

MEETING AGENDA



Appearance Commission

Village of Homewood

May 01, 2025

Meeting Start Time: 6:00 PM

Village Hall Board Room

2020 Chestnut Road, Homewood, IL

Commission Meetings will be held as in-person meetings. In addition to in-person public comment during the meeting, members of the public may submit written comments by email to pzc@homewoodil.gov or by placing written comments in the drop box outside Village Hall. Comments submitted before 4:00 p.m. on the meeting date will be distributed to all Commission members prior to the meeting.

Please see last page of agenda for virtual meeting information.

1. Call to Order

2. Roll Call

3. Minutes:

Approve minutes from the November 13, 2024 meeting of the Appearance Commission.

Approve minutes from the March 6, 2025 meeting of the Appearance Commission.

4. Public Comments

5. Regular Business:

A. **Public Hearing** for Case 25-01: Village Sign Code Update

6. Old Business:

7. New Business:

8. Adjourn

The public is invited to the meeting using the link below to join Webinar:
<https://us06web.zoom.us/j/84411188079?pwd=RzFRZzZmeC9RU25CN0ZhYzA0S0V6UT09>

To listen to the Meeting via phone: Dial: 1-312-626-6799
Webinar ID: 844 1118 8079 Passcode: 170845

VILLAGE OF HOMEWOOD



MEETING MINUTES

DATE OF MEETING: **November 13, 2024**

APPEARANCE COMMISSION

6:00 pm

Village Hall Board Room
2020 Chestnut Street
Homewood, IL 60430

CALL TO ORDER:

Chair Hrymak called the meeting to order at 6:03 pm.

ROLL CALL:

Members Quirke, Kluck, Scheffke, and Chair Hrymak were present. Members Banks, Preston and Kidd were absent.

In attendance from Village staff was Director of Economic and Community Development Angela Mesaros, Assistant Director of Economic, and Community Development Noah Schumerth, and Building Department Secretary Darlene Leonard. There were two members of the public in the audience, and no members of the public were in attendance at the Zoom virtual meeting.

APPROVAL OF MEETING MINUTES:

Chair Hrymak asked for any corrections or changes to the minutes from the October 3, 2024 meeting.

Member Quirke stated on page 7 of the minutes, he is listed under the vote for both Aye and Nay. He voted Aye. The Nay should be changed to reflect Member Preston's vote.

Motion for approval of the amended minutes by Member Banks; seconded by Member Kluck.

AYES: 4 (Members Quirke, Kluck and Scheffke, Chair Hrymak)

NAYS: None

ABSTENTIONS: None

ABSENT: 3 (Members Banks, Preston, and Kidd)

Chair Hrymak congratulated Angela and Noah on receiving the Healthy and Active Community Award for the Downtown TOD Master Plan.

PUBLIC COMMENTS:

None.

REGULAR BUSINESS:

CASE 24-45: Appearance Review of 2124 183rd Street Redevelopment

Chair Hrymak introduced the case and Assistant Director Schumerth presented staff findings.

Member Quirke asked if the materials in the proposal are existing.

Assistant Director Schumerth stated yes, with the exception of the metal from and composite boards.

Chair Hrymak asked if the “video” room in plans referred to video gaming, and asked about the patio fencing.

Assistant Director Schumerth stated yes, and it would be similar to what is in other businesses. The fence would be the same materials or the brown composite material and metal framing. Assistant Director Schumerth recommended approval conditioned upon the submittal of a photometric plan for the light fixtures, and impact to the surrounding properties.

Animesh Kumar stated this would second location in Homewood with the first being the Shell station next door. The restaurant menu would be Italian fusion and the first location outside of Florida.

Mr. Kumar stated after the pandemic, people like to dine outside and added that his only concern is the patio would be next to the dumpster enclosure, but they are still working on the location. Mr. Kumar stated they are hoping to go higher with the dumpster enclosure.

Mr. Kumar stated they will have the interior design completed soon, but because it is already November, they probably won’t start active construction soon.

Member Quirke asked Staff if they missed the opportunity for TIF incentives.

Staff Liaison Mesaros stated that there was a TIF, but it expired last year.

Member Quirke asked if remediation or vents would be needed, how parking will be handled, if there will be a full bar and if there will be a grease trap.

Mr. Kumar stated the NFR said they cannot do certain things and they cannot do any excavation in the area or leave it dirt the area has to be paved and they don’t need vents. There will be 12 designated parking space and is aware it will be a challenge because of the number of anticipated customers. And added, the employees will park next door at the Shell station because there is ample parking there. There will be a full bar and the grease trap will be on the exterior.

Chair Hrymak asked if it is a franchise.

Mr. Kumar stated “yes but no.” The parent company does not do franchises, but he knows the owner of the existing restaurant concept and was given “free rein” to operate, as long as he doesn’t change the menu. They can even change the name, if desired.

Chair Hrymak asked about the sign location and if there will only be the one sign.

Mr. Kumar stated the sign in the renderings is not the sign that is to be constructed; it’s just a placeholder for the sign location. The signs in the drawings show sign location on the building. There will be another sign by the patio. They will change the sign from the one at the Florida location because the colors are dark.

Chair Hrymak asked Staff if the Appearance Commission will review the sign.

Staff Liaison Mesaros stated only if the sign needs a variance.

Chair Hrymak stated the owner flow parking would be in the neighborhood, and suggested that signage be installed directing people to the public lot by Blueberry Hill.

Mr. Kumar stated they did a traffic study on a Friday and Saturday and they expect 8-9 customers at any given time. But for handling more people, parking will be available at the Shell. Kumar stated he has bought the property behind this one that will be used for managers housing and parking.

Member Scheffke suggested the dumpster be placed at the neighboring property.

Mr. Kumar stated if such placement is allowed, he will locate the dumpster there.

Member Quirke stated the applicant will have to watch for people parking on the site and going across the street to Lassen's Tap.

Motion for approval of Case 24-45 Appearance Review, 2124 W 183rd Street Redevelopment as proposed on the drawings submitted by J. Scott McKay, Architect, dated September 27, 2024, subject to the condition of a photometric plan submittal by Member Kluck; seconded by Member Scheffke

AYES: 5 (Members Quirke, Kluck, and Scheffke, and Chair Hrymak)

NAYS: None

ABSTENTIONS: None

ABSENT: 3 (Members Banks, Preston, and Kidd)

CASE 24-43: Signage at Dave's Hot Chicken, 17631 Halsted Street

Chair Hrymak introduced the case and Assistant Director Schumerth presented it staff findings.

Member Quirke asked if it was 3 signs or 3 signs and the monument sign.

Assistant Director Schumerth stated it is wall signs and a monument sign. There is a need for 39.7 square feet of additional signage. Staff recommends approval of the variance for the additional 39.7 square feet of signage.

Katie Pino stated Dave's Hot Chicken is one of top growing fast casual restaurants and there is one opening in Orland Park in the next 30 days.

Member Scheffke asked if the building would be painted white.

Assistant Director Schumerth stated after discussions with staff on the color of the building, the applicant came back with white walls and a red roof.

Ms. Pino stated that is the proposal.

Member Quirke asked what the rest of the colors are in the renderings and stated they feel like signage.

Ms. Pino stated they are drawings or murals on the sides of the building that look like a peeling back of the wall, similar to peeling brick. They are unique graphics created on site with the Dave's colors.

Ms. Pino stated she would agree to remove the sign on the side of the building, but would like to keep the one on the rear of the building.

Member Kluck stated the colors are more something of interest like bricks showing though similar to a Mexican restaurant, and that it is not signage. The colors just create interest. Member Kluck added there is a lot of landscaping in front and he is in favor of the signage.

Ms. Pino stated that when being so far back from the street is it important to be seen.

Chair Hrymak stated he is not thrilled about a variance for more signage or how bright it is with the new color; he is not sold on the white. Chair Hrymak added that he is aware that Mod Pizza wasn't there long in part because it couldn't be seen and that they have no say in the paint, just the signage.

Ms. Pino stated they can remove the sign on the south side, but would like to retain the sign on the back.

Chair Hrymak asked staff if it is considered signage if it's in the window.

Staff Liaison Mesaros stated it is.

Chair Hrymak stated he would be okay with the variance if the one on the side is removed. Chair Hrymak reiterated that he is "not a fan" of concept #1 on the provided table, and that he prefers #3, which matches the existing building.

Member Kluck stated a neon sign could potentially be installed in the window.

Ms. Pino stated such a sign would still be considered signage if it has the logo. They would tie the neon interior with the area and what it is known for. The rear signage is much more valuable for people to see as they go by to Target.

Member Scheffke stated the contrast between the colors and the white is very striking.

Member Quirke stated he has strong reservations about the entire proposal as the problem doesn't present a hardship and the code is very clear about what a hardship is. Quirke stated that the proposal bends all the rules too many times.

Ms. Pino stated the property is pulled back off Halsted, and the building is not noticeable because it is set back further from the street.

Staff Liaison Mesaros stated the KFC is currently white and red, similar to what is proposed.

Assistant Director Schumerth stated the signs are red, white, and yellow. The areas are not considered signs because they do not reference the company.

Chair Hrymak stated his preference is to keep the square footage at 119.85. He is not willing to do the variance as he thinks this will be noticeable with all the colors.

Motion for approval of Case 24-52 sign variance, Dave's Hot Chicken at 17631 Halsted Street, to permit an increase in the maximum sign area from 119.8 square feet to 159.5 square feet made by Member Scheffke; seconded by Member Kluck

Ayes: 2 (Members Scheffke and Kluck)

NAYES: 2 (Member Quirke and Chair Hrymak)

ABESTENTIONS: None

Absent: 3 (Members Banks, Preston, and Kidd)

Chair Hrymak stated it did not pass and the signs will have to meet the 119.8 square footage.

Ms. Pino asked if the rear sign is reduced to 20.5 square feet and if they remove the side sign could it be approved. It would reduce the request by approximately 29 square feet.

Staff Liaison Mesaros stated it would cut the variance proposed in half.

Assistant Director Schumerth stated it would be an increase in sign area of 14.2 square feet. Chair Hrymak stated it would go from the existing 119.8 to 134 square feet.

Assistant Director Schumerth stated it would be an increase of 11% instead of the 33%.

Motion to approve Case 24-52 sign variance, Dave's Hot Chicken at 17631 Halsted Street, with a change to 19.8 to 134 square feet and removal of the side sign and reduce the rear sign by 9.5 square feet for a variance of 14.2 square feet as proposed in the drawings by member Scheffke, seconded by Member Kluck.

Member Quirke asked about the colors.

Chair Hrymak stated they are not under their purview.

Ayes: 4 (Members Scheffke, Kluck, Quirke, and Chair Hrymak)

NAYES: None

ABESTENTIONS: None

Absent: 3 (Members Banks, Preston, and Kidd)

Member Kluck asked the timeframe to open and if the patio will remain.

Ms. Pino stated she wasn't sure, but was hoping by the end of the year. Pino stated that the patio will remain, as a majority of the chain's locations have them.

OLD BUSINESS:

Chair Hrymak stated he didn't see any change to the Essence Suites signage, the sign at Saint Joe's is done but the yellow doesn't go, the Gottschalk house is done, the Casino is open, and the mural by Stoney Point is interesting and not what was expected. And asked if it was complete.

Staff Liaison Mesaros stated the mural is complete.

Chair Hrymak stated it is very creative. Chair Hrymak said that the mural is very simplistic yet nice, and the word Homewood is hidden in the mural somewhere.

Member Kluck observed there are train tracks running through it.

Chair Hrymak asked if there is a landscape plan for the western entrance.

Staff Liaison Mesaros stated there is nothing yet.

NEW BUSINESS:

Chair Hrymak asked can something be added to the new ordinance when the painting on the building is not harmonious with the area.

Member Quirke stated the ordinance says harmonious and the Dave's proposal is not.

Member Scheffke said if the building is being painted, it is part of the corporate identity and then the whole building could be considered as a sign.

Assistant Director Schumerth stating it is a challenge to regulate color. A permit is not needed nor is the contractor needed to register. There is no clear trigger with the Village to lead to a review.

Building Department Secretary Leonard stated a change in the Municipal Code would be required in order to require permits and have contractors register for painting and that would need to be discussed to the Village Attorney and the Village Manager.

Assistant Director Schumerth stated they can look at when color could constitute a sign when addressing the new Sign Code. Schumerth said if there is something that has commercial messaging within it, it can be looked at it and reviewed as a sign. Schumerth said that the Village doesn't want to call things signs when they aren't and not call things signs that are, and that this discussion will have to continue with the Village Attorney.

Chair Hrymak asked if signage would be approved by Staff or if it would go in front of the Appearance Commission for approval.

Member Scheffke stated if the signage meets code then it would be judgmental and is too subjective.

Member Quirke stated he thinks they are getting too close to having too many allowances and stretching so much they won't be able to get back to the ordinance in sign reviews.

Member Scheffke stated the rules don't change because of the stretch.

Staff Liaison Mesaros stated they are looking at a new Appearance Plan and Sign Code. The Commission has the ability to look at every sign and they did so in the past. Mesaros stated that it was a lot of signs to review, and it became too much to effectively look at. Mesaros stated that staff can always send signs over to the Commission to review.

Member Quirke stated they don't want to look at every sign, but wants to look at every plan.

Member Scheffke stated he would like to see every sign.

Assistant Director Schumerth stated they can make a condition to require signage to be reviewed when it's a new development package and they can require signage plans for multi-tenant buildings.

Member Scheffke asked is a permit is required for every sign.

Building Department Secretary stated no. If a panel of an existing sign was broken and needs replacing a permit is not required. But one is required if it is a new business or the sign is changing.

Chair Hrymak asked if the next meeting will be about the new sign code.

Assistant Director Schumerth stated that is the plan.

Chair Hrymak asked if directional signage can be regulated, especially on the interior of a location and asked about the gateway signage.

Staff Liaison Mesaros stated regulating directional signage can be looked into and any gateway signage will come before the Commission.

Member Quirke stated landscaping should be looked at carefully including the initial review and enforcement.

Staff Liaison Mesaros stated landscaping is very aggressive in the new Zoning Code and the enforcement is through Code Enforcement.

ADJOURN:

A motion was made for adjourning the meeting by Member Kluck; second by Member Scheffke.

AYES: 4 (Members Scheffke, Quirke, Kluck, and Chair Hrymak)

NAYS: 0

ABSTENTIONS: 0

ABSENT: 3 (Members, Banks, Preston, and Kidd)

The meeting was adjourned at 8:00 pm.

Respectfully submitted,

Darlene Leonard

Darlene Leonard, Building Department Secretary

Meeting Minutes | November 13, 2024

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Last Revised: 04/25/2025

VILLAGE OF HOMEWOOD



MEETING MINUTES

DATE OF MEETING:

March 6, 2025

APPEARANCE COMMISSION

6:00 pm

Village Hall Board Room
2020 Chestnut Street
Homewood, IL 60430

CALL TO ORDER:

Chair Hrymak called the meeting to order at 6:05 pm.

ROLL CALL:

Members Banks, Scheffke, Quirke, Preston, and Chair Hrymak were present. Member Kluck was absent.

In attendance from Village staff were Angela Mesaros, Director of Economic and Community Development; and Noah Schumerth, Assistant Director of Economic and Community Development. There were three members of the public in the audience, and no members of the public were in attendance using the Zoom virtual meeting.

APPROVAL OF MEETING MINUTES:

Chair Hrymak noted that Member Kluck will need to be present to approve the November 13, 2024 meeting minutes. The Commission declined to make a motion on the minutes from November 13, 2024.

Chair Hrymak asked for corrections from the February 6, 2025 meeting minutes. No changes were requested. Motion to approve made by Member Scheffke; second by Member Quirke.

AYES: 5 (Members Banks, Scheffke, Quirke, Preston, and Chair Hrymak)

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1 (Member Kluck)

PUBLIC COMMENTS:

None.

REGULAR BUSINESS:

25-01 SIGN CODE UPDATE - CONTINUED

Chair Hrymak introduced the workshop presentation to be conducted by Village staff. Chair Hrymak invited Noah Schumerth, Assistant Director of Economic and Community Development, to come forward to continue a workshop presentation on proposed sign code amendments.

Chair Hrymak requested that the workshop be presented with a brief overview for members of the audience and to refresh Appearance Commissioners on the discussion topics covered thus far in the workshop.

Assistant Director Schumerth introduced the project goals of the proposed sign code updates. Schumerth emphasized the need for revised and codified procedures to professionalize the work of staff and the Appearance Commission when reviewing signs and other improvements.

Assistant Director Schumerth presented an outline of the new sign code.

Assistant Director Schumerth presented requirements for individual sign types. Schumerth presented a table indicating which sign types would be required to be reviewed by the Appearance Commission. Schumerth presented highlights of proposed sign code regulations.

Schumerth presented proposed changes to temporary sign allowances. Schumerth noted that allowable window sign area was increased for temporary window signs.

Chair Hrymak asked if window signs were previously allowed to cover 50% of windows.

- **Staff Liaison Mesaros noted that the former code indicated that temporary window signs should follow the same regulations as permanent window signs.**

Chair Hrymak recommended that temporary window sign area be reduced for public safety purposes.

Member Banks asked how Walt's grocery store is permitted to have window signs which cover the entire window.

- **Staff Liaison Mesaros noted that the signs were not permitted as currently constructed, and may be legal non-conforming signs which existed before the current sign code was in place.**

Chair Hrymak recommended that temporary window sign area be reduced to 25%. Some members expressed concern about existing temporary window signs being larger to allow for temporary advertising needs to be met.

Member Scheffke asked how the temporary window signs are enforced, especially for their duration.

- **Staff Liaison Mesaros noted that signs are generally "one-offs" that are taken down after the end of sale or event. Mesaros noted that a separate application is required for these signs.**

Member Scheffke asked how frosted windows are treated, and whether they would be considered as window signs.

- **Schumerth stated that the code does not clearly regulate frosted windows.**

Member Banks requested changes to code that limit frosted window coverage and a maximum height to which signs and frosted windows are limited to allow for visibility for public safety officials.

Member Scheffke asked if public safety officials have asked for windows to be clear for signage, and what they would define as "clear."

- **Staff Liaison Mesaros noted that public safety chiefs have asked for clear visibility into windows, but there isn't a stated definition on what "clear" is aside from preserving visibility.**

Member Banks restated that height is an important consideration for window sign placement. Banks stated that safety comes before aesthetics, but the Appearance Commission must consider aesthetic quality.

Chair Hrymak asked that staff look into other communities and how they regulate window signage.

Member Preston stated that it is important for temporary window signs to be eye-catching for drivers and pedestrians, but that a “line” for size needs to be drawn.

Member Scheffke stressed that enforcement needs to be equal between businesses, and that some businesses may have concerns about larger businesses not being held to the same standard for window signage as smaller businesses.

Assistant Director Schumerth introduced comprehensive signage plans (CSPs) as a new set of procedures for the Village. Schumerth noted that application requirements, standards for review, and requirements for existing developments are included in the proposed chapter for comprehensive signage plans (CSPs).

Member Scheffke asked if cash stations would be considered a freestanding structure, and whether a bank with a cash station (ATM) would be required to provide a comprehensive sign plan.

- **Assistant Director Schumerth noted that the cash station would be an accessory structure and the site would not be required to submit a comprehensive sign plan. Schumerth noted that more than once principal structure, as defined by the zoning ordinance, must be on a site to require a comprehensive sign plan.**

Member Quirke stated that when small tenants in larger centers come and ask for signage through variances or design reviews, it should be the responsibility of the center owner to come up with a plan that can allow signage for all tenants in a building, rather than the Appearance Commission. Quirke stated that in larger shopping centers, the Village should be working with property owners rather than small, individual tenants. Quirke asked how centers could be required to provide sign plans which account for smaller tenants.

- **Staff Liaison Mesaros said that the new code would require the Village to reach out to plaza owners to prepare comprehensive sign plans, and the addition of the new tenant would trigger the need to come into compliance with new requirements for comprehensive sign plans.**

Member Quirke said that the comprehensive sign plan requirements would have long-term impacts on businesses in the Village.

- **Staff Liaison Mesaros said that CSPs would allow for more uniform signage in major centers in the future.**

Member Scheffke asked if existing businesses in a center would be required to install new signage with the adoption of a comprehensive sign plan.

- **Staff Liaison Mesaros said no and that requirements would only apply to future signage.**

Member Quirke asked what would be included in a comprehensive sign plan for an existing center.

- **Staff Liaison Mesaros said that plans would include future requirements for an entire plaza, including areas where signs can and can't go. Mesaros noted that when a business leaves, the new tenant would be responsible for complying with the plan. The plan would require long-term compliance.**

Schumerth showed examples of buildings which could fall under a comprehensive sign plan requirement.

Member Banks noted that in another community, a mixed-use building was required to provide plans for all signage on the building, including windows and doors. Banks noted that the property owner had to show where signs could go, including future signage if tenants were consolidated together or moved around the building. Banks said that the property owner was required to establish rules which would carry between property owners, and that carry with the lifespan of the building itself.

Assistant Director Schumerth noted that elevation drawings will be required to demonstrate where signs will go, and that any signs to be installed at the time of plan implementation could be included with additional construction drawings showing the design of those signs. Schumerth noted that additional rules or design standards could be established in CSPs.

