



OAK PARK, ILLINOIS

DRAFT

SIGN ORDINANCE

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Article 7: Village of Oak Park Sign Ordinance

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ARTICLE 7.1. GENERAL PROVISIONS

7.1.1 Findings And Purpose

The following findings and purposes are hereby adopted:

- A. A multiplicity of signs is distracting to motorists and a hazard to vehicular and pedestrian traffic.
- B. A proliferation of off-premises signs obscures the legitimate effort of local business establishments to reasonably identify the location and nature of their businesses.
- C. It is a legitimate public purpose to limit signs in the Village to those reasonably necessary to identify local businesses. Such limitations and all other sign regulations herein are established so as to accomplish one or more of the following purposes:
 - 1. To protect the safety and welfare of the public.
 - 2. To protect those uses that are adequately and appropriately identified from too many and too large signs in their environs.
 - 3. To enhance the economy and the business and industry of the Village by promoting the reasonable, orderly and effective display of signage, and encouraging better communication with the public.
 - 4. To protect commercial districts from sign clutter.
 - 5. To protect the public's ability to identify uses and premises without confusion.
 - 6. To eliminate or limit unnecessary distractions that may jeopardize pedestrian or vehicular traffic safety.
 - 7. To assure the maintenance of signs.
 - 8. To implement the objectives expressed in the Comprehensive Plan.
 - 9. To preserve and enhance the natural beauty of the landscape and residential and commercial architecture, one of the prime assets of the Village.
 - 10. To control and abate the unsightly use of buildings or land.
 - 11. To protect the property values and economic well-being of the Village.
- D. It is necessary for the promotion and preservation of the public health, safety and welfare of the Village that the erection, construction, location and maintenance of all signs be regulated and controlled.

7.1.2 Scope

It is unlawful for any person to construct, maintain, display or alter or cause to be constructed, maintained, displayed or altered, a sign within the Village, except in conformance with this Chapter.

7.1.3 Relationship To Other Ordinances

- A. Nothing herein contained shall be deemed or construed to modify or alter the provisions of any other chapter of the Village Code. In the event of a conflict between the requirements of this Chapter and those of any other chapter of the Village Code, the ~~latter shall prevail and control.~~ more stringent shall apply.

- B. If any section, paragraph, clause, phrase or part of this Chapter is for any reason held invalid, such decision shall not affect the validity of the remaining provisions of this Chapter; and, the application of these provisions to any persons or circumstances shall not be affected thereby. (Ord. 1985-0-34, 5-20-85)

ARTICLE 7.2. ADMINISTRATION

7.2.1 Community Design Commission

A. Creation

There is hereby created and established in and for the Village of Oak Park a commission to be hereafter known as the Community Design Commission, which shall consist of a chairperson and twelve (12) members.

The members and chairperson shall be appointed on a staggered basis by the President with the consent of the Village Board. Members shall serve without compensation for three (3) year terms. At least six (6) of the members shall be trained as design professionals. The remaining members can be from other backgrounds and professions, provided they share an interest in the work of the Commission. (Ord. 1999-0-2, 2-1-99)

B. Objectives

The Commission shall function with the objective of developing a continuous program to enhance the aesthetic quality of life in the Village with a view to maintaining and strengthening the Village as a flourishing community of growth, quality, and beauty. Its functions shall include, but not necessarily be limited to:

1. Actively promoting ever-increasing pride of ownership and higher level maintenance of Oak Park dwellings, apartment buildings, commercial buildings and other structures; including, but not limited to, promoting, organizing, and conducting house and/or garden educational programs, exhibits or shows, and/or awards programs for buildings or areas of exceptional or superior maintenance; and maintaining an annual pictorial record book of Community Design Commission activities, related to beautification.
2. Hold public hearings in connection with applications for sign variances and to make recommendations to the President and Board of Trustees regarding said applications, pursuant to [Section 7-7-6] of this code.
3. Researching and recommending to the Board of Trustees public improvements in streets or alleys, cul-de-sacs, public yard and building improvements, and possible sites for additional recreational facilities, walks and/or malls; and in connection therewith, researching and recommending

decorative paving, signs, lighting, flowers, plants, shrubbery, trees and landscaping and/or seasonal plantings therefore.

4. Studying and recommending action to alleviate and/or eliminate eyesores and/or litter on both public and private property; and/or conducting active anti-litter campaigns.
5. Stimulating civic organizations; care of small plots of relatively visible public lands as so-called mini-gardens”, and maintaining and coordinating an active program of such mini-gardens.
6. Researching and recommending revisions and additions to ordinances that relate to aesthetic values with particular attention to signs.
7. Acting as a resource in aesthetics and design to other government agencies and civic organizations, maintaining liaisons with these organizations when appropriate to achieve a uniform approach to Village beautification. (Ord. 1997-0-32, 8-4-97)

C. Authority: The Community Design Commission shall hear requests for variations from the Village sign ordinance and make recommendations on same to the President and Board of Trustees.

D. Conflict of Interest: No member of the commission shall participate in discussion or vote on requests for a sign variation from any client he/she is serving or from any business or property in which he/she has a financial interest or of which he/she is an owner, officer or employee.

E. Commission Secretary: The Village Manager shall serve as the secretary to the Commission, but shall not be a member thereof.

F. Duties of the Chairperson: The chairperson shall have the duty of calling all meetings and shall preside at all meetings of the Community Design Commission.

G. Meetings of the Community Design Commission:

1. All meetings of the Commission shall be held at the call of the chairperson or any four (4) members and may be scheduled on the regular meeting date and time of the Community Design Commission.
2. The Commission may adopt its own rules of procedure, not inconsistent with this Section.
3. All meetings of the Commission shall be open to the public.

