

# **SIGN ORDINANCE**

**VILLAGE OF MUNDELEIN, ILLINOIS**

**Prepared For  
THE VILLAGE OF MUNDELEIN, ILLINOIS**

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# TITLE 21. SIGN REGULATIONS

## 21.02 PURPOSE

The purpose of this Title 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. Promote and protect the health, safety, and welfare of the Village by ensuring the compatibility of signs with surrounding structures and land uses.
- B. Create a more attractive business and economic climate by enhancing and protecting the orderly and effective display of signs.
- C. Discourage an excessive number of signs, and encourage a visually favorable environment.
- D. Protect the public from hazardous conditions that result from the indiscriminate use and placement of signs, structurally unsafe signs, signs that obscure the vision of pedestrians or motorists, and signs that compete or conflict with necessary traffic signals, government signs, and warning signs.

## 21.04 DEFINITIONS

The following terms used in this Title are defined as follows.

**A-FRAME SIGN.** A sign ordinarily in the shape of the letter “A” or some variation thereof, which is displayed on the ground, not permanently attached, and usually two-sided.

**A-FRAME SIGN**

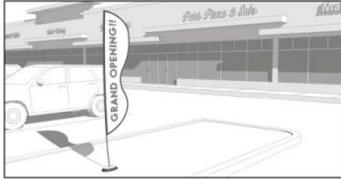


**ANIMATED SIGN.** A sign that uses movement or change of lighting to depict action or to create a special effect or scene. ANIMATED SIGNS do not include ELECTRONIC MESSAGE SIGNS.

**ATTENTION GETTING DEVICE.** Devices or ornamentations designed for the purpose of attracting attention. ATTENTION GETTING DEVICES include sails, pennants, banners, temporary pole signs, and the similar. Flags of nations, states, and cities, or fraternal, religious, and civic organizations, commercial flags, or temporary holiday decorations are not ATTENTION GETTING DEVICES.

**ATTENTION GETTING DEVICES**

Attention Getting: Sail



Attention Getting: Banner



Attention Getting: Pennant



Attention Getting: Small Pole Sign



Attention Getting: Light Pole Banner



**AWNING.** An AWNING is a roof-like cover designed for protection from the weather or as a decorative embellishment, which projects from a wall or roof of a structure over a window, walkway, or door, with no supports that extend to the ground.

**AWNING SIGN.** A sign printed or displayed upon an AWNING.

**AWNING SIGN**



**BANNER.** A temporary sign printed upon flexible material mounted with or without frames.

**BUILDING DIRECTORY SIGN.** A sign that serves as collective classification for a group of persons or businesses operating in the same building or on the same lot. A BUILDING DIRECTORY SIGN names the persons or businesses in the building, but does not contain any other advertising.

**CABINET BOX WALL SIGN.** A type of WALL SIGN constructed as a box where a flat sign face is not an integral part of the structure and is specifically designed to allow the sign face to be changed without altering the box structure, which may or may not be internally illuminated. A CABINET BOX WALL SIGN does not include molded wall signs, routed metal signs, or similar designs (see WALL SIGN definition). Generally, a CABINET BOX WALL SIGN is designed by applying vinyl printed with the sign message onto acrylic sheets and then inserting such into the cabinet structure.

**CABINET BOX WALL SIGN**



**CANOPY - NON-STRUCTURAL.** A roofed structure attached to a building, which is not integral to the structure, that is made of durable, weather-resistant material such as canvas, canvas-like material, nylon, or vinyl-coated fabric, placed to extend outward from the building and supported both by mountings on the structure wall and by supports that extend to the ground.

**CANOPY - STRUCTURAL.** A roofed structure constructed of permanent building materials, such as metal, brick, or similar materials, that is constructed as part of and attached to a building, and extends outward from the building and supported both by the structure and by supports that extend to the ground. Certain STRUCTURAL CANOPIES may also be constructed as a freestanding structure on the same lot with the principal use and/or structure.

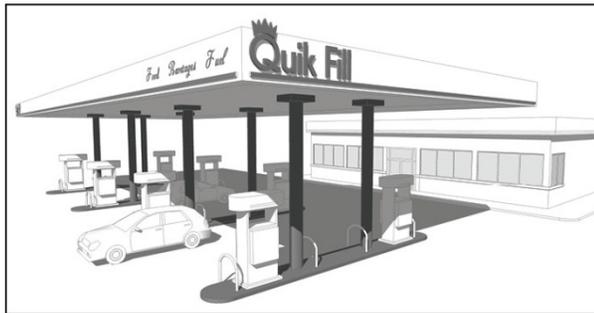
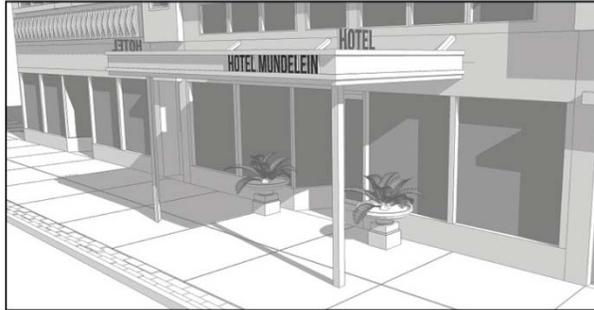
**CANOPY SIGN - NON-STRUCTURAL.** A sign printed upon a NON-STRUCTURAL CANOPY.

**CANOPY SIGN - NON-STRUCTURAL**



**CANOPY SIGN - STRUCTURAL.** A sign mounted or installed upon a STRUCTURAL CANOPY.

**CANOPY SIGN – STRUCTURAL**



**CHANGEABLE MESSAGE BOARD SIGN.** A sign designed where a portion of the sign area allows for a message to be changed manually. CHANGEABLE MESSAGE BOARD SIGN does not include ELECTRONIC MESSAGE SIGNS or PORTABLE READER-BOARD SIGNS.

**CONSTRUCTION SIGN.** A temporary sign that identifies an architect, contractor, subcontractor, and/or material supplier participating in construction on the property on which the sign is located and which may identify the proposed use for the property.

**ELECTRONIC MESSAGE SIGN.** A sign designed where a portion of the sign area uses changing lights to form a message or messages in text and/or image form where the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. Time/temperature signs are not considered ELECTRONIC MESSAGE SIGNS. VIDEO DISPLAY SIGNS are not considered ELECTRONIC MESSAGE SIGNS.

**FLASHING SIGN.** A sign with an intermittent or sequential flashing light source used primarily to attract attention. An electronic "open sign" that flashes is an example of a FLASHING SIGN. FLASHING SIGNS do not include ELECTRONIC MESSAGE SIGNS.

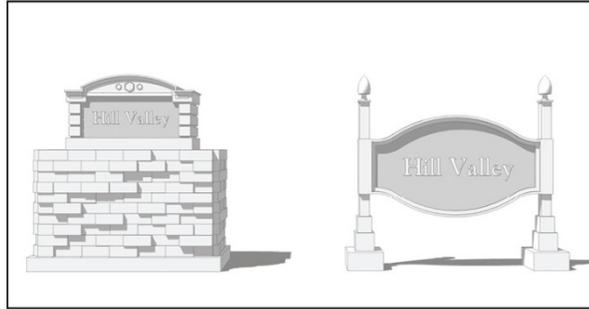
**FLOODLIGHT.** An attention-getting device where an artificial light of high intensity is shined upward in a focused beam to attract attention to a location. A FLOODLIGHT is not focused on a sign or sign face.

**GARAGE/YARD SALE SIGN.** A temporary sign that advertises a yard or garage sale on the premises.

**GOVERNMENT SIGN.** Permanent signs installed by the federal, state, or local governments or taxing bodies for the purpose of regulating traffic, such as railroad crossing signs and signs giving direction to streets, historic sites, or public buildings, and for emergency purposes.

**GROUND MONUMENT SIGN.** A sign that is placed on or supported by the ground, independent of the principal structure on the lot, where the monument base is designed as an integral part of the sign structure. A GROUND MONUMENT SIGN must be designed so that the width of the top of the sign face is a minimum of 80% and a maximum of 120% of the width of the base, unless designed with decorative posts as permitted by the GROUND MONUMENT SIGN regulations of this Title. There are three types of GROUND MONUMENT SIGNS regulated by this Title: GROUND MONUMENT SIGN – SINGLE/DOUBLE TENANT; GROUND MONUMENT SIGN – RESIDENTIAL SUBDIVISION; and GROUND MONUMENT SIGN – MULTI-TENANT.

#### GROUND MONUMENT SIGN



**GROUND MONUMENT SIGN – SINGLE/DOUBLE TENANT.** A type of GROUND MONUMENT SIGN that identifies a non-residential development with one or two tenants. GROUND MONUMENT SIGN – SINGLE/DOUBLE TENANT may also identify a multi-family development.

**GROUND MONUMENT SIGN – RESIDENTIAL SUBDIVISION.** A type of GROUND MONUMENT SIGN that identifies the name of a residential subdivision.

**GROUND MONUMENT SIGN – MULTI-TENANT.** A type of GROUND MONUMENT SIGN that identifies a non-residential development with three or more tenants.

**HOME OCCUPATION SIGN.** A sign identifying a home occupation on the premises.

**LIGHT POLE BANNER.** Banners mounted perpendicular from light poles

**MARQUEE SIGN.** A permanent roof-like structure constructed of permanent building materials that extends from the wall of a structure with no supports extending to the ground with a portion of the structure dedicated to a changeable message. The changeable message portion may be manually changed or an electronic message when permitted by this Title.

#### MARQUEE SIGN



**MEMORIAL PLAQUE.** A plaque or tablet memorializing a historic person, event, structure, or site.

**MENUBOARD SIGN.** A sign that lists items for sale at an establishment with drive-through facilities.

**MOVING SIGN.** A sign where the entire sign structure or a portion of which rotates, moves, elevates, or in any way alters position or geometry. MOVING SIGNS do not include clocks or barber poles. A tri-vision sign where triangular prisms rotate inside a frame to show a new message and/or information is an example of a MOVING SIGN.

**NON-COMMERCIAL MESSAGE SIGN.** A sign for the expression of non-commercial ideas and messages. A NON-COMMERCIAL MESSAGE SIGN does not direct attention to a business, commodity, service, or entertainment that is offered on or off the premises.

**OBSELETE SIGN.** Any sign that identifies or advertises a business, service, owner, product, or activity that is no longer available at the premises.

**OFF-PREMISE SIGN - PERMANENT.** A permanent sign that advertises a business, commodity, service, event, or other activity that is sold, offered, or conducted other than on the premises where the sign is located. Also called a billboard.

**OFF-PREMISE SIGN - TEMPORARY.** A temporary sign that advertises a business, commodity, service, event, or other activity that is sold, offered, or conducted other than on the premises where the sign is located.

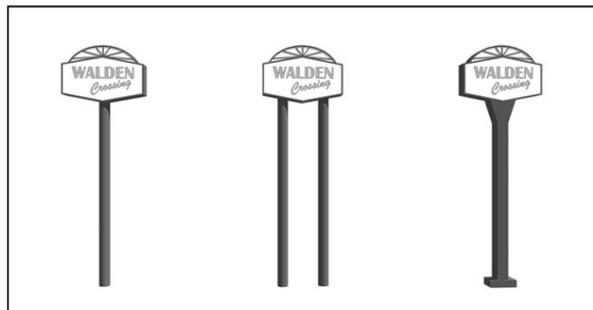
**OPEN HOUSE SIGN.** A sign advertising an open house for a property being offered for rent, lease, or sale.

**PARKING LOT DIRECTIONAL SIGN.** A sign that identifies parking lot entrances and exits, driveway intersections, drive-through lanes, and features of a similar nature.

**PARKING LOT INFORMATION SIGN.** Signs that provide information on the operation of a parking lot, such as "No Parking" or "Unauthorized users shall be towed," and signs within the parking lot that specify the use of a parking stall, such as handicapped-reserved stalls, electric charging stalls, and similar.

**POLE SIGN.** A ground sign that is affixed, attached, or erected on one or more poles. POLE SIGNS include any freestanding sign that does not meet the design and construction standards of a GROUND MONUMENT SIGN.

#### POLE SIGN



**POLITICAL SIGN.** A sign advocating action on a public issue, such as a referendum or similar voting issue, and/or recommending a candidate for public office.

**PORTABLE READER-BOARD SIGN.** A sign whose principal supporting structure is intended, by design and construction, to rest upon the ground for support and may be easily moved or relocated for reuse. PORTABLE READER-BOARD SIGNS include, but are not limited to, signs mounted upon a trailer, wheeled carrier, or other non-motorized mobile structure, with wheels or with wheels removed. PORTABLE READER-BOARD SIGNS do not include A-FRAME SIGNS.

**PROJECTING SIGN.** A sign that is attached to a structure that extends 18 inches or more beyond the surface of the structure to which it is attached. A MARQUEE SIGN is not considered a PROJECTING SIGN.

#### PROJECTING SIGN



**PROPERTY IDENTIFICATION SIGN.** A sign identifying the property management company of a multi-family dwelling.

**PUBLIC INFORMATION/EVENT SIGN.** Temporary signs installed by an institutional use, an open space use, or a civic organization that provides information on a public event or provide public information that contains no commercial advertising.

**PUBLIC TRANSIT ADVERTISING SIGN.** A sign installed at a public transit stop, including passenger rail platforms and bus stops, in cooperation with a public transportation agency, that directs attention to, and advertises, a business, commodity, service, event, or other activity that is sold, offered, or conducted either on or off of the premises where the sign is located.

**REAL ESTATE SIGN.** A sign advertising the real estate upon which the sign is located as being for rent, lease, or sale. A REAL ESTATE SIGN may also advertise an open house.

**RESIDENTIAL SUBDIVISION.** A residential neighborhood developed as an integrated whole and typically with a specific identity.

**ROOF SIGN.** A sign that is erected, constructed, or maintained on and/or above the roof structure or parapet of any building with the principal support attached to the roof structure.

#### ROOF SIGN



**SAFETY GLASS.** Glass designed to prevent splintering when broken, such as toughened/tempered glass, laminated glass, and wire mesh glass.

**SCOREBOARD.** A sign that records and displays the score of a game and may include such information as the name of the field or home team.

#### SCOREBOARD



**SIGN COPY.** The elements of a sign that communicate the message including, but not limited to, words, logos, designs, figures, or other symbols that relay the subject matter or message.

