

ARTICLE VII SIGNS AND GRAPHICS

Sec. 118-1110. INTENT AND PURPOSE

The intent of this section is to provide for and regulate the location and safe construction of signs in the Village in a manner that will ensure that such signs are compatible with surrounding land uses, are aesthetic in design and structure and express the identity of individual proprietors and the community as a whole. It is the further intent that by these regulations, the community will be spared the presence of visual clutter and distraction along its thoroughfares by the display of multiple signs on the same property or on adjacent parcels with near identical content while at the same time ensuring that no property owner is denied his/her right to visually communicate in a regulated, aesthetic and morally responsible manner.

Sec. 118-1111 GENERAL PROHIBITION

It shall be unlawful for any person to locate, erect, move, reconstruct, extend, enlarge, convert, or structurally alter any sign without first complying with the requirements of this section or applicable state or federal requirements. Any person who shall violate any provision of this Article or any order, rule or regulation made under this Article, or applicable state or federal requirement, shall be subject to a penalty as provided in Section 118-10, as well as any applicable statutory penalties. Where any provision of this section imposes restrictions different from those imposed by any other provision of law, the provision which is more restrictive or imposes higher standards shall control.

Sec. 118-1112 SIGNS AND BILLBOARDS—DEFINITIONS

The following definitions are used in this article:

Awning. A hood or cover which projects from the wall of the building. Some may be retractable, folded, or collapsed against the face of a supporting structure.

Banner. Any sign or attractant made of non-structural materials such as cloth or flexible plastics, intended for the use of communicating information relative to property, services provided and/or events.

Billboard. A sign which advertises goods, products or facilities, or services not necessarily on the premises where the sign is located or directs persons to a different location from where the sign is located.

Blanketing. The unreasonable obstruction of view of a sign caused by the placement of another sign.

Directly Illuminated Sign. Any sign designed to give any artificial light directly through any transparent or translucent material from a source of light originating within or on such sign.

Directory Sign. Shall mean any sign on which the names and locations of occupants or the use of a building is given. This shall include offices and church directories.

Electronic Message Unit. Any sign whose message may be changed by electronic process, including such messages as copy, art, graphics, time, date, temperature, weather or information concerning civic, charitable or the advertising of products or services for sale on the premises. This also includes traveling or segmented message displays.

Flashing Sign. Any directly or indirectly illuminated sign on which artificial light is not maintained stationary and constant in intensity and color at all times when in use.

Ground and/or Pole Sign. Any sign which is supported by structures or supports in or upon the ground and independent of support from any building. (Also referred to as a “free standing sign.”)

Identification Sign. Any sign which carries only the name of the firm, major enterprise, institution or principal products offered for sale on the premises or combination of these.

Indirectly Illuminated Sign. Shall mean a sign that is illuminated from a source outside of the actual sign.

Marquee Sign. Shall mean any sign attached to and made part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building’s wall and generally designed and constructed to provide protection against weather.

Nonconforming Sign. Any sign that does not conform to the regulations of this article.

Obsolete Sign. A sign is considered obsolete when the advertised use, place or thing no longer exists at the site to which the sign relates.

Portable Sign. Any sign not permanently attached to the ground that is designed to be easily moved from one location to another.

Premises. A house or building, together with its land and outbuildings, occupied by a business or considered in an official context: *business premises | supplying alcoholic liquor for consumption **on the premise***

Projecting Sign. Any sign extending more than eighteen (18) inches, but less than sixty (60) inches from the face of a wall or building and not to exceed thirty-six (36) inches into the road right of way.

Real Estate Sign. Any sign which is used to offer for sale, lease or rent the property upon which the sign is placed.

Roof Sign. Any sign erected upon or over the roof or parapet of any building.

Sandwich Board Sign. An outdoor freestanding sign with an A-Frame construction design no larger than twenty-five (25) inches wide by forty-five (45) inches tall capable of holding signage on both sides with a signage area typically twenty-four (24) inches by thirty-six (36) inches. See section 1113 for restrictions).