Staff Liaison Mesaros noted that CSPs will be filed with the Village for continuous use and enforcement.

Assistant Director Schumerth introduced the review process for a CSP before the Appearance Commission, including the review of proposed modifications.

Assistant Director Schumerth noted that the goal is to move some sign variance applications received by the Village into a modifications review through the CSP process.

Member Quirke asked if there are opportunities to incorporate maintenance standards and other standards, such as landscaping, into the process of approving a CSP.

- **Staff Liaison Mesaros noted that CSPs should only govern signage; other projects can go through Appearance Review and be assessed by the Appearance Plan.**

Assistant Director Schumerth introduced new requirements for legal non-conforming signs, and discussed how legal non-conformities are monitored and enforced by the Village.

Chair Hrymak asked why timelines were not put in place for responding to major sign damage.

- **Assistant Director Schumerth noted that major damage requires removal of the sign and should be done as soon as the damage occurs, and that design and construction review for a new sign could take more than 180 days.**

Member Preston asked if there are exceptions for the repair and replacement limitations for non-conforming signs being discussed when a unique or historic sign is in place.

- **Assistant Director Schumerth noted that there are exceptions for certain sign types, replacing sign copy and for historical signs receiving landmark designation. Schumerth also noted an exception when the Village takes action requiring the alteration of a non-conforming sign.**

Assistant Director Schumerth introduced sign abandonment and amortization requirements.

Chair Hrymak asked that signage removal for abandoned signs should be strengthened from “may” to “shall.”

Chair Hrymak asked for clarification on if all non-conforming signs would be required to be removed after 10 years.

- **Assistant Director Schumerth said yes, unless they received an exemption via CSP or variance approval, or through another means identified in the code.**

Member Preston asked how this code would be enforced.

- **Assistant Director Schumerth noted that a notice would be given with time to complete the sign removal or receive an exemption. The Village would then cite a property owner with non-conforming signage.**

Staff Liaison Mesaros said that the Village Board may not be comfortable with the severity of this requirement.

Assistant Director Schumerth noted that the Village’s goal should be to remove non-conforming signage over time.

Member Preston recommended that the Village fall back on damage, use change or other types of triggering requirements where a sign would need to be removed, stating that signs are an asset to existing businesses and that sign replacement could come with a large price paid by existing businesses.

Member Scheffke asked if a sign for an abandoned tenant would still need to be removed after 180 days if the amortization requirement is removed. Scheffke asked if the business would need to pay to the removal or repair of abandoned signage.

- **Assistant Director Schumerth said yes. Staff Liaison Mesaros said that the property owner would be responsible for taking care of abandoned signs and making any necessary repairs to the signs.**

Assistant Director Schumerth shared examples of legal non-conforming signs in the Downtown and Southgate areas of Homewood.

Multiple Commissioners identified a desire to see the Perruso Cleaners and Tailors sign on Dixie Highway to receive future landmark status.

Assistant Director Schumerth introduced new construction and maintenance standards for signs.

Chair Hrymak asked if window signs would be included in these requirements, including open signs and other types of signs.

- **Assistant Director Schumerth said yes.**

Member Quirke asked whether an annual inspection of signs and other potential maintenance violations would be feasible.

- **Staff Liaison Mesaros noted that commercial code enforcement does inspections. Assistant Director Schumerth said that Village code enforcement staff regularly checks for sign code compliance, but completing a full assessment could require staff resources beyond what the Village has available.**

Chair Hrymak asked if language saying the Village “may” remove damaged signs should be changed to “shall” remove damaged signs.

- **Staff Liaison Mesaros said that the language will be reviewed by staff. Assistant Director Schumerth said that there should be different levels of enforcement or penalty between damaged or poorly maintained signs and signs which constitute a public safety hazard. Schumerth noted that the goal is to give the Building Division discretion in determining appropriate penalties for defective signage.**

Assistant Director Schumerth introduced that new sign definitions are provided to make the code easier to understand.

Assistant Director Schumerth introduced sign review procedures for sign permits, comprehensive sign plans.

Member Quirke asked if comprehensive sign plans (CSPs) and variances would be required to have an ordinance attached with them.

- **Assistant Director Schumerth said that currently the variance and CSP review processes are being retained at the level of the Appearance Commission, and that authority is stated in the new sign code and associated changes to Village codes.**

Member Quirke said that the comprehensive sign plans (CSPs) should go to the Village Board. Schumerth noted that the change would make the Appearance Commission a recommending body rather than a decision-making body for these reviews, and that staff would review the proposed procedures.

Assistant Director Schumerth introduced new variance processes. Staff Liaison Mesaros said that new standards were put in place to add legal basis for the variance review process, but the Appearance Commission would retain the sign variance review authority as they have currently.

Member Scheffke asked what was meant by “varying sign number” in the new code.

- **Assistant Director Schumerth said that it is one area where the Appearance Commission has the authority to make a variance decision. Like the Planning and Zoning Commission for other**

variances, the Commission is limited in its ability to make variances so that not every provision of the zoning ordinance can be modified through the variance process.

Assistant Director Schumerth noted that language about authority for variances could be made clearer and can be reviewed by staff.

Chair Hrymak and Member Preston said they wished to add language beyond “negative impact surrounding property” in the variance standards to add language about “improving general aesthetics” of the area.

Member Quirke said that the Dave’s Hot Chicken represented an effort to give away too much signage but that the Commission did not have appropriate input on the painted walls of the building. Member Quirke asked for more options to do something about buildings perceived to have poor appearance.

Assistant Director Schumerth introduced standards for Appearance Reviews and public art installation reviews.

Member Quirke asked about whether the Village has a right to review color.

- **Staff Liaison Mesaros said that color will largely be touched on through the Appearance Review process, and that there are few options for the Commission to review color because changing building color does not require a permit. Mesaros noted that staff sometimes asks applicants for review options for colors or brand refreshes.**

Assistant Director Schumerth introduced new review standards and procedures for public art installations and murals. Schumerth explained the difference between Appearance Reviews and the public art reviews to be brought forward to the Appearance Commission in the future.

Member Preston said that other communities have very strict standards for public art review which can encourage better looking art, but that some can be biased toward particular types of art or artistic expression.

- **Staff Liaison Mesaros said that architectural quality, impact on neighboring properties and other standards included in the proposed code could be relied upon to clearly state how an art installation may have sufficient quality to be approved.**

Member Scheffke asked if Dave’s Hot Chicken would have to remove the paint on the building to its previous state should the business become abandoned.

- **Assistant Director Schumerth said that the Dave’s paint work does not constitute a sign and is paint color on a building. Schumerth noted that the paint will not be required to be removed.**

Assistant Director Schumerth concluded the workshop.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURN:

A motion was made for adjourning the meeting by Member Scheffke, second by Member Preston.

AYES: 5 (Members Banks, Scheffke, Preston, Quirke and Chair Hrymak)

NAYS: 0

ABSTENTIONS: 0

ABSENT: 1 (Member Kluck)

The meeting was adjourned at 7:55pm.

Respectfully submitted,

Noah Schumerth

Noah Schumerth

Assistant Director of Economic and Community Development

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: May 1, 2025

To: Appearance Commission

From: Noah Schumerth, Assistant Director of Economic and Community Development

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Case 25-01: Village Sign Code Update

DOCUMENTS FOR REVIEW

Title	Pages	Prepared by	Date
Proposed Village Sign Code		Economic and Community Development (ECD) Department	04/25/2024
Code Comparative Table		Economic and Community Development (ECD) Department	04/25/2025
Existing Village Sign Code (Section 30, Village Code of Ordinances) - Municode		Village of Homewood	07/13/2021

PROJECT INTRODUCTION

The Village Sign Code, Section 30 of the Village Code of Ordinances, is the Village's set of regulations for any property owner or applicant seeking to install signage within Village limits. The regulations dictate sign form and construction requirements and define Village procedures related to the approval and regulation of signs.

The Village initiated a process to overhaul the Village Sign Code in late 2022. The last major amendment to the Village Sign Code was completed in 1997, with another set of minor amendments completed in 2004. The Sign Code predates the Appearance Commission (established in 1998). The Commission reviews and approves sign variances and the Appearance Plan (also established in 1998). The Appearance Plan provides additional design guidelines for signage in the Village.

The Sign Code also predates the recently adopted new zoning ordinance by 26 years. In the 28 years since the adoption of the original Sign Code, there have been broad changes to how signs are designed and reviewed, including changes in signage and lighting technology and shifts in legal precedent surrounding sign regulation and its role in protecting (or limiting) constitutional rights. Additionally, the built environment of Homewood has seen significant changes since the adoption of the current Village Sign Code. These include development in the Downtown area and changing development demands in the Village's other commercial corridors. A new Sign Code would modernize the Sign Code to meet current legal, technological, and aesthetic challenges surrounding signage in Homewood.

Project Goals

The proposed amendments are designed to organize, strengthen and professionalize sign regulation in the Village of Homewood while achieving a range of goals, including:

1. **Improve organization of sign regulations.** The current Sign Code has numerous organization issues that limit the ability for staff, Commissioners, developers and the public to understand and engage with sign regulations. Changes are proposed to modernize, simplify and improve the readability of sign regulations in the Village Sign Code.
2. **Meet current legal requirements.** Sign regulations intersect with First Amendment rights of property owners and residents. Since 1997, several legal cases in state and federal courts, including *Reed v. Gilbert* (2016), have significantly changed the way municipalities may regulate signage. Revisions to the Code reflect court decisions, and additional language and standards are provided to protect the Village from legal challenges to sign decisions.
3. **Provide greater clarity for specific sign types.** The current Sign Code has limited regulations for specific types of signs, and is missing sign types that are typically found in modern sign regulations. New regulations clarify standards for individual types of signs that are more detailed and responsive to the built environment around signs.
4. **Integrate new sign technology into sign regulation.** The current Sign Code, written in 1997, includes few regulations for modern sign technology that include electronic changing message (ECM) signs, LED lighting, and other common sign features. The Village has limited regulations to mitigate the impacts of such sign technology, and variances are required to accommodate these signs. New technology commonly found in more modern sign codes will be accommodated with the new Sign Code.
5. **Create new sign review procedures for multi-tenant centers/sites with multiple buildings.** Many challenges with current sign regulation stem from limited language for regulating signage on multi-tenant buildings, creating challenges for building tenants, staff and Commissioners. Changes to the Code clarify how sign regulations are applied to multi-tenant buildings, including clarifications for measuring signs and processes by which such signage shall be approved.
6. **Add guidance for murals and public art.** This update to the sign code is designed to provide review procedures for murals and public art. The code update differentiates murals and public art from signs and defines procedures for review of these types of similar improvements by the Appearance Commission and Village Board.
7. **Improve aesthetic quality of signage.** The changes to the sign code improve the aesthetic control over individual sign types, providing signage that is contextually sensitive to different areas of the Village.
8. **Clarify authority of Appearance Commission.** The current Village Code of Ordinances broadly defines the authority of the Appearance Commission, but lacks clarity in how the Appearance Commission makes decisions on specific reviews involving signage, including Appearance Reviews

and Sign Variance reviews. Changes to the Code clarify the Appearance Commission's authority as a decision-making body and add legally defensible standards for sign decisions.

9. **Reduce need for sign variances.** The Village currently sees a wide range of sign variances, including 10 unique requests for variances in 2024. Changes to the Code address specific regulations where variances are frequently requested and approved, including sign standards for properties with multiple frontages and with large building setbacks.
10. **Clarify and modernize sign procedures.** The current processes for sign permits, sign variances, and other procedures related to sign reviews are not clearly identified in the current Village code. This update is designed to align the detail of these procedures with other Village procedures.
11. **Align side code with peer and aspirational communities.** Many of the sign regulations in the current Village Sign Code, including methods of sign regulation, do not align with sign codes in communities that have achieved planning goals inline with the Village of Homewood's goals. The update to the Sign Code provides solutions to better align the Sign Code with other communities which have modernized sign codes to meet current planning goals.

DISCUSSION

Staff has summarized the changes included in the proposed revision of the Village Sign Code.

Improved Organization

Integrate Village Sign Code into Zoning Ordinance (Chapter 44, Village Code of Ordinances). This update eliminates Chapter 30 (Signs) of the Village Code of Ordinances and moves most sign regulations into Chapter 44 (Zoning) of the Code of Ordinances. Most sign regulations will be in Section 44-10 of the Village Zoning Ordinance, with sign review procedures in Section 44-07 alongside other development review procedures.

This change ensures that all regulations governing the development of property, including signage, are contained within a single Chapter of the Code of Ordinances – the zoning ordinance. While the placement of a sign code within a zoning ordinance is not a universal practice, it is a common method of organizing development regulations.

Establish Clear Purpose and Intent Statements. New purpose and intent statements are written into the sign code. This change aligns the sign code with other chapters in the Village Zoning Ordinance.

Regulations Grouped by Sign Type. Sign regulations are grouped by land use and sign type, with clarified definitions for each type of sign. All sign regulations are removed from definitions and other sections where regulatory language should not be located.

Replace Text Regulations with Tables. Long blocks of text in the current regulations are replaced with tables to provide sign regulation by zoning district, quickly present key information, and maintain consistency with the existing Village Zoning Ordinance.

Add Graphics to Sign Code Text. Graphics are added to clarify sign regulations. The Village has partnered with Houseal-Lavigne, the consulting firm that the Village engaged to rewrite the Zoning Ordinance in 2023, to provide graphics that match the style and layout of the Zoning Ordinance.

Add “How To” Information for Using Sign Measurements. Sections have been added to the code to demonstrate how to measure attributes of various types of signs, including height, area, and clearance. Other important measurements for sign review, such as tenant and lot frontage, are clarified. Sections describing measurements are supplemented with graphics to further clarify how sign measurements should be taken.

Add Definitions and Remove Regulatory Language from Definitions. Regulatory language, such as requirements for sign size, height, and location, is removed from the definitions. Missing definitions in the current code have been added, and new definitions have been added as needed to support new regulations in the code. Definitions have been adjusted based on past interpretations and legal best practice guides.

New Sign Regulations

Add Non-Residential Sign Regulations. New sign types for non-residential properties are defined and provided with clear regulations for most aspects of sign design. Sign regulations for civic/charitable organizations are expanded to resolve the current sign code regulations.

Define Maximum Sign Area by Zoning District, Individual Sign Type. Maximum sizes for signs are defined by individual sign type based on the zoning district in which the sign is located. The proposed code will remove the maximum sign area in favor of regulating the form of individual signs and the number of each type of sign to avoid excess signage. The regulations favor managing the form of individual signs rather than setting a broad standard for all signs on a property.

Define Sign Regulations for Individual Sign Types. The proposed sign code provides form regulations for individual types of commercial signs. Several new types of signs are included, including canopy signs, additional types of projecting signs, and instructional signs. Sign regulations for individual sign types, such as maximum size and height, will vary by zoning district to reflect differences in character between districts. Additional form standards, such as materials, wall projection, and placement requirements, are provided in addition to the core regulations for each sign type.

Adjust Sign Requirements for Existing Sign Types (Wall, Monument, etc.). Revisions adjust the regulations governing maximum allowable size and height, placement, and number of allowed signs.

Add Sign Types Missing from Current Code. Sign regulations for sign types that are commonly proposed in non-residential development but are not included in the current sign code, including: canopy signs, gas station canopy signs, marquee signs, electronic changing message (ECM) signs, instructional signs, marquee signs, and painted wall signs. Signs are regulated in number, placement, size, and other form characteristics.

Clarify and Rewrite Legal Non-Conforming Sign Requirements. Language is added to clearly define when a sign becomes non-conforming. Limitations on alteration and replacement are defined for legal non-conforming signs. Exceptions for non-conformance are provided to protect both the free speech rights of

property owners and the legal liability of the Village. Sections are added to require the removal of abandoned signs after 180 days and the amortization of non-conforming signs after 10 years.

New Construction and Maintenance Standards. Revised construction and maintenance standards reflect current building codes and integrate requested language from the Building Division. More detail is provided for maintenance requirements to improve enforcement of sign maintenance of existing signs within the Village.

New Procedures

Revise and Clarify Sign Permit Approval Procedures. Language has been added to codify all steps of the current sign permit review process. Detail is provided for when and how a sign permit may be elevated to the Appearance Commission. The roles of staff and Commission members are in the new sign permit review process. Language is added to clarify the expiration timeline of sign permits.

Revise Sign Variance Procedures/Add Standards of Variance. A new section has been added to detail procedures for approving sign variance applications. The process is separate from standard zoning variances (Section 44-07-12) to account for the unique attention required in consideration of a sign variance, and to preserve the authority of the Appearance Commission as a decision-making body for sign variances. Standards are provided for sign variance processes in a manner that is defensible by local ordinance. Sign variances are more narrowly defined as a mechanism to provide relief from sign regulations if circumstances outside of the control of a property owner restrict the ability to install signage allowed by right.

Temporary Sign Permits. Language is provided to allow temporary signs and define specific allowed temporary sign types. Additional regulations for specific types of temporary signs, including temporary hanging banners, ground-mounted pennants, and temporary window signs. Procedures are defined for temporary sign approval and removal.

Add Landmark Signs Procedure. Sign regulations are added to Chapter 22, *Historical Preservation*, of the Village Code of Ordinances to allow signs to be considered as a landmarked object. Legal allowances for non-conformity with sign regulations are written to allow landmarked signs to remain in place, with limitations on modifications that may be made to such signs.

Add Comprehensive Sign Program (CSP) Procedure. A new process for Comprehensive Sign Programs, which define signage for centers with multiple tenants or buildings, is proposed. The Comprehensive Sign Program defines the location, maximum size, and form standards for signs in multi-tenant centers. Procedures for review and approval, amendment, and repeal are provided.

Add Procedures for Sign Abandonment. Procedures are proposed for the determination and removal of abandoned signs after 180 days.

Add Appearance Commission Responsibilities and Duties in Zoning Ordinance. The Appearance Commission is added to the Zoning Procedures (Section 44-07) of the Zoning Ordinance as a decision-making body with a set of clearly defined powers and duties. Tables are amended to identify which review processes the Appearance Commission is to serve within.

Define Appearance Review and Procedures for Appearance Review of Signs. Add language that defines the procedures for review and approval by the Appearance Commission are provided. The Appearance Plan is incorporated into the Appearance Review process formally as the set of standards by which Appearance Review decisions should be made.

Add Process for Approval of Murals and Public Art. Code changes define the application process for murals and public art projects, and establish the Appearance Commission as a recommending body for applications for these types of improvements.

Changes Following Staff Review/Commission Workshops

Staff conducted three workshops with the Appearance Commission (January 16, February 6, and March 6) to collect feedback from the Commission on draft changes to sign regulations. Staff also reviewed the draft changes with staff from other Village departments who will interact with the administration and enforcement of sign requirements.

Based on feedback collected from staff and Commission members, the following changes have been proposed:

1. ***Adjusted Exempt Sign Types:*** Address signs for non-residential properties, contractor/architect signs required by Village building codes, real estate signs for both residential and non-residential properties, and additional flags were added as sign types exempt from requirements in the new sign code.
2. ***Adjusted Requirements for Monument and Pylon Signs:*** Height and area allowances for monument signs were increased in the B-4 zoning district. Height allowances were modified to be different between B-3 and B-4 districts to decrease maximum height in the B-3 zone and increase height in the B-4 zone. Requirements were adjusted to minimize non-conformities for existing signage in the B-3 and B-4 districts. Added allowances for specific percentages of monument and pylon sign area to be used as electronic changing message (ECM) signs.
3. ***Added Appearance Review Requirements:*** Appearance Review was added as a requirement for additional sign types, including canopy signs in the B-1 and B-2 districts, painted wall signs, and ECM signs.
4. ***Modified Window Signage Requirements.*** Maximum window sign coverage was reduced to 25% for both permanent and temporary window signs. Added allowance for neon/illuminated tubing in window signs to permit "Open" signs and other small decorative neon signs to be installed.
5. ***Changed Marquee Sign Allowances:*** Additional height restrictions proposed for marquee signs were removed to allow signs to be constructed up to the maximum height of the zoning district. Additional design restrictions were removed, including requirements for marquee signs to be flush to a building and below the roofline of a building. Other requirements, such as illumination method, were adjusted to incorporate feedback from the Appearance Commission.
6. ***Strengthened Sign Abandonment Requirements:*** Village authority was strengthened to remove abandoned signs at the sole expense of a property owner.

7. **Removed Amortization Requirements:** The requirement for legal non-conforming signs to be removed by a given amortization date (10 years after the adoption of the ordinance) was removed from the proposed sign code.
8. **Added Construction and Maintenance Standards:** Additional construction and maintenance standards for electronic and illuminated signs were included, and language was strengthened to align construction standards with Village building codes.
9. **Added Comprehensive Signage Plan (CSP) Modification Standards:** Modification standards for comprehensive signage plans (CSPs) were added. Procedures for reviewing proposed modifications in CSPs were also added to guide staff and Commission members reviewing proposed signage that does not conform to Village sign regulations but is included in CSP applications.
10. **Reviewed and Modified Sign Definitions:** Sign definitions were removed or modified to reflect any changes in language after Appearance Commission feedback was incorporated into the proposed sign code text.
11. **Added Graphics:** Added graphics to illustrate sign measurements, regulations on specific sign types, and various sign procedures. *Graphics prepared by consultants from Houseal-Lavigne.*
12. **Clarified Language:** All legally binding language in the code (“shall,” “should,” etc.) was reviewed and adjusted as needed to ensure proper enforcement of the proposed sign regulations.