4. The Commission shall keep minutes of its proceedings and official actions.

H. Powers and Duties: The Community Design Commission shall have the following powers and duties:

1. To consult with and cooperate with other commissions, Village departments, other governmental bodies, and interested persons on matters affecting a sign variance request.
2. To hold public hearings in connection with applications for sign variances, and to make recommendations to the President and Board of Trustees regarding the application.
3. Such other powers and duties granted herein or imposed by the President and Board of Trustees. (Ord. 1997-0-32, 8-4-97)

I. Regulatory Powers of the Commission: The Commission shall have authority to recommend, after thorough and conscientious review and study, approval or denial of a request for a sign variance. Such recommendation to be made to the President and Board of Trustees.

J. Procedure for Sign Variance:

1. **Village Manager's Review:** It shall be the duty of the Village Manager, after an application for any sign permit, to determine and advise the applicant whether under the provisions of this Section, a sign variance is required.
2. **Preliminary Conference:** Any applicant or prospective applicant for any permit that requires a variance may file a written request for a preliminary conference with the Commission. At such conference, the Commission shall give consideration to preliminary exterior drawings, (**Note: need the entire section—missing from the draft supplied to Clarion**)

7.2.2 Village Manager (NEW)

The Village Manager or his or her designee shall have the following duties and powers as specified in this Ordinance.

- A. Review sign permit applications.
- B. Review applications for sign variances and make recommendations to the Community Design Commission

7.2.3 Village Board (NEW)

- C. Enforce the provisions of this Ordinance.
- D. Other such duties as may be assigned by the President or Village Board of Trustees.
- E. Render advice and recommendations to the Commission and Village Board at their request.

7.2.3 Village Board (NEW)

The Village Board shall have the following duties and powers as specified in this Ordinance:

- A. Make final decisions on sign variance requests.
- B. Make amendments in this Ordinance from time-to-time as it deems necessary.
- C. Set permit fees for signs and sign variances.

7.2.4 Sign Permits

- A. **Scope.** No sign shall be constructed, maintained, displayed or altered within the Village except pursuant to a sign permit obtained as provided in this Chapter, unless the sign is specifically exempted from permit requirements. (Ord. 1985-0-34, 5-20-85)
- B. **Applications.** Applications for a sign permit shall be filed with the Village Manager, on forms provided, and in accordance with the requirements of this Ordinance.
- C. **Issuance of Permit.** Upon issuance of a fully completed sign permit application, the Village Manager shall examine the application and determine if it is in compliance with this Ordinance and other applicable provisions of the Village Code. In determining whether the application complies with this Ordinance, the Village Manager may consult with other city officials, the Community Design Commission, or other bodies as appropriate.
- D. **Permit Duration.** If work authorized under a sign permit has not been completed within six months of the date of issuance, the sign permit shall become void. The Village Manager may extend the duration of a sign permit for up to six months upon good cause shown by the applicant. A sign permit will lapse automatically if the business license for the premises lapses, is revoked, or is not

renewed. A sign permit shall also lapse if the business is discontinued for a period of more than ninety (90) days.

7.2.5 Sign Variances

A. Community Design Commission Authority:

The Commission shall have authority to recommend, after thorough and conscientious review and study and consideration of any advice of the Village Manager and other Village officials as it deems appropriate, approval or denial of a request for a sign variance. Such recommendation shall be made to the President and Board of Trustees.

B. Standards For Review Of Sign Variance Requests: (Revised)

The Community Design Commission shall not vary the regulations of this Sign Ordinance unless it shall make findings of fact based upon the evidence as presented that:

1. The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship that would result if the strict letter of the regulations were carried out and that is not generally applicable to other property with the same district.
2. The alleged hardship has not been created by any person presently having a proprietary interest in the premises.
3. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.
4. The proposed variation will not have a significant adverse impact on the visual character of the neighborhood or Village, and the sign is compatible with the character of neighboring buildings and structures.

C. Conditions On Variance Approvals. The Commission may recommend to the Village Board the imposition of conditions on variance approvals to insure that the sign will meet the standards set forth above.

D. Procedure for Sign Variance

1. **Village Manager's Review.** It shall be the duty of the Village Manager, after an application for any sign permit,

to determine and advise the applicant whether under the provisions of this Section, a sign variance is required.

2. Preliminary Conference:

- a. Any applicant or prospective applicant for any permit that requires a variance may file a written request for a preliminary conference with the Commission. At such conference, the Commission shall give consideration to preliminary exterior drawings, sketches or photographic examples, landscape and site plans and materials on a specific project, and shall provide the applicant with guidance in the development of a plan that would be consistent with the requirements and purposes of this Section.
- b. Notice of this preliminary meeting shall be provided to tenants within two hundred fifty feet (250') of the subject property. Notice will be by mail and shall be given not more than thirty (30) days nor less than fifteen (15) days before the meeting. Such notice shall include the time and place of the hearing, a general description of the contents of the request to be heard and the address or location of the property to which the request applies.

3. Application for Variance and Hearing:

- a. An applicant for any sign permit that requires a variance shall apply to the Commission for such variance. Upon receipt of such application, the Commission shall schedule a meeting at which meeting the applicant shall be given an opportunity to make a presentation and any interested party shall be given the opportunity to comment.
- b. Notice of public hearings on requests for variances shall be given not more than thirty (30) days nor less than fifteen (15) days before the hearing by publication in a newspaper of general circulation in the Village. Such notice shall include the time and place of the hearing, a general description of the contents of the request to be heard, and the address or location of the property to which the request applies. The published notice may be supplemented by such additional form of notice as provided by rule of the hearing body.
- c. Filing fee for a sign variance shall be fifty dollars (\$50.00).