Sign. Any object, device, display, structure or part thereof, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination or projected images.

Temporary Sign. Any sign intended to be displayed for a short period of time, including, but not limited to, real estate, political, construction site signs, banners, decorative-type displays or anything similar to the aforementioned.

Translucent Sign. Any sign that allows the visibility of an internal light source, but not detailed images, to pass through the sign.

Wall Sign. Any sign attached to, erected on or painted on the wall of a building or structure and projecting not more than twelve (12) inches from such wall.

Wayfinding Directional Signs. Signs which provide directions to municipal and public locations.

Window Sign. Any sign located within an enclosed building and visible from a public way, also including signage mounted onto window surfaces.

Sec. 118-1113 SIGNS PERMITTED IN ALL ZONING DISTRICTS WITHOUT A PERMIT

Certain signs are permitted on private property in all zoning districts without a permit as may be set forth in the individual district regulations. No sign, however, may be located within a vision triangle of two or more intersecting streets, public right of way or on public lands without written permission of the public body having jurisdiction. Signs erected in violation of the regulations in this section may be removed without notice. (See Sec. 118-1119) The following signs may be permitted in any zoning district without permit:

- a. Memorial Sign, Tablet, Name of Building and Date of Erection Sign when cut into any masonry surface or when constructed of metal and affixed flat against a structure and not illuminated, thereby rendering them 'permanent' signs.
- b. Any Official Sign such as traffic control, parking restrictions, public information and notices. It may be extended over public right-of-way by use of a cantilevered pole or structure, when authorized by the Village. Portable temporary traffic warning or control equipment may be used by the Village or County emergency personnel or authorized highway construction crews within public rights-of-way without a permit.
- c. Election Campaign Signs. Election campaign signs may be allowed in any district without a permit provided that permission shall be obtained from the property owner, renter, or lessee; and provided that such sign shall not be erected for more than the election campaign period (Wis. Stat. 12.04), and removed within seven (7) days following the election. Such signs in residential

zoning districts shall not exceed twelve (12) square feet on each sign face per sign, unless located on a county or state trunk highway or Village designated arterial street, in which case the maximum sign area may be increased to sixteen (16) square feet; may not exceed six (6) feet in height; and, may not exceed a total of sixteen (16) square feet per lot. To avoid sign clutter and visual distraction, individual signs more than four square feet in area should be spaced apart from other signs on the property at least thirty (30) feet. No such sign shall be placed on public lands, within public rights-of-way or within the designated vision triangle of two intersecting streets. If a sign is placed without such permission, it will be subject to removal without notice. Fees for short-term temporary signs shall be waived.

- d. Real estate 'For Sale' or "For Lease' Sign. Such signs on an individual residential parcel shall not exceed eight (8) square feet in sign face area and shall not be illuminated.
- e. Small, Permanent On-Site Traffic Directional Signs erected within private development and not more than nine (9) square feet in area and not more than five (5) feet high.
- f. Permanent Name Sign not exceeding two (2) square feet in sign area and located on the premises. When located within the downtown district, signs must be approved by the CDA and Plan Commission to determine compliance with the Downtown Design Guidelines.
- g. Wayfinding Directional Signs. Construction and layout requirements on file at the village hall.
- h. Name, Occupation, and Warning signs not to exceed two (2) square feet located on the premises.
- i. Sandwich Board Signs shall not exceed an overall dimension of twenty-five (25) inches wide by forty-five (45) inches tall. sandwich board signs are permitted in the downtown district and shall be permitted in the public way on sidewalks only provided they do not reduce the clear path on the sidewalk to less than forty-eight (48) inches measured from the back-of-curb in toward the lot or building façade. Signs shall be weighted to resist winds and shall not cause a nuisance or public safety hazard as determined by highway officials, building inspector or zoning administrator.
- j. Temporary Window Signage. Temporary window signs shall be placed only on the inside of the window and shall not exceed ten (10) percent of the glass area of the window upon which the sign is displayed. Each sign shall be mounted for not more than fifteen (15) days within a sixty (60) day period. Notwithstanding this section, window paintings for holiday and school events are not subject to the above area limitation, but are required to comply with the fifteen (15) day time limitation.