PROCESS

Since 2022, Village staff have completed a lengthy process to prepare an updated Village sign code. The process has included widespread public engagement for input on future sign regulation in the Village, analysis of best practices for sign regulation in peer and aspirational communities, and legal review with resources from various planning and legal agencies. The full process timeline is included below.

Review	Date
Public Engagement – Fall Fest 2022	September 24, 2022
Public Charrette/Workshop – Sign Code and Appearance Plan	March 8, 2023
Public Engagement – Holiday Lights	December 6, 2023
Resident Public Survey – Sign Code and Appearance Plan	December 2023 – January 2024

Business Public Survey – Sign Code and Appearance Plan	December 2023 – January 2024
Appearance Commission Workshop	March 3, 2024
Peer/Aspirational Community Research and Code Analysis	April 2024 – June 2024
Sign Code Draft Development	July 2024 – December 2024
Administrative Staff Review	January 2025 - present
Appearance Commission Workshop (3)	January 2025 – March 2025
Final Draft Preparation	March 2025 – April 2025

This meeting is a hearing to provide a recommendation on the proposed Sign Code by the Appearance Commission. The Appearance Commission may recommend approval, approval with conditions or denial of the proposed sign code changes. The Appearance Commission may also be recommended for continuation to a future hearing date if the Commission determines that further discussion is warranted.

Following a recommendation at this public hearing from the Appearance Commission, a recommendation will also be required from the Planning and Zoning Commission at a public hearing. The recommendations of both Commissions will then be considered in a final approval decision made by the Village Board of Trustees. A tentative schedule of dates for required hearings is provided below.

Review	Date
Appearance Commission Public Meeting	May 1, 2025
Planning and Zoning Commission Public Hearing	May 22, 2025
Village Board of Trustees Public Meeting	June 10, 2025

All dates are subject to change during review of the Village Sign Code text.

RECOMMENDED APPEARANCE COMMISSION ACTION

This item is presented at this meeting for first review by the Appearance Commission. The complete/final Village Sign Code amendments will be reviewed for a formal recommendation at a future public meeting of the Appearance Commission.

Recommend approval of Case 25-01: Village Sign Code Update, proposing amendments to the text of the zoning ordinance including:

1. Amendment of the zoning text of Section 44-04-14 to establish murals and public art installations as an accessory structure subject to accessory use and structure requirements;
2. Amendment of the zoning text of Section 44-07, to establish development review procedures for sign permits, sign variances, comprehensive sign plans, appearance reviews and public art and mural reviews;
3. Establishment of Section 44-10 of the Zoning Ordinance, to: (a) set standards for permitted, prohibited and exempted sign types; (b) allow for the regulation of permitted signs and sign structures in the Zoning Ordinance; (c) allow for the regulation of temporary signs in the Zoning Ordinance; (d) set requirements, standards and modification authority for comprehensive sign plans, (e) establish definitions, limitations and procedures for legal non-conforming signs, (f) create new construction and maintenance requirements for permitted signs, and (g) establish definitions for terms related to the regulation of signs and sign structures.

VILLAGE OF HOMEWOOD



Proposed Village Sign Code Update

Prepared By: Economic and Community Development Department

Village of Homewood, Illinois

Revised Version

April 25, 2025

Appearance Commission Final Review Copy

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44-10-11. Definitions

The following sections in *italics* are not included in the new section dedicated to the Sign Code (Section 44-10), but are proposed to be included elsewhere in Chapter 44 of the Village Code of Ordinances.

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44-10-01. Intent and Purpose

The purpose of this Section is to ensure the regulation of signage in a manner that is protective of public safety, health, and general welfare while promoting the overall aesthetic quality and maintenance of the Village of Homewood. This Section is written to **achieve the following purposes in the interest of the general public:**

- Protect the safety of motorists and pedestrians through the placement of signage in safe and appropriate locations along public and private streets.
- **Ensure contextually appropriate signage that contributes to the scale, form, and overall character of existing or planned development.**
- Balance the aesthetic enhancement of the public community with the economic needs and rights of private property owners.
- Regulate signage in a manner that preserves the right to free speech and expression as protected by state and federal law.
- Establish fair and comprehensive procedures for administrative decisions and public review for signage.
- Define and establish property responsibility and courses of action for abandoned and non-conforming signage structures.

44-10-02. Applicability**A General Applicability**

All signs constructed, maintained, displayed, or altered within the Village shall receive an approved sign permit, except those explicitly identified in Section 40-10-02(B) as exempt from permit requirements. All signs required to receive a sign permit within the Village of Homewood shall be required to conform to all requirements set forth in this Section.

B Exempt Signs

The following sign types are exempt from sign permit requirements. Exempt sign types shall be subject to the provisions of Table 44-10-02(A). Any exempt sign type constructed, maintained, displayed, or altered within the Village shall be subject to applicable building codes adopted by the Village of Homewood.

Table 44-10-02.B.1. Exempt Signs			
Sign Type	Number Permitted	Maximum Size	Other Requirements
Address signs - residential	1 per zoning lot	2 square feet	N/A
Address signs – non-residential	1 per zoning lot	6 square feet	N/A
Contractor-architect signs	1 per construction permit	10 square feet	N/A
Flags of the United States, the State of Illinois, or other local jurisdictions	N/A	N/A	N/A
Holiday decorations	N/A	N/A	N/A
Official flags and emblems	N/A	30 square feet per flagpole	N/A
Political signs on private property	N/A	32 square feet	N/A
Real estate signs - residential	1 per street frontage	10 square feet	Must be removed within 30 days of property sale
Real estate signs – non-residential	1 per street frontage	32 square feet	Must be removed within 30 days of property sale
Service signs	N/A	2 square feet	N/A
Government traffic control signs	N/A	N/A	Must be posted and enforced by a political jurisdiction. Private traffic signs shall be regulated by <i>instructional sign</i> requirements in Section 44-10-06.H.

C. Regulatory Protections and Restrictions

All sign requirements and sign review procedures shall be subject to the following regulatory protections:

1. In no event shall consideration for approval be based upon the message content of a sign.
2. All approved signage shall be accessory to a permitted use on any property.
3. In no event shall consideration for approval be based upon the principal use to which a sign is an accessory, except where use restrictions are stated within the content of this chapter.
4. The provisions of this chapter regulating the location, placement, size, projection, height and number of signs or other related structures shall be subject to and may be further restricted by any applicable provision of the present or hereafter adopted zoning ordinance of the Village, including provisions therein relating to nonconforming structures and uses.
5. No regulation of any proposed construction, installation or alteration of a sign or sign structure shall be regulated in any manner not explicitly stated in the provisions, prohibitions and exemptions stated in this Section.

44-10-03. Prohibited Signs

A. General Prohibitions

It is unlawful to erect or maintain any of the following sign types in any zoning district within the Village of Homewood, except in instances explicitly permitted in this Section:

1. Signs **located** on fences and walls not part of a building or structure, **including temporary and permanent signs**;
2. Signs located on stationary vehicles with the primary purpose of attracting attention or providing messages
3. Signs including illuminated tubing, rope lights, string lights, and other exposed lighting tracing architectural features, sign components (including any sign messaging);
4. Flashing signs
5. Moving signs
6. Advertising signs
7. Roof signs
8. Signs mounted to trees, utility poles, or other areas not designed to support the installation of a sign or sign component
9. Signs located in public right-of-way, unless explicitly permitted by regulations or exempted from regulation.
10. Off-premises signs

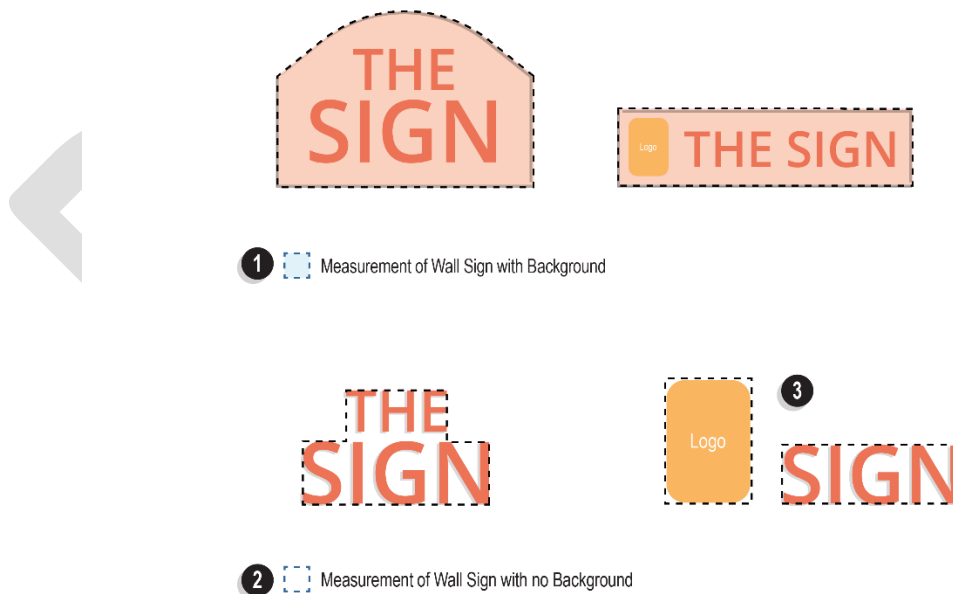
44-10-04. Sign Measurements

A Sign Area Measurements

1 Wall Signs

- a **Wall Sign with Background.** For any wall sign that is framed, outlined, painted, or otherwise constructed in a manner that creates a background to differentiate the sign from the structure on which it is placed, the entire area of the sign, including all background colors and features, shall be included in the total sign area. Wall signs with backgrounds shall be measured using the guide in **Figure 44-10-04.A.1.**
- b **Wall Sign with No Background.** For any wall sign that consists of distinct letters, logos, or other elements placed directly on a structure, the area of the sign shall consist of the smallest simple geometry forming a perimeter around the extreme limits of the sign. Wall signs with no background and formed from distinct letters, logos, and other elements shall be measured using the guide in **Figure 44-10-04.A.1.**

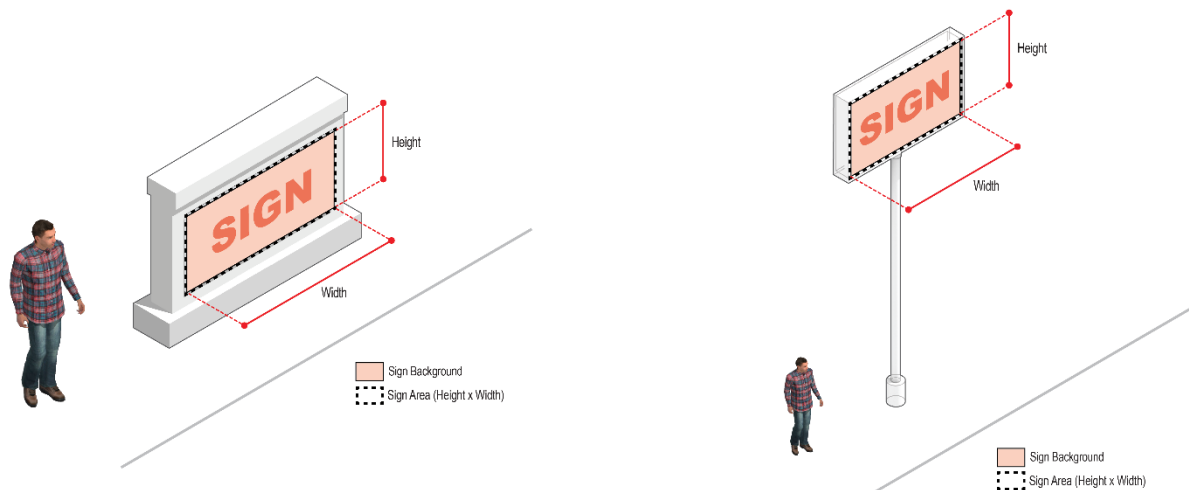
Figure 44-10-04.A.1. Wall Sign Area Measurements



2. Freestanding Signs

- a. **Monument Signs.** For any freestanding monument sign, the area of the sign shall consist of the smallest geometry forming a perimeter **around the sign**, including any background. Architectural or structural elements utilized in the design of a monument sign shall not be counted in the sign area. Monument signs shall be measured using the guide in **Figure 44-10-04.A.2.**
- b. **Pole/Pylon Signs.** For any freestanding monument sign, the area of the sign shall consist of the smallest geometry forming a perimeter **around the sign**, including any background. Architectural or structural elements, including poles or other support structures, shall not be counted in the sign area. Pole/pylon signs shall be measured using the guide in **Figure 44-10-04.A.2.**

Figure 44-10-04.A.2. Freestanding Sign Area Measurements



3. Other Sign Types

- a. **Painted Signs.** The area of any painted sign shall be measured as the full extent of the area to which paint is applied, which is distinct from the overall color, material, or finish of the structure on which the sign is located.
- b. **Awning Signs.** The area of any awning sign shall consist of the smallest geometry forming a perimeter around any letters or logos affixed to the awning structure.
- c. **Electronic Changing Message (ECM) Signs.** The entire area of any electronic display installed as an Electronic Changing Message (ECM) sign shall be measured as the sign area.

B. Sign Height Measurements

1. Height

- a. **Freestanding Signs (Pole/Pylon Sign, Ground/Monument Sign).** The height of a freestanding sign shall be measured as the vertical distance from the adjacent grade to the highest point of the structure. The measurement shall include all structural or architectural elements surrounding, enclosing, or affixed to the sign structure. Height shall be measured using the guide in **Figure 44-10-04.B.1.**
- b. **All Other Signs.** The height of any sign not included in **Section 44-10-04.B.1.a** shall be measured as the vertical distance from the finished grade of the building or structure to which the sign is affixed to the highest extent of any lettering, logos, or backgrounds comprising the sign display. Height shall be measured using the guide in **Figure 44-10-04.B.1.**

Figure 44-10-04.B.1. Sign Height Measurements

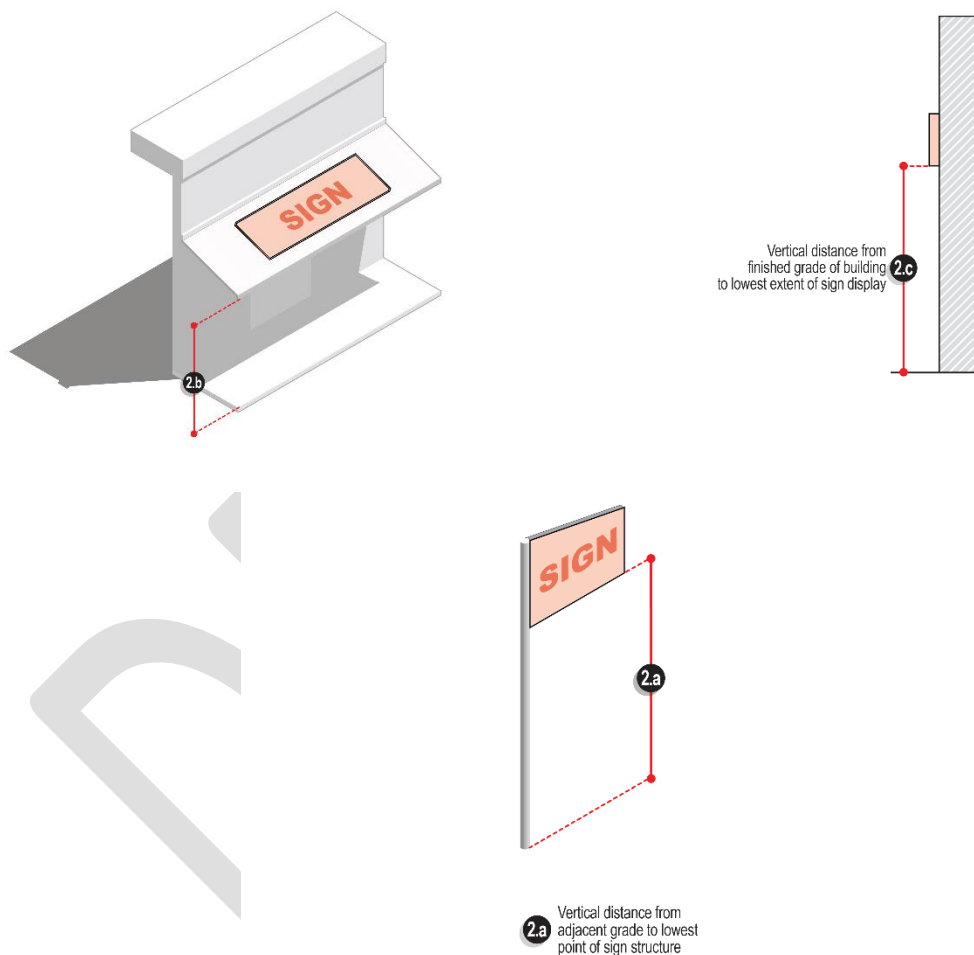


2. Clearance

- a. **Freestanding Signs (Pole/Pylon Sign).** Clearance of a freestanding sign shall be measured as the vertical distance from the adjacent grade to the lowest point of the structure, not including pole supports or architectural elements less than 6' above the adjacent grade.
- b. **Awning Signs.** Awning clearance shall be measured as the vertical distance from the finished grade of the building to the lowest point of the structure, including valences or other hanging elements.

- c. **All Other Signs.** Clearance for all signs not included in **44-10-04.B.2.a** or **44-10-04.B.2.b** shall be measured as the vertical distance from the finished grade of the building to the lowest extent of any lettering, logos, or backgrounds comprising the sign display.

Figure 44-10-04.B.2. Sign Clearance Measurements



C. Frontage Measurements

1. **Lot Frontage.** Lot frontage is to be measured as the length of a lot adjacent to a street or other public right-of-way.
2. **Corner Lot Frontage/Multiple Lot Frontages.** For lots with two or more frontages on a public street or other public right-of-way, lot frontage is to be measured as the length of each side of the lot adjacent to the street or public right-of-way.

- 3. Tenant Frontage.** Tenant frontage is to be measured as the maximum horizontal extent of the floor plan of a single tenant on the façade or building side on which the tenant entrance is located. In single-tenant buildings, the tenant frontage shall consist of the frontage of the entire building. In multi-tenant buildings, tenant frontage shall be measured as the maximum width of a tenant space based on approved floor plan drawings.