- d. At the time of the hearing, the applicant shall provide the Commission with evidence and documentation relevant to demonstrating compliance with the standards set forth in Section 7.2.5. The applicant shall also submit the following documents as directed by the Village Manager depicting exterior design features: Drawings which shall include plans and elevations site plans; landscaping and screening plans (where appropriate); renderings and specifications for signs; and, a statement as to kind, color and texture of materials. All such documents shall be drawn to scale. The Commission may make recommendations as to changes in the exterior design features and impose conditions, which in its judgment, would ensure compliance with the standards set forth in Section 7.2.5.
- e. After hearing and considering the materials presented, the Commission shall recommend a variance if it finds that the application meets the standards set forth in Section 7.2.5.
- f. The Commission shall render its decision within sixty (60) days of the conclusion of the meeting and shall notify the Zoning Administrator and the applicant thereof.
- g. The concurring vote of four (4) members of the Community Design Commission shall be necessary to grant a variance. The order of the Commission shall be by written resolution and contain its findings of fact. No order granting a variance shall be valid for a period longer than twelve (12) months from the date of such order unless an application for building permit is filed within such period or the use is commenced within such period. The Board may grant one additional extension of time not exceeding twelve (12) months, upon written application made within the initial twelve (12) month period, without further notice or hearing; said right to so extend said time shall not include the right to grant additional relief by expanding the scope of the variance.
- h. The Village Manager shall forward the Commission's recommendation to the President and Board of Trustees for action at its next regular meeting. The President and Board of Trustees may:

7.2.6 Rules of Interpretation and Calculation (NEW):

- (1) Adopt by ordinance the decision of the Commission;
 - (2) Overrule or modify the decision of the Commission and direct the issuance or denial of a certificate; or
 - (3) Refer the variance request back to the Community Design Commission for further consideration.
- i. Amendments to a variance may be obtained by application in the same manner as provided for an original variance.

E. Follow-up by the Village Manager:

1. Upon the granting of a variance or amendments thereto, the exterior drawings, sketches, landscape and site plans, renderings and materials upon which said variance or amendment was granted shall be turned over to the Village Manager whose responsibility it shall be to determine upon completion, that there have been no deviations there from. Such deviations shall constitute a violation of this Chapter, in which event the Village Manager may stop work on the project in the same manner as for a violation of the Building Code. Work may not be resumed until such deviations are corrected.
2. It shall be the duty of the person to whom a variance has been granted to comply with the requirements of the variance and to obtain such inspections .as may be necessary in order to assure compliance. The Village Manager shall give notice to said person of any deficiencies found to exist. Failure to correct any deficiencies within ten (10) days after receipt of notification of such deficiency shall constitute a violation of this Chapter.

7.2.6 Rules of Interpretation and Calculation (NEW):

A. Rules of Interpretation

Words and phrases used in this ordinance shall have the meanings set forth in this Article. Words and phrases not defined in this ordinance but defined elsewhere in the Village of Oak Park Code shall be given the meanings set forth there. Principles for computing sign area and sign height are set forth in the next section. All other words and phrases shall be given their common, ordinary meanings, unless the context clearly requires otherwise. Section headings or captions are for reference purposes only and

shall not be used in the interpretation of this Ordinance. Illustrations and “principles of interpretation” included in the code shall be used in interpreting the relevant provisions, but where the text conflicts with an illustration or “stated principle,” the text shall control.

B. Computations

1. **Area Computation of Individual Signs.** The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest rectangle that will encompass the extreme limits the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, base, bracing, or decorative fence or wall when such fence or wall otherwise meets the regulations of this Ordinance and is clearly incidental to the display itself. For a single wall on a single-occupant building, all pieces of information or other graphic representations on that wall shall be measured as though part of one sign, encompassed within one rectangle, which may not exceed the maximum permitted sign area. For a single wall on a multi-occupant building, the area of signs shall be computed based on individual occupant signage, using these principles.
2. **Area Computation of Multi-faced Signs.** All sign faces shall be added together in computing the total maximum allowable area. **Option:** Where the sign faces of a double-faced sign are parallel or the interior angle formed by the faces is 60 degrees or less, only one display face shall be measured in computing sign area. If the two faces of a double-faced sign are of unequal area, the area of the sign shall be the area of the larger face. In all other cases, the areas of all faces of a multi-faced sign shall be added together to compute the area of the sign. Sign area of multi-faced signs is calculated based on the principle that all sign elements that can be seen at one time or from one vantage point should be considered in measuring that side of the sign.
3. **Sign Height Computation.** The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the newly established grade after construction, exclusive of any

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7.2.6 Rules of Interpretation and Calculation (NEW):

filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases where the normal grade is below grade at street level, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public or private street.

ARTICLE 7.3. GENERAL SIGN REGULATIONS

7.3.1 Generally Permitted Signs (Revised—formerly “Exempt Signs”)

The following signs shall be permitted within the Village without having to obtain a sign permit pursuant to Section 7.2.4 if the signs comply with the standards set for in this Section.

- A. **Construction Sign.** One construction sign not more than sixteen (16) square feet in surface area in residence districts and not more than sixty four (64) square feet in surface area in nonresidence districts, which denotes the architect, contractor or engineer, when placed on the lot which is a construction site of such architect, contractor or engineer.
- B. **Bulletin Board Sign.** One bulletin board not more than twelve (12) square feet in surface area for a church, library, school or other public building, provided such sign shall be located on the same lot as the principal building.
- C. **Warning Signs.** Warning signs, such as, no trespassing, beware of dog, etc., each not more than one square foot in size and not to exceed four (4) per zoning lot. (Ord. 1985-0-34, 5-20-85)
- D. **Governmental Signs.** Official Federal, State or local government flags, banners, emblems or historical markers.
 - 1. Local government banners shall include banners affixed to, or erected on, Village property on the public way which identify a geographic business area within the Village of Oak Park and for which the local business association, representing the geographic business area, has applied to the Village for permission to affix or erect same on the public way.
 - a. If the purchase of individual banners is funded by individual sponsors, the name of the sponsor may appear in no more than the lower twenty five percent (25%) of the surface area of the banner, while no less than the top seventy five percent (75%) of the surface area of the banner shall identify the subject general business area.
 - b. The installation of such banners on the public way shall be subject to the requirements of the Village for the placement of such objects on the public way.

