The applicant shall have ninety (90) days from the date of the Resolution granting final approval to construct or install the proposed sign and/or sign structure and close out any permits required by the City. Within thirty days after the applicant has completed construction or installation of the proposed sign and/or sign structure, the applicant shall submit copies of as-builts of the proposed sign and/or sign structure to the Executive Director.

7. TEMPORARY SIGNS

The Authority Board may grant approval for special event signs and real estate signs by resolution. The resolution authorizing an Airport tenant to erect a special event sign or a real estate sign shall indicate the date on which such sign may be erected and the date on which it must be removed by the Airport tenant. The resolution may authorize the Executive Director to extend the removal date for a real estate sign for a period of up to sixty (60) days if the Airport tenant demonstrates good cause to extend such date. Approval for real estate signs automatically expires on the date on which the Airport tenant or subtenant enters into any contract for sale or lease that consummates, in whole or part, the transaction offered on the real estate sign.

8. SPECIAL EXCEPTION PROCEDURE

a. INTENT

This special exception process is intended to provide an alternative to the requirements of the City Sign Code for signs.

b. PROCESS

If the City determines that a proposed sign does not comply with the City of Boca Raton Sign Code or if the Authority denies conditional or final approval pursuant to Section 5 of these Sign Standards, the applicant may apply for a special exception as follows:

- i. For signs on aviation land that face or are visible from the airside, by submitting applications for special exception to the Executive Director within thirty (30) days of denial by the City or Authority. Applications for special exceptions to the Authority shall be in the form of a letter that states the need for the special exception, applies the criteria set forth

below to the proposed sign, provides any evidence or sworn affidavits in support of the application as attachments, and if applicable, clearly explains the impacts of denial of the application on the applicant's legal rights, if any. The Executive Director will distribute the application to the Board of Members.

- ii. For all other signs on the Airport, by submitting an application for Review of BRAA Special Exception Request to the CAB.

c. STANDARD OF REVIEW

The Board of Members shall evaluate the application based on application of the evidence and testimony presented by the applicant and any other evidence bearing on the issue not presented, and make a decision based on the preponderance of the evidence. The Board of Members shall consider each of the following criteria in its review of requests for special exception:

- i. The extent to which the sign complies with the City of Boca Raton Sign Code;
- ii. The size of the sign;
- iii. The degree of contrast between the background and the lettering and/or numbering;
- iv. The visibility of the sign in all conditions, including daylight, darkness, rain, etc;
- v. The lighting of the sign;
- vi. The proximity of the sign to the runway and important maneuvering intersections in the taxiway;
- vii. Factors that make the sign particularly recognizable;
- viii. The consistency of the sign with the style already established at the Airport or on the particular structure to which it is affixed;
- ix. The safety impacts of the proposed sign, including the strength of the sign and/or sign structure, the exposure of the sign and/or sign structure to wind gusts, the exposure of the sign and/or sign structure to vehicular traffic, the ability of the sign to impair safe aviation use of the Airport; and
- x. The impacts of denial on the applicant's legal rights, if any.

9. AIRPORT TENANT MONUMENT SIGNS

Each Airport Tenant with leasehold premises fronting Airport Road may have one freestanding sign identifying the airport tenant and no more than four subtenants per sign face, located at least ten feet from Airport Road and shall be permitted a maximum sign area of seventy-two (72) square

feet per sign face and a maximum aggregate sign area of one hundred forty-four (144) square feet. No freestanding sign or sign structure shall exceed eighteen (18) feet in width or ten (10) feet in height.

10. MULTIPLE STORY BUILDINGS, AND LARGE HANGAR SIGNS

Multiple story buildings and large hangars shall be permitted two building identity signs located at the top of the building, provided that there is not more than one building identity sign on any side of the building or hangar. Building identity signs may identify the name of the multiple story building or large hangar or the main occupancy.

11. OTHER HANGAR SIGNS

Each occupant of a hangar which carries on a permitted aviation business may erect one flat sign on such hangar . Each such sign shall be no larger than four feet high by eight feet wide. The number of these signs shall not exceed five (5) per hangar. Signs on hangars shall be of uniform color, size, placement, typeface and materials unless otherwise approved by the Authority.

