



# Agenda Cover Memorandum

Meeting Date: February 11, 2013

Item Title: Modifications to Section 14, Signs, of the Zoning Ordinance

Action Requested:

- Approval
- For discussion
- Feedback requested
- For your information

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Background:

A Sign Task Force was created in January 2012 to review the sign section of the Zoning Ordinance and make recommendations to the City Council on its findings. The Committee put in a significant amount of time and effort evaluating the code. The Committee was made up of:

Judy Barclay, Historic Preservation Commission	Alfredo Marr, Planning & Zoning Commission
Mark DesJardins, Sign Business	Joan Sandrik, Real Estate Agent
Sheila Duda, Business Owner and Chamber	Paul Sheehan, Citizen
Kathie Hahn, Park Ridge Park District	Gary Zimmerman, Zoning Board of Appeals
Brian Kidd, Appearance Commission	

Attached is the redlined copy of the Zoning Ordinance chapters with proposed changes, as well as other sections of the code that would be impacted. Should the Council wish to move any changes forward, a public hearing to modify the Zoning Ordinance will be required at a Planning and Zoning Commission meeting.

Some key changes to highlight are:

- Elements of the Municipal Code, Article 19, Signs and Canopies, have been incorporated into the Zoning Ordinance.
- Signs would no longer go before the Appearance Commission, unless a determination by staff is appealed.
- Widow displays for Park Ridge businesses, community organizations and not-for-profits that meet the criteria would be allowed in vacant store fronts (Section 14.7.A.10).
- Electronic message boards would now be allowed, but only in the OS, R-2 and Commercial Districts as special uses and must meet key criteria (Section 14.11.J).
- Amortization of nonconforming signs is proposed, which would require that all nonconforming signs come into compliance by January 1, 2015.

A key discussion of the Task Force involved electronic message boards. This type of signage is supported by the school districts and park district to better communicate community events and reduce the need for those agencies to manually change messages. The Task Force recommended that should there be concerns about where electronic signs would be allowed, the different Districts be separated for discussion.



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As part of this update other sections of the Zoning Ordinance and code would need to be modified including:

- Article 15, Building Regulations, Chapter 7, Appearance Code
- Section 4, Applications and Approval Process, in the Zoning Ordinance
- Section 16, Definitions, in the Zoning Ordinance
- Article 19, Signs and Canopies

The topic was discussed at the January 28, 2013 Committee of the Whole meeting. The Committee requested additional information from the City Attorney, which is included with this packet.

### Recommendation:

Approval to move forward with the Public Hearing for changes to the Zoning Ordinance regarding signage.

### Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost:

If Yes, is this a Budgeted Item:  Yes  No

If Budgeted, Budget Code (Fund, Dept, Object)

### Attachments:

- Draft Section 14, Signs, of the Zoning Ordinance (redlined version)
- Draft Section 14, Draft Ordinance
- Draft Section 16, Definitions, of the Zoning Ordinance
- Draft Section 4, Applications and Approval Process, of the Zoning Ordinance
- Draft Article 15, Building Regulations, Chapter 7, Appearance Code

# SECTION 14. SIGNS

(Ordinance 2011-65, Rewrite)

- 14.1 PURPOSE
  - 14.2 SIGN PERMITS
  - 14.3 APPLICATION
  - 14.4 ELECTRICAL WIRING APPROVAL
  - 14.5 ISSUANCE OF PERMIT
  - 14.6 REVOCABILITY
  - 14.7 TEMPORARY SIGNS
  - 14.8 SIGN PLACEMENT
  - 14.9 SIGN DIMENSION COMPUTATIONS
  - 14.10 GENERAL DESIGN STANDARDS FOR PERMANENT SIGNS
  - 14.11 PERMANENT SIGNS
  - 14.12 EXEMPT PERMANENT SIGNS
  
  - 14.13 PROHIBITED SIGNS
  - 14.14 MASTER SIGN PLAN REQUIRED
  - 14.15 SIGN STANDARDS FOR SPECIAL PURPOSE DISTRICTS
  - 14.16 NONCONFORMING SIGNS
  - 14.17 UNSAFE AND UNLAWFUL SIGNS
  - 14.18 AMORTIZATION OF NON-CONFORMING SIGNS
  - 14.19 SCOPE OF APPEALS AND VARIATIONS
- 

## 14.1 PURPOSE

The purpose of this Section is to establish a ~~framework for a~~ comprehensive system of sign controls governing the display, design, construction, installation and maintenance of signs that will:

- A. Balance the right of business owners to convey their messages, and the right of the public to be protected against the unrestricted proliferation of signs.
- B. Protect the public health, safety, convenience, comfort and general welfare.
- C. Reduce traffic hazards.
- D. Enhance the attractiveness of the City.
- E. Protect property values.
- F. Preserve the right of free speech exercised through the use of signs containing noncommercial messages.

## 14.2 SIGN PERMITS

Except as otherwise provided in this Sections 14.7 and 14.12, it shall be unlawful for any person to install, erect, relocate, or structurally alter any sign or other advertising structure on any property, public or private, without first obtaining a sign permit from the City. ~~The Zoning Administrator may revoke any sign permit where there has been a violation of the provisions of this Ordinance or a misrepresentation of fact on the sign permit application. As required in Section 4.10 (Sign Permit), the following permanent signs are subject to Community Preservation and Development Department approval before a sign permit can be issued: awning and canopy signs, ground (monument or pole) signs, marquees, projecting signs and wall signs. No sign is exempt from permit requirements unless so specifically in this Section 14 set forth in Sections 14.7 and 14.12 and then only to the extent that such sign complies with the stated limitations as set forth in those sections. If it is of a type that is set forth as exempt, but nonetheless violates the limitations in any manner, it shall be deemed an illegal and prohibited sign. The Zoning~~

Administrator may revoke any sign permit where there has been a violation of the provisions of this Section 14 or other City regulation or a misrepresentation on the sign permit application.  
(Ordinance 2008-65, 9/2/2008)

### **14.3 PERMIT APPLICATION**

Application for permits shall be made on forms provided by the Community Preservation & Development Department and shall contain or have attached thereto the following information:

- A. Name, address and telephone number of the applicant.
- B. Two (2) prints or ink drawings of the sign and the supporting structure indicating or other advertising structure indicating:
  - 1. Size.
  - 2. Location on building (if applicable).
  - 3. Location on zoning lot with relationship to buildings, structure and property lines.
  - 4. Specifications listing materials, dimensions and structural design showing attachment to the building or anchorage in the ground.
- C. Copy of stress sheets and calculations, when required by the Zoning Administrator, showing the sign is designed for a dead load and wind pressure in the amount required under subsection 14.4 below 19-1-8, Strength.
- D. Name of person, firm, corporation or association erecting sign.
- E. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.
- F. All illuminated signs shall require an electrical permit, subject to Article 15 of this Code, and payment of fees as established in the Municipal Code, Article 20 of the Municipal Code, Administrative Procedure.
- G. Such other information as the Zoning Administrator shall require to show full compliance with this and all other laws and ordinances of the City.

### **14.4 Reserved.**

### **14.5 Sign Maintenance**

- A. All temporary and permanent signs, and the premises surrounding such signs, shall be maintained in a clean, rust and corrosion free and sanitary condition. The premises shall be free and clear of all noxious substances, rubbish and weeds. All ground signs shall be landscaped as required in Paragraph D of subsection 14.11. Such landscaping shall be maintained in good condition.
- B. If any temporary or permanent sign has been constructed or erected or is being maintained in violation of the provisions of this Section 14, the Zoning Administrator shall give written notice of such violation to the permittee and in the discretion of the Zoning Administrator; any other person set forth in subsection 14.22. If the offending sign or structure is not removed or altered so as to comply with the applicable standards, within twenty (20) days after such notice, it may be removed by order of the City Manager at the expense of the same persons set forth in subsection 14.22. The City Manager may cause any sign which is an immediate peril to the health, safety or welfare of persons or property to be removed summarily and without notice.

## **14.6 Data to be Posted**

Every sign installed after March 1, 2013 shall have painted in a conspicuous place, in letters not less than one inch (1") in height, the date of installation, the permit number and the voltage of any electrical apparatus used in the sign.

## **14.4 ~~ELECTRICAL WIRING APPROVAL~~**

~~The application for a permit for erection of a sign or other advertising structure in which electrical wiring and connections are to be used shall be submitted to the Electrical Inspector. The Electrical Inspector shall examine the plans and specifications respecting all wiring and connections to determine if the same complies with Article 15 of this Code and he shall approve said permit if said plans and specifications comply with said Article, or disapprove the application if noncompliance with said Article is found.~~

## **14.57 ISSUANCE OF PERMIT**

~~It shall be the duty of t~~The Zoning Administrator shall, upon the filing of an application for an erection permit, to examine or cause to be examined all such plans and specifications and other data and the premises upon which it is proposed to erect the sign to assure compliance with all applicable regulations or other advertising structure, and if all the requirements of this Article and all other laws and ordinances of the City are complied with, he shall then issue the erection permit. If the work authorized under an erection permit has not been completed within six (6) months after the date of issuance, the said permit shall become null and void.

## **14.6 ~~REVOCABILITY~~**

~~All rights and privileges acquired under the provisions of this Article or any amendment thereto, are mere licenses revocable at any time by the City Council, and all such permits shall contain this provision. In the event that, by action of the City Council, any license is revoked, it shall be unlawful to thereafter permit such sign to continue to remain on the premises, and it shall be the duty of the owner, agent or person in possession of said premises and each of them to remove the same forthwith.~~

## **14.78 TEMPORARY SIGNS**

Temporary signs are allowed~~permitted~~ in accordance with the provisions of this Section~~subsection 14.8~~, except that where other regulations are applicable~~sections of this Ordinance regulate such signs~~, the more restrictive regulation shall apply.

### **A. Temporary Signs Exempt from Sign Permit Requirements**

Subject to compliance with all City regulations~~requirements of this Section 14 and this Zoning Ordinance~~, the following types of temporary signs are exempt from sign permit requirements:

#### **1. Construction and Home Improvement Services Signs**

- a. On-site construction signs identifying the architect, engineer, developer and/or contractor ~~for that of a construction site~~. Such a signs shall not exceed sixteen (16) square feet in area and six (6) feet in height. Such a signs shall not be erected prior to issuance of a building permit and shall be removed no later than seven (7) days after application for a certificate of occupancy or completion of the project, whichever occurs first. Construction signs shall be limited to one (1) sign per street frontage, except in the case of single-family and two-family dwelling construction, where

construction signs shall be limited to one (1) sign.

- b. Home improvement services signs, such as landscaping and house painting services. ~~Only one (1) such sign not to exceed four (4) square feet is allowed. The sign may contain only advertising the name, address of the company providing the service, a phone number and email address of the company providing the service and any additional contact information for such service only shall be permitted. Such temporary home improvement services signs may only be displayed for the duration of the project or 30 days, whichever is less. Once the work is complete or the 30-day period has expired, the sign must be removed.~~

## 2. Directional Signs for Public Events

Temporary directional signs ~~six (6) square feet or less~~, for a real estate open house or an event held in ~~a governmental~~ public building, park or educational institution. ~~Such a sign may~~ shall be posted no earlier than forty-eight (48) hours prior to, and shall be removed no later than twenty-four (24) hours after, the conclusion of the event to which the sign relates, ~~and shall be limited to six (6) square feet in size.~~

## 3. Displays or Decorations for Holidays and Special Occasions

Displays of a primarily decorative nature, and customarily and commonly associated with any national, local or religious holiday ~~shall be exempt from sign permit requirements.~~

## 4. "For Sale" and "For Rent" Signs

### a. "For Sale" and "For Rent" Property Signs

"For Sale" and "For Rent" signs that do not exceed six (6) square feet in area and which only advertise the sale, rental, lease or management of the premises upon the said signs are located. ~~A~~ Ground-mounted signs ~~may~~ shall be no more than six (6) feet in height. ~~Such a~~ These signs shall be removed within twenty-four (24) hours of the completion of the sale or lease. "For Sale" and "For Rent" signs shall be restricted to one (1) sign for interior lots and two (2) signs for corner lots.

### b. "For Sale" Vehicle Signs

"For Sale" Vehicle Signs ~~are~~ subject to the following:

- i. A vehicle "For Sale" sign must be removed within twenty-four (24) hours of the vehicle's sale.
- ii. A vehicle that displays a "For Sale" or similar sign may be parked only as follows:
  - (1) in a lot where the sale of new or used vehicles is permitted by this Zoning Ordinance; or
  - iii. (2) a An individual privately selling a vehicle may park a vehicle with a "For Sale" sign for display at that individual's home, including in the driveway.
- iv. ~~iii.~~ A vehicle with a "For Sale" sign may not be parked in the public right-of-way for purposes of displaying it for sale.

## 5. Garage or Yard Sale Signs

Temporary residential garage or yard sale signs. There may be no more than two (2) such signs per sale. ~~and s~~Such a signs may not exceed four (4) square feet ~~each~~. One (1) sign shall be permitted per lot frontage on the premises ~~of containing the sale and, or on another~~ on other property with the permission of that property's owner's or tenant's permission. Such signs shall be removed immediately when the garage or yard sale is over.

## 6. Not-For-Profit Special Event Signs

Not-for-profit special event signs. Such signs may: (a) Temporary signs not exceed fifty (50) square feet in area; (b) be erected not more than fifteen (15) days in advance of the event; (c) shall be removed within five (5) days of the conclusion of the event; and (d) only be used in conjunction with special events conducted by charitable or not-for-profit organizations, philanthropic campaigns or house of worship activities. meeting the following criteria are exempt. Such signs shall not exceed fifty (50) square feet in area, and shall not be erected earlier than fifteen (15) days in advance of the event and shall be removed within five (5) days of the conclusion of the event. Such a signs may be a banner signs.

## 7. Political Signs or Non-Commercial Messages

Political signs subject to the following:

- a. The sSigns ~~may~~shall be no more than six (6) square feet in area on each side. Not more than twenty (20) square feet total area of political or non-commercial signs shall be allowed~~permitted~~ on any zoning lot.
- b. Such a sSigns ~~may~~shall not be posted on any public property except as set forth in subparagraph (c) below, Section 14.7.A.7. A sSigns ~~may~~are to be posted on private property only, ~~and only~~ with the permission of the property owner.  
(Ordinance 2009-50, 7/6/2009) (Ordinance 2011-01, 1/17/2011)
- c. On any day of a federal, state or local election, as called by the Clerk of Cook County, election signs may be placed in the City parkway starting at 4:00 a.m. on the day of the election. Such a~~These~~ signs may not be placed within 100 feet of the door of the polling place. All~~These~~ signs shall be removed at any time the City Manager, ~~or his or her designee if, he or she~~ believes that the signs constitutes a hazard to the public. Such~~These~~ signs must be removed within twenty-four hours of the close of the polls. For purposes of this subparagraph (c), "day of the election" shall not include early voting days.

## 8. Window Signs (Temporary)

Temporary signs affixed to the inside of a window advertising temporary commercial goods or services sold on the premises. The total of all temporary window signs may occupy no more than twenty-five percent (25%) of the window's area. No such temporary window sign shall be in place longer than thirty (30) days.

## 9. Certain A-Frame Signs

A-frame signs, also known as "sandwich boards," used to advertise a business, its products or its services may be displayed by a retail establishment in a commercial district between the hours of 9:00 a.m. to 9:00 p.m. Only one such sign, not exceeding twenty-four (24) square feet (12 feet per side) ~~in size~~ shall be permitted for each establishment. The sign may not be placed on a roadways. ~~It and~~ must be placed in such a manner as to not obstruct pedestrian traffic and may only be placed along the

actual frontage of the establishment. The sign may be placed on public property ~~if as long as~~ as a Certificate of Insurance, in an amount determined by the City, is provided to the City prior to displaying the sign.

## 10. Window Displays

Window displays for the purpose of showing merchandise, community related and not-for-profit items in a window of a vacant business in a commercial district ~~are~~ exempt from ~~sub~~Section 14.135.H (Off-Premise Signs) but shall meet the other requirements of the code and the requirements below.

- a. Window displays shall only be allowed for Park Ridge businesses, community organizations, and not-for-profits for the purpose of promoting merchandise or ~~the~~ community events.
- b. The name, emblem or other such element that is specific to the company creating the display ~~shall~~ may not exceed a maximum of 1.3 (one and three tenths) square feet. The remainder of the area shall highlight merchandise or events.
- c. The display shall be immediately removed should the building space with the window become occupied.
- d. Displays shall be maintained and kept current.
- e. No such display shall be permitted without the written ~~The Landowner shall~~ consent and assumption of ~~agree to be responsible~~ responsibility of the buildings legal or beneficial owner ~~for meeting the requirements of the code~~.

## ~~B. Temporary Signs Requiring Sign Permit~~

~~Temporary signs not specifically set forth as exempt from sign permit requirements in Paragraph A above or Paragraph C below require a sign permit. In addition, such non-exempt temporary signs must comply with the requirements of this Section 14 and the following specific limitations:~~

### ~~1. Time Limit~~

~~Such signs shall not be in place for more than ninety (90) days in any calendar year.~~

### ~~2. Amount~~

~~There may be only one (1) sign on each street frontage per lot.~~

### ~~3. Advertising~~

~~Any advertisement contained on such a sign shall pertain only to the business, industry or pursuit conducted on or within the premises on which such sign is erected or maintained. Non-commercial or political messages are also permitted. No off-premises advertising signs are permitted.~~

### ~~4. Location and Height~~

~~a. No such sign shall extend into the public right of way.~~

~~b. Signs attached to a building shall not extend above the building height or, if attached to a permanent sign, shall not extend above the height of the sign.~~



**B. \_\_\_\_\_**

**C. Temporary Signs That May Or May Not Require A Sign Permit**

Temporary signs that may or may not require a permit, based on specific criteria, are set forth in this section. These temporary signs must comply with the requirements of this Section 14 and the following specific limitations:

~~1. Attention-Getting Devices~~

~~Attention-getting devices whose purpose is to draw attention to an event, location, service, person or product, shall be deemed a "sign" and require a sign permit.~~

~~a.1. Banners and Pennants – Exempt from Permit~~

~~Banners for charitable or not-for-profit organizations within the City, philanthropic campaigns, or house of worship activities located within the City are permitted in any district. Such banners are exempt from the lot size limitations of paragraph 14.87.BC.24.a-b-i below, but must comply with the requirements of paragraphs bii, ciii, dii and eiv of paragraph 14.78.BC.24.b below.~~

**2b. Banners or Pennants – Permit Required**

**ai.** Banners or pennants are only permitted within commercial districts on lots of eighty thousand (80,000) square feet or more.

**ii.b.** No single banner may exceed twelve (12) square feet of surface area and there may be no more than 4 banners per property. Banners are prohibited shall not be within the vision triangle. All banners must shall be five feet from the property line and must shall not interfere with pedestrian traffic.

**iii.c.** Banners and pennants must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of any the banners or pennants and support hardware. If the banner is torn in any manner, it shall be deemed to be in violation of this subparagraph iii.

**iv.d.** Each twenty-five (25) foot length of multiple pennants connected in series shall count as one sign.

**v.e.** Vertical signage may shall not exceed seven (7) feet in height and is are limited to fifteen (15) consecutive days display time twice a calendar year.

**vi.f.** There shall be no cost for a temporary banner or pennant permit.

**€3. Other Attention-Getting Devices – Permit Required**

**ai.** Any attention-getting device that is not a pennant or banner shall be limited to a maximum of thirty-two (32) square feet in a commercial districts, and sixteen (16) square feet in a residential districts.

**bii.** Other advertising devices may be constructed of cloth, canvas, light fabric, cardboard, or other similar light materials, intended to be of temporary construction as approved by the Zoning Administrator.

### **C. Temporary Signs Requiring Sign Permit**

Temporary signs not specifically set forth as exempt from sign permit requirements in Paragraph A or Paragraph B above require a sign permit. In addition, such non-exempt temporary signs must comply with the requirements of this Section 14 and the following specific limitations:

#### **1. Time Limit**

Such signs may not be in place for more than ninety (90) days in any calendar year.

#### **2. Amount**

There may be only one (1) sign on each street frontage per lot.

#### **3. Advertising**

Any advertisement contained on such a sign must pertain only to the business, industry or pursuit conducted on or within the premises on which such sign is erected or maintained. Non-commercial or political messages are also allowed. No off-premise signs are allowed.