- c. The Village reserves the right to remove such banners from the public way at any time, including, but not limited to those times when the Village, in its sole discretion, deems it reasonably necessary to remove same for the proper maintenance of the public way. In the event that the Village shall remove such banners, the banners will be returned to the representatives of the business association that filed the original application with the Village for permission to affix or erect such banners on the public way. (Ord. 1994-0-29, 6-6-94)
 2. Official federal, state or local government traffic, directional and informational signs and notices issued by any court, person or officer in performance of a public duty or any other sign that is required to be posted by any government agency.
- E. Temporary warning signs.** Temporary signs warning of construction excavation or similar hazards so long as the hazard exists. Such signs shall not exceed sixteen (16) square feet in area.
- F. Temporary holiday decorations.**
- G. Political signs.** Such signs shall not be located in the public right-of-way, on any public property, or on any utility pole or tree. Such signs shall not exceed sixteen (16) square feet in area.
- H. Noncommercial signs.** Such signs shall not exceed sixteen (16) square feet in area.
- I. Information signs.** Miscellaneous permanent information signs in whether a business is open or closed, credit information, instructional information, name(s) of occupant, and telephone number provided that such items of information do not exceed six inches (6) in height and that such signs do not exceed four (4) square feet in area.
- J. Utility Signs.** Signs showing the location of public telephones and signs placed by utilities to show the location of underground facilities. Such signs shall not exceed four (4) square feet in area.
- K. Directory Signs.** Directory signs not more than six (6) square feet in surface area.
- L. Residential Real Estate Signs.** In residential districts, one real estate sign not more than eight (8) square feet in surface area,

except not more than thirty (30) square feet in surface area for condominium multiple-family dwellings and in commercial, business and industrial districts, one real estate sign not more than sixteen (16) square feet in surface area per street frontage, which advertises the sale or rental of the premises on the lot upon which the sign is located.

- M. Menu Board Signs.** One menu board not more than twenty (20) square feet in surface area and not more than five (5) feet in height and no less than twenty (20) feet from any lot line. (Ord. 1985-0-34, 5-20-85)

7.3.2 Prohibited Signs (Revised/Expanded)

The following signs shall be prohibited in all locations in the Village.

- A. Animated Signs.**
- B. Balloons and other inflatable signs or images.**
- C. Flashing Signs.** Illuminated tubing or strings of lights, including but not limited to those outlining property lines, open sales areas, rooflines, doors, windows, landscaping, or the edges of walls. This prohibition shall not apply to temporary holiday decorations and illumination.
- D. Interior signs.** Neon or illuminated signage visible from the public right-of-way.
- E. Moving signs.** No sign or part of any sign shall move or give the illusion of movement in any manner. No signs with rolling messages, i.e., messages, words or symbols that move or appear to move, across the display face, either horizontally or vertically, shall be permitted. This prohibition does not apply to governmental signs permitted under 7.3.1.D or Time and Temperature signs.
- F. Painted-on wall signs.** Except for window signs, no sign shall be painted on the exterior wall of any building.
- G. Pennants and other attention getting devices.**
- H. Portable or wheeled signs.** Note: Portable signs are currently allowed in the Village, with restrictions on total number of days they can be displayed. Very hard to enforce.

- I. **Roof Signs.** No sign shall be erected on the roof of a building.
- J. **Signs that imitate traffic signs,** including but not limited signs that incorporate words such as “stop”, “danger”, “warning”, “caution”, or “go slow,” unless such language is part of the name of a business. Signs that are accessory to a parking lot or structure shall not be deemed to fall within this prohibition.
- K. **Signs placed on parked vehicles or trailers** where the apparent purpose is to advertise a product or to direct the public to a business activity located on or off the same premises.
- L. **Signs on public property.** Signs or posters attached to utility poles, public benches, street lights, or placed on any public property or public right-of-way unless authorized in writing by the applicable governmental entity.

7.3.3 Generally Applicable Regulations

A. General Standards

The following standards apply to signs located in all zone districts unless specifically noted.

- 1. **Sign Structure and Installation.** Supports and braces shall be an integral part of the sign design. Angle irons, chains or wires used for supports or braces shall be hidden from public view to the extent technically feasible.
- 2. **Illuminated Signage; Illumination.** All illuminated signage is subject to the following limitations:
 - a. Lighting for exterior-illuminated signs shall be so arranged that it does not create a hazardous glare for pedestrians or vehicles, either in a public right of way or any private premises.
 - b. No flashing or blinking lights or other means not providing constant illumination shall be permitted, except for government signs permitted under Sections 7.3.1.D.

B. Awnings/ Canopies/ Marquees (Revised)

Awning and Canopy signs shall be allowed, provided that:

- 1. Signage painted, placed or installed upon any awning, canopy, or marquee shall be considered as wall signage and

shall be regulated as such and shall be calculated as such against the total signage allocation of that premise.

