

Article 6.8

SIGNS

- 6.8.1. Title.** This Article shall be known as the Sign Regulations.
- 6.8.2. Purpose.** Outdoor signage places certain demands upon the attention of passer-by, demands which cannot easily be ignored, by-passed, or turned off at will, as may be done with other media. The objectives of the Sign Regulations are to:
- provide for pedestrian and traffic safety,
 - reduce sign clutter by controlling number, size, location and illumination of signage and to avoid the competition among and between signs,
 - preserve the character of this community,
 - provide signage which is compatible with its surroundings as well as the general character of the respective area and/or district in which that signage is located.
- 6.8.3. Sign Control Districts.** For the purpose of the Sign Regulations, the Village is divided into the following Sign Control Districts:
- A. **HISTORIC OVERLAY CONTROL DISTRICT.** The Historic Overlay District is comprised of the area defined on Zoning Map, adopted March 18, 1997 as may be amended. The Historic Overlay District has a unique and historic character that is considered to be one of the most important assets of the Historic District and it is the intent of these Sign Regulations to preserve this character. In order to accomplish this objective, all permanent signage within, and adjacent to, this District unless otherwise stated shall be approved by the Community Development Committee. The Community Development Committee has the responsibility to insure that all signage within the Historic Overlay District is compatible with the historical and architectural features which prevail in this area and that it complies with other stated objectives and applicable requirements of these regulations.
- B. **SITE PLAN CONTROL DISTRICT.** The Site Plan Control District is comprised of the entire area within the corporate limits of the Village which lies outside the boundaries of the Historic Overlay District. All permanent signage located within this district, unless otherwise stated, must be reviewed and approved by the Community Development Committee prior to placement of a sign. The Community Development Committee shall have the responsibility to insure that all signage within the Site Plan Control District is compatible with the premises and area within which it is located and that it complies with all other stated objectives and applicable requirements of these regulations.
- 6.8.4. Exempt Signs.** The following signs may be erected without Community Development Committee approval, provided however, that they shall comply with the requirements established herein and that they shall meet the general intent and purpose of these regulations. However, under no circumstances shall the use of wheeled or trailered signs be permitted. The following type of signs may be erected without Community Development Committee approval, provided however, that they shall comply with the requirements established and that they shall meet the general intent and purpose of these regulations. However, under no circumstances shall the use of portable signs be permitted. Upon approval of any temporary sign, the Building Inspector shall provide notice to the Community Development Committee.
- A. **CONSTRUCTION SIGNS.** In any district, one (1) sign may be located on each side of the lot/parcel or on each face of the building which has frontage on a public street in accordance with the following:
1. Illumination: None.
 2. Maximum Area: 16 Square Feet - Residential Zoning Classifications 32 square feet - Business-Manufacturing Zoning Classifications
 3. Allowable Text: Name of the professional firms associated with the project; financing arrangements for the project; and/or, the purpose of the project.
 4. Duration: Must be removed within fourteen (14) days following an approved final inspection.

- B. REAL ESTATE DEVELOPMENT SIGNS. In any district, one (1) sign of this type shall be allowed for a development consisting of five (5) or more lots or units or a parcel of land having an area of two (2) or more acres in accordance with the following:
1. Illumination: None
 2. Maximum Area: Thirty-two (32) square feet
 3. Allowable Text: The name of representative or real estate agency; representative logo and telephone number; brief description of the zoning; and/or, number of lots or units available.
 4. Duration: Not to exceed six (6) months
- C. PROMOTIONAL SIGNS. Promotional signs are temporary signs or displays such as banners, balloons and posters, and which announce a special promotion activity of an establishment located in a business zoning district. Such signs shall be permitted only for a period not to exceed fourteen (14) consecutive days and be permitted a maximum of three (3) such displays per establishment per year, except that extraordinary promotions which are sponsored by a non-profit organization, as described in the corporate charter of the organization, consisting of a minimum of twenty (20) businesses may hold four (4) such promotions per year. Promotional signs shall not in any way, affect the public safety.
- D. LAND USE REGULATORY SIGNS. A land use regulatory sign is a sign used to regulate the use of property, such as “No Trespassing”, “No Fishing”, “No Hunting”, etc. Such a sign shall not exceed one and one-half (1½) square feet in area.
- E. ON PREMISES DIRECTIONAL WALL AND WINDOW SIGNS. On premises directional wall or window sign is a sign which is visible only from the exterior of a building and which directs pedestrian traffic. Such a sign shall have a total area not greater than one hundred forty-four (144) square inches. Examples of this type of signage include, but are not limited to, “Enter”, “Exit”, “Employees Only”, and “Open 9:00 AM to 5:00 PM”.
- F. RESIDENTIAL GARAGE SALE SIGNS. A garage sale sign is an on-premises sign which announces the undertaking of a permitted residential garage sale. Such a sign shall not be installed prior to twenty-four (24) hours in advance of the sale, must be removed immediately following the completion of the sale, shall not exceed six (6) square feet in area, shall be displayed for no more than four (4) consecutive days and not more than four (4) days in any ninety (90) day period.
- G. TEMPORARY WINDOW SIGNS. A temporary window sign is a sign installed inside or painted onto a window. Such a sign may be constructed of cloth-like materials, paper, temporary paint or other similar material. A temporary window sign shall not be constructed of, nor supported by neon tubes, wood, metal, plastic or other solid materials normally used for permanent signage and at no time shall a temporary window sign be internally illuminated. Such sign may be displayed no more than ninety (90) days in a twelve (12) month period.
- H. REAL ESTATE SIGNS. A real estate sign is a temporary sign which identifies the premises as being for sale, lease or rent. Such a sign shall not extend beyond the boundary of the property on which it is located and shall not exceed six (6) square feet in area in a residential district and sixteen (16) square feet in area in a business or industrial district. Not more than one (1) real estate sign is permitted on a lot except for a corner lot upon which it has frontage. A real estate sign shall be removed within seven (7) days after the sale, rental or lease of the premises.
- I. POLITICAL CAMPAIGN SIGNS. Window, wall or ground political campaign signs are allowed in all zoning districts. Political campaign signs shall be confined to privately owned property, and may be displayed any time of the year, and for any length of time. The regulation of these signs are a power and function of the State. (Ord 2010-07; Adopted, Nov. 4, 2010)
- J. ON-PREMISES TEMPORARY AND PUBLIC DECORATIONS. Exterior or interior temporary decorations which are visible from the exterior of the premises and displayed in connection with a national holiday or a local event. Decorations shall be displayed for a period not to exceed sixty (60) days. On-premises temporary decorations shall not be located within a public right-of-way.
- K. FLAGS AND EMBLEMS. The display of a flag or emblem of a government or of a political, civic, educational, religious or corporate organization shall be exempt, provided that only one of the above

