

Article IV. Districts**
Division 16. Design Guidelines Area Overlay District

Sec. 118-756. Applicability.

(a) All activities, excluding maintenance and repair activities which will change the exterior appearance of any building, structure, landscaping or exterior fixture shall comply with all required guidelines. All activities not subject to any required guidelines are nonetheless encouraged to incorporate the downtown design guidelines to the maximum extent possible. In the event of a conflict between the provisions of the Downtown Design Guidelines and the provisions of the Code of Ordinances for the Village of Union Grove ("Code"), the Code provisions shall govern.

(b) No person shall undertake any new exterior construction activity, any building expansion, or any exterior renovation or rehabilitation activity having a project cost of \$5,000.00 or more, in the aggregate, without undertaking the design review set forth in section 118-757.

~~(c) No person shall install new or replacement signs, regardless of value without undertaking the design review set forth in section 118-757.~~

~~(c)~~ Maintenance and repair activities, as defined in section 118-752 are exempt from the requirements of this division.

(Amdmt. of 9-10-07, § 1)(Amended; Ordinance 2017-01).

Sec. 118-757. Design review.

(a) Persons contemplating any project within the design guidelines area are strongly encouraged to review the downtown design guidelines as an aid in understanding the purpose, scope and intent of this division.

(b) All new exterior construction activities, all building expansions, ~~all new and replacement signs (except as provided in subsection 118-756(c))~~, and all exterior renovation or rehabilitation activities having a project cost of \$5,000.00 or more, in the aggregate, must complete design review as provided in this section.

(c) Application for design review shall be made to the village clerk.

(d) The community development authority shall consider applications for design review during open meetings. Reviews shall be conducted within 60

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days after a completed application is filed with the village clerk or the activity shall be deemed approved.

(e) The community development authority may obtain the services of a professional planner, or other qualified professional, to assist it with its responsibilities under this section as it deems necessary. The applicant shall be responsible for the costs of any such professional review.

(f) The community development authority shall issue written findings to the village plan commission and the applicant within 21 days after design review is completed. The written findings shall indicate whether the proposed activity meets all required guidelines, conditionally meets all required guidelines (further indicating the conditions that need to be fulfilled), or fails to satisfy all required guidelines. The findings shall also contain such advisory design guidance as the community development authority deems appropriate and in keeping with the spirit of the downtown design guidelines, although such guidance need not be followed. If an applicant's proposed design is rejected or conditionally approved, the applicant may file revised plans for review by the community development authority addressing any deficiencies.

(g) The building inspector may issue building and/or occupancy permits within the design guidelines area for projects requiring review by the community development authority only after receiving the written approval of the community development authority and approval of the village plan commission, or after receiving a conditional approval from the community development authority and village plan commission if all approval conditions therein have been satisfied.

(h) The downtown design review set forth herein is in addition to, and does not take the place of, the site plan and architectural review provisions of section 118-821.

(i) The written findings of the community development authority shall be forwarded to the village plan commission as a recommendation. Upon receipt of the written findings, the village plan commission shall review the site plan as set forth in section 118-821.

(Amdmt. of 9-10-07, § 1)

Article VII. Signs and Graphics**

Sec. 118-1116. Signs permitted in business, industrial, park and institutional districts with a permit.

The following signs are permitted in all commercial, industrial, park and institutional districts upon the issuance of a permit by the building inspector or zoning administrator and subject to the following restrictions:

(a) Permanent wall sign structures placed on or against the exterior wall(s) of buildings shall not extend more than twelve (12) inches outside of a building's wall surface; shall not exceed in sign area the equivalent of two square feet for each linear one foot of building (store frontage), not to exceed 200 square feet, and any ancillary lighting shall be shielded to avoid glare. Wall sign structures shall not extend above the ceiling level of the top floor of the building upon which they are located and shall not block window, door or vent openings. Such signs may not be used as off premise advertising such as "for sale" or "for lease/rent" except for the property on which the sign is located. The sign, if in the downtown district, must comply with the site and building standards set forth in the downtown district design guidelines.

(b) Permanent projecting sign structures fastened to, suspended from or supported by structures on buildings shall not exceed 25 square feet in sign area for any one tenant; shall not exceed 150 square feet for any one premises; multiple signs on one premises serving multiple tenants shall be designed similar in nature in design, spaced equal distance and be same in area or as approved by the plan commission; shall not project more than 36 inches into any public right-of-way; shall not extend above the lowest point on the roof; shall not be less than ten feet from all side lot lines, or beyond the building wall, whichever is less; shall not exceed a height of 20 feet above the adjacent center line street grade and shall not be less than ten feet above the level of the primary access, nor less than 15 feet above a driveway and shall not be located within 150 feet from any ground sign. Such sign, if located in the downtown district, must comply with the site and building standards set forth in the downtown district design guidelines. As part of the permit for any sign that projects into a road right-of-way, the permittee shall indemnify and hold the Village harmless for any claim related to the projecting sign structures.