**SNIPE SIGN.** Any sign illegally painted, pasted, or otherwise affixed to any tree, rock, utility pole, hydrant, bridge, sidewalk, parkway, curb or street, bench, or trash receptacle that directs attention to a business, commodity, service, or entertainment that is offered off the premises.

**UNDER-AWNING SIGN.** A sign mounted under an awning. UNDER-AWNING SIGNS may also be mounted under an arcade or gallery. UNDER-AWNING SIGNS are distinct from PROJECTING SIGNS, which are attached to the structure.

#### UNDER-AWNING SIGN



**VEHICLE SIGN.** A sign placed or painted on parked vehicles where 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.

**VIDEO DISPLAY SIGN.** A sign, or portion of a sign, that displays an electronic video, whether pre-recorded or streaming.

**WALL SIGN.** A sign that is mounted flat against wall and projects no more than 18 inches from the wall of a structure with the exposed face of the sign in a plane parallel to the face of the wall. WINDOW SIGNS are not considered WALL SIGNS. A CABINET BOX WALL SIGN is a type of WALL SIGN but is defined separately in this Title. General types of WALL SIGNS are described below, though other wall sign types may be allowed.

**WALL SIGN**



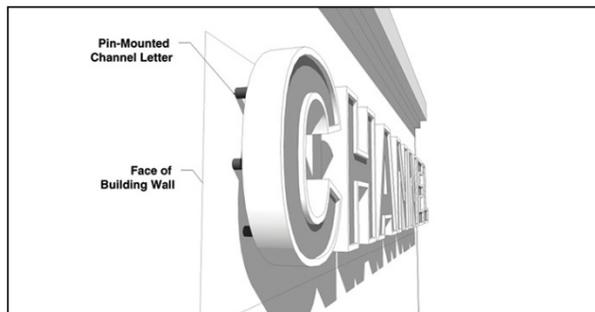
- A. Molded Wall Sign. A wall sign constructed as a single specific shape in a mold made of solid material, where the sign frame is a part of the sign structure and typically designed with raised or recessed sign copy and decorative elements.

**MOLDED WALL SIGN**



- B. Pin-Mounted Channel Letter Wall Sign. Sign copy and any decorative elements mounted directly on the face of a building wall as individual letters, numbers, or symbols without a raceway or background other than the background provided by the building to which the sign is affixed.

**PIN-MOUNTED CHANNEL LETTER WALL SIGN**



- C. Raceway-Mounted Channel Letter Wall Sign. Sign copy mounted on a raceway as individual letters, numbers, or symbols.

**RACEWAY-MOUNTED CHANNEL LETTER WALL SIGN**



- D. Routed Wall Sign. A wall sign created by the cutting away from or into a solid material where the sign copy and any decorative elements are cut into the sign face.

**ROUTED WALL SIGN**



**WARNING SIGNS.** Signs with no commercial message that relay warning or instructional information regarding the premises, such as “Beware of Dog,” “No Trespassing” or “No Dumping.”

**WINDOW SIGN.** A sign that is attached to, placed upon, or printed on the interior or exterior of a window or door of a building, or displayed within two feet of a window intended for viewing from the exterior of such a building. A WINDOW SIGN may be either permanent or temporary. Shadowbox design within display windows, where the window display is designed with a background enclosure against which signs are mounted that blocks view into the establishment, is considered a WINDOW SIGN and subject to the maximum sign area limitation.

**WINDOW SIGN**



## **21.06 ADMINISTRATION**

This Title is administered by the Village Administrator or his/her designee. All references to the Village Administrator throughout this Title also mean his/her designee. The ability to direct powers to a designee applies to all actions throughout this Title.

## **21.08 SIGN PERMIT**

No sign, unless specifically identified as exempt by this Title, may be erected, constructed, altered, or relocated without first obtaining approval of a sign permit in accordance with the following.

### **A. Authority**

The Village Administrator is responsible for determining compliance with this Title and issuing a sign permit.

### **B. Application**

A complete application for a sign permit is required. The following submittals are also required, unless waived in writing by the Village Administrator:

1. Plat of survey.
2. Site plans and elevations.
3. Sign renderings, including colors.
4. Sign dimensions.
5. Sign construction materials.
6. UL listing or other third party listing agency.
7. Construction specifications including mounting specifications, electrical connections, foundation drawings, and wind loading.
8. Landscape plan.

### **C. Process**

Upon the filing of a complete application for a sign permit, the Village Administrator will examine the plans and specifications for the proposed sign and issue a sign permit if the plans comply with the requirements of this Title, and the current building code, electrical code, and other applicable codes adopted by the Village.

### **D. Fees**

All fees must be paid to receive a permit. No permit will be issued without full payment of required fees. Applicable fees are listed in the Village Code.

### **E. Expiration**

If the work authorized under a sign permit is not completed within 180 days of issuance of the permit, the sign permit expires and becomes null and void.

## **21.10 SIGN VARIANCE AND ADMINISTRATIVE MODIFICATION**

No sign may be erected, constructed, altered, or relocated that does not comply with the regulations of this Title unless a sign variance or an administrative modification is applied for and approved in accordance with this Section 21.10.

### **A. Authority**

This Section 21.10 allows for two types of exceptions from the sign regulations of this Title, a traditional sign variance or an administrative modification. A sign variance may only be approved by the Village Board. An administrative modification may be approved by the Village Administrator.

### **B. Administrative Modifications**

An administrative modification may be approved by the Village Administrator. Applications are eligible for an administrative modification in the following circumstances:

1. A modification to the maximum sign area or sign height of up to 10%.
2. Reduction in the required sign setback of no more than one foot.
3. Modifications or additions to permitted sign materials.
4. Modifications to required sign landscape.
5. A modification to allow a wall sign to project over a roofline for up to 12 inches.

### **C. Approval Process for Administrative Modifications**

All applications for an administrative modification must be filed with the Village Administrator in addition to the sign permit application. Once it is determined that the application is complete, the Village Administrator will process the application as follows:

1. The Village Administrator will approve, approve with conditions, or deny the administrative modification. The Village Administrator's decision must be based on evaluation of the application pursuant to the approval standards of Section 21.10.E.
2. The Village Administrator may also, at his/her discretion, determine that, because of its nature, a proposed administrative modification application, even if it meets the criteria of Section 21.10.B, must be resubmitted in accordance with the procedures for a sign variance.
3. If the Village Administrator denies the application for an administrative modification, the applicant may appeal the decision to the Village Board by resubmitting the application as a sign variance. No new fees for the variance are required. Appeals must be filed within 30 days of receipt of written confirmation of the denial.

### **D. Approval Process for Sign Variance**

All applications for a sign variance must be filed with the Village Administrator in addition to the sign permit application. Once it is determined that the application is complete, the Village Administrator will process the application as follows:

1. The Village Administrator will forward the application to the Community and Economic Development Committee, which will review the application and forward its recommendation to the Village Board.
2. The Village Board will consider the sign variance after receipt of the Community and Economic Development Committee recommendation. The Village Board will approve, approve with conditions, or deny the sign variance.

3. The Community and Economic Development Committee recommendation and the Village Board's decision must be based on evaluation of the application pursuant to the approval standards of Section 21.10.E.
4. The Community and Economic Development Committee may recommend, and the Village Board may impose, conditions and restrictions upon the location and construction of the sign as necessary to protect the public health, safety, and welfare.

#### **E. Approval Standards**

Approval of a variance or administrative modification must be based on the evaluation of the application pursuant to the following approval standards:

1. The proposed sign is compatible with the character of the surrounding area, including the design and dimensions of existing signs.
2. The proposed sign is not detrimental to the development of the surrounding area.
3. The proposed sign is not detrimental to the public health, safety, and welfare.

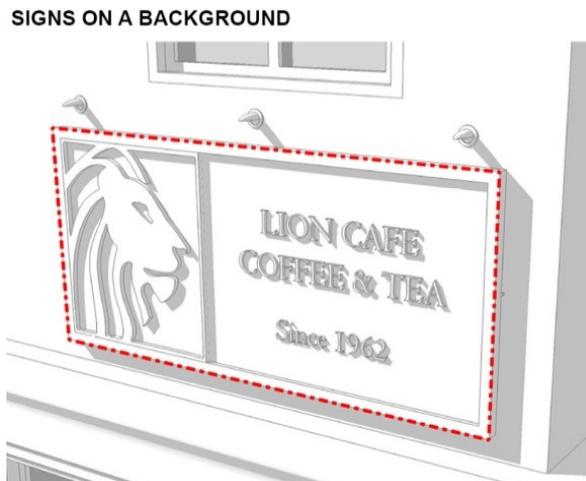
#### **F. Expiration**

1. The sign variance or administrative modification is considered part of the sign permit and is subject to the expiration provisions for a sign permit.
2. A sign variance or administrative modification is issued for the specific sign on the specific site indicated on the sign permit and sign variance or administrative modification. Once such sign is removed or replaced, the sign variance or administrative modification becomes null and void.

### **21.12 SIGN DIMENSION MEASUREMENT**

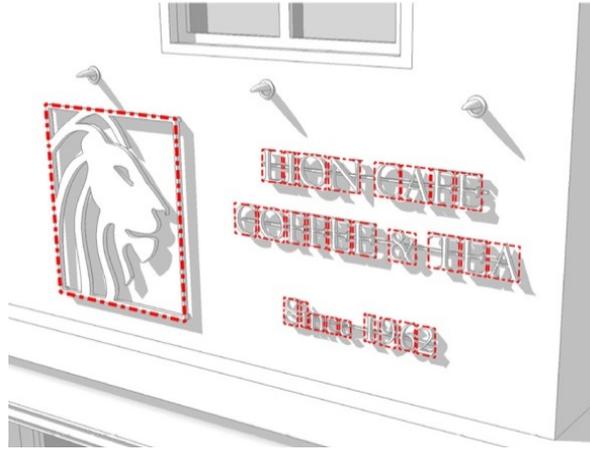
#### **A. Calculation of Sign Area**

1. For signs on a background, the entire area of the background is calculated as sign area, including any material or color forming the sign face and the background used to differentiate the sign from the structure against which it is mounted. Sign area does not include any supports or bracing.



- For signs consisting of channel letters or freestanding logos, the sign area is calculated as the total area of each square, circle, rectangle, or triangle, or combination thereof, that encompasses each individual letter or logo. Sign area does not include any supports or bracing.

**SIGNS CONSISTING OF CHANNEL LETTERS OR LOGOS**



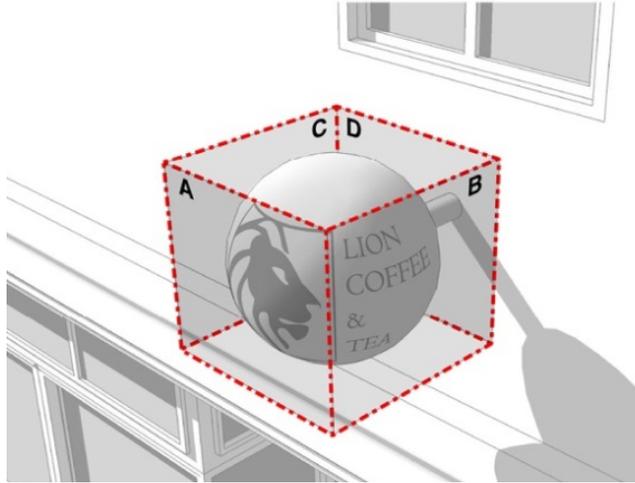
- Window area for the purpose of calculating maximum window sign area is calculated as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area. Window signs printed on a transparent film and affixed to the interior or exterior of a windowpane or glass door are calculated as individual letters or logos as described in Section 21.12.A.2 above, provided that the portion of the transparent film around the perimeter of the individual letters or logos maintains 100% transparency of the window.

**WINDOW SIGNS**



4. The sign area of a three-dimensional, free-form, or sculptural (non-planar) sign is calculated as 50% of the sum of the area of the four vertical sides of the smallest cube that will encompass the sign.

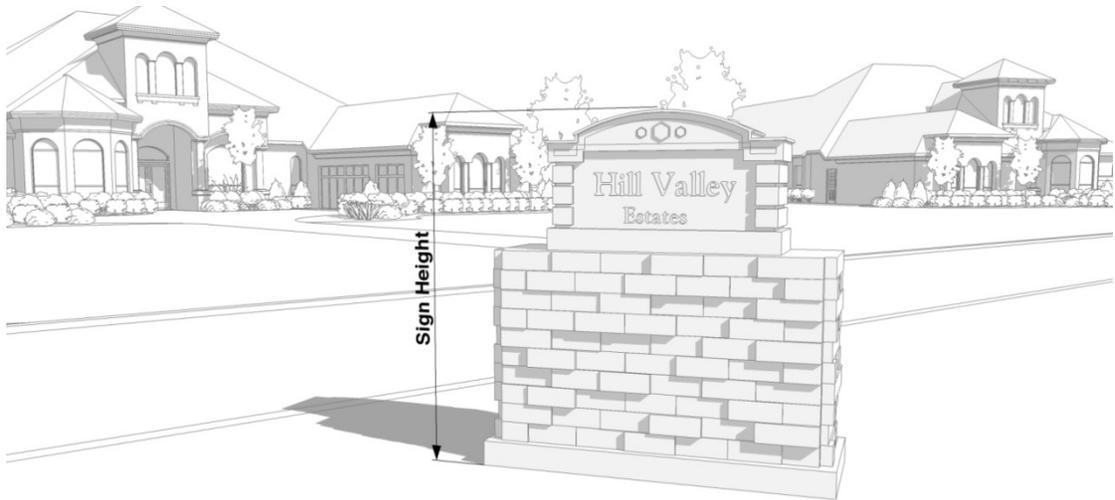
#### 3D/FREEFORM/SCULPTURAL SIGNS



#### B. Calculation of Sign Height

For ground monument signs, sign height is measured as the vertical distance measured from the base of the sign to the highest point of the sign, including any decorative elements.

#### CALCULATION OF SIGN HEIGHT



**C. Calculation of Vertical Clearance**

For signs attached to buildings, vertical clearance is measured as the vertical distance measured from the ground directly below the sign to the lowest point of the sign.

