

**CHAPTER 1171  
Sign Regulations**

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**1171.01 INTENT.**

The purpose of this Chapter is to promote the public health, safety, and welfare through the provision of standards for existing and proposed signs of all types. More specifically, this Chapter is intended to:

- (a) Enhance and protect the physical appearance of the community.
- (b) Promote and maintain visually attractive, residential, retail, commercial, and manufacturing districts.
- (c) Ensure that signs are located and designed to reduce sign distraction and confusion that may be contributing factors in traffic congestion and accidents, and maintain a safe and orderly pedestrian and vehicular environment.
- (d) Prevent the erection of structures of any kind that will obstruct sight distance at the intersection of streets, alleys, or driveways.
- (e) Prevent the erection of poorly constructed and unsafely located, posted, or painted signs.
- (f) Provide review procedures that enable the City to comprehensively evaluate the appropriateness of a sign to the site, building, and surroundings.
- (g) Prohibit all signs not expressly permitted by this Chapter.

**1171.02 APPLICATION OF SIGN REGULATIONS.**

- (a) The regulations contained in this Chapter shall apply to signs outside of the public right-of-way, except when specifically stated otherwise.
- (b) A sign may only be erected, established, painted, created, or maintained in Wooster in conformance with the standards, procedures, exemptions and other requirements of this Chapter.

- (c) Architectural features that are either part of the building or part of a freestanding structure are not considered signs and are thus exempt from these regulations. Architectural features include any construction attending to, but not an integral part of the sign, and which may consist of landscape or building or structural forms that enhance the site in general.
- (d) The following signs and displays are exempt from the regulations of this Chapter:
  - (1) Public Signs. Any sign displaying a public notice or warning required by a valid and applicable federal, state, or local law, ordinance, or regulation;
  - (2) Building Marker;
  - (3) Flags of any nation; government or non-commercial organization;
  - (4) Any sign inside a building that is not attached to the window or door and is not legible from a distance of more than three feet beyond the lot on which the sign is located;
  - (5) Any work of art that does not display a commercial message;
  - (6) Any religious symbol that does not display a commercial message;
  - (7) Any traffic control sign, such as “STOP” or “YIELD,” located on private property that meets applicable governmental standards pertaining to such signs and does not display a commercial message.
  - (8) Instructional signs shall be exempt provided such signs comply with the following:
    - A. Instructional signs shall be clearly intended, designed and located for instructional purposes, as determined by the Zoning Administrator; and,
    - B. Each sign shall not be larger than necessary to serve the intended instructional purpose; and,
    - C. The sign is not in a location and does not possess design characteristics that constitute or serve the purposes of an identification sign.
    - D. If the Zoning Administrator determines that the proposed sign(s) does not serve instructional purposes, it shall be considered a freestanding or wall sign, as applicable, and subject to the pertinent regulations in this Chapter.

**1171.03 COMPUTATIONS AND RULES OF MEASUREMENT.**

The following regulations shall control the computation and measurement of sign area, sign height, window area, and building frontage:

- (a) Determining Sign Area or Dimension.
- (1) Sign area shall include the face of all the display area of the sign. Sign area shall not include the frame and structural support unless such structural support is determined to constitute an integral part of the sign design.
  - (2) For a sign that is framed, outlined, painted, or otherwise prepared and intended to provide a background for a sign display, the area of the sign shall be the area of one (1) rectangular shape that encompasses the entire background or frame.
  - (3) For a sign comprised of individual letters, figures or elements on a wall or similar surface of a building or structure, or an irregular shaped freestanding sign, the area of the sign shall be the area of one (1) rectangular shape that encompasses the perimeter of all the elements in the display.
  - (4) For freestanding signs and projecting signs:
    - A. The sign area shall be computed by the measurement of one (1) of the faces when two (2) identical display faces are joined, are parallel, or within 30 degrees of being parallel to each other and are at no point separated by a distance that exceeds two feet apart.
    - B. No more than two display faces shall be permitted.
    - C. The portion of a solid sign base that is mostly screened by landscaping, up to a maximum height of two (2) feet, shall not be calculated as sign area.
- (b) Determining Sign Height. The height of a sign shall be measured from the average natural grade at the base of the sign or support structure to the tallest element of the calculated sign area. A freestanding sign on a man-made base, including a graded earth mound, shall be measured from the average site grade prior to the addition of the sign.
- (c) Determining Building Frontage and Building Unit. For the purposes of these sign regulations, the length of the building wall that faces a public street, that faces a public parking lot, or that contains a public entrance to the uses therein shall be considered the building frontage. See sub-section **1171.03 (c) (5) and (6)** below.
- (1) Each building frontage shall be entitled to the sign area permitted in this Chapter.
  - (2) The building frontage shall be measured along such building wall between the exterior faces of the exterior side walls.
  - (3) In the case of an irregular wall surface, a single straight line extended along such wall surface shall be used to measure the length.
  - (4) For multi-occupant buildings, the portion of a building that is owned or leased by a single occupant shall be considered a building unit. The building frontage for a building unit shall be measured from the centerline of the party walls defining the building unit.

