

## **ORDINANCE NO. 1679**

### **AN ORDINANCE AMENDING THE TOWN OF MUNSTER LAND DEVELOPMENT CODE FOR ADMINISTRATION AND PROCEDURES WITH RESPECT TO SIGNS**

**WHEREAS**, the Town of Munster, its Staff, and consultants have reviewed and recommended various changes to the Town of Munster Land Usage Ordinance; and

**WHEREAS**, based upon those recommendations, the Munster Plan Commission has conducted a public hearing after due notice as required by law on the proposed amendment; and

**WHEREAS**, the Town of Munster, after said public hearing and after due deliberation, has concluded that amendments to Chapter 26, Land Development Code, are appropriate; and

**WHEREAS**, the Munster Town Council deems it to be in the best interest of the general health, safety, and welfare of the citizens of the Town of Munster to amend Chapter 26, Land Development Code of the Munster Code of Ordinances, and more particularly, Article VI, Zoning, Division 10, Signs; now, therefore, be it

**ORDAINED**, THAT THE MUNSTER LAND DEVELOPMENT CODE BE AMENDED AS FOLLOWS:

ARTICLE VI. - ZONING, DIVISION 10. - SIGNS, and more particularly Subdivision I., Subdivision II., and Subdivision III. are deleted in entirety.

#### **Article 1. Statutory Authorization, Findings of Fact, and Purpose.**

##### **Section A. Statutory Authorization.**

The Indiana Legislature has in I.C. 36-7-4, et seq., granted the power to local government units to control land use within their jurisdictions. Therefore, the Town Council of the Town of Munster does hereby adopt the following sign regulations.

##### **Section B. Findings of Fact.**

- (1) The Plan Commission of the Town of Munster has studied and reviewed the previous Sign Ordinance of the Town of Munster, and has found the same to be in need of revision.
- (2) The Plan Commission has approved Findings of Fact approving the new re-drafted and revised Sign Ordinance, which includes DIVISION 10. - SIGNS, and which Findings are all in the following words and figures, to-wit: (see attached Exhibit "A").

##### **Section C. Statement of Purpose.**

It is the purpose of this Ordinance is to revise the Munster Sign Ordinance and promote the public health, safety, aesthetics and general welfare.

#### **Article 2. Signs.**

**SUBDIVISION I. GENERAL REQUIREMENTS, SECTION 26-1011 through SECTION 26-1018, SUBDIVISION II. ADMINISTRATION AND ENFORCEMENT, SECTION 26-1019 through SECTION 26-1023, and SUBDIVISION III. ZONING DISTRICT REGULATIONS, SECTION 26-1024 through SECTION 26-1026, which are in the following words and figures, to-wit: (see attached Exhibit "B").**

**Article 3. Severability.**

If any section, clause, sentence or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.


**Article 4. Effective Date.**

This Ordinance shall be in full force and effect from and after its passage and signing by the members of the Munster Town Council.

**ORDAINED AND ADOPTED** by the Town Council of the Town of Munster, Lake County, Indiana, this 6<sup>TH</sup> day of June, 2016, by a vote of 5 in favor and 0 opposed.

Town Council of the Town of Munster,  
Lake County, Indiana

  
John P. Reed, President

  
David B. Nellans, Vice President

  
Andy Koultourides

  
Lee Ann Mellon

  
Joseph A. Simonetto

ATTEST:

  
David F. Shafer, Clerk-Treasurer

STATE OF INDIANA       )  
                                      ) SS:  
COUNTY OF LAKE        )

**CERTIFICATE**

I, DAVID F. SHAFER, do hereby certify that I am the duly elected, qualified and acting Clerk-Treasurer of the Incorporated Town of Munster, Lake County, Indiana, and keeper of the records and seal of said Town.

I further certify that the above and foregoing is a full, true, and correct copy of ORDINANCE NO.1679, AN ORDINANCE AMENDING THE TOWN OF MUNSTER LAND DEVELOPMENT CODE FOR ADMINISTRATION AND PROCEDURES WITH RESPECT TO SIGNS, ordained and adopted by the Munster Town Council of said Incorporated Town, Lake County, Indiana, by a vote of five in favor and one opposed, on the 6<sup>th</sup> day of June, 2016.

  
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DAVID F. SHAFER, Clerk-Treasurer  
June 22, 2016

(SEAL)

TOWN OF MUNSTER PLAN COMMISSION

Munster Plan Commission

Petition PC

16-006

**FINDINGS OF FACT FOR A FAVORABLE RECOMMENDATION  
FOR TEXT AMENDMENT TO THE ZONING  
ORDINANCE, LAND DEVELOPMENT CODE  
OF THE TOWN OF MUNSTER**

1. Petitioner, the Town of Munster Plan Commission, requests a text amendment to the Zoning Ordinance, Town of Munster, Land Development Code chapter 26, Article VI, Zoning, Division 10, SIGNS. Specifically, Petitioner requests that Sections 26-1011 through 26-1026 be deleted in entirety and replaced with the Draft attached hereto as Exhibit "A".
2. This matter came before the Town of Munster Plan Commission for public hearing on April 12, 2016. Petitioner presented proof of notification and publication as required by Indiana law. The public hearing was opened. 0 Remonstrances were heard. The public hearing was closed.
3. Based upon the testimony and evidence presented by Petitioner, the Town of Munster Plan Commission, having given due consideration and having paid reasonable regard to the requirements of Indiana law, now by a vote of 5 Y (6) in favor, 0 (0) opposed, and 1 (1) absent, upon motion duly made, seconded, and carried, makes a favorable recommendation to the Town Council that the Town Council adopt the Draft Sign Ordinance attached to these Findings of Fact as Exhibit "A", and incorporate the amendment.
4. In making such recommendation, the Town of Munster Plan Commission has paid reasonable regard to the comprehensive plan, current conditions and the character of current structures and uses in each district, the most desirable use for which the land in each district is adopted, the conservation of property values throughout the jurisdiction; and responsible development and growth in accordance with Indiana Code I.C. 36-7-4-603. The Town of Munster Plan Commission now makes the following Findings of Fact:
  - A. The proposed text amendment to the Zoning Ordinance, Town of Munster Land Development Code is in the best interest of the Town of Munster and will serve to:
    - i. secure adequate light, air, convenience of access, safety from fire, flood or other damage;
    - ii. lessen or avoid congestion in public ways;
    - iii. promote the public health, safety, comfort, morals, convenience, and general welfare; and
    - iv. accomplish the purposes of the Indiana statute regarding zoning.
  - B. The proposed text amendment to the Zoning Ordinance, Town of Munster Land Development Code is consistent with Indiana Code 36-7-4-601, *et seq.*
  - C. The proposed text amendment to the Zoning Ordinance, Town of Munster Land Development Code is consistent with the general purposes and goals of the Town

of Munster Plan Commission and will promote the orderly development of the Town of Munster and be beneficial to the general welfare of the community.

WHEREFORE, based upon the above evidence and Findings, the Town of Munster Plan Commission voted six (6) in favor, -0- (0) opposed, and ONE (1) absent, to grant a favorable recommendation for the proposed text amendment as stated above to the Zoning Ordinance, Town of Munster Land Development Code and certifies the same to the Town Council.

Action taken on April 12, 2016. Findings of Fact approved the 12<sup>th</sup> day of April, 2016.

**TOWN OF MUNSTER PLAN COMMISSION**

By:  President

By:  Secretary

## **DIVISION 10. SIGNS**

### **SUBDIVISION I. GENERAL REQUIREMENTS**

#### **SECTION 26-1011. PURPOSE AND INTENT**

The purpose of this Section is:

- A. to create the provisions and regulations applicable to the framework for a comprehensive and balanced system of signage;
- B. to promote and facilitate a simple and understandable of these requirements between people and their environment;
- C. to protect the public health, safety, and general welfare;
- D. to minimize hazards to pedestrians and motorists along thoroughfares, intersections; and public rights-of-way;
- E. to enhance the aesthetic environment of the Town's jurisdictional limits; and
- F. to avoid visual clutter that may be harmful to property values, business opportunities and community appearance; (vii) to regulate, classify, restrict, and control the location, size, type, placement, and maintenance of all signs within the Town to ensure that signs are compatible with their surroundings and zoning uses, and that they are legible and properly maintained.

It is the intent of this Section to authorize the use of identification signs that are:

- A. Compatible with their surroundings;
- B. Appropriate to the activity, product, service, or use that they display;
- C. Expressive of the identity of individual and the community as a whole;
- D. Legible in reasonable circumstances in which they are seen;
- E. Simple and concise; and
- F. Cognizant of the need for adequate business identification while promoting an attractive appearance throughout the Town through the use of sensible quality control, adequate maintenance, and inspection, and by reasonable guidelines formulated to minimize clutter.