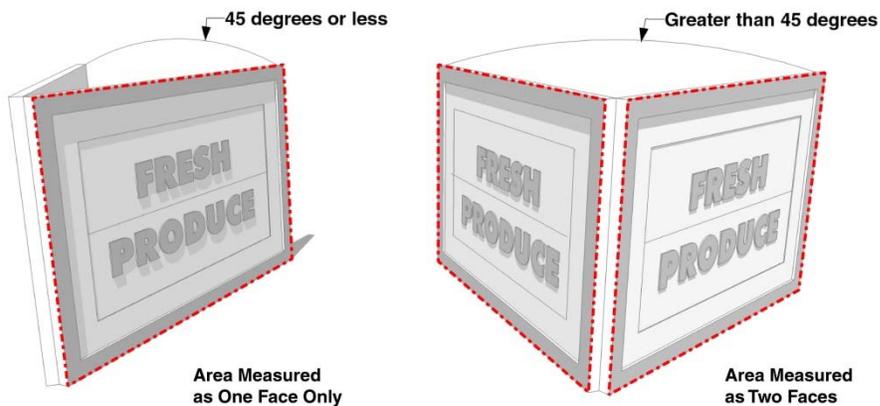
**CALCULATION OF VERTICAL CLEARANCE**



**D. Calculation of Sign Face**

If the interior angle between two sign faces is 45° (degrees) or less, the sign area is computed as the area of one face only. If the angle between two sign faces is greater than 45° (degrees), the total sign area is computed as the sum of the areas of the two faces.

**CALCULATION OF SIGN FACE**



## 21.14 GENERAL STANDARDS

All signs constructed, erected, modified, or altered must comply with the following standards of design and construction.

### A. Prohibited Installations

1. No sign may be erected in a location that violates the current building code, fire code, and other applicable codes adopted by the Village.
2. Ground monument signs and A-frame signs are subject to the height restrictions of the view obstruction triangle in Section 20.52.020(G) of the Zoning Ordinance.
3. Only signs that have been placed by federal, state, or local government or taxing bodies may be installed on public property, unless a sign's placement has been authorized by the Village. Any sign installed on public property without authorization may be removed by the Village without notice.
4. No sign may be erected on private property without the consent of the property owner or his/her authorized agent. When a sign permit applicant proposes to install a sign on property not owned by the applicant, written permission from the property owner or his/her authorized agent must be submitted as part of the sign permit application.
5. No sign may be erected in a manner that obstructs access to any ingress or egress, fire escapes, or standpipes or similar fire hose connections.

### B. Construction Standards

1. Supports and braces must be designed as an integral part of the overall sign and obscured from public view to the extent technically feasible.
2. All signs attached to a building must be installed and maintained so that wall penetrations are watertight and the structure does not exceed allowable stresses of supporting materials.
3. All signs must be designed and constructed in compliance with the current building code, electrical code, and other applicable codes adopted by the Village.
4. No permanent sign may be constructed of plywood, particleboard, or paper.
5. No sign may be hand-painted on a structure.
6. Glass forming any part of a sign must be safety glass.
7. All letters, figures, characters, or representations in cut-out or irregular form, maintained in conjunction with, attached to, or superimposed upon any sign must be safely and securely built into or attached to the sign structure.
8. Audio components are prohibited on any sign, with the exception of menuboards. For menuboards, the audio component is limited to communication between customer and service window.

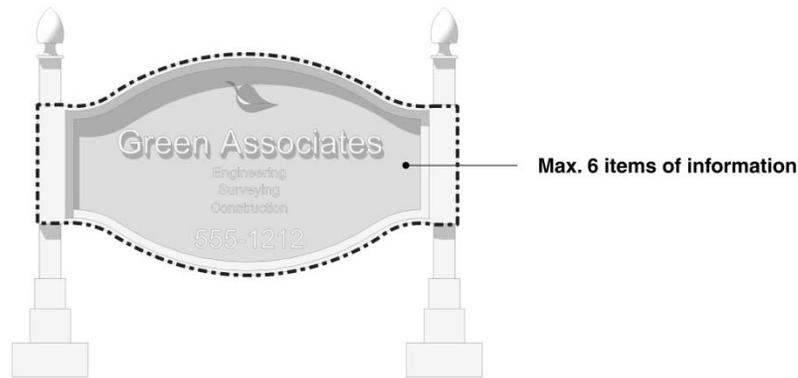
### C. Electrical Wiring

1. All electrical fixtures, devices, circuits, conduits, raceways, or similar features must be installed and maintained in compliance with the current electrical code adopted by the Village.
2. Conduits and other components of a sign illumination system must be designed as an integral part of the overall sign structure and obscured from public view to the extent technically feasible.

### D. Sign Copy

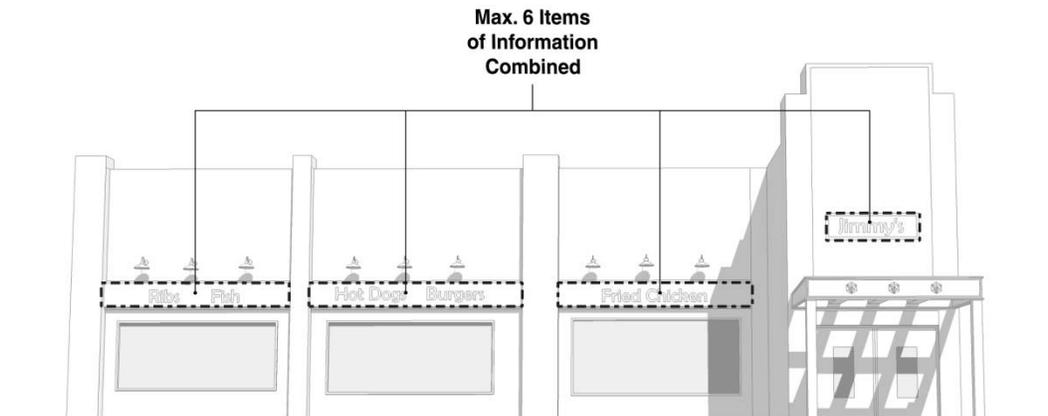
1. All sign copy must relate to the name or nature of the business or establishment on the site. This does not apply to political or non-commercial messages.

2. A non-commercial message may be substituted for a commercial message on any sign permitted by this Title.
3. When a single structure is shared by two or more businesses or tenants, the permitted sign types, maximum sign area, and sign copy allowed by this Title for the establishments must be shared between the businesses or tenants. The Village will not broker or enforce any private agreements between such businesses or tenants regarding shared signs.
4. Items of information for certain sign types are limited as follows:
  - a. Ground monument signs – single/double tenant and ground monument signs – residential subdivision are limited to six items of information on each sign face. In the C-5-VC District, this limitation is restricted to four items of information.



- b. Wall signs are limited to six items of information. Items of information for wall signs are counted by each item of information on the same façade. This includes wall sign designs that are composed of multiple individual wall signs. In the C-5-VC District, this limitation is restricted to four items of information.

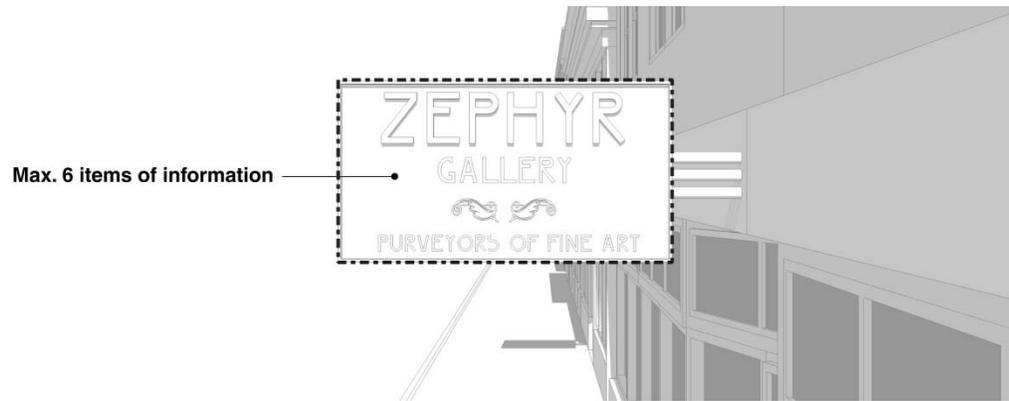
**ITEMS OF INFORMATION – WALL SIGNS (MULTIPLE INDIVIDUAL SIGNS)**



**ITEMS OF INFORMATION – WALL SIGNS (SINGLE SIGN)**

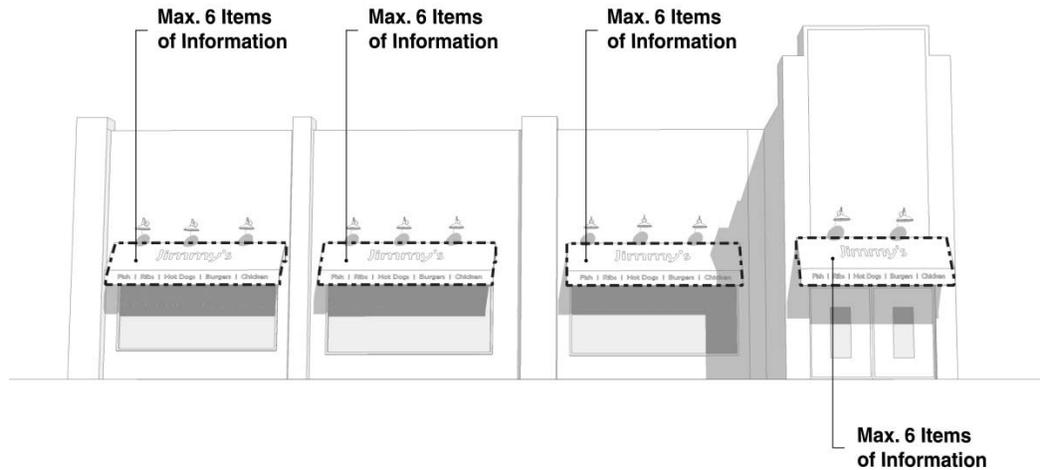


- c. Projecting signs are limited to six items of information on each sign face. In the C-5-VC District, this limitation is restricted to four items of information.



- d. Awning and canopy signs are limited to six items of information. Items of information for awning and canopy signs are counted by the number of items of information on each individual awning or canopy, even if more than one awning or canopy is located on the same façade. In the C-5-VC District, this limitation is restricted to four items of information.

**ITEMS OF INFORMATION – AWNING AND CANOPY SIGNS**



- 5. Each piece of information on a sign is defined as an item of information. For example, each of the following is defined as one item of information: establishment name, logo, telephone number, website address, or product or service. For the purposes of determining items of information
  - a. A multi-word establishment name or address is counted as one item of information. If a sign advertises products or services, each product or service, including multi-word, is considered one item of information.

**CALCULATION OF ITEMS OF INFORMATION**



- b. A composition consisting of an image integrated with text will be counted as one item of information when the text overlaps the image by 50% or more or when the image overlaps the text by 50% or more.

**CALCULATION OF ITEMS OF INFORMATION:  
INTEGRATED IMAGE AND TEXT**



- c. When an image is used in place of a letter in text, the combination of the image and text is considered one item of information.

**CALCULATION OF ITEMS OF INFORMATION:  
IMAGE AS LETTER**



- d. A street address is not counted as an item of information.
- e. The message area of a changeable message board or an electronic message sign is counted as one item of information.
- f. For gas station signs, the area used to display gas prices is counted as one item of information.

**E. Required Maintenance**

1. All signs must be kept in a safe and well-maintained condition and appearance, and must be repainted or otherwise maintained by the property owner or business owner to prevent corrosion or deterioration caused by the weather, age, or any other condition.
2. All signs must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.

3. All unused sign hardware or wiring must be removed. The Village Administrator will serve written notice to the permit holder and property owner that unused sign hardware or wiring must be removed within 30 days of written notice for permanent signs or 24 hours for temporary signs. If the unused sign hardware or wiring is not removed within the required time period, the Village Administrator may enforce this order through permitted enforcement procedures.
4. If a sign is maintained in an unsafe or unsecured condition, it must be removed or the condition corrected. The Village Administrator will serve written notice to the permit holder and property owner that the sign must be removed or the condition corrected within 30 days of written notice for permanent signs or 24 hours for temporary signs. If the sign is not removed or the condition is not corrected within the required time period, the Village Administrator may enforce this order through permitted enforcement procedures.
5. The Village may remove any sign that is an immediate public peril to persons or property summarily and without notice.

#### **21.16 ILLUMINATION STANDARDS**

- A. Any sign illumination, including gooseneck reflectors, external illumination, and internal illumination, must be designed, located, shielded, and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, and prevent the distraction of motor vehicle operators or pedestrians in the public right-of-way.
- B. For non-LED illuminated signs, the maximum allowable footcandle at the lot line for any illuminated sign is one footcandle. However, for any non-LED illuminated signs that are allowed to extend over the lot line, the maximum of one footcandle is measured at the back of curb or edge of pavement.
- C. For LED signs, the maximum footcandle is measured as follows:
  1. Footcandles are measured directly perpendicular to the face of the sign at a distance in feet, rounded to one decimal place, calculated as follows: the square root of the area of the LED sign face multiplied by 100.  
  
*Example: For a 50 square foot LED sign, 50 square feet multiplied by 100 is 5,000 feet and the square root of that, rounded to one decimal place, is 70.7 feet.*
  2. One reading will be taken with the LED sign off, and a second taken displaying a white image for a full color-capable sign or a solid message for a single-color sign.
  3. The difference between the off and solid-message measurements cannot exceed 0.3 footcandles.
  4. All permitted LED signs must be equipped with a sensor or other device that automatically determines the ambient illumination and is programmed to automatically dim according to ambient light conditions or be adjusted to comply with the 0.3 footcandle maximum.
- D. The sign face of internally illuminated signs must function as a filter to diffuse illumination. The sign face must cover all internal illumination components so that no exposed bulbs are visible.
- E. All external illumination of a sign must concentrate the illumination upon the printed area of the sign face.
- F. No sign illumination may be combined with reflective materials, such as mirrors, polished metal, or highly-glazed tiles, which would increase glare.
- G. Neon components used as a sign material or sign accent are permitted for permanent window signs in non-residential zoning districts. Flashing neon is prohibited.
- H. Neon or LED lighting to outline doors and windows is prohibited.