2. On a multi-occupant property, one awning or canopy sign may be allowed over each occupant entrance, in lieu of all other wall signs.
 3. The maximum area of an awning or canopy sign shall not exceed ten (10) percent of the total awning face front or side area.
 4. Awning or canopy signs may be illuminated only with direct surface lighting. Back lighting shall not be allowed.
 5. All awnings, canopies, and marquees shall be constructed and erected so that the lowest portion thereof shall be not less than eight (8) feet above the level of the sidewalk or public thoroughfare. No awning or canopy shall be permitted to extend beyond a point two (2) feet inside the curb line.
 6. No awning or canopy shall exceed eight (8) feet in width.
- C. Changeable Message Signs.** Changeable message signs, where the items of information are changed manually, are permitted as an integral portion of a permanent sign and shall be included in calculations of sign size.
- D. Portable Signs.** NOTE: THIS IS AN OPTION TO BANNING PORTABLE SIGNS. Portable signs are allowed in nonresidential districts only, when their use is limited to eight (8) consecutive days of any one-hundred eighty (180) ~~ninety (90)~~ day period and when they are wholly located on the lot to which they are accessory, and when they do not exceed twenty-four (24) square feet in surface area.
- E. Traffic-Control Signs.** Traffic-control signs and other such signs, other than advertising signs, designed for the public safety and convenience, may be authorized by the Board of Trustees of the Village.
- F. Temporary Signs (NEW).** The following regulations shall apply to all temporary signs in addition to all other regulations contained in this Ordinance, except for temporary window signs.
1. **Duration.** No temporary shall be erected and maintained for a period in excess of thirty (30) consecutive days. At the expiration of the thirty (30) days, no temporary sign shall be erected or maintained on the premises for a period of sixty (60) days. No temporary sign may be erected or

maintained on any premises on which a permanent sign has been erected.

2. **Size.** No temporary sign shall exceed twenty-four (24) square feet in area.
3. **Construction.** Every temporary sign shall be securely and safely fastened to a wall, building, other support structure by means of wire, cable, string, rope, or other suitable material.
4. **Commercial.** No off-premise commercial temporary signs shall be allowed in the Village. All commercial temporary signs must be on-premise signs.
5. **Non-Commercial.** Non-commercial temporary signs may be erected and maintained off-premise.

G. Time and Temperature Signs. Time and temperature signs shall be allowed and shall not be included in calculations of sign size.

H. Window Signs (Revised)

1. **Temporary.** A premise may display no more than ~~two one~~ ~~or more~~ temporary window signs at any time provided that the total area of all window signs, permanent and temporary, shall not exceed ~~fifty percent (50%)~~ **twenty five percent (25%)** of any window or group of adjacent windows through which such signs may be seen. For purposes of this Section, adjacent shall mean not separated by more than twelve (12) inches. Such temporary window signs are allowed only in nonresidential districts. Temporary signs shall not be displayed for more than thirty (30) consecutive days in any ninety (90) day period.
2. **Permanent.** Permanent window signs shall be considered as wall signs and shall be subject to all such applicable regulations. The total area of any permanent window signs shall be deducted from the total permitted signage on the premises. A premise may display one or more permanent window signs at any time, provided that the total area of all window signs, permanent and temporary shall not exceed ~~fifty percent (50%)~~ **twenty-five percent (25%)** of any window or group of adjacent windows through which signs may be seen. For purposes of this Section, adjacent shall mean not separated by more than twelve inches (12").

ARTICLE 7.4. SIGNS IN RESIDENCE AND HOSPITAL DISTRICT

7.4.1 Permitted Signs in Residence and Hospital Districts; Identification Signs:

For each dwelling unit in a single-family dwelling or two-family dwelling, one sign not more than two square feet in surface area and bearing only property numbers and/or names of occupants of the premises. For multiple-family dwellings and other buildings permitted in a residence district, one sign not more than nine (9) square feet in surface area and bearing only the name and address of the building and the name of the management thereof. For uses permitted in the H District, one sign not more than thirty (30) square feet in surface area, and bearing only the name and address of the building and the management thereof on each frontage of an identifiable distinct hospital/medical center complex.

7.4.2 Standards

In addition to the general standards set forth in Section 7.3.3, the following regulations shall apply to signs in residence and hospital districts.

A. Illumination

No sign shall be either directly or indirectly illuminated in such a manner as to affect adversely the use and enjoyment of nearby residential buildings.

B. Height

No sign shall extend above the height of the first story of the principal building or twenty feet (20') above grade, whichever is lower.

C. Projection

No sign shall project into any street, sidewalk or alley.

ARTICLE 7.5. SIGNS IN BUSINESS, COMMERCIAL, AND INDUSTRIAL ZONE DISTRICTS

7.5.1 Signs Permitted in Business, Commercial, and Industrial Zone Districts (Revised)

- A. Generally permitted signs pursuant to Section 7.3.1.
- B. Any sign permitted in a residence district.
- C. Advertising signs relating only to articles, goods or services offered for sale on the lot where such advertising sign is located. No wall sign or projecting sign shall be located on any portion of the premises other than that portion of the premises in which is located the establishment to which the sign is accessory.
- ~~D. Electronically controlled message signs; provided, however that:
 - 1. No message, word or symbol may be displayed for a period of less than two (2) seconds duration;
 - 2. No "rolling" messages are displayed, i.e., messages, words or symbols that move or appear to move, across the display face, either horizontally or vertically;
 - 3. All messages, words or symbols displayed relate only to goods or services offered on the same lot or to community service announcements.~~
 - D. Establishments other than ground floor establishments shall be permitted window signs only subject to the standards set forth in Section 7.3.3.

7.5.2 Standards:

In addition to the general standards set forth in Section 7.3.3, the following regulations shall apply to signs in business, commercial, and industrial districts ~~or business zone districts located on State routes.~~

- A. **Size (NEW).** No sign shall exceed twenty-four (24) square feet in area. All sign faces shall be added together in computing the total maximum allowable area. **Option:** Count only largest sign face in computing allowable area.
- B. **Number (NEW).** The number of permanent signs shall be limited to one structure per zoning lot that shall contain no more than two

separate sign faces. The faces may be arranged back-to-back or v-shaped. In no case shall there be more than one sign face on any wall of a building. Window signs shall not be counted in determining the total allowable number of signs.