12. INSPECTION

Upon completion of installation of a sign, the applicant shall notify the Executive Director and provide him or her with a copy of “as-builts” for the installed sign. The Executive Director will inspect the sign and determine if it conforms to the Authority’s approval and these standards. A record of such inspection shall be maintained. The Executive Director’s inspection is performed to ensure compliance with the sign standards and shall not be construed in any way as a guarantee of the quality or durability of the sign or installation.

13. MAINTENANCE: Signs shall be kept in a neat and orderly appearance, free of chips and smudges, and in plumb, vertical position. If a sign is not properly maintained, the Executive Director will give the sign owner written notice. Required repairs must be made by the owner within fourteen (14) calendar days of notice. The Executive Director may remove a sign that has not been repaired as directed. The Executive Director may, at his or her sole discretion, extend the time period for making repairs.

14. REMOVAL OF NONCOMPLYING SIGNS Any sign or sign structure not erected, altered, changed, repaired, displayed, used, maintained or removed in accordance with these Sign Standards or City of Boca Raton Sign Ordinance may be removed by the Executive Director at the expense of the Airport Tenant on whose premises the sign or sign structure is located. The minimum cost for removal of any sign is \$50. The Executive Director will document the cost of

removal and provide the Airport Tenant with an invoice for these costs. The Airport Tenant shall pay the invoiced amount to the Authority within thirty (30) calendar days of the date of the invoice. The removed sign and sign structure will not be returned to the owner until the cost of removal as set forth in the invoice provided is paid.

15. REMOVAL UPON DISCONTINUANCE OF BUSINESS When a business or service is discontinued, all signs relating to the business or service shall be removed within ten (10) calendar days from the date of discontinuance. The sign structure may remain in place if the sign text is not visible, provided the sign text is covered with a durable material approved by the Executive Director.

16. COMPLIANCE WITH MOST RECENT AMENDMENT TO THE SIGN STANDARDS Any sign or sign structure erected, installed or replaced after the Effective Date shall comply with the provisions of the most recent amendment to the sign standards. Any sign approved prior to the effective date requiring greater than 50% of the sign face to be repaired or replaced shall comply with the provisions of the most recent amendment to the sign standards.

17. COMPLIANCE WITH THE FLORIDA BUILDING CODE Signs and sign structures shall be erected in compliance with all applicable provisions of the Florida Building Code. Applicants desiring to construct, install, erect or replace signs and/or sign structures shall consult with the City of Boca Raton Building Department, and if necessary, get all necessary permits, inspections and approvals from the Building Department.

18. EXEMPTIONS. Traffic direction/safety signs are exempt from the approval process set forth in Section 5, provided that they are depicted on a site plan approved by the City of Boca Raton and presented to the Authority Board of Members. The Authority resolution approving the site plan may be presented to the City as the Authority's authorization of all traffic direction/safety signs depicted on the approved site plan.

19. PROCEDURE AND FINALITY OF AUTHORITY DECISIONS. These Sign Standards set forth the administrative procedures to obtain Authority approval for signage at the Airport. These administrative procedures must be exhausted to obtain a final decision of the Authority on an application for sign approval prior to seeking judicial relief from the Authority's decision.

- a. No decision by the Authority denying an Airport tenant approval to erect a sign is final until the Airport tenant has exhausted the approval processes set forth in the Sign Standards, including the special exception process set forth in Section 8.

b. If an Airport subtenant has been denied the ability to erect signage by an Airport tenant and believes the denial impacts its legal rights, the Airport subtenant must file a grievance with the Executive Director to resolve the dispute within thirty (30) days of the Airport tenant's denial. The Airport subtenant's grievance shall include a copy of its request for signage to the Airport tenant, the Airport tenant's response and a summary of how the Airport tenant's denial impacts the Airport subtenant's legal rights. The Executive Director may request a meeting with the Airport tenant and subtenant to resolve the grievance. If the grievance has not been resolved within sixty (60) days of submission to the Executive Director, then the Airport subtenant may seek judicial relief.