#### **4. Location and Height**

a. No such sign shall extend into the public right-of-way.

b. A sign attached to a building shall not extend above the building height or, if attached to a permanent sign, shall not extend above the height of the sign.

### **14.98 SIGN PLACEMENT**

#### **A. Signs on Public Property** (Ordinance 2008-65, 9/2/2008)

No signs shall be placed or erected on any public property, except as follows:

1. Those placed by federal, state and/or local governments.
2. Those whose placement has been authorized by the Zoning Administrator pursuant to this Section 14.
3. Political signs on public property are addressed in Section 14.87.A.7.

Any sign placed on public property without authorization may be removed by the City without notice.

#### **B. Signs on Private Property**

No signs shall be placed on any private property without prior consent of the property owner.

#### **C. View Obstruction**

All signs shall comply with the view obstruction provisions of Section 11.2.G of this Zoning Ordinance (View Obstruction).

## **14.109 SIGN DIMENSION COMPUTATIONS**

The following principles shall control the computation of sign dimensions.

### **A. Computation of Area of Individual Signs**

The area of a sign face shall be computed by means of the smallest square, circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background for the display, or used to differentiate the sign from the backdrop or structure against which it is placed. N, but shall not included in the computation of the sign area is any supporting framework or bracing, unless such framework or bracing is made part of the message or face of the sign. The determination of the Zoning Administrator with respect to computation of sign area shall be final. See illustrations in Appendix G (Sign Area Illustrations).

### **B. Computation of Area of Multiple-Faced Signs**

1. Unless stated otherwise in this Section 14, the sign area for a sign with more than one (1) face shall be computed by adding together the area of all sign visible faces ~~visible from any one point~~.
2. When two (2) identical sign faces are placed back to back in parallel, so that both faces cannot be viewed from any point at the same time, are part of the same sign structure, and are no more than twenty-four (24) inches apart, the sign area shall be computed by the measurement of one (1) of the faces.

### **C. Measurement of Sign Height**

Sign height shall be measured from grade, as defined in this Zoning Ordinance, at the sign base to the highest point of the sign or its supporting structure.

## **14.101 GENERAL DESIGN STANDARDS FOR PERMANENT SIGNS**

### **A. Construction and Design Standards**

~~Each~~ All signs constructed, erected, modified or altered shall comply with the provisions of this Section 14 and the structural requirements of ~~structures~~ in the Municipal Code.

### **B. Wind Pressure and Direct Load Requirements**

~~All aspects of a sign, including lettering signs and other advertising structures shall be designed and constructed to withstand a wind pressure of not less than twenty-five (25) pounds per square foot of area; and shall be constructed to receive dead loads as required in this Code or other regulations~~ ordinances of the City.

### **C. Illumination**

1. Goose-neck reflectors and lights are allowed ~~shall be permitted~~ on ground signs and wall signs. H; ~~provided,~~ however, the reflectors shall concentrate the illumination upon actual ~~the~~ area of the sign message ~~so~~ as to minimize ~~prevent~~ glare upon the street or adjacent property.
2. All sign illumination shall be designed, located, shielded and directed so as to minimize ~~to prevent the casting of glare or direct light upon adjacent publicly dedicated roadways and surrounding properties and prevent distraction of operators of vehicles or pedestrians in the public right of way.~~

3. The terms, provisions, regulations, restrictions and penalties of Article 14 Chapter 11 entitled "Regulation of Lighting" or ~~Article 14 entitled "Conduct and Offenses"~~ of the Municipal Code of the City shall be applicable to all signs in existence and hereafter erected within the City, ~~which terms, provisions, regulations and penalties are expressly incorporated by reference herein and made a part hereof as though fully set forth herein.~~

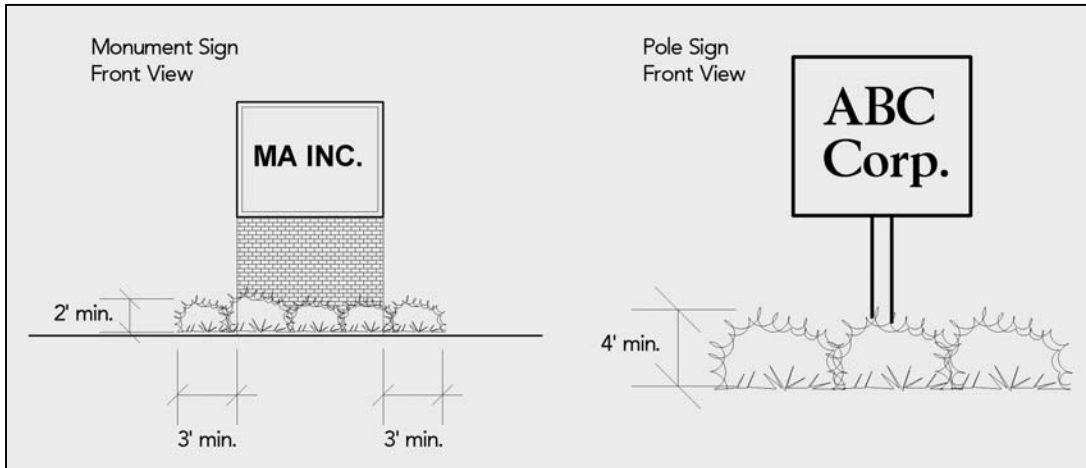
4. Time-and-temperature signs shall be exempt from the provisions of this Paragraph C.

**D. Landscape Requirements**

Ground signs shall be landscaped at the base of the sign in accordance with the following:

1. The landscaping shall extend a minimum of one (1) foot from the sign base on all sides.
2. Monument signs shall be landscaped with small shrubs a minimum of two (2) feet in height at planting. (See Figure 20: Ground Sign Landscaping) The remainder of the landscaped area shall be planted with perennials, turf or other live groundcover. If the monument sign is designed with a decorative base, the Planning and Zoning Commission may waive landscaping requirements.
3. Pole signs shall be landscaped with shrubs, which are a minimum of four (4) feet tall at planting. (See Figure 20) The remainder of the landscaped area shall be planted with perennials, turf or other groundcover.

**FIGURE 20: GROUND SIGN LANDSCAPING**



**E. Glass**

Any glass forming a part of any sign shall be wired glass or safety glass.

**F. Lettering**

All letters, figures, characters or representations whether in regular, in cut-out or irregular form, maintained in conjunction with, attached to, or superimposed upon any sign shall be safely and securely built or attached to the sign structure.

**G. Limitation on Items of Information**

1. So as not to create traffic hazards for passing motorists and to minimize the cluttered appearance of signs, ~~all signs shall limit~~ the number of items of information on any single sign face shall be limited to no more than three (3) items. Items of information may include: the name of the business, type of use, product or service (if not part of the business name), street address, phone number, website address, business logo, business slogan, or other business information.
2. Ground signs for developments with multiple tenants that are used to provide the names of ~~advertise which~~ tenants are located within the development shall be limited to one (1) item of information per tenant within the development, in addition to the address of the development.
3. For a proposed commercial development or redevelopment with multiple tenants, where more than one (1) wall, awning or canopy sign is proposed, a master sign plan is required in accordance with subSection 14.164 (Master Sign Plan Required).

#### H. Data to be Posted

Every sign ~~or other advertising structure~~ shall have painted in a conspicuous place, in letters not less than one (1) inch in height, the date of installation ~~erection~~, the permit number and the voltage of any electrical apparatus used in or on such sign ~~connection therewith~~. Such information shall not count toward the limitation on the items of information described in Paragraph G above.

#### I. ~~Sign and Premises Maintenance~~

- ~~1. All temporary and permanent signs, and the premises surrounding such signs, shall be maintained in a clean and sanitary condition, and free and clear of all noxious substances, rubbish and weeds. All ground signs shall be landscaped as required in Paragraph D above. Such landscaping shall be maintained in good condition.~~
- ~~2. If any temporary or permanent sign or other advertising structure has been constructed or erected or is being maintained in violation of the provisions of this Section 14, the Zoning Administrator shall give written notice of such violation to the permittee. If permittee fails to remove or alter the structure so as to comply with the applicable standards, within twenty (20) days after such notice, such sign or other advertising structure, as defined in this Section, may be removed by order of the City Manager at the expense of the permittee or the owner of the property upon which it is located. The City Manager may cause any other sign or other advertising structure which is an immediate peril to the health, safety or welfare of persons or property to be removed summarily and without notice.~~

### 14.142 PERMANENT SIGNS

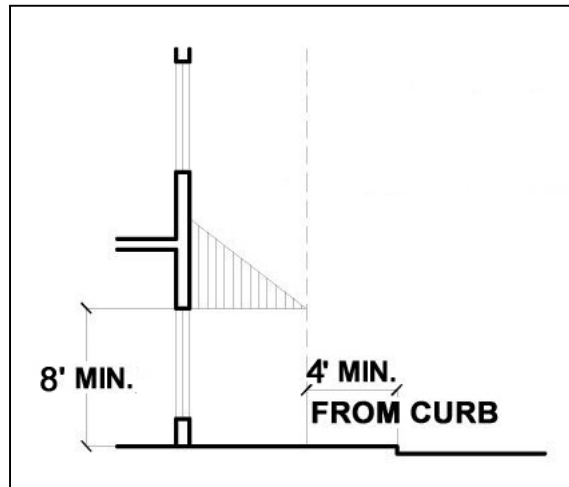
The construction, erection, installation, modification or alteration of all signs in a residential or ~~and~~ commercial districts shall comply with the provisions of this Ordinance and the requirements of the Municipal Code. Section 14.157 "Sign Standards for Special Purpose Districts" contains provisions for the Special Purpose Districts. Figures 31 A-C: Permanent Sign Regulations for Business Districts, found at the end of this Section, illustrates the general permanent sign regulations for each of the four business districts.

#### A. Awnings and Canopies (Ordinance 2009-50, 7/6/2009)

Awnings and canopies that are considered an architectural feature of a structure and are not used for identifying the premises or the goods and/or services sold are not considered a sign. Awnings and canopies used as signs are subject to the following regulations:

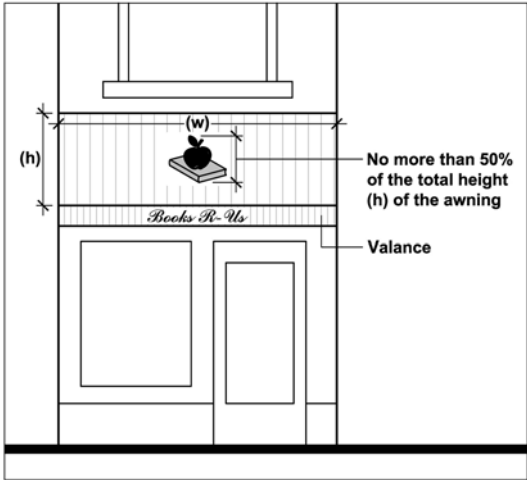
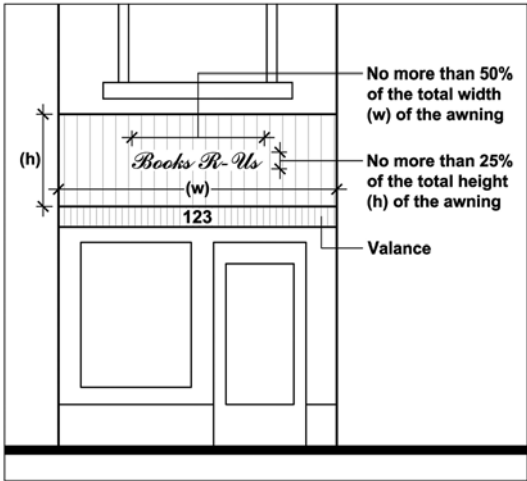
1. No portion of an awning or canopy sign shall be less than eight (8) feet above the level of the public sidewalk or thoroughfare over which it is erected. (See [Figure 21: Awnings and Canopies](#))
2. No awning or canopy sign shall be permitted to extend beyond any point that is less than four (4) feet from the curb line. (See [Figure 21](#))

**FIGURE 21: AWNINGS AND CANOPIES**



3. Awning and canopy signs shall be constructed out of canvas or canvas-like material, unless other material is approved by the Zoning Administrator. Back-lit and metal awnings and canopies are prohibited.
4. Awning and canopy signs shall be securely attached to and supported by a building. All frames and supports shall be made of metal or other similar rigid material.
5. Only the name of the business, the service offered by that business, street address number (no street name), and/or logo may be printed on the awning sign and shall be restricted to the valance only, except as ~~allowed~~permitted in Paragraph 6 below. Such valance shall be no more than eight (8) inches in height and any lettering printed on such valance shall be no more than six (6) inches in height.
6. In lieu of ~~any~~ wall sign, the name of the business or logo may be printed on the portion of the awning or canopy above the valance. Printing above the valance shall be limited to one (1) awning or canopy ~~only~~, except in the case of a corner lot where one (1) awning or canopy with printing above the valance shall be ~~allowed~~permitted on each street frontage, ~~in lieu of a wall sign~~. Such name or logo printed above the valance shall be limited as follows (see [Figure 22: Printing on Awnings or Canopies \(Above Valance\)](#)):
  - a. Lettering shall be limited to twenty-five percent (25%) of the height of the awning or canopy, as measured from the point of attachment to the building to the bottom of the fully extended awning or canopy excluding the valance. Lettering shall also be limited to fifty percent (50%) of the width of the awning. (See [Figure 22](#))
  - b. A logo shall be limited to fifty percent (50%) of the height of the awning or canopy, as measured from the point of attachment to the building to the bottom of the fully extended awning or canopy excluding the valance. (See [Figure 22](#))

FIGURE 22: PRINTING ON AWNINGS AND CANOPIES (ABOVE VALANCE)



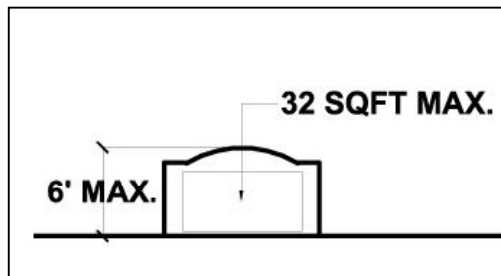
7. All awnings and canopies ~~containing signs~~ shall comply with the following design standards:
  - a. Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible with the overall color scheme of the façade.
  - b. When feasible, awnings and canopies shall be generally aligned with others nearby in order to maintain a sense of visual continuity.
  - c. Awnings and canopies shall be tailored to serve the opening into the building and positioned so that distinctive architectural features remain visible.

**B. Ground Monument Sign**

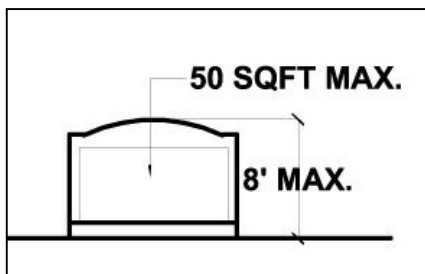
Ground monument signs are ~~allowed~~ ~~permitted~~ ~~for non-residential uses within residential districts~~ and in all commercial districts, except the Uptown Core Sub-District and the Uptown Commercial Sub-District in the B-4 District, and ~~for non-residential uses within residential districts~~, subject to the following:

1. In residential districts and the B-1 District and the Community Service Sub-District, Transitional Commercial Sub-District and Public/Institutional Sub-District of the B-4 District, ground monument signs shall be limited to six (6) feet in height and thirty-two (32) square feet in sign area (See Figure 23: Ground Monument Sign Size). In all other districts, such signs shall be limited to eight (8) feet in height and fifty (50) square feet in sign area (See Figure 24: Ground Monument Sign Size). However, multi-family dwellings in any district shall be allowed to have ~~permitted~~ one (1) ground monument sign, subject to the requirements of Paragraph 5 below.

**FIGURE 23: GROUND MONUMENT SIGN SIZE FOR THE B-1 DISTRICT AND THE COMMUNITY SERVICE SUB-DISTRICT, TRANSITIONAL COMMERCIAL SUB-DISTRICT AND PUBLIC/ INSTITUTIONAL SUB-DISTRICT OF THE B-4 DISTRICT**



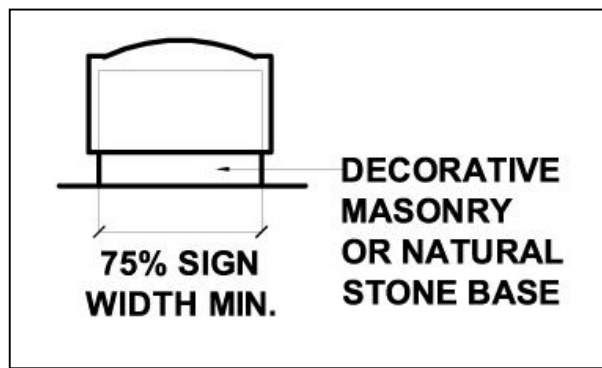
**FIGURE 24: GROUND MONUMENT SIGN SIZE FOR THE ALL OTHER DISTRICTS**





2. There ~~may~~ shall be only one (1) ground ~~monument sign~~ per lot, ~~whether monument or pole ground sign~~, except that on a corner lot two (2) monument ground signs, one facing each street, shall be ~~allowed~~ permitted. All monument signs shall be set back from the property line a minimum of five (5) feet, except for ground monument signs located in the B-3 Zoning District, which may encroach up to the property line; ~~however, no~~ No part of any monument sign shall be located on the public right-of-way. Directional signs, subject to the requirements of ~~sub~~Section 14.12.1 (Directional Signs (Permanent)), are ~~allowed~~ permitted in addition to other monument signs on that lot. (Ordinance 2009-50, 7/6/2009)
3. The sign base of any ground monument sign shall be a minimum of seventy-five percent (75%) of the width of the sign face ~~that is to be situated upon the base~~. (See Figure 25: Monument Sign Base)

**FIGURE 25: MONUMENT SIGN BASE**



4. Monument signs shall be mounted on either a decorative masonry or natural stone base. Where a monument sign is to be constructed for a non-residential use located within a brick or decorative masonry building, the sign base shall be constructed of a similar decorative masonry material.
5. One (1) multi-family dwelling ground monument sign may be displayed for a multi-family dwelling in any district. Only the name and address of the building, and the name of the manager may be contained on the sign. No sign shall be higher than six (6) feet above the established grade, nor shall such sign project beyond the property line. The size of such sign shall not exceed:
  - a. Nine (9) square feet for multi-family dwellings containing ten (10) dwelling units or less; or
  - b. Twenty-four (24) square feet for multi-family dwellings containing more than ten (10) dwelling units.

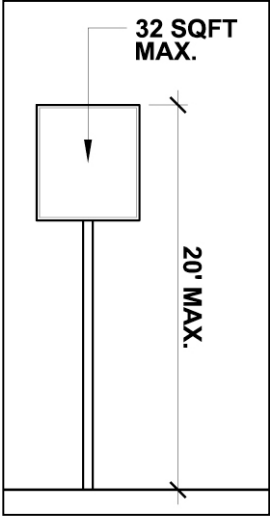
### C. Ground Pole Sign

Ground ~~freestanding~~ poles signs shall be permitted only in the B-2 and B-3 Districts, subject to the following:

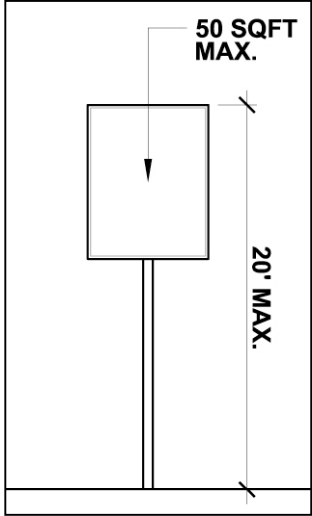
1. The ~~maximum~~ height of a pole signs shall be limited to twenty (20) feet ~~in height~~. The ~~area of the~~ Freestanding pole signs ~~may~~ shall be limited ~~to~~ one half (1/2) square foot of ~~sign area per~~ lineal foot of front lot line ~~whichever is greater but no less than twenty (20) square feet~~. A Freestanding pole signs ~~is~~ are limited to a maximum of thirty-two (32)

square feet in sign area in the B-2 District (See [Figure 26: Ground Pole Sign Size](#)) and a maximum of fifty (50) square feet in sign area in the B-3 District (See [Figure 27: Ground Pole Sign Size](#)).