- (5) The primary frontage shall be the portion of a frontage that serves as the main access point to a building or building unit. A site/building will be considered to have secondary frontage when any of the following site/building characteristics are present:
  - A. The subject site is a corner lot;
  - B. The primary parking area is not located adjacent to a public street; and,
  - C. The building or unit has walls with ingress and egress that do not face the public street.
- (6) When a site has primary and secondary frontage as defined in sub-section **1171.03 (c)(5)**, the property owner shall determine which wall shall be the primary building frontage and which wall(s) shall be the secondary building frontage. Only one outside wall of any business shall be considered its primary frontage.
- (d) Determining Window Area. The window area of a building shall be the total glass area of windows on the building frontage. For the purposes of determining window area for ground floor occupants, the ground floor shall be considered to be no more than fifteen (15) feet in height above grade.

**1171.04 SIGNS IN NONRESIDENTIAL DISTRICTS.**

Signs in nonresidential districts shall conform to the standards set forth in this Section, except for residential uses, which shall comply with the standards set forth in Section **1171.05** Signs in Residential Districts.

- (a) Maximum Number and Area of Permanent Signs Attached to Buildings. Permanent signs attached to buildings shall conform to the maximum number and area limitations set forth in Table 1171.04(a).

| Table 1171.04(a)<br>Permanent Signs Attached to Buildings  |   |  |  |
|--|---|--|--|
| Type   | Maximum Number Permitted  | Maximum Area   |  |
|  |   | CF, CPRO, C-1, C-2 and C-4 Districts <sup>(b)</sup>              | C-3, C-5 and all M Districts                                   |
| (1) Address sign   | 1/address   | 2 sq ft  | 2 sq ft  |
| (2) Building Sign  | In compliance with maximum area <sup>(c)</sup>  | 1.5 square ft per linear ft of building frontage, <sup>(a)</sup> | 2 square ft per linear ft of building frontage, <sup>(a)</sup> |
| (3) Projecting Sign  | 1/ground floor occupant frontage <sup>(a)</sup>                                       | 8 sq ft  | 8 sq ft  |
| (5) Instructional Sign   | Shall be exempt from regulations when in compliance with Section <b>1171.02(d)(8)</b> |  |  |
| <p><u>Notes to Table 1171.04(a).</u></p> <p>(a) See Section <b>1171.04 (b)</b></p> <p>(b) All signs in the C-4 District shall be subject to review &amp; approval by the Design &amp; Review Board.</p> <p>(c) Signs shall be permitted on all building frontages provided the area of the signage complies with the regulations in Table <b>1171.04 (a)</b> and if applicable, sub-sections <b>1171.04 (b) (2) and (3)</b> below.</p> |   |  |  |

(b) Building Signs. The building sign permitted in Table **1171.04(a)** shall be a wall sign, awning sign, projecting, or window sign erected in compliance with the following additional regulations.

(1) Window Sign.

A. Ground Floor Occupants. Notwithstanding the permitted area set forth in Table **1171.04(a)**, a window sign shall not exceed thirty percent (30%) of the total glass area of the ground floor windows.

B. Upper Story Occupants. For a multi-story building, each occupant above the ground floor shall be permitted one permanent sign to be placed in a window of the occupant's space, not to exceed six (6) square feet or 25 percent of the area of the window in which the sign is placed, whichever is smaller. These signs shall be in addition to the maximum allowable area for building signs pursuant to Table **1171.04(a)**.