## 21.18 PROHIBITED SIGNS

All signs not expressly permitted by this Title are prohibited. In addition, the following sign types are specifically prohibited:

- A. Air-infused/air-inflated signs.
- B. Banners used as permanent signs, including banners wrapped around a permanent sign structure, such as a ground monument sign, projecting sign, or wall sign.
- C. Cabinet box wall signs.
- D. Changeable message board signs. This prohibition does not apply to:
  - 1. Places of worship. Places of worship are permitted a changeable message board sign as part of a permitted permanent sign structure. However, the lot where the place of worship is located may only have either a changeable message board sign or an electronic message sign. Electronic message signs are allowed only when they meet the requirements of this Title for electronic message signs.
  - 2. Gas stations. Gas stations may have a changeable message board sign for that portion of the sign that displays the price of fuel. However, the lot where the gas station is located may only have either a changeable message board sign or an electronic message sign for the display of the price of fuel.
  - 3. Marquees. Marquees are permitted a changeable message board sign as part of the sign structure. However, the marquee may only have either a changeable message board sign or an electronic message sign. Electronic message signs are allowed only when they meet the requirements of this Title for electronic message signs.
- E. Flashing or animated signs. This excludes electronic message signs.
- F. Home occupation signs.
- G. Moving signs, including signs designed to be moved by wind or other natural elements. This excludes clocks and barber poles.
- H. Obsolete signs and sign structures.
- I. Off-premise signs - temporary. This includes electronic message sign displays of off-premise commercial messages. This does not include public transit advertising signs.
- J. Off-premise signs – permanent. This includes billboards and the use of permanent sign structures to display off-premise commercial messages. This does not include public transit advertising signs.
- K. Pole signs. This excludes scoreboard and menuboard signs constructed as pole signs when permitted by this Title.
- L. Portable reader-board signs.
- M. Roof signs. Roof signs mounted on a structure with a mansard roof existing as of the effective date of this Title are permitted to continue, and may be repaired, altered, or replaced until such time as the structure is demolished. These existing roof signs, for the purposes of alteration or replacement, are subject to the regulations for a wall sign with the exception of roof-mounting prohibitions.
- N. Snipe signs.
- O. Strobe lights, moving or fixed spotlights, and floodlights.

- P.** Traffic hazard signs. Signs that constitute a traffic hazard include those that:
1. Interfere with, obstruct the view of, or may be confused with any authorized traffic sign, signal, or device because of its position, shape, or color, including signs illuminated in red, green, or amber color to resemble a traffic signal.
  2. Make use of the words STOP, LOOK, DETOUR, DANGER, CAUTION, WARNING, or any other word, phrase, symbol, or character in a manner that misleads, interferes with, or confuses traffic.
- Q.** Vehicle signs. This prohibition does not include signs painted on vehicles, trucks, or buses that are being operated and stored in the normal course of business, such as signs located on delivery trucks, promotional vehicles, moving vans, and rental trucks, provided that the primary purpose of such vehicles is not the display of signs, and that they are parked or stored in areas related to their use as vehicles and all vehicles are in operable condition. Vehicle for-sale signs are also exempt from this provision.
- R.** Video display signs.

**21.20 SUMMARY OF PERMANENT AND TEMPORARY SIGN REGULATIONS**

Table 21-1: Summary of Permanent and Temporary Sign Regulations indicates whether a permanent or temporary sign requires a sign permit. Section 21.22 contains regulations for the permanent and temporary sign types that do not require a sign permit, which are named “exempt signs,” and Section 21.24 contains regulations for the permanent and temporary sign types that require a sign permit.

TABLE 21-1: SUMMARY OF PERMANENT AND TEMPORARY SIGN REGULATIONS		
SIGNS	No Permit Required (Section 21.22)	Permit Required (Section 21.24)
<b>PERMANENT SIGNS</b>		
Awning Sign		X
Building Directory Sign	X	
Canopy Sign		X
Electronic Message Sign		X
Flag – Commercial	X	
Flag – Governmental	X	
Government Sign	X	
Ground Monument Sign (All Types)		X
Marquee		X
Memorial Plaque	X	
Menuboard		X
Parking Lot Directional Sign		X
Parking Lot Information Sign	X	
Projecting Sign		X
Property Identification Sign	X	
Public Information/Event Sign		X
Public Transit Advertising Sign		X

TABLE 21-1: SUMMARY OF PERMANENT AND TEMPORARY SIGN REGULATIONS		
SIGNS	No Permit Required (Section 21.22)	Permit Required (Section 21.24)
Scoreboard		X
Wall Sign		X
Warning Signs	X	
Window Sign - Permanent	X	
TEMPORARY SIGNS		
A-Frame Sign		X
Attention-Getting Device		X
Attention-Getting Device: Banner – Institutional or Open Space Use	X	
Construction Sign – Single-Family or Two-Family Individual Lot Development	X	
Construction Sign – Large		X
Garage/Yard Sale Sign	X	
Light Pole Banner	X	
Non-Commercial Sign	X	
Open House Sign	X	
Political Sign	X	
Real Estate Sign	X	
Window Sign - Temporary	X	

**21.22 NO PERMIT REQUIRED: EXEMPT PERMANENT AND TEMPORARY SIGNS**

**A. Exemption of Alteration and Maintenance Operations**

The following activities are exempt from a sign permit:

1. Painting, cleaning, or other normal maintenance and repair of a sign not involving structural changes or changes in the electrical components of the sign. Any activity that increases the sign area, sign height, or any sign dimension is not exempt from a sign permit.
2. Changing of the message of a changeable message sign or electronic message sign.

**B. Exempt Ancillary Signs**

1. Logos and labels located on mechanical equipment, recycling bins, trash containers, or similar, which are part of the equipment as manufactured and/or installed, are exempt.

2. Signs installed on gas station pumps to advertise products or services available on the premises are exempt, subject to the following:
  - a. Such signs are limited to one square foot in sign area. Such signs must be installed on the pump and oriented to face the vehicle fueling.
  - b. Gas station pump signs may be electronic message center signs if they meet the following requirements:
    - i. The gas station does not abut a residential district. This restriction does not apply if the lot is separated from the residential district by a public right-of-way, including alleys.
    - ii. Electronic gas station pump signs are installed at least 25 feet from any lot line.
    - iii. No audio component is included.
  - c. A maximum of one sign per pump is permitted, whether a non-electronic or electronic sign.

**C. Exempt Signs**

Table 21-2: Exempt Signs describes the types of signs that are allowed without a sign permit. All exempt signs must comply with all the regulations of this Section and this Title.

TABLE 21-2: EXEMPT SIGNS

SIGN	PERMITTED DISTRICT OR USE	PERMITTED SIGN TYPE	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT (FREESTANDING SIGN)	REQUIRED SETBACK OR LOCATION (FREESTANDING SIGN)	NUMBER PER LOT	ILLUMINATION	TIME LIMITATION
<b>Banner - Institutional or Open Space Use</b>	Institutional or open space use in all districts	Wall or fence	32sf	Not Applicable	Not Applicable	1 per street frontage	Prohibited	None
<b>Building Directory Sign</b>	All multi-family & non-residential uses	Freestanding or wall	6sf	5'	5' from any lot line	1 per building entry	Internal illumination	None
<b>Construction Sign - Single-Family or Two-Family Individual Lot Development</b>	All districts for single-family or two-family individual lot development	Freestanding, wall, or fence	12sf	8'	5' from any lot line	1 per street frontage	Prohibited	Installed only after approval of project building permit; removed once construction complete or project building permit expires
<b>Flag – Commercial</b>	Non-residential districts	Freestanding or wall	16sf	Zoning district height limit	5' from any lot line	Freestanding: 1 per street frontage Wall: 1 per establishment	External illumination	None
<b>Flag – Governmental</b>	All districts	Freestanding or wall	No limit	Zoning district height limit	5' from any lot line	No limit	External illumination	None
<b>Garage/Yard Sale Sign</b>	All residential uses	Freestanding, wall, or window	6sf	5'	None	1 per lot	Prohibited	Installed 48 hours prior to event; removed within 24 hours of the end of the event
<b>Government Sign</b>	All districts	Freestanding or wall	No Limit	No Limit	None	No Limit	Internal or external illumination	None

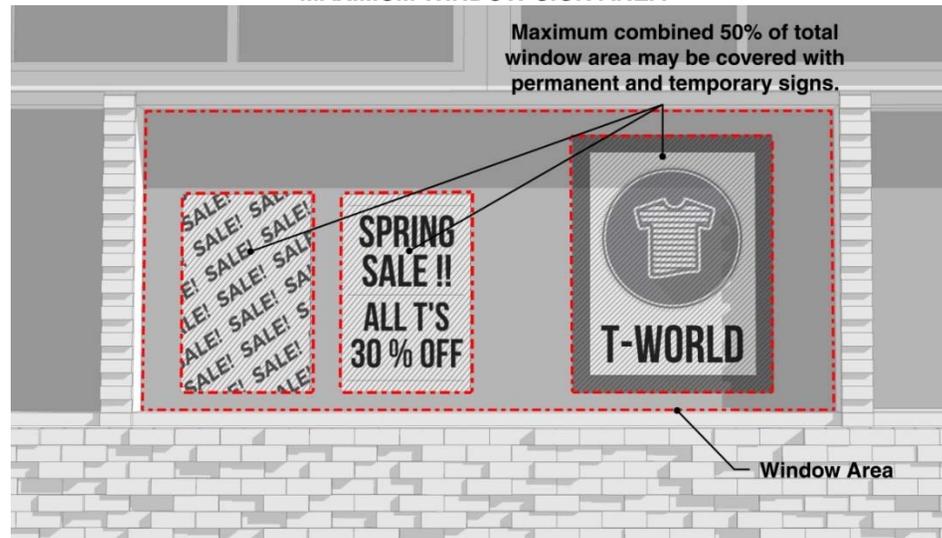
TABLE 21-2: EXEMPT SIGNS

SIGN	PERMITTED DISTRICT OR USE	PERMITTED SIGN TYPE	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT (FREESTANDING SIGN)	REQUIRED SETBACK OR LOCATION (FREESTANDING SIGN)	NUMBER PER LOT	ILLUMINATION	TIME LIMITATION
Light Pole Banners	Institutional or open space uses in all districts C-4 District on lots greater than 1 acre in lot area	Pole-mounted (must be held taut between support posts)	10sf	Not Applicable	Not Applicable	1 per light pole	Prohibited	None
Memorial Plaque	All districts	Freestanding or wall	6sf	4'	5' from any lot line	Institutional use: No limit All other uses: 1 per lot	Internal or external illumination	None
Non-Commercial Sign	All districts	Freestanding, wall, or window	No limit	4'	5' from any lot line	No limit	Prohibited	None
Open House Sign	All districts	Freestanding, wall, or window	12sf	5'	None	2 per street frontage	Prohibited	Installed 48 hours prior to event; removed within 24 hours of the end of the event
Parking Lot Information Sign	All parking lots & structures	Freestanding or wall	10sf	6'	5' from any lot line	2 per parking lot; there is no limit on stall identification signs	Prohibited	None
Political Sign	All districts	Freestanding, wall, or window	No limit	4'	5' from any lot line	No limit	Prohibited	None
Property Identification Sign	Multi-family residential uses	Wall	4sf	Not Applicable	Not Applicable	1 per structure	Prohibited	None
Real Estate Sign	All districts	Freestanding, wall, or window	Residential District: 12sf C-5 Districts: 16sf Other Districts: 32sf	Up to 16sf in area: 6' 16sf or greater in area: 8'	None	1 per street frontage	Prohibited	Removed within 3 days of final closing, lease, or rental

TABLE 21-2: EXEMPT SIGNS

SIGN	PERMITTED DISTRICT OR USE	PERMITTED SIGN TYPE	MAXIMUM SIGN AREA	MAXIMUM SIGN HEIGHT (FREESTANDING SIGN)	REQUIRED SETBACK OR LOCATION (FREESTANDING SIGN)	NUMBER PER LOT	ILLUMINATION	TIME LIMITATION
Warning Signs	All districts	Freestanding, wall, or window	4sf	5'	None	None	Prohibited	None
Window Sign (Permanent or Temporary)	All non-residential uses	Window signs attached to, placed upon, printed on the exterior of a window or door of a building must be weatherproofed	50% of total window sign area (combined permanent and temporary)	Not Applicable	Not Applicable	None	Internal or external illumination; Neon permitted in non-residential districts	None

**MAXIMUM WINDOW SIGN AREA**



**21.24 SIGN PERMIT REQUIRED: PERMANENT AND TEMPORARY SIGNS**

**A. Sign Types Permitted by District**

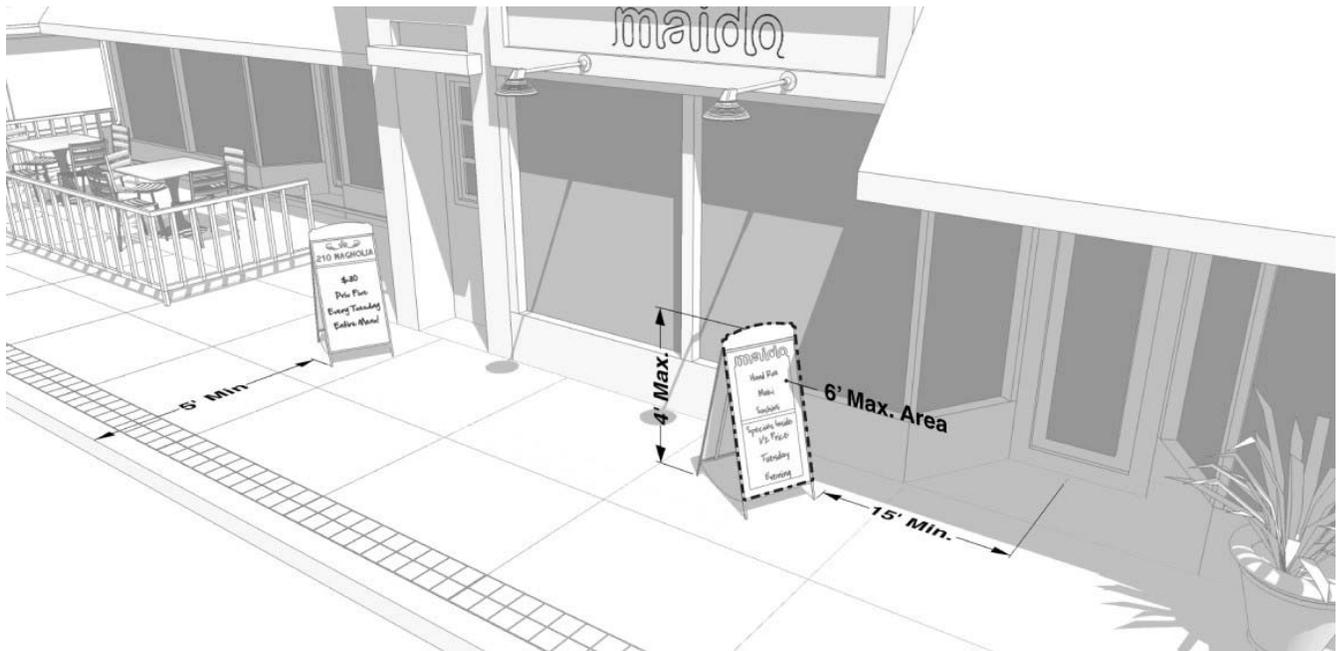
1. This section describes the types of signs allowed with a sign permit. Table 21-3: District Permissions for Signs Requiring Permit indicates in which districts these types of signs are permitted. Specific regulations on each sign type may include further restrictions on which uses within a district may utilize these sign types.
2. Select signs are permitted by the use they are associated with, rather than the district. Sign regulations indicate which uses are allowed these types of signs. These sign types are as follows:
  - a. Construction Sign - Large
  - b. Ground Monument Sign – Residential Subdivision
  - c. Menuboard
  - d. Parking lot directional sign
  - e. Public information/event signs
  - f. Public transit advertising signs
  - g. Scoreboard
3. Changing the sign face of an existing sign requires a sign permit.

