

VILLAGE OF HOMEWOOD



DRAFT Proposed Sign Code Update

Prepared By: Economic and Community Development Department

Village of Homewood, Illinois

January 3, 2025

Appearance Commission Review Copy

Table of Contents

44-10-01. Purpose

44-10-02. Applicability

44-10-03. Prohibited Signs

44-10-04. Sign Measurements

44-10-05. Non-Commercial Signs

A. Residential signs

B. Civic and charitable institutions

C. Historical signs

44-10-06. Commercial Signs

A. Commercial Sign Types Permitted by Zoning District

B. Sign Types

1. Wall Signs

2. Projecting Signs

3. Monument Signs

4. Electronic Changing Message (ECM) Signs

5. Pylon Signs

6. Canopy Signs

7. Gas Station Canopy Signs

8. Awning Signs

9. Marquee Signs

10. Other Commercial Sign Types

44-10-07. Temporary Signs

A. General Provisions

B. Temporary Sign Allowances

C. Temporary Sign Approval

44-10-08. Comprehensive Sign Programs

A. Applicability

B. Purpose

C. Required Elements

D. Comprehensive Sign Program Standards

E. Amortization

44-10-09. Legal Non-Conforming Signs

A. Applicability

B. Limitations on Non-Conforming Signs

C. Maintenance on Non-Conforming Signs

D. Exceptions

E. Sign Amortization and Abandonment

44-10-10. Construction and Maintenance Standards

A. Construction standards

B. Maintenance standards

44-10-11. Definitions

The following sections in *italics* are not included in the new section dedicated to the Sign Code (Section 44-10), but are included elsewhere in Chapter 44 of the Village Code of Ordinances.

44-07-13. Sign Procedures

A. Sign Permit Review

B. Comprehensive Sign Program (CSP) Review

C. Sign Variance

44-07-14: Appearance Review

A. Procedures

44-07-15: Mural and Art Installation Review

44-04-14.C Murals and Art Installations

44-10-01. Intent and Purpose

The purpose of this section is to ensure the regulation of signage in a manner that is protective of public safety, health, and general welfare while promoting the overall aesthetic quality and maintenance of the Village of Homewood:

- Protect the safety of motorists and pedestrians through the placement of signage in safe and appropriate locations along public and private streets.
- Ensure contextually appropriate signage that contributes to the scale and form of existing or proposed development.
- Balance the aesthetic improvement of the public community with the economic needs and rights of private property owners.
- Regulate signage in a manner that preserves the right to free speech and expression as protected by state and federal law.
- Establish fair and comprehensive procedures for administrative decisions and public review for signage.
- Define and establish property responsibility and courses of action for abandoned and non-conforming signage structures.

44-10-02. Applicability

A. General Applicability

All signs constructed, maintained, displayed, or altered within the Village shall receive an approved sign permit, except those explicitly identified in Section 40-10-02(B) as exempt from permit requirements. All signs required to receive a sign permit within the Village of Homewood shall be required to conform to all requirements set forth in this Section.

B. Exempt Signs

The following sign types are exempt from sign permit requirements. Exempt sign types shall be subject to the provisions of Table 44-10-02(A). Any exempt sign type constructed, maintained, displayed, or altered within the Village shall be subject to applicable building codes adopted by the Village of Homewood.

| Sign Type | Number Permitted | Maximum Size | Other Requirements |
|---|---------------------------|---------------------|---------------------------|
| Address signs | 1 per zoning lot | 1.5 square feet | N/A |
| Construction signs | 1 per construction permit | 10 square feet | N/A |
| Flags of the United States, State of Illinois, or other local jurisdiction, | N/A | N/A | N/A |
| Holiday decorations | N/A | N/A | N/A |
| Lawn service signs | 1 per zoning lot | 2 square feet | N/A |

| | | | |
|-------------------------------------|-----|-----------------------------|---|
| Official flags and emblems | N/A | 20 square feet per flagpole | N/A |
| Political signs on private property | N/A | 6 square feet | N/A |
| Security service signs | N/A | 2 square feet | N/A |
| Government traffic control signs | N/A | N/A | Must be posted and enforced by a political jurisdiction. Private traffic signs shall be regulated by <i>instructional sign</i> requirements in Section 44-10-06.H. |

C. Regulatory Protections and Restrictions

All sign requirements and sign review procedures shall be subject to the following regulatory protections:

1. In no event shall consideration for approval be based upon the message content of a sign.
2. In no event shall consideration for approval be based upon the principal use to which a sign is an accessory, except where applicable use restrictions are provided within the content of this chapter.
3. All approved signage shall be accessory to a permitted use on any given property.
4. The provisions of this chapter regulating the location, placement, size, projection, height and number of signs or other related structures shall be subject to and may be further restricted by any applicable provision of the present or hereafter adopted zoning ordinance of the Village, including provisions therein relating to nonconforming structures and uses.