is displayed by an individual establishment or proprietor or on any single building or parcel of land. The display of the flag of the United States, which is flown in accordance with the U.S. Flag Code, shall be exempt from these regulations.

- L. HISTORICAL REFERENCES. An historical reference shall include a memorial plaque, marker or tablet displayed on private or public property for the purpose of identifying the name of the building, date of erection and other commemorative information. An historical reference shall be exempt provided that it is attached to or made a permanent and integral part of the structure and does not exceed four (4) square feet.

6.8.5. Non-Exempt Temporary Signs. The following signs are temporary in nature whether on or off the premises. A permit may be issued only after review and approval of the Community Development Committee. When considering the application, the Community Development Committee shall take into account the location, surrounding area, unique business circumstances and appropriate duration for the placement.

- A. TEMPORARY PROMOTIONAL SIGNS. An on- or off-premises promotional sign announcing a new business, special event, or directional.
 - 1. Illumination: No flashing lights
 - 2. Maximum area: Sixteen (16) square feet on all sides
 - 3. Maximum period: Ninety (90) days per year
 - 4. Mobility: May be movable, without wheels or trailers attached
- B. TEMPORARY IDENTIFICATION SIGNS. One (1) wall sign or banner announcing the name of the establishment located in a business or industrial zoning district shall be allowed for a period of not more than sixty (60) days or until the installation of a permanent sign which has been approved by the Architectural Committee, whichever is sooner.
- C. FUNDRAISING/COMMUNITY EVENT SIGNS. One (1) sign may be located on each side of the lot/parcel or on each face of the building which has frontage on a public street.
 - 1. Illumination: External allowed
 - 2. Maximum area: Thirty-two (32) square feet
 - 3. Allowable text: Organization name; name of the event; and, the dates and time of the event
- D. OPEN-FOR-BUSINESS WALL SIGNS. Open for business promotional signs are temporary signs and/or displays which are otherwise not permitted by this Ordinance and which announce the opening of an establishment located within a business zoning district. Such signs shall be permitted for a period not to exceed sixty (60) consecutive days.

6.8.6. Prohibited Signs and Practices. The use of the following signs within the limits of the Village, unless otherwise specified within Article 6.8, is hereby prohibited: (*Ord. #2017-15; Ord.#2020-09*)

- A. Signs which revolve, rotate, move or give the appearance of movement.
- B. Signs which are attached to any tree, fence, fire escape, bush or utility pole or located within a public right-of-way.
- C. Signs painted on a building.
- D. Flashing signs.
- E. Portable or movable signs, except as permitted in 6.8.4.A.
- F. Changeable copy signs in the Historic Overlay District, except by variation. Permanent attention getting devices including but not limited to search lights, propellers, spinners, streamers or pennants, balloons or flags.
- G. Lettering of a sign message which is extended beyond the exterior border of the sign area.
- H. Signs which purport to be, are an imitation of, or otherwise resemble an official traffic sign or signal, or which bear the words “Stop”, “Slow Down”, “Caution”, “Warning”, or similar words and are displayed in the color or manner normally associated with traffic control signs.

- I. Vehicle and trailer signs when a vehicle is parked on public or private property for the purpose of displaying a sign offering items for sale or advertising a business.
- J. Roof signs.
- K. Vending machine signs in the Historic Overlay District.
- L. Any sign in the Historic Overlay District or an adjoining district not compatible with the historic nature of the area.
- M. Signs offering vehicles, boats, or merchandise for sale on residential property.

6.8.7. Sign Types and Design Factors.

- A. PERMANENT WALL SIGNS. One (1) wall sign may be displayed by each establishment on each side of the building which is located in a business or manufacturing zoning district and which contains a public entrance to that establishment or it if fronts upon a public street.
 - 1. SIGNABLE AREA: The size as well as the design of the sign shall be compatible with scale and architectural character of the building. The signable area is subject to the following height limitations:
 - a. On a one (1) story building, the sign area shall not extend above the parapet, coping, top of a mansard, or a height of sixteen (16) feet, whichever is lower.
 - b. On a two or more story building, the sign area shall not extend above the lower sill of any second story window, top of a mansard, or other limiting architectural feature, or a height of sixteen (16) feet, whichever is lower.
 - c. The sign area for the side of a building not having a public entrance shall be calculated as described above except that the sign area shall not extend above the height of sixteen (16) feet.
 - 2. SIZES OF SIGNS PERMITTED: The maximum area of a wall sign is determined by the square footage of the signable area and the setback of the building from the property line as set forth in Section 6.8.16. For the calculation of the size of the sign as set forth in Section 6.8.16, the maximum sign area shall be limited to one hundred (100) square feet.
 - 3. LOCATION: A permanent wall sign shall be located within the signable area, as established above, except that its maximum height may extend above the signable area if the minimum setback of the building on which the sign is located is at least twenty-five (25) feet. In those cases where the minimum setback of the building on which the sign is located is at least twenty-five (25) feet, the maximum height of a permanent wall sign shall comply with the regulations established in Section 6.8.16

Within the Historic Overlay District, a permanent wall sign may not be located on an architectural mansard.