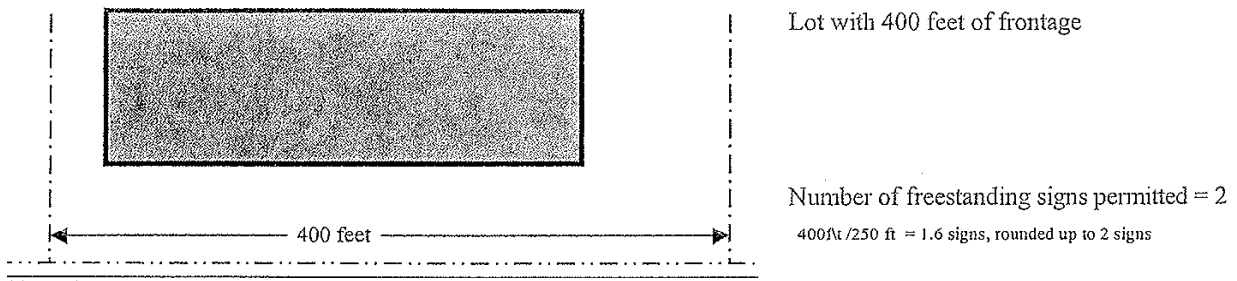
(2) Sign Bonuses for Large Building Setbacks. The maximum allowable area for a building sign may be increased by 25% for each 100 feet or fraction thereof of building setback when the principal building is located more than 100 feet from the principal street on which the building is located and the building is visible from the street, not to exceed 200% of the maximum allowable area.

- (3) Sign bonuses for Corner Lots and Side and Rear Entrances. The maximum allowable area for building signs shall be increased beyond the allowable area set forth in Table 1171.04 (a) in compliance with the following:
  - A. Additional area shall be permitted when a building has a secondary frontage as determined in sub-section 1171.03 (c)(5), Determining Building Frontage and Building Unit.
  - B. The increased sign area for each secondary building frontage shall be fifty percent (50%) of the sign area permitted for the primary frontage, provided that the additional sign area is utilized only on the secondary building frontage.
- (4) Projecting Signs.
  - A. Projecting signs shall be limited to occupants that have a minimum of 20 feet of building frontage.
  - B. All projecting signs shall have a maximum height of 14 feet and a minimum clearance of eight (8) feet from the ground to the bottom of the sign, except when the projecting sign is located above a landscaped area or other area that does not permit pedestrian traffic beneath the sign.
  - C. In the C-4 District, a projecting sign may be permitted to extend into the street right-of-way provided such sign extends no closer than one (1) horizontal foot to the back of the curb.
- (c) Permanent Freestanding Signs. Permanent freestanding signs permitted in nonresidential districts shall comply with the following regulations:
  - (1) Maximum Number, Area and Height, Minimum Setback of Permanent Freestanding signs. Permanent freestanding signs shall comply with the maximum number, area, and height limitations and minimum setback from the street right-of-way set forth in Table 1171.04(c).

| Table 1171.04(c)<br>Permanent Freestanding Signs   |   |                         |                |                          |   |
|--|---|-------------------------|----------------|--------------------------|---|
|  | Maximum Number  | Maximum Area            | Maximum Height | Minimum Setback from ROW | Minimum Setback from Side Lot Line <sup>(e)</sup> |
| 1. Primary Freestanding Sign <sup>(a)</sup>  |   |                         |                |                          |   |
| a. CF, CPRO, C-1, C-4 District   | 1 per lot <sup>(b)</sup>  | 30 sq ft <sup>(c)</sup> | 6 ft           | 3 feet                   | 10 ft.  |
| b. C-2 District  | 1 per lot <sup>(b)</sup>  | 30 sq ft <sup>(c)</sup> | 8 ft           | 3 feet                   | 10 ft.  |
| c. C-3 District  | 1 per lot <sup>(b)</sup>  | 40 sq ft <sup>(d)</sup> | 12 ft          | 3 feet                   | 10 ft.  |
| d. C-5 District  | 1 per lot <sup>(b)</sup>  | 55 sq ft <sup>(d)</sup> | 15 ft          | 3 feet                   | 10 ft.  |
| e. M Districts   | 1 per lot <sup>(b)</sup>  | 40 sq ft <sup>(d)</sup> | 8 ft           | 3 feet                   | 10 ft.  |
| 2. Entrance/Exit Signs   | 2 per driveway (1 in, 1 out)  | 6 sq ft                 | 4 ft           | 0                        | 0   |
| 3. Instructional Signs   | Shall be exempt from regulations when in compliance with Section 1171.02 (d)(8) |                         |                |                          |   |
| Notes to Table 1171.04(c):   |   |                         |                |                          |   |
| <sup>(a)</sup> Not permitted on the site when the building is setback less than 10 feet from the street right-of-way.<br><sup>(b)</sup> Except as otherwise permitted in Section 1171.04(c)(2) for lots that have 250 feet or more of street frontage.<br><sup>(c)</sup> Plus 1 sq ft for every 7 ft of lot frontage >200 ft. Notwithstanding any provision of this Section, the area of any freestanding sign shall not exceed 200 square feet.<br><sup>(d)</sup> Plus 1 sq ft for every 5 ft of lot frontage >200 ft. Notwithstanding any provision of this Section, the area of any freestanding sign shall not exceed 200 square feet.<br><sup>(e)</sup> Except that when a side lot line coincides with a Residential District boundary line, then the minimum setback shall be 30 feet |   |                         |                |                          |   |