C. Multi-Tenant Building Signs (NEW) To Be Added.

D. Illumination (New)

- 1. Location and design of light source.** Whenever an external artificial light source is used to illuminate a sign, such source shall be located, shielded and directed so as not to be visible from any public street or private residence. No receptacle or device housing a permitted light source that is attached to the sign itself shall protrude more than fifteen (15) inches from the face of the sign or building to which it is attached. If ground lighting is used to illuminate a sign, the receptacle or device should not protrude more than twelve (12) inches and must be fully screened from view by landscaping.
- 2. Level of Illumination.** In no even shall the illumination of any sign, resulting from any internal or external artificial light source, exceed one hundred (100) foot candles at the sign face. All illumination shall be designed, located, shielded, and directed so as to prevent the casting of direct light upon adjacent properties or streets.
- 3. Hours of Illumination. (existing)** Projecting and/or freestanding signs located on or within twelve feet (12') of a mixed commercial and residential use property shall not be illuminated beyond the closing time of the business to which the sign relates or nine o'clock (9:00) P.M., whichever occurs later, except:
 - a. Where the sign is located more than twelve feet (12') from the nearest dwelling unit window.
 - b. Where the top edge of the sign is below the bottom edge of the sill of any dwelling unit window within twelve feet (12') of the sign, or
 - c. Where the affected dwelling units are occupied by the business and/or property owners or their agents.

E. Height

1. No sign shall extend beyond the roof line of a building or twenty five feet (25') above grade whichever is less; or in the case of a building with a parapet wall or mansard roof, no sign shall-extend higher than the parapet wall or

- mansard to which it is attached or twenty five feet (25') above grade, whichever is less.
2. The lowest portion of any projecting sign or freestanding sign that projects over the public right of way shall be not less than nine feet (9') above grade.
 3. The maximum height of any freestanding sign shall be twenty-five feet (25') above grade. Where a freestanding sign is located closer than twenty five feet (25') to the structure to which that sign relates, and where that structure has a maximum height of twenty five feet (25') or less, then the maximum height of the freestanding sign will be the same as the height of that structure. For purposes of this Section, the distance between a freestanding sign and the related structure will be determined by locating the portion of the sign or its support structure that is closest to the related structure and measuring the distance in a straight line from that point to the nearest portion of the related building. For purposes of this Section, grade shall be determined at the nearest point of public right of way.

F. Projection (Revised)

A projecting sign must be pinned away from the wall at least six inches (6"). No sign shall project more than ~~six feet six inches~~ eighteen (18) inches into the public right of way; provided, however, where more than one-half (1/2) of the frontage in a block is located in a residence district, no sign, other than a sign permitted in a residence district, shall project more than twelve inches (12") beyond the face of the building or structure, unless a yard is provided, the depth of which is in excess of that required in the business district, in which case, a sign may project into the non-required portion of such yard, but in no event shall such sign be closer to the street line than:

1. The required residential setback; or
2. The actual average setback, for the residentially-zoned portion of the frontage, whichever is less. Unless such sign is one hundred feet (100') or more from the residentially-zoned property, then said sign shall project not more than six feet six inches (6'6") into the public right of way and in no event more than within two feet (2') of any street or alley.

ARTICLE 7.6. DOWNTOWN SIGN REGULATIONS

Note: Existing downtown sign regulations to be inserted here.

ARTICLE 7.7. NONCONFORMING SIGNS

7.7.1 Abatement Of Nonconforming Signs:

Signs which do not conform to the provisions of this Section but which lawfully existed and were maintained prior to June 21, 1983, shall be removed or made to conform within sixty (60) days after written notice by the **Building and Property Maintenance** Department of ~~Code Administration~~ when:

- A. The use of the establishment changes and the exterior of the building or other site conditions are to be altered; or
- B. A sign is damaged by any cause resulting in replacement or repair cost equal to or greater than one-half (1/2) of its replacement value at the time the damage occurs; or
- C. Then a sign has been fully amortized in accordance with the amortization schedule outlined in Section 7-7-4.2.

7.7.2 Amortization Of Nonconforming Signs:

- A. **Amortization Schedule.** Signs which do not conform to the provisions of these regulations, but that lawfully existed and were maintained prior to June 21, 1983 shall be removed or made to conform after written notice by the **Building and Property Maintenance** Department of ~~Code Administration~~, in accordance with the following schedule: (Revised to take inflation into account.)

<u>If original value is:</u>	<u>The amortization period is:</u>
Less than \$3,500	2 years
\$3,500 to \$4,999	3 years
\$5,000 to \$8,499	4 years
Greater than \$8,500	5 years

In the case of painted wall signs, such signs shall be removed or painted over.

- B. **Proof of Value.** For purposes of this Section, all nonconforming signs shall be considered to have an original value of less than two thousand dollars (\$3,500.00), unless the owner or user of a nonconforming sign shall furnish acceptable proof of greater than two thousand dollars (\$3,500.00) initial cost in the form of:

1. An original bill of sale;
2. A depreciation schedule from State or Federal income tax returns; or
3. A written appraisal by a sign manufacturer.

Such proof must be submitted to the **Building and Property Maintenance** Department of ~~Code Administration~~ within sixty (60) days of notification by the Village that the sign is nonconforming.

- C. Amortization Date.** The time periods in the aforementioned schedule shall commence June 21, 1983.
- D. Amendments.** If a sign becomes nonconforming due to the amendment of these regulations, the period for abatement shall be measured from the effective date of the amendment.
- E. Aggregation Of Sign Value.** If more than one sign on a premises is or becomes nonconforming, the original cost of all such nonconforming signs shall be aggregated for the purpose of determining the amortization period.

7.7.3 Routine Repairs and Maintenance (new)

Repairs and maintenance of nonconforming signs, such as repainting and electrical repairs, shall be permitted, provided that repainting shall not include a change of copy or color. Additionally, no repairs shall be permitted where the cost of the repairs exceeds five hundred dollars (\$500) or fifty percent (50%) of the replacement cost of the sign, whichever is less.