44-10-03. Prohibited Signs

A. General Prohibitions

It is unlawful to erect or maintain any of the following sign types in any zoning district within the Village of Homewood:

- 1.** Signs on fences and walls not part of a building or structure
- 2.** Signs located on stationary vehicles with the primary purpose of attracting attention or providing messages
- 3.** Signs including illuminated tubing, rope lights, string lights, and other exposed lighting tracing sign features or messaging
- 4.** Flashing signs
- 5.** Moving signs
- 6.** Advertising signs
- 7.** Lighted window signs
- 8.** Roof signs
- 9.** Signs mounted to trees, utility poles, or other areas not designed to support the installation of a sign or sign component
- 10.** Signs located in public right-of-way, unless explicitly permitted by regulations or exempted from regulation.
- 11.** Off-premises signs

44-10-04. Sign Measurements

A. Sign Area Measurements

1. Wall Signs

a. **Wall Signs with Background.** For any wall sign that is framed, outlined, painted, or otherwise constructed in a manner that creates a background to differentiate the sign from the structure on which it is placed, the entire area of the sign, including all background colors and features, shall be included in the total sign area. Wall signs with backgrounds shall be measured using the guide in Figure **44-10-04.A.1.**

b. **Wall Signs with No Background.** For any wall sign that consists of distinct letters, logos, or other elements placed directly on a structure, the area of the sign shall consist of the smallest simple geometry forming a perimeter around the extreme limits of the sign. Wall signs with no background and formed from distinct letters, logos, and other elements shall be measured using the guide in **Figure 44-10-04.A.1.**

[Figure 44-10-04.A.1. graphic showing wall sign with and without background with dimension lines]

2. Freestanding Signs

a. **Monument Signs.** For any freestanding monument sign, the area of the sign shall consist of the smallest geometry forming a perimeter around all sign elements, including any background. Architectural or structural elements utilized in the design of a monument sign shall not be counted in the sign area. Monument signs shall be measured using the guide in **Figure 44-10-04.A.2.**

b. **Pole/Pylon Signs.** For any freestanding monument sign, the area of the sign shall consist of the smallest geometry forming a perimeter around all sign elements, including any background. Architectural or structural elements, including poles or other support structures, shall not be counted in the sign area. Pole/pylon signs shall be measured using the guide in **Figure 44-10-04.A.2.**

[Figure 44-10-04.A.2. graphic showing generic pole sign and monument sign examples from SketchUp library with dimensions included]

3. Other Sign Types

- a. **Painted Signs.** The area of any painted sign shall be measured as the full extent of the area to which paint is applied which is distinct from the overall color, material or finish of the structure on which the sign is located.
- b. **Awning Signs.** The area of any awning sign shall consist of the smallest geometry forming a perimeter around any letters or logos affixed to the awning structure.
- c. **Electronic Changing Message (ECM) Signs.** The entire area of any electronic display installed as an Electronic Changing Message (ECM) sign shall be measured as the sign area.

B. Sign Height Measurements

1. Height

- a. **Freestanding Signs (Pole/Pylon Sign, Ground/Monument Sign).** The height of a freestanding sign shall be measured as the vertical distance from the adjacent grade to the highest point of the structure. The measurement shall include all structural or architectural elements surrounding, enclosing or affixed to the sign structure. Height shall be measured using the guide in **Figure 44-10-04.B.1.**
- b. **All Other Signs.** The height of any sign not included in **Section 44-10-04.B.1.a** shall be measured as the vertical distance from the finished grade of the building or structure to which the sign is affixed, to the highest extent of any lettering, logos or backgrounds comprising the sign display. Height shall be measured using the guide in **Figure 44-10-04.B.1.**

[Figure 44-10-04.B.1. graphic showing height of wall sign and freestanding sign of choice from SketchUp library]

2. Clearance

- a. **Freestanding Signs (Pole/Pylon Sign).** Clearance of a freestanding sign shall be measured as the vertical distance from the adjacent grade to the lowest point of the structure, not including pole supports or architectural elements less than 6' above the adjacent grade.
- b. **Awning Signs.** Awning clearance shall be measured as the vertical distance from the finished grade of the building to the lowest point of the structure, including valences or other hanging elements.

c. **All Other Signs.** Clearance for all signs not included in **44-10-04.B.2.a** or **44-10-04.B.2.b** shall be measured as the vertical distance from the finished grade of the building to the lowest extent of any lettering, logos, or backgrounds comprising the sign display.