(2) Additional Freestanding Signs for Large Lots. The number of freestanding signs on large lots may be increased as follows. The allowable sign area permitted by this Section may be distributed to one or more freestanding sign(s) for each 250 feet of lot frontage or fraction thereof. (For example, a lot with 400 feet of frontage would be permitted to have two (2) freestanding signs. See **Figure 1**. The total area of all freestanding signs shall comply with **Table 1171.04 (c)**.)

**Figure 1**  
**Illustration of Additional Freestanding Signs for Large Lots**



- (3) Signs On Lots with Multiple Public Street Frontages. For lots that have frontage on multiple public streets, each street frontage shall be calculated separately. The allowable sign area permitted by this Section may be distributed to one or more freestanding sign(s) for each 250 feet of lot frontage or fraction thereof. The total area of all freestanding signs shall comply with Table 1171.04 (c). Two signs may be aggregated into a single sign provided that the area of any freestanding sign face shall not exceed 175 percent (175%) of the maximum area permitted for a single sign.
- (4) Minimum Separation of Freestanding Sign. Freestanding signs on the same lot shall be separated by a minimum of 200 feet, as measured along the street right-of-way line. For corner lots, both sides of the intersection shall be used in measuring spacing.
- (5) Minimum Sign Setback from Intersection. On corner lots, freestanding signs shall comply with the minimum sign setback from both street rights-of-way, as set forth in Table 1171.04(c).
- (6) Landscaping. Freestanding signs shall be erected in a landscaped setting and not on sidewalks, drives or in parking lots. Neither the landscaping nor the freestanding sign shall obstruct the view of vehicles entering or exiting the property.
- (7) Multi-Occupant Facilities. When a freestanding sign is permitted on a site that has more than one occupant, it is the property owner’s responsibility to determine if the sign area shall be devoted to identification of the building(s), the anchor occupant, all occupants, or some combination thereof.

(d) Temporary Signs In Nonresidential Districts.

The following regulations for temporary signs in non-residential districts are in addition to the maximum sign area and height regulations set forth in Section 1171.04.

- (1) Project Real Estate/Construction Signs. A project real estate or construction sign for a development project shall be permitted only in compliance with the following:
  - A. One project real estate or construction sign shall be permitted for each street on which the lot has frontage.
  - B. Such sign shall be located a minimum of 3 feet from any street right-of-way.
  - C. A project real estate or construction sign shall be erected and maintained on a lot only during the period of time that the parcel is up for sale, rent, or lease or the building project is under construction. Such temporary sign shall be removed within two (2) business days of installation of the permanent identification sign.
  - D. The maximum sign area shall be forty (40) square feet.
  
- (2) Temporary Window Signs. Temporary window signs shall be attached to the interior of the building and shall comply with the following:
  - A. The area of temporary window signs, either affixed thereto or visible from the outside, shall not exceed the percentage of the window area as set forth in Section 1171.04 (b)(1), Window Sign. This area is in addition to the allowable sign area for identification signs that are permanently attached to windows.
  - B. All temporary window signs shall be displayed no longer than 30 days after placement, after which time such sign shall be removed. Temporary window signs shall only be displayed a maximum of four (4) times in a calendar year.
  
- (3) Other Temporary Signs. A temporary sign, whether a freestanding sign; a banner attached to the front of the building; or a portable sign, shall be permitted for a period not to exceed thirty (30) days not more than four (4) times per calendar year. Such signs may be permitted for a period longer than thirty (30) days only when the Planning Commission approves an extended time frame.
 

The maximum area for freestanding or banner signs shall be forty (40) square feet. The maximum height for freestanding signs shall be six (6) feet.
  
- (4) Additional Regulations for Portable Signs. Portable signs shall not be permitted in the C-4 District. The maximum area shall be thirty-two (32) square feet, and the maximum height shall be six (6) feet.
  
- (5) Temporary Signs in C-4 District. Sandwich board signs and similar types of temporary signs shall be permitted only in the C-4 District. Such signs shall

be placed no more than five feet from the front of the building and may encroach upon the public right-of-way provided an unobstructed walkway is reserved for public passage. Such signs shall not exceed three (3) feet in height or two (2) feet in width. Sandwich board signs must be placed indoors at the close of each business day. The Zoning Administrator shall approve all such signs.