Sec. 118-1114 SIGNS PERMITTED IN INDIVIDUAL ZONING DISTRICTS WITH A PERMIT

The following signs may be permitted in any specific zoning district after application and issuance of a permit by the Building Inspector or Zoning Administrator. No sign, however, may be located within a public right of way or on public lands without written permission of the public body having

jurisdiction and if so erected or placed in violation of the regulations in this section may be removed without notice. (Also see 118-1119).

- a. Permanent Bulletin Board for public, charitable or religious institutions not to exceed sixteen (16) square feet in sign area, eight (8) feet in height and located on the premises of the institutional use. Such signs shall be set back from the property line at least one-quarter (1/4) of the building setback requirements of the District in which the property is located and be illuminated only to the extent necessary to permit reading of the sign from a maximum distance of ten (10) feet. Such signs may have a portion of the sign devoted to words and numbers that are changeable.
- b. Temporary Sign or Banner, other than those allowed under subsection 118-1113c. For purposes of this section a temporary sign or banner is one which will be used for no more than sixty (60) days in a six (6) calendar month period, measured from the date the sign is erected. In order to avoid visual clutter of multiple signs only one such sign or banner may be placed on a property street frontage. Such signs shall not exceed sixteen (16) square feet in area in residential districts or thirty-two (32) square feet in sign area in all other districts; shall be attached to the principle building or be erected as a ground sign no more than six (6) feet in height in an aesthetic and structurally sound manner and shall meet all setback regulations as set forth in this section. Portable signs with or without wheels and signs on trucks, trailers or other vehicles that are parked on public or private property with the intent to be used for temporary or permanent advertisement purposes are not in keeping with the aesthetic requirements of this ordinance and are, therefore, not allowed.
- c. Real estate 'For Sale' or 'For Lease' sign. Such signs on an individual residential parcel exceeding eight (8) square feet but limited to thirty-two (32) square feet, if related to an entire residential subdivision or development plat, may not exceed thirty-two (32) square feet in area. Such signs in other zoning districts may not exceed thirty-two (32) square feet in area. Only one sign will be permitted for each street or lake frontage and must be placed on the property involved. Because such signs, though temporary, might be in place for a long period of time, such signs should be constructed of durable material and shall be maintained in good repair and must be removed within fifteen (15) days following the sale or lease of the individual building parcel or, if a multi-parcel development, the initial sale or lease of the last parcel in the development. The Village may order removal or replacement of signs that are in disrepair. Such signs may not be erected in a location that will block vision of motorists at intersecting streets or at driveways. No such sign may be more than eight (8) feet in height and no such sign may advertise 'for sale' or 'for lease' land or property other than the premises on which the sign is located. (Also see 118-1119). Fees for these short-term real estate type temporary signs shall be waived.
- d. Short Term Temporary Sign advertising such neighborhood or community-wide coming activities or events as: a civic organizations annual picnic, bicycle race or boat race; a 'grand opening'; a 'final close out'; a church raffle, picnic or ice cream social; or, a community or county annual fair or outing. Because such signs are intended to be temporary and, therefore, are usually not constructed of materials that will withstand wind, rain and snow conditions for long periods of time, they should be erected for only a short period of time in advance of the

event and shall be removed within seven (7) days following the advertised event or activity. The signs shall conform to the size, height and location restrictions in section 118-1113c, above. No such sign shall be placed on public lands, within the rights of way of public streets or highways or within the vision triangle of two intersecting streets without Village approval and if so placed without such permission will be subject to removal without notice. Fees for these short-term signs shall be waived. (Also see 118-1119).