Figure 44-10-04.C.1. Frontage Measurements for Single-Tenant Buildings

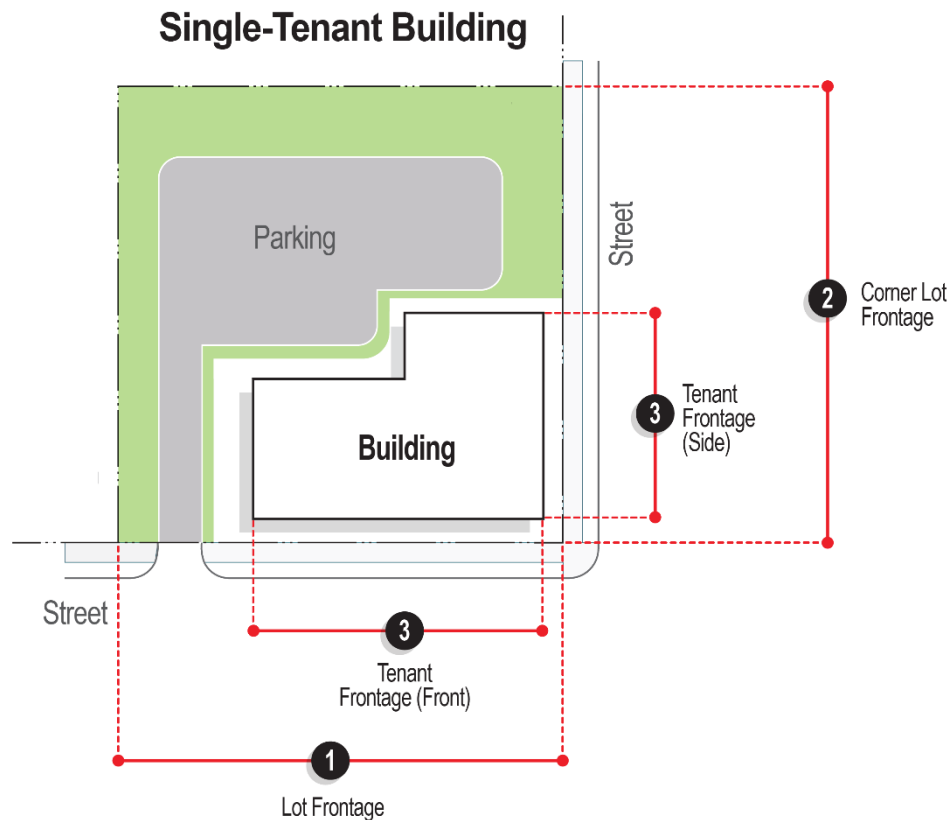
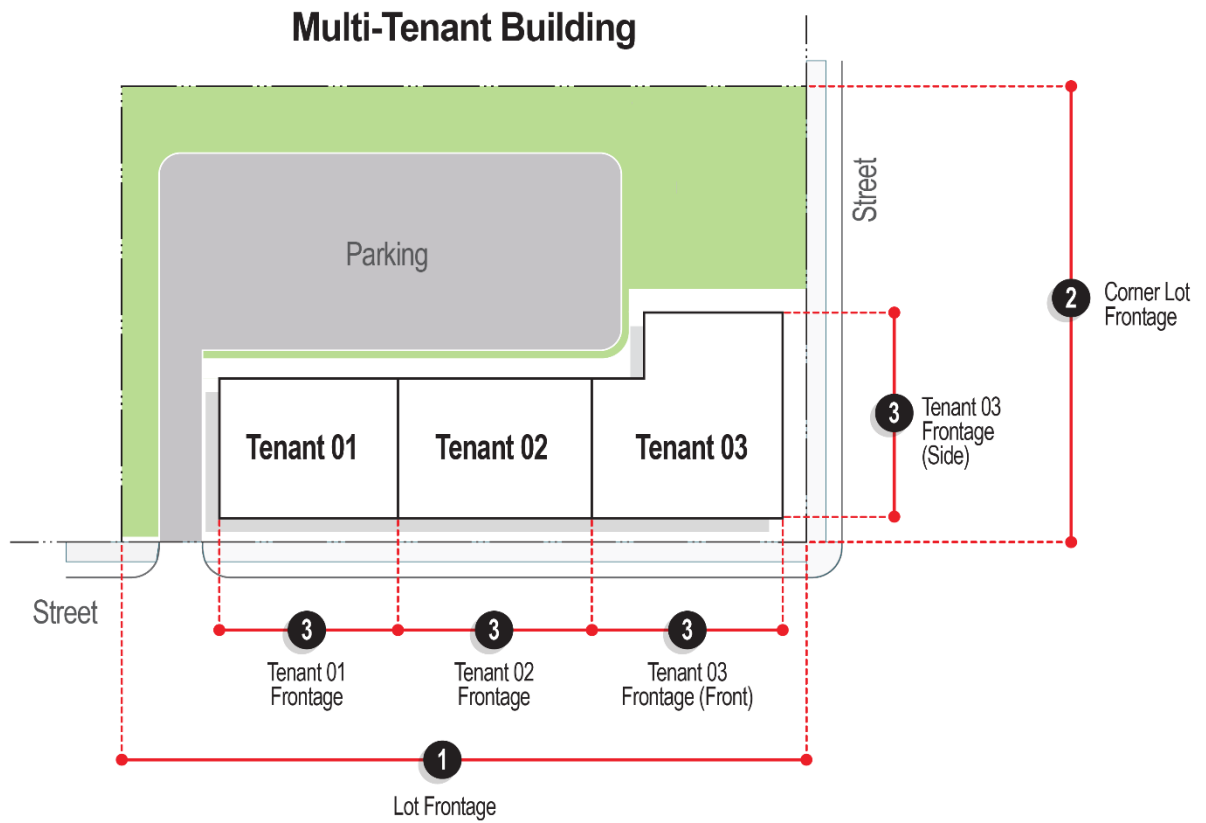


Figure 44-10-04.C.2. Frontage Measurements for Multi-Tenant Buildings



[RESERVED – Additional Sign Measurements upon Zoning Interpretation]

44-10-05. Non-Commercial and Historical Signs**A. Residential Signs****1. Single-Family Residential/Duplex**

No sign regulated by the provisions of this Section shall be displayed on any building or premises, or that portion thereof used for single-family dwellings or duplex dwellings, regardless of the zoning district in which it is located, except for the following **exempt** signs:

- a. One (1) nameplate sign not exceeding one square foot in area, which may be combined with an address sign.
- b. Non-commercial and non-illuminated signs behind or affixed to windows or doors.

2. Multi-Family Residential

Signs displayed on buildings or premises, or that portion of properties thereof, used for multi-family residential uses with greater than two dwelling units, shall be restricted to the following types of signage:

- a. Multi-Family Monument Signs subject to the provisions of **Table 44-10-05.A.1.**

Table 44-10-05.A.1: Multi-Family Monument Sign Regulations					
	R-1	R-2	R-3	R-4	Permitted Multi-Family in Non-Res. Districts
Permitted	No		Yes		
# Permitted			1	1 per vehicle entrance from arterial or collector road	
Location			Within 15' of vehicle entrance from arterial or collector road		
Max. Height			5'	8'	Maximum height permitted for a monument sign in a non-residential zoning district.
Max. Area			20 s.f.	32 s.f.	
Min. Setback from ROW			3'		
AC Required?			Yes		

- b. One (1) Multi-Family Wall Sign to display the name of the building, subject to the provisions of **Table 44-10-05.B.**

Table 44-10-05.A.2: Multi-Family Wall Sign Regulations					
	R-1	R-2	R-3	R-4	Permitted Multi-Family in Non-Res. Districts
Permitted	No			Yes	
# Permitted				1	
Location				Any wall face, not oriented toward adjacent residentially-zoned property or existing residential uses	
Max. Height				6'	
Max. Area				32 s.f.	
AC Required?				Yes	

- c. Non-commercial and non-illuminated signs behind or affixed to windows or doors of each dwelling unit.
3. Temporary signs are permitted on any residential property, subject to the provisions of **Section 44-10-07.**

B. Civic, Educational and Charitable Institutions

1. Allowable Types of Signage. Signs displayed on buildings or premises, or that portion of properties thereof, for uses defined in this chapter as civic and charitable institutions, in any zoning district as permitted or legally non-conforming, shall be restricted to the following types of signage:

- a. One (1) freestanding monument sign subject to the provisions of **Table 44-10-06.B.3**, with electronic changing message (ECM) signs permitted in any zoning district for civic, educational, or charitable institutions operating as *non-commercial places of assembly (indoor or outdoor)* as defined by **Section 44-09-198** of the Zoning Ordinance.

- b. One (1) wall sign per building frontage subject to the provisions of **Table 44-10-06.B.1.**

2. Maximum Sign Area. The total area of signage displayed on any given building or premises used for use defined in this chapter as civic and charitable institutions shall not exceed 100 square feet in the B-1 or B-2 zoning districts.

C. Historical Signs

1. Landmark Signs

Landmark signs, defined as distinct signs designated as having unique historical value by the Village Board of Trustees, are exempt from the standards for commercial or non-commercial signage identified in this Chapter. However, all landmark signs must conform to the following provisions:

- a. **Landmark Sign Designation.** Only signs that have been reviewed and approved by the Village Board of Trustees and/or special commission, board, or department granted authority to approve landmark applications, as described in the Landmark Sign Review process found in **Section 22-21** of the Village Code of Ordinances, shall be considered exempt from the standards in this **Section**.
- b. **Landmark Sign Alterations.** Any proposed addition, alteration, demolition, or other change to a sign designated as a landmark shall be reviewed by the Appearance Commission and Village Board of Trustees as described in **Section 22-56** of the Village Code of Ordinances.

2. Historical Markers

All historical markers as defined in **Section 44-10-11** shall be subject to the following provisions:

- a. **Location.** Any freestanding historical markers shall be located in a manner that does not interfere with safe vehicular and pedestrian circulation or public safety signals and signs.
- b. **Maximum Size.** No historical marker shall exceed 20 square feet in total sign area.
- c. **Pedestrian Access.** Historical markers shall be located in a manner that permits pedestrian access from a public sidewalk or public right-of-way to a distance within five feet of the historical marker.

3. Historical Plaques

All historical plaques, as defined in **Section 44-10-11**, shall be subject to the following provisions:

- a. **Location.** Historical plaques shall be located on a wall face in a manner that does not interfere with any doors, windows, fire access points, or other building ingress/egress points.
- b. **Maximum Size.** No historical plaque shall exceed 20 square feet in area.
- c. **Pedestrian Access.** Historical plaques shall be located in a manner that permits pedestrian access from a public sidewalk or public right-of-way to a distance within five feet of the historical plaque.

44-10-06. Commercial Signs

A. Permitted Signs by Zoning District

The following permitted commercial sign types are allowed for permitted uses in zoning districts as identified in **Table 44-10-06.A.1**. All permitted sign types are subject to the provisions and standards for each sign type stated in this section.

Table 44-10-06.A.1. Permitted Sign Types by Zoning District								
Sign Type	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2	Code Reference
Awning Sign	P	P	P	P	P			44-10-06.B.1
Canopy Sign	AC	AC	P	P	P			44-10-06.B.2
ECM Sign	U/AC	U/AC	AC	AC			AC	44-10-06.B.3
Gas Station Canopy Sign	AC	AC	P	P				44-10-06.B.4
Instructional Sign	P	P	P	P	P	P	P	44-10-06.B.5
Marquee Sign	AC	AC	AC	AC				44-10-06.B.6
Menu Board Signs			U	U				44-10-06.B.7/ 44-04-14.D.1
Monument Sign	AC	AC	AC	AC	AC	AC	AC	44-10-06.B.8
Painted Wall Sign	AC	AC	AC	AC				44-10-06.B.9
Projecting Sign	P	P	P	P				44-10-06.B.10
Pylon Sign			AC	AC				44-10-06.B.11
Wall Sign	P	P	P	P	P	P	P	44-10-06.B.12
Window Sign	P	P	P	P	P			44-10-06.B.13

P = Permitted; AC = Appearance Review Required; U = Use Restrictions or Additional Use Requirements

B. Commercial Sign Regulations

1. Awning Signs

a. All awning signs, as defined in **Section 44-10-11** of this Zoning Ordinance, shall conform to the following standards:

Table 44-10-06.B.1. Awning Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes					No	
Appearance Review	No						
Number Allowed	1 per permitted awning on building						
Max. Sign Area (per sign)	25% of total awning surface area						
Height	18’ OR no higher than base of second floor window						
Illumination	External only						

b. All awning signs shall conform to the additional form standards below:

1. Placement. Awning signs may only be placed on valence or primary awning surface. Awning signs shall be centered on the awning structure on which the sign is affixed.

2. Material. Awning signs may not be painted directly onto surface material of awning.

3. Clearance. All awning structures and signs shall be constructed **no less than eight (8) feet above grade.**

4. Encroachments. No awning sign may be placed on an awning projecting beyond legal encroachments as defined in **Section 44-03-03**. No awning sign shall increase the encroachment distance of any existing awning structure.

c. Signs placed on retractable awning structures with an approved building permit shall follow all provisions of this section regulating **awning signs**.

d. Awning sign standards may be modified with approval of a **Comprehensive Signage Plan (CSP)** by the Appearance Commission.

2. Canopy Signs

a. All canopy signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

Table 44-10-06.B.2. Canopy Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes					No	
Appearance Review	Yes		No				
Number Allowed	1 per side of the canopy structure (1)						
Max. Sign Area (per sign)	1 s.f. per 1 linear foot length of the side of canopy						
Height	2' (2)						
Illumination	Internal/External		Internal				

b. All canopy signs shall conform to the additional form standards below:

1. Number Permitted. Canopy signs shall be permitted on one approved canopy structure attached to a principal building.

2. Placement. The sign face of any canopy sign shall be located no more than 3' behind the edge of a canopy structure, nor project more than 1' from the edge of a canopy structure.

3. Height. The maximum height of any lettering, logos, or other sign elements shall be 24", as measured from the maximum height of the canopy structure upon which the sign is affixed.

4. Encroachments. Any canopy sign encroaching into a public right-of-way or required setback shall meet the following requirements:

i. No canopy sign shall project more than 24" into a public right-of-way.

ii. When a canopy sign is proposed on a structure that legally encroaches into public right-of-way or required setback as defined in **Section 44-03-03** of the Zoning Ordinance, no canopy sign affixed to the structure shall exceed the maximum encroachment of **the existing structure**.

- c. Canopy sign standards may be modified with the approval of a **Comprehensive Signage Plan (CSP)** by the Appearance Commission.

3. Electronic Changing Message (ECM) Signs

- a. All electronic changing message (ECM) signs, as defined in **Section 44-10-11** of this Chapter, may be constructed with a monument or pylon sign and shall conform to the following standards:

Table 44-10-06.B.3. Electronic Changing Message (ECM) Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	With limitations(1)		Yes		No		Yes
Appearance Review	Yes						Yes
Number Allowed	1 per lot						1 per lot
Max. Sign Area (per sign)	32 s.f.		50% of maximum sign area for monument or pylon sign				32 s.f.
Height	Max. height of monument or pylon sign						Max. height of monument or pylon sign
Illumination	Internal						Internal

- b. All electronic changing message (ECM) signs shall conform to the additional form standards below:

- Limited Uses.** Civic, educational, and charitable institutions operating as *indoor non-commercial places of assembly* or *outdoor non-commercial places of assembly* shall be permitted to construct one (1) ECM sign in the B-1 and B-2 zoning districts.
- Image Display.** All images displayed on an ECM signboard shall be static. Sign images shall not include any change in intensity or brightness, nor divisions between two screens, flashing, or blinking images.
- Image Duration.** The display duration for any single image shall be no less than eight (8) seconds.
- Off-Premises Advertising.** Under no circumstances shall any ECM sign be permitted to include off-premise commercial advertising in any image displayed on the sign.
- Hours of Operation.** Exterior signs located on any lot adjacent to residential uses may be illuminated only during business hours or between 6:00 am and 11:00 pm, whichever is later.
- Impacts on Residential Properties.** The brightness of any ECM sign shall be limited to 0.3 foot-candles at any lot line abutting a non-residential use, and 0.00 foot-candles at any lot line abutting a residential use.

7. Adjustments for Brightness and Color: Any new ECM board constructed after the effective date of this Section shall include functionality to adjust brightness and color with ambient light levels to ensure appropriate operation.

8. Sign Malfunctions. In the event of a malfunction, ECM signboards shall be turned to dark screens with no illuminated elements of the sign face until the malfunction is corrected.

9. Landscape Buffer. All freestanding ECM signage shall be installed with a landscape buffer of 3' on each side of the sign, with ground cover or shrubs at a height that does not obscure the visibility of the sign face.

10. Materials. All foundations constructed to support ECM signs shall have architectural features, exterior materials, or colors compatible with the principal building on the property or parcel.

c. Any sign, including a proposed electronic changing message (ECM) signs, require an Appearance Review as set forth in **Section 44-07-14**.

4. Gas Station Canopy Signs

a. All gas station canopy signs, as defined in **Section 44-10-11** of this Zoning Ordinance, shall conform to the following standards:

Table 44-10-06.B.4. Gas Station Canopy Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	With limitations (1)					No	
Appearance Review	Yes		No				
Number Allowed	1 per side of the canopy structure (2)						
Sign Area	(3)						
Height	(4)						
Illumination	Internal						

b. All gas station canopy signs shall conform to the additional form standards below:

1. Limited Uses. Gas station canopy signs may only be installed on canopy structures accessory to vehicle-related uses, as defined in **Table 44-03-04** of this Zoning Ordinance.

2. Placement. No more than one (1) sign may be constructed for each face of a canopy structure, not to exceed four (4) total signs. Signs may be relocated to other sides of the canopy structure, provided no more than (2) signs are located on any given side and the form standards in (c) and (d) are met.

3. Sign Area Allowed. The total area of signage shall not exceed 30% of the total area of any given canopy face on which the sign(s) is located.

4. Height. The height of any sign shall not exceed 80% of the height of the canopy face on which the sign is located.

5. Impacts on Residential Properties. When a canopy is located on a property adjacent to residential uses, gas station canopy signs shall not be installed on any canopy face oriented toward the adjacent residential property.

- c. Standards for gas station canopy signs may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

5. Instructional Signs

- a. Freestanding instructional signs, as defined in **Section 44-10-11**, shall be permitted in any zoning district in any quantity, subject to the following requirements:

Table 44-10-06.B.5.a Freestanding Instructional Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes						
Appearance Review	No						
Number Allowed	No limit						
Sign Area	8 s.f. or 10% of allowed monument sign area in district, whichever is greater						
Height	n/a						
Illumination	Internal						

1. Freestanding Instructional Signs. Freestanding instructional signs shall also be designed in conformance with the following form standards:

i. Sign Dimensions. No freestanding instructional sign shall exceed 8 square feet or 10% of the maximum sign area for monument signs permitted in the zoning district for which the sign is proposed, whichever is greater.

ii. Distance from Vehicle Routes. All freestanding instructional signs shall be placed **at least** 12" from any curb line or pavement boundary of any driveway, access aisle, parking space, or other area reserved for the sole use of vehicular access and parking.

iii. Pedestrian and Bicycle Routes. All freestanding instructional signs shall be placed in a manner that does not obstruct any sidewalk, bicycle path, bicycle parking area, or other area reserved for the sole use of non-vehicular access and parking.

iii. Sign Materials. Freestanding instructional signs shall be designed as permanent structures. **Temporary or other movable freestanding instructional signs** shall be reviewed as a temporary sign subject to the requirements of **Section 44-10-07**.

b. Wall-mounted instructional signs, as defined in **Section 44-10-11**, shall be permitted in any zoning district in any quantity, subject to the following requirements:

Table 44-10-06.B.5.b Wall-Mounted Instructional Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes						
Appearance Review	No						
Number Allowed	No limit						
Max. Sign Area	50% of maximum size of individual wall sign permitted in district						
Height	15'						
Illumination	Internal						

1. Wall-Mounted Instructional Signs. Wall-mounted instructional signs shall also be designed in conformance with the following form standards:

i. Sign Dimensions. No wall-mounted instructional sign may exceed 50% of the maximum size of any wall sign permitted in the zoning district in which the sign is proposed, as defined in **Section 44-10-06.B.1.**

ii. Sign Materials. Wall-mounted instructional signs shall be designed as permanent structures. Temporary or otherwise movable wall-mounted instructional signs shall be reviewed as a temporary sign subject to the requirements of **Section 44-10-07.**

6. Marquee Signs

a. All marquee signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

Table 44-10-06.B.6. Marquee Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes				No		
Appearance Review	Yes						
Number Allowed	One (1) per lot frontage						
Max. Sign Area (per sign)	150 s.f. (1)			300 s.f. (1)			
Height	n/a (3)						
Illumination	Internal/External (6)						

b. All marquee signs shall conform to the additional form standards below:

1. Sign Area. The sign area for the sign shall include any sign surface included on the marquee, including any lower panels constructed into a canopy structure at the base of a marquee sign.

2. Placement. Marquee signs shall only be located above a building entrance located on the front side of the principal structure on the site.

3. Height. No marquee sign may extend beyond the maximum height allowance of the zoning district in which the sign is constructed.

4. Projection. Marquee signs may not project greater than fifteen (15) feet from a principal building. No marquee may project greater than five (5) feet into any public right-of-way.

5. Illumination. Marquee signs may be permitted to utilize exposed bulbs to outline letters or messaging on any portion of the sign. No neon, string lights or other prohibited sign features in Section 44-10-03 may be utilized on any marquee structure.

c. All proposed marquee signs require Appearance Review approval as set forth in **Section 44-07-14.**

d. Form standards for marquee signs may be modified when included as part of the **Comprehensive Signage Plan (CSP)** approved by the Appearance Commission.

7. Menu Board Signs

a. Menu board signs shall only be permitted as a sign accessory to an approved drive-through facility, as defined in Section 44-04-14 of the Village Code of Ordinances.

b. All menu board signs are subject to the accessory use requirements of Section 44-04-14.D.1.

8. Monument Signs

a. All monument/ground signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

Table 44-10-06.B.8. Monument Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes						
Appearance Review	Yes						
Number Allowed	1 per lot (1)						
Max. Sign Area (per sign)	20 s.f. (2)	40 s.f. (2)	120 s.f. (2)	40 s.f. (2)			
Height	5' (3)	8' (3)	15' (3)	8' (3)			
Illumination	Internal/External						
Setback (minimum)	3'	10'					

b. All monument/ground signs shall conform to the additional form standards below:

1. **Number Permitted.** Additional monument signs may be permitted on a lot in the following circumstances:

i. **Multiple Buildings on Lot.** Where multiple buildings exist on a single lot, and each building is occupied by one or more unique tenants, one (1) additional monument sign may be permitted per building.

ii. **Extended Frontage.** Where lot frontage exceeds 300 feet, up to one (1) additional **monument sign** may be permitted.

iii. **Multiple Frontages.** Where lots have greater than one frontage, one (1) additional **monument sign** may be permitted per frontage.

2. **Sign Area Allowed.** The sign face area is measured as the total sign area of a single side of a **monument sign**. Should a second identical sign face be provided and positioned at a minimum of 90 degrees from the first sign face (e.g. a double-sided sign), only one sign face shall be used to calculate the total sign area.
3. **Height Projection.** An additional 2' of sign height may be permitted if the area above 8 feet in height is used solely for architectural features.
4. **Building Separation.** **Monument signs** shall be located at least 10' from any other structure, including accessory structures.
5. **Lot Line Separation.** **Monument signs** shall be located at least 10' from any lot line, including interior lot lines and front lot lines. Monument/ground signs may be placed within front, interior side, and exterior side yard setbacks.
6. **Landscaping.** A minimum landscape buffer of 3' is required surrounding any **monument sign**. Landscaping materials shall be selected to match the landscape palate used on the lot on which the sign is located, or as by recommended by the Village Arborist.
7. **Foundation.** The foundation of the sign below the sign area shall meet the following requirements:
 - i. **Width.** The foundation of the sign shall be a minimum of 2/3 of the width of the maximum width of the sign area. No exposed support poles or other structural elements are permitted below the sign area.
 - ii. **Materials.** The foundation of the sign shall utilize materials which match or demonstrate architectural similarity to other materials used on buildings on the lot on which the sign is located.
8. **Encroachments.** No monument sign shall encroach into any public right-of-way, or any easement unless specifically permitted as an allowed improvement within the easement area.
9. **Electronic Displays.** No greater than 50% of total allowable monument sign area may be utilized for electronic changing message (ECM) board signs, as defined in **Section 44-10-11**. Any ECM board sign installed on a monument sign shall following all requirements for electronic sign displays found in **Section 44-10-06.B.9**.