7.7.4 Change of Copy (new).

No change of copy shall be permitted without bringing the sign into full conformance with this Ordinance, except on a sign designated to have changeable copy.

7.7.5 Other Signs on Premises (new).

For single-occupant properties, the issuance of a sign permit for a new or replacement sign shall be subject to the condition that all non-conforming signs on that property shall be removed or brought into conformance as part of the work of installing the new or replacement sign. For multi-occupant properties, the issuance of a sign permit for a new or replacement sign for any individual occupant shall be subject to the condition that all nonconforming signs for that occupant shall be removed

Article 7.7 | Nonconforming Signs

7.7.6 Notice To Owners Of Nonconforming Signs:

or brought into conformance as part of the work of installing the new or replacement sign. This section shall not apply to temporary signs.

7.7.6 Notice To Owners Of Nonconforming Signs:

The ~~Code Administration~~ **Building and Property Maintenance** Department shall give written notice to the owner of signs which do not conform to the provisions of these regulations, informing them of the nature of nonconformity, their responsibilities under this Chapter and of the Village's intent to enforce these regulations.

ARTICLE 7.8. OBSOLETE AND ABANDONED SIGNS

Any sign, retractable canopy, or awning, whether existing on or erected after the effective date of this Chapter, which advertises a business no longer being conducted or a product no longer being sold in or from the premises to which the sign relates, 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 is found. Removal shall be effected within twenty (20) days after written notice from the Director of Code Administration. If such a sign is not removed after such twenty (20) day period, the Director of Code Administration is authorized to cause the sign to be removed forthwith. Any reasonable cost incident thereto shall be filed as a lien against the property upon which the sign was located.

ARTICLE 7.9. SIGN MAINTENANCE

7.9.1 Maintenance:

All signs, canopies, awnings and marquees shall be kept and maintained in a safe, neat and orderly condition and appearance, and shall be repainted every two years, and or otherwise maintained periodically by the owner to prevent corrosion or deterioration caused by the weather, age or any other condition, and to keep the same in a safe, neat and orderly condition and appearance. The Village Manager shall have the authority to inspect any sign and order any remedial action necessary to ensure compliance with this Ordinance.

7.9.2 Unsafe Signs:

When any sign becomes insecure, in danger of falling, or otherwise unsafe, or if, any sign shall be unlawfully installed, erected or maintained in violation of any of the provisions of this Code, the owner thereof or the person or firm maintaining same, shall, upon written notice of the Village Manager, forthwith in the case of immediate danger, and in any case within not more than ten (10) days, make such sign conform to the provisions of this Section or remove it.

ARTICLE 7.10. DEFINITIONS

For the purpose of this Chapter, certain words and terms are hereby defined:

7.10.1 Abandoned Sign:

A sign that no longer correctly directs or exhorts any person, advertises a bona fide business, lessor, owner, product, activity conducted or product available on the premises where the sign is displayed.

7.10.2 Alley:

A private or dedicated public way that affords only a secondary means of access to contiguous property.

7.10.3 Animated Sign: (NEW)

Any sign that uses movement or change of lighting to depict action or create a special effect or scene, except LED displays on restaurant menus.

7.10.4 Awning, Canopy, Marquee Sign:

Any sign attached to or constructed in, or on the front, sides or under an awning, canopy, or marquee.

7.10.5 Balloon Sign: (NEW)

Any inflatable sign, figure, or device used for advertising or attention getting purposes.

7.10.6 Building:

Any covered structure securely affixed to the land that is designed for the support, shelter, enclosure or protection of persons, animals, chattels or other tangible property.

7.10.7 Bulletin Board:

A sign that accommodates manually changeable copy and that displays information on activities and events on the premises.

7.10.8 Canopy Sign:

See "Awning, Canopy, Marquee Sign".

7.10.9 Commercial Sign:

A sign that advertises goods or services for sale. A sign that contains a message other than a political or noncommercial message.

7.10.10 Construction Signs:

A temporary sign that denotes the architect, contractor or engineer, when placed on the lot that is a construction site of such architect, contractor or engineer.

7.10.11 Copy:

The wording on a sign surface.

7.10.12 Directory Sign:

A sign identifying the location of occupants of a building or group of buildings that are divided into rooms or suites used as separate offices or studios.

7.10.13 District:

One of the fourteen (14) use districts into which the entire Village is divided pursuant to [article 4] of the Zoning Ordinance.

7.10.14 Dwelling, Multiple-Family:

A building having more than two (2) dwelling units.

7.10.15 Dwelling, Single-Family:

A building having not more than one dwelling unit.

7.10.16 Dwelling, Two-Family:

A building having two (2), but not more than two (2) dwelling units.

7.10.17 Electric Sign:

Any sign containing electrical wiring that is attached or intended to be attached to an electrical energy source.

7.10.18 Electronically-Controlled Message Sign:

A sign such as an electronic or an electric-controlled time and temperature sign, message center or reader board, on which copy changes.

7.10.19 Establishment:

Any one of the following:

- A. An institutional, business, commercial or industrial activity that is the sole occupant of one or more buildings having at least one frontage on a public street or roadway.
- B. An institutional, business, commercial or industrial activity that occupies a portion of a building.

7.10.20 Exterior-Illuminated Sign:

Any sign, any part of which, is illuminated from an exterior artificial light source mounted on the sign, another structure or the ground.

7.10.21 Freestanding Sign:

A sign not attached to any building and having its own support structure.

7.10.22 Frontage:

All the property on one side of a street between two (2) intersecting streets measured along the street line, or if the street is a dead-end, then all the property abutting on one side between an intersecting street and the dead-end of the street.

7.10.23 Grade:

The elevation of the sidewalk at the midpoint of the lot line to which a sign is most closely located.

7.10.24 Ground Floor:

Any floor that is not more than three feet (3') above or below grade.