#### **SECTION 26-1012. EXEMPT SIGNS**

The provisions and regulations of this Section shall not apply to the following:

- A. Federal and State requirements for traffic control, government information signs, and legal notices.
- B. Cornerstones, memorial plaques, governmental historical markers or names of buildings inscribed in stone or bronze as part of the building or structure, provided they are not larger than six square feet for each display surface. Letters less than nineteen (19) inches in height carved into or securely attached in such a manner that they are an architectural detail of a building, provided they are not illuminated apart from the building, are not made of reflective material, and are the same color as the building, and does not exceed one (1) inch in thickness. Temporary traffic and road construction signs.
- C. Flags of any country, state, unit of local government or military service related flags (i.e. U.S. Armed Forces, National Guard, POW/MIA, etc.).
- D. Corporate flags when flown in conjunction with the flag of the United States of America. Corporate flags shall not exceed twenty-four (24) square feet.
- E. Nameplates that do not exceed two (2) square feet in size and are permanently affixed upon a building of structure.
- F. Address numbers, not more than twelve (12) inches in height.

- G. Public information signs identifying telephones, restrooms, and similar facilities. Advertising copy is not permitted on these signs.
- H. Letters or numbers less than three (3) inches in height, if a part of a wall sign or window sign.
- I. Temporary signs hung across or above Calumet Avenue or Ridge Road within a commercial or manufacturing district advertising a town-wide or community event or drive. Such signs shall not be displayed for more than twenty-one (21) days before an event and shall be removed within three (3) days after the event.
- J. Temporary signs hung across Columbia Avenue within the boundaries of School Town of Munster property promoting a school-related not-for-profit event, provided that the temporary sign is first approved in writing by the Town Manager and the School Town. The location of such sign shall be approved by the Town Manager or his designee. Such signs shall not be displayed for more than twenty-one (21) days before an event and shall be removed within three (3) days after the event.
- K. Required safety and regulatory signs such as those located on fueling pumps, mechanical equipment, etc.

## SECTION 26-1013. DEFINITIONS

The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The definitions in this section shall apply solely for purposes of this Section.

### A. GENERAL DEFINITIONS

1. **Business Complex**—A single building in C-1 or C-2 zoned commercial districts within which two or more businesses are located, and where such business are principally professional suites and/or service businesses.
2. **Canopy**—A structure consisting of a roof or hood of permanent construction supported separately from the primary building on a lot, for the purpose of providing shelter and protection from the weather.
3. **Decorative Backer**—the decorative backer is a panel that goes behind the sign on a building to accent the sign's letters, logo or copy. The decorative backer can consist of metal, wood, or similar product; and includes any accent painted on the building façade. The decorative backer shall be included in the gross surface area of the sign.
4. **Illuminated sign, external**—A sign illuminated by an external source which is cast upon the surface of the sign.
5. **Illuminated sign, internal**—A sign illuminated by light sources not directly visible, or any part of which is made of incandescent, neon or other types of lamps; or a sign with painted, flush or raised letters lit by an electric lamp attached thereto; or a sign having a border of incandescent or fluorescent lamps.
6. **Public Sign**—A sign, either permanent or temporary, which is authorized and erected by public officials of the State or Town for the public safety, health and welfare, including traffic, road construction and public facility signs, other municipal signs, railroad crossing signs, and other non-advertising signs.
7. **Shopping Center**—An integral planned commercial development with a single ownership or management, or under unified control, and developed and operated principally for retail merchandising.

8. **Sign**—Any object, device, display or structure or part thereof, or device temporarily or permanently attached thereto, visible from any public place or located on private property and exposed to the public or to public view, which by means of itself or any letters, graphics, illustration, insignias, figures, designs, images, color or other symbols is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, or location of an event. This definition includes but is not limited to billboards, pennants, banners, streamers, balloons and flags, but does not include exempt signs under Section 26-1012.
9. **Sign, gross surface area**—The maximum projected area enclosed within a rectangle completely enclosing, as a single unit, the shape of the sign face, including both copy, background, and any frame or boxed display. Where a sign has two or more display faces of unequal dimensions, the area of the largest face shall determine the gross surface area of the sign.
10. **Sign, net surface area**—The maximum projected area enclosed within a rectangle completely enclosing, as a single unit, all letters, numbers, graphics, illustrations, insignias, logos, figures, designs, images, colors or other symbols used.
11. **Incidental Signs (or Informational Signs)**—Small signs necessary to inform the public, that has a purpose, secondary to the use on the lot which it is located, such as “no parking,” “entrance,” “loading only,” “no trespassing,” “no dumping,” or “beware of dog” and similar directives. Branding of any kind shall not appear on the Incidental Sign. Such signs shall not exceed two (2) square feet in gross area each.

#### **B. ALLOWABLE SIGNS DEFINITIONS**

1. **Wall Sign** - A wall sign is any sign that is hung on the outside wall of a building. This includes channel letter, raceway, routed signs, etc. Types of illumination include external, internal, or back-lit/reverse (halo-lit). The wall sign is installed directly to the fascia of a building or on a decorative backer. The decorative backer is considered part of the sign and shall be included in the sign's square footage calculation.
2. **Logos** - A logo is a graphic image that is associated with a company name. The company name, unless embellished, is part of the logo. The logo is usually placed in line with the company name; either before, after, or in the middle of the name. This is done to avoid creating “dead space,” or blank square footage for the sign.
3. **Channel Lettering Sign** - A channel letter sign is composed of individually installed letters that may be illuminated or non-illuminated. Types of illumination include external, internal, or back-lit/reverse (halo-lit). Each channel letter sign is installed directly to the fascia of a building. The area of a channel letter sign is measured as if a rectangle were drawn around all of the letters of the business name. The area of the sign is then based off of the height and width of the rectangle.
4. **Raceway Sign** - A raceway sign consists of individual letters mounted to a “raceway” instead of directly to the fascia of a building. The raceway acts as a support structure for the letters and electrical equipment. Raceways are beneficial when the fascia material is difficult to repair. The color of the raceway shall match the building color or the character of the sign. A decorative backer shall be required when using a raceway. Raceways vary in length and depth, but should never exceed the height of the smallest letter of the length of the letters in the sign. A raceway shall be painted to match the color of the building it is installed on so the is blends into the fascia. The area of a raceway sign is measured as if the rectangle were drawn around all of the letters of the business name. The area of the sign is



then based off of the height and width of this rectangle. Shall include a decorative backer to disguise the raceway.

5. **Monument Sign** - A monument sign is used to identify a business when a wall sign may not be practical. It is generally placed perpendicular to the road near the entry driveway so that it is visible to both directions of traffic. Monument signs are a freestanding sign supported by a concrete foundation and should be constructed of the same type durable materials of a permanent nature that are the same type, color, and scale as the building which it identifies. Such permanent materials include brick, stone, metal, glass or wood. The lettering, logo or branding on the sign shall be solid metal or channel lettering. The lettering may be internally lit, externally lit, or non-illuminated. A monument sign shall have a landscaped green area that is equal to the visible surface area of the sign. The area of a monument sign is measured as if a rectangle were drawn around all of the letters and/or logos on the sign. The area of the sign is then based off of the height and width of this rectangle.
6. **Blade Sign** - A blade sign is a vertically oriented sign and is intended for a building that is placed close to the street. It aids in direct visibility for car travelers from two directions. This type of sign may be used on buildings two stories or taller, for identification of the main building tenant of the building name. It may be externally lit or non-illuminated. If the sign is to be internally lit, a review by the Plan Commission is required. The materials shall be metal or wood, no plastic or vinyl is permitted. The area of a blade sign is measured as if a rectangle were drawn around all of the letters of one side of the sign. The area of the sign is then based on the height and width of this rectangle.
7. **Primary Projecting Sign** - A primary projecting sign is typically used in pedestrian friendly areas and may project outward from the building at a ninety (90) degree angle. Copy may be placed on both sides of the sign. It usually has a decorative support structure or arm. Creativity is encouraged when designing this support structure. The area of a projecting sign is based on the height and width of the entire sign. A projecting sign must measure a minimum distance of eight (8) feet from ground level to the bottom of the sign. The sign may be externally lit or non-illuminated. If the sign is to be internally illuminated, the wiring shall also be internal and shall not be exposed; the wiring must run through the sign's supports from the building to the interior of the sign. The materials shall be metal or wood. A projecting sign arm may not encroach into the public right-of-way more than thirty-six (36) inches. An encroachment permit is also required prior to the issuance of the sign permit, if located over public right-of-way.
  - i. A primary projecting sign shall: clear the sidewalks by a minimum of eight (8) feet in height;
  - ii. Be a maximum projection of four (4) feet away from the building or one-third (1/3) the width of the sidewalk, whichever is greater;
  - iii. Shall be spaced a minimum of thirty (30) feet apart.
  - iv. Shall not extend vertically above the window of the second story, with the exception of projecting signs displayed by activities featuring live entertainment on the premises and by place of assembly seating a minimum of two hundred (200) or more individuals. The sign may extend vertically from eight (8) feet above the sidewalk to the roof line of the building.
8. **Secondary Projecting Sign** - A secondary projecting sign is used in pedestrian friendly areas for identification of the tenant space where the main wall sign is not visible to the

pedestrian. This sign may be placed underneath an awning or overhang. It may also be hung from a ceiling if this is not an overhang, so long as it aids pedestrian wayfinding. It may be externally, or non-illuminated. If the sign is to be internally illuminated, the wiring shall also be internal and shall not be exposed; the wiring must run through the sign's supports from the building to the interior of the sign. The materials shall be metal or wood.