The height of a permanent wall sign shall be measured from the grade at the building on which the sign is located, at a point directly below the center of each signable area. In no case shall a permanent wall sign extend above the eaves, parapet, top of a mansard, coping or other limiting architectural feature of a building.

- B. PERMANENT GROUND SIGNS. One (1) permanent ground sign shall be permitted per multiple family zoned parcel and for each business or manufacturing zoning lot or parcel provided that the zoning lot or parcel has a minimum frontage of at least fifty (50) feet on a public street or highway. No more than (4) message center signs are permitted in the Village. (*Ord.#2017-15*)
 - 1. AREA AND HEIGHT REQUIREMENTS: The maximum area and height requirements for a permanent ground sign are referenced in Section 6.8.17. The maximum area and the height of a permanent ground sign shall be determined by the zoning status, the sign setback and the property frontage.
 - 2. LOCATION: The height of a ground sign is measured from the grade at the centerline of the street at the point nearest the center of the sign to the highest point of the sign. The setback of the sign is measured from the property line at the point which reflects that portion of the

sign closest to the property line. A ground sign shall be set back a minimum of two (2) feet from the property line.

- a. A ground sign consisting of less than twelve (12) square feet in area must have a minimum distance from the building of one (1) foot. A ground sign having area greater than twelve (12) square feet in area must have a minimum distance from the building equivalent to one and one-half (1 ½) times the height of the sign.
- b. There shall be a minimum distance of forty (40) feet between ground signs.
- c. A ground sign shall be located no less than five (5) feet from the side lot line and not less than forty (40) feet from the midpoint of any adjoining property frontage.

C. PERMANENT PROJECTING SIGNS. One (1) permanent projecting sign may be displayed at each public entrance to an establishment in a business or manufacturing zoning district which fronts on the public street. One (1) projecting sign may be displayed on each wall of a building that does not have a public entrance but fronts upon a public street. Each business tenant in a multi-tenant building may display one sign within the building directory sign.

1. Maximum area: Nine (9) square feet.
2. Location restrictions:
 - a. The sign must extend from the wall at a ninety degree (90°) angle
 - b. The sign must be pinned away from the wall at least six (6) inches
 - c. The sign must extend at its outermost point not more than sixty (60) inches from the face of the wall to which it is attached
 - d. The highest point on the sign must not extend above the windowsill of the second story window or height of sixteen (16) feet, whichever is lower
3. A projecting sign may be extended over a public sidewalk located in the public right-of-way provided there is a separation of not less than eight (8) feet between the sidewalk and the bottom of the sign.

D. PERMANENT CANOPY, AWNING AND MARQUEE SIGNS

1. General regulations for canopy, awning and marquee signs:
 - a. Permitted in a business, manufacturing or multiply-family zoning district.
 - b. Must be painted on or directly attached to the slope or valance.
 - c. Must not extend above or below that portion of the canopy or awning to which it is attached.
 - d. Lettering located on the valance of a canopy or awning shall not exceed a height of two-thirds (2/3) of the vertical dimension of said valance or awning.
2. Specific regulations (in addition to the general regulations) for canopy signs:
 - a. Signage which extends below a permanent canopy at a ninety (90) degree angle to the building is permitted subject to the minimum height requirements of eight (8) feet over a public sidewalk.
 - b. Must not exceed fifty-percent (50%) of the total signage area of that side of the canopy which is available for signage.
3. Specific regulations (in addition to the general regulations) for awning signs:
 - a. The total area of an awning sign shall not exceed fifty percent (50%) of the total area of the awning.
 - b. If internally illuminated, the awning background shall be a subdued color. (Internal illumination of awnings is not permitted in the Historic District).

4. The use of a marquee sign is limited to a movie theater and may be used to identify the name of the theater and the names and ratings of the movies currently being shown.

E. PERMANENT WINDOW SIGNS.

1. PERMANENT WINDOW SIGNS. A permanent window sign within the Business District is any sign painted on, affixed to or suspended behind a window or glass surface of a door, is visible from a public street, and is permanent.
2. BUSINESS IDENTIFICATION WINDOW SIGNS. A business identification window sign identifies the formal name of the establishment and/or its logo and is painted on, affixed to or suspended behind a window or glass surface of a door and is visible from a public street.
 - a. The sign must be located in a business or manufacturing zoning district.
 - b. One (1) sign per window or glass surface.
 - c. Maximum of two signs per building façade.
 - d. May occupy up to twenty-five (25) percent of the total area of a window or glass surface but may not utilize an opaque background.

F. PERMANENT DIRECTORY SIGNS. A directory sign shall be used only to identify the official name and provide a directory of the occupants of a shopping center, building or manufacturing subdivision.