TABLE 21-3: DISTRICT PERMISSIONS FOR SIGNS REQUIRING PERMIT										
DISTRICT	A-Frame Sign	Attention-Getting Device	Awning Sign	Canopy Sign	Electronic Message Sign	Ground Monument Sign - Single/Double Tenant	Ground Monument Sign - Multi-Tenant	Marquee	Projecting Sign	Wall Sign
R-1			X	X		X				X
R-2			X	X		X				X
R-3			X	X		X				X
R-4			X	X		X				X
R-5			X	X		X				X
C-1	X	X	X	X		X	X		X	X
C-2	X	X	X	X	X	X	X	X	X	X
C-3	X	X	X	X	X	X	X	X	X	X
C-4	X	X	X	X	X	X	X	X	X	X
C-5-VC	X	X	X	X		X	X	X	X	X
C-5-MU	X	X	X	X		X	X	X	X	X
C-5-C	X	X	X	X	X	X	X	X	X	X
C-5-R			X	X		X				X
O-R		X	X	X	X	X	X			X
M-1		X	X	X	X	X	X		X	X
M-MU	X	X	X	X	X	X	X	X	X	X
OS		X	X	X	X	X				X
I		X	X	X	X	X				X
L-MU	X	X	X	X	X	X	X	X	X	X

## B. A-Frame Sign

1. A-frame signs are permitted for commercial uses in the districts indicated in Table 21-3.
2. Sign permits for A-frame signs are valid from January 1<sup>st</sup> through December 31<sup>st</sup>, unless otherwise restricted as part of the sign permit approval. A new sign permit application must be applied for on or after January 1<sup>st</sup> of each year. In addition to the sign permit application submittal requirements, a placement plan must be submitted that shows the general location of the A-frame sign.
3. One A-frame sign is permitted per establishment.
4. An A-frame sign must be placed within 15 feet of the primary entrance of the business, and must not interfere with pedestrian traffic or violate standards of accessibility as required by the ADA or other accessibility codes. A-frame signs may be placed in the public right-of-way but must maintain a five foot sidewalk clearance at all times.
5. A-frame signs are limited to six square feet in area per side and four feet in height.
6. The use of A-frame signs is limited to business hours only. Signs must be stored indoors at all other times.
7. A-frame signs must not be used outdoors when high winds or heavy snow conditions exist.
8. The frame of an A-frame sign must be made of wood, plastic, or metal.
9. Illumination of A-frame signs is prohibited. No A-frame sign may have an electronic component.

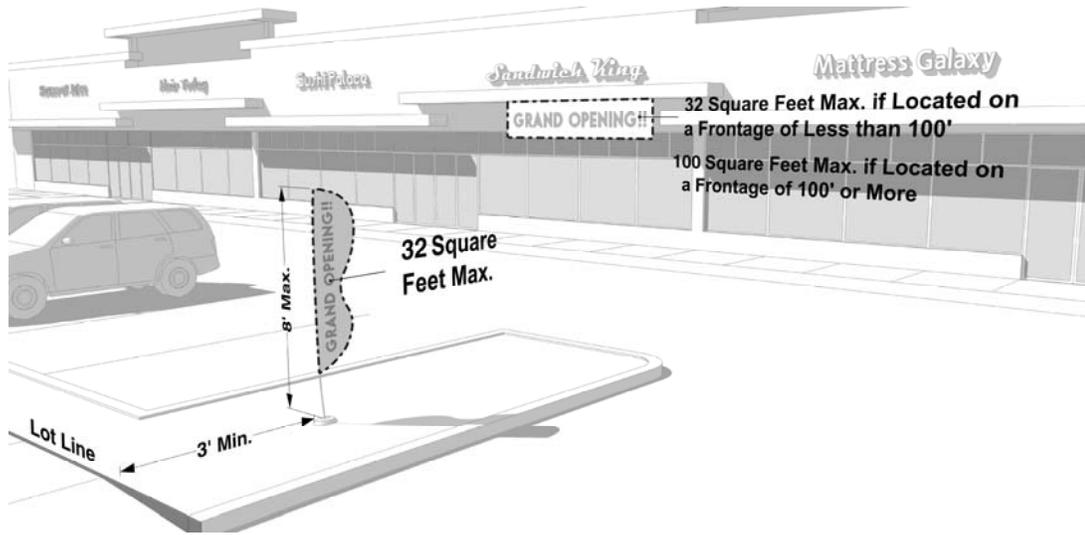
### A-FRAME SIGN REGULATIONS



### **C. Attention-Getting Device**

1. Attention-getting devices are permitted for non-residential uses in the districts indicated in Table 21-3. Banners related to events or information for institutional or open space uses are exempt from a sign permit and regulated by Table 21-2.
2. An establishment may have both a freestanding and wall-mounted attention-getting device installed or mounted simultaneously, with the following exceptions:
  - a. In the C-5-VC District, only wall-mounted attention-getting devices are permitted.
  - b. For multi-tenant sites, the property owner(s) and/or tenants must coordinate display of attention-getting devices.
3. Freestanding attention-getting devices are subject to the following:
  - a. One freestanding attention-getting device is allowed for every 100 feet of street frontage. There must be a 20 foot separation between freestanding attention-getting devices.
  - b. Freestanding attention-getting devices are limited to a maximum height of eight feet and 32 square feet in area.
  - c. Freestanding attention-getting devices must be located a minimum of three feet from a lot line.
4. Wall-mounted attention-getting devices are subject to the following:
  - a. Wall-mounted attention-getting devices are limited to 32 square feet in total area when mounted upon a façade of less than 100 linear feet in length. Wall-mounted attention-getting devices are limited to 100 square feet in total area when mounted upon a façade of 100 or more linear feet in length.
  - b. Wall-mounted attention-getting devices are limited to a maximum of one per each facade of an establishment.
5. Pennants are subject to the following:
  - a. Pennants may be used in place of one freestanding or wall-mounted attention getting device as described in item 2 above.
  - b. Pennants are limited to one and one-half square feet per pennant triangle.
  - c. Pennants may be installed across or over a driveway, drive aisle, or internal pedestrian walkway but cannot impede pedestrian or vehicle traffic. No pennants may be installed in the right-of-way.
6. Illumination of any attention-getting devices is prohibited.
7. Attention-getting devices are limited to the following display periods:
  - a. When the attention-getting device advertises an event that has a specific start and end time: A total display period of seven days prior to the start of the event, the time period of the event, and two days following the end of the event.
  - b. All other attention-getting device advertisements (non-time specific): 15 days.
  - c. A maximum of four display periods per year is permitted, which is cumulative regardless of whether the display timeframe is determined by Section 21.24.C.7.a or 21.24.C.7.b, with a minimum of 30 days between displays. For multi-tenant sites, the display period and separation period apply to each establishment individually rather than the site as a whole.

## ATTENTION-GETTING DEVICE REGULATIONS

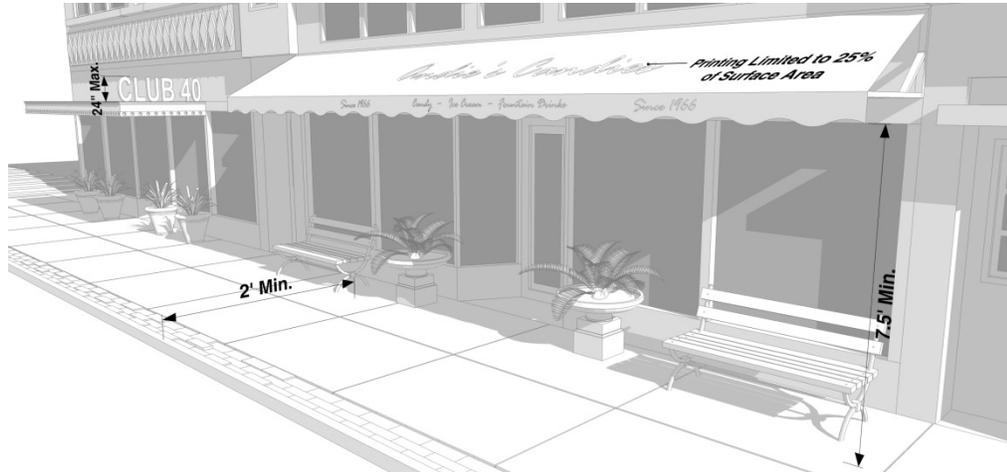


### D. Awning Sign

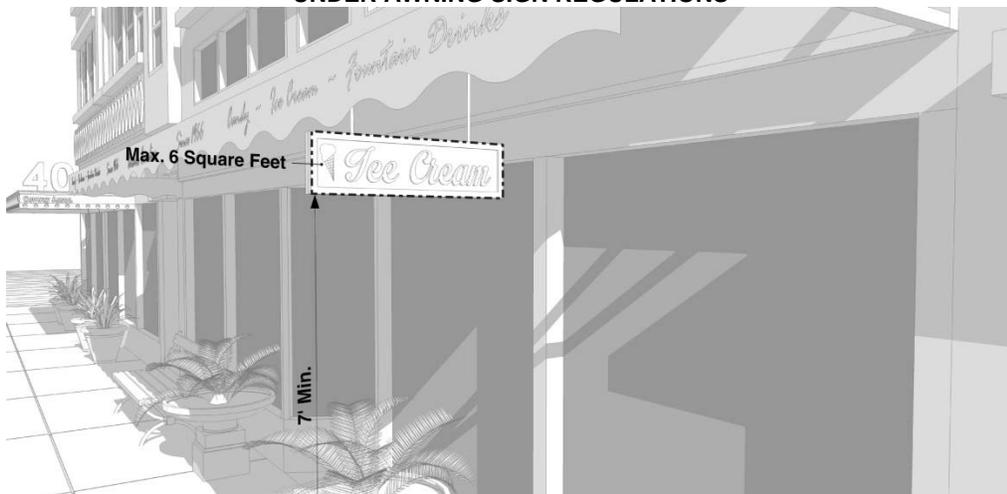
1. Awning signs are permitted for multi-family dwellings and commercial uses in the districts indicated in Table 21-3.
2. Awning signs must maintain a minimum vertical clearance of seven feet six inches.
3. Awning signs may encroach into the public right-of-way but must be located at least two feet from the curb line.
4. Awning signs must be made of a durable, weather-resistant material such as canvas, canvas-like material, nylon, vinyl-coated fabric, or permanent building material like metal.
5. Sign copy on any awning sign surface is limited to 25% of each surface area.
6. Solid awnings are permitted lettering attached to and located above the top of the awning to a maximum height of 24 inches.
7. Awning signs may be externally illuminated and lighting must be focused on the printed area.
8. Back-lit awnings are prohibited.
9. Under-awning signs are permitted subject to the following standards. These standards also apply to signs mounted under galleries or arcades.
  - a. Under-awning signs must be attached to the underside of an awning. Under-awning signs must not project beyond the awning.
  - b. Under-awning signs must maintain a minimum vertical clearance of seven feet.
  - c. A maximum of one under-awning sign is permitted per business establishment with frontage where the awning is mounted.
  - d. Under-awning signs are limited to a maximum of six square feet.

- e. Under-awning signs must be securely fixed to the awning with metal supports.
- f. Under-awning signs must be made of wood, metal, or plastic.