- (6) Setbacks. All temporary freestanding signs shall be located no closer than three (3) feet from the street right-of-way line and three (3) feet from a side lot line, unless specifically regulated otherwise.

**1171.05 SIGNS IN RESIDENTIAL DISTRICTS.**

Signs for all residential uses and for nonresidential uses in residential districts shall comply with the regulations set forth in this Section.

- (a) Sign Standards. Signs for all residential uses and for nonresidential uses in residential districts shall be limited in number, area, height and setback based on the type of use, as set forth in Table 1171.05(a).

| <b>Table 1171.05(a)<br/>Signs in Residential Districts</b> |                               |                       |                                    |                      |
|--|-------------------------------|-----------------------|------------------------------------|----------------------|
| Type   | Maximum Number Permitted      | Maximum Area Per Sign | Regulations for Freestanding signs |                      |
|  |                               |                       | Maximum Height                     | Min Setback from ROW |
| <b>(1) Signs for Single-Family and Two-Family</b>          |                               |                       |                                    |                      |
| A. Permanent Signs   |                               |                       |                                    |                      |
| 1. Address or window sign                                  | 1 per DU                      | 2 sq ft               | --                                 | --                   |
| 2. Freestanding sign                                       | 1/building                    | 2 sq ft               | 6 ft                               | 0 <sup>(a)</sup>     |
| B. Freestanding sign for Residential Subdivision           | 2/subdivision entrance        | 36 sq ft              | 6 ft                               | --                   |
| <b>(2) Multi-Family Buildings:</b>                         |                               |                       |                                    |                      |
| A. Permanent Signs   |                               |                       |                                    |                      |
| 1. Address or window sign                                  | 1 per DU                      | 2 sq ft               | --                                 | --                   |
|  | 1/public entrance to building | 2 sq ft               | --                                 | --                   |
| 2. Freestanding sign                                       | 1/development entrance        | 32 sq ft              | 6 ft                               | 3 ft                 |
| <b>(3) Nonresidential Uses/ Conditional Uses</b>           |                               |                       |                                    |                      |
| A. Permanent Signs   |                               |                       |                                    |                      |
| 1. Address sign  | 1/address                     | 2 sq ft               | --                                 | --                   |
| 2. Wall Sign   | 1/building                    | 40 sq ft              | --                                 | --                   |

| <b>Table 1171.05(a)</b>  |   |                       |                                    |                      |
|--|---|-----------------------|------------------------------------|----------------------|
| <b>Signs in Residential Districts</b>  |   |                       |                                    |                      |
| Type   | Maximum Number Permitted  | Maximum Area Per Sign | Regulations for Freestanding signs |                      |
|  |   |                       | Maximum Height                     | Min Setback from ROW |
| 3. Freestanding sign   | 1/ 500 feet of parcel frontage <sup>(b)</sup>   | 32 sq ft              | 6 ft                               | 3 ft                 |
| (4) Instructional Sign:  | Shall be exempt from regulations when in compliance with Sec. 1171.02(d)(8), Instructional Signs. |                       |                                    |                      |
| <u>Notes to Table 1171.05(a):</u>  |   |                       |                                    |                      |
| <sup>(a)</sup> But no closer than 10 feet from the pavement of the travel lane of the public or private street.  |   |                       |                                    |                      |
| <sup>(b)</sup> Or fraction thereof, except as otherwise permitted in Section 1171.05(b)(4), Supplemental Regulations for Permanent Freestanding Signs, for lots that exceed 500 feet in street frontage. |   |                       |                                    |                      |
| DU = Dwelling Unit   |   |                       |                                    |                      |

(b) Supplemental Regulations for Permanent Freestanding signs.

- (1) Freestanding signs shall be erected in a landscaped setting and not on sidewalks, drives, or in parking lots.
- (2) No part of a freestanding sign, the wall or entry feature on which a sign is mounted, or the landscaping shall obstruct the view of vehicles entering or exiting the property.
- (3) For residential subdivisions, the freestanding sign shall have a maximum of two sign faces per entrance and be either a double-faced freestanding sign or 2 single-sided sign faces attached to walls or entry features located one on each side of the street entrance.
- (4) For nonresidential uses, one additional primary freestanding sign shall be permitted for every 500 feet of street frontage or fraction thereof per lot greater than 500 feet. For corner lots, each street frontage shall be calculated separately. Freestanding signs on the same lot shall be separated by a minimum of 200 feet, as measured along the street right-of-way line. For corner lots, both sides of the intersection shall be used in measuring spacing.
- (5) For nonresidential uses, a maximum of 30% of the permitted freestanding sign area may be devoted to changeable copy.
  - A. The changeable copy shall not be changed more than once per day.
  - B. Changeable copy may be either computer driven or manually changed.