1. AREA: The maximum area of a directory sign, including both the official name and the listing of the occupants, shall be the same that which is permitted for the corresponding sign type plus an additional ten percent (10%) for each establishment located on the site. In no case shall the area of a directory sign exceed one hundred fifty percent (150%) of the area permitted for the corresponding sign type, or one hundred (100) square feet, whichever is less.
2. DIRECTORY GROUND SIGNS: A directory ground sign is permitted along a street or highway subject to the following:
 - a. There is a ground sign along with road frontage of the site which identifies only the name and address of the center.
 - b. The directory sign is located within the site.
 - c. The sign is oriented to the motorist or pedestrian once they are within the site.
 - d. The directory ground sign will be permitted as an additional ground sign on the zoning lot or parcel for the purpose of this section.
 - e. The directory ground sign is permitted per street frontage at which an entrance is located.
3. LOCATION: In the case of a shopping center, one (1) directory sign shall be permitted at one (1) main entrance to the area. In the case of a business or manufacturing subdivision, one (1) directory sign shall be permitted at each point of entrance to that subdivision, provided that not more than one (1) directory sign shall be permitted for any one subdivision on the same street or highway.

G. PERMANENT CHURCH AND SCHOOL OR PUBLIC DIRECTORY SIGNS

1. CHURCH: One (1) directional sign shall be permitted for each entrance of any church or other place of worship. Such a sign may be used for the purpose of identifying the name of the denomination, the dates and times when services are offered and other messages relating to that church or place of worship.
2. SCHOOL: One (1) directory sign per each entrance shall be permitted for the purpose of identifying the school name, announcing coming events at that school, special activities, and special announcements of a general interest to the public.

3. PUBLIC DIRECTORY SIGN: One (1) directory sign shall be permitted for the purpose of announcing community events, special activities and special announcements of a general interest to the public.

Permanent church, school or public directory signs may be any one of the following sign types and shall comply with all regulations pertaining to that sign type, except as provided herein: Window; Wall; Projecting; Ground.

- H. PERMANENT DIRECTIONAL SIGNS. Signs which identify essential service areas on the premises, e.g. "Receiving", "Office", "Parking", etc., shall be permitted. Such signs shall be compatible to the signage in terms of style, color, graphics, etc. The message on directional signs is limited to the minimum information to facilitate vehicular and pedestrian movement within the area. A permanent directional sign shall be a ground or wall sign and shall not exceed four (4) square feet in area. A ground directional sign shall not exceed four (4) feet in height and a wall or projecting directional sign shall not exceed ten (10) feet in height.
- I. PERMANENT TIME AND TEMPERATURE DEVICES. A time and temperature device may be displayed as a wall, ground or projecting sign in a business zoning district, provided that such signage complies with the regulations pertaining to the corresponding sign type. A time and temperature device may utilize intermittent lighting provided that the frequency of change is not greater than once per three (3) seconds. The use of this type of device for advertising or for conveying information other than time and temperature is prohibited.
- J. EMPLOYMENT OPPORTUNITY SIGNS. Establishments located in a manufacturing district shall be allowed to display one (1) Employment Opportunity sign. Such a sign shall be used to identify the name of the firm, whether it is presently hiring, the types of positions available and the address and telephone number of the employment office. An Employment Opportunity sign may be a ground, wall or window sign and shall comply with the regulations established for each of these types of signs except that manually changeable copy shall be permitted.
- K. OFF-PREMISES SIGNS. The total number of off-premises signs (each sign face on each post or foundation support to be counted) shall be limited to eight (8) within the Village. (*Ord. #2020-09*)

1. AREA:

- a. Illinois Route 12 and Illinois Route 31: The maximum area of any off-premises sign shall be three hundred fifty (350) square feet if located on parcels of land at the intersection of Illinois Route 12 and Illinois Route 31.
- b. Other: Except as set forth in subsection (a) above, the maximum area of any off-premises sign shall be seventy-five (75) square feet.

2. HEIGHT:

- a. Illinois Route 12 and Illinois Route 31: The maximum height of any off-premises sign shall be thirty-five (35) feet if located on parcels of land at the intersection of Illinois Route 12 and Illinois Route 31.
- b. Other: Except as set forth in subsection (a) above, the maximum height of any off-premises sign shall be eight (8) feet.

3. LOCATION:

- a. Zoning Districts: Off-premises signs are allowed in the General Business District use district. The use of off-premises signs in the Historic Overlay Control District sign control district is hereby prohibited, except by variation.

- b. Separation: No off-premises sign shall be located within seven hundred fifty (750) feet of another off-premises sign. No off-premises sign shall be located within seven hundred fifty (750) feet of any residential zoning district unless the off-premises sign is not visible from the residential zoning district. The distance shall be measured in a straight line from the nearest point of the proposed off-premises sign to the nearest boundary line of the residential zoning district.
4. AGREEMENT: The Village and the property owner shall enter into a sign permit agreement for any off-premises signs located within the Village.
- a. Provisions: The sign permit agreement shall contain such provisions as may deemed necessary by the Village Board including, but not limited to lighting, changes to the off-premises sign, maintenance, liability, and reimbursement for enforcement.
 - b. Term: The sign permit agreement shall terminate on the first to occur of the following events, unless earlier terminated by the Village Board for violation of the terms of the agreement: i) upon the expiration of five (5) years; or ii) the closing or changing of the name of the permittee.
 - c. Fee: A Sign Permit Application and Agreement Fee of \$100 for each sign shall be paid to the Village with all sign applications to cover the Village related expenses.