Sec. 118-1115 SIGNS PERMITTED IN RESIDENTIAL DISTRICTS WITH A PERMIT

The following signs are permitted in residential districts upon the issuance of a permit by the Building Inspector or Zoning Administrator and subject to the following regulations:

- a. Permanent Subdivision/Development Identification Sign no more than ten (10) feet in height above surrounding grade; constructed of wood, metal and/or masonry; and, of a design which will be compatible with the landscape and shall state only the name and address of the subdivision. Such signs and their location, height and size shall be reviewed and approved by the Plan Commission prior to issuance of a permit.

Sec. 118-1116 SIGNS PERMITTED IN BUSINESS, INDUSTRIAL, PARK AND INSTITUTIONAL DISTRICTS WITH A PERMIT

The following signs are permitted in all Business, Industrial, Park and Institutional Districts upon the issuance of a permit by the Building Inspector or Zoning Administrator and subject to the following restrictions:

- a. Permanent Wall Sign placed on or against the exterior wall(s) of buildings shall not extend more than one (1) foot outside of a building's wall surface; shall not exceed in sign area the equivalent of two (2) square feet for each linear one (1) foot of building (store), not to exceed two hundred (200) square feet, and any ancillary lighting shall be shielded to avoid glare. Wall signs (and structure) shall not extend above the ceiling level of the top floor of the building upon which they are located and shall not block window, door or vent openings. Such signs may not be used as 'for sale' or 'for lease/rent' signs except for the property on which the sign is located. The sign, if in the downtown district, must comply with the site and building standards set forth in the Downtown District Design Guidelines.
- b. Permanent Projecting Sign fastened to, suspended from or supported by structures on buildings shall not exceed twenty-five (25) square feet in sign area for any one tenant; shall not exceed one-hundred fifty (150) square feet for any one premises; multiple signs on one premises serving multiple tenants shall be designed similar in nature in design, spaced equal distance and be same in area or as approved by the Plan Commission; shall not project more than thirty-six (36) inches into any public right-of-way; shall not extend above the lowest point on the roof; shall not be less than ten (10) feet from all side lot lines, or beyond the building wall, whichever is less; shall not exceed a height of twenty (20) feet above the adjacent center line street grade and shall not be less than ten (10) feet above the level of the primary access, nor less than fifteen (15) feet above a driveway and shall not be located within one-hundred fifty (150) feet from any ground sign. Such sign, if located in the downtown district, must comply with the site and building standards set forth in the

Downtown District Design Guidelines. As part of the permit for any sign that projects into a road right-of-way, the permittee shall indemnify and hold the Village harmless for any claim related to the projecting sign.