(c) Permanent ground signage structures, other than billboards, as defined herein, shall not exceed 15 feet in height above the mean centerline grade of the nearest street unless approved by the plan commission; shall not exceed in sign area, ~~3225~~ square feet on one side at the street property line but may be ~~increased in sign area size one square foot for each one foot the sign is set back from the street property line to a maximum of 150 square feet on one side up to 40 square feet of sign face per side when the sign is at least five feet from the street property line.~~ Only one ground sign structure shall be allowed on a street frontage of a single (individual) property and no ground sign structure shall be placed closer than 150 feet from another ground sign structure, projecting sign or billboard. Any such sign shall not be illuminated during the seven-hour period beginning at 11:00 p.m. and ending at 6:00 a.m., except during the normal hours of operation. No such structure shall have exposed flashing, digital or electrically movable lighting or images of any kind, except when approved by the plan commission, with the exception that such signs may have movable words and numbers if required by local, state or federal law. Such signs, when located in the downtown district, must comply with the ~~signage standards provided in this section. site and building standards set forth in the downtown district design guidelines.~~ Permanent ground sign structures on parcels of more than five acres in area, over ~~75-40~~ square feet in sign area, and any subsequent changes to such signs must be approved by the plan commission (also see section 118-1119).

(d) Off-premise directional/sales sign as defined herein, other than billboards when permitted by the plan commission, shall meet the requirements of the type of sign as set forth in this section; shall not exceed two in number within the village per business, resort or commercial recreation facility as well as the principal merchandise sold; shall not exceed in sign area 25 square feet on one side at the street property line but may be increased in size one square foot for each one foot the sign is set back from the street property line to a maximum of 50 square feet on one side; and, shall be a maximum five miles distant from the designated business being advertised. Such sign may be placed only in a retail business or industrial zoning district. The permit for such sign shall expire on June 30th each year but may be extended for one year upon issuance of a new permit by the zoning administrator or building inspector (also see section 118-1119). ⁽¹⁾_(SEP)

(e) Permanent window signage area shall be placed only on the inside of the window and shall not exceed 50~~25~~ percent of the glass area of the window upon which the sign is displayed. Perforated window decals may cover 100 percent of the window. Illuminated signs in windows shall not be illuminated after the business is closed for the day. ⁽¹⁾_(SEP)

(f) Billboard structures for sign purposes as defined herein is considered a commercial use and as such may only be permitted in retail business or industrial zoned areas and when permitted by the plan commission shall not exceed 25 feet in height; shall be set back from a property line the same distance as set forth for principal buildings in the zoning district regulations; shall be located not closer than 1,320 feet from another billboard, ground sign structure or off-premises sign structure and no such sign structure shall have exposed, flashing, digital or electrically movable lighting, or images of any kind. A billboard located within 660 feet of a residential zoning district boundary shall not be illuminated during the seven-hour period beginning at 11:00 p.m. and ending at 6:00 a.m. ⁽¹⁾_(SEP)

(g) Combinations of any sign structure signage area in this section shall meet all the requirements for the individual sign. See subsections 118-1116(b) and (c).

(h) Roof with sign structures as defined herein shall not be allowed, except as permitted in section 118-1119. ⁽¹⁾_(SEP)

(i) Portable sandwich board signs shall require a permit unless they adhere to the following requirements:

- (1) One portable sandwich board sign is allowed per business.
- (2) Such signs shall be located adjacent to the business premises, and only displayed during business hours of operation.
- (3) Portable business signs shall not exceed four (4) feet in height and two (2) feet in width.

(j) All signs with no current permit must be removed immediately. ⁽¹⁾_(SEP)

Sec. 118-1127. Permit fees.

Initial application for a sign permit and extension of such permits as required herein. Each application for a required permit or extension of a permit shall be accompanied by a fee as set forth in the village approved fee schedule. Each individual sign requires a permit unless specifically stated otherwise in these regulations. All permits for temporary signs or banners expire on June 30th each year unless stated otherwise herein and require no permit fee. The fees have been established by the village board as a part of the village's comprehensive fee schedule and are subject to periodic review and change by action of the village board. The village herein shall not deem the acceptance of fees as provided an assumption of liability. ^{SEP}Ord. No. 2010-03, § 1(Exh. A), 6-28-10

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