**FIGURE 26: MAXIMUM GROUND POLE SIGN SIZE B-2 DISTRICT**

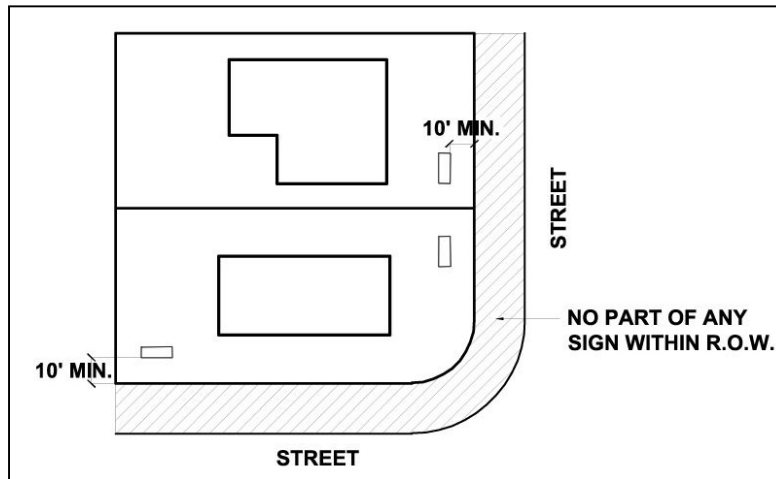


**FIGURE 27: MAXIMUM GROUND POLE SIGN SIZE B-3 DISTRICT**



2. There ~~may~~ shall be only one (1) ground pole sign per lot, ~~whether pole or monument ground sign,~~ except that on a corner lot one (1) additional ground pole ground-sign shall be permitted for each street frontage of two-hundred (200) feet or more. All pole signs shall be set back from the property line a minimum of ten (10) feet. ~~N;~~ however, no part of any pole sign shall be located on or over the public right-of-way (See [Figure 28](#)). Directional signs, subject to the requirements of Section 14.12.C (Directional Signs (Permanent)), are permitted in addition to other pole signs on that lot.

**FIGURE 28: GROUND SIGN SETBACK**



3. The primary support of a pole sign shall be erected in such a manner that at least forty-two (42) inches of the length of the support is underground. This requirement may be modified based upon the size of the sign and the height of the sign, at the discretion of the Zoning Administrator. The Zoning Administrator may require, in cases of signs over ten (10) feet in height, proper documentation from a structural engineer or manufacturer that indicates proper installation instructions for the sign, as well as the sign's ability to withstand wind pressures.

#### D. Marquee Signs

Marquees containing signs are permitted in the U-Core Sub-District of the B-4 District subject to the following:

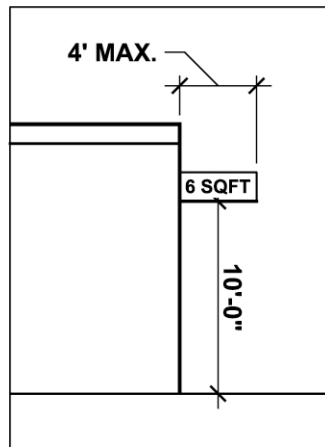
1. ~~The~~ No marquee shall not be extended beyond the curb line.
2. ~~The m~~ Marquees shall be at least not less than the width of the building entrance, but may not extend and extend not more than five (5) feet beyond each side of the entrance.
3. ~~The m~~ Marquees is shall only be permitted on a zoning lots of thirty-five thousand (35,000) square feet or more.
4. No temporary sign may shall be attached to, or hung from, a marquee. This restriction shall not apply to except a sign painted or illuminated directly upon the vertical hanging fascia of the marquee, or where the marquee is designed for changeable copy. No sign shall extend vertically or horizontally beyond the fascialimits of the marquee, except that individual, free-standing letters may project to a height not exceeding two (2) feet above such marquee.
5. ~~The~~ All marquees, including the anchor bolts, supports, rods, and braces, shall be designed or specified by a structural engineer and be subject to the approval of the Zoning Administrator. ~~The m~~ Marquees must shall be supported solely by the building to which it is they are attached, and no columns or posts shall be permitted for support or any other purpose. ~~The~~ No marquee may not shall be attached erected to on any building of wood frame construction.
6. The roofs of ~~thea~~ all marquees shall be used for no other purpose than to form and constitute a roof. No portion of thea marquee shall be less than eight (8) feet above the level of the sidewalk or other public thoroughfare over which it projects.

#### E. Projecting Sign

Projecting signs ~~are~~ shall be permitted only in the B-1 and B-4 Districts, subject to the following:

1. ~~A p~~Projecting signs ~~may~~ shall not exceed six (6) square feet in sign area. ~~Projecting signs for second floor and above businesses are prohibited.~~ There may be only one (1) projecting sign per ground floor business (See Figure 29: Projecting Sign).  
~~Projecting signs for second floor and above businesses are prohibited.~~
2. ~~A p~~Projecting signs ~~may~~ shall not ~~extend~~ project more than four (4) feet from the face of the building to which it ~~is~~ they are attached, measuring from the point on the sign nearest the wall (See Figure 29).
3. ~~A p~~Projecting signs shall be permitted to encroach two (2) feet into the public right-of-way. The bottom of ~~every~~ any projecting sign shall be at least ten (10) feet above the sidewalk or thoroughfare. ~~A p~~Projecting signs ~~may~~ should be located only on that portion of the building immediately above the first floor windows of the business and in the case of a two-story building, below the second floor window sills in the case of a two-story building. (See Figure 29).

**FIGURE 29: PROJECTING SIGN**



4. No projecting sign affixed to a building, including the sign support structure, shall project above the building height.
5. ~~A p~~Projecting signs, including frames, braces, and supports shall be designed by a structural engineer or manufacturer. No projecting sign shall be secured with wire, strips of wood or nails nor shall any projecting sign be hung or secured to any other sign. Any movable part of a projecting sign such as the cover of a service opening shall be securely fastened by chains or hinges. ~~A p~~Projecting signs ~~may~~ shall neither be attached to, nor supported by, a wood frame buildings nor the wooden framework of a building.
6. No floodlight, spotlight or reflectors of the goose-neck type shall be permitted on a projecting signs unless the wall sign for the same business is not illuminated. ~~A p~~ ~~if lighting is used it shall be shielded and directed toward the projecting sign to avoid nuisance illumination.~~ No projecting sign with internal illumination of any kind is prohibited shall be permitted.

**F. Wall Signs** (Ordinance 2008-65, 9/2/2008)

Wall signs are ~~allowed~~permitted for any non-residential use in any district subject to the following:

1. A wall sign is allowed for ground floor occupancies only.

2. A wall sign must face a public street.

~~4.3.~~ No more than one (1) wall sign shall be allowed on any wall facing a public street ~~(except in the case of a multi-tenant building, where no more than one (1) wall sign shall be allowed for each ground floor tenant unit is allowed).~~

~~4.~~ ~~A wall signs is~~are not allowed on a walls that does not face a public street ~~(except where a building has a secondary entrance, such as a rear parking lot, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and may~~shall only indicate the name of the business and the words "entrance," "enter" or similar term).

~~2.5.A wall signs may only~~should be located on the sign frieze, or the portion of the building immediately above the first floor door or window and below the second floor window sills in the case of a two-story building. (The Zoning Administrator may grant relief from this requirement.)

6. No wall sign may rise above the second story sill line. On one-story buildings, the top of the sign may be no more than ten (10) feet above the top of the main display window on the first floor. (Ordinance 2011-17, 3/7/2011)

~~3.7.A wall signs may also be installed~~erected on the lower plane of a mansard style roof or mansard wall facing provided such mansard roof or wall facing is constructed at an angle of not less than seventy degrees (70°) from the horizontal plane.

~~4.8.A wall sign may be placed on the wall above a window or door.~~ A wall sign may not cover any portion of an architectural detail, window or door. A transom shall be deemed to be an architectural detail and an integral part of a door, whether operable or not.

~~59.~~ A wall signs ~~must~~shall be constructed of wood or metal. Any other material shall require approval of the Zoning Administrator.

106. Within the business districts, the maximum size of a wall sign shall be established as follows:

a. For properties having a single public street frontage, ~~The primary wall sign for a business must face a public street and shall be limited to one (1) square foot per lineal foot of front lot line frontage.~~

b. For properties facing more than one (1) public street, businesses shall be allowed to have one (1) secondary wall sign for each side of a building facing a public street other than the wall where ~~the~~a primary wall sign is located. A secondary wall sign shall be limited to one-half (0.5) a square foot per lineal ~~foot of front lot line~~frontage.

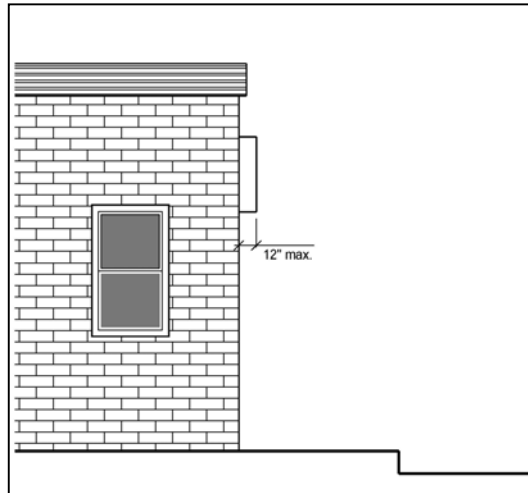
c. For multi-tenant buildings, ~~a wall signs for a ground floor tenant unit~~shall be limited to one (1) square foot per lineal foot of storefront for ~~each~~that unit.

117. Within residential districts, only one (1) wall sign shall be allowed ~~and it must face a public street.~~ The wall sign shall be limited to thirty-two (32) square feet.

~~8.12.~~ Wall signs shall be safely and securely attached to the building wall. Wall signs shall be affixed flat against the building wall and no part of the sign may project more than twelve (12) inches from the building wall. No wall sign, including the sign support structure shall

project beyond the ends or top of the wall to which it is attached (See Figure 30: Wall Sign).

**FIGURE 30: WALL SIGN**



### **G. Window Signs (Permanent)**

Window signs are ~~allowed~~ permitted for any commercial use in any district subject to the following:

1. Permanent window signs ~~must be affixed to or painted on the inside of a window and advertising the business, the service offered by such business and/or logo~~ may occupy no more than twenty-five percent (25%) of the surface of each windowpane area. Such ~~Permanent window signs are permitted on the upper floors of multi-story commercial buildings.~~
2. ~~If temporary window signs are allowed, t~~ The total area of all temporary and permanent window signs shall be no more than fifty percent (50%) of the total window area of any window. Temporary window signs shall be subject to the regulations of Section 14.78.A.8 (Window Signs (Temporary)).
3. Neon window lighting shall be considered a permanent window sign and shall be included in the twenty-five percent (25%) limitation set forth in (1) above. However, no more than fifteen percent (15%) of total window area may be occupied by neon window signs. Neon window signs shall be measured by the height and width of the sign.
4. Series lighting or neon tubing used to accentuate or trim windows, architectural features, or to outline borders of windows, signs or buildings, is specifically prohibited. Neon window signs are prohibited in ~~the residential~~ and special purpose districts.

### **H. Signs Placed on Automatic Teller Machines** (Ordinance 2008-65, 9/2/2008)

Signs on automatic teller machines (ATMs) are allowed in all commercial uses in any district, subject to the following:

1. With respect to a drive-through facility or other exterior portion of a commercial building, ~~ATM signs on ATMs~~ are allowed on the ATM machines only.
2. ~~A s~~ Signs on an ATMs may contain only the word ATM and/or the name (not logo) of the financial institution, ~~excluding logos.~~

3. Only one (1) sign is permitted for each ATM. The size of the sign shall be no more than three (3) square-feet and shall be on no more than one (1) side of the ATM.

**I. Directional Signs (Permanent)** (Ordinance 2009-50, 7/6/2009)

Directional signs ~~are~~ shall be exempt from sign permit requirements subject to the following:

1. ~~A d~~Directional signs ~~may~~shall be located ~~only~~entirely on the property to which ~~it~~they pertains. The sign ~~may be used only to and shall~~ identify restrooms, public telephones, walkways, parking lot entrances, open or closed drive-through lanes, ~~and~~exits and features of a similar nature, ~~and may~~but use logos, shape or color to do so. ~~A d~~Directional sign ~~may~~shall not include words identifying or advertising the use.
2. ~~Only o~~One (1) directional sign is ~~allowed~~permitted for each driveway access from a public street. One (1) additional directional sign is permitted for each intersection of driveways within a site, to identify traffic routing, entrances and services, such as drive-~~through~~in lanes.
3. ~~A d~~Directional signs ~~may~~shall not project beyond ~~a~~the property line.
4. ~~A d~~Directional signs may ~~not~~ have a ~~maximum~~-height ~~greater than~~ of six (6) feet ~~nor and~~ a ~~maximum~~ surface area ~~greater than~~ of three (3) square feet.
5. In addition, one (1) sign per parking area that designates the conditions of use or identity of such parking area ~~is allowed~~shall be permitted. Such a sign shall be limited to a maximum height of seven (7) feet, when freestanding, ~~with~~and a maximum surface area of nine (9) square feet.

**J. Electronic Message Board Signs**

Electronic Message Board Signs are special uses in the OS, R-2 and Commercial Districts and ~~may be installed only in compliance with~~will follow the process listed in Section 4.6 of the Zoning Ordinance. Electronic Message Boards are subject to the following:

1. Electronic message boards are permitted only along an arterial street as designated by the City's Department of Public Works.
2. Only one electronic message board sign is allowed on any single parcel.
3. The single parcel must be two (2) acres or more in size.
- ~~2.4.~~ The electronic message board sign ~~must be~~shall not be allowed except as a component of a permitted ground monument sign, which meets all requirements of subsection 14.11.B. (Ground Monument Sign) unless otherwise specified here, and,
5. No more than fifty percent (50%) of the allowable sign face of the ground monument sign shall be used for~~dedicated to~~ the electronic message board signage.
- ~~3.6.~~ EachThe message shall remain fixed for a minimum of ten (10) seconds before changing ~~in any manner~~its appearance.
7. The change must be accomplished in a simple transition in one complete motion, such as rolling or drop down.

~~4.8.~~ The sign must contain a static message and the message shall not grow, melt, x-ray, scroll, write-on, travel, inverse, roll, twinkle, snow, rotate, flash, blink, move, spin, wave, rumble or present pictorials or other animation.

9. The message shall be limited to alphanumeric characters.

10. The sign shall not change in color, intensity, brightness, shade or color gradient.

~~5.11.~~ The electronic message sign shall not exceed a maximum illumination of three-tenths (0.3) foot candles above the ambient light conditions as measured using a foot candle meter ~~at a pre-set distance~~. Measuring distance shall be determined using the following equation: The square root of the product of the sign area and 100. Example: using a 12 square foot sign:  $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance. All signs shall have an ambient light monitor that will automatically adjust the brightness levels based on ambient light conditions. If the City determines that the sign causes glare or otherwise impairs the vision of the driver of a motor vehicle, the owner of the sign, upon notification from the City, shall immediately reduce the intensity of the sign to a level acceptable to the City.

~~6.12.~~ The lighting impact of the sign on surrounding properties shall conform with the regulations in section 14-11-2 REGULATIONS ON INTENSITY OF LIGHT of the City code.

~~7.13.~~ The sign ~~may~~ shall only operate between one-hour before the premises ~~is~~ are open, or 6:00 a.m., whichever is earlier and one-half hour after premises is closed to the public, or 11:00 p.m., whichever is later. During non-operational hours the sign shall be turned off or only display messages related to public service information such as time, temperature, date, weather, or traffic conditions.

~~8.14.~~ If at any time, more than twenty percent (20%) of the display lights malfunction or are no longer working, the owner of the sign shall make repairs to the electronic sign portion within thirty (30) days or the electronic messaging portion of the sign shall be removed ~~will require removal.~~

15. All electronic message signs must be equipped with a default mechanism that will stop the messaging and turn off the sign when a malfunction in electronic programming occurs.

## **K. Static Pricing Boards**

Static pricing boards ~~are~~ allowed in Commercial Districts subject to the following:

1. One Static Pricing Board is allowed per property.

2. A restaurant sign may be free standing and may be located in the area between the building and the drive-through lane.

3. A gas pricing sign shall only be allowed as part of the permitted wall or ground sign and be calculated in the total amount of allowed signage but shall be no greater than 25% of the allowable sign face.

~~2.4.~~ Static message Board signs shall remain fixed for a period of 6 hours before changing.

5. The message shall be limited to alphanumeric characters and only represent the price and the name of the item.

6. The sign shall not change in color, intensity, brightness, shade or color gradient.



~~3.7.~~ Static Pricing Boards shall meet the regulations in Sections 14.11.J.11-5, 12-6, 137, and 148.

**L. Bus Shelter Signs**  
~~s Translucent Walls~~

~~Bus shelter signs are~~ Are allowed for shelters on private property subject to the following:

1. ~~On translucent e~~Enclosures ~~only are translucent.~~
2. Only 25% of the wall space may have signage.
3. Complies with all other sections of this code including ~~subs~~Section 14.13.
4. ~~The shelter must be located on private property.~~

**14.123 EXEMPT PERMANENT SIGNS**

The following permanent signs are exempt from the sign permit requirements of this ~~Section 14~~Ordinance. If the limitations set forth are violated ~~and no sign permit has been issued~~, the penalty provisions of this ~~Section 14~~Ordinance shall apply. No exempt signs shall encroach upon the public right-of-way. All signs must comply with the view obstruction requirements of Section 11.2.G of the Zoning Ordinance (View Obstruction).

**A. Bulletin Boards**

~~A b~~Bulletin boards not over twelve (12) square feet in area for public, charitable or religious institutions, when located on the premises of ~~thesaid~~ institutions.

**B. Directory Signs ~~(Permanent)~~**

Multi-tenant commercial buildings are permitted to have one (1) exterior directory sign at the ground floor entrance to indicate the occupants of ~~its~~the businesses and their location within the building, such as suite or floor. Such signs shall be limited to six (6) square feet in ~~sign~~ area.

**C. Flags**

Flags of any government or governmental agency, or any patriotic, religious, charitable, civic, educational or fraternal organization. There shall be no more than four (4) such flags per zoning lot. No flagpole in any district shall exceed forty (40) feet in height.

**D. House Number and Identification Signs**

1. House number signs, which are not internally illuminated.
2. ~~Non-illuminated i~~Identification signs, which contain only the name and address of ~~a~~the building or development. ~~Such a sign may and are not illuminated, and do not exceed one~~ (1) square foot in area. There shall ~~not be no~~ more than one (1) such sign per dwelling or commercial unit. However, commercial units with a rear entrance or a dwelling with a detached garage located on an alley right-of-way ~~may have~~are permitted an additional house number or identification sign at that rear entrance or on that detached garage.

**E. Memorial Plaques**

~~A m~~Memorial or commemorative plaques or tablets, ~~not exceeding four (4) square feet in area,~~ denoting a ~~location of historic significance or a building's name and/or date of erection,~~

or a location of historic significance, and not exceeding four (4) square feet in area.

#### **F. Miscellaneous Information Signs**

The following types of miscellaneous information signs:

1. Information appearing on gasoline pumps, and service station rate signs, including the names of grades of fuel and prices and conditions relating to prices such as full or self-service.
2. Information appearing on newspaper vending boxes.
3. Information appearing on or adjacent to entry doors such as PUSH, PULL, OPEN and/or CLOSED.
4. Information appearing on display windows or doors denoting hours of operation, credit cards accepted and similar information.
5. Operating instructions on vending machines.

#### **G. Municipal Signs**

Traffic or other municipal signs, legal notices, kiosks for the purpose of listing community events or giving directions to municipal destinations, railroad crossing signs, signs regulating vehicular or pedestrian traffic, or designating or giving direction to streets, schools, historic sites or public buildings, and such temporary emergency or non-advertising signs. Such signs are subject to approval by the City Council.

#### **H. Occupational Signs**

Occupational signs denoting only the name and profession of an occupant ~~in conducting business in the a commercial building. Such a sign must be, public building or residence, mounted on a the wall (i.e., wall signs),~~ and not exceeding one (1) square foot in area.