[Figure 44-10-04.B.2. graphic showing clearance of pole sign, awning sign with valence, wall sign – use simple examples]

C. Frontage Measurements

1. **Lot Frontage.** Lot frontage is to be measured as the length of a lot adjacent to a street or other public right-of-way.
2. **Corner Lot Frontage.** For lots with two or more frontages on a public street or other public right-of-way, lot frontage is to be measured as the length of each side of the lot adjacent to the street or public right-of-way.
3. **Tenant Frontage.** Tenant frontage is to be measured as the maximum horizontal extent of the floor plan of a single tenant facing a street or other public right-of-way. In single-tenant buildings, the tenant frontage shall consist of the frontage of the entire building. In multi-tenant buildings, tenant frontage shall be measured as the maximum width of a tenant space based on approved floor plan drawings.

[Figure 44-10-04.C.1. graphic showing lot frontage and tenant frontage on a single image – outlines of lot and building with tenants identified (corner tenant and single tenant)]

44-10-05. Non-Commercial and Historical Signs

A. Residential Signs

1. Single-Family Residential/Duplex

No sign shall be displayed on any building or premises, or that portion thereof used for single-family dwellings or duplex dwellings, regardless of the zoning district in which it is located, except for the following permitted signs:

- a. One (1) nameplate sign not exceeding one square foot in area, combined with an address sign.
- b. Non-commercial and non-illuminated signs behind or affixed to windows or doors.

2. Multi-Family Residential

Signs displayed on buildings or premises, or that portion of properties thereof, used for multi-family residential uses with greater than two dwelling units, shall be restricted to the following types of signage:

- a. Multi-Family Monument Signs subject to the provisions of **Table 40-10-05.A.**

| | R-1 | R-2 | R-3 | R-4 | Permitted Multi-Family in Non-Res. Districts |
|--------------|-----|-----|---------------------------------|---|---|
| Permitted | No | No | Yes | Yes | Yes |
| # Permitted | | | 1 | 1 per vehicle entrance from collector/arterial road | 1 per vehicle entrance from collector/arterial road |
| Location | | | At the primary vehicle entrance | At vehicle entrances | At vehicle entrances |
| Max. Height | | | 5' | 6' | 6' |
| Max. Area | | | 20 s.f. | 32 s.f. | 32 s.f. |
| Min. Setback | | | 3' | 3' | 3' |
| AC Required? | | | Yes | Yes | Yes |

- b. One (1) Multi-Family Wall Sign to display the name of the building, subject to the provisions of **Table 40-10-05.B.**

| | R-1 | R-2 | R-3 | R-4 | Permitted Multi-Family in Non-Res. Districts |
|-------------|-----|-----|-----|---|---|
| Permitted | No | No | No | Yes | Yes |
| # Permitted | | | | 1 | 1 |
| Location | | | | Any wall face, not oriented toward adjacent residentially-zoned property or existing residential uses | Any wall face, not oriented toward adjacent residentially-zoned property or existing residential uses |

| | | | | | |
|--------------|--|--|--|---------|---------|
| Max. Height | | | | 6' | 6' |
| Max. Area | | | | 32 s.f. | 32 s.f. |
| AC Required? | | | | Yes | Yes |

c. Non-commercial and non-illuminated signs behind or affixed to windows or doors of each dwelling unit.

3. Temporary signs are permitted on any residential property, subject to the provisions of Section 44-10-07.

B. Civic, Educational and Charitable Institutions

1. Allowable Types of Signage. Signs displayed on buildings or premises, or that portion of properties thereof, for uses defined in this chapter as civic and charitable institutions, in any zoning district as permitted or legally non-conforming, shall be restricted to the following types of signage:

- a. One (1) freestanding monument sign subject to the provisions of **Table 44-10-06.B.5** OR one (1) freestanding electronic changing message (ECM) sign subject to the provisions of **Table 44-10-06.B.6.**
- b. Identification wall signs shall not exceed 32 square feet for any individual sign.