**AWNING SIGN REGULATIONS**



**UNDER AWNING SIGN REGULATIONS**

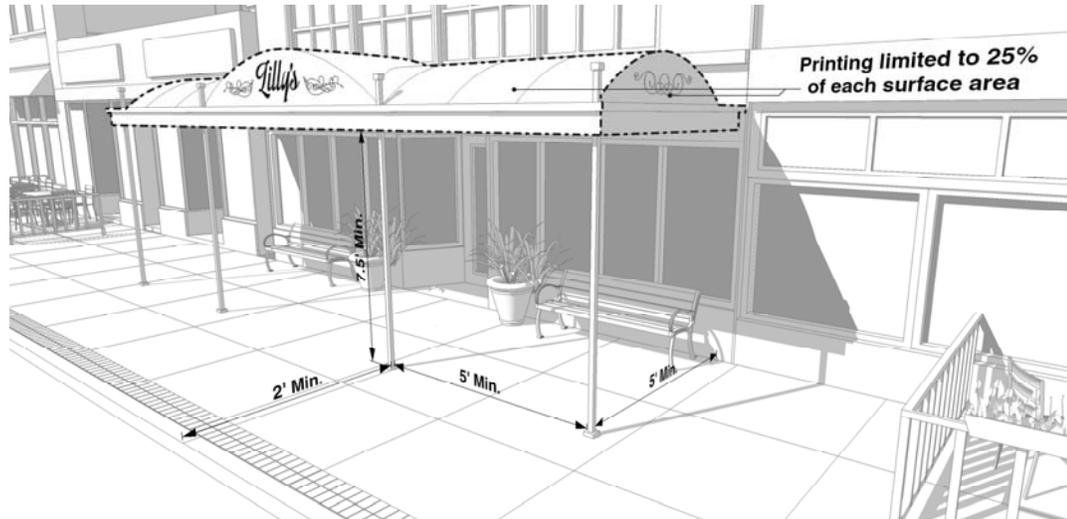


**E. Canopy Sign**

1. Canopy signs are divided into two types: non-structural and structural. Canopy signs are permitted for multi-family dwellings and non-residential uses in the districts indicated in Table 21-3.
2. Non-structural canopy signs are subject to the following:
  - a. Non-structural canopy signs must maintain a minimum vertical clearance of seven feet six inches.
  - b. Non-structural canopy signs may encroach into the public right-of-way but must be located at least two feet from the curb line. Support posts must maintain a minimum separation of five feet between posts and five feet between the posts and any building wall.
  - c. Non-structural canopy signs must be made of a durable, weather-resistant material such as canvas, canvas-like material, nylon, or vinyl-coated fabric.

- d. Sign copy on any canopy sign surface is limited to 25% of each surface area.
- e. Non-structural canopy signs may be externally illuminated and lighting must be focused on the printed area.

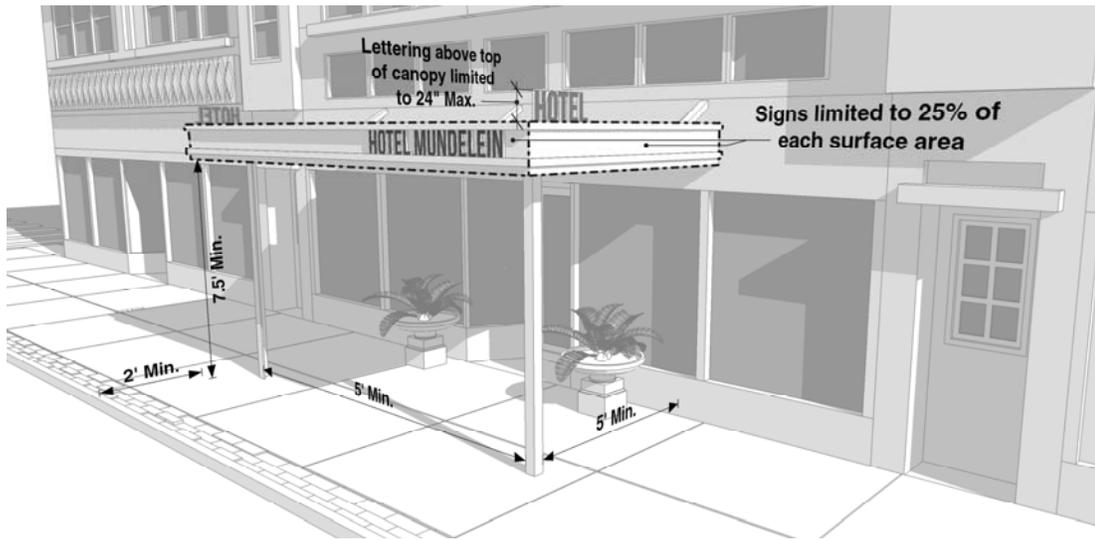
### NON-STRUCTURAL CANOPY SIGN REGULATIONS



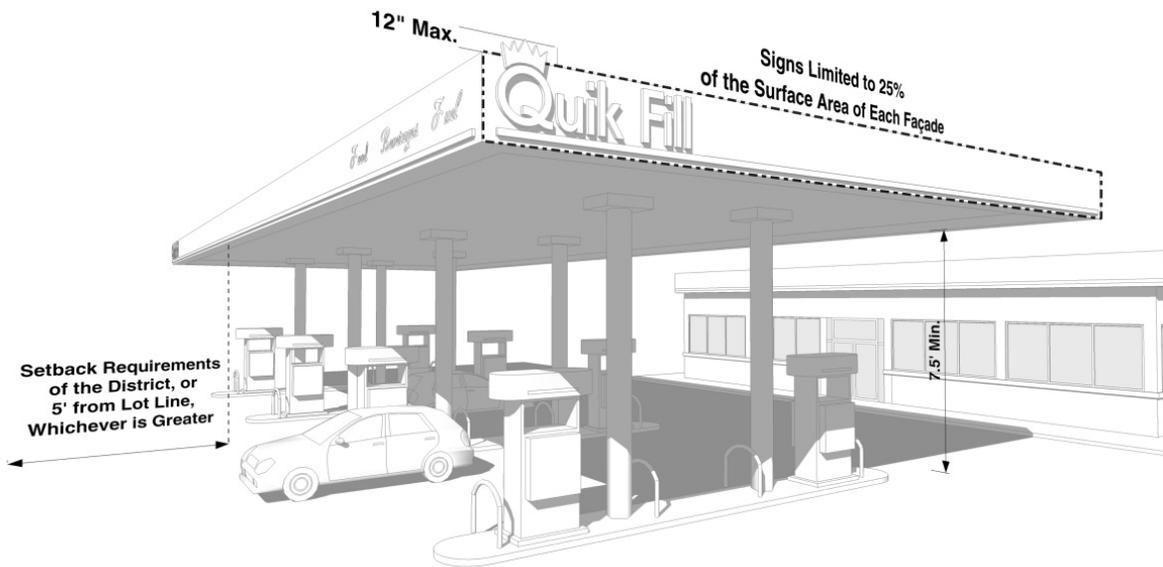
3. Structural canopy signs are subject to the following:
  - a. Structural canopy signs for multi-family dwellings must be attached to the principal structure. Structural canopy signs for commercial uses may be either attached to the principal structure or may be a freestanding structure.
  - b. Structural canopy signs attached to the principal structure may encroach into the public right-of-way but must be located at least two feet from the curb line. Support posts must maintain a minimum separation of five feet between posts and five feet between the posts and any building wall.
  - c. Freestanding structural canopy signs are subject to the setback requirements of the district where they are located or five feet from any lot line, whichever is greater.
  - d. All structural canopy signs must maintain a minimum vertical clearance of seven feet six inches.
  - e. For structural canopies attached to a building, sign copy is limited to 25% of each surface area. Such signs are permitted lettering attached to and located above the top of a structural canopy to a maximum height of 24 inches.
  - f. For freestanding structural canopies, sign copy is limited to a maximum of 25% of the area of each façade. No sign may be mounted above the top of the roof of the structural canopy, but a sign mounted on the structural canopy façade may extend a maximum of 12 inches above the roofline.
  - g. Structural canopy signs must be made of permanent building material, such as metal, brick, stucco, or concrete.

- h. Structural canopy signs may be internally or externally illuminated. If externally illuminated, the lighting must be focused on the sign. In addition, structural canopies for gas stations are permitted an illuminated band along each facade of the canopy. The illuminated band is limited to 15% of the overall height of the facade of the canopy and is not counted as a sign unless there is a commercial message integrated into the band, whereby, the commercial message portion would be counted as sign copy.

**STRUCTURAL CANOPY SIGN REGULATIONS (BUILDING-MOUNTED)**



**STRUCTURAL CANOPY SIGN REGULATIONS (FREESTANDING)**



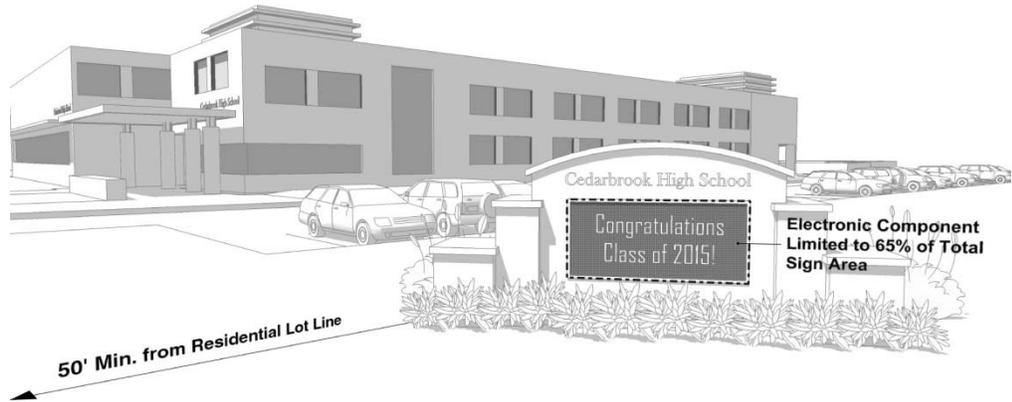
## **F. Construction Sign - Large**

1. Large construction signs are permitted for all construction projects, including large signs for a residential subdivision. Construction signs for individual lot development of a single-family or two-family use are regulated separately by Table 21-2 and exempt from sign permit requirements.
2. One large construction sign is permitted per street frontage.
3. Large construction signs are permitted as freestanding signs or mounted on a wall or fence. Large construction signs are limited to a maximum area of 32 square feet. Freestanding large construction signs are limited to a maximum height of eight feet and must be setback five feet from any lot line.
4. Large construction signs may be installed only after approval of a project building permit. Such signs must be removed once construction is complete or the project building permit expires.
5. Illumination of large construction signs is prohibited.

## **G. Electronic Message Sign**

1. Electronic message signs are permitted for commercial, industrial, institutional, and open space uses in the districts indicated in Table 21-3 and must meet the following criteria:
  - a. The lot is a minimum of two and one-half acres in size.
  - b. The lot has a minimum of 250 feet of continuous frontage along a single public street.
  - c. The sign must be a minimum of 50 feet from the lot line of any residential district. This is measured from sign face to the lot line, including any public right-of-way.
2. Electronic message signs are permitted as a ground monument sign – single/double tenant, ground monument sign – multi-tenant, wall sign, or marquee sign and are subject to the requirements for those sign types within that district, including that they are counted within the number of ground monument signs permitted or the total sign area for wall signs.
3. Electronic message signs must be integrated into the larger sign structure, and the electronic component is limited to a maximum of 65% of the total area of a sign.
4. Only one electronic message sign per lot is permitted. For the purposes of this regulation, a multi-tenant development where the development as a whole may be comprised of separate lots of record, the entire development including outlot parcels and inline development is considered one lot.
5. Each message or image displayed on an electronic message sign must be static for a minimum of four seconds. Multi-color messages and static images are permitted.
6. Electronic message signs may only operate between the hours of 6:00 a.m. and 11:00 p.m. when the lot where the sign is located abuts a residential use or is located across the street from a residential use.
7. Electronic message signs cannot display any off-premises commercial advertising. Electronic message signs may display non-commercial, public information, or civic event information messages.
8. At the request of the Village, electronic message signs of commercial or industrial users must make available, without cost, up to 10% of the time electronic messages are displayed on such sign for municipal or public service announcements or messages. For example, for every ten minutes of electronic message time, up to one minute must be made available, without cost, for municipal or public service announcements or messages.
9. Any scrolling, flashing, animation, or movement of the message or any component of the sign is prohibited. Video display screens are prohibited.

## ELECTRONIC MESSAGE SIGN REGULATIONS

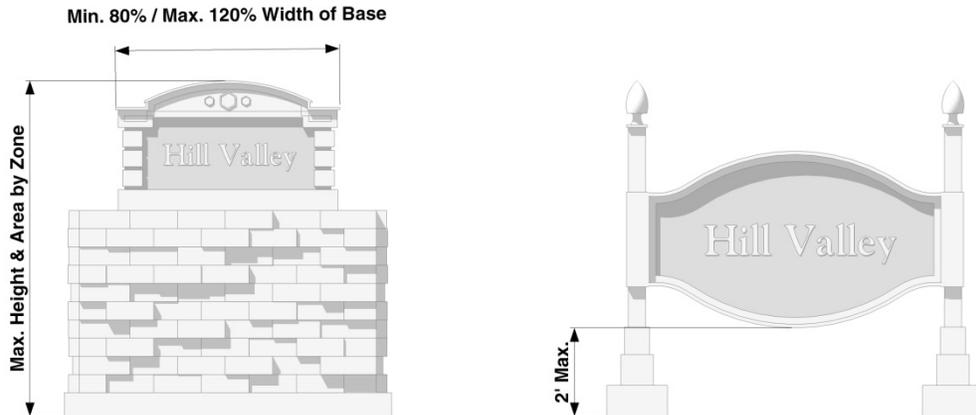


### H. Ground Monument Sign

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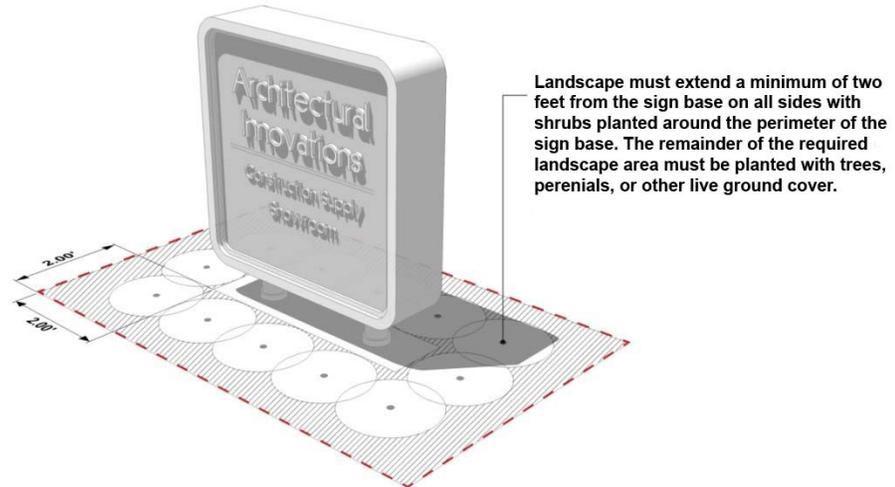
1. Ground monument signs – single/double tenant are permitted for non-residential uses and multi-family dwellings in the districts indicated in Table 21-3. Ground monument signs – multi-tenant are permitted for non-residential uses in the districts indicated in Table 21-3. Ground monument signs – residential subdivisions are permitted for any residential subdivision in any district.
2. When the ground monument sign is designed with the base of the ground monument sign structure installed on the ground, the monument base must be designed as an integral part of the sign structure. The width of the top of the sign face must be a minimum of 80% and a maximum of 120% of the width of the base. In order to create flexibility for ground monument signs installed where the ground is not level, structural (non-decorative) posts may extend out of the ground but are limited to a maximum of six inches above the adjacent ground where they are installed. However, when a ground monument sign is designed with decorative posts that are part of the overall sign structure and sign design, such decorative posts may extend out of the ground for a maximum of two feet above the adjacent ground where they are installed.