9. **Awning Sign** - An awning sign is considered a secondary wall sign. A business may have an awning sign in addition to a wall sign if the total area of both signs does not exceed the total allotted square footage. An awning sign may serve as the primary sign. Awning signs may be externally illuminated by building accent lights. The awning material shall be traditional canvas, metal or acrylic fabric.
10. **Non-Illuminated Window Sign** - Non-illuminated window signs may include letters or graphics that adhere to the window, painted on the window, or etched into the glass. These signs are allowed for businesses to advertise business names, contact information, and hours of operation. Shall be professionally produced window signs or clings attached to the window and displayed to attract attention to a business or activity. Maximum items of information: ten (10).
11. **Illuminated Window Sign** - Illuminated window signs are signs that can be seen through a window and contain some type of static lighting element, such as neon. No exposed LED shall be permitted. Businesses may have an "open" sign as a permitted illuminated window sign, which shall be no larger than two (2) square feet. Only one illuminated window sign is allowed per business. Illuminated signs shall not flash or strobe. [Section 26-1015].
12. **Directory Wall Sign** - A directory wall sign is a small sign, typically placed on the wall by the main entrances to a multi-tenant building. It identifies tenants in the building. The design of this sign shall be a close match to the coloring and materials of the other main identification signs for the building. It may be internally, externally, or non-illuminated. The materials shall be professional grade in conjunction with the overall aesthetics of the building. The area of a directory wall sign is based on the height and width of the entire sign. Shall not exceed eight (8) square feet.
13. **Nameplate** - A nameplate is a small wall sign, typically placed on the wall by the main entrance to a Home Occupation or Boarding House. It identifies the name and occupation or profession of the occupant of the premises on which the sign is located. The design of this sign shall match existing materials with the building on which it is placed. It shall not be illuminated. The materials shall be professional grade in conjunction with the overall aesthetics of the building. The area of a nameplate wall sign is based on the height and width of the entire sign.
14. **Internal Directory Ground Sign** - An internal directory ground sign is used to identify multiple businesses in the same building or complex located within a Planned Unit Development only. An internal directory ground sign shall be placed near the pedestrian entrance to the building in a landscaped green area that is equal to the area of the sign. It may be externally lit, or non-illuminated. The materials shall consistent with the top masonry product on the site and may include metal, wood or glass as accent materials. The area of a directory ground sign is based on the height and width of the entire sign. A ground sign shall not exceed four (4) feet in height and sixteen (16) square feet in size and shall be located internal to a site and not legible from adjacent real estate or public streets.

#### C. PROHIBITTED SIGNS DEFINITIONS

1. **Wall-Painted Sign**—A sign painted on any exterior surface of a building.

2. **Flashing Sign**—A sign in which the illumination intermittently flashes off and on, in whole or in part, including an animated sign.
3. **Moving Sign**—A sign which rotates or move or gives the visual impression of rotation or movement. Signs with lamps or lights for letters, except neon signs.
4. **Billboard**—A sign permanently attached to a building, to the ground, or to a permanent structure having a location upon the ground, advertising a business, product, service or event not available on the premises where the sign is located.
5. **Portable Sign**—A sign that is not permanently affixed to a building, structure or the ground and is generally designed to be moved from place to place, including sandwich signs, human portable signs, trailer signs and vehicle signs. These signs include but are not limited to signs displayed by a person or animal, attached to wood or metal frames designed to be self-supporting and/or movable; paper, cardboard or canvas signs wrapped around or attached to supporting poles; and signs temporarily attached to cars, vans or other motor vehicles when the vehicle is parked in a position to call attention to a place of business, service or event.
6. **Bench Sign**—A sign attached to or painted upon a bench or seat which is located outside a building or structure.
7. **Pole Sign**—A freestanding sign, which is not a monument sign.
8. **Roof Sign**—A sign erected, constructed or maintained in whole or in part upon or over the roof of a building or structure.
9. **Animated Sign**—A sign any part of which is electrically or mechanically activated.
10. **Window Promotional Sign**—A sign visible from the exterior of a building or structure which is painted on a window, depicted upon a card, paper, vinyl window cling or other material and placed on, taped on or hung immediately behind the window, or displayed through a window for the purpose of advertising a product, service or event.

## SECTION 26-1014. ALLOWABLE SIGNS AND VISUAL GUIDE

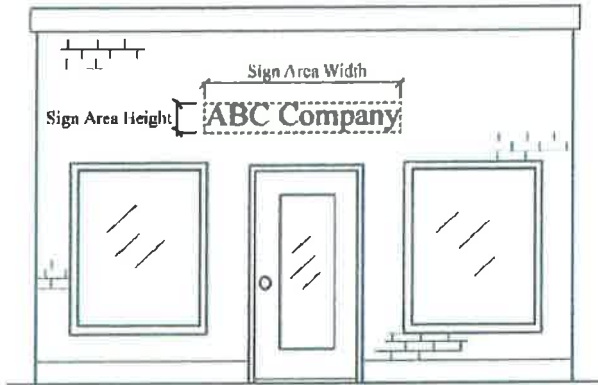
The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The definitions in this section shall apply solely for purposes of this Section.

### A. ALLOWABLE SIGNS

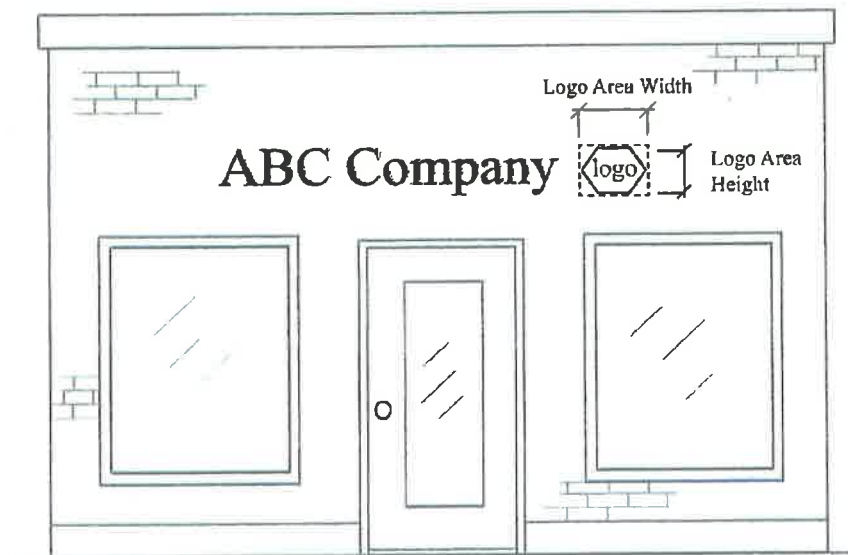
1. *Wall Sign*
2. *Logos*
3. *Channel Lettering Sign*
4. *Raceway Sign*
5. *Monument Sign*
6. *Blade Sign*
7. *Primary Projecting Sign*
8. *Secondary Projecting Sign*
9. *Awning Sign*
10. *Non-Illuminated Window Sign*
11. *Illuminated Window Sign*
12. *Directory Wall Sign*
13. *Nameplate*
14. *Internal Directory Ground Sign*

## B. VISUAL GUIDE

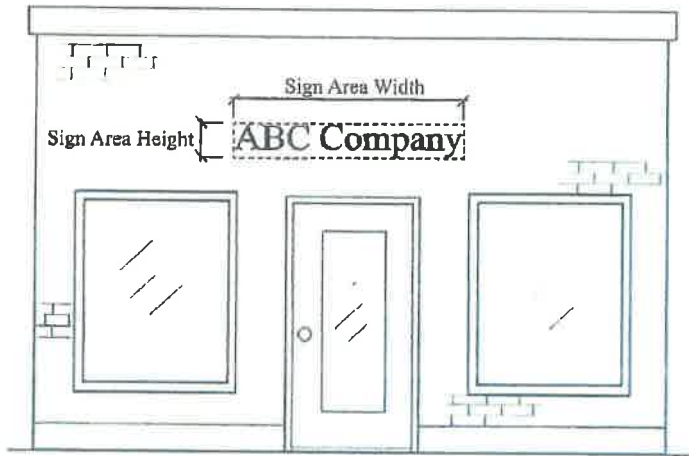
### 1. Wall Sign – See Section 26-1014 (1)