7.10.25 Ground Sign:

See "Freestanding Sign".

7.10.26 Gross Area:

See "Surface Area".

7.10.27 Height Of Sign:

The vertical distance measured from the grade at the closest street right-of-way line where the sign is located to the highest point of such sign.

7.10.28 Hospital:

A place with a full-time staff of resident licensed physicians and registered nurses and with complete facilities for the general diagnosis, treatment and care of in-patients suffering from illness, disease, injury, deformity or other abnormal physical condition and offering customary out-patient services as an accessory use.

7.10.29 Holiday Decoration: (new)

Displays erected on a seasonal basis in observance of religious, national, or state holidays, that are not intended to be permanent and contain no advertising material.

7.10.30 Identification Sign:

Any sign identifying an institution, occupant, apartment, residence, school or church, and not advertising any product or service.

7.10.31 Interior-Illuminated Sign:

A sign, any part of which, has characters, letters, figures, or any portion of the sign face or outline thereof illuminated from an interior light source.

7.10.32 Item Of Information:

A word, an abbreviation, a registered trademark, a number, a symbol or a geometric shape, excluding standard punctuation.

7.10.33 Lot:

A zoning lot, except as the context herein shall indicate a lot of record.

7.10.34 Lot, Corner:

A lot having two (2) intersecting lot lines which are also street lines.

7.10.35 Lot Line:

A boundary of a zoning lot.

7.10.36 Lot Line, Front:

Any street line, except that in the case of a corner lot, the front lot line shall be that street line which is approximately parallel to the alley, abutting the lot; provided, however, if there is no alley or there are two (2) alleys abutting the lot, then the front lot line shall be determined by the Zoning Officer, as provided in [section 5.12] of the Zoning Ordinance.

7.10.37 Lot, Through:

A lot that may be a corner lot, with a street line on each of two (2) parallel or approximately parallel streets.

7.10.38 Lot, Zoning:

A parcel of land, at least one lot line of which is a street line, which is located within a single block, and which is used or is to be used, developed or built upon as a unit. A zoning lot may or may not coincide with a lot of record.

7.10.39 Marquee Sign:

See "Awning, Canopy, Marquee Sign".

7.10.40 Menu Board:

A device that lists items for sale at a drive-through restaurant.

7.10.41 Nonconforming Building Or Structure:

A building or structure lawfully existing upon the effective date of this [Chapter], which thereafter fails to conform in some respect with the regulations of the district in which it is located.

7.10.42 Noncommercial Sign:

Any sign that directs attention to or is intended to communicate a position on any public issue or policy.

7.10.43 Nonilluminated Sign:

A sign with no internal or external artificial light source and only incidentally illuminated by ambient light conditions.

7.10.44 Off-Premises Sign:

Any sign which directs attention to a business, service, product or entertainment not sold or offered or only incidentally sold or offered on the premises on which the sign is located.

7.10.45 On-Premises Sign:

Any sign identifying or advertising a businessperson, activity, goods, products or services located on the premises where the sign is installed and maintained.

7.10.46 Permanent Window Sign:

Any window sign which is displayed for more than thirty (30) consecutive days in any ninety (90) day period.

7.10.47 Political Sign:

A sign intended to draw attention to or communicate a position on any issue, candidate or measure in any national, state, or local election.

7.10.48 Portable Sign:

Any exterior sign which is mounted or designed to be mounted on a self-propelled or towed vehicle, and shall include, but not be limited to, mobile advertising signs attached to a trailer or other vehicle.

7.10.49 Premises:

A building or unified complex of buildings on one zoning lot.

7.10.50 Projecting Sign:

A sign which extends out from a building face or wall so that the sign face is perpendicular or at an angle to the building face or wall.

7.10.51 Roof Sign:

Any sign located on or attached to and extending above the roof of a building.

7.10.52 School:

A public elementary or high school or a parochial or private school having a curriculum equivalent to that of a public elementary school or high school and having no rooms regularly used for the overnight accommodation of students.

7.10.53 Sign:

Any visual device or representation designed or used for the purpose of communicating a message or identifying a product, service, person, organization, business or event, with the use of words or characters, visible from outside the premises on which such device is located.

7.10.54 Sign Area:

See "Surface Area".

7.10.55 Sign Face:

The visible sign proper including all characters and symbols (excluding essential structural elements which are not an integral part of the display).

7.10.56 Sign Structure:

Any structure or material that supports, has supported or is capable of supporting or helping maintain a sign in a stationary position, including decorative covers.

7.10.57 Street Line:

A lot line that is also the boundary line of the right of way of an existing or dedicated street or public way.

7.10.58 Structure:

Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Without limitation on the foregoing, a structure shall include buildings, fences, walls and signs.

7.10.59 Surface Area:

The area of the largest single face of the sign within a perimeter which forms the outside shape including any frame that forms an integral part of the display, but excluding the necessary supports or uprights on which the

sign may be placed. If the sign consists of more than one section or module, all areas will be totaled. Any irregular shaped sign area shall be computed using multiple perimeters composed of squares, rectangles or triangles, which enclose the entire sign face.

7.10.60 Temporary Sign: (new)

Any sign that is not intended to be used or installed permanently, and that can be used only for a limited time as set forth in this Ordinance.

7.10.61 Temporary Window Sign:

A window sign that identifies a sale or promotional item and shall not be displayed for more than thirty (30) consecutive days in any ninety (90) day period.

7.10.62 Village Manager:

The Chief Administrative Officer of The Village of Oak Park.

7.10.63 Wall-Sign:

A sign attached to, painted on or erected against the wall of a building with the face in a parallel plane of the building wall.

7.10.64 Window Sign:

A sign which is affixed to, in contact with, or mounted within twelve inches (12") of a window or the glass surface of a door, and is visible from the public right of way. See also "permanent" and "temporary" window sign.