#### **I. Warning Signs**

“No Trespassing” or “No Dumping” signs, not exceeding one and one-half (1½) square feet per sign. There may not be more than four (4) such signs per lot; except that special permission may be obtained from the City for additional signs under ~~proven~~ special circumstances as approved by the Zoning Administrator.

### **14.142.1 ALTERATION AND MAINTENANCE OPERATIONS**

The following activities shall be exempt from sign permit requirements:

1. Changing of the advertising copy or message on an existing changeable copy sign or similar approved sign, whether illuminated or non-illuminated.
2. Painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair of a sign, not involving structural changes or changes in the electrical components of the sign.

### **14.135 PROHIBITED SIGNS**

It shall be unlawful to erect, install, allow or maintain the following signs:

**A. Advertising Benches**

~~Advertising benches located on private or public property that advertise a business, product or service or contain some other type of message located on private or public property.~~

**B. A-Frame Signs**

A-frame signs, also known as “sandwich boards,” ~~used to advertise a business, its products or its services are prohibited,~~ except that such signs may be displayed as set forth in subSection 14.87.A.9 (Certain A-Frame Signs)

**C. Banners and Pennants**

Banners and pennants ~~are prohibited,~~ except in accordance with subSection 14.87 (Temporary Signs).

**D. Flashing Signs**

~~A~~ No sign ~~that has~~ shall have blinking or flashing lights, or other illuminating device that has a changing light intensity, brightness or color, traveling/chasing lights, or rotating beacons.

**E. Illegally Affixed Signs**

Any sign painted, pasted or otherwise affixed to any tree, rock, utility pole, hydrant, bridge, sidewalk, curb or street, bench or trash receptacle is prohibited. Logos and labels located on mechanical equipment, recycling bins, trash containers or dumpsters, which are part of the equipment as manufactured and/or installed are not included in this prohibition, ~~shall not be considered illegally affixed signs.~~

**F. Moving Parts**

~~A~~ Signs ~~with other advertising structure~~ moving, revolving or rotating parts or visible mechanical movement of any kind, including wind-activated ~~signs.~~ Clocks with movable hands are not included in this prohibition ~~shall be permitted.~~

**G. Obsolete or Abandoned Signs**

Any sign that advertises a business, product, service or activity that is no longer located on the premises where the sign is displayed.

**H. Off-Premise Signs** (Ordinance 2011-46, 8/22/2011)

~~An~~ Off-premise signs which advertises a business not conducted on the premises where the sign is located or a product not sold on the premises where the signs is located ~~are prohibited,~~ with the following exceptions:

1. Off-premise signs shall be permitted in commercially zoned districts<sup>1</sup> as set forth outlined in Section 14.87.A.10 (Window Displays (Temporary)) or within six-hundred sixty (660) feet of Interstate 90 (I-90) and Interstate 294 (I-294) ~~off-premise signs shall be permitted, subject provided to the following standards and criteria are adhered to:~~

---

<sup>1</sup> This means off-premise signs are prohibited within residential or special purpose districts regardless of whether or not they are within 660 feet of I-90 or I-294.

- a. The sign is adjacent to, intended to be viewed from, and within six-hundred sixty (660) feet of Interstate 90 (I-90) or Interstate 294 (I-294) right-of-way. No off-premise sign is allowed more than six-hundred sixty (660) feet from Interstate 90 or Interstate 294 right-of-way.
  - b. No off-premise sign shall be erected closer than one-thousand (1,000) ~~linear feet from~~ any other off-premise sign.
  - c. The maximum area of a sign face may not exceed one-hundred (100) square feet.
  - d. The maximum height of the sign may not exceed twenty (20) feet above grade.
  - e. Off-premise signs shall not be erected or maintained in such a place or manner as to obscure or otherwise physically interfere with an official traffic control device or a railroad safety signal or sign, or to obstruct or physically interfere with a driver's view or approaching merging or intersecting traffic.
2. Within a school or park district athletic field or stadium, signs promoting a business, service or product that is the sponsor of a school or park district program are permitted. However, such signs must strictly adhere to the following standards and criteria:
- a. The business, service or product being promoted must be approved, as a program sponsor, by the governing body of the school or park district.
  - b. The type of signs shall be limited as follows:
    - i. temporary free standing A-frame signs of not more than twelve (12) square feet per side; and
    - ii. a sponsorship sign on a single scoreboard, the primary purpose of which scoreboard is informing attendees of the time, score or other information pertinent to the event ("Scoreboard Sign").
  - c. All such signs shall be within the field, stadium or seating area of the field or stadium, and shall be located so as to be seen by those attending the event and not for the purpose of attracting the attention of those passing by the field or stadium.
  - d. No additional lighting (other than that used for the event) shall be permitted to accent an A-frame sign.
  - e. Scoreboard Signs may be electronic and use lights. ~~H;~~ however, no individual sponsor's message may contain flashing, blinking or chasing lights.
  - f. The scoreboard upon which the Scoreboard Sign is located must be at least one-hundred (100) yards from any street from which the sponsor's message may be seen.
  - g. A Scoreboard Sign may only be placed below all other information on the scoreboard.
  - h. Signs permitted pursuant to this ~~sub~~Section 14.13.H.2 may be displayed only for actual events that are sanctioned by the school or park district.
  - i. Such signs may be displayed not more than two (2) hours before the event and shall be removed or, in the case of a Scoreboard Sign, turned off no later than two (2) hours after the conclusion of the event.

## I. Painted-On Signs

Signs painted directly on an exterior wall, roof, fascia, parapet or chimney of a building or fence. ~~This means off premise signs are prohibited within residential or special purpose districts regardless of whether or not they are within six hundred and sixty (660) feet of I-90 or I-294.~~

#### **J. Roof Signs**

Roof signs. However, those signs erected on the lower plane of a mansard style roof or mansard wall facing, provided such mansard roof or wall facing is constructed at an angle of not less than seventy degrees (70°) from the horizontal plane, shall be considered "wall signs."

#### **K. Signs of an Offensive Nature**

Signs which display any matter in which the dominant theme of the material, taken as a whole, appeals to a prurient interest in sex, or is patently offensive because it affronts contemporary community standards and is utterly without redeeming social value.

#### **L. Signs on Parked Vehicles**

Signs placed or painted on a vehicle that is parked in a location such that the primary purpose is to advertise a product or service, or to direct the public to a business or activity located on or off the premises ~~are prohibited~~. Signs displayed on trucks, buses or other vehicles, which are being operated and stored in the normal course of a business, such as signs indicating the owner or business ~~using the that are located on~~ delivery trucks, moving vans and rental trucks, are permitted, provided that the primary purpose of such vehicles is not the display of signs. ~~Such a truck must be and that they are parked or stored in an areas appropriate to its their use as vehicles. Temporary or permanent signs resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of this Section are prohibited.~~

#### **M. Traffic Hazards**

Signs which:

1. Obstruct the free and clear vision at any street, intersection, parking lot entrance or exit; or driveway.
2. Interfere with, obstruct the view of, or cause confusion with any traffic sign, signal or device because of its position, shape, color or lighting.
3. Make use of the words STOP, LOOK, DETOUR, DANGER or any other word, phrase, symbol or character that tends to mislead, interfere with or confuse the driver of a motor vehicle.
4. Are illuminated in red, green or amber color; if that sign is in the line of sight between the driver of a motor vehicle and a traffic signal light.

#### **N. Obstruction of Doors, Windows or Fire Escapes**

Signs which are erected, located or maintained so as to inhibit ingress to and egress from any door, window or fire escape and signs which are attached to a standpipe or fire escape.

#### **O. Strobe Lights, Spotlights and Floodlights**

Strobe lights, spotlights and floodlights used to advertise a business, event, service or product ~~are prohibited~~.

**P. Trailer and Portable Signs**

Trailer and portable signs. This includes temporary or permanent signs resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of paragraph L above.

**Q. Unsafe Signs**

Signs which constitute a hazard to safety or health by reason of inadequate design, construction, repair or maintenance.

**R. Balloon Signs**

Balloon signs or signs painted on or attached to balloons or other inflatable devices. ~~Inflatable advertising displays designed to inflate or move by use of a fan or blower shall also be considered a balloon sign and are prohibited.~~

**14.164 MASTER SIGN PLAN REQUIRED**

The purpose of a Master Sign Plan is to provide for coordinated signs on multi-tenant buildings. The intent is to create a plan whereby current owners or tenants can establish a unified sign program for the building and provide sign guidelines to future tenants.

- A. For a commercial development with multiple tenants, where more than one (1) wall sign, awning or canopy is proposed, the applicant shall submit a master sign plan for review and approval by the Planning and Zoning Commission.
- B. A master sign plan shall provide for coordinated design for all building-mounted signs and shall include, at a minimum, criteria and specifications for general appearance, format of message, font size and style, lighting, location and construction materials, and shall not cover or overhang any architectural feature. Where signs are to be located on a wall of a multi-tenant strip commercial development, they shall be located at a generally uniform height on the building wall.

**14.175 SIGN STANDARDS FOR SPECIAL PURPOSE DISTRICTS**

**A. Open Space District**

Each use permitted in the Open Space District shall be ~~allowed~~ permitted one (1) identification sign not to exceed fifty (50) square feet in sign area. The maximum height of any ground sign shall be ten (10) feet. The minimum setback from the property line for ground signs shall be ten (10) feet.

**B. Hospital District**

Signs within the Hospital District shall comply with the sign regulations for the B-3 District (as shown in Figure 31C), except as follows:

**1. Directional Signs (Permanent)**

- a. Such signs may designate hospital, parking, walkways, emergency room locations, and other hospital-related facilities, as well as entrances or exits, by means of symbols or words.

- b. One (1) directional sign is ~~allowed~~permitted for each driveway access from a public street. One (1) additional directional sign is ~~allowed~~permitted for each intersection of driveways within a site, to identify traffic routing, entrances and services, such as drive-in lanes. Additional directional signs may be ~~allowed~~permitted subject to Zoning Administrator approval.
- c. Directional signs shall be located entirely on the property to which they pertain. Directional signs shall not project beyond the property line.
- d. Directional signs may have a maximum height of seven (7) feet and a maximum surface area of thirty-two (32) square feet. (Ordinance 2009-50, 7/6/2009)
- e. Directional signs may be illuminated.

## 2. Wall Signs

One (1) wall sign for identification of each building shall be ~~allowed~~permitted provided the surface area of such sign shall not exceed one-hundred (100) square feet.

## C. Educational Boarding District

All signs ~~allowed~~ and sign regulations ~~applicable~~that are permitted and applicable within the B-2 District shall apply to the Educational Boarding District.

## D. Sexually-Oriented Business District

All signs ~~allowed~~ and sign regulations ~~applicable~~that are permitted and applicable within the B-2 District shall apply to the Sexually-Oriented Business District. However, electronic message signs are prohibited.

## E. Parking District

Only directional signs, in accordance with ~~sub~~Section 14.143.B (Directory Signs (Permanent)), shall be ~~allowed~~permitted in the Parking District.

## 14.186 NONCONFORMING SIGNS

Any sign lawfully existing prior to the enactment of this Section 14, but which could not be erected in accordance with the provisions of this Section shall be deemed to be a legally nonconforming sign and may continue up to the period specified in Section 14.2048 (AMORTIZATION OF NONCONFORMING SIGNS) with the following conditions:

- A. The sign must be properly maintained in a safe condition. No nonconforming sign shall have any changes made in the words or symbols used or the message displayed on the sign, including the removal of one or more tenant signs from a multi-tenant sign, unless the sign is specifically designed for changeable copy at the time the ordinance implementing this Section 14 was adopted. ~~The only~~Any other changes ~~permitted are those that made will be to~~ bring the nonconforming sign into conformance with the provisions of this Section 14.
- B. No nonconforming sign, or any structure, frame, hardware or associated equipment, shall be allowed to remain after the activity, business, or use to which it relates has been discontinued.
- C. If a nonconforming sign is damaged in such a manner that the estimated expense of repairs exceeds fifty percent (50%) of its replacement value, the sign shall not be allowed to remain and must be removed.

- D. Nothing in this Section shall relieve the owner or user of a legal nonconforming sign or structure, or the owner of the property on which it is located, from compliance with the provisions of this Section regarding safety, maintenance and repair of signs and structures. ~~No However, any repainting, cleaning or other normal maintenance or repair may hereof shall not modify the sign, structure or copy in any way that, which makes it more nonconforming.~~

#### **14.197 UNSAFE AND UNLAWFUL SIGNS**

If the Zoning Administrator ~~determines~~ shall find that any sign or other advertising structure ~~regulated herein~~ is unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this Article, the following shall apply:

- A. he shall give wWritten notice shall be given to the person or entity who derives the principal benefit from the sign. Such notice shall be given by first class mail, personal service or posting of notice of notice on the main entrance of the premises to which the sign principally relates. ~~to the permittee thereof~~
- B. The Zoning Administrator shall recommend to the City Council the revocation of the permit covering the sign and thereupon the permit may be revoked by order of the City Council.
- C. If the permittee fails to remove or alter the structure so as to comply with the City regulations ~~standards herein set forth~~ within ten (10) days after such notice, then such sign or other advertising structure may be removed or altered to comply by the Zoning Administrator at the expense of those persons or entities set forth in subsection 14.22 below ~~permittee or owner of the property upon which it is located.~~

~~The Zoning Administrator shall recommend to the City Council the revocation of the permit covering said sign or other structure regulated herein and thereupon said permit may be revoked by order of the City Council.~~ D. The Zoning Administrator may cause any sign or other advertising structure, which is an immediate peril to persons or property to be summarily removed summarily and without notice.

#### **14.1814.20 AMORTIZATION OF NONCONFORMING SIGNS**

~~A. On or prior to December 31, 2016~~ January 1, 2015 all non-conforming signs and associated equipment shall be brought into conformance with this article. ~~This~~ Said period shall for all purposes be deemed an appropriate amortization period for each and every non-conforming sign presently located within the corporate limits of the City or hereinafter located within the City by reason of annexation into the City of the lot or parcel on which the sign is located. Such amortization period shall be non-compensated.

~~B. Subsection (A), of this section 14.18, shall not apply to signs previously granted variances by the Zoning Board of Appeals. Such signs shall be deemed non-conforming signs to which all other provisions of this section shall apply.~~

#### **14.21 SCOPE OF APPEALS AND VARIATIONS**

An appeal of a staff decision on the denial of a permit based on the Design Guidelines shall be made to the Appearance Commission pursuant to ~~per~~ Article 15 Chapter 7 of the City Code. Appeals regarding an interpretation by the Zoning Administrator regarding Section 14 may be taken to the Zoning Board of Appeals following the requirements of Section 4.3 of the Zoning Ordinance. A variation, pursuant to the



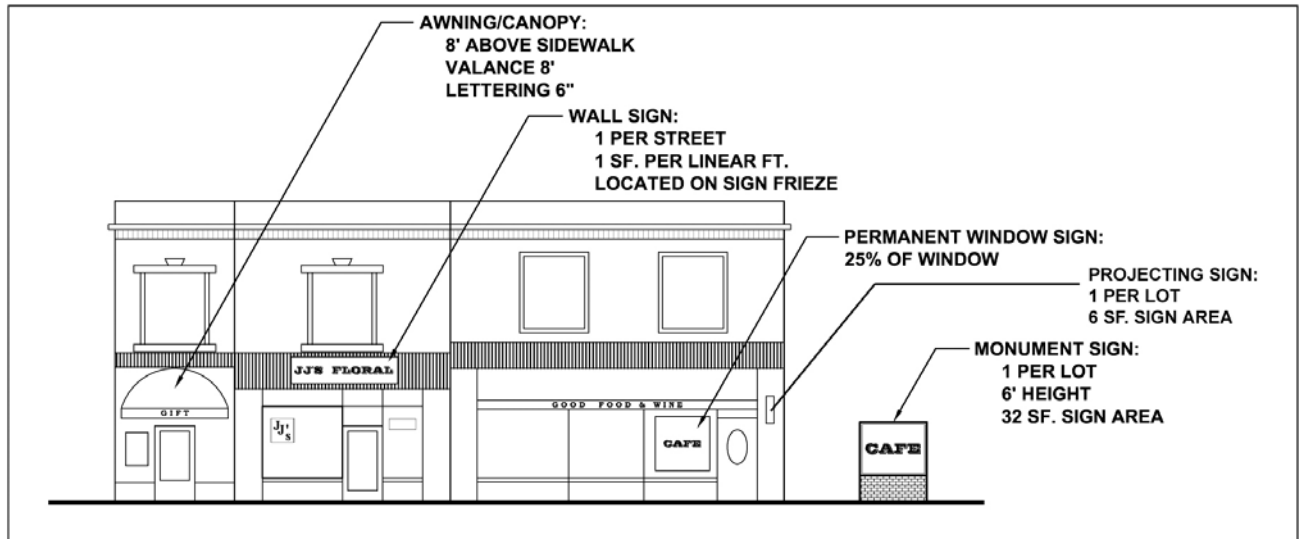
regulations of Section 4.4 of the Zoning Ordinance, may be requested from the height, area, and minimum distance requirements contained in this Section 14 chapter, which will follow the regulations of Section 4.4 of the Zoning Ordinance.

**14.22 LIABILITY AND RESPONSIBILITY FOR COMPLIANCE.**

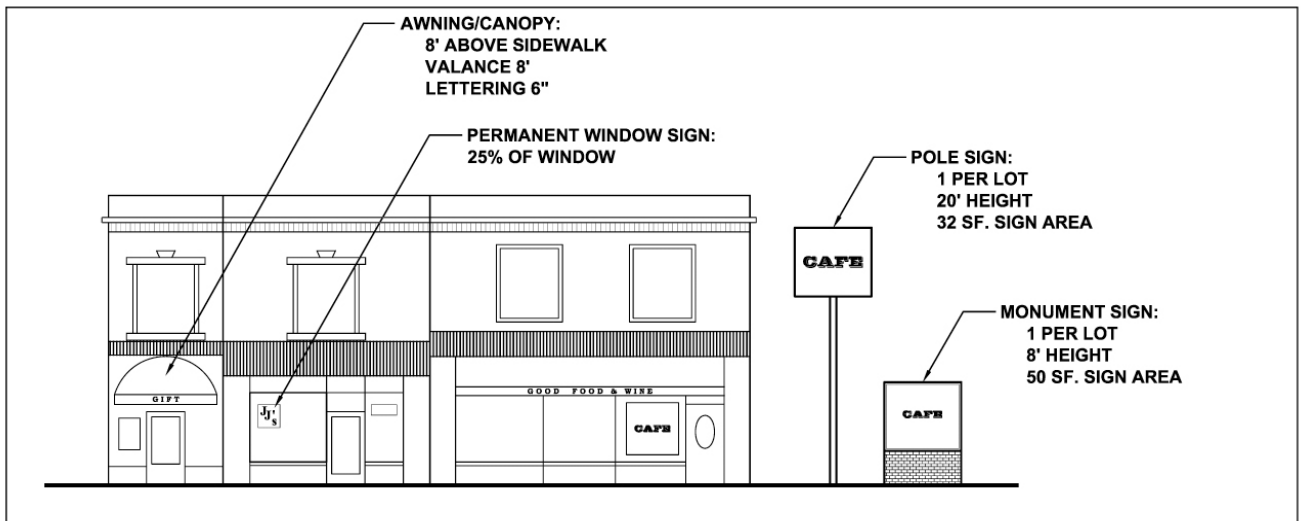
The permittee, the sign owner, the tenant benefiting from the sign, the legal owner of the property on which the sign is located, the beneficial owner of the property on which the sign is located and the manager of the property on which the sign is located shall each and all be jointly and severally responsible and liable for compliance with this Section 14, including but not limited to maintenance and payment of penalties.