9. Painted Wall Signs

- a. All painted wall signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

Table 44-10-06.B.9. Painted Wall Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes				No		
Appearance Review	Yes						
Number Allowed	1 per tenant						
Sign Area	100% of maximum size of individual wall sign permitted in district						
Height	25' or max. height of building, whichever is less						
Illumination	Internal						

- b. Painted wall signs shall be permitted when conforming to the additional form standards:

- 1. Sign Dimensions.** Sign dimensions for painted wall signs shall be determined by wall sign regulations for the zoning district as found in **Section 44-10-06.B.1**.
- 2. Wall Material.** No sign shall be painted on a porous surface, including masonry and stucco materials. All painted wall signs shall be applied to a metal or other approved non-porous surface.

- c. All proposed painted wall signs require Appearance Review approval as set forth in **Section 44-07-14**.

10. Projecting Signs

- a. All projecting signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

Table 44-10-06.B.10. Projecting Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes				No		
Appearance Review	No						
Number Allowed	1 per tenant (5)						
Max. Sign Area (per sign)	10 s.f.						
Height	(1)		(1)				
Illumination	Internal/External						

- b. All projecting signs shall conform to the additional form standards below:

- 1. Sign Maximum Height.** The maximum height of any projecting sign shall be the height of the base of second-story windows or 15', whichever is lower.
- 2. Sign Base Clearance.** The base of any wall sign shall be no lower than 8 feet above grade.

3. Maximum Projection. All projecting signs shall meet the following projection standards:

- i. No projecting sign may project more than 5 feet, as measured from the wall face from which the sign is projecting.
- ii. Projecting signs with projections of greater than 3 feet shall have a minimum separation of 6" from the wall face from which the sign is projecting.

4. Encroachments. No projecting sign shall project more than 5' into the public right-of-way. No encroachment shall be permitted within 2' of any curb line on a public street.

5 Signs on Multiple Frontages. Tenants with more than one frontage may construct one (1) additional projecting sign on one (1) additional façade. No more than one (1) projecting sign shall be permitted per frontage for any tenant.

6. Projecting sign standards may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

11. Pylon Signs

- a. All pylon signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

Table 44-10-06.B.11. Pylon Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	No		Yes		No		
Appearance Review			Yes				
Number Allowed			1 per lot (1)				
Sign Area Allowed			1 s.f. per 2.5 feet frontage	1 s.f. per 1.5 feet frontage			
Max. Sign Area (per sign)			150 s.f.	250 s.f.			
Height			20' (2)	28' (2)			
Illumination			Internal				
Front Setback (minimum)			10'				

- b. All pylon signs shall conform to the additional form standards below:

- 1. Number Permitted.** A maximum of one (1) pylon sign is permitted for any lot with a minimum of 100 feet of lot frontage.
- 2. Building Separation.** Pylon signs shall be located a minimum of 10' from any other structure, including accessory structures.
- 3. Lot Line Separation.** Pylon signs shall be located at least 10' from any lot line, including interior lot lines and front lot lines. Pylon signs may be located within front and exterior side yard setbacks.

- 4. Sign Separation.** No pylon sign shall be constructed within 100 linear feet of an existing pylon sign.
 - 5. Clearance.** A minimum clearance of 8 feet shall be required for any pylon sign, measured as the distance from the final grade to the base of the sign area.
 - 6. Landscaping.** A minimum landscape buffer of 3' is required surrounding any monument/ground sign. Landscaping materials shall be selected to match the landscape palette used on the lot on which the sign is located, or as recommended by the Village Arborist.
 - 7. Materials.** All pylon signage shall utilize materials and design features that match or demonstrate architectural similarity to other materials used on buildings on the lot on which the sign is located.
 - 8. Encroachments.** No pylon shall encroach into any public right-of-way or any easement unless specifically permitted as an allowed improvement within the easement area.
 - 9. Electronic Displays.** No greater than 50% of the total allowable pylon sign area may be utilized for electronic changing message (ECM) board signs, as defined in **Section 44-10-11**. Any ECM board sign installed on a pylon sign shall following all requirements for electronic sign displays found in **Section 44-10-06.B.9**.
- c. All proposed pylon signs require Appearance Review approval, as set forth in **Section 44-07-14**.
- d. Form standards for poly (pylon) signs may be modified when included as part of the **Comprehensive Signage Plan (CSP)** approved by the Appearance Commission.

12. Wall Signs

- a. All wall signs, as defined in **Section 44-10-11**, shall conform to the following standards:

Table 44-10-06.B.12. Wall Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes						
Appearance Review	No						
Number Allowed	1 per tenant (4)						
Sign Area	1 s.f. per 1 lineal foot of frontage		1.5 s.f. per 1 lineal foot of frontage				1 s.f. per 1 lineal foot of frontage
Max. Sign Area (per sign)	60 s.f.		300 s.f.				60 s.f.
Height	(1)						
Illumination	Internal/External		Internal Only				Internal/External

- b. All wall signs shall conform to the additional form standards below:

- 1. Maximum Height.** All wall signage shall be limited in height by the height of the building on which the sign is located or 25 feet above grade, whichever is lower. No wall sign shall be permitted to extend beyond the roofline of the building.

- 2. Base Clearance.** The base of any wall sign shall be no lower than **8 feet** above grade.
- 3. Encroachments.** No wall sign shall project more than 24 inches into **any** public right-of-way.
- 4. Multiple Frontages.** Tenants or buildings with additional frontages as defined by this ordinance shall be permitted to install one (1) additional sign per frontage. No more than one (1) sign per tenant shall be placed per frontage.
- c. Wall sign standards may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

13. Window Signs

- a. All permanent window signs, as defined in **Section 44-10-11**, shall conform to the following standards:

Table 44-10-06.B.13. Window Sign Requirements by Zoning District							
	B-1	B-2	B-3	B-4	M-1	M-2	PL-1/PL-2
Permitted	Yes					No	
Appearance Review	No						
Number Allowed	No limit						
Max. Sign Area (per sign)	25% of any individual transparent area						
Max. Sign Area (all signs)	25% of total transparent area on facade						
Height	No limit						
Illumination	n/a						

44-10-07. Temporary Signs

A. General Provisions

1. No temporary sign, except those exempted from sign regulations in **Section 44-10-02**, shall be constructed unless **permitted** in this section and conformance with all additional regulations.
2. Any temporary sign permitted by this section may occupy any non-residential use, including civic, educational, or charitable institutions and other non-commercial uses.
3. No approval for any temporary sign permit shall be conditioned on the limitation of use during a specific event or activity.

B. Temporary Sign Allowances

The following temporary sign types are permitted within the Village with temporary sign approval:

1. **Banners and Wall-Mounted Fabric Signs.** No banner or other moving fabric sign of any type may be installed unless the following regulations are met:
 - a. All banners shall be constructed in a manner in which all corners of the banner are secured with a device connected directly to the building or ground within the property on which the sign is displayed.
 - b. All banners shall be constructed with heavy fabric with hemmed edges and weighting devices necessary to minimize movement of the sign, including metal grommets, braces, or frames as appropriate for the sign.
 - c. Banner is installed for no more than fourteen (14) consecutive days.
 - d. A permit for a banner is not issued more than once per ninety (90) days.
2. **Pennants and Freestanding Fabric Signs.** No pennant or other freestanding fabric sign, including inflatable signs, of any type, shall be installed unless the following regulations are met:
 - a. All pennants and other freestanding fabric signs shall be placed in a manner which does not obstruct vehicle or pedestrian circulation on public or private property, or any required parking areas on public or private property, including vehicle and bicycle parking.
 - b. All pennants and freestanding fabric signs shall be anchored to the ground.
 - c. Pennants and freestanding fabric signs may be installed for no more than fourteen (14) consecutive days.
 - d. No permit for a pennant or freestanding fabric sign may be issued more than once per ninety (90) days.
3. **Temporary Window Signs.** No temporary window sign as defined in Section 44-10-11 shall be installed unless the following regulations are met:

- a. No more than **25% of the total window area** on any individual façade of a building may be covered by temporary window signs.
- b. Window Signs may be installed for no more than thirty (30) consecutive days.
- c. A permit for a temporary window sign is not issued more than once per ninety (90) days.

C. Temporary Sign Approval

1. Requirements. The following materials shall be submitted to the director of economic and community development for a temporary sign permit:

- a) Completed application form, including the requested number of days the signage will be permitted.
- b) Plans indicating the location and dimensions of proposed signage.

2. Action by Director of Economic and Community Development. Upon receipt of a complete application, the director of economic and community development shall review the materials to ensure the application conforms to the provisions of the article. Should the application conform to the provisions of this article, the director of economic and community development shall provide written authorization permitting the signage for the duration requested.

3. Fees. The chief building inspector shall determine fees for any temporary sign permit in accordance with the Village fee schedule.

4. Removal. All permitted temporary signs shall be removed at the expiration of the original written authorization for the temporary sign. Any sign which is not removed at the time of expiration of the written authorization for the temporary sign shall be removed by the Village after receipt of written notice. Written notice shall be provided 48 hours in advance of sign removal.

44-10-08. Comprehensive Signage Plans (CSP)

A. Applicability

1. A **Comprehensive Sign Plan (CSP)** shall be required for any new **non-residential development that meets** one or more of the following criteria:
 - a. The development includes more than one **non-residential tenant or use** within the same building.
 - b. The development includes more than one freestanding building, not including **permitted** accessory buildings as defined in **Section 44-04-14**.
2. A Comprehensive Sign Program (CSP) shall not be required for any existing **non-residential development** until amortization criteria in **Section 44-10-08.E.1** are met.
3. Any property owner may apply to create a Comprehensive Signage Plan (CSP) to be applied to any property within the owner's control.

B. Purpose

The purpose of a **Comprehensive Signage Plan (CSP)** is to establish a site's overall sign design, to achieve the following:

1. Provide coordination to ensure adequate signage for all current and future **non-residential tenants or uses** in a particular development.
2. Ensure visual consistency and compatibility between signs within a development with multiple tenants or buildings.
3. Provide design direction for future tenants to ensure continued consistency and compatibility between signs.
4. Encourage unique design and provide a suitable venue for modification to standards when such modification may provide a public benefit or a unique design that an applicant may be otherwise unable to achieve solely with compliance with Village sign ordinances.
5. Streamline review and approval of signs proposed in a coordinated manner, meeting the standards of this Section and the Village Appearance Plan.

C. Required Elements

The following elements are required for submittal with any **Comprehensive Signage Plan (CSP)** application:

1. Completed Comprehensive Signage Plan (CSP) application form.
2. Property owner authorization;
3. Area map or other map indicating the parcel or property boundaries within which shall comply with the Comprehensive Signage Plan (CSP), if approved;

4. Elevation drawings or annotated images for any elevation upon which signage is proposed or for sign band areas proposed for signage placement.
5. Individual sign details for any signage to be installed upon completion of the Comprehensive Signage Plan (CSP).
6. Any design or form standards proposed for all current or future signage within the defined area of the Comprehensive Signage Plan (CSP), as applicable to any application.
7. Responses to modification standards, as applicable to any application.

D. Standards

In addition to conforming to all sign requirements in this Section, all applications for a Comprehensive Signage Plan (CSP) shall meet the following standards, as reviewed by Village staff and/or the Appearance Commission:

1. Signage for each tenant has a clear relationship with the design of surrounding properties, including signage affixed to adjacent buildings and the architectural character of the buildings to which they are affixed.
2. All sign structures are placed in locations where they are clear, legible, and connected to the tenant(s) to which the signs are related.
3. The dimensions of each sign shall be appropriate for visibility, legibility, and achieving the purpose of the proposed sign.
4. All signage shall be consistent with the architectural design of the project.
5. The colors and materials of the sign, sign base and other sign-related fixtures shall be consistent with the architecture of the structure.
6. All signage meets the requirements of the Village Zoning Ordinance and all other applicable local codes and ordinances.
7. All signage meets the guidelines of the Village Appearance Plan.

E. Modifications

Comprehensive Signage Plans (CSPs) may include proposed modifications which deviate from the standards for signage within the zoning district within which the signage is located. Modifications may be approved provided the applicant specifically identifies each sign requirements modification within the comprehensive signage plan (CSP) required materials and how each modification is compatible with one or more of the following additional standards:

1. Economic Performance and Viability: The modification enhances the visibility, economic viability or performance of a business or use beyond that which would otherwise be achieved with signage fully compliant with the sign requirements of this Section;

2. Creative Design and Placemaking: The modifications increases architectural creativity or allows for unique sign design in a manner which contributes to creating a unique sense of place or improving the overall character of an area;

3. Sustainability and Environmental Performance: The modification permits a demonstrable reduction in energy consumption from signs, or promotes sign design which increases the overall sustainability of the proposed development;

4. Historical Preservation: The modification permits the creation of signage which increases the visibility of historical buildings, signs or other structures within the Village, or provides reference to historical structures within the Village or furthers the stated goals of historical preservation within the Village;

5. Building Material Quality: The modification uses high-quality building materials or promotes sign construction which will provide greater resistance to wear, weather impacts or damage than signage which would otherwise be achieved with signage fully compliant with the sign requirements of this Section.

F. Comprehensive Signage Plans (CSPs) for Existing Developments

1. Any development with non-residential uses meeting the **applicability** criteria in **Section 44-10-08.A.1** but constructed prior to **[date of adoption]** shall not be required to submit a Comprehensive Sign Plan (CSP) unless one or more of the following conditions has been met:
 - a. A proposal is submitted to the Village of Homewood to increase the total sign area on the development site by a minimum of 10% of current total sign area;
 - b. A proposal is submitted to the Village of Homewood altering a minimum of 25% of the total existing signage on the development site.
 - c. A proposal is submitted to the Village of Homewood increasing the number or intensity of uses on the development site.
2. Any site meeting the criteria in Section 44-10-08.E.1 shall receive written notice of the requirement of a Comprehensive Sign Plan (CSP) requiring the submittal of a Comprehensive Sign Program (CSP) application within three (3) months of notice. The application shall be reviewed following the procedure set forth in **Section 44-07-13.B.**

44-10-09. Legal Non-Conforming Signs

A. Applicability

All signs erected before the [date of adoption] which do not conform to the regulations of Section 44-10 of this Chapter shall be considered as non-conforming signs.

B. Limitations on Non-Conforming Signs

The following limitations are to be applied to any legal non-conforming sign:

1. **Alteration:** The sign may not be altered in any manner that changes the location, shape, size, illumination, material, or appearance unless the sign is brought into conformance with the regulations of this Section.
2. **Replacement.** The sign may not be replaced unless the replacement of the sign results in compliance with the regulations in this Section.
3. **Change of Use, Intensity, or Expansion:** Should the use of the property on which the sign is located be changed, expanded or increase in overall intensity, the sign shall be brought into conformance with the regulations of this Section.
4. **Damage.** Should the sign be damaged, the following limitations shall apply:
 - a. **Major Damage Repair:** If major damage is sustained by a sign or sign structure by an event which is not within the means or control of the sign owner, the sign or sign structure shall not be rebuilt or repaired unless the sign is constructed to conform to the regulations of this Section. A sign is considered to have major damage if at least one of (i) or (ii) is determined to have occurred:
 - i. Greater than 50% of the sign area is damaged in the event;
 - ii. The cost of damage sustained to the sign or sign structure in the event exceeds 50% of the construction cost of a comparable sign.
 - b. **Minor Damage Repair:** If minor damage is sustained to the sign or sign structure by any event which is not within the means or control of the sign owner, the sign or sign structure shall be repaired within 180 days of the date on which the damage occurred. A sign or sign structure is considered to have minor damage if at least one of (i) or (ii) is determined to have occurred and the sign is determined to not have sustained minor damage as defined in 4(a):
 - i. Less than 50% of sign area is damaged in the event;
 - ii. The cost to repair damage sustained to the sign or sign structure in the event does not exceed 50% of the construction cost of a comparable sign

C. Maintenance of Non-Conforming Signs

Normal maintenance and incidental repair or replacement, including electrical and lighting repairs, minor damage repair, repainting, cleaning, or related maintenance actions, shall be permitted for the non-conforming sign. No maintenance shall occur that alters the location, shape, size, illumination, material, sign copy, or appearance of the sign.

D. Exceptions

The following exceptions are in place for non-conforming signs. Signs which meet the conditions of these exceptions shall be permitted to be exempt from the limitations of Section 44-10-09(B).

1. **Landmark Signs.** Signs designated as landmark signs by decision of the Village Board of Trustees shall be exempt from limitations on non-conforming signs. Landmark signs are also exempt to the sign requirements of Section 44-10-05 and Section 44-10-06.
2. **Replacement of Sign Copy.** The replacement of sign panels, letters, or sign copy area is exempt from all limitations on alterations to non-conforming signs, provided no work is done in a manner that alters the location, shape, size, illumination, material, sign copy, or appearance of the sign.
3. **Instructional Sign Repair and Replacement.** Non-conforming instructional signs damaged by an event not within the means or control of the sign owner may be replaced exempt from the limitations on non-conforming signs found in this Section.
4. **Public Right-of-Way Improvements.** If improvements to public right-of-way are initiated that require movement or replacement of a nonconforming sign, the sign shall be permitted to be replaced in a new location exempt from the limitations on non-conforming signs found in this Section.

E. Sign Abandonment

Any sign advertising or describing a business that is no longer in operation or use no longer present on the premises on which the sign is located shall be removed by the property owner or tenant. Removal shall occur no more than 180 days from the last date of operation. After 180 days, abandoned signs will be removed by the Village at the owner's expense.

44-10-10. Construction and Maintenance Standards

A. Construction Standards

The construction, erection, and maintenance of any sign within Village limits shall comply with the 2018 International Building Code or the current building code adopted by the Village Board of Trustees, in addition to the following standards:

1. No freestanding sign shall be erected with sign area within 10 feet of any other freestanding structure.
2. No signs shall be erected, constructed, or maintained to obstruct any fire escape, required exit, window, or door opening used as a means of egress.
3. Freestanding signs shall be designed in compliance with applicable ANSI and ASCI standards.
4. Signs shall be located and designed in a manner that does not interfere with safe vehicular and pedestrian circulation or public safety signals and signs.
 - a. No sign shall be constructed or maintained in such a manner as to likely interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, including the use of words "stop," "go," "look," "slow", "danger" or any other similar phrase or word, nor employ any sign elements such as colored lamps and lights which are red, amber or green, in a manner which may interfere with, mislead or confuse vehicular or non-vehicular traffic.
 - b. All illuminated signs shall adhere to the following construction standards:
 - i. Light sources shall be shielded from all adjacent buildings, streets, and properties. Shielding shall be installed in a manner that minimizes light emission above the highest vertical extent of the fixture.
 - ii. Lighting shall not create excessive glare to pedestrians or motorists, nor obstruct the visibility of authorized traffic signs, signals, or devices, or any authorized public information signs.

B. Maintenance Standards

1. All signs shall receive maintenance in a manner that alleviates damage and deterioration, keeps signs free from constituting a public danger or hazard to public safety, and maintains an aesthetic quality in alignment with the original approval of the sign. Maintenance of signage shall also adhere to the following standards:
 - a. Maintenance of permitted signs is allowed in all circumstances where maintenance activities do not alter the design of the sign as previously permitted.

- b. Maintenance shall be performed for all signs in a manner that keeps surface materials and components free of chipping, peeling, fading, cracks, holes, buckles, warps, splinters, rusting, or other wear visible from any abutting street or property. The Chief Building Inspector of the Village of Homewood reserves the right to determine the presence of wear that constitutes a violation of this provision.
- c. Any sign or component of a sign that is damaged or deteriorated and constitutes a danger or hazard to public safety shall be promptly repaired or replaced. The Chief Building Inspector shall provide written notice to the property owner to repair, replace, or remove the damaged or deteriorated sign. **If the action is not completed within 30 days of receipt of the written notice, damaged or deteriorated signs will be removed by the Building Division at the owner's expense.**
- d. Maintenance for illuminated signs shall be performed in a manner **which** keeps all lighting and illuminated components in good working condition. Illuminated signs with malfunctioning components shall not be operated until the malfunctioning component is repaired and adherent to the standards of this section. The Chief Building Inspector of the Village of Homewood reserves the right to determine the presence of **malfunction or wear** that constitutes a violation of this **requirement**.
- e. Maintenance for **electronic changing message (ECM) signs** shall be performed in a manner that keeps all lighting and illuminated components in good working condition. **Electronic changing message (ECM) signs** with malfunctioning components shall not be operated until the malfunctioning component is repaired and adheres to the standards of this section. The Chief Building Inspector reserves the right to determine the presence of **malfunction or wear** which constitutes a violation of this requirement.