6.8.8. Fuel Station Regulations. A fuel station is declared to be an activity which requires the following special considerations regarding signage:

- A. In addition to other signs permitted in the sign section, an fuel station may display two (2) signs, not more than eight (8) square feet in area, on each pump island, stating whether the island is “Self-service” or “Full-service”, the current price per gallon of gasoline sold at that island, and all other information required by law.
- B. A fuel station which includes interior facilities for a secondary use may be treated as consisting of two (2) separate establishments, each with its own signable area. If such treatment is chosen, one of the establishments shall be that part of the structure in which the principle entrance to the fuel station office is located, and the other shall be that part of the structure in which the secondary use facilities are located.
- C. Only one (1) ground sign shall be permitted on a zoning lot where a fuel station is located.

6.8.9. General Regulations.

- A. ILLUMINATION. Signs must be visible at night and therefore signs may be illuminated, except as otherwise provided. Such illumination shall be of an intensity, location and distribution of light sources that will be sufficient to render the message readable without generating spill-over light which may be discomforting or distracting or which may detract from the appearance of the neighboring premises or the visibility of neighboring signage. The purpose of sign illumination is to make the message readable at night and not to provide area or security lighting for the premises. When a sign is illuminated from the exterior, the direct or indirect rays of light shall not spill over onto or into any adjoining property or establishment or onto any public thoroughfare so as to be hazardous or annoying to others. The light source must therefore, be positioned in such a manner as to not glare or shine into the eyes of motorists or pedestrians or onto adjoining property.
- B. TYPES OF ILLUMINATION NOT PERMITTED. The following types of illumination are not permitted within any zoning district in the Village:
 - 1. Exposed bare bulbs which hinder or impair the vision of a passerby
 - 2. Flashing lights
 - 3. Open flame
 - 4. Neon illumination in residential districts

6.8.10. Maintenance, Construction and Safety Requirements.

- A. Maintenance. A sign shall be maintained in a safe, presentable and good structural condition at all times. Maintenance of a sign shall include such activities as the replacement of defective parts, painting and cleaning.
- B. Non-compliance. The Development Administrator shall, upon finding that a sign is not in compliance with the regulations, provide written notification of such non-compliance to the owner of the sign and advise such owner that changes to the sign must be completed within sixty (60) days following receipt of the notice.
- C. Safety, construction and maintenance: The following shall apply to all signs:
 - 1. All signs which are internally illuminated, or which have internal electrical components, shall be on non-combustible material.
 - 2. Wooden signs shall be illuminated only from an exterior source.
 - 3. The minimum sign clearance over a public sidewalk shall be eight (8) feet.
 - 4. All signs shall be constructed and anchored to withstand a minimum wind pressure of thirty (30) pounds per square foot.
 - 5. When a ground sign is supported by wood timbers or poles the wood shall be treated to resist decay and insect destruction.
 - 6. No sign shall be attached to a fire escape, fence, bush, tree or utility pole or be located within a public right-of-way.
 - 7. No sign shall be located in such a manner as to interfere with the clear vision of vehicular or pedestrian traffic safety.
 - 8. No sign shall be located in such a manner as to interfere with snow removal or other municipal or public utility maintenance activities.
 - 9. No sign shall be located nearer than ten (10) feet to any telephone or electrical line.
 - 10. No sign shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window or other opening, which may be used as a means of egress.
 - 11. No off-premises sign shall be physically attached to the roof of any structure.
 - 12. All electrical signs shall be approved and labeled as conforming with the standards of the United States Bureau of Standards, the Underwriters Laboratory, Inc., the Canadian Standards Association or other similar institutions of recognized standing.

13. All off-premises signs shall be consistent and comply with all provisions of the Illinois Outdoor Advertising Act, 225 ILCS 440/1, *et.seq.*, as applicable.
14. All signs shall be properly maintained in appearance, safety and construction and shall be subject to inspection for compliance by and in the discretion of the Village Public Works Director.

6.8.11. Administration.

- A. PERMITS. Prior to the erection, alteration, relocation (or painting of a sign) the issuance of a permit by the Village of Richmond shall be required, except as provided in Section 6.8.4. The Village shall issue a permit for the erection, alteration, relocation, or painting of a sign within the Village only when a proper application has been filed and the sign complies with the Sign Regulations and all other applicable laws and regulations of the Village and the sign has been approved by the appropriate Board or Committee. A sign in which any electrical wiring connections are required shall comply with all applicable provisions of the Village's electric code. Once a sign permit is approved and issued by the Village, the sign shall be installed within one hundred eighty (180) days of the issuance of the permit or the permit shall be revoked.
 1. Application for a permit shall be made upon a form provided by the Village and, dependent upon the type of signage involved, shall include at least the following information:
 - a. Name, address and telephone number of the applicant
 - b. Address and zoning of the building, structure or parcel of property to which, or upon which, the sign is to be attached or erected.
 - c. Name of person, firm, corporation or association erecting the sign.
 - d. Name, address and telephone number of the individual who will be representing the owner at the Architectural Commission meeting.
 - e. Photograph or diagram illustrating the following information, depending upon the sign type:
 1. For a wall sign, the setback of the building; the signable area; the exact location and outer dimensions of the sign; the proposed height to the top of the sign; and an exact representation of the face of the building to which the sign is to be attached shall be illustrated.
 2. For a ground sign, the setback of the building; the location of the sign on the property, including front and side yard setbacks and the distance from the sign to the building; the height of the sign; the property frontage; the zoning district; and the distance from the sign to adjacent ground signs shall be illustrated.
 3. For a projecting sign, the proposed location of the sign on the building, including the distance that the sign is pinned away from the building, the distance from the face of the building wall to the outer-most point on the sign and the distance between the sidewalk grade and the top and bottom of the sign, and an exact representation of the face of the building to which the sign is to be attached shall be illustrated.
 4. For a canopy or awning sign, the complete dimensions of the canopy or awning to which the sign is to be attached; the location and outer dimensions of the sign or lettering; and the distance from sidewalk grade to the top and bottom of the sign shall be illustrated.
 5. For a window sign, the dimensions of the window or glass surface on which the sign is to be applied; the location and outer dimensions of the sign; location of any other window signs on the face of the building on which the sign is to be attached shall be illustrated.