### 2. Logos – See Section 26-1014 (2)



**3. Channel Lettering – See Section 26-1014 (3)**



Aluminum backer

Plastic face

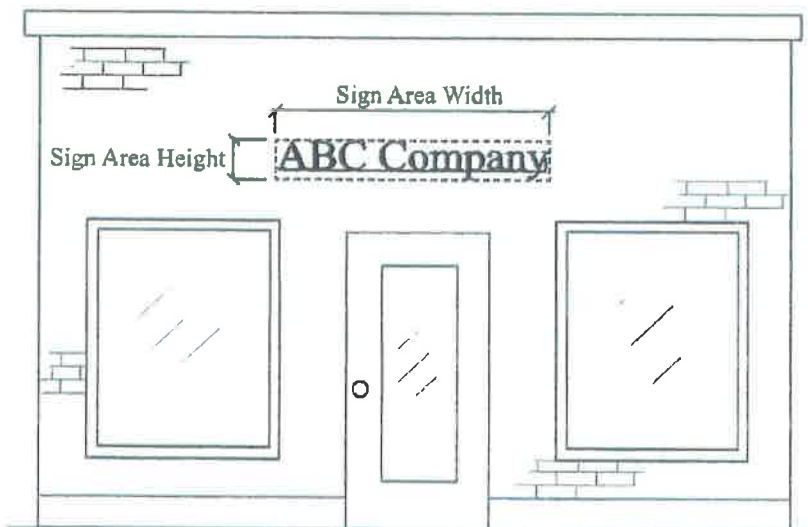
Aluminum backer and plastic face

LED backer

LED backer



**4. Raceway – See Section 26-1014 (4)**





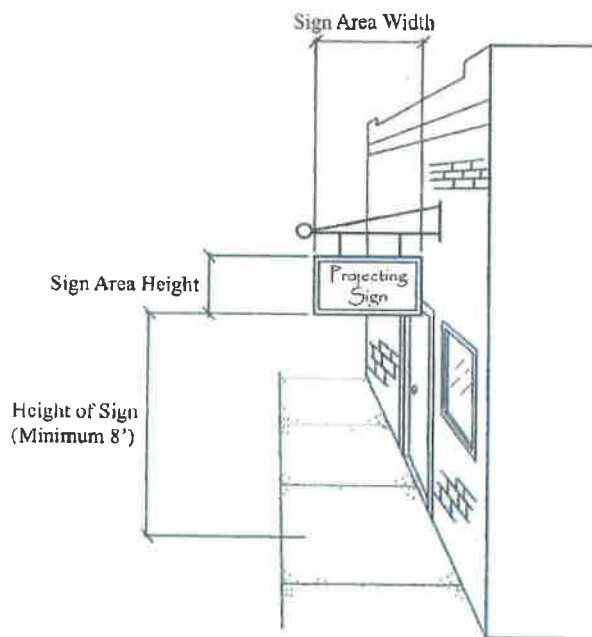
**5. Monument Sign – See Section 26-1014 (5)**



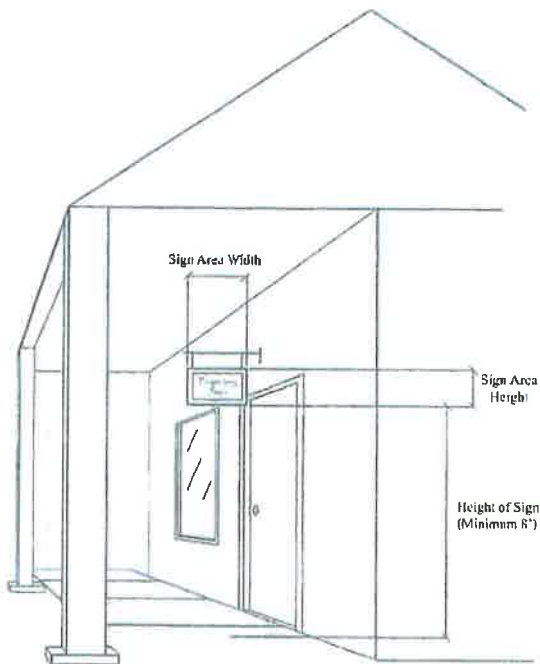
**6. Blade Sign – See Section 26-1014 (6)**



**7. Projecting Sign – See Section 26-1014 (7)**

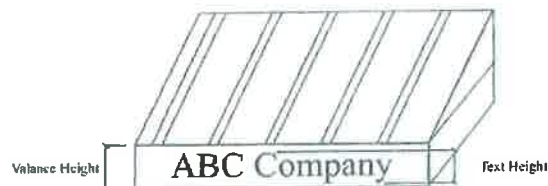
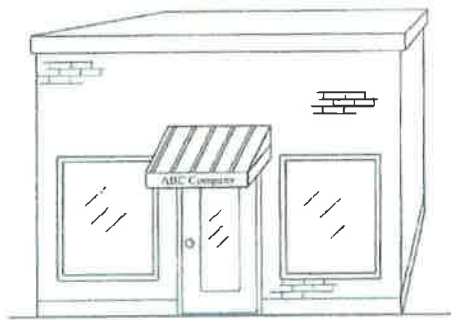


**8. Secondary Projecting Sign – See Section 26-1014 (8)**

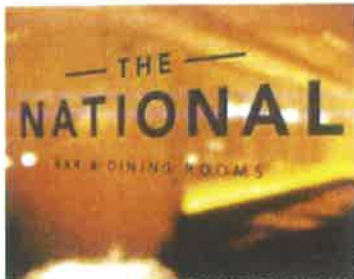
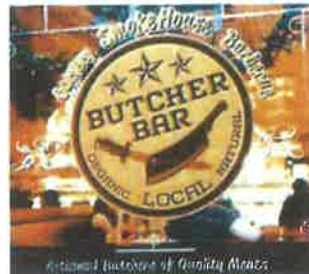
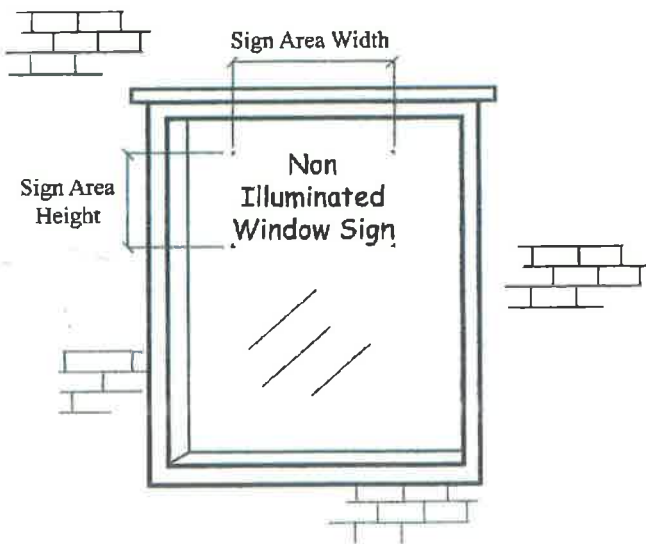




9. Awning Sign – See Section 26-1014 (9)

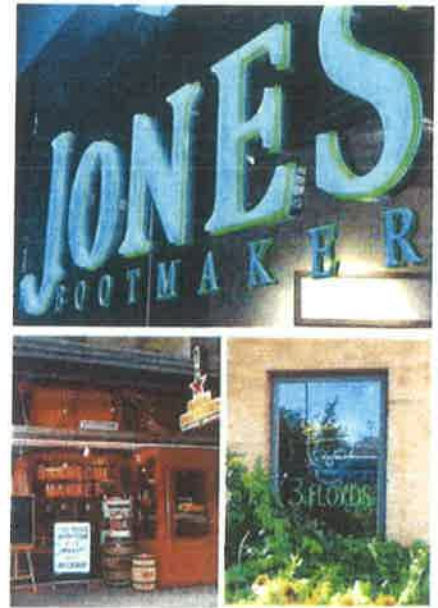
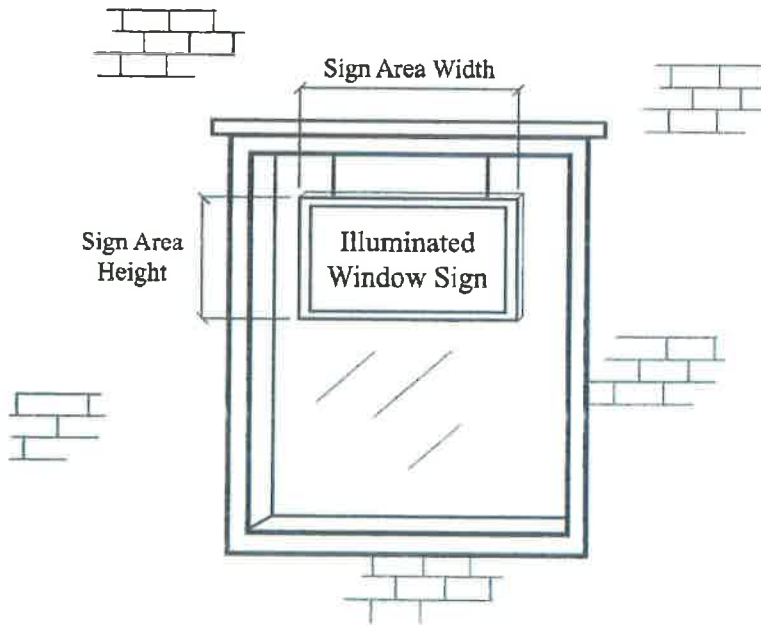