44-10-11. Definitions

A. Interpretation of Section

The terms and words whenever used in this Chapter shall be constructed as herein defined.

1. Undefined Terms. Any words not defined in this section shall be construed as defined in standard dictionary usage.

2. Illustrations, Tables, or Images. In case of any difference of meaning or implication between the text of this Section and any caption, illustration, or table, the text shall control. No image shall be construed to limit the scope or intent of the text of the Section.

B. Definitions

The following terms and words shall be used to interpret and administer the sign regulations found throughout Chapter 44-10 of this Ordinance:

Abandoned sign: A sign that has not advertised a current business, activity, service, owner, or product for at least 180 days.

Accessory: any structure, building or object which is subordinate to but located on the same lot as a principal building or use, whether attached or detached from the principal structure.

Address sign: A sign that identifies the street number or any portion of a property address as legally designated by the United States Postal Service or another government entity.

Advertising sign: A sign that directs attention to a business, commodity, service or entertainment conducted, sold, or offered on premises other than where such a sign is located or to which it is affixed.

A-frame sign: A freestanding sign constructed of two ridged sheets of material that are hinged on top that is used to display the name of the business, information concerning the services or products provided by the business, and the cost of the same.

Alteration: Any change to a sign or sign structure that changes one or more of the following: the location, shape, size, illumination method, material, or appearance of a sign.

Animated sign: Any sign which includes or depicts any animation or movement in a manner which is designed to draw attention to the messaging of a sign.

Area (sign): See Section 44-10-04.

Awning: A permanent or semi-permanent structure composed of non-rigid materials projecting from an exterior wall face of a building. May be permanently fixed in place or retractable against the building to which the awning is affixed.

Awning face: The fixed exterior surface area of an awning, excluding valances.

Awning sign: Any permanent commercial messaging affixed to an awning structure.

Background: Any area of a sign located behind or around a sign designed to promote the visibility of lettering, logos, or other sign elements.

Banner: A temporary sign constructed from non-rigid, non-durable materials and attached to a structure, poles, framing, or other rigid fixtures at two or more corners. Messaging is typically printed or attached to non-rigid material. May or may not be a portion of a freestanding structure.

Balloon: Any non-rigid, non-durable sign element filled with lighter-than-air gas and attached to a building, structure, or the ground and designed to direct attention to a commercial business, activity, or profession conducted, or to a commodity, service, or entertainment conducted, sold or offered upon the premises where such a sign is located or to which it is affixed.

Blade sign: A projecting sign attached to the exterior front, rear, or side wall or fascia of any building or other structure to identify a business use where a wall sign is allowed.

Building: Any structure with walls and roof securely affixed to the land and having a permanent foundation, designed or intended for shelter or enclosure of persons, animals, chattels, or movable property.

Commercial sign: A sign that directs attention to a commercial business, activity, or profession conducted, or to a commodity, service, or entertainment conducted, sold, or offered upon the premises where such a sign is located or to which it is affixed.

Canopy: A permanent roof structure supported by columns, posts, or poles and constructed of rigid materials. The structure may be freestanding or attached to a permitted adjacent structure. **See Awning.**

Canopy face: Any surface of a canopy structure visible from ground level, excluding the roof (top face) of the canopy structure.

Canopy sign: A sign that is directly attached to a canopy structure. **See Canopy.**

Civic/charitable institution: A non-residential institution that is non-taxable and is designed to provide a public benefit or service, including but not limited to non-profit institutions, religious institutions, and educational facilities.

Clearance: Distance **as** measured from a final grade to the lowest point of a sign structure excluding support pylons. **See Section 44-10-04.**

Commercial messaging: Any message, including text, logos, or other federally protected speech, which is expressly used to direct attention toward or refer to a commercial business, activity, or profession conducted, or to a commodity, service or entertainment conducted, sold, or offered.

Comprehensive signage plan (CSP): A plan demonstrating the location, size, placement, and design of all signage on a single property. A **comprehensive signage plan (CSP)** shall contain one or more of the following: 1) location and placement of current and future proposed signs; 2) form standards, including but not limited to letter styles, materials, and permitted and prohibited sign types. Comprehensive sign programs allow the modification of sign requirements, established in Section 44-10, to improve design quality, site usability, and site planning innovation to a level higher than is possible should applicable sign regulations be strictly applied.

Construction sign: A temporary sign on a building or site installed during construction.

Copy (sign): An exterior display surface of a sign, including non-structural trim and backgrounds, which is occupied by messaging (letters, numbers, graphics, or other content) exclusive of the supporting structure to which the sign copy is affixed.

Damage: Deterioration to a sign or structure supporting a sign, caused by circumstances outside of the control of a property owner or tenant that results in the loss of usefulness, normal functionality, structural integrity, or value of that sign or structure supporting a sign.

Durability: The interpreted ability of a sign to withstand wear and damage caused during normal operation of a permanent exterior sign. Materials that are unable to withstand such wear and damage for extended periods shall be **considered as non-durable** materials.

Electronic Changeable Message (ECM) sign: A sign, or a portion of a sign, with characters, letters, or illustrations changed automatically by **electronic means** without altering the **structure or physical surface** of the sign.

Encroachment: A permitted placement of a sign within an area **which** is otherwise prohibited by local ordinance.

Flashing sign: A sign that includes illumination elements that are not kept in the constant intensity of illumination at all times when in use, or which demonstrates a change in color, direction, or brightness.

Footcandle: A unit of **measurement, measuring** the brightness of an illumination source. The unit is defined as the brightness necessary to illuminate areas exactly one foot from a source of light equal to one lumen per square foot (lu/ft.²).

Foundation (sign): The area of a freestanding sign is measured from the surface grade to the lowest measurable point of the sign area. This area may include structural elements necessary for the construction of the sign or structure supporting the sign, and decorative or architectural elements.

Freestanding sign: Any sign permanently affixed **to** the ground but **not to any individual structure or building**.

Frontage: The following definitions shall be utilized to interpret frontage requirements in this Code. Refer to specific measurement standards in **Section 44-10-04**.

Lot frontage. The linear distance of a single lot line adjacent to a public street or other public right-of-way.

Tenant frontage. The linear distance of the **façade(s)** on which the entrance of a tenant is located, as measured from the maximum extent of the floor area of the tenant space.

Multiple frontage/corner lot frontage. The linear distance of all lot lines adjacent to a public street or other public right-of-way when more than one lot line (as defined by Section 44-09) is adjacent to the public streets or other public right-of-ways.

Gas station canopy: A canopy structure accessory to automotive use as defined in **Section 44-03-04** of this Zoning Ordinance. The structure may or may not protect equipment dispensing fuel or other accessory structures related to automotive use.

Gas station canopy sign: A sign affixed to a gas station canopy structure.

Government sign: Any sign constructed or maintained to discharge, enforce, or disseminate information related to a governmental function or posted by a political jurisdiction or government agency as required by law, ordinance, or other public regulation. Signs include but are not limited to, street signs, signs identifying government buildings, signs directing or managing traffic of any mode, warning signs indicating a potential public hazard, or signs indicating penalties for illegal actions.

Flag: Any non-fixed sign imprinted or painted on cloth or similar non-rigid material attached to a pole or other structural element on only one edge or at two corners.

Grade (surface): The level of the finish grade on the ground at the point closest to the location of a sign.

Gross surface area (sign): The total surface area of a sign, exclusive of structures supporting the sign. Refer to specific measurement standards in **Section 44-10-04**.

Historical sign: Any sign, whether commercial or non-commercial, that is installed for

Historical marker: A freestanding sign constructed or maintained by a public or private entity, lacking commercial messaging and for the expressed purpose of identifying the location of a historical event, person, location, or phenomenon.

Historical plaque: A wall sign, constructed or maintained by a public or private entity, lacking commercial messaging and for the expressed purpose of identifying the location of or interpreting the significance of a historical event, person, location, or phenomenon.

Image duration: The length of time in which a single static image is displayed, without movement or animation, as measured on a changeable copy or electronic changing message (ECM) board sign.

Height (sign): The length from the ground (or final grade) to the maximum vertical extent of a sign. **Section 44-10-04**.

Holiday decoration: Non-permanent displays or signs, including lighting, celebrating a national, state, or local government holiday, religious observance, or other event.

Identification sign: A sign with text, logos, symbols, or other messaging with the sole purpose of ...

Illumination: Light from an artificial source that is either direct (incorporated into a sign or sign structure) or indirect (reflected from another source) and designed to improve visibility or draw attention to a sign or sign structure.

Internal. Illumination from a light source concealed or contained within a sign or sign structure that becomes visible in darkness shining through a translucent surface or illuminating a portion of a sign or sign structure, such as an electronic screen.

External. Illumination from a light source located away from a sign or sign structure which casts illumination onto the sign or sign structure. The source of light may or may not be visible.

Illuminated sign: Any sign that has characters, letters, figures, designs, or outlines lit (internal or external) by electric lights, luminous tubes, or any other light source.

Instructional sign: A sign installed to support and facilitate traffic flow, wayfinding, and navigation, or support the operation of a particular use or site layout on private property for public benefit. Instructional signs may be freestanding or mounted to the wall of a permitted building or structure.

Integrated center (or Multi-tenant center): A development site with two or more tenants integrated into a building, series of attached buildings, or separate buildings under single ownership or management, or have contractual agreements between separate buildings' owners, which may or may not share use of parking areas or other structures.

Landmark sign: A sign that has been designated with landmark status by the Village Board of Trustees according to **Section 22-56** of the Village Code of Ordinances.

Legal non-conforming sign: A sign or sign structure lawfully constructed or maintained according to previous sign regulations and before the adoption of current sign regulations that no longer complies with current sign regulations.

Legibility: The interpreted ability for a sign to be easily read or understood by pedestrians, drivers, or other individuals reading the sign.

Logo: Any emblem, letters, characters, pictograph, trademark, symbol or other artwork used to represent or advertise any firm, organization, entity, or provider of a service.

Illuminated lighting: Illuminated tubing, rope lights, and string lights, including neon, LED, and incandescent, are used to outline, stripe, highlight, or decorate portions of commercial buildings or building elements such as doors, windows, or awnings.

Maintenance: Replacing or repairing a part of a sign made unusable or unsightly by ordinary wear and tear or damage beyond the control of the owners, or the reprinting of existing copy without changing the wording, composition, or color of the sign as it was approved.

Marquee sign: A projecting sign extending from a wall face, consisting of a fixed hood, designed primarily for advertising purposes, which is constructed of metal or other noncombustible material, supported solely by and extending from the building to which it is attached.

Maximum sign area: The maximum permitted area for all signs of a particular type on a building.

Menu Board sign: A sign constructed adjacent to a drive-through facility or building entrance for the expressed purpose of communicating information about products or services available on-site at a particular location.

Monument (Ground) sign: Any sign supported by uprights, solid base, columns, poles, posts or braces placed in the ground and not attached to any building.

Moving sign: Any sign with components with moving elements, regardless of whether the movement is initiated by external means (natural force, human input, etc.) or by internal means (motor, electrical power, etc.). Moving signs include but are not limited to flags, banners, pennants, and rotating signs. Signs with moving images without movement of any structural element, such as images on an electronic screen, are not considered moving signs.

Mural: A picture that is painted or otherwise applied to an exterior surface of a building or structure that does not contain text, logos, symbols, or other messaging depicting a product or service, whether on-premises or off-premises nor any advertising or identification of a particular business. **See Painted Sign.**

Neon sign: An illuminated sign is constructed from translucent tubing internally illuminated by neon gas or another electrically charged gas.

Non-commercial sign: Any sign that does not include messaging with text, logos, symbols, or other messaging depicting or advertising a commercial product, service, or business. Non-commercial signs may include, but are not limited to, personal signs on residential property for religious or political self-expression; signs indicating the location of residential properties such as multi-family residential complexes, signs depicting information about historical events, persons, locations, or phenomena; and government signs.

Off-Premises sign: A sign that depicts information about a product, service, business, use, or other activity (whether commercial or non-commercial) occurring on a property or site different than that upon which the sign is located. **See On-Premises Sign.**

Off-premises advertising: Any depiction, including text, logos, symbols, or other messaging, that directs attention to a business, commodity, service, or entertainment conducted, sold, or offered on premises other than where such a sign is located or to which it is affixed.

Painted sign: A sign that is directly painted or otherwise applied to an exterior surface of a building or structure that contains text, logos, symbols, or other messaging depicting a product or service occurring, provides advertising, identification, or other commercial-messaging related to a particular business or use.

Pennant: A freestanding temporary sign constructed from non-rigid, non-durable materials attached to a rigid frame fixed to or placed on the ground. Messaging is typically printed or attached to non-rigid material.

Permitted sign: A sign in compliance with all current applicable sign regulations.

Political sign: A sign erected on private property for political expression.

Portable sign: A temporary sign that is not permanently attached to the ground or a building or a structure and may be removed without any special equipment or machinery.

Prohibited sign: A sign which may not be erected in any zoning district within the Village of Homewood.

Projecting sign: A sign that projects from the exterior surface of a building or structure with a sign area that is perpendicular to the surface to which the sign is mounted.

Projection: The distance between a wall or exterior surface of a building or structure and the maximum extent of a projecting sign mounted to the wall or exterior surface of a building or structure.

Public Art: A freestanding structure constructed for artistic expression on property (except single-family residential properties), which does not contain text, logos, symbols, or other messaging depicting a product or service, nor advertising or identification of a particular business. Public art installations may

include, but are not limited to, sculptures, monuments, statues, light displays, and other permanent artistic structures.

Pylon sign: A freestanding sign, mounted or otherwise attached to a steel column or other rigid structure is fixed in the ground and designed to separate the sign area from the ground.

Real estate sign: Signs related to the sale, rental, management, or lease of real property.

Replacement: The reconstruction of a sign in the same location as a former sign, with identical specifications to the sign that previously existed at the location.

Rigidity: The resistance of a sign structure or material to bend or move under normal environmental conditions, **including typical weather conditions.**

Roof sign: A sign or sign structure, any portion of which is erected, constructed, and maintained above any portion of the roof of a building.

Rotating sign: A moving sign that rotates or moves in a circular motion, regardless of whether the movement is initiated by external means (natural force, human input, etc.) or by internal means (motor, electrical power, etc.)

Separation:

Building separation. The distance from a building or structure to a sign or sign structure, as measured to the closest point of the sign or sign structure to the building or structure.

Lot line separation. The distance from a lot line to a sign or sign structure, as measured to the closest point of the sign or sign structure to a lot line.

Sign separation. The distance from a sign or sign structure to another sign or sign structure, as measured from the closest point on either sign or sign structure to one another.

Service Sign: A sign which is provided on property, including property zoned in single-family residential districts, which communicates information about a product or service not offered on a site in a commercial manner but is utilized on the property.

Sign permit: A building permit is issued for any sign or sign structure that complies with all current applicable sign regulations of the Village of Homewood.

Sign: Any name, figure, character, outline, display, announcement, messaging, or device designed to attract attention outdoors toward any particular purpose, use, or activity requiring the issuance of a sign permit by the Village of Homewood. A sign shall not include landscaping elements, architectural elements, or support structures which comprise a sign structure. **See Sign Structure.**

Sign Structure: Any structure supporting a sign. Sign structures are not included in any sign area measurement. **See Section 44-10-04. See Sign.**

Site: A zoning lot or parcel with boundaries within which the construction or alteration of a sign or sign structure is proposed.

Streamer: **See Banner.**

Temporary sign: Any sign, banner, bunting, pennant, valance, or advertising displayed for a limited time allowed by this Code or Village ordinances or regulations.

Traffic control sign: A government sign designed to communicate public safety or law enforcement information related to the movement of vehicle or pedestrian traffic, parking requirements, or other traffic information. This definition does not include signs constructed on private property to support and facilitate traffic flow, wayfinding, and navigation, or supporting the operation of a particular use or site layout on private property. **See Instructional Sign.**

Transparent area: Any area, including windows, doors, or other openings in a building or structure, which permits visibility of the interior of a building or structure from the exterior of the same building or structure.

Valance (awning): A non-fixed hanging portion of an awning structure.

Variance (sign): A variation from sign requirements approved by the Village of Homewood due to a particular extenuating hardship not self-imposed by the property owner.

Visibility: The interpreted ability of a sign to be viewed easily from the location of its intended audience.

Wall sign: A sign which is attached to or affixed to the wall of a building or structure.

Window sign: A sign, whether temporary or permanent, is located within a transparent area of a building with the expressed intent of being visible from the exterior of a building. Window signs include signs located interior of a building but are visible primarily from the exterior of a building.

44-07-13. Sign Reviews

A. Sign Permit Review

1. Applicability. A sign permit must be obtained before any person may construct, move, alter or maintain any sign type permitted by Section 44-10-03 of this ordinance, except temporary non-structural signs permitted by Section 44-10-07 of this ordinance.

2. Requirements. The following materials shall be submitted to the director of economic and community development for a sign permit:

a. Completed application; and

b. Plans indicating dimensions of proposed signage, total sign area, materials, location on property, structural elements including bracing and support, means of attachment, and illumination method.

3. Action by Director of Economic and Community Development. Upon receipt of a complete permit application, the director of economic and community development shall review the materials to ensure the application conforms to the provisions of this article and may approve, approve with conditions, advance the application to an Appearance Commission, or deny the application. The director shall provide a letter to the applicant indicating the decision and public meeting information.

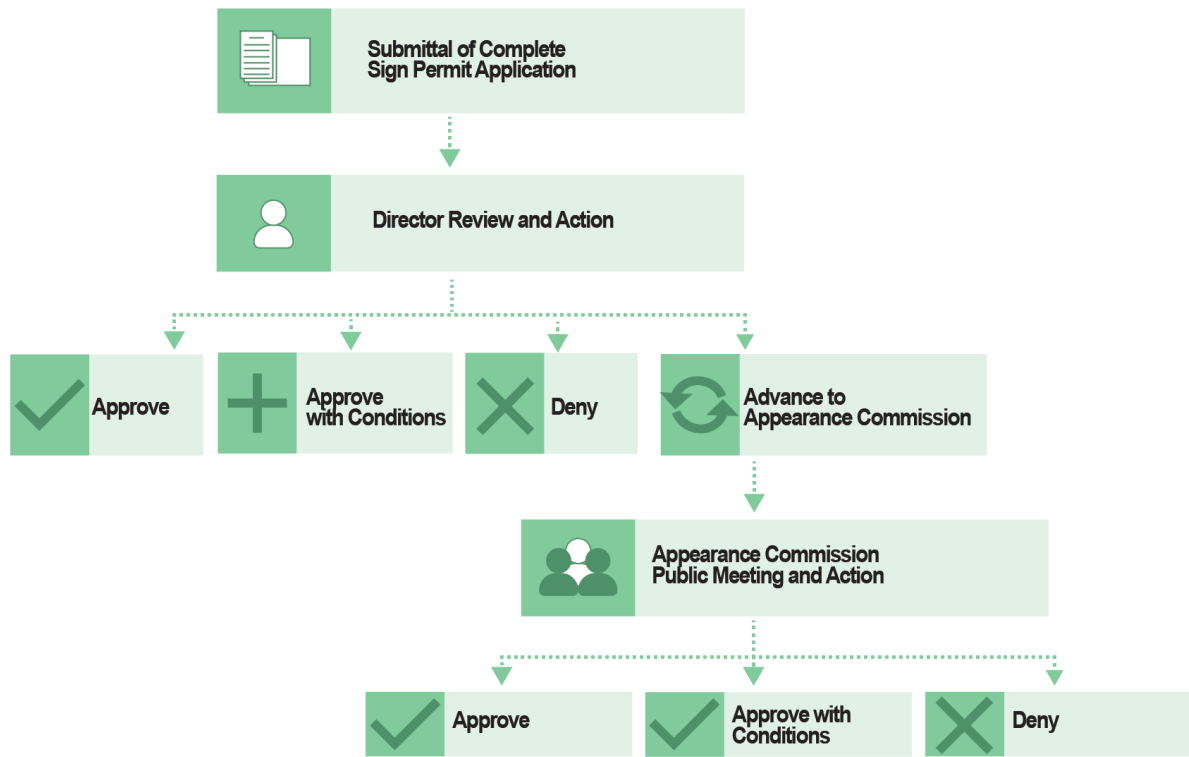
4. Action by Appearance Commission. Any sign permit application advanced as an Appearance Review shall be reviewed by the Appearance Commission. The Appearance Commission shall review application materials and any oral or written comments received at the public meeting. The Appearance Commission shall then approve, approve with conditions, or deny the application in accordance with the procedure in Section 44-07-14. The decision shall be forwarded to the Chief Building Inspector and the Director of Economic and Community Development.

5. Fees. The Chief Building Inspector shall determine fees for any signage permit in accordance with the Village fee schedule.

6. Additional Permits. Any permit required elsewhere in this Code for electrical or structural work in connection with any sign must be obtained in addition to the sign permit provided for in this section. These approvals shall be overseen by the Chief Building Inspector, who will issue final permits for the sign.

7. Expiration. A sign permit shall automatically expire without any further action by the Village if the sign for which the permit was granted has not been established at the approved location within a period of one year from the date the permit was approved. An extension of the time may be granted by the director of economic and community development for good cause shown by the applicant, provided a written request is filed with the Village at least four weeks prior to the respective deadline.