- f. A photograph or diagram, drawn to scale, illustrating the exact location of all existing and proposed signage on the property.
 - g. Colored sketch, drawn to scale, which accurately represents all features of the sign including, but not limited to, size, message, letter style, border, surface texture and all exposed structural elements. Six (6) machine reproduced black and white copies of this information shall be submitted with the application.
 - h. One (1) color sample for each color which is proposed to be used on the sign, if required approval by Architectural Committee. The color sample shall consist of either the manufacturer's color chart or, in cases of custom colors, an actual sample of the paint to be used, applied to an appropriate material.
 - i. Two (2) copies of the plans and specifications showing the method of construction and the types of materials to be used as well as the method of illumination and support.
 - j. Receipt of payment of application permit fee.
 - k. A written description of the business to be operated on the premises. The application will be processed after the description of the operation has been reviewed for compliance with zoning regulations and any other ordinances that may apply.
2. INSURANCE. Each applicant for a permit to construct a sign which will extend over a public right-of-way shall file and keep in force, prior to the issuance of the permit, a certificate of insurance naming the Village of Richmond as an additional insured covering all damages which the Village may be legally obligated to pay on account of personal injury or property damage, including loss of income, which may be caused by the erection or maintenance of the sign. The insurance policy shall be issued by an insurance company authorized to do business in the State of Illinois and shall have applicable amounts of not less than \$50,000.00 per occurrence for property damage and \$300,000.00 per person and \$500,000.00 per occurrence for personal injuries.
3. PERMIT FEES. Each Applicant shall, prior to the issuance of a permit, pay to the Village a sum of money in accordance with the schedule on file with the Building Department.

6.8.12. Removal and Disposition of Signs. A sign which is located upon property or premises which becomes vacant for a period of thirty (30) days or more, a sign which pertains to a time, event or purpose which no longer applies, or a sign located upon a property in which normal day to day business has not been conducted for a period of thirty (30) days or more, shall deemed to have been abandoned.

An abandoned sign is prohibited and shall be removed by the owner of the sign within thirty (30) days from receipt of notice from the Building Inspector, unless an extension is applied for and granted by the Community Development Committee. In order to qualify for an extension, an abandoned sign must be sufficiently maintained. If the sign is in conformance to all other requirements of the Sign Regulations and has been previously approved by the Community Development Committee, compliance can be accomplished by providing a blank sign face. This may be accomplished by painting the sign face with the color of the approved sign background or providing a blank sign face of the same material as the abandoned sign face with the same color as the approved sign background. If this cannot be accomplished, the sign shall be removed.

- A. NON-CONFORMING SIGNS. A sign which has been lawfully constructed and installed as of the effective date of the sign section and which does not comply with the regulations shall be deemed to be a legal non-conforming sign and may be retained. A legal non-conforming sign shall become non-conforming and shall be removed or brought into compliance with this section if any one or more of the following occurs;
- 1. The sign is removed
 - 2. The reference on the sign is changed due to a change of use and/or ownership.

3. The sign is damaged or destroyed by any means to the extent of fifty-percent (50%) or more of its replacement value based upon prevailing costs at the time of such damage or destruction.

Normal maintenance of a legally non-conforming sign is permitted as long as such repairs do not extend or intensify the non-conformity of the sign. An unlawful sign, constructed or installed prior to the effective date of Sign Regulations, regardless of whether or not it complies with the requirements established in Sign Regulations, shall be removed or brought into compliance with this section within thirty (30) days from receipt of notice from the Village.

- B. REMOVAL OF SIGNS. The Building Inspector shall cause to be removed any sign which endangers the public safety. The Building Inspector shall prepare a notice to be sent, via certified mail or hand delivery, to the owner which shall include the following;

“To (Owner of sign) located at (street address) and generally described as (insert sufficient information to identify particular sign.) You are hereby notified that the above mentioned sign is declared to be unsafe by the Building Inspector of the Village of Richmond. The reason(s) for this decision are (insert the facts relative to the unsafe condition.)

You must remedy this condition or remove the sign within thirty (30) days from the receipt of this notice or the village will proceed to do so at your expense. You should contact this office if you desire more information.”

If the person receiving the notice has not complied or taken appeal from the determination of the Building Inspector’s findings that an unsafe condition exists thirty (30) days from the date that notice is served upon such person, the Building Inspector may cause any sign or advertising structure which is an immediate peril to persons or property to be removed without notice.

- C. DISPOSITION OF SIGNS. Any sign removed by the Building Inspector may be disposed of in any manner deemed appropriate by the Village. The cost incurred by the Village in removing this sign shall be considered a debt owed to the Village by the owner of the sign or property on which the sign is located.

6.8.13. Variations. Variations requests from the Sign Regulations shall be in writing on an application form provided by the Village Clerk and submitted for consideration to the Community Development Committee (“CDC”). The CDC shall submit its recommendation to the Village Board. The decision of the Village Board shall be based upon difficulties or hardships of the applicant in following the letter of the sign regulations relating to the construction, alteration, maintenance, repair or remodeling of any sign. Hardships shall be proven by evidence demonstrating that (1) the plight of the owner is due to unique circumstances, and (2) the variation, if granted, shall not alter the essential character of the locality in which the proposed variation is granted. (*Ord.#2016-01; Ord.#2020-15*)

6.8.14. Penalties. In addition to the penalties and remedies for violations set forth in Section 2.7.4 of this Title, any person who installs, permits to be installed or begins to install, any sign without first securing a permit as required by the Sign Regulations, the fee for such sign permit shall be one hundred-percent (100%) more.