10. Non-Illuminated Window Sign – See Section 26-1014 (10)

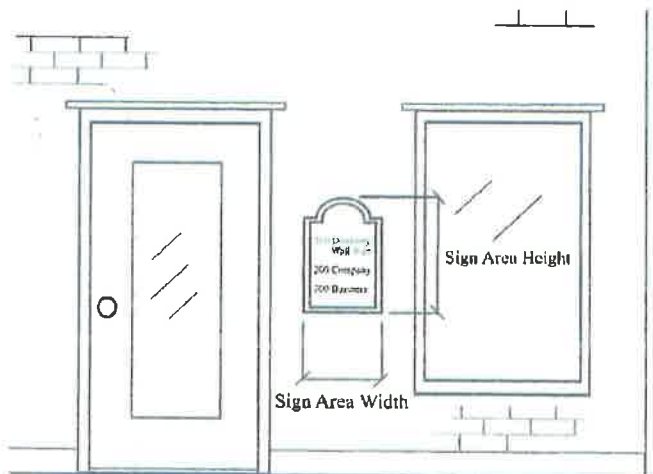




**11. Illuminated Window Sign – See Section 26-1014 (11)**



**12. Directory Wall Sign – See Section 26-1014 (12)**



**13. Nameplate – See Section 26-1014 (13)**



**14. Internal Directory Ground Sign – See Section 26-1014 (14)**



## SECTION 26-1015. PROHIBITED SIGNS AND VISUAL GUIDE

The following signs are hereby expressly prohibited for erection, construction, maintenance, repair, alteration, location or relocation within the Town, except as exempted under Section 26-1012:

### A. PROHIBITED SIGNS

1. Wall-painted signs.
2. Bench signs.
3. Pole signs.
4. Roof signs.
5. Signs which by color, location, or design resemble or conflict with traffic control signs or signals, or obstruct the view or an intersection.
6. Flashing signs, except public signs as defined in Section 26-1013 and those which give safety warnings or public service information, i.e., time, date or weather information.
7. Moving signs or signs containing running lights to give the illusion of movement and signs that have moving parts, except for time and temperature devices and barber poles.
8. Electronic signs and lighting that flashes, scrolls, twirls, changes color, fades in or out, has transitional elements between copy changes, or in any manner imitates movement at any time.
9. Signs with lamps or lights for letters, except neon signs.
10. Billboards and any signs advertising a business, product, service or event not available on the premises where the sign is located.
11. Signs on fences, standards, utility poles, streetlights or trees.
12. Portable signs.
13. Signs using reflecting material, except nameplate signs displaying the address of the occupant and public signs as defined in Section 26-1013.
14. Signs which resemble or are confusingly similar to any official marker erected by the Town, the State, Federal, or other governmental unit or agency.
15. Signs on any property without the consent of the party having the right of present possession.
16. Signs extending over or placed upon a public sidewalk, alley, or right-of-way, except primary and secondary projecting signs (as defined).
17. All signs not specifically allowed by the provisions of the Section.
18. Signs that give the appearance of movement caused by the wind, including pennants, banners, streamers, strings of light bulbs, spinners, or other similar devices, except as provided in Section 26-1025 – Temporary Signs. This includes pennants, banners, streamers, and all other signs which undulate, swing, rotate, oscillate, or otherwise move by natural or artificial means.
19. Animated signs.
20. Window promotional signs.
21. Signs that are internally or externally lit with florescent bulbs.
22. Signs that are internally or externally lit with incandescent bulbs.
23. Business slogans shall not be allowed on any sign.
24. Signs which advertise activity, business, project, or service no longer conducted on the Premises, upon which the sign is located within six (6) months of the end of the business activity. The Building Department shall notify the property owner of this requirement, approximately three (3) months after the most recent business activity has ended.

25. Off-Premise signs, except as provided in this Subsection for Section 26-1025 – Temporary Signs.
26. Signs placed on parked vehicles or trailers where the apparent purpose is to advertise a product or to direct people to a business or activity located on the same or a nearby property. Motor vehicles whose sole apparent purpose is to advertise business. Motor vehicles engaged in the cartage or goods or the transport of passengers are exempt from this restriction.
27. Any flying or inflatable such as balloons, beer cans, animals, etc., except as provided in this Subsection under Section 26-1025 – Temporary Signs.
28. Flashing neon lighting or LED Lighting either used as a part of a sign, displayed in windows, or distributed around a building or structure.
29. Signs displayed for pay or other compensation.
30. Signs located within the public right-of-way, except traffic control and government information signs.
31. Any portable or fixed spotlight used to attract attention to a site, building, sign, sale, etc.
32. Hand-painted fluorescent window signs.

#### C. PROHIBITED SIGNS VISUAL GUIDE

The following are examples of some of the prohibited signs above.

##### 1. Bench Sign



##### 2. Pole Sign





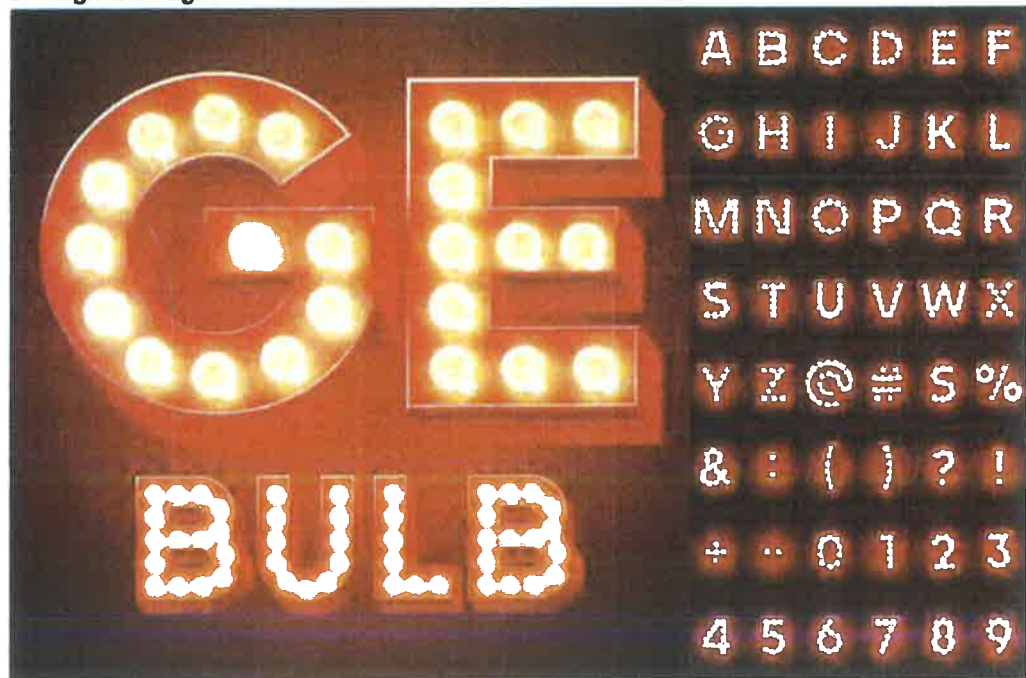
3. Roof Sign



4. Electronic Sign



5. Sign with Light Bulbs as Letters

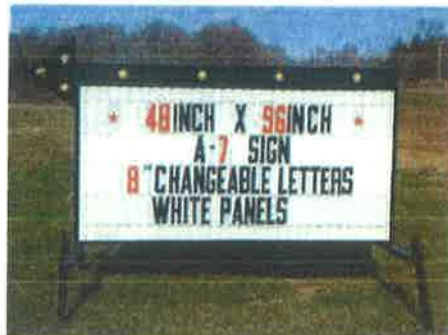


6. Billboard





7. Portable Sign



8. Window Promotional Sign



9. Signs placed on parked vehicles or trailers



10. Inflatable



11. Hand-Painted Fluorescent Window Sign





## SECTION 26-1016. NON-CONFORMING SIGNS

A legal non-conforming sign status shall immediately terminate its legal non-conforming status if:

- A. The sign is not kept in good repair and /or in safe condition for a period exceeding three (3) months.
- B. The sign is relocated.
- C. The entire sign is replaced.
- D. The permit, variance, or condition under which the sign was allowed expires.
- E. The sign is altered to the following extent:
  - 1. Items of information are increased.
  - 2. The size of the sign is increased.
  - 3. Lights and/or other electronic features are added.
  - 4. The intensity of the lighting is increased.
- F. The use changes.
- G. The business changes.
- H. The use is discontinued for six (6) consecutive months.
- I. Multi-tenant signs.

## SECTION 26-1017. GENERAL STANDARDS

In addition to all other provisions and restrictions of this Section, signs shall conform to the following:

- A. **Obstruction of vision of drivers**—No sign shall be placed in such a manner that it would block or obscure the vision of the driver of a motor vehicle stopped at a stop sign, traffic light or entrance to a public street for a sight triangle distance of thirty feet (30') in which there is oncoming traffic.
- B. **Obstruction of ingress or egress**—No sign shall be erected, relocated or maintained so as to prevent free ingress or egress from any door, window, fire escape or public walkway.
- C. **Moisture protection for wood structures**—The structure and all posts, anchors and bracing of wood shall be treated to protect them from moisture by creosoting or other appropriate methods of protection approved by the Building Inspector.
- D. **Wind resistance**—All signs and other advertising structures shall be designed and constructed to withstand a wind pressure of not less than twenty (20) pounds per square foot of surface area.
- E. **Maintenance**—The owner of any sign as defined and regulated by this Section shall properly maintain all parts and supports of the sign such that the sign is legible, working, and safe for the public.
- F. **Internally illuminated signs**—In no case shall the medium of illumination be visible or shall the lighting intensity exceed a limit of seventy (70) foot-candles measured with a standard light meter perpendicular to the face of the sign at a distance equal to the narrower dimension of the sign, whether it be the height or the width.
- G. **Wall Signs**—A wall-mounted sign shall be safely and securely attached to the building wall by means of metal anchors, bolts or expansion screws. In no case shall any wall mounted sign be secured with wire, strips of wood or nails.