- c. Permanent Ground Sign, other than billboards, as defined herein, shall not exceed fifteen (15) feet in height above the mean centerline grade of the nearest street unless approved by the Plan Commission; shall not exceed in sign area, twenty-five (25) square feet on one side at the street property line but may be increased in sign area size one (1) square foot for each one (1) foot the sign is set back from the street property line to a maximum of one-hundred fifty (150) square feet on one side. Only one (1) ground sign shall be allowed on a street frontage of a single (individual) property and no ground sign shall be placed closer than one-hundred fifty (150) feet from another ground sign, projecting sign or billboard. Any such sign shall not be illuminated during the seven (7) hour period beginning at eleven (11) PM and ending at six (6) AM, except during the normal hours of operation. No such sign shall have exposed flashing, digital or electrically movable lighting or images of any kind, except when approved by the Plan Commission, with the exception that such signs may have movable words and numbers if required by local, state or federal law. Such signs, when located in the downtown district, must comply with the site and building standards set forth in the Downtown District Design Guidelines. Permanent ground signs on parcels of more than five acres in area, over seventy-five (75) feet in sign area, and any subsequent changes to such signs must be approved by the Plan Commission. (Also see 118-1119).
- d. Off-Premise Directional/Sales Sign as defined herein, other than billboards when permitted by the Plan Commission, shall meet the requirements of the type of sign as set forth in this Section; shall not exceed two (2) in number within the Village per business, resort or commercial recreation facility as well as the principal merchandise sold; shall not exceed in sign area twenty-five (25) square feet on one side at the street property line but may be increased in size one (1) square foot for each one (1) foot the sign is set back from the street property line to a maximum of fifty (50) square feet on one side; and, shall be a maximum five (5) miles distant from the designated business being advertised. Such sign may be placed only in a retail business or industrial zoning district. The permit for such sign shall expire on June 30th each year but may be extended for one year upon issuance of a new permit by the Zoning Administrator or Building Inspector. (Also see 118-1119).
- e. Permanent Window Signage shall be placed only on the inside of the window and shall not exceed twenty-five (25) percent of the glass area of the window upon which the sign is displayed. Illuminated window signs shall not be illuminated after the business is closed for the day.
- f. Billboard as defined herein is considered a commercial use and as such may only be permitted in retail business or industrial zoned areas and when permitted by the Plan Commission shall not exceed twenty-five (25) feet in height; shall be set back from a property line the same distance as set forth for principal buildings in the zoning district regulations; shall be located not closer than one-thousand three-hundred twenty (1,320) feet from another billboard, ground sign or off-premises sign and no such sign shall have exposed, flashing, digital or electrically movable lighting, or images of any kind. A billboard located within six-hundred sixty (660) feet of a residential zoning district boundary shall not be illuminated during the seven (7) hour period

beginning at eleven (11) PM and ending at six (6) AM.

- g. Combinations of any signs in this Section shall meet all the requirements for the individual sign. See Section 118-1116 (b) (c).
- h. Roof Signs as defined herein shall not be allowed, except as permitted in Section 118-1119.
- i. All signs with no current permit must be removed immediately.

Sec. 118-1117 OBSOLETE SIGNS

An obsolete sign shall be removed or painted out by the owner, agent, or person having the beneficial use of the building or structure upon which such copy or message may be found within thirty (30) days after written notification from the zoning administrator. Upon failure to comply with such notice within the time specified in such notice, the zoning administrator is authorized to cause removal of such copy or message, and any expense incident thereto shall be paid by the owner of the building, sign, or structure upon which such copy or message is displayed. Upon vacating a commercial establishment, the proprietor shall be responsible for the removal of all signs used in conjunction with the business.

Sec. 118-1118 SIGNS PERMITTED IN CONSERVANCY AND FLOODPLAIN ZONING DISTRICTS WITH A PERMIT

Signs as permitted in Sub-sections 118-1114 a. and b. shall be permitted in the Upland and Lowland Conservancy and Floodplain Zoning Districts upon the issuance of a permit by the Building Inspector or Zoning Administrator.

Sec. 118-1119 SPECIAL RESTRICTIVE PROVISIONS

Following are special restrictive provisions that relate, generally, to all signs or premises in the Village:

- a. Roof Top signs; Flashing, Blinking or Electronically Movable Copy Signs. Portable and other movable signs, as well as any sign within a public street or highway right-of-way, shall be prohibited except as provided in Section 118-1116. Small permanent directional signs for religious and other institutional or governmental destinations within the community such as a hospital, a school or a church may be located within public right-of-ways when approved by the Plan Commission, Village Board, or the county or state agency having jurisdiction.
- b. Signs Facing on Federal Interstate or Federal Aid Primary Highways shall meet all the requirements and regulations set forth in Wisconsin statutes and federal regulations as well as the regulations for the type and location of signs set forth herein, whichever is more restrictive.
- c. The Plan Commission or Zoning Administrator may require a cash bond or irrevocable letter of credit of the applicant for a permanent sign permit to ensure that the sign is erected as required by these regulations and the Plan Commissions directions.