6.8.15. Definitions. The following words and terms when used in the interpretation and administration of the Sign Regulations shall have the meaning set forth herein, except where otherwise specifically indicated. Words and terms not defined here shall be defined as specified in the latest edition of Webster’s New Collegiate Dictionary.

Abandoned sign: Shall mean a sign which no longer correctly directs or identifies a business, lessor, owner or activity conducted on the premises where the sign is displayed.

Advertising: Shall mean information which identifies, describes or promotes a product or service, except the name of an activity and a generic description of the activity.

Awning: Shall mean a roof-like covering of canvas, or the like, often adjustable, located over a window, door, etc. to provide protection against the sun, rain and wind.

Banner: Shall mean a type of sign which is made of cloth or similar material and which conveys a message.

Canopy: Shall mean a structure, other than an awning, made of metal or other similar material with frames attached to a building and carried by a frame supported by the ground or resting upon a sidewalk.

Canopy sign: Shall mean a type of sign which is painted on attached directly to a canopy.

Changeable copy sign: Shall mean a sign whereupon provision is made for letters or characters to be placed upon the surface area, either manually or electronically, to provide a changeable message or picture.

Construction sign: Shall mean a sign which identifies the parties involved in construction activities.

Control districts: Shall mean the designation of areas in the Village which may differ with regard to specific requirements and review procedures.

Decorations: Shall mean ornaments or trimmings displayed in connection with a nationally recognized holiday or local festivity or event.

Dimensional sign: Shall mean a type of wall sign which consists of three dimensional letter forms which are applied directly to a building.

Directional sign: Shall mean a type of wall, ground or window sign which exists for the sole purpose of identifying and directing vehicular and/or pedestrian traffic to essential service areas, e.g. loading docks, service entrances, offices, etc.

Directory sign: Shall mean a wall, projecting or ground sign which is used to identify the name and occupants of a shopping center or of a building or subdivision in a business or manufacturing zoning district.

Establishment: Shall mean any structure with substantial walls and a roof affixed to the land entirely separated on all sides from any other structure by space or a wall in which there are no communicating doors or window openings.

Eaves: Shall mean the lower edge of a sloped roof which often projects beyond or overhangs the wall.

Event sign: Shall mean a sign used to announce a fund-raising drive or other fund-raising event of a civic, philanthropic, educational or religious organization.

Exposed bare bulbs: Shall mean a type of lighting where the bulb and base portions of an incandescent or other lamp are visible.

Festoon lighting: Shall mean lighting which consists of strings of incandescent lamps connected by flexible electric wire.

Flashing lighting: Shall mean lighting which alternately is illuminated and not illuminated or which otherwise varies in intensity in such a way as to not provide a constant source of light.

Flashing sign: Shall mean a sign which contains an intermittent or flashing light source, or which gives an illusion of intermittent or flashing light by means of animation, or an externally-mounted flashing light source.

Frontage: Shall mean the length of a lot line or a building site along a street or other public way.

Garage sale sign: Shall mean a sign which announces the undertaking of a permitted garage sale.

Governmental traffic control or direction sign: Shall mean a sign which is used by a governmental agency for the purpose of public instruction, street or highway designation, traffic control or similar uses necessary for the public safety.

Ground sign: Shall mean a sign which is erected on one or more free-standing frames, masts or poles and which is not attached to any building.

Height of sign: Shall mean the vertical distance from grade to the highest point of a sign.

Identification sign: Shall mean a sign which identifies the occupant and address of a single or two-family residential dwelling unit.

Illegal non-conforming: Shall mean an unlawful sign which had been constructed or installed prior to the effective day of the Unified Development Ordinance.

Indirect illumination: Shall mean a light source which is not directly seen.

Intermittent lighting: Shall mean a type of flashing lighting in which the period of change in the illumination is of sufficient duration to permit a distinct message to be conveyed during each cycle.

Internal illumination: Shall mean illumination of a sign which is affected by a source of light which is contained within the sign itself.

Items of information: Shall mean any of the following: a word; an abbreviation; a number; a symbol or a geometric shape.

Land use regulatory sign: Shall mean a sign used to regulate the use of property.

Legal non-conforming sign: Shall mean a sign which does not comply with some or all of the regulations contained in the Sign Regulations, but which had been lawfully installed prior to the effective date of the Unified Development Ordinance.

Limiting architectural feature: Shall mean a significant architectural element of a building or structure which, by its existence, reduces the area of the building or structure face which is suitable for signage.

Logo: Shall mean a symbol or configuration used to identify and establishment. A slogan, phrase, motto, or other combination or words shall not be considered to be a logo.

Mansard: Shall mean a roof-like sloping surface which is applied to or above the face of the building.

Marquee: Shall mean any hood or similar structure of a building which projects from the wall of a building and is not supported by the ground or sidewalk.

Marquee sign: Shall mean a sign which is painted on or directly attached to a marquee.

Message center sign: Shall mean a type of changeable copy sign which conveys periodically changing information of either a private or public nature.

Moveable sign: Shall mean a ground sign which is not permanently installed.

Neon tube sign: Shall mean a sign which is illuminated by a light source which consists of neon or other gas-filled tube which is bent to form letters, symbols, or other shapes.

New business: Shall mean a legally established business conforming to all Village regulations that has been in operation less than twenty-eight (28) months.