### GROUND MONUMENT SIGN REGULATIONS

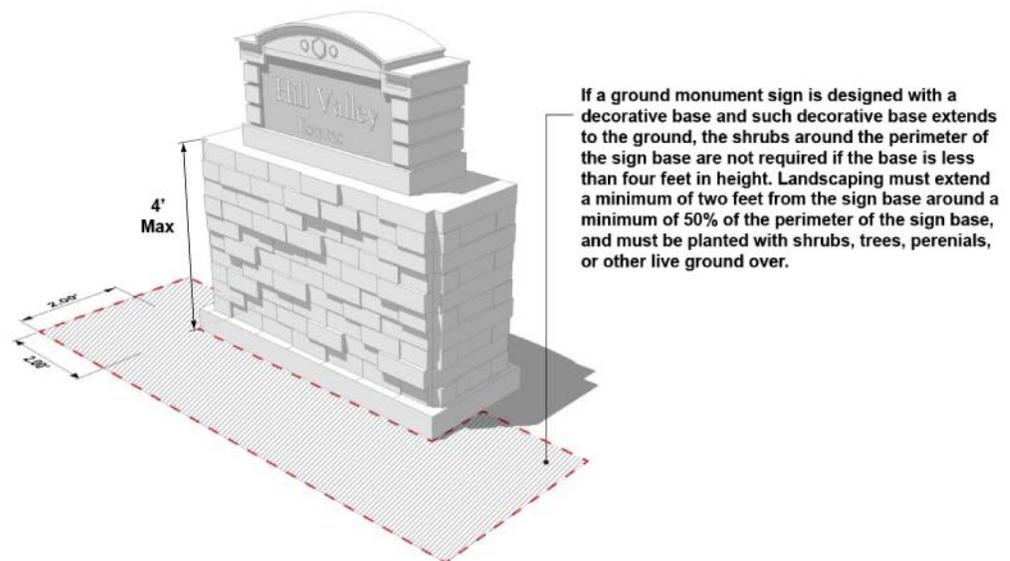


3. Ground monument signs must be set back five feet from any lot line, measured from the furthest projecting point of the ground monument sign, exclusive of the landscape perimeter. No ground monument sign may project into, over, or otherwise encroach on a public right-of-way.
4. Ground monument signs may be internally or externally illuminated. If externally illuminated, all light must be directed onto the sign face.
5. Ground monument signs must be constructed of brick, wood or simulated wood, stone, concrete, metal, plastic, or high-density urethane (HDU) foam board or similar durable foam construction. Ground monument signs – single/double tenant and ground monument signs – multi-tenant are permitted an electronic message component subject to the regulations of Section 21.24.G and if on a qualifying site.
6. All ground monument signs must be landscaped at the base of the sign in accordance with the following, except in the C-5 Downtown Zoning Districts:
  - a. Landscape must extend a minimum of two feet from the sign base on all sides. If space is needed surrounding the sign for plant growth or other sign construction considerations, then the two-foot perimeter will begin after those requirements are met. Shrubs are required a minimum of 18 inches in height at planting for sign bases less than four feet in height and 36 inches in height at planting for sign bases four feet or greater in height, every 24 inches on center or spaced in accordance with best planting practices for the particular species of plant. Plants must be spaced linearly, in a single row or staggered around the perimeter of the sign base when the bottom of the sign face is more than two feet above the ground. When the bottom of the sign face is less than two feet above the ground, small shrubs a minimum of 18 inches in height at planting, spaced in accordance with best planting practices for the particular species of plant, may be placed towards the side of the sign so as not to block to the sign face; in such case, the number of shrubs planted towards the side must equal the number that would be required based on shrubs planted every 24 inches on center, in a single row or staggered around the perimeter of the sign base. The remainder of the required landscape area must be planted with perennials, live groundcover, or trees.
  - b. If a ground monument sign is designed with a decorative base and such decorative base extends to the ground, the single row of shrubs around the perimeter of the sign base is not required if the base of the sign is less than four feet in height. Sign bases taller than four feet in height require shrubs planted at least 36 inches in height at planting in accordance with Section 21.24.6.a. Landscape must extend a minimum of two feet from the sign base around a minimum of 50% of the perimeter of the sign base, and must be planted with shrubs, trees, perennials, or other live groundcover.
  - c. Decorative pole signs require landscape materials planted with a minimum of 18 inches in height at planting, consisting minimally of shrubs and grasses. The remainder of the required landscape area must be planted with perennials or live groundcover.
  - d. If landscape is required on a site, ground monument sign landscape is included in the total amount of landscape required on a site. Where a sign is installed in any landscape area of a site, the specific landscape requirements of this section do not apply and the sign landscape can be integrated into the overall site landscape plan. Sign landscape must be shown on the landscape plan.
  - e. All landscape must be maintained in good condition, and free and clear of rubbish and weeds.

## GROUND MONUMENT SIGN LANDSCAPE REQUIREMENTS



## GROUND MONUMENT SIGN LANDSCAPE REQUIREMENTS (DECORATIVE BASE)



7. Landscape at the base of the sign in the C-5 Downtown Zoning Districts must be accordance with the following:
  - a. Landscape must extend a minimum of one foot from the sign base on at least three sides. If space is needed surrounding the sign for plant growth or other sign construction considerations, then the two-foot perimeter will begin after those requirements are met. Shrubs are required a minimum of 18 inches in height at planting for sign bases less than four feet in height and a minimum of 36 inches in height at planting for sign bases four feet or greater in height, every 24 inches on center or spaced in accordance with best planting practices for the particular species of plant. Plants must be spaced linearly, in a single row or staggered around the perimeter of the sign base when the bottom of the sign face is more than two feet above the ground. When the bottom of the sign face is less than two feet above the ground, small shrubs a minimum of

18 inches in height at planting, spaced in accordance with best planting practices for the particular species of plant, may be placed towards the side of the sign so as not to block to the sign face; in such case, the number of shrubs planted towards the side must equal the number that would be required based on shrubs planted every 24 inches on center, in a single row or staggered around the perimeter of the sign base. The remainder of the required landscape area must be planted with perennials, live groundcover, or trees.

- b. If a ground monument sign is designed with a decorative base and such decorative base extends to the ground, no landscape material is required if the base of the sign is less than four feet in height. Sign bases taller than four feet in height require shrubs planted at least 36 inches in height at planting in accordance with Section 21.24.7.a.
  - c. Decorative pole signs require landscape materials planted with a minimum of 18 inches in height at planting, consisting minimally of shrubs and grasses. The remainder of the required landscape area must be planted with perennials or live groundcover.
  - d. If landscape is required on a site, ground monument sign landscape is included in the total amount of landscape required on a site. Where a sign is installed in any landscape area of a site, the specific landscape requirements of this section do not apply and the sign landscape can be integrated into the overall site landscape plan. Sign landscape must be shown on the landscape plan.
  - e. All landscape must be maintained in good condition, and free and clear of rubbish and weeds.
8. Ground monument signs – single/double tenant are subject to the following limitations on sign area, sign height, and sign number.
- a. One ground monument sign - single/double tenant is permitted per street frontage of a lot where such street frontage along one blockface has a minimum of 50 feet. When a lot has over 200 feet of street frontage along one blockface, an additional ground monument sign is permitted for each additional access point to the lot along that frontage. A minimum separation of 50 feet is required between ground monument signs.
  - b. Ground monument sign - single/double tenant height and area are limited to the following maximums:

DISTRICT	MAXIMUM AREA	MAXIMUM HEIGHT
R-1	36sf	9'
R-2	36sf	9'
R-3	36sf	9'
R-4	36sf	9'
R-5	36sf	9'
C-1	36sf	9'
C-2	50sf	15'
C-3	50sf	15'
C-4	50sf	15'
C-5-VC	36sf	8'
C-5-MU	36sf	8'
C-5-C	50sf	12'
C-5-R	36sf	8'
O-R	50sf	15'
M-1	50sf	15'
M-MU	50sf	15'
OS	50sf	15'
I	50sf	15'
L-MU	50sf	15'

- c. Where a single or double tenant non-residential development has 200 feet of street frontage along one blockface and a lot area of one acre or more, the maximum sign area is increased to 150 square feet of area per sign and the maximum sign height is increased to 20 feet per sign.

9. Ground monument signs – multi-tenant are subject to the following limitations on sign area, sign height, and sign number outside of the C-5 Zoning Districts, where such signs are permitted in Table 21-3.
  - a. One ground monument sign – multi-tenant is permitted per street frontage of a lot. An additional ground monument sign is permitted for each additional access point to the lot. A minimum separation of 50 feet is required between ground monument signs. For the purposes of this regulation, a multi-tenant development where the development as a whole may be comprised of separate lots of record, the entire development including outlot parcels and inline development, is considered one lot. Outlots comprised of single/double tenants are still eligible for a single/double tenant sign on the outlot parcel if the sign meets all the requirements of such sign under this Ordinance.
  - d. Ground monument signs – multi-tenant are permitted a maximum sign area of 200 square feet per sign and a maximum sign height of 20 feet per sign.
10. Ground monument signs – multi-tenant are subject to the following limitations on sign area, sign height, and sign number within the C-5 Zoning Districts, where such signs are permitted in Table 21-3.
  - a. One ground monument sign – multi-tenant is permitted per lot. An additional ground monument sign is permitted for each additional access point to the lot; however, a minimum separation of 50 feet is required between ground monument signs. For the purposes of this regulation, a multi-tenant development where the development as a whole may be comprised of separate lots of record, the entire development including outlot parcels and inline development, is considered one lot.
  - b. Ground monument signs – multi-tenant are permitted a maximum sign area and height based on the overall footprint of the building the signs are located on.

BUILDING FOOTPRINT	MAXIMUM AREA	MAXIMUM HEIGHT
0 sf -5,999 sf	40sf	8'
6,000 sf – 19,999 sf	50sf	8'
20,000+	75sf	12'

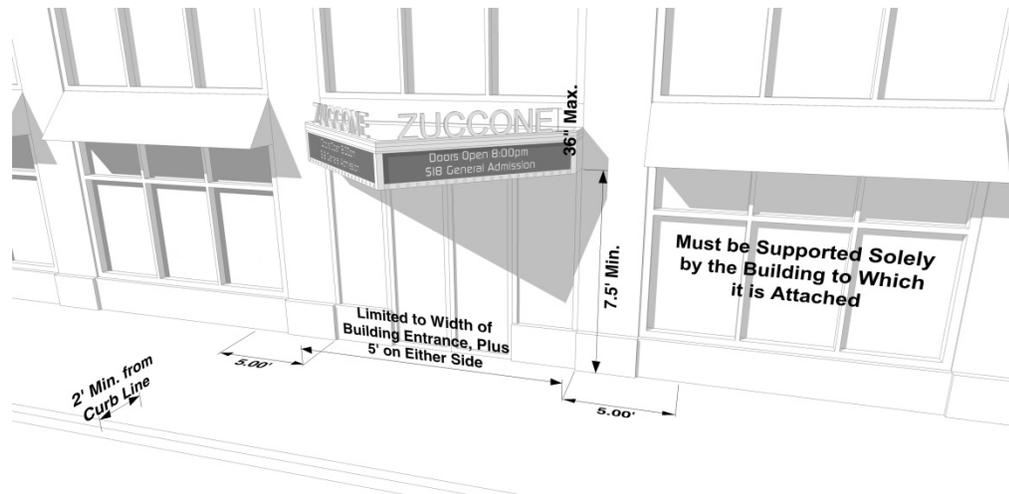
11. Ground monument signs – residential subdivision are subject to the following limitations on sign area, sign height, and sign number.
  - a. One ground monument sign – residential subdivision is permitted for each access point to the development. A minimum separation of 50 feet is required between ground monument signs.
  - b. Ground monument signs – residential subdivision are permitted a maximum sign area of 150 square feet per sign and a maximum sign height of eight feet per sign.

**I. Marquee**

1. Marquees are permitted for commercial uses in the districts indicated in Table 21-3.
2. Marquees must be supported solely by the building to which they are attached. No exterior columns or posts are permitted as supports.
3. The roof of a marquee may not be used for any purpose other than to form and constitute a roof and must be constructed of noncombustible material.
4. Water from the roofs of a marquee may not drain, drip, or flow onto the surface of a public right-of-way. Sufficient downspouts, drains, and gutters must be installed as part of each marquee to prevent water from the roof of the marquee from flowing onto the surface of a public right-of-way.
5. Marquees must be erected over a building entrance and are limited to the width of the building entrance plus an additional five feet on each side of the entrance doors covered by the marquee.

6. All marquees must maintain a minimum vertical clearance of seven feet and six inches, and the roof of the marquee structure must be erected below the second floor windowsill.
7. Marquees may encroach into the public right-of-way but must be located at least two feet from the curb line.
8. Marquees are permitted lettering attached to and located above the roof of a marquee to a maximum height of 36 inches.
9. Marquees are permitted an electronic message component subject to the regulations of Section 21.24.G and if on a qualifying site. Marquees are also permitted a changeable message board as part of the marquee structure. However, the marquee may only have either a changeable message board sign or an electronic message sign.
10. Marquees may be internally illuminated.