**FIGURES 31A-C: PERMANENT SIGN REGULATIONS FOR BUSINESS DISTRICTS**

**FIGURE 31A: B1 AND B4 DISTRICTS**

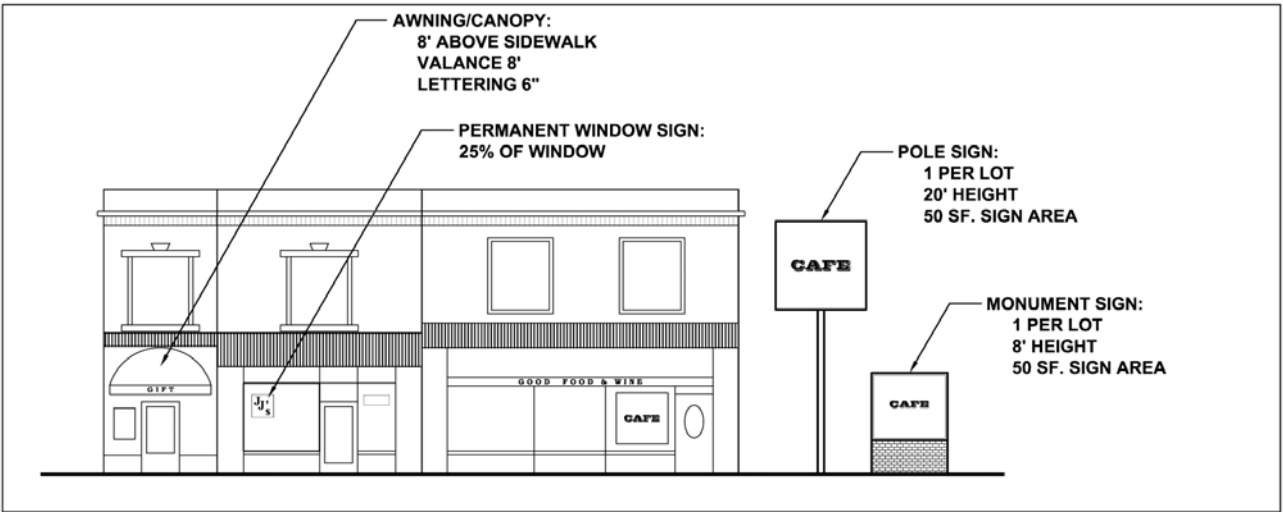


**FIGURE 31B: B2 DISTRICT**



NOTE: There shall be only one (1) ground sign per lot, whether monument or pole ground sign, except that on a corner lot two (2) monument ground signs, one facing each street, shall be permitted. There shall be only one (1) ground sign per lot, whether pole or monument ground sign, except that on a corner lot one (1) additional pole ground sign shall be permitted for each street frontage of two-hundred (200) feet or more.

**FIGURE 31C: B3 DISTRICT**



NOTE: There shall be only one (1) ground sign per lot, whether monument or pole ground sign, except that on a corner lot two (2) monument ground signs, one facing each street, shall be permitted. There shall be only one (1) ground sign per lot, whether pole or monument ground sign, except that on a corner lot one (1) additional pole ground sign shall be permitted for each street frontage of two-hundred (200) feet or more.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF PARK RIDGE AMENDING SECTION 14  
OF THE CITY OF PARK RIDGE, ILLINOIS ZONING ORDINANCE**

**BE IT ORDAINED** by the City Council of the City of Park Ridge, Cook County, Illinois, pursuant to its home rule authority provided under Article VII of the Illinois Constitution of 1970 as follows:

**SECTION 1:** Section 14 entitled “Signs” of the Zoning Ordinance of the City of Park Ridge shall be amended by deleting Section 14 in its entirety and inserting in lieu thereof, the following new Section 14 entitled “Signs” to be and read as follows:

**SECTION 14. SIGNS**

(Ordinance 2011-65, Rewrite)

- 14.1 PURPOSE**
  - 14.2 SIGN PERMITS**
  - 14.3 APPLICATION**
  - 14.4 ELECTRICAL WIRING APPROVAL**
  - 14.5 ISSUANCE OF PERMIT**
  - 14.6 REVOCABILITY**
  - 14.7 TEMPORARY SIGNS**
  - 14.8 SIGN PLACEMENT**
  - 14.9 SIGN DIMENSION COMPUTATIONS**
  - 14.10 GENERAL DESIGN STANDARDS FOR PERMANENT SIGNS**
  - 14.11 PERMANENT SIGNS**
  - 14.12 EXEMPT PERMANENT SIGNS**
  
  - 14.13 PROHIBITED SIGNS**
  - 14.14 MASTER SIGN PLAN REQUIRED**
  - 14.15 SIGN STANDARDS FOR SPECIAL PURPOSE DISTRICTS**
  - 14.16 NONCONFORMING SIGNS**
  - 14.17 UNSAFE AND UNLAWFUL SIGNS**
  - 14.18 AMORTIZATION OF NON-CONFORMING SIGNS**
  - 14.19 SCOPE OF APPEALS AND VARIATIONS**
- 

**14.1 PURPOSE**

The purpose of this Section is to establish a comprehensive system of sign controls governing the display, design, construction, installation and maintenance of signs that will:

- A.** Balance the right of business owners to convey their messages, and the right of the public to be protected against the unrestricted proliferation of signs.
- B.** Protect the public health, safety, convenience, comfort and general welfare.
- C.** Reduce traffic hazards.
- D.** Enhance the attractiveness of the City.

- E. Protect property values.
- F. Preserve the right of free speech exercised through the use of signs containing noncommercial messages.

## **14.2 SIGN PERMITS**

Except as otherwise provided in this Section 14, it shall be unlawful for any person to install, erect, relocate, or structurally alter any sign or other advertising structure on any property, public or private, without first obtaining a sign permit from the City. No sign is exempt from permit requirements unless so specified in this Section 14 and then only to the extent that such sign complies with the stated limitations. If it is of a type that is set forth as exempt, but nonetheless violates the limitations in any manner, it shall be deemed an illegal and prohibited sign. The Zoning Administrator may revoke any sign permit where there has been a violation of the provisions of this Section 14 or other City regulation or a misrepresentation on the sign permit application. (Ordinance 2008-65, 9/2/2008)

## **14.3 PERMIT APPLICATION**

Application for permits shall be made on forms provided by the Community Preservation & Development Department and shall contain or have attached the following information:

- A. Name, address and telephone number of the applicant.
- B. Two (2) prints or ink drawings of the sign and the supporting structure indicating:
  - 1. Size.
  - 2. Location on building (if applicable).
  - 3. Location on zoning lot with relationship to buildings, structure and property lines.
  - 4. Specifications listing materials, dimensions and structural design showing attachment to the building or anchorage in the ground.
- C. Copy of stress sheets and calculations, when required by the Zoning Administrator, showing the sign is designed for a dead load and wind pressure in the amount required under subsection 14.4 below.
- D. Name of person, firm, corporation or association erecting sign.
- E. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.
- F. All illuminated signs shall require an electrical permit, subject to Article 15, and Article 20 of the Municipal Code.
- G. Such other information as the Zoning Administrator shall require to show full compliance with this and all other laws and ordinances of the City.

## **14.4 Reserved.**

## **14.5 Sign Maintenance**

- A. All temporary and permanent signs, and the premises surrounding such signs, shall be maintained in a clean, rust and corrosion free and sanitary condition. The premises shall be free and clear of all noxious substances, rubbish and weeds. All ground signs shall be landscaped as required in Paragraph D of subsection 14.11. Such landscaping shall be maintained in good condition.

- B. If any temporary or permanent sign has been constructed or erected or is being maintained in violation of the provisions of this Section 14, the Zoning Administrator shall give written notice of such violation to the permittee and in the discretion of the Zoning Administrator; any other person set forth in subsection 14.22. If the offending sign or structure is not removed or altered so as to comply with the applicable standards, within twenty (20) days after such notice, it may be removed by order of the City Manager at the expense of the same persons set forth in subsection 14.22. The City Manager may cause any sign which is an immediate peril to the health, safety or welfare of persons or property to be removed summarily and without notice.

#### **14.6 Data to be Posted**

Every sign installed after March 1, 2013 shall have painted in a conspicuous place, in letters not less than one inch (1") in height, the date of installation, the permit number and the voltage of any electrical apparatus used in the sign.

#### **14.7 ISSUANCE OF PERMIT**

The Zoning Administrator shall examine or cause to be examined all plans and specifications and other data and the premises upon which it is proposed to erect the sign to assure compliance with all applicable regulations. If the work authorized has not been completed within six (6) months after the date of issuance, the permit shall become null and void.

#### **14.8 TEMPORARY SIGNS**

Temporary signs are allowed in accordance with the provisions of this subsection 14.8, except that where other regulations are applicable, the more restrictive regulation shall apply.

##### **A. Temporary Signs Exempt from Sign Permit Requirements**

Subject to compliance with all City regulations, the following types of temporary signs are exempt from sign permit requirements:

##### **1. Construction and Home Improvement Services Signs**

- a. On-site construction signs identifying the architect, engineer, developer and/or contractor for that site. Such a sign shall not exceed sixteen (16) square feet in area or six (6) feet in height. Such a sign shall not be erected prior to issuance of a building permit and shall be removed no later than seven (7) days after application for a certificate of occupancy or completion of the project, whichever occurs first. Construction signs shall be limited to one (1) sign per street frontage, except in the case of single-family and two-family dwelling construction, where construction signs shall be limited to one (1) sign.
- b. Home improvement services signs, such as landscaping and house painting services. Only one (1) such sign not to exceed four (4) square feet is allowed. The sign may contain only the name, address, a phone number and email address of the company providing the service. A temporary home improvement services sign may only be displayed for the duration of the project or 30 days, whichever is less.

##### **2. Directional Signs for Public Events**

Temporary directional signs six (6) square feet or less, for a real estate open house or an event held in a governmental building, park or education institution. Such a sign may be posted no earlier than forty-eight (48) hours prior to, and shall be removed no later than twenty-four (24) hours after, the conclusion of the event to which the sign relates.

### **3. Displays or Decorations for Holidays and Special Occasions**

Displays of a primarily decorative nature, and customarily and commonly associated with any national, local or religious holiday.

### **4. “For Sale” and “For Rent” Signs**

#### **a. “For Sale” and “For Rent” Property Signs**

“For Sale” and “For Rent” signs that do not exceed six (6) square feet in area and which only advertise the sale, rental, lease or management of the premises upon the said signs are located. A ground-mounted sign may be no more than six (6) feet in height. Such a sign shall be removed within twenty-four (24) hours of the completion of the sale or lease. “For Sale” and “For Rent” signs shall be restricted to one (1) sign for interior lots and two (2) signs for corner lots.

#### **b. “For Sale” Vehicle Signs**

“For Sale” Vehicle Signs subject to the following:

- i. A vehicle “For Sale” sign must be removed within twenty-four (24) hours of the vehicle’s sale.
- ii. A vehicle that displays a “For Sale” or similar sign may be parked only as follows:
  - (1) in a lot where the sale of new or used vehicles is permitted by this Zoning Ordinance; or
  - (2) an individual privately selling a vehicle may park a vehicle with a “For Sale” sign for display at that individual’s home, including in the driveway.
- iii. A vehicle may not be parked in the public right-of-way for purposes of displaying it for sale.

### **5. Garage or Yard Sale Signs**

Temporary residential garage or yard sale signs. There may be no more than two (2) such signs per sale. Such a sign may not exceed four (4) square feet. One (1) sign shall be permitted per lot frontage on the premises of the sale and another on other property with the permission of that property owner or tenant. Such signs shall be removed immediately when the garage or yard sale is over.

### **6. Not-For-Profit Special Event Signs**

Not-for-profit special event signs. Such signs may: (a) not exceed fifty (50) square feet in area; (b) be erected not more than fifteen (15) days in advance of the event; (c) shall be removed within five (5) days of the conclusion of the event; and (d) only be used in conjunction with special events conducted by charitable or not-for-profit organizations, philanthropic campaigns or house of worship activities. Such a sign may be a banner sign.

### **7. Political Signs or Non-Commercial Messages**

Political signs subject to the following:

- a. The sign may be no more than six (6) square feet in area on each side. Not more than twenty (20) square feet total area of political or non-commercial signs shall be

allowed on any zoning lot.

- b. Such a sign may not be posted on any public property except as set forth in subparagraph (c). A sign may be posted on private property only with the permission of the property owner.  
(Ordinance 2009-50, 7/6/2009) (Ordinance 2011-01, 1/17/2011)
- c. On any day of a federal, state or local election, as called by the Clerk of Cook County, election signs may be placed in the City parkway starting at 4:00 a.m. on the day of the election. Such a sign may not be placed within 100 feet of the door of the polling place. All signs shall be removed at any time the City Manager if he or she believes that the sign constitutes a hazard to the public. Such signs must be removed within twenty-four hours of the close of the polls. For purposes of this subparagraph (c), "day of the election" shall not include early voting days.

#### **8. Window Signs (Temporary)**

Temporary signs affixed to the inside of a window advertising temporary commercial goods or services sold on the premises. The total of all temporary window signs may occupy no more than twenty-five percent (25%) of the window's area. No such temporary window sign shall be in place longer than thirty (30) days.

#### **9. Certain A-Frame Signs**

A-frame signs, also known as "sandwich boards," used to advertise a business, its products or its services may be displayed by a retail establishment in a commercial district between the hours of 9:00 a.m. to 9:00 p.m. Only one such sign, not exceeding twenty-four (24) square feet (12 feet per side) shall be permitted for each establishment. The sign may not be placed on a roadway. It must be placed in such a manner as to not obstruct pedestrian traffic and may only be placed along the actual frontage of the establishment. The sign may be placed on public property if a Certificate of Insurance, in an amount determined by the City, is provided to the City prior to displaying the sign.

#### **10. Window Displays**

Window displays for the purpose of showing merchandise, community related and not-for-profit items in a window of a vacant business in a commercial district are exempt from subsection 14.15.H (Off-Premise Signs) but shall meet the other requirements of the code and the requirements below.

- a. Window displays shall only be allowed for Park Ridge businesses, community organizations and not-for-profits for the purpose of promoting merchandise or community events.
- b. The name, emblem or other such element that is specific to the company creating the display may not exceed 1.3 (one and three tenths) square feet. The remainder of the area shall highlight merchandise or events.
- c. The display shall be immediately removed should the building space with the window become occupied.
- d. Displays shall be maintained and kept current.
- e. No such display shall be permitted without the written consent and assumption of responsibility of the buildings legal or beneficial owner.

#### **B. Temporary Signs That May Or May Not Require A Sign Permit**



Temporary signs that may or may not require a permit, based on specific criteria, are set forth in this section. These temporary signs must comply with the requirements of this Section 14 and the following specific limitations:

**1. Banners and Pennants – Exempt from Permit**

Banners for charitable or not-for-profit organizations philanthropic campaigns, house of worship activities located within the City are permitted in any district. Such banners are exempt from the lot size limitations of paragraph 14.8.B.2.a below, but must comply with the requirements of paragraphs b, c, d and e of paragraph 14.8.B.2 below.

**2. Banners or Pennants – Permit Required**

- a. Banners or pennants are only permitted within commercial districts on lots of eighty thousand (80,000) square feet or more.
- b. No single banner may exceed twelve (12) square feet of surface area and there may be no more than 4 banners per property. Banners are prohibited within the vision triangle. All banners must be five feet from the property line and must not interfere with pedestrian traffic.
- c. Banners and pennants must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of any banner or pennant and support hardware. If the banner is torn in any manner, it shall be deemed to be in violation of this subparagraph iii.
- d. Each twenty-five (25) foot length of multiple pennants connected in series shall count as one sign.
- e. Vertical signage may not exceed seven (7) feet in height and is limited to fifteen (15) consecutive days display time twice a calendar year.
- f. There shall be no cost for a temporary banner or pennant permit.

**3. Other Attention-Getting Devices – Permit Required**

- a. Any attention-getting device that is not a pennant or banner shall be limited to a maximum of thirty-two (32) square feet in a commercial district, and sixteen (16) square feet in a residential district.
- b. Other advertising devices may be constructed of cloth, canvas, light fabric, cardboard, or other similar light materials, intended to be of temporary construction as approved by the Zoning Administrator.

**C. Temporary Signs Requiring Sign Permit**

Temporary signs not specifically set forth as exempt from sign permit requirements in Paragraph A or Paragraph B above require a sign permit. In addition, such non-exempt temporary signs must comply with the requirements of this Section 14 and the following specific limitations:

**1. Time Limit**

Such signs may not be in place for more than ninety (90) days in any calendar year.

**2. Amount**

There may be only one (1) sign on each street frontage per lot.

**3. Advertising**

Any advertisement contained on such a sign must pertain only to the business, industry or pursuit conducted on or within the premises on which such sign is erected or maintained. Non-commercial or political messages are also allowed. No off-premise signs are allowed.

**4. Location and Height**

- a. No such sign shall extend into the public right-of-way.
- b. A sign attached to a building shall not extend above the building height or, if attached to a permanent sign, shall not extend above the height of the sign.

**14.9 SIGN PLACEMENT**

**A. Signs on Public Property** (Ordinance 2008-65, 9/2/2008)

No sign shall be placed or erected on any public property, except as follows:

- 1. Those placed by federal, state and/or local governments.
- 2. Those whose placement has been authorized by the Zoning Administrator pursuant to this Section 14.
- 3. Political signs on public property are addressed in Section 14.8.A.7.

Any sign placed on public property without authorization may be removed by the City without notice.

**B. Signs on Private Property**

No sign shall be placed on any private property without prior consent of the property owner.

**C. View Obstruction**

All signs shall comply with the view obstruction provisions of Section 11.2.G of this Zoning Ordinance (View Obstruction).

**14.10 SIGN DIMENSION COMPUTATIONS**

The following principles shall control the computation of sign dimensions.

**A. Computation of Area of Individual Signs**

The area of a sign face shall be computed by means of the smallest square, circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background for the display, or used to differentiate the sign from the backdrop or structure against which it is placed. Not included in the computation of the sign area is any supporting framework or bracing, unless such framework or bracing is made part of the message or face of the sign. The determination of the Zoning Administrator with respect to computation of sign area shall be final. See illustrations in Appendix G (Sign Area Illustrations).

**B. Computation of Area of Multiple-Faced Signs**

1. Unless stated otherwise in this Section 14, the sign area for a sign with more than one (1) face shall be computed by adding together the area of all sign visible faces.
2. When two (2) identical sign faces are placed back to back in parallel, so that both faces cannot be viewed from any point at the same time, are part of the same sign structure, and are no more than twenty-four (24) inches apart, the sign area shall be computed by the measurement of one (1) of the faces.

**C. Measurement of Sign Height**

Sign height shall be measured from grade, as defined in this Zoning Ordinance, at the sign base to the highest point of the sign or its supporting structure.

**14.11 GENERAL DESIGN STANDARDS FOR PERMANENT SIGNS**

**A. Construction and Design Standards**

Each sign constructed, erected, modified or altered shall comply with the provisions of this Section 14 and the structural requirements of the Municipal Code.

**B. Wind Pressure and Direct Load Requirements**

All aspects of a sign, including lettering shall be designed and constructed to withstand a wind pressure of not less than twenty-five (25) pounds per square foot of area; and shall be constructed to receive dead loads as required in this Code or other regulations of the City.

**C. Illumination**

1. Goose-neck reflectors and lights are allowed on ground signs and wall signs. However, the reflectors shall concentrate the illumination upon actual sign message so as to minimize glare upon the street or adjacent property.
2. All sign illumination shall be designed, located, shielded and directed so as to minimize glare or direct light upon adjacent roadways and surrounding properties and prevent distraction of operators of vehicles or pedestrians.
3. The terms, provisions, regulations, restrictions and penalties of Article 14 Chapter 11 entitled "Regulation of Lighting" of the Municipal Code of the City shall be applicable to all signs in existence and hereafter erected within the City.
4. Time-and-temperature signs shall be exempt from the provisions of this Paragraph C.