(c) Supplemental Regulations for Temporary Signs:

Temporary signs are permitted in Residential Districts subject to the following provisions:

- (1) Temporary Signs for Individual Lots in R-1, R-2, R-T, R-3, R-4, and R-5 Residential Districts:
  - A. Each residential unit shall be permitted to erect temporary signs either in a window or as a freestanding sign in the front yard. The area of each temporary signs shall not exceed six (6) square feet. Such temporary sign shall be displayed for no longer than 30 days, after which time such sign shall either be removed or replaced.
  - B. Temporary freestanding signs shall be located at least three (3) feet from a public right-of-way or a side lot line.
  - C. Temporary signs for commercial uses shall not be permitted in residential districts except that one temporary sign promoting a garage sale or a contractor working on-site shall be permitted. Such sign shall be posted on private property for a period not to exceed seven (7) calendar days, on not more than two separate occasions in any given calendar year.
  - D. The height of temporary freestanding signs shall not exceed four (4) feet.
- (2) Project /Construction Signs. A project or construction sign shall comply with the following:
  - A. Such signs shall be located a minimum of three (3) feet from any street right-of-way.
  - B. A project or construction sign may be erected and maintained on a lot only during the period of time that the parcel is up for sale, rent, or lease or the building project is under construction. Such temporary sign shall be removed within two (2) business days of installation of the permanent identification sign.
  - C. The maximum area shall be thirty-two (32) square feet, and the maximum height shall be six (6) feet.
- (3) Other Temporary Signs for Non-residential Uses. Such signs shall comply with the following:
  - A. One temporary freestanding sign or one banner attached to the front of the building shall be permitted for a period not to exceed fourteen (14) days, four times per calendar year. Such signs may be permitted for a period longer than 14 days only when the Planning Commission approves an extended time frame. The maximum area shall be twelve (12) square feet.
  - B. A temporary freestanding sign shall be located no closer than 10 feet from the street right-of-way line or a side lot line.

**1171.06 PROHIBITED SIGNS.**

All signs not expressly permitted in this Chapter shall be prohibited in the City. Such signs include but are not limited to the following:

- (a) Private signs located in the public right-of-way except as otherwise permitted for in the C-4 District;
- (b) Roof Signs;
- (c) Billboards/off-premise signs;
- (d) Flags intended for advertising or commercial purposes;
- (e) Flashing, intermittent, or moving signs that flash or move more than four times per minute, blinker, racer type, rotating, animated, or revolving signs, whirligig devices, inflatable signs and tethered balloons, pennants, ribbons, streamers, spinners, exposed light bulbs, and strings of lights not permanently mounted to a rigid background, and other similar types of attention-getting devices;
- (f) Merchandise, equipment, products, or vehicles solely placed for advertising or attention getting purposes;
- (g) Permanent signs erected or attached to accessory structures, including outdoor furniture, benches, tables, chairs; and,
- (h) Marquee signs.

**1171.07 DESIGN STANDARDS.**

In addition to ensuring compliance with the numerical standards of these regulations, the Zoning Administrator shall consider the proposed general design arrangement and placement of the sign according to the following criteria:

- (a) The lettering shall be large enough to be easily read but not overly large or out of scale with the building or site.
- (b) The sign should be consolidated into a minimum number of elements.
- (c) The ratio between the message and the background shall permit easy recognition of the message.
- (d) The size, style, and location of the sign shall be appropriate to the activity of the site.
- (e) The sign shall complement the building and adjacent buildings by being designed and placed to enhance the architecture of the building.
- (f) Signs shall be designed with a limited number of, and harmonious use of, colors.

- (g) Signs, if seen in series, shall have a continuity of design with the style of sign generally consistent throughout the building or block.
- (h) Instructional signs shall contain the minimum information and the minimum area necessary to convey the message and instruct the viewer in the safe and efficient use of the facility.
- (i) Sign Concept Plan. For multi-tenant buildings and development projects with multiple buildings in the CPRO, C-1, C-2, C-3, C-4, C-5, M-1, M-2, M-3, and M-4 Districts, the Planning Commission shall approve basic sign parameters that set forth the location, size, color, and style of each tenant sign. Such sign parameters will be established when the Planning Commission reviews development plans for new buildings. Whenever the Planning Commission has approved such sign parameters, the Zoning Administrator will ensure any subsequent sign application submitted for a tenant of the development or building complies with such sign parameters.