2. Maximum Sign Area. The total area of signage displayed on any given buildings or premises used for use defined in this chapter as civic and charitable institutions shall not exceed 100 square feet.

C. Historical Signs

1. Landmark Signs

Landmark signs, distinct signs designated as having unique historical value by the Village Board of Trustees, are exempt from the standards for commercial or non-commercial signage identified in this Chapter. However, all landmark signs must conform to the following provisions:

- a. **Landmark Sign Designation.** Only signs that have been reviewed and approved by the Village Board of Trustees and/or special commission, board, or department granted authority to approve landmark applications, as described in the Landmark Sign Review process found in **Section 22-21** of the Village Code of Ordinances, shall be considered exempt from the standards in this Chapter.
- b. **Landmark Sign Alterations.** Any proposed addition, alteration, demolition, or other change to a sign designated as a landmark shall be reviewed by the Appearance Commission and Village Board of Trustees as described in **Section 22-56** of the Village Code of Ordinances.

2. Historic Markers

All historical markers as defined in **Section 44-10-11** shall be subject to the following provisions:

- a. **Location.** Any freestanding historical markers shall be located in a manner that does not interfere with safe vehicular and pedestrian circulation or public safety signals and signs.
- b. **Pedestrian Access.** Historical markers shall be located in a manner that permits pedestrian access from a public sidewalk or public right-of-way to a distance within five feet of the historical marker.

3. Historical Plaques

All historical plaques, as defined in **Section 44-10-11** shall be subject to the following provisions:

- a. **Location.** Any historical plaque shall be located on a wall face in a manner that does not interfere with any doors, windows, fire access points, or other building ingress/egress points.
- b. **Maximum Size.** No historical plaque shall not be greater than 20 square feet in area.
- c. **Pedestrian Access.** Historical plaques shall be located in a manner that permits pedestrian access from a public sidewalk or public right-of-way to a distance within five feet of the historical plaque.

A. Permitted Signs by Zoning District

The following permitted commercial sign types are allowed for permitted uses in zoning districts as identified in **Table 44-10-06.B.1**. All permitted sign types are subject to the provisions and standards for each sign type stated in this section.

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|-------------------------|-----|-----|-----|-----|-----|-----|-----------|
| Wall Sign | P | P | P | P | P | P | P |
| Projecting Sign | P | P | P | P | P | | |
| Monument Sign | AC | AC | AC | AC | AC | AC | AC |
| ECM Sign | AC | AC | AC | AC | | | AC |
| Pole (Pylon) Sign | | | AC | AC | | | |
| Canopy Sign | P | P | P | P | P | | |
| Gas Station Canopy Sign | | AC | AC | AC | | | |
| Marquee Sign | AC | AC | AC | AC | | | |
| Painted Wall Sign | AC | AC | AC | AC | | | |
| Menu Board Signs | | | AU | AU | | | |
| Awning Signs | P | P | P | P | P | | |
| Retractable Awnings | P | P | P | P | P | | |

P = Permitted; AC = Appearance Review Required; AU = Specific Uses/Additional Use Requirements

B. Commercial Sign Regulations

1. Wall Signs

a. All wall signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|--------------------------------------|-----|--|-----|-----|-----|-----------|
| Permitted | Yes | | | | | | No |
| Number Allowed | 1 per tenant(4) | | | | | | |
| Sign Area | 1 s.f. per 1 lineal foot of frontage | | 1.5 s.f. per 1 lineal foot of frontage | | | | |
| Max. Sign Area (per sign) | 60 s.f. | | 300 s.f. | | | | |
| Height | (1) | | | | | | |
| Illumination | Internal/External | | Internal Only | | | | |

b. All wall signs shall conform to the additional form standards below:

1. Sign Maximum Height. All wall signage shall be limited in height by the height of the building on which the sign is located or 25 feet above grade, whichever is lower.

2. Sign Base Clearance. The base of any wall sign shall be no lower than 9 feet above grade.

3. Encroachments. No wall sign shall project more than 24 inches into a public right-of-way.

4. Signs on Multiple Frontages. Tenants or buildings with additional frontages as defined by this ordinance shall be permitted to install one (1) additional sign per frontage. No more than one (1) sign per tenant shall be placed per frontage.

c. Wall sign standards may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

DRAFT

A. Permitted Signs by Zoning District

The following permitted commercial sign types are allowed for permitted uses in zoning districts as identified in **Table 44-10-06.B.1**. All permitted sign types are subject to the provisions and standards for each sign type stated in this section.