- d. Signs advertising land or building space 'For Sale' or 'For Lease/Rent' are temporary signs and may not be a permanent sign and must be removed when the property/premises on which the sign is located is sold, leased or rented. The permit for any such sign requiring a permit will expire on June 30th each year and must be renewed in writing by the Building Inspector or Zoning Administrator to extend the permit. Such signs may not advertise properties other than the property on which the sign is located.

Sec. 118-1120 SEARCHLIGHTS/BALLOONS

The Village Board may permit the temporary use of a searchlight or balloons for advertising purposes in any district except residential districts provided that the searchlight or balloon will not be located in any public right-of-way; will not be located closer than ten (10) feet to an adjacent property; and, will not be a vision or audio nuisance or cause a hazard to traffic or adjoining properties. Searchlight and balloon permits shall be granted for a period of not more than five (5) days in any six (6) month period and the searchlight shall not be illuminated during the period beginning at ten (10) PM and ending at dawn.

Sec 118-1121 ILLUMINATION, DESIGN AND COLOR

General signs may not use unshielded lighting, including exposed incandescent lights that are hung or strung on poles, wires or any other type of support, to intentionally light a sign. All signs must not have exposed electrical wiring. In no case shall the lighting intensity of any sign, whether resulting from internal or external illumination, exceed sixty (60) foot candles when measured with a standard light meter held perpendicular to the sign face at a distance of ten inches. Signs shall not resemble, imitate or approximate the shape, size, form or color of railroad or traffic signs, signals or devices. Signs shall not be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window or fire escape and no sign shall be attached to a standpipe or fire escape. Signs shall be placed so as not to obstruct or interfere with traffic visibility and neighboring property and shall not be lighted in a way that causes glare or impairs driver visibility upon public ways. Signs must also meet the following criteria:

- a. Signs using internal illuminated messages must be constructed from a material that is not transparent. The message incorporated into the sign must be cut out and replaced with a translucent material with the light source contained inside the sign.
- b. Internal illuminated signs may have translucency on the face of the sign with an internal light source.
- c. Signs with backlighting must have a message that is raised beyond the sign's background and the source of lighting must illuminate the sign from the behind in the form of backlighting.
- d. Signs with spotlights shall be designed, located and shielded to prevent direct sunlight and glare upon neighboring properties, roadways, and the sky with direct light or glare.

- e. Electronic signs meeting the requirements of the subsection below are permitted as approved by the Plan Commission:
 - 1. Electronic signs that display or alternated between time and/or temperature are permitted to be attached to buildings according to the requirements of this chapter.
 - 2. Electronic signs displaying messages in addition to or other than the time and/or temperature must be self-supporting, unattached to any building structure and must meet the requirements of this chapter. Each sign must have a non-electronic, set portion that is at least fifty (50) percent of the size of the electronic portion.
 - 3. Electronic sign displays shall meet the following requirements:
 - i. The sign's background must be dark or shaded with only the message of the sign having light illumination qualities.
 - ii. Ambient light monitors must be included in all electronic signs and must automatically modify the illumination level of the sign reliant on external ambient lighting conditions.
 - iii. Illumination of the sign shall not surpass two (2) foot candles (2 lumens per square feet), as measured from any point along the property line. Illumination brightness may not be obtrusive to any neighboring properties and may not exceed manufacturers recommended levels.
 - iv. Sign displays may not be altered at a rate any faster than fifteen (15) seconds. Signs must display all messages in full for a minimum of a ten (10) second time limit.
 - v. Apparent movement or animations such as flashing, blinking, pulsing, etc., shall not be displayed on any sign unless approved by the Plan Commission.
- f. Neon signs or exterior neon displays are permitted only when they are custom designed to complement the architectural design and character as approved by the Plan Commission.
- g. Internal or external illuminated between the hours of eleven (11) p.m. and sunrise is not permitted unless the property to which it belongs is open for business during that time. Signs located in residential districts shall not be illuminated.
- h. Facing of illuminated signs, except those permitted in residential zoning districts, shall not be permitted to be toward an adjoining residence and no sign-related illuminating device shall be directed toward neighboring property lines in all districts.