- H. **Advertisements on newspaper dispensing machines**—Newspaper dispensing machines shall have no advertising posted other than the name of the newspaper and the price. This information may be posted on one face only.

## **SECTION 26-1018. MATERIALS AND COLOR PALETTES**

This defines the allowable and prohibited material types and color palettes for all signage:

### **A. APPROVED MATERIALS AND COLOR PALETTES**

#### **1. Materials**

- a. Wood.
- b. PVC (for routed signs only).
- c. Architectural Metal.
- d. Glass or Plexiglas.
- e. Masonry or Stone.
  - i. Shall be real masonry or stone; no veneers or cultured stone.
- f. Fiber-cement siding (such as Nichiha brand).
- g. Static neon.
- h. Paint, vinyl, gold leaf or similar product for Non-Illuminated Window Signs.
- i. Canvas, vinyl, architectural metal or other appropriate awning product.

#### **2. Color Palettes**

- a. Neutrals.

### **B. PROHIBITED MATERIALS AND COLOR PALETTES**

#### **1. Materials**

- a. EIFS (Exterior Insulation Finishing System).
- b. Plywood.
- c. Printed Lexan lens.
- d. Concrete construction block, split face block, and concrete landscape block (or similar product).
  - i. Note: Concrete construction block allowable as interior support only.
- e. Paper or cardboard.
- f. Plastic unless otherwise specified in this document.
- g. Rope, twine, cord, or other similar non-permanent product for securing permanent signs.

#### **2. Color Palettes**

- a. Fluorescent colors.

## **SUBDIVISION II. ADMINISTRATION AND ENFORCEMENT**

### **SECTION 26-1019. PERMITS**

- A. A person shall not erect or display a sign unless the Director of Community Development or his/her designee has issued a permit for the sign or unless this section exempts the sign from the permit requirements.
- B. A person proposing to erect or display a sign shall file an application for a permit with the Department of Community Development. The application shall contain:
  - 1. Information concerning the location, height, size, and color(s) of sign(s) and the date on which it is to be erected or displayed.
  - 2. A drawing or photograph of the building elevation including identification of building materials and a site plan indicating the location of the proposed sign and all existing signs displayed by the activity.
  - 3. If the application is for a wall sign, a drawing to scale, showing the location of the sign within the signable area of the building, dimensions, and the percentage of the signable area covered by the wall sign is required.
  - 4. Specifications for the construction of the sign and for its illumination, in any, shall be provided.
- C. The Director of Community Development or his/her designee shall issue a permit for a sign if the sign:
  - 1. Complies with the regulations for signs contained in the Subsection.
  - 2. Complies with a "Program of Signs."
  - 3. Has been authorized as a variance by the Board of Zoning Appeals as approved by the Town Council pursuant to I.C. 36-7-4-918.6.
  - 4. Complies with special regulations adopted for a designated "Area of Special Control."
  - 5. Has been approved as a sign package for a planned unit development (PUD) under I.C. 36-7-4-1500.

### **SECTION 26-1020. CORRECTION OF VIOLATIONS**

- A. **Sign permit required; electrical permit**—A permit is required prior to erection of any sign, unless exempted by this Section. It shall be unlawful for any person to erect, repair, alter, relocate or maintain within the Town any permanent sign (except for nameplate and occupant signs) or any temporary sign or advertising structure as defined in this Section without first obtaining a sign permit from the building inspector and making payment of a fee if required by ordinance. The fees charged for sign permits shall be as established by the Town. All illuminated signs shall, in addition, be subject to the provisions of the electrical code of the Town and permit fees required thereunder.
- B. **Failure to obtain permit**—If erection of a sign is commenced prior to the issuance of a permit, the Building Inspector shall issue a citation to the party. Upon payment of the citation, if the party is in compliance in all other respects with this Section, a permit for the sign shall be issued. Failure to obtain a permit within ten days following the issuance of a citation shall be deemed a continuous violation of the Section, and shall be punishable as provided in Section 26-1020(G.).
- C. **Application**—Applications for erection permits shall be available from the Building Inspector, and shall contain or have attached thereto the following information:

1. The name, address and telephone number of the applicant.
  2. The location of the building, structure or lot to which or upon which the sign or other advertising structure is located in relation to nearby buildings or structures.
  3. The position of the sign or other advertising structure in relation to nearby buildings or structures.
  4. Permanent prints or ink drawings of the plans and specifications, and method of construction and attachment to the building or in the ground.
  5. A digital copy of all plans, exhibits and other provided materials.
  6. When deemed necessary by the building inspector because of wind loads or live or dead loads, calculations prepared by a registered professional engineer in the state indicating that the sign and supports are adequate.
  7. The name of the person erecting the structure.
  8. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.
  9. Any electrical permit required and issued for the sign.
  10. Any insurance policy or bond as required by ordinance.
  11. Such other information as the building inspector shall require to show compliance with this Section and all other laws and ordinances of the Town.
- D. **Fee**—Prior to issuance of permit, a permit fee in the amount established by the Town shall be paid to the Town.
- E. **Compliance with electrical code**—The application for a permit for erection of a sign or other advertising structure in which electrical wiring and/or connections are to be used shall be submitted to the building inspector. The Building Inspector shall determine if the wiring and/or connections comply with the electrical code of the Town.
- F. **Issuance; expiration**—It shall be the duty of the Building Inspector, upon the filing of an application for an erection permit, to examine such plans and specifications and other data and the premises upon which it is proposed to erect the sign or other advertising structure, and if it shall appear that the proposed structure is in compliance with all the requirements of this Section and all other ordinances of the Town, the Building Inspector shall then issue the erection permit. If work authorized under an erection permit has not been completed within six months after the date of issuance, the permit shall become null and void.
- G. **Correction of violations: authority to remove signs and sign supports**—If any sign, sign support, or other advertising structure regulated in this Section is deemed unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this Section, or is no longer advertising a bona fide business conducted or product sold on the premises where the sign is located, the Building Inspector shall give written notice thereof via USPS certified mail return receipt to the owner thereof. If the owner fails to remove or alter the structure so as to comply with the standards set forth in this Section within ten (10) days after such notice, then such sign, sign support, or other advertising structure may be removed at the expense of the owner who refuses to comply. The Building Inspector may cause any sign or other advertising structure which is an immediate peril to person or property to be removed summarily and without notice.
- H. **Identification tag**—The Building Inspector shall attach to each permanent sign, at the time of final inspection, an identification tag for that sign. The information on the identification tag shall

include the permit number and date of approval by the Building Inspector. A sign that is permanent shall be considered a legal sign only so long as the identification tag is displayed.

#### **SECTION 26-1021. SIGN CALCULATION STANDARDS**

##### **A. Sign Area**

1. The entire area within a single continuous perimeter enclosing all elements of the sign which form an integral part of the sign and which are organized, related, and composed to form a single unit.
2. Where the sign consists of individual letters, words, or symbols attached to a surface, building, canopy, awning, wall, or window; the sign area shall be the area of the smallest, simplest geometric form which completely encompasses the individual words or symbols, typically a rectangle, trapezoid, circle or oval.
3. Monument signs which maintain a configuration of back to back faces shall be counted as one (1) sign. In such case where the sign maintains an axis greater than zero degrees, the sign shall be considered two (2) signs.
4. The allowed square footage of sign is to be 80% of the building frontage width unless otherwise stated within this document. For example, if the building is sixty (60) feet in width along the frontage, then the sign shall be up to forty-eight (48) square feet.

##### **B. Sign Height**

1. The vertical distance measures from the highest point of the sign to the finished grade of the ground immediately beneath the sign. If the sign is located on an artificially constructed earthen berm, the height is from the highest point of the sign to the original finished grade of the ground immediately beneath the sign.

##### **C. Items of Information**

1. Limits placed on "Items of Information" are meant to prevent driver distraction.
2. An "Item of Information" means any of the following: a word, an initial, a logo, an abbreviation; a number; a symbol; or a geometric shape.
3. However, if the name of the proprietor occupying the building and its premises contains more than the permitted items of information, the name may be displayed once on each frontage as an allowable sign, provided no other sign is displayed on the frontage.

##### **D. Item of Information Allowance**

1. Designation Sign – Maximum: twenty (20) items not including the center name or planned unit development name.
2. Changeable Copy Sign – Maximum fifteen (15) items.
3. Window Sign – (Second floor or above) – Six (6) items.
4. Any Sign (Other than specified above) – Ten (10) items.

#### **SECTION 26-1022. SIGN DESIGN, INSTALLATION, AND MAINTENANCE**

##### **A. Design**

1. Wall signage shall be integrated with the façade design, and not obscure architectural details and not protrude more than twelve (12) inches out from the face of the building.
2. Logos and other graphics shall not exceed thirty (30%) percent of the maximum permitted area of the sign.
3. Script text is permitted as one continuous channel letter.