Figure 44-07-13.A.1. Sign Permit Review Procedures



B. Comprehensive Sign Program (CSP) Review

1. Applicability. A Comprehensive Sign Program (CSP) must be approved prior to the issuance of any sign permit within a development included within Section 44-10-09.A.

2. Requirements. The following materials shall be submitted to the director of economic and community development upon receipt of a Comprehensive Sign Program application:

- a. Completed application form;
- b. Property owner authorization;
- c. Map of parcel(s) and boundaries within which signs shall comply with the Comprehensive Sign Program (CSP);
- d. Elevation drawings or annotated images for any building elevation where signage is proposed or where sign band areas are proposed for permitted future signage placement;
- e. Elevation drawings or annotated images for any freestanding sign, including monument/ground signs and pole (pylon) signs proposed;
- f. Any design or form standards proposed for all current or future signage within the defined area of the Comprehensive Signage Plan (CSP), as applicable to any application.
- g. Responses to modification standards, as applicable to any application.

3. Action by Director of Economic and Community Development. Upon receipt of a complete application, the director of economic and community development shall review the materials for compliance with the provisions of this section. The director of economic and community development shall then schedule the application for consideration by the Appearance Commission.

4. Action by Appearance Commission. The Appearance Commission shall review the application, the staff report, any oral or written comments received at the public meeting, and responses by the applicant to the standards for Comprehensive Sign Programs (CSP), as defined in Section 44-10-09.D. The Appearance Commission shall then approve, approve with conditions, or deny the application.

5. Records. A record of all sign permit applications within an area subject to an approved Comprehensive Sign Program, amendments to the Comprehensive Sign Program approval, or interpretations related to the Comprehensive Sign Program, shall be kept on file in the office of the Director of Economic and Community Development and shall be available on request to any person pursuant to the Freedom of Information Act, 5 ILCS 140/1 et. seq.

6. Additional Permits. A Comprehensive Sign Program (CSP) shall not constitute a sign permit for any individual sign.

7. Appearance Review Exemption. Signs which are compliant with sign standards within an approved Comprehensive Sign Program (CSP) shall be approved or denied administratively by the director of economic and community development.

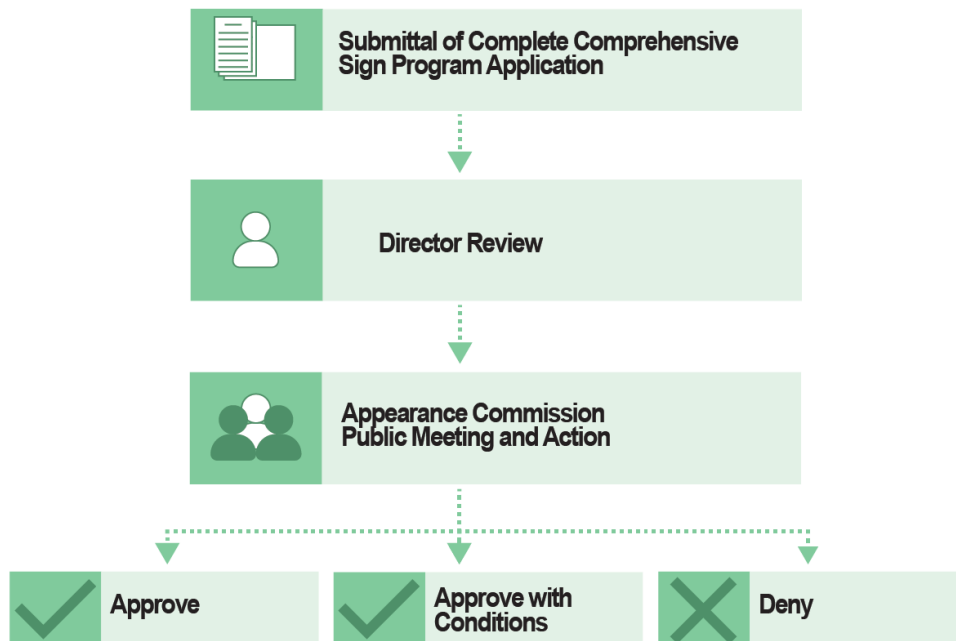
8. Amendment and Repeal. The Comprehensive Sign Program (CSP) shall remain in effect for all property within the area defined by the original application unless amended or repealed.

a. Amendment. Amendment applications shall be completed and filed with the director of economic and community development. The director of economic and community development shall review the application and approve, approve with conditions, advance the application to the Appearance Commission, or deny the application.

b. Repeal. A repeal of the Comprehensive Sign Program shall require written agreement of all property owners within the defined boundaries of the Comprehensive Sign Program, filed with the director of economic and community development at least 30 days in advance of the proposed date of repeal.

i. Modifications and Non-Conformities. Any sign which was approved with modifications from this Section with approval of a Comprehensive Sign Program shall be considered a legal non-conforming sign structure and shall be subject to the requirements for such signs found in Section 44-10-10.

Figure 44-07-13.B.1. Comprehensive Sign Plan Review Procedures



C. Sign Variance

1. Purpose. Given the unique commercial significance and design considerations applied to sign decisions, Sign Variances are a unique process from other Variances in this Ordinance. The Sign Variance process is designed to provide a narrowly circumscribed method of relief from unforeseen applications of Section 44-10 of this Ordinance which may create practical difficulties or particular hardships. A Sign Variance may be granted for practical difficulties barring a strict application of the regulations of this Ordinance which stem from a particular hardship on a property. Modifications that are not caused by a hardship prohibiting the strict application of this Ordinance shall be reviewed via the Comprehensive Sign Program (CSP) process.

2. Authority of the Appearance Commission. As authorized in Section 44-07-03, provided the request is due to a unique circumstance or hardship related to the location, orientation, frontage placement, or demonstrable feature of the property, the Appearance Commission has authority to make the final decision in Sign Variance requests only in the following instances:

1. To permit sign area that exceeds the maximum sign area ratio or total for a particular sign type.
2. To modify requirements for sign number.
3. To modify requirements for sign height in Section 44-10.

3. Sign Permit Application Concurrent. The Sign Variance application shall be reviewed with a sign permit application, including all materials required for a sign permit application per Section 44-07-13.A.

4. Action by the Director of Economic and Community Development. Upon receipt of a complete application, the director of economic and community development shall review the materials against the Standards of Sign Variance in this section. The director of economic and community development shall then schedule the application for consideration by the Appearance Commission.

5. Action by the Appearance Commission. The Appearance Commission shall review the application, the staff report, any oral or written comments from the public meeting, and the applicant's responses to the standards. The Appearance Commission shall then approve, approve with conditions, or deny the application. The decision shall be forwarded to the Chief Building Inspector and the Director of Economic and Community Development.

6. Standards of Sign Variance. In considering an application for a Variance, the decision-making authority shall review the responses by the applicant to the standards set forth below:

- a. Can the property in question yield a reasonable return if permitted only under the signage regulations governing the district within which the property is located?
- b. Is the plight of the owner due to unique circumstances that are not self-imposed, including property location, orientation, frontage placement, or demonstrable feature of the property which is communicated by the applicant?

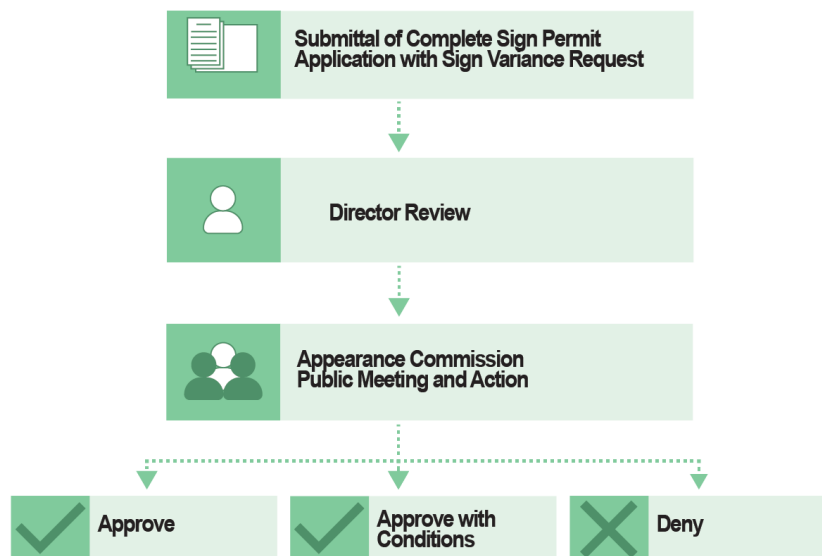
c. If granted, will the Sign Variance adversely impact the health, safety, or public welfare in the vicinity of the sign?

d. If granted, will the Sign Variance negatively impact or harm the architectural character of the area in which the sign is proposed?

e. Is the Sign Variance in alignment with the Comprehensive Plan, Appearance Plan, and other adopted plans of the Village?

7. Expiration. The approved Sign Variance shall automatically expire without further action by the Village if the applicant fails to obtain the sign permit concurrent with the variance within one year of the approval. An extension of the time requirements may be requested in writing and granted by the director of economic and community development for good cause shown by the applicant, provided a written request is filed with the village at least four weeks prior to the respective deadline.

Figure 44-07-13.C.1. Sign Variance Procedures



44-07-14. Appearance Review

A. Appearance Review Procedure

1. Purpose. The Appearance Review process serves as a design review procedure for new development occurring within Village limits. The design review procedure is guided by the Appearance Plan, Village Zoning Ordinance and the Village Comprehensive Plan, and is designed to encourage development which is harmonious with and improves the quality and effectiveness of urban design within Village limits. The Appearance Review procedure serves as the mechanism by which the Appearance Commission is to fulfill its stated power and duty to “consult with other municipal and governmental bodies on matters affecting the appearance of the Village.”

2. Applicability. An Appearance Review shall be required for any of the following applications or proposals:

- a. Any erection, construction, alteration or repair of any building or structure other than a single-family residential building;
- b. Any movement of any existing structure or building onto any lot in the Village;
- c. Any Sign Permit Review elevated to the Appearance Commissioner by the Director of Economic and Community Development pursuant **Section 44-07-13.A.3;**
- d. Murals and other public art installations;
- e. Any proposed public work or public improvements excluding public infrastructure projects having no changes to landscaping or site improvements;

The following improvements are exempt from Appearance Review:

- f. Any interior project requiring a building permit exempt from zoning review, including interior signs which are not directly visible from public right-of-way;
- g. Building permit applications for the construction of fences and other structures accessory to a single-family residential principal use, excluding accessory dwelling units as defined in **Section 44-04-14.**

3. Requirements. The following materials shall be submitted to the director of economic and community development for Appearance Review:

- a. Completed application; and
- b. Narrative describing all proposed improvements;
- c. Site plans depicting all proposed improvements;
- d. Landscape plans
- e. Elevation drawings or annotated images depicting all proposed improvements;

- f. Color and material board depicting all proposed materials and colors to be utilized on proposed improvements;
- g. Photometric plan with cutsheets depicting all lighting fixtures to be used on any proposed improvements.

All required items except for (1) may be waived by the Director of Economic and Community Development as a requirement for any application.

4. Action by the Director of Economic and Community Development. Upon receipt of a complete application and waiving any required materials, the director of economic and community development shall review the materials for compliance with the provisions of this Chapter and other Village ordinances. The director of economic and community development shall then schedule the application for consideration by the Appearance Commission.

5. Action by the Appearance Commission. The Appearance Commission shall review the application, the staff report, and any oral or written comments received at the public meeting. The Appearance Commission shall consider the application for compliance with the approved Appearance Plan pursuant Section 28-26 of the Village Code of Ordinances. The Commission shall then issue a recommendation to approve, approve with conditions, or deny the application as proposed. The Appearance Commission may also defer an Appearance Review decision to the Village Board of Trustees for a final decision.

6. Action by the Chief Building Inspector. Upon the approval by the Appearance Commission, a notice of decision and all materials upon which the recommendation was granted shall be provided to the Chief Building Inspector or designee for the purpose of completing approval of a building permits or other applications submitted to the Building Division.

7. Planning and Zoning Commission. Should any improvement subject to an Appearance Review require a public hearing before the Planning and Zoning Commission, the director of economic development shall schedule the Planning and Zoning Commission hearing to occur prior to the Appearance Commission meeting.

44-04-14.C. Murals and Art Installations (Murals Defined as an Accessory Use)

A. General Provisions

Any mural, defined in Section 44-10-13, erected in the Village of Homewood after **[date of adoption]**, may be erected upon approval of a Mural and Art Installation application and meeting the following conditions:

- 1. Commercial Messaging.** Under no circumstances may a mural contain any commercial messaging, including but not limited to business names, brand artwork, insignias or logos, or other references, whether direct or implicit, to the use occurring within the building upon which the mural is located. Commercial messaging painted on a building façade shall constitute a painted sign and be subject to the requirements for painted signs in Section 44-10-06 of this ordinance.
- 2. Encroachments.** No component of any mural shall encroach into the public right-of-way.
- 3. Obstructions.** No mural or art installation shall be placed where visibility from the public right-of-way is partially or fully obstructed by permanent structures or site elements, including but not limited to architectural features, landscaping, or ground and wall-mounted equipment.
- 4.** All murals and art installations proposed within Village limits shall be reviewed pursuant to the process requirements in Section 44-07-15, including adherence to all standards found in **Section 44-07-15.**

44-07-15. Murals and Art Installations

A. Purpose

Murals are defined in **Section 44-10-11** as, “[insert final definition].” Murals represent unique opportunities for the display of private artwork on the facades of buildings within the Village in a manner visible to the public. Murals require a unique review to assess the location's potential contribution of artwork to the welfare of the Village while providing opportunities for input from the public regarding visible art installations within the Village.

B. Procedure.

Upon receiving a completed Mural/Art Installation application, the Director of Economic and Community Development will review the mural against the zoning requirements for murals and public art installations in Section 44-05-14. The director shall then schedule the application for recommendation by the Appearance Commission and a decision by the Village Board.

- 1. Action by the Appearance Commission.** The Appearance Commission shall review the application, and any oral and written comments received at the public meeting, and determine the level of compliance with zoning requirements and standards for murals and art installations.

The Appearance Commission shall forward its recommendation to approve, approve with conditions, or deny the application.

2. Action by the Village Board. Following the public meeting, the Appearance Commission will forward its recommendation to the Village Board. Upon receiving the report from the Appearance Commission, the Village Board shall approve or deny the application.

C. Standards

In considering an application for a mural or art installation, the following standards shall be used to measure the suitability of the proposed improvement:

1. Will the proposed artwork cause injury or harm to specific individuals, groups of individuals, or organizations within the village which may threaten public peace or well-being?
2. Is the location and design of the proposed artwork in alignment with the comprehensive plan and other adopted plans of the village?
3. Is the proposed artwork located and designed in alignment with the design guidelines of the Village Appearance Plan?
4. Is the proposed artwork so designed and located to protect public health, safety, and welfare?
5. Is the mural or art installation located in a manner architecturally appropriate for the size, scale, and orientation of the proposed artwork?
6. Will the proposed artwork be publicly visible and accessible in a manner that does not impede the safety, health, or welfare of the viewer?
7. Does the proposed artwork provide positive cultural contributions to the community, including highlighting historical, archeological, cultural, natural, or scenic resources located within the village?
8. Is the artwork proposed in such a manner that the building on which the mural or artwork is affixed will not be damaged or suffer long-term deterioration due to the placement of the mural?
9. Are the materials proposed for use in the artwork appropriate for the location of the artwork, including the material of the façade on which the artwork is to be affixed?

D. Conditions

The Appearance Commission may recommend and the Village Board may impose conditions or restrictions on the approval of the proposed artwork. Under no circumstances shall any condition impose a content-based restriction on any proposed artwork.

E. Expiration

The mural or art installation approval shall automatically expire without further action by the village if the applicant fails to commence work on the proposed mural or art installation within one year of the

approval. An extension of time requirements may be requested in writing and granted by the director of economic and community development for good cause shown by the applicant, provided a written request with the village at least one week prior to the respective deadline.

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VILLAGE OF HOMEWOOD



CODE COMPARATIVE TABLE – SIGN CODE

DATE: January 2, 2025

INTRODUCTION

A code comparison table is an essential component of any ordinance update which requires the movement of existing ordinances into the structure of a new ordinance or policy. These tables identify which sections of existing ordinance language have been moved or modified as part of an ordinance or policy update. Such tables are required to maintain transparency in the changes being made to ordinances approved previously by public ordinance.

The tables provided in this attachment are **DRAFT** copies of the code comparison table and code removal table which will accompany the approval of this proposed Sign Code Update. The tables are subject to updates as Village staff respond to feedback from Commissioners, municipal staff and members of the public.

CODE COMPARISON TABLE

The table below indicates where new ordinance language has been proposed and where existing language has been moved or integrated into new sections or chapters.

New Ordinance Section	Original Ordinance Section
Chapter 44 (Zoning)	
Section 44-04-14.C – Murals and Art Installations	
Section 44-07-13 – Sign Reviews	Section 30-16; Section 30-20, Section 30-21
Section 44-07-14 – Appearance Review	Section 2-362; Section 28-30; Section 28-32; Section 44-07
Section 44-10-01 – Purpose	
Section 44-10-02 – Applicability	Section 30-01; Section 30-18
Section 44-10-03 – Prohibited Signs	Section 30-04

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New Ordinance Section	Original Ordinance Section
Section 44-10-04 – Sign Measurements	
Section 44-10-05 – Non-Commercial Signage	Section 22-56; Section 30-06; Section 30-07
Section 44-10-06 – Commercial Signs	Section 30-01; Section 30-08; Section 34-5
Section 44-10-07 – Temporary Signs	Section 30-01; Section 30-09; Section 30-11
Section 44-10-08 – Comprehensive Sign Programs	
Section 44-10-09 – Legal Non-Conforming Signs	Section 30-16; Section 30-17; Section 30-22;
Section 44-10-10 – Construction/Maintenance	Section 30-12; Section 30-14; Section 30-15; Section 30-16; Section 30-19; Section 34-5
Section 44-10-11 – Definitions	Section 30-01

Table subject to change upon review by local Commission members, Village municipal staff and members of the public.

CODE REMOVAL TABLE

The table below indicates where sections of ordinance are proposed to be removed upon approval of the proposed Sign Code.

Removed Ordinance Section	Ordinance Section Replacement
Chapter 28 (Planning)	
Section 28-30	Section 44-07-13; Section 44-07-14
Section 28-31	Removed
Section 28-32	Section 44-07-14

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Removed Ordinance Section	Ordinance Section Replacement
Section 28-33	Section 44-07-14
Chapter 30 (Signs)	
Section 30-01	Section 44-10-11
Section 30-02	None – duplicated from language in Section 2
Section 30-03	Section 44-10-10
Section 30-04	Section 44-10-02; Section 44-10-03
Section 30-05	Section 44-10-02.B; Section 44-10-06.A
Section 30-06	Section 44-10-05.B
Section 30-07	Section 44-10-05.B
Section 30-08	Section 44-10-06
Section 30-09	Section 44-10-07.A
Section 30-10	None – removed
Section 30-11	Section 44-10-07.B
Section 30-12	Section 44-10-10.A
Section 30-13	Section 44-07-13; Section 44-10-10
Section 30-14	Section 44-10-10

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Removed Ordinance Section	Ordinance Section Replacement
Section 30-15	Section 44-10-10.B
Section 30-16	Section 44-10-09.
Section 30-17	Section 44-10-10
Section 30-18	Section 44-10-02
Section 30-19	Section 44-10-10.A
Section 30-20	Section 44-07-13.A
Section 30-21	Section 44-07-13.C
Section 30-22	Section 44-07-09
Section 30-23	Section 44-07-15 (moved Administrative Appeals section)

Table subject to change upon review by local Commission members, Village municipal staff and members of the public.

Sec. 30-1. - Definitions.

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

Advertising sign means a sign which directs attention to a business, commodity, service or entertainment conducted, sold or offered upon premises other than where such sign is located or to which it is affixed.

Blade sign means a sign attached to a wall in a perpendicular manner.

Business sign means a sign which directs attention to a business or profession conducted, or to a commodity, service or entertainment conducted, sold or offered upon the premises where such sign is located or to which it is affixed.

Canopy and awning, fixed, means any hood, canopy or awning made of cloth, other flexible material or metal with metal frames attached to a building, and carried by a frame, either supported or not supported from the ground or sidewalk.

Canopy and awning, retractable, means any hood, canopy or awning made of cloth, other flexible material or metal with metal frames attached to a building, and so erected as to permit its being retracted when not in use.

Changeable copy/reader board means a sign, or portion thereof, with characters, letters or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign for purposes of this chapter.

Flashing sign means any illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use. For the purpose of this chapter, any moving illuminated sign, excluding scrolling light messages on a changeable copy/reader board sign, shall be considered a flashing sign.

Gross surface area of a sign means the entire area covered by the sign consisting of the area comprised within a single continuous perimeter enclosing the extreme limits of its display area, and in no case passing through or between any adjacent elements of it; but such perimeter shall not include any structural elements lying outside the display area of the sign.

Ground sign or monument means a sign supported by uprights, columns or braces placed in the ground and not attached to any building.