Sec. 118-1122 EXISTING SIGNS

Signs lawfully existing at the time of the adoption of or related amendment to this section may be continued although the size or location does not conform to

this section provided that the owners of such signs shall, within three (3) months of the effective date of this section or any amendment thereto, fill out a permit application for the Building Inspector's records. Upon the filing of such application, the Building Inspector shall issue an initial permit to the sign owner without fee. Said signs are deemed a nonconforming use or structure, and are subject to applicable statutory provisions as to the same. Certain existing signs are of a type that requires a permit that is valid for a specific time period and are subject to the regulation of such signs as set forth herein.

Nonconforming permanent signs shall be kept in good repair, but the cost of maintenance shall not be considered grounds for their continued use. If not kept in good repair to the satisfaction of the Building Inspector, the Building Inspector may require removal of the sign within a sixty (60) day period. The owners of signs which are not repaired, painted, or maintained pursuant to written notification and orders by the Building Inspector shall also be subject to enforcement action. (See Section 118-1125)

Sec. 118.1123 ADMINISTRATION

Applications for permits for the erection of signs requiring a permit shall be filed with the Building Inspector, who shall review the application for its completeness, accuracy and adherence to this ordinance and approve or deny the application within a reasonable period from the date of receipt unless the time is extended by written agreement with the applicant. A sign permit shall become null and void if work authorized under the permit has not been completed within six (6) months from the date of issuance. Applications shall be made on forms provided by the Building Inspector and shall contain or have attached thereto at least the following information:

- a. Name, Address, and Telephone Number of the applicant, and location of building, structure, lot or property to which or upon which the sign is to be attached or erected.
- b. Name of Person, Firm, Corporation, or Association erecting the sign.
- c. Written Consent of the owner or lessee of the building, structure, or land to which or upon which the sign is to be affixed or erected.
- d. A Scale Drawing of such sign indicating the dimensions, the materials to be used, the type of illumination, if any, and the method of construction and attachment.
- e. A Scale Site Drawing indicating the location and position of such sign in relation to nearby buildings, structures, property boundaries, streets, driveways or other signs.
- f. Type of Sign such as 'permanent' or 'temporary' or 'for sale/lease'.
- g. Copies of any other permit required and issued for said sign, including the written approval by the Electrical Inspector in the case of illuminated signs. The Building Inspector shall examine the plans and specifications, inspecting all wiring and connections to determine if the same complies with the Village Codes and Ordinances.

- h. Additional Information such as photographs or colored renderings.
- i. Payment of a fee as set forth herein. The Building Inspector may, if necessity requires, direct that the applicant for a sign permit meet with the Plan Commission to review the request and provide guidance in the issuance of the permit or interpretation of the standards.

Sec. 118-1124 INSPECTION AND REMOVAL OF SIGNS

From time to time the Zoning Administrator or Building Inspector may inspect signs within the Village for compliance with the provisions of this Section and if such provisions are not being met, such fact shall be reported to the sign owner with a request that the sign be made to comply with this Section. If, within a reasonable period of time set by the Building Inspector (see Sections 118-1122 and 118-1123), the sign is not made to comply with this Section, the Building Inspector may direct that the sign be removed by the owner, and if not so removed shall cause the sign to be removed and the cost of such removal assessed to the sign owner or the owner of the property from which the sign is removed.

Sec. 118-1125 MAINTENANCE OF SIGNS

All signs shall be maintained and kept in good repair. Signs intended to be permanent must be structurally affixed to a building, structure or a ground mounting and constructed of materials that are permanent in nature.

