



Community and Economic Development Committee Report

To: Mayor and Board of Trustees
From: Amanda Orenchuk, Director
For: Village Board Meeting of: March 9, 2020
Subject: Sign Ordinance Discussion

Financial Impact:
N/A

Attachments:

1. EXHIBIT A - Required Maintenance Section 21.14.050 (DOCX)

Background

At a recent Village Board meeting, staff was directed to schedule a Committee of the Whole meeting for the purpose of discussing possible changes to the Village Sign Ordinance. Between that time and now, Trustees provided staff with a list of topics which are summarized below:

1. Maintenance Section:
 - Section 21.14.050: Stronger focus on maintenance by enforcing the maintenance section of the sign code. Section 21.14.050 attached for reference as **Exhibit A**.
2. Nonconforming Signs
 - Section 21.28.010 (C): Delete all requirements for pole signs and cabinet box wall signs to be removed within 5 years of the effective date of the sign ordinance.
3. Definitions Section:
 - Remove the following language from the pole sign definition: "sign that does not meet the design and construction standards of a ground monument sign."
 - Add Pylon sign definition and design criteria for pylon sign.
4. Prohibited Signs Section:

- 21.18.010 Remove references to Cabinet box wall sign, and Pole signs as prohibited signs.
5. Add a Grandfather Clause:
- Allow existing pole signs and cabinet box wall signs to remain until there is a change in business or some remodeling event (to be defined) on the property.
6. Electronic Signs:
- Section 21.24.070: Reduce the minimum lot size and lot frontage along a public street that is required to be eligible for an electronic sign. Currently the minimum lot size is 2-1/2 acres and the minimum lot frontage is 250 feet.
 - Permit video display, scrolling, flashing, animation, or movement of the message or any component of the sign on all electronic signs. Currently prohibited. Section 21.24.070 (I).

At the conclusion of the Village Board's discussion it will be necessary to discuss next steps as it relates to enforcement of the sign code. If no changes are made to the sign ordinance, the deadline for removing pole signs and cabinet box wall signs will remain at April 2020. A presentation will be provided at the Committee of the Whole meeting to facilitate the discussion.

Recommendation

EXHIBIT A**21.14.050 – REQUIRED MAINTENANCE.**

- A. All signs must be kept in a safe and well-maintained condition and appearance, and must be repainted or otherwise maintained by the property owner or business owner to prevent corrosion or deterioration caused by the weather, age, or any other condition.
- B. All signs must be maintained to prevent any kind of safety hazard, including faulty sign structures, a fire hazard, or an electrical shock hazard.
- C. All unused sign hardware or wiring must be removed. The Village Administrator will serve written notice to the permit holder and property owner that unused sign hardware or wiring must be removed within 30 days of written notice for permanent signs or 24 hours for temporary signs. If the unused sign hardware or wiring is not removed within the required time period, the Village Administrator may enforce this order through permitted enforcement procedures.
- D. If a sign is maintained in an unsafe or unsecured condition, it must be removed or the condition corrected. The Village Administrator will serve written notice to the permit holder and property owner that the sign must be removed or the condition corrected within 30 days of written notice for permanent signs or 24 hours for temporary signs. If the sign is not removed or the condition is not corrected within the required time period, the Village Administrator may enforce this order through permitted enforcement procedures.
- E. The Village may remove any sign that is an immediate public peril to persons or property summarily and without notice.