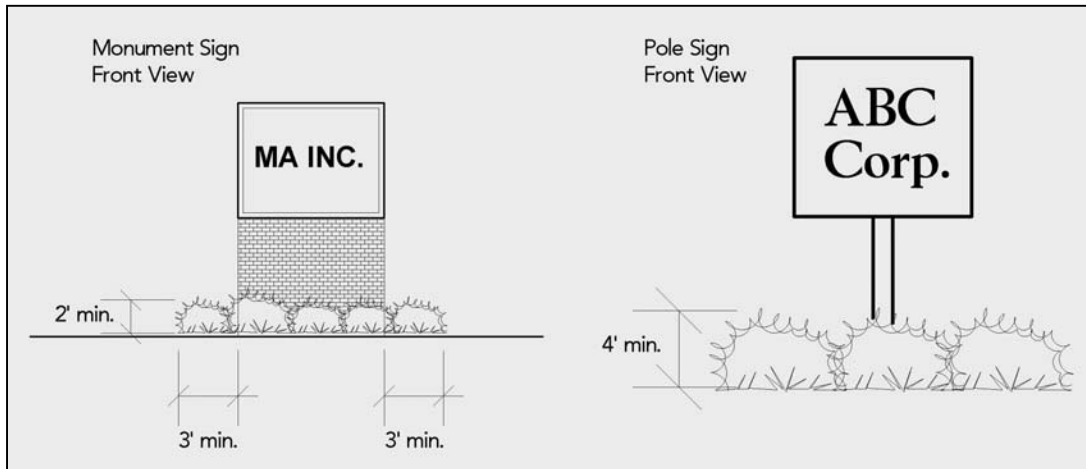
**D. Landscape Requirements**

Ground signs shall be landscaped at the base of the sign in accordance with the following:

1. The landscaping shall extend a minimum of one (1) foot from the sign base on all sides.
2. Monument signs shall be landscaped with small shrubs a minimum of two (2) feet in height at planting. (See Figure 20: Ground Sign Landscaping) The remainder of the landscaped area shall be planted with perennials, turf or other live groundcover. If the monument sign is designed with a decorative base, the Planning and Zoning Commission may waive landscaping requirements.

- Pole signs shall be landscaped with shrubs, which are a minimum of four (4) feet tall at planting. (See [Figure 20](#)) The remainder of the landscaped area shall be planted with perennials, turf or other groundcover.

**FIGURE 20: GROUND SIGN LANDSCAPING**



**E. Glass**

Any glass forming a part of any sign shall be wired glass or safety glass.

**F. Lettering**

All letters, figures, characters or representations whether in regular, in cut-out or irregular form, maintained in conjunction with, attached to or superimposed upon any sign shall be safely and securely built or attached to the sign structure.

**G. Limitation on Items of Information**

- So as not to create traffic hazards for passing motorists and to minimize the cluttered appearance of signs, the number of items of information on any single sign face shall be limited to no more than three (3) items. Items of information may include: the name of the business, type of use, product or service (if not part of the business name), street address, phone number, website address, business logo, business slogan or other business information.
- Ground signs for developments with multiple tenants that are used to provide the names of tenants within the development shall be limited to one (1) item of information per tenant within the development, in addition to the address of the development.
- For a proposed commercial development or redevelopment with multiple tenants, where more than one (1) wall, awning or canopy sign is proposed, a master sign plan is required in accordance with subsection 14.16 (Master Sign Plan Required).

**H. Data to be Posted**

Every sign shall have painted in a conspicuous place, in letters not less than one (1) inch in height, the date of installation, the permit number and the voltage of any electrical apparatus used in or on such sign. Such information shall not count toward the limitation on the items of information described in Paragraph G above.

## 14.12 PERMANENT SIGNS

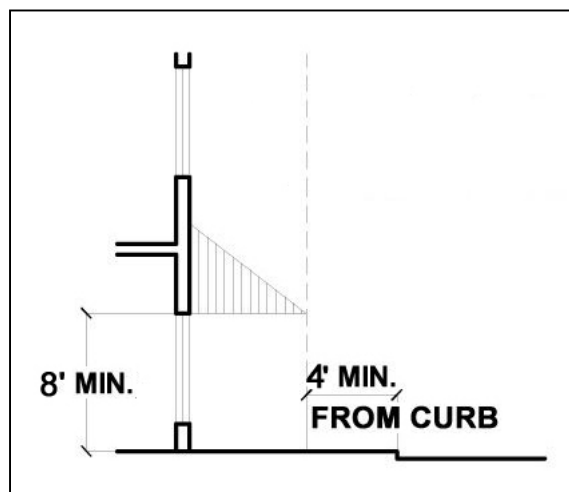
The construction, erection, installation, modification or alteration of all signs in a residential or commercial district shall comply with the provisions of this Ordinance and the requirements of the Municipal Code. Section 14.17 "Sign Standards for Special Purpose Districts" contains provisions for the Special Purpose Districts. Figures 31 A-C: Permanent Sign Regulations for Business Districts, found at the end of this Section, illustrates the general permanent sign regulations for each of the four business districts.

### A. Awnings and Canopies (Ordinance 2009-50, 7/6/2009)

Awnings and canopies that are considered an architectural feature of a structure and are not used for identifying the premises or the goods and/or services sold are not considered a sign. Awnings and canopies used as signs are subject to the following regulations:

1. No portion of an awning or canopy sign shall be less than eight (8) feet above the level of the public sidewalk or thoroughfare over which it is erected. (See Figure 21: Awnings and Canopies)
2. No awning or canopy sign shall be permitted to extend beyond any point that is less than four (4) feet from the curb line. (See Figure 21)

**FIGURE 21: AWNINGS AND CANOPIES**

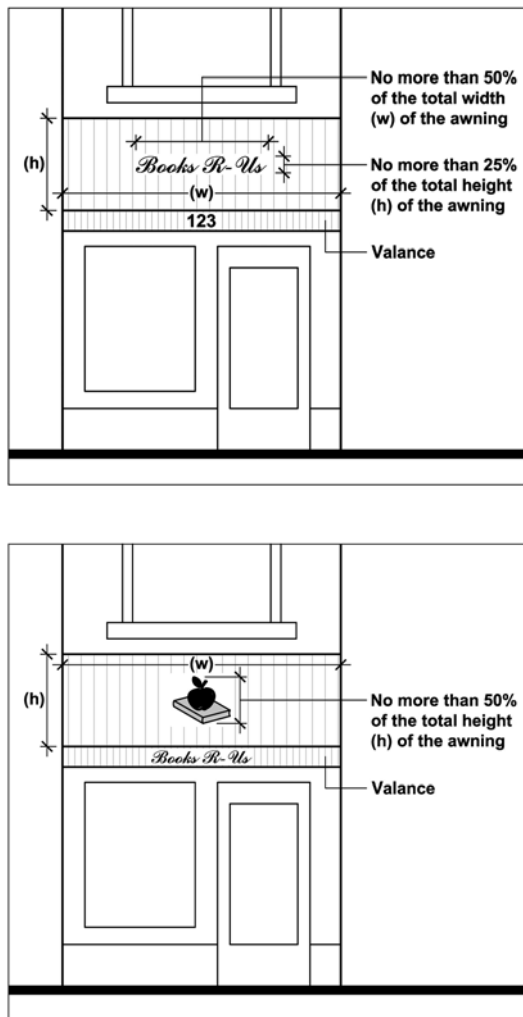


3. Awning and canopy signs shall be constructed out of canvas or canvas-like material, unless other material is approved by the Zoning Administrator. Back-lit and metal awnings and canopies are prohibited.
4. Awning and canopy signs shall be securely attached to and supported by a building. All frames and supports shall be made of metal or other similar rigid material.
5. Only the name of the business, the service offered by that business, street number (no street name), and/or logo may be printed on the awning sign and shall be restricted to the valance only, except as allowed in Paragraph 6 below. Such valance shall be no more than eight (8) inches in height and any lettering printed on such valance shall be no more than six (6) inches in height.
6. In lieu of any wall sign, the name of the business or logo may be printed on the portion of the awning or canopy above the valance. Printing above the valance shall be limited to

one (1) awning or canopy, except in the case of a corner lot where one (1) awning or canopy with printing above the valance shall be allowed on each street frontage. Such name or logo printed above the valance shall be limited as follows (see Figure 22: Printing on Awnings or Canopies (Above Valance)):

- a. Lettering shall be limited to twenty-five percent (25%) of the height of the awning or canopy, as measured from the point of attachment to the building to the bottom of the fully extended awning or canopy excluding the valance. Lettering shall also be limited to fifty percent (50%) of the width of the awning. (See Figure 22)
- b. A logo shall be limited to fifty percent (50%) of the height of the awning or canopy, as measured from the point of attachment to the building to the bottom of the fully extended awning or canopy excluding the valance. (See Figure 22)

**FIGURE 22: PRINTING ON AWNINGS AND CANOPIES (ABOVE VALANCE)**



- 7. All awnings and canopies containing signs shall comply with the following design standards:
  - a. Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible

with the overall color scheme of the façade.

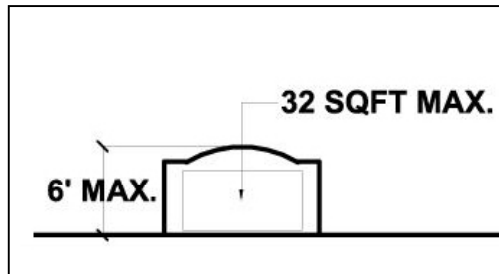
- b. When feasible, awnings and canopies shall be generally aligned with others nearby in order to maintain a sense of visual continuity.
- c. Awnings and canopies shall be tailored to serve the opening into the building and positioned so that distinctive architectural features remain visible.

## B. Ground Monument Sign

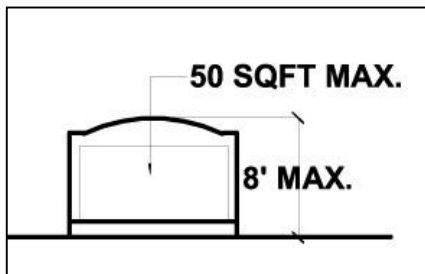
Ground monument signs are allowed for non-residential uses within residential districts and in all commercial districts, except the Uptown Core Sub-District and the Uptown Commercial Sub-District in the B-4 District and subject to the following:

1. In residential districts and the B-1 District and the Community Service Sub-District, Transitional Commercial Sub-District and Public/Institutional Sub-District of the B-4 District, ground monument signs shall be limited to six (6) feet in height and thirty-two (32) square feet in sign area (See [Figure 23: Ground Monument Sign Size](#)). In all other districts, such signs shall be limited to eight (8) feet in height and fifty (50) square feet in sign area (See [Figure 24: Ground Monument Sign Size](#)). However, multi-family dwellings in any district shall be allowed to have one (1) ground monument sign, subject to the requirements of Paragraph 5 below.

**FIGURE 23: GROUND MONUMENT SIGN SIZE FOR THE B-1 DISTRICT AND THE COMMUNITY SERVICE SUB-DISTRICT, TRANSITIONAL COMMERCIAL SUB-DISTRICT AND PUBLIC/ INSTITUTIONAL SUB-DISTRICT OF THE B-4 DISTRICT**



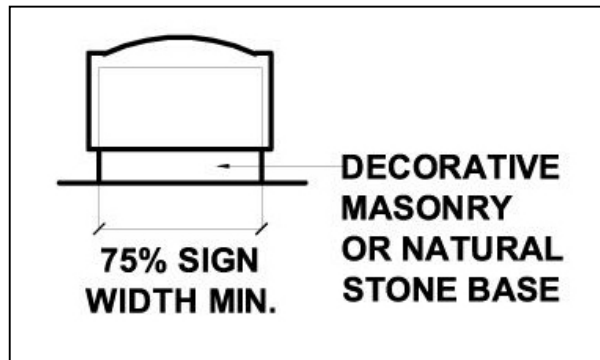
**FIGURE 24: GROUND MONUMENT SIGN SIZE FOR THE ALL OTHER DISTRICTS**



2. There may be only one (1) ground monument sign per lot except that on a corner lot two (2) monument ground signs, one facing each street, shall be allowed. All monument signs shall be set back from the property line a minimum of five (5) feet, except for ground monument signs located in the B-3 Zoning District, which may encroach up to the property line. No part of any monument sign shall be located on the public right-of-way. Directional signs, subject to the requirements of subsection 14.12.1 (Directional Signs (Permanent)), are allowed in addition to other monument signs on that lot. (Ordinance 2009-50, 7/6/2009)

3. The sign base of any ground monument sign shall be a minimum of seventy-five percent (75%) of the width of the sign face. (See [Figure 25: Monument Sign Base](#))

**FIGURE 25: MONUMENT SIGN BASE**



4. Monument signs shall be mounted on either a decorative masonry or natural stone base. Where a monument sign is to be constructed for a non-residential use located within a brick or decorative masonry building, the sign base shall be constructed of a similar decorative masonry material.
5. One (1) multi-family dwelling ground monument sign may be displayed for a multi-family dwelling in any district. Only the name and address of the building, and the name of the manager may be contained on the sign. No sign shall be higher than six (6) feet above the established grade, nor shall such sign project beyond the property line. The size of such sign shall not exceed:
  - a. Nine (9) square feet for multi-family dwellings containing ten (10) dwelling units or less; or
  - b. Twenty-four (24) square feet for multi-family dwellings containing more than ten (10) dwelling units.

### **C. Ground Pole Sign**

Ground poles signs shall be permitted only in the B-2 and B-3 Districts, subject to the following:

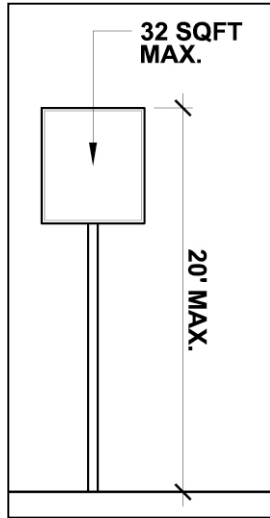
1. The height of a pole sign shall be limited to twenty (20) feet. The area of the pole sign may be or one half (1/2) square foot per lineal foot of front lot line whichever is greater. A pole sign is limited to a maximum of thirty-two (32) square feet in sign area in the B-2 District (See [Figure 26: Ground Pole Sign Size](#)) and a maximum of fifty (50) square feet in sign area in the B-3 District (See [Figure 27: Ground Pole Sign Size](#)).

**FIGURE 26: MAXIMUM GROUND**

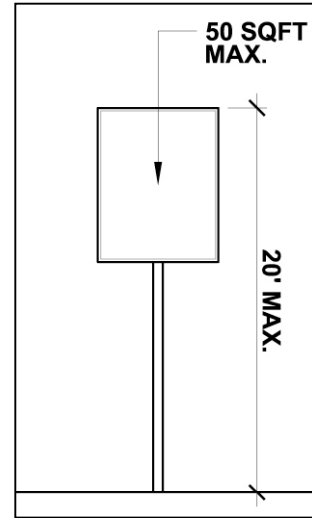
**FIGURE 27: MAXIMUM GROUND**



**POLE SIGN SIZE B-2 DISTRICT**

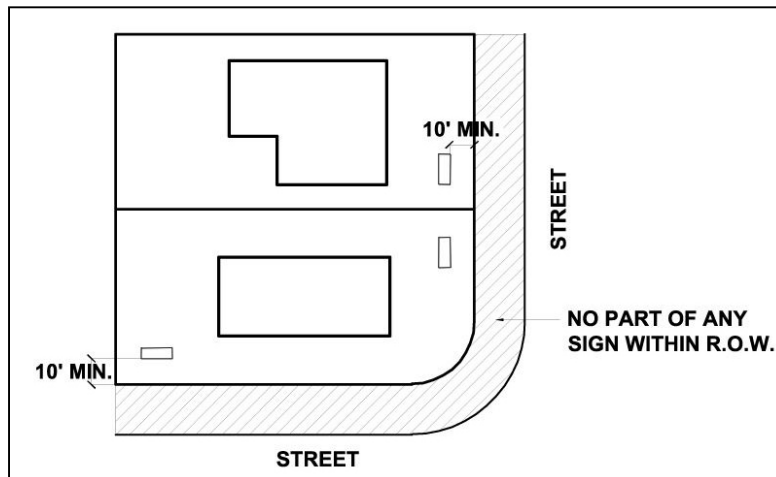


**POLE SIGN SIZE B-3 DISTRICT**



2. There may be only one (1) ground pole sign per lot except that on a corner lot one (1) additional ground pole sign shall be permitted for each street frontage of two-hundred (200) feet or more. All pole signs shall be set back from the property line a minimum of ten (10) feet. No part of any pole sign shall be located on or over the public right-of-way (See [Figure 28](#)). Directional signs, subject to the requirements of Section 14.12.C (Directional Signs (Permanent)), are permitted in addition to other pole signs on that lot.

**FIGURE 28: GROUND SIGN SETBACK**



3. The primary support of a pole sign shall be erected in such a manner that at least forty-two (42) inches of the length of the support is underground. This requirement may be modified based upon the size of the sign and the height of the sign, at the discretion of the Zoning Administrator. The Zoning Administrator may require, in cases of signs over ten (10) feet in height, proper documentation from a structural engineer or manufacturer that indicates proper installation instructions for the sign, as well as the sign's ability to withstand wind pressures.

**D. Marquee Signs**

Marquees containing signs are permitted in the U-Core Sub-District of the B-4 District subject to the following:

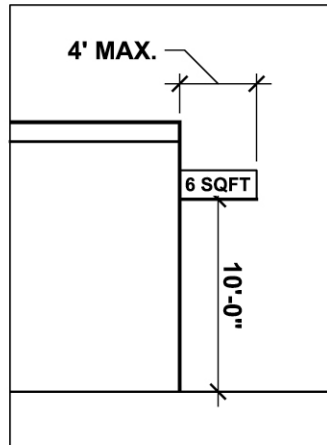
1. The marquee shall not be extended beyond the curb line.
2. The marquee shall be at least the width of the building entrance, but may not extend more than five (5) feet beyond each side entrance.
3. The marquee is on a zoning lot of thirty-five thousand (35,000) square feet or more.
4. No temporary sign may be attached to, or hung from a marquee. This restriction shall not apply to a sign painted or illuminated directly upon the fascia of the marquee, or where the marquee is designed for changeable copy. No sign shall extend vertically or horizontally beyond the fascia, except that individual, free-standing letters may project to a height not exceeding two (2) feet above such marquee.
5. The marquee, including the anchor bolts, supports, rods and braces, shall be designed or specified by a structural engineer and be subject to the approval of the Zoning Administrator. The marquee must be supported solely by the building to which it is attached, and no columns or posts shall be permitted for support or any other purpose. The marquee may not be attached to any building of wood frame construction.
6. The roof of the marquee shall be used for no other purpose than to form and constitute a roof. No portion of the marquee shall be less than eight (8) feet above the level of the sidewalk or other public thoroughfare over which it projects.

#### **E. Projecting Sign**

Projecting signs are permitted only in the B-1 and B-4 Districts, subject to the following:

1. A projecting sign may not exceed six (6) square feet in sign area. Projecting signs for second floor and above businesses are prohibited. There may be only one (1) projecting sign per ground floor business (See [Figure 29: Projecting Sign](#)).
2. A projecting sign may not extend more than four (4) feet from the face of the building to which it is attached, measuring from the point on the sign nearest the wall (See [Figure 29](#)).
3. A projecting sign shall be permitted to encroach two (2) feet into the public right-of-way. The bottom of every projecting sign shall be at least ten (10) feet above the sidewalk or thoroughfare. A projecting sign may be located only on that portion of the building immediately above the first floor windows of the business and in the case of a two-story building, below the second floor window sill. (See [Figure 29](#)).

#### **FIGURE 29: PROJECTING SIGN**



4. No projecting sign affixed to a building, including the sign support structure, shall project above the building height.
5. A projecting sign, including frame, braces and supports shall be designed by a structural engineer or manufacturer. No projecting sign shall be secured with wire, strips of wood or nails nor shall any projecting sign be hung or secured to any other sign. Any movable part of a projecting sign such as the cover of a service opening shall be securely fastened by chains or hinges. A projecting sign may neither be attached to, nor supported by, a wood frame buildings nor the wooden framework of a building.
6. No floodlight, spotlight or reflector of the goose-neck type shall be permitted on a projecting sign unless the wall sign for the same business is not illuminated. A projecting sign with internal illumination of any kind is prohibited.