Historical plaque means a commemorative plaque placed by a recognized federal, state or local historical agency depicting and identifying a building's contribution to the field of architecture, or a building or site's contribution to the life of an individual, or as being representative of an historical event or an era of development in the village.

Integrated center means a building, series of attached buildings or separate buildings under single ownership or management or having contractual agreements between the separate buildings' owners.

Marquee means any fixed hood, constructed of metal or other noncombustible material, supported solely by and extending from the building to which it is attached.

Pole sign means a sign, mounted or otherwise attached, to a steel column or other suitable material placed in the ground, the bottom of which is no less than eight feet above grade.

Sign means a name, identification, description, display, or illustration which is affixed to, or painted on, or represented directly or indirectly, upon a building, structure, billboard or parcel of land; and which directs attention to an object, product, place, activity, person, institution, organization, or business. Each display surface of a sign shall be considered to be a separate sign. The term "sign" does not include the following:

- (1) Any sign of the United States, state or municipal corporation;

- (2) The flag, emblem of insignia of a nation, governmental unit, school or religious group;
- (3) Signs located completely within an enclosed building with no display surface visible from the building exterior; provided, however, that the provisions of this chapter regulating flashing and moving signs shall apply to all signs in any way visible from the building exterior;
- (4) Paper signs affixed to the interior of the window of a building for a period of less than 30 days that do not cover more than 25 percent of the total window area of the facade where they are exhibited;
- (5) Identification and addresses of establishments on awnings, marquees, or buildings;
- (6) Street or house number signs not exceeding 1½ square feet in area;
- (7) Directional signs or instructional signs conveying directions or instructions for the safety or convenience of the public (vehicular or pedestrian) or necessary for the operation of the premises and not exceeding three square feet in area.

Temporary sign means a sign, banner, bunting, pennant, valance or advertising display to be displayed for a limited period.

Wall sign means a sign attached, applied to, painted or placed against the exterior front, rear or side wall of any building, with an exception in section 30-4(b).

Window sign means signs, regardless of material, placed inside or upon a window with a display surface visible from the building exterior.

(Code 1997, § 86-1; Ord. No. MC-909, § 1, 6-24-2014; Ord. No. MC-913, § 3, 9-23-2014; Ord. No. MC-954, § 1, 4-12-2016)

Sec. 30-2. - Administration of chapter.

It shall be the responsibility of the village manager or his designee to administer this chapter.

(Code 1997, § 86-2)

Sec. 30-3. - Violations; enforcement.

It is unlawful to display any sign in violation of the provisions of this chapter. Each day of any such violation shall constitute a separate offense under this chapter. Any person who owns or manages a building or premises and any occupant thereof who displays a sign shall comply with the provisions of this chapter. The village manager or his designee is hereby designated and authorized to enforce this chapter.

(Code 1997, § 86-3)

Sec. 30-4. - Permitted and prohibited signs.

- (a) The following types of signs only are permitted signs within the standards set out in this chapter:
 - (1) Ground or monument signs;
 - (2) Wall signs;
 - (3) Pole signs;
 - (4) Temporary signs;
 - (5) Marquees;
 - (6) Fixed canopies and awnings;
 - (7) Retractable canopies and awnings;
 - (8) Window signs not exceeding 25 percent of the total window area of the facade where they are exhibited;
 - (9) Historical plaques;
 - (10) Advertising signs on bus shelters;
 - (11) Changeable copy/reader board signs; and

(12) Blade signs.

(b) Prohibited signs include:

- (1) Signs on fences or on walls which are not a part of a building or structure;
- (2) Flashing signs, which are illuminated signs (whether stationary, revolving, or rotating) which contain any flashing lights or lights creating an illusion of movement, except those signs which display time and temperature information only;
- (3) Moving signs, which are signs which flutter, undulate, swing, rotate, oscillate, or otherwise move by natural or artificial means. Pennants, banners and inflatable signs are specifically included within the definition of moving signs with an exception cited in section 30-11;
- (4) Advertising signs except for temporary subdivision advertising signs, as provided in section 30-10, and bus shelter advertising signs authorized by subsection (a)(10) of this section;
- (5) Signs painted on building walls which face or are visible from a public right-of-way;
- (6) Signs which project more than 24 inches into a public right-of-way;
- (7) Pole signs in the B-1 downtown core zoning district and B-2 downtown transition zoning district;
- (8) Changeable copy/reader board signs in the B-1 downtown core zoning district and B-2 downtown transition zoning district; and
- (9) Illuminated tubing, rope lights and string lights, including neon, LED, and incandescent, used to outline, stripe, highlight, or decorate portions of commercial buildings or building elements such as doors, windows or awnings, except:
 - a. Lights temporarily displayed in connection with a civic, patriotic, or religious holiday, provided they are removed within 14 days after the holiday; and
 - b. Lights permanently affixed to a commercial building as an element of an overall architectural concept.
- (10) Any sign not included as a permitted sign.

(Code 1997, § 86-4; Ord. No. MC-909, § 1, 6-24-2014; Ord. No. MC-913, § 3, 9-23-2014; Ord. No. MC-954, § 1, 4-12-2016; Ord. No. MC-1072, § 1, 1-10-2023)

Sec. 30-5. - Size, area and other restrictions regarding certain sign types.

- (a) *Changeable copy/reader board signs.* All messages for changeable copy/reader board signs shall be limited to the business to which the sign is attached or public service announcements.
- (b) *Ground sign or monument signs.* Ground or monument signs shall not exceed eight feet above grade in height.
- (c) *Historical plaques.* Historical plaques shall not exceed four square feet in area and shall be affixed flat against a building, or if a vacant site, shall be permanently mounted on a pole or other suitable support.
- (d) *Poles signs.* Pole signs shall conform to the following table:

Pole Signs

Size of building or integrated center (square feet)	Maximum height (feet)	Maximum gross surface area (square feet)
0 to 35,000	Not allowed	Not allowed
35,001 to 100,000	18	150
100,001 to 250,000	23	200
250,001 and over	28	250

(Code 1997, § 86-22)

Sec. 30-6. - Signs on residential properties.

No sign shall be displayed on buildings or premises, or that portion thereof used for residential purposes, regardless of the zoning district in which it is located, or on any vehicles parked on such property for more than 24 hours where such vehicle is readily visible to the general public, except for the following permitted signs:

- (1) One nameplate sign not exceeding 144 square inches in area, which may be combined with a street or house sign.
- (2) Noncommercial and nonilluminated signs behind or affixed to windows or doors.
- (3) In the case of apartment houses for more than two units, in addition to the foregoing and in addition to any other signs permitted by reason of any commercial use of the first floor, one identification wall sign not exceeding five square feet in area indicating the name of the building or the ownership or management of such building.
- (4) Multifamily complexes which have more than eight units shall be permitted one identification ground sign no larger than 50 square feet and six feet in height.
- (5) Temporary signs permitted under section 30-9.

(Code 1997, § 86-5)

Sec. 30-7. - Signs of certain charitable, educational and similar organizations.

- (a) No sign shall be displayed on the building or premises of a private educational, philanthropic, civic or charitable institution or organization or any private club, except for temporary signs permitted under section 30-9 and except for identification signs, identifying the name or nature of the institution or organization and bulletin board signs, being structures of a permanent nature but having changeable words or figures.
- (b) The total area of all signs on the premises of each such institution or organization shall not exceed 100 square feet in area, and no one sign shall exceed 30 square feet in area.

(Code 1997, § 86-6)

Sec. 30-8. - Business signs.

Business signs of any type not prohibited by section 30-4 may be displayed on any property used for business or manufacturing purposes, subject to the following limitations and regulations:

- (1) Where a sign is illuminated by light reflected upon it, direct rays of light shall not beam upon any part of an existing residential building, nor into a residential district, or into a street. A sign located in direct line of vision of a traffic signal shall not have red, green or amber illumination. In the B-1 downtown core zoning district and B-2 downtown transition zoning district, ground or monument signs shall only be externally illuminated by lighting hardware mounted on the sign that reflects light directly on the sign from above.
- (2) The total permitted gross surface area of all signs for a single building shall not exceed 2.5 times in square feet the total building frontage expressed in linear feet, up to a maximum of 500 square feet for a building with one frontage, 800 square feet for a building with two frontages, and 1,000 square feet for a building with three or more frontages. If a single building is designed for occupancy by more than one business use and is so used, the formula to be applied in ascertaining the permitted gross surface area for each individual establishment shall be based on the formula set out in this subsection. The owner of the building shall then be responsible for negotiating with all tenants in the building, the amount of signage allowable for each business. Exception: In the B-1 downtown core zoning district and B-2 downtown transition zoning district, the total permitted gross surface area of all signs for a single building shall not exceed two times in square feet the linear footage of a building up to a maximum of 400 square feet of signage for any one use.
- (3)

No wall or blade sign shall project more than 24 inches into a public right-of-way, and any such sign shall be limited in height to the height of the building or 30 feet above grade at the base of the building, whichever is lower. The sign shall be no lower than nine feet above grade. Exception: In the B-1 downtown core zoning district and B-2 downtown transition zoning district, the height of a blade sign shall be limited to two feet below the roof line of the building.

- (4) Any permanently installed sign entirely separate from any structure, located entirely upon private property and not projecting into a public right-of-way and otherwise in conformance with all requirements of this chapter shall not be higher than 28 feet above grade.
- (5) Signs which are not embodied as part of the soft or pliable material of an awning or canopy and which project from a building in excess of six inches or over a public right-of-way shall have the lowest portion no less than nine feet above grade, immediately below the sign.
- (6) A unified shopping center or integrated center in single ownership or control may erect only one pole sign to serve the shops therein in addition to the individual signs allowed by this chapter. Such sign shall conform to the standards in section 30-5.
- (7) Blade signs shall not exceed six square feet in area, shall be no more than either three feet in length or three feet in width and shall project no more than three feet from the face of the building.
- (8) Ground or monument signs shall not exceed eight feet in height. Exception: In the B-1 downtown core zoning district and B-2 downtown transition zoning district, ground or monument signs shall not exceed five feet in height and 20 square feet in area.

(Code 1997, § 86-7; Ord. No. MC-913, § 3, 9-23-2014; Ord. No. MC-1072, § 1, 1-10-2023)

Sec. 30-9. - Temporary signs.

In addition to signs otherwise permitted by this chapter, the following temporary signs shall be permitted, so long as such temporary signs are otherwise in conformity with this section and all other provisions of this chapter:

- (1) Real estate signs (nonilluminated), advertising the sale or lease of the premises on which they are maintained, not exceeding ten square feet in area for residential properties and 32 square feet in area for commercial properties. Only one sign per lot or premises is permitted, except that on corner lots, one such sign may face each street. Such signs shall be removed immediately upon sale or lease of the premises. The signs must be located on private property.
- (2) Architect-contractor signs. One sign of an architect or contractor not exceeding ten square feet in area may be displayed on a premises located in any residence district established by the village zoning ordinance, as amended, and one such sign not exceeding 20 square feet on a premises located in any business or manufacturing district established by the village zoning ordinance where new construction or remodeling work is in progress, to be removed immediately upon completion of such work. In an area zoned for commercial or industrial use where the property on which construction or remodeling is in progress, one contractor-architect's sign may be erected on each street frontage the property abuts. Such signs may not be located closer than eight feet from the property line or one-half the distance between the property and the building lines, whichever is less.
- (3) Decorations displayed in connection with civic, patriotic or religious holidays.
- (4) Flags, emblems and signs of political, civic, philanthropic or education organizations temporarily displayed for noncommercial purposes. The signs must be located on private property unless placed by federal, state or municipal government and shall not be located on property zoned as public land or within 100 feet of a polling place.
- (5) Political campaign signs not exceeding 32 square feet in area for each premises. These signs shall be confined within private property with the permission of the property owner.

(Code 1997, § 86-8; Ord. No. MC-848, § 1, 5-24-2011)

Sec. 30-10. - Temporary subdivision advertising signs.

The village manager or his designee, when requested in writing, may mitigate the provisions of this chapter regarding advertising signs on a temporary basis only in accordance with the following provisions for the purpose of encouraging rapid and competitive sale of new subdivision development within the village:

- (1) *Temporary defined.* As used in this section, the term "temporary" means an indefinite length of time which shall terminate upon sale of 90 percent of all available parcels included in the platted subdivision.
- (2) *Onsite allowance.* One sign shall be allowed for advertising the subdivision. The surface area cannot exceed 32 square feet in area and eight feet in height above grade.
- (3) *Authorization.* All temporary subdivision sign location requests shall be reviewed by the village manager and authorized by letter.
- (4) *Removal.* All permitted subdivision signs shall be removed when required by this section.

(Code 1997, § 86-9)

Sec. 30-11. - Pennants, or banners or inflatable signs.

The village manager or his designee, when requested in writing, may mitigate the provisions of this chapter prohibiting pennants, banners and inflatable signs, but on a temporary basis only in accordance with the following provisions:

- (1) *Defined.* As used in this section, the term "temporary" means no more than two one-week periods.
- (2) *Authorization.* Authorization for pennants, banners and inflatable signs shall be in writing signed by the village manager or his designee, and shall state the number of days such use is to be permitted. No such authorization shall be given more than once per quarter in a calendar year for a specific location.
- (3) *Conditions.* Authorization for inflatable signs shall be subject to, the following conditions:
 - a. The signs must be anchored to the ground;
 - b. The signs must be placed so as not to diminish the number of customer parking spaces in a parking lot;
 - c. The signs must not obstruct vehicle or pedestrian ways.
- (4) *Fees.* The fee for any pennant, banner or inflatable sign erected without prior approval shall be in an amount as provided on the village fee schedule.
- (5) *Removal.* All authorized pennants, banners and inflatable signs shall be removed at the expiration of such authorization. Pennants, banners and inflatable signs erected without prior approval shall be immediately removed upon notification by the village.

(Code 1997, § 86-10; Ord. No. MC-954, § 1, 4-12-2016)

Sec. 30-12. - Construction requirements.

All signs must meet the applicable requirements of the village's building and construction codes.

- (1) *Fireproof construction.* No sign of which the majority of the display area is within four feet of any building or which is greater than 18 square feet in area shall be constructed at any location within the village limits unless the face is constructed of noncombustible material.
- (2) *Obstruction to doors, windows or fire escapes.* No sign, retractable canopy or awning shall be erected, relocated or maintained so as to prevent free ingress to, or egress from, any door, window or fire escape. No sign, retractable canopy or awning of any kind shall be attached to a standpipe or fire escape.
- (3) *Signs not to constitute traffic hazards.* In order to obtain and secure reasonable traffic safety, it is unlawful for any person to erect or maintain any sign, retractable canopy or awning in such a manner as to obstruct free and clear vision, or as to distract the attention of the driver of any vehicle by reason of the position, shape, color or intensity thereof. Pursuant to the foregoing, no sign, retractable canopy or awning shall be erected or maintained in such manner as to be likely to

interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device. Accordingly, no sign, retractable canopy or awning shall make use of the words "stop," "go," "look," "slow," "danger," or any other similar word, phrase, symbol, or character, or employ any red, yellow, orange, green or other colored lamp or light, in such a manner as to interfere with, mislead, or confuse traffic.

(Code 1997, § 86-11)

Sec. 30-13. - Inspections.

The village shall make inspections of signs as it deems necessary, and, for this purpose, has the right during business hours to enter upon the premises where a sign is maintained. If it is found that a sign is out of repair, unsafe, or nonconforming to this chapter, the owner shall be notified in writing of the condition, and if the owner does not remedy the sign within 30 days from the time of the service of the notice, the building inspector shall act in accordance with section 30-17.

(Code 1997, § 86-12)

Sec. 30-14. - Nuisances.

Any sign displayed in violation of this chapter is hereby deemed a public nuisance. Any sign, retractable canopy or awning which is immediately dangerous to persons or property in its existing condition, or which is declared to be a fire hazard by the village fire chief or his nominee is hereby declared to be a nuisance and may be abated as such.

(Code 1997, § 86-13)

Sec. 30-15. - Maintenance.

All signs, retractable canopies and awnings shall be kept and maintained in a safe, neat and orderly condition and appearance, and shall be repainted or otherwise maintained periodically by the permittee to prevent corrosion or deterioration caused by weather or age, and to keep the same in a safe, neat and orderly condition and appearance.

(Code 1997, § 86-14)

Sec. 30-16. - Removal of certain signs.

Any sign, retractable canopy or awning and nonconforming sign structure now or hereafter existing, which advertises a business no longer being conducted, or a product no longer being sold, shall be taken down and removed by the owner, agent or person having the beneficial use of the building, structure or premises upon which such sign may be found, within 30 days after receipt of written notice by the village to so act. Upon failure to comply with such notice within the time specified in such order, the building inspector is hereby authorized to cause removal of such sign. Any expense incident thereto shall be paid by the owner, agent or person having beneficial use of the building, structure or premises to which such sign is attached.

(Code 1997, § 86-15)

Sec. 30-17. - Unsafe and unlawful signs.

- (a) If the building inspector shall find that any sign, retractable canopy or awning is unsafe or insecure or is a menace to the public, has been constructed, erected, or is being maintained in violation of the provisions of this chapter, he shall give written notice of such finding to the permittee of the same. If the permittee fails to remove or alter the sign, retractable canopy or awning so as to bring it into compliance with the standards established by this chapter within 30 days after receipt of such notice, such sign, retractable canopy or awning may be removed by the village at the expense of the permittee.
- (b) If, upon reasonable and diligent search, the permittee cannot be found and the notice described in this section cannot be given, then the village may remove the sign, retractable canopy or awning or, in the alternative, may send written notice of the building inspector's finding to the owner of the building, structure or premises. If the owner then fails to remove or alter

the sign, retractable canopy or awning so as to bring it into compliance with the standards established by this chapter within 30 days after receipt of such notice, such sign, retractable canopy or awning may be removed by the village at the expense of the owner.

- (c) The village may cause any sign, retractable canopy or awning which the building inspector finds to be an immediate peril to persons or property to be removed summarily and without notice.

(Code 1997, § 86-16)

Sec. 30-18. - Exemptions and zoning restrictions.

The provisions of this chapter regulating the location, placement, gross surface area, projection, height limitation and number of signs or other advertising structures shall be subject to and may be further restricted by any applicable provision of the present or hereafter adopted zoning ordinance of the village including provisions therein relating to nonconforming structures and uses.

(Code 1997, § 86-17)

Sec. 30-19. - Building and electrical codes.

All signs erected or constructed shall conform to all technical and structural requirements of the village building and electrical codes.

(Code 1997, § 86-18)

Sec. 30-20. - Permits and fees.

- (a) A permit shall be obtained from the building inspector on written application therefor, by any person seeking to construct, erect or maintain any sign over three square feet in area, except for temporary nonstructural signs. Such application shall be accompanied by plans and specifications which show the size, character, material, location, bracing, anchorage, support, means of attachment and other structural characteristics thereof, and of its frame and mounting. Prior to the issuance of a permit, the application plans and specifications shall be approved by the building inspector.
- (b) No permit shall be issued if the building inspector determines that the sign will constitute a hazard to traffic or the public by reason of obstruction of view, distraction, or endangering the safety of persons using public property. Any permit required elsewhere in this Code for electrical work in connection with any sign must be obtained in addition to the sign permit provided for in this section.
- (c) A nonrefundable application fee in an amount as provided on the village fee schedule shall be charged at the time of filing a request for a sign permit. Upon approval, the fee for a permit issued pursuant to this chapter shall be per square foot of the gross surface area of each sign. The fee for any reinspection of the sign shall be in an amount as provided on the village fee schedule.
- (d) The building inspector shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the building inspector is satisfied that the proposed work conforms to the requirements of this chapter and all laws and ordinances applicable thereto, the building inspector shall issue a permit therefor as soon as practicable.

(Code 1997, § 86-19)

Sec. 30-21. - Variations.

Upon an application or permit to construct or alter or maintain any sign which does not conform to the regulations of this chapter, upon a finding by the appearance commission that a particular hardship does exist, the village board may grant a variation in the application of the regulations of this chapter but in harmony with the general purposes and intent of this chapter.

(Code 1997, § 86-20)

Sec. 30-22. - Legal nonconforming signs.

Signs which were erected on or before July 27, 2004, and no longer conform shall be subject to the following provisions:

- (1) The size, shape, context, wording and appearance of such sign shall not be changed or altered unless necessary to comply with this chapter, as amended.
- (2) A nonconforming sign which is destroyed or damaged by fire or other casualty to the extent that the cost of restoration will exceed 50 percent of the construction cost of a comparable new sign shall not be restored unless the sign conforms to all current requirements of this chapter. If such damage or construction is less than 50 percent of the construction cost of a comparable new sign, all repairs shall be completed within 180 days from the date of the partial destruction. If such damage or destruction is less than 50 percent of the construction cost of a comparable new sign and repair construction is not completed within 180 days from the date of partial destruction, then the damaged nonconforming sign shall not be restored unless the sign is made to conform to all current regulations of this chapter.
- (3) Such signs shall be properly maintained as required by this chapter, but authorized maintenance shall not include the right to change or alter the size, shape, context, wording or appearance of such sign.

(Code 1997, § 86-21)

Sec. 30-23. - Grievance procedure.

Should a petitioner be aggrieved by a decision of the village manager in his enforcement of this chapter, the appearance commission shall hear the petitioner's request for relief.

(Code 1997, § 86-22)