**1171.08 SIGN ILLUMINATION, CONSTRUCTION, AND MAINTENANCE STANDARDS.**

The Zoning Administrator shall consider the proposed sign according to the following standards:

- (a) Illumination. Signs shall be permitted to be illuminated in compliance with the following:
  - (1) Light sources shall be shielded from all adjacent buildings and streets.
  - (2) Lights shall not be of such brightness so as to cause glare that is hazardous to pedestrians or motorists, or cause reasonable objection from adjacent residential districts.
  - (3) Signs shall not include flashing, moving, or intermittent lighting in which any part of the message changes at a rate of more than once every 15 seconds.
  - (4) The illumination of signs shall not obstruct traffic control or any other public informational signs. Signs visible from sight lines along streets shall not contain symbols or words, or red and green lights that resemble highway traffic signs or devices.
  - (5) In single-family residential districts, temporary signs shall not be illuminated. Permanent, freestanding signs shall only be externally illuminated.
- (b) Construction Standards.
  - (1) The construction, erection, safety, and maintenance shall comply with all applicable building codes.

- (2) All signs shall be constructed in a professional manner in conformance with the appropriate building code and other applicable requirements of the City and shall be structurally sound to withstand wind pressures of at least thirty (30) pounds per square foot of surface area.
  - (3) All signs shall be located and secured so as to pose no threat to pedestrian or vehicular traffic.
  - (4) Permanent signs shall be fabricated on and of materials that are of good quality and good durability.
  - (5) Electric signs and all permanent signs involving structural requirements of the building code shall be installed, repaired, altered and serviced only by a contractor licensed to perform such tasks.
  - (6) No sign shall be erected to as to project over or obstruct any window, door, fire escape, balcony, platform, stairway, ladder, vent or other means of ingress of any building.
  - (7) No sign shall be attached to a utility pole, tree, trash receptacle, bench or other structure not intended or approved as a sign support.
  - (8) Temporary signs shall be durable and weather-resistant, and fastened or anchored sufficiently, whether attached to the building or positioned in the ground.
  - (9) No sign regulated by any of the provisions of this Chapter shall be erected in the right-of-way, in proximity to railroad crossings, or at the intersection of any streets in such a manner as to obstruct free and clear vision, or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device, or which makes use of the words "STOP", "LOOK", "DANGER" or any other word, phrase, symbol or character in such a manner as to interfere with, mislead or confuse traffic.
  - (10) In the event there is a conflict between the provisions of this Section and the provisions of any applicable building codes, the provisions of the applicable building code shall govern.
- (c) Maintenance. All signs shall be maintained in accordance with the following:
- (1) The property owner, occupant, or other person responsible for the sign shall maintain the sign in a condition fit for the intended use and he/she shall have a continuing obligation to comply with all building code requirements.
  - (2) If the Zoning Administrator finds that any sign is unsafe, insecure, a menace to the public, or constructed, erected, or maintained in violation of

the provisions of this Code, notice shall be given in writing by the Zoning Administrator to the owner. The owner of the sign shall, within forty-eight (48) hours of such notification, correct such unsafe condition or remove the sign. If the correction has not been made within the allotted forty-eight hours, the sign may be removed or altered by the City to comply with these regulations at the expense of the owner or occupant of the property upon which the sign is located. The Zoning Administrator may cause any sign, which, in the City's opinion, creates a danger to persons or property to be removed immediately and without notice.

- (3) The Zoning Administrator may order any sign to be painted or refurbished whenever needed to keep the sign in a neat and safe condition. All supporters, guys, braces and anchors for such signs shall be maintained in a safe condition.
- (4) Abandoned Signs & Failure to Maintain. The face of any permanent sign which advertises a business that has not been conducted on the premises for 180 consecutive days, or fails to serve the purposes for which it was intended, or evidences a lack of maintenance, shall be removed by the owner, agent, or person having the beneficial use of the building, structure, or land upon which such sign is located, within ten (10) business days after written notice by the Zoning Administrator, and the sign area shall be replaced by a neutral, single background color panel or similar cover. If the sign is comprised of individually raised letters, the letters shall be removed. Upon failure to comply with such notice within the time specified in such order, the Zoning Administrator is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the property on which the sign is located.