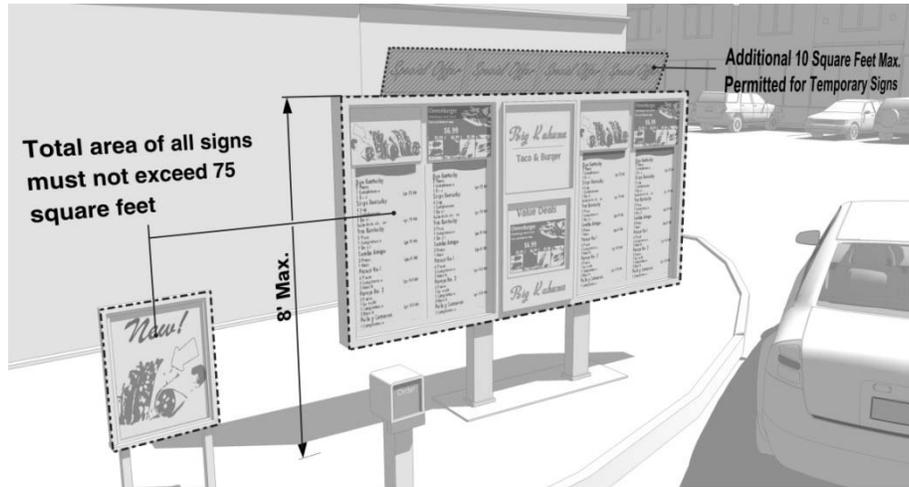
### MARQUEE SIGN REGULATIONS



### J. Menuboard

1. Menuboard are permitted for all drive-through facilities.
2. Menuboard are limited to a maximum of one per drive-through lane.
3. Menuboard are limited to 75 square feet in sign area and eight feet in height. The menuboard may be designed as separate freestanding signs grouped together and may include the use of preview boards designed as separate freestanding signs installed a distance earlier in the drive-through lane, however the total area of all signs must not exceed 75 square feet.
4. Menuboard are permitted an additional ten square feet of sign area for temporary signs attached to the top or sides of the menuboard.
5. Menuboard must be located a minimum of 15 feet from any residential district lot line. This is measured from sign face to lot line, including any public right-of-way.
6. Menuboard may be internally illuminated. Menuboard may also contain an electronic screen that displays order information for each customer.

## MENUBOARD REGULATIONS



### K. Parking Lot Directional Sign

1. Parking lot directional signs are permitted for all parking lots and structures.
2. One parking lot directional sign is permitted for each access point and for each intersection of driveways or service entries. Two parking lot directional signs are permitted for each drive-through lane to indicate the entrance and the exit.
3. Parking lot directional signs must be located a minimum of one foot from any lot line.
4. Parking lot directional signs are limited to a maximum of five feet in height and six square feet in area.
5. Parking lot directional signs may include the name or logo of a business located on-site. No other commercial message is permitted.
6. Parking lot signs may be internally or externally illuminated. If externally illuminated, all lighting must be directed onto the sign face from above.

### L. Projecting Sign

1. Projecting signs are permitted for commercial uses in the districts indicated in Table 21-3.
2. One projecting sign is permitted per establishment with frontage on a street. For a corner lot, one projecting sign is permitted for each street frontage.
3. Projecting signs may encroach into the public right-of-way but must be located at least two feet from the curb line.
4. Projecting signs must maintain a minimum vertical clearance of seven feet six inches. No projecting sign affixed to a building may project higher than the building height, including the sign support structure.
5. Projecting sign area is limited to the following maximums:

DISTRICT	MAXIMUM AREA
R-1	Prohibited
R-2	Prohibited
R-3	Prohibited
R-4	Prohibited
R-5	Prohibited

C-1	16sf
C-2	24sf
C-3	48sf
C-4	48sf
C-5-VC	24sf
C-5-MU	32sf
C-5-C	32sf
C-5-R	Prohibited
O-R	Prohibited
M-1	Prohibited
M-MU	48sf
OS	Prohibited
I	Prohibited
L-MU	32sf

6. Projecting signs must be constructed of wood or simulated wood, metal, durable, weather-resistant material like canvas, canvas-like material, nylon or vinyl-coated fabric, plastic, or high-density urethane (HDU) foam board or similar durable foam construction. Projecting signs constructed of material must be mounted so that they are held taut between support posts.
7. Projecting signs may be internally or externally illuminated. If externally illuminated, all lighting must be directed onto the sign face from above.

### PROJECTING SIGN REGULATIONS



#### M. Public Information/Event Sign

1. Public information/event signs are permitted for institutional and open space uses, and any civic organization.
2. Public information/event signs are approved as a comprehensive sign package (see item 3 below) as follows:
  - a. For public information/event signs located on private property, sign packages are approved by the Village Administrator.
  - b. For public information/event signs located on public property or in the public right-of-way, sign packages are approved by the Village Board. The Village Administrator will review the application for completeness and compliance with this Title and forward to the Village Board, who will review and approve the sign permit.

3. The sign permit application must contain the following information:
  - a. The nature of the event or the public information to be presented.
  - b. The proposed sign copy.
  - c. The sign area of all signs to be installed.
  - d. The number of signs to be installed.
  - e. The general location of where such signs will be installed.
  - f. The dates the signs will be displayed, including all installation and removal dates.
  - g. When located on private property or on property owned by another jurisdiction, permission from the property owner or other jurisdiction.
4. Public information/event signs must contain a non-commercial message related to a public event or public information. No commercial advertising is permitted with the exception of the name or logo of an official sponsor or sponsors.
5. All public information/event signs must be removed by the date specified in the sign permit approval. Any signs that remain installed on public property or public right-of-way following such date may be removed by the Village without notice.

**N. Public Transit Advertising Signs**

1. Public transit advertising signs are permitted for passenger rail platforms, bus stops, and other public transit stations.
2. For passenger rail platforms, public transit advertising signs may be mounted on a fence or wall or may be freestanding. Freestanding public transit advertising signs are limited to six feet in height. Such signs must be installed entirely within the platform area and installed so as to be viewable to passengers awaiting the train.
3. Public transit advertising signs are limited to a maximum sign area of 32 square feet.

**O. Scoreboard**

Scoreboards that are part of an educational facility's outdoor recreational field or a recreational field for a park/playground operated by the Mundelein Park and Recreation District are not regulated by this Title, and considered part of the use and exempt from all provisions. This exemption also applies to scoreboards for indoor recreation fields for any use. Scoreboards for any other outdoor recreational fields are subject to the following standards:

1. Scoreboards are permitted as part of an outdoor recreational playing field. Unless they are exempted from regulations as described in this section, scoreboards require approval of a sign permit.
2. Scoreboards may be constructed as a freestanding pole sign.
3. One scoreboard is permitted per playing field. Scoreboards are limited to a maximum of 200 square feet in sign area and 25 feet in height.
4. The score-keeping portion of the scoreboard may utilize an electronic message component.
5. If the scoreboard cannot be viewed from any adjacent right-of-way, up to 50% of the sign area may be used for sponsor advertising. If the scoreboard can be viewed from any adjacent right-of-way, up to 30% of the sign area may be used for sponsor advertising.

## SCOREBOARD REGULATIONS

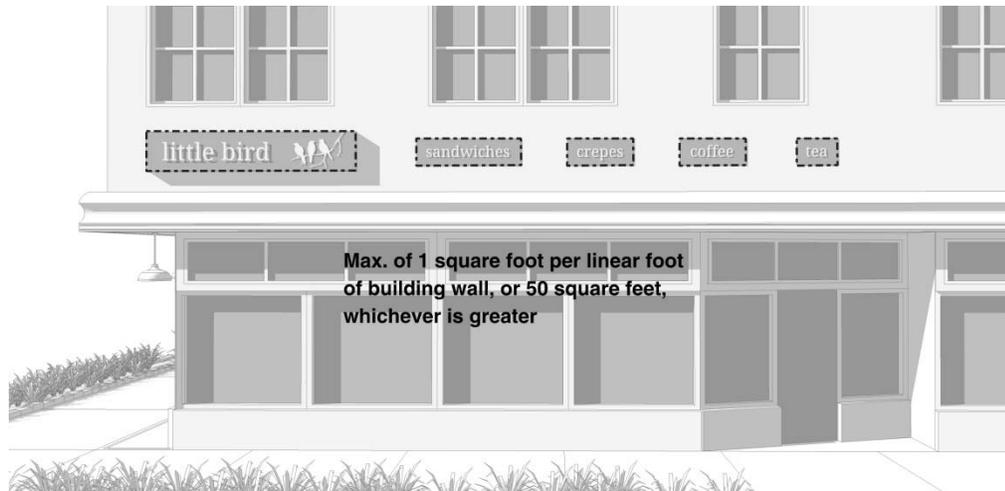


### P. Wall Sign

1. Wall signs are permitted for non-residential uses in the districts indicated in Table 21-3.
2. Wall signs are permitted on all facades of a structure. On a site consisting of multiple structures, each structure is permitted wall signs per the regulations of this section. The square footage from different structures cannot be combined to create a larger sign on any one structure.
3. The maximum size of a wall sign is established at one square foot per linear foot of building wall where the wall sign will be mounted or 50 square feet, whichever is greater, in all districts except the C-5-VC District. In the C-5-VC District, the maximum size of a wall sign is established at one square foot per linear foot of building wall where the wall sign will be mounted or 32 square feet, whichever is greater. The square footage from different facades cannot be combined to create a larger sign on any one facade.
4. In a multi-tenant structure, each tenant is permitted a wall sign of one square foot per linear foot of business frontage or 50 square feet, whichever is greater, for each tenant, in all districts except the C-5-VC District. In the C-5-VC District, each tenant is permitted a wall sign of one square foot per linear foot of business frontage or 32 square feet, whichever is greater, for each tenant. The square footage from different tenants cannot be combined to create a larger sign than allowed by this section.
5. Wall signs may be internally or externally illuminated. If externally illuminated, all light must be directed onto the sign face.
6. Wall signs must be safely and securely attached to the building wall. Wall signs must be affixed flat against the wall and must project 18 inches or less from the building wall. Wall signs may encroach into the public right-of-way no more than 18 inches.
7. No wall sign affixed to a building, including sign support structure, may project beyond the ends or top of the wall or higher than the roofline of the structure to which it is attached. However, roof signs mounted on a mansard roof existing as of the effective date of this Title are permitted to continue, and may be repaired, altered, or replaced until such time as the structure is demolished. These existing roof signs, for the purposes of alteration or replacement, are subject to the regulations of this section, with the exception of roof-mounting prohibitions.

8. Wall signs must be constructed of wood or simulated wood, metal, durable materials, plastic, or high-density urethane (HDU) foam board or similar durable foam construction. Wall signs must be mounted so that they are held taut against the wall. Wall signs are permitted an electronic message component subject to the regulations of Section 21.24.G and if on a qualifying site. Neon is permitted as a wall sign component over a background constructed of a permitted material type.
9. Wall signs are permitted on architectural appurtenances, such as chimneys or penthouses, which are part of the structure. Wall sign must not cover any window, windowsill, transom sill, or significant architectural feature of the structure.

### WALL SIGN REGULATIONS



## 21.26 ENFORCEMENT

### A. Relation to Other Laws and Regulations

Where there is a conflict between this Title and other Village statutes, ordinances, or regulations, the more restrictive statute, ordinance, or regulation controls.

### B. Revocation and Termination

1. The Village Administrator may revoke any sign permit where there has been a violation of the provisions of this Title or misrepresentation of fact on the sign permit application.
2. The Village Administrator may revoke any sign permit that requires a sign variance where there has been a failure to maintain any conditions or restrictions imposed as part of a sign variance approval. This includes misrepresentation of fact on the sign variance application.
3. Upon termination or revocation of a sign permit, the sign must be removed without cost or expense of any kind to the Village. In the event of the failure, neglect, or refusal to do so, the Village may remove the sign and charge the expense to the property owner of the site where the sign is located.

**C. Inspection**

The Village may inspect all signs at any time. The purpose of the inspection is to ascertain whether the structure is secure or insecure, whether in need of repair or removal, whether it is in conformance with the sign permit and/or sign variance approval, or otherwise in violation of the provisions of this Title.

**D. Illegally Constructed Signs**

If a sign is constructed illegally without a required sign permit, the Village Administrator will serve notice to the property owner that such sign must be removed within 30 days of notice for permanent signs or 24 hours for temporary signs. If the sign is not removed within the required time period, the Village Administrator may enforce this order through permitted enforcement procedures.

**E. Illegally Placed Signs**

Any sign placed on public property or within the public right-of-way without authorization will be removed immediately by the Village without notice.

**F. Penalties**

Any person who violates this Title may be fined for each offense. Each day that a violation continues constitutes a separate offense for the purposes of the penalties and remedies available to the Village. The accumulation of penalties for violations, but not the obligation for payment for violations already committed, ceases upon correction of the violation. Each violation, and each day that such violation continues, is subject to a fine as established in the Village Code.

**21.28 NONCONFORMING SIGNS**

- A.** With the exception of pole signs and cabinet box wall signs, which are regulated by Section 21.28.C below, a nonconforming permanent sign and sign structure may remain in use so long as it remains otherwise lawful and has not been damaged or destroyed to the extent of 50% or more of its value prior to the damage, as determined by Section 21.28.G below, or if such sign has been removed. A nonconforming permanent sign and sign structure that is damaged or destroyed to the extent of 50% or more of its value prior to the damage cannot be restored or repaired unless it conforms to all applicable regulations for the district.
- B.** All temporary nonconforming signs must be removed or brought into conformance within 30 days of the effective date of this Title.
- C.** All pole signs and cabinet box wall signs must be removed within five years of the effective date of this Title. Prior to the amortization deadline, the pole sign or cabinet box wall sign may remain in use, so long as it remains otherwise lawful. If a pole sign or cabinet box wall sign is damaged or destroyed to the extent of 50% or more of its value prior to the damage, as determined by Section 21.28.G below, or if it has been removed, it cannot be restored or replaced.
- D.** The sign face of an existing nonconforming permanent sign may be replaced, but the structure cannot be altered to accommodate such change. A change of a sign face requires a sign permit.
- E.** No nonconforming sign and sign structure may be relocated, in whole or in part, to any other location on the same or other lot, unless the entire sign and sign structure conforms to all regulations applicable to the lot where the sign is relocated.
- F.** No nonconforming sign can be altered or enlarged in a way that increases the nonconformity of the sign or sign structure. This does not include normal maintenance and cleaning or changing of the sign face.
- G.** The value of a permanent sign may be based on any of the following methods: 1) an appraisal within the last two years; 2) the amount for which the structure was insured prior to the date of the damage or destruction; 3) a depreciation schedule from state or federal income tax returns; or 4) an alternative method determined acceptable by the Village.