**F. Wall Signs** (Ordinance 2008-65, 9/2/2008)

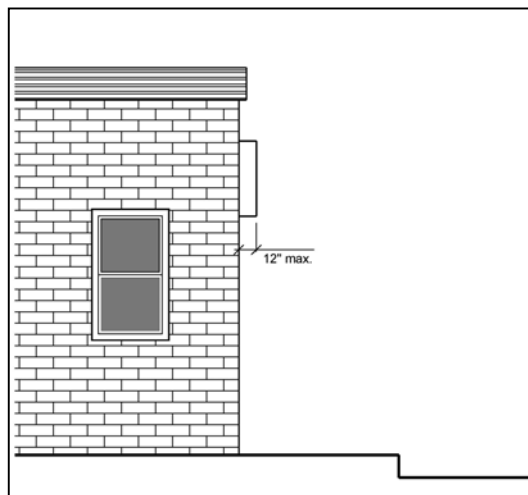
Wall signs are allowed for any non-residential use in any district subject to the following:

1. A wall sign is allowed for ground floor occupancies only.
2. A wall sign must face a public street.
3. No more than one (1) wall sign shall be allowed on any wall facing a public street (except in the case of a multi-tenant building, where one (1) wall sign for each ground floor tenant unit is allowed).
4. A wall sign is not allowed on a wall that does not face a public street (except where a building has a secondary entrance, such as a rear parking lot, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and may only indicate the name of the business and the words "entrance," "enter" or similar term).
5. A wall sign may only be located on the sign frieze, or the portion of the building immediately above the first floor door or window and below the second floor window sills in the case of a two-story building. (The Zoning Administrator may grant relief from this requirement.)
6. No wall sign may rise above the second story sill line. On one-story buildings, the top of the sign may be no more than ten (10) feet above the top of the main display window on the first floor. (Ordinance 2011-17, 3/7/2011)
7. A wall sign may also be installed on the lower plane of a mansard style roof or mansard wall facing provided such mansard roof or wall facing is constructed at an angle of not less

than seventy degrees (70°) from the horizontal plane.

8. A wall sign may not cover any portion of an architectural detail, window or door. A transom shall be deemed to be an architectural detail and an integral part of a door, whether operable or not.
9. A wall sign must be constructed of wood or metal. Any other material shall require approval of the Zoning Administrator.
10. Within the business districts, the maximum size of a wall sign shall be established as follows:
  - a. For properties having a single public street frontage, one (1) square foot per lineal foot of lot line frontage.
  - b. For properties facing more than one (1) public street, businesses shall be allowed to have one (1) secondary wall sign for each side of a building facing a public street other than the wall where the primary wall sign is located. A secondary wall sign shall be limited to one-half (0.5) a square foot per lineal of front lot line frontage.
  - c. For multi-tenant buildings, wall signs shall be limited to one (1) square foot per lineal foot of storefront for each unit.
11. Within residential districts, only one (1) wall sign shall be allowed. The wall sign shall be limited to thirty-two (32) square feet.
12. Wall signs shall be safely and securely attached to the building wall. Wall signs shall be affixed flat against the building wall and no part of the sign may project more than twelve (12) inches from the building wall. No wall sign, including the sign support structure shall project beyond the ends or top of the wall to which it is attached (See [Figure 30: Wall Sign](#)).

**FIGURE 30: WALL SIGN**



#### **G. Window Signs (Permanent)**

Window signs are allowed in any commercial use in any district subject to the following:

1. Permanent window signs must be affixed to or painted on the inside of a window and may occupy no more than twenty-five percent (25%) of the surface of each windowpane area. Such permanent window signs are permitted on the upper floors of multi-story commercial buildings.

2. If temporary window signs are allowed, the total area of all temporary and permanent window signs shall be no more than fifty percent (50%) of the total area of any window. Temporary window signs shall be subject to the regulations of Section 14.8.A.8 (Window Signs (Temporary)).
3. Neon window lighting shall be considered a permanent window sign and shall be included in the twenty-five percent (25%) limitation set forth in (1) above. However, no more than fifteen percent (15%) of total window area may be occupied by neon window signs. Neon window signs shall be measured by the height and width of the sign.
4. Series lighting or neon tubing used to accentuate or trim windows, architectural features, or to outline borders of windows, signs or buildings, is specifically prohibited. Neon window signs are prohibited in residential and special purpose districts.

**H. Signs Placed on Automatic Teller Machines** (Ordinance 2008-65, 9/2/2008)

Signs on automatic teller machines (ATMs) are allowed in all commercial uses in any district, subject to the following:

1. With respect to a drive-through facility or other exterior portion of a commercial building, ATM signs are allowed on the ATM machine only.
2. A sign on an ATM may contain only the word ATM and/or the name (not logo) of the financial institution.
3. Only one (1) sign is permitted for each ATM. The size of the sign shall be no more than three (3) square-feet and shall be on no more than one (1) side of the ATM.

**I. Directional Signs (Permanent)** (Ordinance 2009-50, 7/6/2009)

Directional signs are exempt from sign permit requirements subject to the following:

1. A directional sign may be located only on the property to which it pertains, The sign may be used only to identify restrooms, public telephones, walkways, parking lot entrances, open or closed drive-through lanes, exits and features of a similar nature, and may use logos, shape or color to do so. A directional sign may not include words identifying or advertising the use.
2. Only one (1) directional sign is allowed for each driveway access from a public street. One (1) additional directional sign is permitted for each intersection of driveways within a site, to identify traffic routing, entrances and services such as drive-through lanes.
3. A directional sign may not project beyond a property line.
4. A directional sign may not have a height greater than six (6) feet nor a surface area greater than three (3) square feet.
5. In addition, one (1) sign per parking area that designates the conditions of use or identity of such parking area is allowed. Such a sign shall be limited to a maximum height of seven (7) feet, when freestanding, with a maximum surface area of nine (9) square feet.

**J. Electronic Message Board Signs**

Electronic Message Board Signs are special uses in the OS, R-2 and Commercial Districts and may be installed only in compliance with Section 4.6 of the Zoning Ordinance. Electronic Message Boards are subject to the following:

1. Electronic message boards are permitted only along an arterial street as designated by the City's Department of Public Works.
2. Only one electronic message board sign is allowed on any single parcel.
3. The single parcel must be two (2) acres or more in size.
4. The electronic message board sign must be a component of a permitted ground monument sign, which meets all requirements of subsection 14.11.B. (Ground Monument Sign),
5. No more than fifty percent (50%) of the allowable sign face of the ground monument sign shall be used for the electronic message board signage.
6. Each message shall remain fixed for a minimum of ten (10) seconds before changing in any manner.
7. The change must be accomplished in a simple transition in one complete motion, such as rolling or drop down.
8. The sign must contain a static message and the message shall not grow, melt, x-ray, scroll, write-on, travel, inverse, roll, twinkle, snow, rotate, flash, blink, move, spin, wave, rumble or present pictorials or other animation.
9. The message shall be limited to alphanumeric characters.
10. The sign shall not change in color, intensity, brightness, shade or color gradient.
11. The electronic message sign shall not exceed a maximum illumination of three-tenths (0.3) foot candles above the ambient light conditions as measured using a foot candle meter. Measuring distance shall be determined using the following equation: The square root of the product of the sign area and 100. Example: using a 12 square foot sign:  $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance. All signs shall have an ambient light monitor that will automatically adjust the brightness levels based on ambient light conditions. If the City determines that the sign causes glare or otherwise impairs the vision of the driver of a motor vehicle, the owner of the sign, upon notification from the City, shall immediately reduce the intensity of the sign to a level acceptable to the City.
12. The lighting impact of the sign on surrounding properties shall conform with the regulations in Section 14-11-2 REGULATIONS ON INTENSITY OF LIGHT of the City Code.
13. The sign may only operate between one-hour before the premises is open, or 6:00 a.m., whichever is earlier and one-half hour after premises is closed to the public, or 11:00 p.m., whichever is later. During non-operational hours the sign shall be turned off or only display messages related to public service information such as time, temperature, date, weather, or traffic conditions.
14. If at any time, more than twenty percent (20%) of the display lights malfunction or are no longer working, the owner of the sign shall make repairs to the electronic sign portion within thirty (30) days or the electronic messaging portion of the sign shall be removed.

15. All electronic message signs must be equipped with a default mechanism that will stop the messaging and turn off the sign when a malfunction in electronic programming occurs.

#### **K. Static Pricing Boards**

Static pricing boards are allowed in Commercial Districts subject to the following:

1. One Static Pricing Board is allowed per property.
2. A restaurant sign may be free standing and may be located in the area between the building and the drive-through lane.
3. A gas pricing sign shall only be allowed as part of the permitted wall or ground sign and be calculated in the total amount of allowed signage but shall be no greater than 25% of the allowable sign face.
4. Static message Board signs shall remain fixed for a period of 6 hours before changing.
5. The message shall be limited to alphanumeric characters and only represent the price and the name of the item.
6. The sign shall not change in color, intensity, brightness, shade or color gradient.
7. Static Pricing Boards shall meet the regulations in Sections 14.11.J.11,12, 13, and 14.

#### **L. Bus Shelter Signs**

Bus shelter signs are allowed subject to the following:

1. On translucent enclosures only.
2. Only 25% of the wall space may have signage.
3. Complies with all other sections of this code including subsection 14.13.
4. The shelter must be located on private property.

### **14.13 EXEMPT PERMANENT SIGNS**

The following permanent signs are exempt from the sign permit requirements of this Section 14. If the limitations set forth are violated, the penalty provisions of this Section 14 shall apply. No exempt signs shall encroach upon the public right-of-way. All signs must comply with the view obstruction requirements of Section 11.2.G of the Zoning Ordinance (View Obstruction).

#### **A. Bulletin Boards**

A bulletin board not over twelve (12) square feet in area for public, charitable or religious institutions, when located on the premises of the institution.

#### **B. Directory Signs**

Multi-tenant commercial buildings are permitted to have one (1) exterior directory sign at the ground floor entrance to indicate the occupants of its businesses and their location within the building, such as suite or floor. Such signs shall be limited to six (6) square feet in area.

#### **C. Flags**

Flags of any government or governmental agency or any patriotic, religious, charitable, civic, educational or fraternal organization. There shall be no more than four (4) such flags per

zoning lot. No flagpole in any district shall exceed forty (40) feet in height.

#### **D. House Number and Identification Signs**

1. House number signs, which are not internally illuminated.
2. Non-illuminated identification signs which contain only the name and address of a building or development. Such a sign may not exceed one (1) square foot in area. There shall be no more than one (1) such sign per dwelling or commercial unit. However, commercial units with a rear entrance or a dwelling with a detached garage located on an alley right-of-way may have an additional house number or identification sign at that rear entrance or on that detached garage.

#### **E. Memorial Plaques**

A memorial or commemorative plaque or tablet, not exceeding four (4) square feet in area, denoting a location of historic significance or a building's name and/or date of erection.

#### **F. Miscellaneous Information Signs**

The following types of miscellaneous information signs:

1. Information appearing on gasoline pumps, and service station rate signs, including the names or grades of fuel and prices and conditions relating to prices such as full or self-service.
2. Information appearing on newspaper vending boxes.
3. Information appearing on or adjacent to entry doors such as PUSH, PULL, OPEN and/or CLOSED.
4. Information appearing on display windows or doors denoting hours of operation, credit cards accepted and similar information.
5. Operating instructions on vending machines.

#### **G. Municipal Signs**

Traffic or other municipal signs, legal notices, kiosks for the purpose of listing community events or giving directions to municipal destinations, railroad crossing signs, signs regulating vehicular or pedestrian traffic, or designating or giving direction to streets, schools, historic sites or public buildings, and such temporary emergency or non-advertising signs. Such signs are subject to approval by the City Council.

#### **H. Occupational Signs**

Occupational signs denoting only the name and profession of an occupant conducting business in the building. Such a sign must be a wall sign, and not exceed one (1) square foot in area.

#### **I. Warning Signs**

"No Trespassing" or "No Dumping" signs, not exceeding one and one-half (1½) square feet per sign. There may not be more than four (4) such signs per lot; except that special permission may be obtained from the City for additional signs under special circumstances as approved by the Zoning Administrator.



#### 14.14 ALTERATION AND MAINTENANCE OPERATIONS

The following activities shall be exempt from sign permit requirements:

1. Changing of the advertising copy or message on an existing changeable copy sign or similar approved sign, whether illuminated or non-illuminated.
2. Painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair of a sign, not involving structural changes or changes in the electrical components of the sign.

#### 14.15 PROHIBITED SIGNS

It shall be unlawful to erect, install, allow or maintain the following signs:

##### A. Advertising Benches

Benches located on private or public property that advertise a business, product or service or contain some other type of message.

##### B. A-Frame Signs

A-frame signs, also known as "sandwich boards," except that such signs may be displayed as set forth in subsection 14.8.A.9 (Certain A-Frame Signs)

##### C. Banners and Pennants

Banners and pennants, except in accordance with subsection 14.8 (Temporary Signs).

##### D. Flashing Signs

A sign that has blinking or flashing lights, or other illuminating device that has a changing light intensity, brightness or color, traveling/chasing lights or rotating beacons.

##### E. Illegally Affixed Signs

Any sign painted, pasted or otherwise affixed to any tree, rock, utility pole, hydrant, bridge, sidewalk, curb or street, bench or trash receptacle is prohibited. Logos and labels located on mechanical equipment, recycling bins, trash containers or dumpsters, which are part of the equipment as manufactured and/or installed are not included in this prohibition.

##### F. Moving Parts

A sign with moving, revolving or rotating parts or visible mechanical movement of any kind, including wind-activated. Clocks with movable hands are not included in this prohibition.

##### G. Obsolete or Abandoned Signs

Any sign that advertises a business, product, service or activity that is no longer located on the premises where the sign is displayed.

##### H. Off-Premise Signs (Ordinance 2011-46, 8/22/2011)

An off-premise sign which advertises a business not conducted on the premises where the sign is located or a product not sold on the premises where the signs is located, with the following exceptions:

1. Off-premise signs shall be permitted in commercially zoned districts<sup>1</sup> as set forth in Section 14.8.A.10 (Window Displays (Temporary)) or within six-hundred sixty (660) feet of Interstate 90 (I-90) and Interstate 294 (I-294), subject to the following standards and criteria:

- a. The sign is adjacent to, intended to be viewed from and within six-hundred sixty (660) feet of Interstate 90 (I-90) or Interstate 294 (I-294) right-of-way. No off-premise sign is allowed more than six-hundred sixty (660) feet from Interstate 90 or Interstate 294 right-of-way.
- b. No off-premise sign shall be erected closer than one-thousand (1,000) feet from any other off-premise sign.
- c. The maximum area of a sign face may not exceed one-hundred (100) square feet.
- d. The maximum height of the sign may not exceed twenty (20) feet above grade.
- e. Off-premise signs shall not be erected or maintained in such a place or manner as to obscure or otherwise physically interfere with an official traffic control device or a railroad safety signal or sign, or to obstruct or physically interfere with a driver's view or approaching merging or intersecting traffic.

2. Within a school or park district athletic field or stadium, signs promoting a business, service or product that is the sponsor of a school or park district program are permitted. However, such signs must strictly adhere to the following standards and criteria:

- a. The business, service or product being promoted must be approved, as a program sponsor, by the governing body of the school or park district.
- b. The type of signs shall be limited as follows:
  - i. temporary free standing A-frame signs of not more than twelve (12) square feet per side; and
  - ii. a sponsorship sign on a single scoreboard, the primary purpose of which scoreboard is informing attendees of the time, score or other information pertinent to the event ("Scoreboard Sign").
- c. All such signs shall be within the field, stadium or seating area of the field or stadium, and shall be located so as to be seen by those attending the event and not for the purpose of attracting the attention of those passing by the field or stadium.
- d. No additional lighting (other than that used for the event) shall be permitted to accent an A-frame sign.
- e. Scoreboard Signs may be electronic and use lights. However, no individual sponsor's message may contain flashing, blinking or chasing lights.
- f. The scoreboard upon which the Scoreboard Sign is located must be at least one-hundred (100) yards from any street from which the sponsor's message may be seen.
- g. A Scoreboard Sign may only be placed below all other information on the scoreboard.
- h. Signs permitted pursuant to this subsection 14.13.H.2 may be displayed only for actual events that are sanctioned by the school or park district.

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<sup>1</sup> This means off-premise signs are prohibited within residential or special purpose districts regardless of whether or not they are within 660 feet of I-90 or I-294.

- i. Such signs may be displayed not more than two (2) hours before the event and shall be removed or, in the case of a Scoreboard Sign, turned off no later than two (2) hours after the conclusion of the event.

**I. Painted-On Signs**

Signs painted directly on an exterior wall, roof, fascia, parapet or chimney of a building or fence.

**J. Roof Signs**

Roof signs. However, those signs erected on the lower plane of a mansard style roof or mansard wall facing, provided such mansard roof or wall facing is constructed at an angle of not less than seventy degrees (70°) from the horizontal plane, shall be considered "wall signs."

**K. Signs of an Offensive Nature**

Signs which display any matter in which the dominant theme of the material, taken as a whole, appeals to a prurient interest in sex, or is patently offensive because it affronts contemporary community standards and is utterly without redeeming social value.

**L. Signs on Parked Vehicles**

Signs placed or painted on a vehicle that is parked in a location such that the primary purpose is to advertise a product or service, or to direct the public to a business or activity located on or off the premises. Signs displayed on trucks, buses or other vehicles, which are being operated and stored in the normal course of a business, such as signs indicating the owner or business using the delivery trucks, moving vans and rental trucks, are permitted, provided that the primary purpose of such vehicles is not the display of signs. Such a truck must be parked or stored in an area appropriate to its use

**M. Traffic Hazards**

Signs which:

1. Obstruct the free and clear vision at any street, intersection, parking lot entrance or exit or driveway.
2. Interfere with, obstruct the view of, or cause confusion with any traffic sign, signal or device because of its position, shape, color or lighting.
3. Make use of the words STOP, LOOK, DETOUR, DANGER or any other word, phrase, symbol or character that tends to mislead, interfere with or confuse the driver of a motor vehicle.
4. Are illuminated in red, green or amber color; if that sign is in the line of sight between the driver of a motor vehicle and a traffic signal light.

**N. Obstruction of Doors, Windows or Fire Escapes**

Signs which are erected, located or maintained so as to inhibit ingress to and egress from any door, window or fire escape and signs which are attached to a standpipe or fire escape.

**O. Strobe Lights, Spotlights and Floodlights**

Strobe lights, spotlights and floodlights used to advertise a business, event, service or product.

**P. Trailer and Portable Signs**

Trailer and portable signs. This includes temporary or permanent signs resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of paragraph L above.

**Q. Unsafe Signs**

Signs which constitute a hazard to safety or health by reason of inadequate design, construction, repair or maintenance.

**R. Balloon Signs**

Balloon signs or signs painted on or attached to balloons or other inflatable devices.

**14.16 MASTER SIGN PLAN REQUIRED**

The purpose of a Master Sign Plan is to provide for coordinated signs on multi-tenant buildings. The intent is to create a plan whereby current owners or tenants can establish a unified sign program for the building and provide sign guidelines to future tenants.

- A. For a commercial development with multiple tenants, where more than one (1) wall sign, awning or canopy is proposed, the applicant shall submit a master sign plan for review and approval by the Planning and Zoning Commission.
- B. A master sign plan shall provide for coordinated design for all building-mounted signs and shall include, at a minimum, criteria and specifications for general appearance, format of message, font size and style, lighting, location and construction materials, and shall not cover or overhang any architectural feature. Where signs are to be located on a wall of a multi-tenant strip commercial development, they shall be located at a generally uniform height on the building wall.

**14.17 SIGN STANDARDS FOR SPECIAL PURPOSE DISTRICTS**

**A. Open Space District**

Each use permitted in the Open Space District shall be allowed one (1) identification sign not to exceed fifty (50) square feet in sign area. The maximum height of any ground sign shall be ten (10) feet. The minimum setback from the property line for ground signs shall be ten (10) feet.

**B. Hospital District**

Signs within the Hospital District shall comply with the sign regulations for the B-3 District (as shown in Figure 31C), except as follows:

**1. Directional Signs (Permanent)**

- a. Such signs may designate hospital, parking, walkways, emergency room locations, and other hospital-related facilities, as well as entrances or exits, by means of symbols or words.
- b. One (1) directional sign is allowed for each driveway access from a public street. One (1) additional directional sign is allowed for each intersection of driveways within a site, to identify traffic routing, entrances and services, such as drive-in lanes. Additional directional signs may be allowed subject to Zoning Administrator approval.

- c. Directional signs shall be located entirely on the property to which they pertain. Directional signs shall not project beyond the property line.
- d. Directional signs may have a maximum height of seven (7) feet and a maximum surface area of thirty-two (32) square feet. (Ordinance 2009-50, 7/6/2009)
- e. Directional signs may be illuminated.

**2. Wall Signs**

One (1) wall sign for identification of each building shall be allowed provided the surface area of such sign shall not exceed one-hundred (100) square feet.