**1171.09 REGULATIONS FOR NONCONFORMING SIGNS.**

- (a) Maintenance of Nonconforming Signs. Nonconforming signs shall be maintained in good condition pursuant to Section 1171.08 (c), Maintenance, and may continue until such sign is required to be removed as set forth in this Chapter.
- (b) Alteration, Relocation or Replacement of Nonconforming Signs. A nonconforming sign shall not be structurally altered, relocated, or replaced unless it is brought into compliance with the provisions of this Chapter, except as otherwise permitted in this Chapter.
- (c) Reconstruction of Damaged Sign. If a sign face and/or its support is damaged to the extent where the repair cost exceeds 50% of the replacement cost of the sign, the sign shall be removed or brought into compliance with this Chapter. If the repair costs do not exceed 50% of the replacement cost of the sign, the sign may be repaired, subject to approval by the Zoning Administrator.

- (d) Termination. A legal nonconforming sign shall immediately lose its legal nonconforming status, and therefore shall be brought into conformance with this Chapter or removed, when any of the following occur:
  - (1) The size or shape of the sign is changed; or
  - (2) The building to which the sign is accessory is renovated or remodeled to the extent that more than 50% of the gross floor area is removed or replaced, or otherwise affected by renovation or remodeling; or
  - (3) The building is expanded and the total sign area permitted for the expanded building is more than 50% greater than the existing sign area; or
  - (4) When fifteen years have elapsed from the effective date of this provision, which effective date is **June 21, 2007**.
  
- (e) Historic Signs. The Planning Commission may grant exceptions to these standards whenever a sign has been designated as a historic landmark.

**1171.10 ADMINISTRATIVE PROVISIONS.**

- (a) Compliance with this Section. No person shall erect, locate, move, alter, or replace any sign or cause a sign to be located or maintained, unless all provisions of this Chapter have been met.
  
- (b) Application, Administrative Review, and Approval of Signage Proposals.
  - (1) When any person other than the owner of the property submits a sign application, the owner of the property or a designated agent for the owner shall also sign such application.
  
  - (2) All signage proposals requiring review and approval shall be reviewed administratively by the Zoning Administrator for compliance with the design criteria, construction standards, maintenance, and all other applicable regulations in this Chapter.
  
  - (3) Approved signage proposals will receive from the Zoning Administrator a Sign Permit

(c) Table 1171.10 Administrative Requirements.

| Table 1171.10<br>Administrative Requirements |                         |                             |
|--|-------------------------|-----------------------------|
| Sign Type                                    | Sign Permit<br>Required | Sign Permit Not<br>Required |
| Building, Permanent                          | X                       |                             |
| Construction                                 |                         | X                           |
| Entrance or Exit                             | X                       |                             |
| Freestanding, Permanent                      | X                       |                             |
| Instructional                                |                         | X                           |
| Address Sign                                 |                         | X                           |
| Temporary                                    |                         | X                           |

(d) Status of Prior Violations. All violations of the sign regulations repealed by the adoption of this Planning and Zoning Code shall remain violations and all penalties and enforcement remedies set forth herein shall be available to the City as though the violation were a violation of this Planning and Zoning Code. Provided, however, that if the effect of this Planning and Zoning Code is to make a sign, that was formerly unlawful or non-conforming, become lawful and/or conforming, then no enforcement action shall be taken except for the imposition and collection of penalties, other than the removal of the sign, for the violations that occurred prior to the effective date of this Planning and Zoning Code.

**1171.11 CLASSIFICATION OF SIGNS.**

For the purposes of these regulations, a sign shall be classified by physical design or structure and by function or purpose based on the following. The definitions for the following terms are in Chapter 1103, Definitions.

(a) By Location Characteristics.

- (1) Building Sign: A building sign includes any of the following types of signs:
  - A. Awning or Canopy Sign;
  - B. Wall Sign; and,
  - C. Window Sign.
- (2) Freestanding Sign: A freestanding sign may include any of the following types of signs:
  - A. Entrance/Exit Sign;
  - B. Instructional Sign;

- C. Freestanding Sign.
  - (3) Projecting Sign.
  - (4) Roof Sign:
- (b) Physical Design Characteristics.
  - (1) Banner Sign.
  - (2) Changeable Copy Sign.
  - (3) Flashing Sign.
- (c) Function.
  - (1) Billboard.
  - (2) Building Marker.
  - (3) Instructional Sign.
  - (4) Address Sign.
  - (5) Project Real Estate/Construction Sign.
  - (6) Permanent Sign.
  - (7) Temporary Sign.