4. Ground and designation signs shall meet the minimum setback requirement from the right-of-way as per this Subsection.
5. No ground or designation signs shall be located in a vision corner clearance triangle.
6. Three times the area of the sign face shall be required for base landscaping around a Designation Sign and/or a Ground Sign.
7. Awnings may be constructed of canvas or cloth; however, no illuminated plastic or glossy or reflective materials shall be used.

**B. Installation**

1. All signs shall comply with the applicable provisions of the Indiana Building Code and the National Electrical Code.
2. Illuminated signs shall not exceed the foot-candle standards of this Ordinance.

**C. Maintenance**

1. Permanent signs shall be kept and maintained in a good state of repair and in a safe condition at all times. Maintenance of the sign shall include but not limited to the replacement of defective parts, missing or damaged sign panels or supports; cleaning, cracked or peeling paint, and other similar acts required for maintenance of the sign. Weeds, grass, or vegetation that obscures the view of the sign message shall be subject to the provisions of Subsection X. – Landscape Regulations in the Code of Ordinances.
2. When a sign is not maintained within the provisions of this Subsection or the Code of Ordinances or determined otherwise to be unsafe, the Director of Community Development or his/her designee, shall send written notice to the property owner of record on which the sign is located to remove, repair, or alter the sign within sixty (60) calendar days. Failure to remove, repair or alter the sign as requested shall result in the Director of Community Development seeking alternative remedies as provided by law.

**SECTION 26-1023. OTHER SIGN PROVISIONS**

**A. Areas of Special Control**

1. This Ordinance cannot adequately regulate all desirable types and designs of signs. The Town may therefore, at some point in the future, designate certain real estate as "Areas of Special Control" including architectural, historic, or scenic areas.
2. The Town shall maintain and shall revise as required the official Zoning Map of the Town indicating the boundaries of all designated "Areas of Special Control."
3. The Town shall adopt special regulations for signs in "Areas of Special Control" which shall be consistent with the character of a specific area.
4. Special regulations for "Areas of Special Control" supersede and may be either more or less restrictive than the regulations for signs contains in this Ordinance.

**B. Program of Signs**

1. One or more adjacent activities not located in an "Area of Special Control" may submit a Program of Signs to the Plan Commission. The Program of Signs shall contain a visual representation of the lettering, illumination, color, area, height, placement, and location of the signs proposed for display. The items of information displayed on the signs proposed by an activity in the Program of Signs shall not exceed the items of information allowance.
2. The Plan Commission may approve a Program of Signs if the signs visually represented in the Program are consistent with this Ordinance, are appropriate to the function and

architectural character of the building (s) in which the activity is located, and are compatible with the existing adjacent activities.

3. An activity whose Program of Signs has been approved by the Plan commission may display only those signs that comply with the approved program.

C. Substitution Provisions

1. Subject to the property owner's consent, any non-commercial copy may be substituted, in whole or in part, for any commercial copy on any sign permitted by this Ordinance. If non-commercial copy is substituted, the sign will continue to be treated as the original commercial sign under this ordinance and will not be deemed or treated as an off-premise sign. The content of any non-commercial copy on any sign otherwise permitted by this Subsection may be changed without complying with any provisions of this Subsection normally required for sign copy of design approval.
2. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over any other non-commercial copy.
3. This provision does not create a right to increase the amount of permanent signage on a parcel, lot, or land use.
4. This provision does not affect the requirement that a sign structure or mounting device be properly permitted.
5. This provision does not allow a change in the physical structure of a sign or its mounting device.
6. This provision does not allow the substitution of off-premises commercial copy in place of on-premises commercial copy or non-commercial copy.

### ***SUBDIVISION III. ZONING DISTRICT REGULATIONS***

#### **SECTION 26-1024. PERMANENT SIGNS BY LAND USE CLASSIFICATION/DEVELOPMENT**

The following requirements shall apply to all permanent signs.

The total area of all signs provided for in this section for any business establishment shall not exceed 1 square foot of sign surface for each 30 square feet of interior retail or business space, excluding storage areas. Any business shall be allowed at least 12 square feet of sign surface. The **maximum total square footage for a site shall not exceed:**

1. 75 square feet for buildings (or tenants) from zero (0) square feet to five-thousand (5,000) square feet.
2. 125 square feet for buildings (or tenants) from five-thousand and one (5,001) square feet to twenty-thousand (20,000) square feet.
3. 200 square feet for buildings (or tenants) from twenty-thousand and one (20,001) square feet and larger.

**See Figure 1 - Permanent Sign Regulation Reference Table for sign requirements.**

**A. Multi-Family (Zoning R-3, R-4)**

**1. What Kind?**

**i. Monument Sign**

2. How Many?

- i. One (1) monument sign shall be permitted at each entrance on each frontage to a recorded, platted residential sub division. Maximum two (2) signs per site. The maximum sign area allowed per site is a total of all sign areas on site.

**B. Institutional Uses (Zoning PL-1, PL-2)**

1. What Kind?

- i. Wall Sign
- ii. Monument Sign

2. How Many?

- i. Two (2) signs maximum per site
  - a. One (1) Wall Sign and one (1) Monument Sign. The use of both signs on site is not mandatory. The maximum sign area allowed per site is a total of all sign areas on site.

**B. Single-Tenant Building {or Property} or Externally Accessed Multi-Tenant Building {or Property} (Zoning C-1, C-2, M, O-1, SC)**

1. What Kind?

- i. Wall Sign
- ii. Monument Sign
- iii. Blade Sign
- iv. Primary Projecting Sign
- v. Secondary Projecting Sign
- vi. Awning Sign
- vii. Non-Illuminated Window Sign
- viii. Illuminated Window Sign
- ix. Nameplate

2. How Many?

- i. Single-Tenant Building:
  - a. The maximum sign area allowed per site is a total of all sign areas on site.
  - b. One (1) sign type (wall sign, blade sign, primary projecting, secondary projecting, awning sign, non-illuminated window sign, or illuminated window sign) per main building frontage. May combine up to two (2) types of this signage.
  - c. One (1) monument sign for lots having a minimum width of one hundred (100) feet and a minimum building setback of thirty-five (35) feet from the adjacent street right-of-way.
  - d. A maximum of two (2) sign types total per site.
- ii. Externally Accessed Multi-Tenant Building:
  - a. The maximum sign area allowed per site is a total of all sign areas on site.
  - b. One (1) sign type (wall sign, blade sign, primary projecting, secondary projecting, awning sign, non-illuminated window sign, or illuminated window sign) per tenant frontage.
  - c. One (1) nameplate may be used in conjunction only with primary projecting, secondary projecting, awning sign, non-illuminated window sign, or illuminated window sign. One (1) monument sign per frontage for lots having a minimum width of one hundred (100) feet and a minimum



building setback of thirty-five (35) feet from the adjacent street right-of-way. The area of the monument sign shall be divided among the tenants and subtracted from their allowable area.

- d. A maximum of one (1) sign per tenant unless the site qualifies for a monument sign, then a maximum of one (1) sign per tenant on the building and the monument sign plus one (1) nameplate.

**C. Internally Accessed Multi-Tenant Building (Zoning C-1, C-2, M, O-1, SC)**

**1. What Kind?**

- i. *Wall Sign*
- ii. *Monument Sign*
- iii. *Non-Illuminated Window Sign*
- iv. *Directory Wall Sign*
- v. *Internal Directory Ground Sign*

**2. How Many?**

- i. The maximum sign area allowed per site is a total of all sign areas on site.
- ii. One (1) sign type (wall sign, non-illuminated window sign, or non-illuminated window sign) per tenant frontage.
- iii. One (1) monument sign per frontage for lots having a minimum width of one hundred (100) feet and a minimum building setback of thirty-five (35) feet from the adjacent street right-of-way. The area of the monument sign shall be divided among the tenants and subtracted from their allowable area.
- iv. One (1) internal directory ground sign.
- v. One (1) directory wall sign at each public entrance.