The owner of a permanent sign and/or the owner of the land on which the sign is located shall maintain such sign in good and safe condition which includes restoring, repainting, or replacement of a worn or damaged legally existing sign to its original condition, and shall maintain the premises on which the sign is erected in a clean, sanitary, and inoffensive condition, free and clear of all obnoxious substances, rubbish, weeds, and grass. Failure to do so after notice from the Building Inspector shall be cause for the removal of such signs under Section 118-1124. Whenever the Building Inspector determines that the cost to repair a sign will exceed fifty (50) percent of its replacement cost, such sign shall be deemed a hazard and the Building Inspector shall order its removal as set forth in Section 118-1124. This Section shall apply to both new and legal nonconforming signs.

Sec. 118-1126 SIGN CONSTRUCTION STANDARDS

- a. Wind Pressure and Dead Load Requirements: All permanent signs and other advertising structures shall and temporary signs should be designed and constructed to withstand wind pressure of not less than forty (40) pounds per square foot of area, and shall be constructed to receive dead loads as required in the Village Building Code, other Ordinances, state or federal law.
- b. Protection of the Public: The temporary occupancy of a sidewalk or street or other public property during construction, removal, repair, alteration, or maintenance of a sign is permitted provided the space occupied is roped off, fenced off, or otherwise isolated to prevent hazard to pedestrians and property.
- c. Supporting Members or Braces of all signs shall be constructed of galvanized iron, properly treated wood, stainless steel, or other non-corrosive, non-

combustible material. All projecting signs, if placed at an angle to the wall of any building, shall be attached by such non-corrosive metal bolts, anchors, cable, or other metal attachments as shall ensure permanent and safe construction and shall be maintained free from defects, rust or other deterioration. Every means or device used for attaching any sign shall extend through the walls of the building should the Building Inspector determine that the safe and permanent support of such sign so requires and shall be securely anchored by wall plates and nuts to the inside of the walls or to bearings on the underside of two (2) or more roof or ceiling joists in accordance with instruction given by the Building Inspector. Small, flat signs containing less than ten (10) square feet of area may be attached to a building by the use of lag bolts or other means to the satisfaction of the Building Inspector. Structural engineering and attachment details prepared by a registered architect or engineer may be required.

- d. No Signs, or any part thereof, or sign anchors, braces, or guide rods shall be attached, fastened, or anchored to any fire escape, fire ladder, or stand pipe, and no such sign or any part of any such sign or any anchor, brace, or guide rod shall be erected, put up, or maintained so as to hinder or prevent ingress or egress through a door, doorway, or window or so as to hinder or prevent the raising or placing of ladders against a building by the Fire Department as necessity therefore may require.
- e. Exceptions to Area, Height and Setback Requirements (if approved by Plan Commission): Signs may be allowed in the setback area if they are below three feet or are pole-mounted and above ten feet to the bottom of the sign. The pole for the pole-mounted signs shall not interfere with reasonable vision clearance. The Plan Commission may permit signs to deviate from required area, height and setback requirements upon review of detailed site plans and sign details.
- f. Signs within Downtown Districts shall meet all requirements within that district as approved by the CDA and Plan Commission and shall comply with the Downtown Design Guidelines.
- g. Aesthetic appearance, lighting and landscaping of permanent signs must be accomplished to the satisfaction of the Plan Commission, and when located within the downtown district, shall be reviewed and approved by both the CDA and Plan Commission.

Sec. 118-1127 PERMIT FEES

- a. Initial Application for a Sign Erection Permit and extension of such permits as required herein. Each application for a required permit or extension of a permit shall be accompanied by a fee as set forth in the Village approved fee schedule. Each individual sign requires a permit unless specifically stated otherwise in these regulations. All permits for temporary signs expire on June 30th each year unless stated otherwise herein. The fees have been established by the Village Board as a part of the Village's comprehensive fee schedule and are subject to periodic review and change by action of the Village Board.
- b. Liability. The Village herein shall not deem the acceptance of fees as provided an assumption of liability.