Non-conforming sign: Shall mean a sign which does not comply with one (1) or more of the regulations established in the Sign Ordinance.

Not-for-profit: Shall mean a corporation organized under the Not-For-Profit Corporation Act of the State of Illinois.

Number identification sign: Shall mean a sign which identifies the street address of a multiple family, business, manufacturing or institutional building.

Off-premises sign: Shall mean a sign which identifies goods, services or facilities which are not available on the premises where the sign is located, including billboards.

Open-for-business sign: Shall mean a sign which announces the opening of an establishment.

Parapet: Shall mean that part of a wall which is entirely above the roof.

Pennants: Shall mean small triangular or otherwise-shaped flags which are connected by flexible wire or string.

Political campaign sign: Shall mean a sign which announces a candidate as seeking public political office and/or which conveys political issues and other data pertinent thereto.

Portable sign: Shall mean a sign or display which is not permanently attached to a building or anchored to the ground; a sign or display which is designed to be moved from place to place or carried by means of a trailer.

Premises: Shall mean a lot or parcel and the buildings, structures and/or establishments which are located on that lot or parcel.

Public entrance: Shall mean an entrance to an establishment which is provided primarily for use by the patrons or customers of the establishment and not for delivery purposes.

Projecting sign: Shall mean a sign, normally double-faced, which is attached to and projects from a structure or building.

Public utility directional sign: Shall mean a sign utilized by a public utility for the purpose of warning or directing pedestrians or vehicular traffic.

Real estate development sign: Shall mean a sign used to identify sale, lease or rental of lots or units within a residential, commercial or industrial development.

Roof line: Shall mean either the ridge of the roof or the top of the parapet, whichever forms the top line of a building silhouette. Where a building has several roof levels, the roof line or parapet will be the one belonging to the portion of the building on which wall the sign is located.

Roof sign: Shall mean a sign which is displayed above the roof line of a building or structure.

Set back: Shall mean the minimum distance between the property line and any portion of a building or sign.

Sign: Shall mean any object, device, or structure, or part thereof, located inside or outside an establishment, which is used to advertise, identify, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means including works, letters, designs, symbol fixtures, colors, motion, illumination or projected images. The term sign includes, but is not limited to, projecting, ground, wall, window, awning, canopy, marquee and changeable copy signs, illuminated signs, flashing and animated signs, temporary signs, portable signs, pennants, banners, streamers, search lights or any other attention-getting device or display either affixed to separate from a building or structure.

Sign message: Shall mean the information on a sign composed of words, symbols, geometric shapes, pictures or logos which communicates information to the general public.

Signable area: Shall mean the area of a face of a building available for signage.

Streamers: Shall mean long strips of paper or other material.

Surface area: Shall mean the entire area within a single continuous parameter which encloses the extreme limits of the lettering, representations, emblems, or other figures, together with any material, color, which form an integral part of a display or are used to differentiate a sign from the background against which it is placed. Only one side of a free-standing or projecting double-faced sign shall be included in calculating surface area, provided that the two display surfaces are adjoined at an angle not greater than sixty (60) degrees. All sides of a sign having more than two (2) faces which are visible from any one street shall be included in the calculation of surface area.

Temporary signs: Shall mean a sign, banner or advertising display, constructed with or without frames or braces, for use during a specified period of time.

Time and temperature device: Shall mean a sign whereon the time and/or temperature is indicated.

Towable signs: Shall mean movable signs mounted on wheels or a trailer and having the ability to be towed by a vehicle.

Tube illumination: Shall mean a neon or other gas filled tube of glass or similar material which is formed into a message, and itself, is the source of its illumination.

Unlawful sign: Shall mean a sign which was installed in violation of the Village's regulations in effect at the time of its installation.

Vehicle sign: Shall mean any advertising or business sign attached to a vehicle which is parked or placed in position for the displaying of same.

Wall sign: Shall mean a sign which is attached to, erected against or painted on a wall of a building or structure with the exposed face of the sign approximately parallel to the wall of the building.

Window sign: Shall mean a sign installed inside or painted directly onto a window or glass surface of a door for the purpose of conveying information to the public outside the premises.

6.8.16. Table of Wall Sign Regulations.

WALL SIGN				
Minimum Building Width	Minimum Setback From Lot Line	Maximum Area (sq. ft.)	Maximum Height Above Ground	Maximum Letter Height
20	-2	6	10	6"
50	-2	10	10	6"
50	10	12	12	6"
75	-2	20	12	6"
75	20	48	16	8"
75	50	60	16	12"
100	-2	20	12	6"
100	20	48	12	8"
100	50	60	16	12"
200	10	48	12	8"
200	20	48	16	12"
200	50	100	16	16"
300+	10	48	12	8"
300+	20	72	16	12"
300+	50	100	16	16"

(All dimensions in linear feet unless noted)

6.8.17. Table of Ground Sign Regulations (Ord. 2015-03)

GROUND SIGN				
MINIMUM Frontage	MINIMUM Setback From Lot Line	MAXIMUM Area (sq. ft.)	MAXIMUM HEIGHT	MAXIMUM Letter Height (inches)
50	2	10	8	8
50	10	15	8	8
50	20	15	8	8
75	10	15	8	8
75	20	20	8	8
75	30	28	12	12
100	10	30	12	12
100	20	50	12	12
100	30	50	16	12
200	10	50	12	12
200	20	50	16	12
200	30	60	16	12
300+	10	50	12	12
300+	20	60	16	12
300+	30	75	16	12
300+	50	100	16	16

(All dimensions in linear feet unless noted)