**C. Educational Boarding District**

All signs allowed and sign regulations applicable within the B-2 District shall apply to the Educational Boarding District.

**D. Sexually-Oriented Business District**

All signs allowed and sign regulations applicable within the B-2 District shall apply to the Sexually-Oriented Business District. However, electronic message signs are prohibited.

**E. Parking District**

Only directional signs, in accordance with subsection 14.13.B (Directory Signs (Permanent)), shall be allowed in the Parking District.

**14.18 NONCONFORMING SIGNS**

Any sign lawfully existing prior to the enactment of this Section 14, but which could not be erected in accordance with the provisions of this Section shall be deemed to be a legally nonconforming sign and may continue up to the period specified in Section 14.20 (AMORTIZATION OF NONCONFORMING SIGNS) with the following conditions:

- A. The sign must be properly maintained in a safe condition. No nonconforming sign shall have any changes made in the words or symbols used or the message displayed on the sign, including the removal of one or more tenant signs from a multi-tenant sign, unless the sign is specifically designed for changeable copy at the time the ordinance implementing this Section 14 was adopted. The only other changes permitted are those that bring the nonconforming sign into conformance with the provisions of this Section 14.
- B. No nonconforming sign, or any structure, frame, hardware or associated equipment, shall be allowed to remain after the activity, business, or use to which it relates has been discontinued.
- C. If a nonconforming sign is damaged in such a manner that the estimated expense of repairs exceeds fifty percent (50%) of its replacement value, the sign shall not be allowed to remain and must be removed.
- D. Nothing in this Section shall relieve the owner or user of a legal nonconforming sign or structure, or the owner of the property on which it is located, from compliance with the provisions of this Section regarding safety, maintenance and repair of signs and structures. No repainting, cleaning or other normal maintenance or repair may modify the sign, structure or copy in any way that makes it more nonconforming.

#### **14.19 UNSAFE AND UNLAWFUL SIGNS**

If the Zoning Administrator determines that any sign is unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this Article, the following shall apply:

- A. Written notice shall be given to the person or entity who derives the principal benefit from the sign. Such notice shall be given by first class mail, personal service or posting of notice of notice on the main entrance of the premises to which the sign principally relates.
- B. The Zoning Administrator shall recommend to the City Council the revocation of the permit covering the sign and thereupon the permit may be revoked by order of the City Council.
- C. If the permittee fails to remove or alter the structure so as to comply with the City regulations within ten (10) days after such notice, then such sign may be removed or altered by the Zoning Administrator at the expense of those persons or entities set forth in subsection 14.22 below.
- D. The Zoning Administrator may cause any sign or other advertising structure, which is an immediate peril to persons or property to be summarily removed without notice.

#### **14.20 AMORTIZATION OF NONCONFORMING SIGNS**

On or prior to December 31, 2016 all non-conforming signs and associated equipment shall be brought into conformance with this article. This period shall for all purposes be deemed an appropriate amortization period for each and every non-conforming sign presently located within the corporate limits of the City or hereinafter located within the City by reason of annexation into the City of the lot or parcel on which the sign is located. Such amortization period shall be non-compensated.

#### **14.21 SCOPE OF APPEALS AND VARIATIONS**

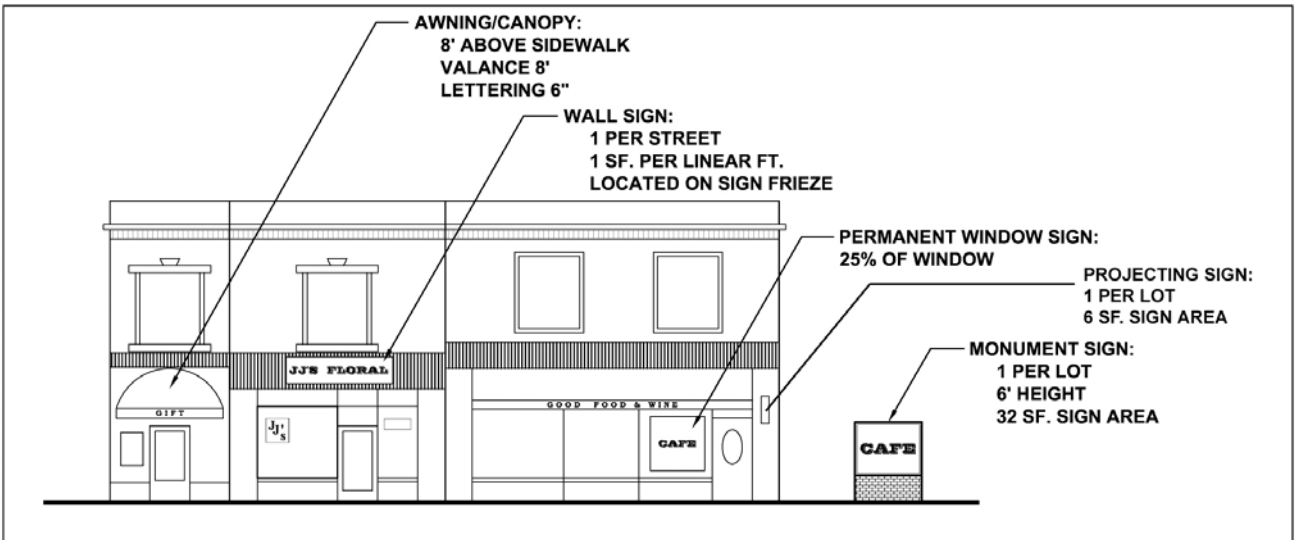
An appeal of a staff decision on the denial of a permit based on the Design Guidelines shall be made to the Appearance Commission pursuant to Article 15 Chapter 7 of the City Code. Appeals regarding an interpretation by the Zoning Administrator regarding Section 14 may be taken to the Zoning Board of Appeals following the requirements of Section 4.3 of the Zoning Ordinance. A variation, pursuant to the regulations of Section 4.4 of the Zoning Ordinance, may be requested from the height, area, and minimum distance requirements contained in this Section 14.

#### **14.22 LIABILITY AND RESPONSIBILITY FOR COMPLIANCE.**

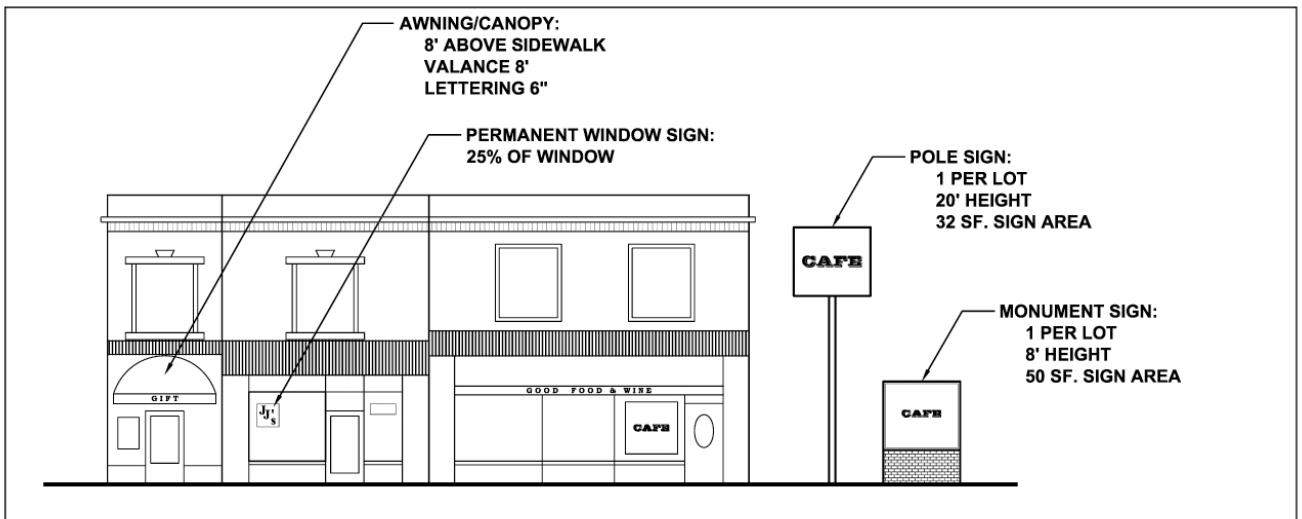
The permittee, the sign owner, the tenant benefiting from the sign, the legal owner of the property on which the sign is located, the beneficial owner of the property on which the sign is located and the manager of the property on which the sign is located shall each and all be jointly and severally responsible and liable for compliance with this Section 14, including but not limited to maintenance and payment of penalties.

### **FIGURES 31A-C: PERMANENT SIGN REGULATIONS FOR BUSINESS DISTRICTS**

#### **FIGURE 31A: B1 AND B4 DISTRICTS**

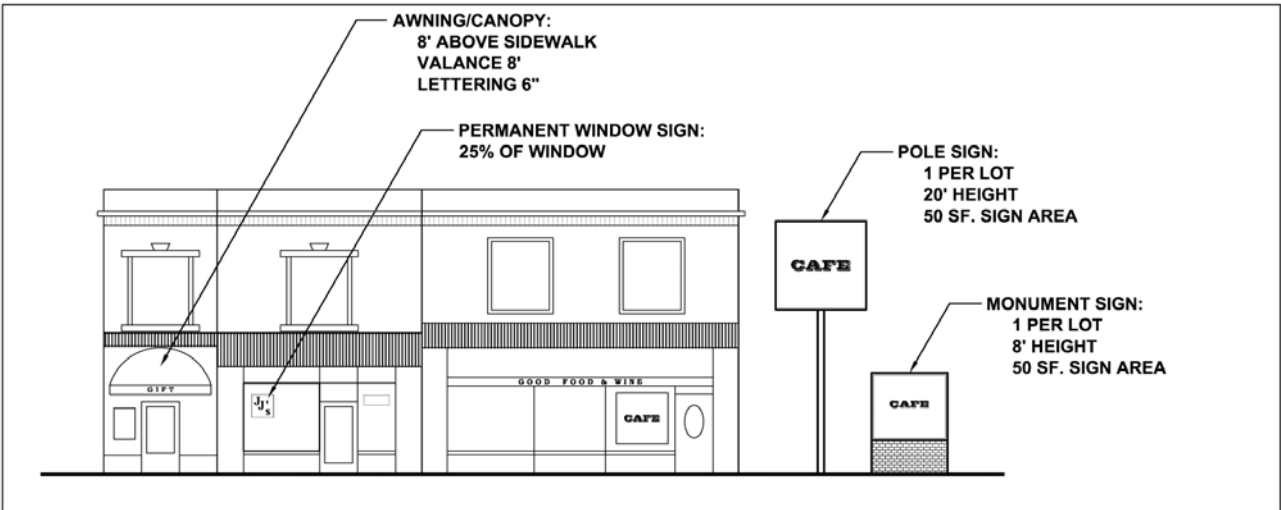


**FIGURE 31B: B2 DISTRICT**



NOTE: There shall be only one (1) ground sign per lot, whether monument or pole ground sign, except that on a corner lot two (2) monument ground signs, one facing each street, shall be permitted. There shall be only one (1) ground sign per lot, whether pole or monument ground sign, except that on a corner lot one (1) additional pole ground sign shall be permitted for each street frontage of two-hundred (200) feet or more.

**FIGURE 31C: B3 DISTRICT**



NOTE: There shall be only one (1) ground sign per lot, whether monument or pole ground sign, except that on a corner lot two (2) monument ground signs, one facing each street, shall be permitted. There shall be only one (1) ground sign per lot, whether pole or monument ground sign, except that on a corner lot one (1) additional pole ground sign shall be permitted for each street frontage of two-hundred (200) feet or more.

**SECTION 2:** Section 16 entitled “Definitions” of the Zoning Ordinance of the City of Park Ridge shall be amended by deleting the definition of “Signs” in Section 16.3 “General Terms” in its entirety and inserting in lieu thereof, the following new definition of “Signs” to be and read as follows:

Sign. A name, identification, description, display, illustration or attention-getting device which is affixed to or painted or represented directly or indirectly upon a building or other outdoor surface or lot, and which directs attention to a person, business, product, service, place, organization nor entertainment. “Sign” shall not include the flag or any nation, state or governmental entity. With respect to installation, permitting and maintenance regulations, the term “sign” shall apply the entire structure including the foundation and supports.

**SECTION 3:** BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

**SECTION 4:** BE IT FURTHER ORDAINED that the City Clerk is hereby authorized and directed to publish said Ordinance in pamphlet form according to law.

Adopted by the City Council of the City of Park Ridge, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2013.



VOTE:

AYES:

NAYS:

ABSENT:

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
David F. Schmidt, Mayor

Attest:

\_\_\_\_\_  
Betty W. Henneman, City Clerk

A certified copy of this Ordinance was published in pamphlet form by

\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2013.

## SECTION 4. APPLICATIONS AND APPROVAL PROCESSES

- 4.1 PURPOSE
  - 4.2 ZONING INTERPRETATION
  - 4.3 APPEAL OF A ZONING ADMINISTRATOR DETERMINATION
  - 4.4 ZONING VARIANCE
  - 4.5 SITE PLAN REVIEW
  - 4.6 SPECIAL USE
  - 4.7 PLANNED DEVELOPMENT
  - 4.8 ZONING AMENDMENT
  - 4.9 ZONING CERTIFICATE
  - 4.10 SIGN PERMIT
  - 4.11 PENALTIES AND FINES
- 

### 4.10 SIGN PERMIT

#### A. Applicability

No sign, except those identified as exempt in Section 14 (Signs), shall be erected, constructed, altered or relocated without first obtaining a sign permit.

#### B. Authority and Execution

The Zoning Administrator shall be responsible for determining compliance with this Ordinance. The Zoning Administrator and Building Official shall be responsible for issuing a sign permit. ~~If a permit is denied an applicant may appeal to the Appearance Commission shall approve all awning and canopy signs, ground monument and pole signs, marquees, projecting signs and wall signs.~~  
(Ordinance 2008-65, 9/2/2008)

#### C. Permit Issuance

Upon the filing of an application for a permit for erection, alteration or relocation of a sign, the Zoning Administrator shall determine whether the application is complete. If the application is not complete, the Zoning Administrator shall notify the applicant of any deficiencies, and shall take no steps to process the application until the deficiencies are remedied. Once it is determined that the application is complete, the Zoning Administrator shall:

1. Examine the plans and specifications and the premises upon which the proposed structure is to be erected.
2. Issue a permit if the structure complies with the requirements of this Ordinance and all other ordinances of the City. If the work authorized under a sign permit is not completed within six (6) months after the date of issuance, the permit becomes null and void.
3. Review and approval or denial of any complete~~Forward all~~ applications for wall and ground signs shall be made by the Community Preservation and Development Department, ~~to the Appearance Commission for approval.~~ Within fifteen (15) days of receipt of a complete application, the Zoning Administrator shall either approve or disapprove the application.

#### **D. Approval of Selected Permanent Signs**

The application for a sign permit for the erection of an awning or canopy sign, ground monument or pole sign, marquee, projecting sign or wall sign shall be submitted to the Zoning Administrator, ~~who shall forward the application to the Appearance Commission.~~ The Zoning Administrator ~~Appearance Commission~~ shall review and approve all plans and specifications as a condition of granting the sign permit. (Ordinance 2008-65, 9/2/2008)

#### **E. Approval of Electrified Signs**

The application for a sign permit for the erection of a sign in which electrical wiring and connections are to be used shall be submitted to the Zoning Administrator, who shall forward the specifications regarding all wiring and connections to the Building Official. The Building Official shall examine the plans and specifications to determine compliance with the Electrical Code of the City as a condition of granting the sign permit.

#### **F. Inspection**

The Zoning Administrator may inspect, at such times as deemed appropriate, each sign or other advertising structure regulated by this Ordinance. The purpose of the inspection is to ascertain whether the structure is secure or insecure, whether in need of repair or removal, or not in conformance with the permit application or otherwise in violation of the provisions of this Chapter.

#### **G. Revocation of Permit**

All rights and privileges acquired under the provisions of this section are mere licenses revocable at any time by the City Council. Upon the termination or revocation of the sign permit, the licensee shall remove the sign or other advertising structure without cost or expense of any kind to the City. In the event of the failure, neglect or refusal on the part of the licensee to do so, the City may proceed to remove the same and charge the expense to the licensee.

### **4.11 PENALTIES AND FINES**

Any person, firm, or corporation violating any of the terms or provisions of this Ordinance shall be fined not less than two hundred fifty dollars (\$250.00) for the first violation, not less than five-hundred dollars (\$500.00) for any subsequent violation and not more than two-thousand five-hundred dollars (\$2,500.00) for any violation. Each day such violation is committed or permitted to continue or exist shall constitute a separate offense.



# ARTICLE 15

## BUILDING REGULATIONS

### CHAPTER 7 APPEARANCE CODE

*(Ord. 2003-42, 7/21/2003, S23 – Entire rewrite)*

#### SECTION

- 15-7-1 Title
- 15-7-2 Intent and Purposes
- 15-7-3 Appearance Commission
- 15-7-4 Meetings
- 15-7-5 General Powers and Duties
- 15-7-6 Limitations of Review
- 15-7-7 Regulatory Powers of the Commission
- 15-7-8 Urban Design Guidelines
- 15-7-9 Operations of the Appearance Commission
- 15-7-10 Inspections
- 15-7-11 Substitutions
- 15-7-12 Temporary Occupancy Permits
- 15-7-13 Definitions
- 15-7-14 Severance Clause

#### **15-7-7 REGULATORY POWERS OF THE COMMISSION**

No building permit required under the ordinances of the City for the following shall be issued by the Building and Zoning Administrator except upon the granting of a Certificate of Approval when such proposals are found to be consistent with the Design Guidelines.

- A. The Commission shall review all new construction, including residential, commercial and institutional structures, but not including detached accessory structures on single-family residential parcels.
- B. The Commission shall review all building alterations involving exterior design features of multiple-family residential, commercial, and institutional structures. The Commission shall also review alterations affecting street elevations of single-family residences except alterations limited to windows, doors, exterior cladding or roof covering.
- C. The Commission shall review alterations (including painting) within the B-4 Commercial Conservation District.
- D. The Commission shall hear and make a determination on appeals of staff determinations regarding Design Guidelines for ~~review~~ all ground and wall signs.

## SECTION 16. DEFINITIONS

(Reorganized in its entirety, Ordinance 2008-65, 9/2/2008)

- 16.1 PURPOSE
  - 16.2 INTERPRETATION
  - 16.3 GENERAL TERMS
- 

**Kiosk.** A small permanent municipal structure on a sidewalk or in a public place where one can obtain information, e.g. visitor information, shopping areas, and community events.

**Lighting, Goose-neck.** a slender curved shape, resembling the neck of a goose.

**Lighting, Series.** A number of lights arranged in a pattern or coming one after the other in succession or a string of lights.

**Sign.** A name, identification, description, display, illustration or attention-getting device which is affixed to or painted or represented directly or indirectly upon a building or other outdoor surface or lot, and which directs attention to a person, business, product, service, place, organization or entertainment. "Sign" shall not include the flag of any nation, state or governmental entity. With respect to installation, permitting and maintenance regulations, the term "sign" shall apply to the entire structure including the foundation and supports.

**Sign, Electronic Message Boards.** Any permanent sign which uses a pattern of lights to form a message or messages wherein the sequence of messages may be modified by electronic processes allowing the sign face to intermittently change the image without having to physically or mechanically replace the sign face.

**Sign, Pennant.** ~~Any geometric shaped cloth, fabric or other lightweight material normally fastened to a stringer, which is secured or tethered so as to allow movement of the sign caused by wind.~~ Any lightweight material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

**Sign, Static Pricing Boards.** An illuminated freestanding changeable copy sign intended to display a menu selection/pricing board for restaurant drive-up windows located in the area between the building and the drive-through lane or for gas stations to display the price of gas on a permitted ground or pole sign.

**Sign, Vertical.** Also referred to as Teardrop Wind Banners, Beachwings, Feather Flag, Flapping or Wave signs are signs with a pole primarily on one side that has a lightweight material hung from the pole in a vertical direction and designed to move in the wind. May be single sided or double sided and may or may not rotate.

**Street, Arterial.** A street that traverses the City and provides for through traffic movement in the region while permitting direct access to abutting property. Arterial Streets are identified in the Comprehensive Plan for the City of Park Ridge.