**TABLE 1:  
PERMANENT SIGN REGULATION REFERENCE TABLE**

						Permitted materials: All signs shall be constructed of materials which are compatible with the character of the building.								Illumination				
Sign Type	Permit Required	Maximum area	Maximum Height	Minimum Height from Grade (Clearance)	Special Conditions:	Wood	Architectural Metal	Masonry	Glass	Awning Material (Canvas, vinyl, etc.)	Static Neon or Illuminated Acrylic	Cut Vinyl, Gold Leaf or Professionally Painted	Help	Internal	External	Non-Illuminated		
Wall Sign	YES	Building area of 0 sq. ft. to 5,000 sq. ft. = max 60 sq. ft.	3 ft.	N/A	Copy: Shall be of individually mounted channel letters, routed wood, aluminum or PVC, raceway with decorative backer, etc. Wall Sign includes Channel Letter Sign, Raceway Sign, and Logo Sign types.	X	X		X		X		Constructed of materials such as wood or metal, a raceway, or decorative wood or PVC backer with routed or raised lettering. Any wood or PVC must be painted or stained with a product that will reduce weathering, chipping and fading.	X	X	X	X	
		Building area of 5,001 sq. ft. to 20,000 sq. ft. = max 100 sq. ft.	5 ft.															
		Building area of 0 sq. ft. to 20,001 sq. ft. = max 100 sq. ft.	8 ft.															
Monument Sign	YES	Building area of 0 sq. ft. to 5,000 sq. ft. = max 40 sq. ft.	6 ft.	N/A	Location: Shall be a minimum of ten (10) feet from the street right-of-way and a minimum of ten (10) feet from the leading edge of the driveway.	X	X	X	X				X			X	X	
		Building area of 5,001 sq. ft. to 20,000 sq. ft. = max 60 sq. ft.	8 ft.		Landscaping: Shall have a landscaped green area that is equal to the visible surface area of the sign at the base of the sign.													
		Building area of 0 sq. ft. to 20,001 sq. ft. = max 100 sq. ft.	10 ft.		Copy: Shall be individually mounted channel letters, sandblasted, or etched for single-tenant buildings. Multi-tenant buildings may have tenant identification as panel inserts of wood, routed aluminum, or other similar materials constructed of a single background color for all tenant panels. If a building name is used on the sign, the copy shall be individually mounted channel letters, sandblasted, or etched.  Monument Base: Shall be constructed of natural materials (i.e. full sized brick, natural stone, etc.)													
Blade Sign	YES	20 sq. ft.	10 ft.	10 ft. above grade	Blade Sign only allowed on buildings with two or more floors.		X		X							X		
Primary Projecting Sign	YES	15 sq. ft.	N/A	8 ft. above grade	Any wiring for illumination shall be hidden within the sign arm, protected from the elements and from view.	X	X											
Secondary Projecting Sign	YES	10 sq. ft.	N/A	8 ft. above grade	N/A	X	X									X	X	
Awning Sign	YES	16 sq. ft.	N/A	8 ft. above grade	N/A					X				X	X	X		
Non-Illuminated Window Sign	YES	20 sq. ft.	N/A	N/A	N/A							X	N/A					
Illuminated Window Sign	YES	10 sq. ft.	N/A	N/A	N/A						X			X	X	X		
Directory Wall Sign	YES	4 sq. ft.	N/A	3 ft.	N/A	X	X		X				N/A					
Nameplate	YES	2 sq. ft.	N/A	4 ft.	N/A								N/A					
Internal Directory Ground Sign	YES	20 sq. ft.	5 ft.	N/A	N/A	X	X	X	X							X	X	

Table 1 - Permanent Sign Regulation Reference Table.

## SECTION 26-1025. TEMPORARY SIGNS

See Figure 2 - Temporary Sign Requirements Table for sign requirements.

1. Shall not be illuminated.
2. Shall not be located within the public right-of-way.
3. Shall be no more than one temporary sign per site, unless otherwise allowed within this Section.
4. Shall be ground installed only.
5. Shall not obstruct the line of sight of any operator of a vehicle.
6. Shall be owned and maintained by the owner (or tenant) of the site on which it is located.
7. More than two (2) violations of the provisions of the regulations governing these sign types in any one (1) calendar year shall result in the termination of the sign permit for the existing temporary sign and shall prohibit the site from applying for and/or displaying temporary signage for twelve months (12) from the date of the sign permit revocation.

**TABLE 2:**  
**TEMPORARY SIGN REGULATION REFERENCE TABLE**

Sign Type	Permit Required	Allowed Per Zoning	Time Allowed	Maximum Area	Maximum Height (Length)	Minimum Distance from Right-of-Way	Maximum Signs Per Site	Permitted materials:					
								Standard completed vinyl print sign with 1/2" x 1/2" mesh or wood stake	Hard Wood	Chalkboard	Architectural Wood	Banner Material (Canvas, Vinyl, etc.)	Cur Vinyl, Gold Leaf or Professionally Painted
Yard Sign	NO	R-1, R-2 R-3, R-4	Year-Round (once the sign is damaged faded or otherwise, the sign shall be removed and may be replaced with a new sign)	4 sq. ft.	36 in.	5 ft.	Up to three (3) per parcel at any one time	X					
Sandwich Board (A-Framed) Sign	YES	PL-1, PL-2, C-1, C-2 M, O-1, SC	Thirty (30) days, Two (2) times per calendar year	6 sq. ft.	42 in.	5 ft.	One (1) per parcel at any one time. Shall not contain branding of any kind (i.e. logo, business name, tagline, etc.)		X	X			
Event or Informational (Small)	YES	PL-1, PL-2, C-1, C-2 M, O-1, SC	Thirty (30) days, Two (2) times per calendar year	6 sq. ft.	42 in.	5 ft.	One (1) per parcel at any one time. Shall not hold more than one (1) temporary sign contiguous to another temporary sign to effectively increase the square footage of sign.		X		X		X
Banner Sign	YES	PL-1, PL-2, C-1, C-2 M, O-1, SC	A temporary banner may be displayed for special events. Such displays shall be permitted a maximum of twenty-eight (28) days during a calendar year.	20 sq. ft.	N/A	15 ft.	One (1) per parcel at any one time. Shall not hold more than one (1) temporary sign contiguous to another temporary sign to effectively increase the square footage of sign.					X	X
Construction Sign	YES	PL-1, PL-2, C-1, C-2 M, O-1, SC	Thirty (30) days per calendar year	64 sq. ft.	10 ft.	15 ft.	Each construction site or subdivision under shall be permitted one (1) sign indicating the names of the architect, engineer, project name/sub division name, source of financing, contractor and/or other pertinent project information.		X		X		X
Event or Informational (Large)	YES	PL-1, PL-2, C-1, C-2 M, O-1, SC	Thirty (30) days, Two (2) times per calendar year	32 sq. ft.	6 ft.	10 ft.	One (1) per parcel at any one time. Shall not hold more than one (1) temporary sign contiguous to another temporary sign to effectively increase the square footage of sign.		X		X		X

Table 2 - Temporary Sign Regulation Reference Table.

## SECTION 26-1026. MISCELLANEOUS SIGNS

See Figure 2 - Temporary Sign Requirements Table for sign requirements.

**TABLE 3:**  
**MISCELLANEOUS SIGN REGULATION REFERENCE TABLE**

Sign Type	Permit Required	Allowed Per Zoning	Maximum Area	Maximum Height (Length)	Minimum distance from right-of-way	Maximum Signs Per Site	Permitted Materials and Conditions: All signs shall be constructed of materials which are compatible with the character of the building.			
							Hard Wood	Vinyl	Architectural Metal, Stone or Brick	Cut Vinyl, Gold Leaf or Professionally Painted
Accessory Sign	NO	PL-1, PL-2, C-1, C-2, M, O-1, SC	1 sq. ft.	1 ft.	N/A	One (1)				X
							<p>1. Information regarding hours of operation, address, telephone number and other similar information located on the front glass of the building shall not exceed three (3) inches in height</p> <p>2. Signage appearing on gasoline pumps and automatic teller machines (ATM), including credit card information, fuel information, bank network information, business name, business logo and/or other similar matter is permitted if less than three (3) inches in height and four (4) inches in length. This shall be counted towards the total square footage of signage for the site. All advertisement posters and paraphernalia are prohibited</p> <p>3. Newspaper vending boxes, DVD/CD vending boxes, soda machines, and other similar vending boxes</p>			
Model Home	YES	PL-1, PL-2, C-1, C-2, M, O-1, SC	8 sq. ft.	4 ft.	5 ft.	One (1)	X	X	X	X
							<p>1. Signs shall be located inside the subdivision under construction.</p> <p>2. Each sales office or model home may have one sign for each use not to exceed six (6) square feet and shall contain the words "Show Home" or "Model Home" and may include the name of the builder, telephone number, house open, cost, model/style, and other information related to the particular home.</p> <p>3. Each sub division's home builders shall be permitted a directional sign beyond that already allowed by this Ordinance. Said sign shall be both incidental and necessary for the sale, rental, or lease of real property in the zone district. This sign shall be a maximum of four (4) square feet in size and shall be required to be located inside the subdivision under construction. The sign shall indicate Model Home and/or Sales Office with an arrow and shall not be located within the right-of-way. If multiple builders are located within the same sub division, and each has a model home(s) in different locations of the sub division, each would be permitted a single directional sign.</p>			
Directional Sign	YES	PL-1, PL-2, C-1, C-2, M, O-1, SC	4 sq. ft.	2 ft.	5 ft.	One (1)			X	
							<p>1. Shall not contain any logos, business names, or other copy that denotes that business for which it serves.</p> <p>2. Shall be for directional purposes only (i.e. "Enter", "Exit Only").</p>			
Time and Temperature Sign	YES	PL-1, PL-2, C-1, C-2, M, O-1, SC	6 sq. ft.	2 ft.	10 ft.	One (1)			X	
							<p>1. Time and temperature signs may be displayed as wall signs or projecting signs and may be displayed as ground signs if the sidewalk width is a minimum of fifteen (15) feet</p> <p>2. Shall be subject to the regulations for wall, projection, or ground signs. See Table 1 for regulations.</p> <p>3. A separation of a minimum of four hundred (400) feet is required between other time and temperature signs.</p>			

Table 3 - Miscellaneous Sign Regulation Reference Table.