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|-------------------------|-----|-----|-----|-----|-----|-----|-----------|
| Wall Sign | P | P | P | P | P | P | P |
| Projecting Sign | P | P | P | P | P | | |
| Monument Sign | AC | AC | AC | AC | AC | AC | AC |
| ECM Sign | AC | AC | AC | AC | | | AC |
| Pole (Pylon) Sign | | | AC | AC | | | |
| Canopy Sign | P | P | P | P | P | | |
| Gas Station Canopy Sign | | AC | AC | AC | | | |
| Marquee Sign | AC | AC | AC | AC | | | |
| Painted Wall Sign | AC | AC | AC | AC | | | |
| Menu Board Signs | | | AU | AU | | | |
| Awning Signs | P | P | P | P | P | | |
| Retractable Awnings | P | P | P | P | P | | |

P = Permitted; AC = Appearance Review Required; AU = Specific Uses/Additional Use Requirements

B. Commercial Sign Regulations

1. Wall Signs

a. All wall signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|--------------------------------------|-----|--|-----|-----|-----|-----------|
| Permitted | Yes | | | | | | No |
| Number Allowed | 1 per tenant(4) | | | | | | |
| Sign Area | 1 s.f. per 1 lineal foot of frontage | | 1.5 s.f. per 1 lineal foot of frontage | | | | |
| Max. Sign Area (per sign) | 60 s.f. | | 300 s.f. | | | | |
| Height | (1) | | | | | | |
| Illumination | Internal/External | | Internal Only | | | | |

b. All wall signs shall conform to the additional form standards below:

1. Sign Maximum Height. All wall signage shall be limited in height by the height of the building on which the sign is located or 25 feet above grade, whichever is lower.

2. Sign Base Clearance. The base of any wall sign shall be no lower than 9 feet above grade.

3. Encroachments. No wall sign shall project more than 24 inches into a public right-of-way.

4. Signs on Multiple Frontages. Tenants or buildings with additional frontages as defined by this ordinance shall be permitted to install one (1) additional sign per frontage. No more than one (1) sign per tenant shall be placed per frontage.

c. Wall sign standards may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

DRAFT

2. Projecting Signs

a. All projecting signs, as defined in Section 44-10-11 of this Chapter, shall conform to the following standards:

| Table 44-10-06.B.3. Projecting Sign Requirements by Zoning District | | | | | | | |
|---|-------------------|-----|-----|-----|-----|-----|-----------|
| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
| Permitted | Yes | | | | | No | |
| Number Allowed | 1 per tenant (5) | | | | | | |
| Max. Sign Area (per sign) | 10 s.f. | | | | N/A | | |
| Height | (1) | | (1) | | | | |
| Illumination | Internal/External | | | | | | |

b. All projecting signs shall conform to the additional form standards below:

1. Sign Maximum Height. The maximum height of any projecting sign shall be the height of the base of second-story windows or 15', whichever is lower.

2. Sign Base Clearance. The base of any wall sign shall be no lower than 8 feet above grade.

3. Maximum Projection. All projecting signs shall meet the following projection standards:

i. No projecting sign may project more than 5 feet, as measured from the wall face from which the sign is projecting.

ii. Projecting signs with projections of greater than 3 feet shall have a minimum separation of 6" from the wall face from which the sign is projecting.

4. Encroachments. No projecting sign shall project more than 5' into the public right-of-way. No encroachment shall be permitted within 2' of any curb line on a public street.

5. Signs on Multiple Frontages. Tenants with more than one frontage may construct one (1) additional projecting sign on one (1) additional façade. No more than one (1) projecting sign shall be permitted per frontage for any tenant.

c. Projecting sign standards may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

3. Monument/Ground Signs

a. All monument/ground signs, as defined in Section 44-10-11 of this Chapter, shall conform to the following standards:

| Table 44-10-06.B.3. Monument/Ground Requirements by Zoning District | | | | | | | |
|---|-------------------|-------------|-------------|-----|-----|-----|-----------|
| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
| Permitted | Yes | | | | | | No |
| Number Allowed | 1 per lot (1) | | | | | | |
| Max. Sign Area (per sign) | 20 s.f. (2) | 40 s.f. (2) | 80 s.f. (2) | | | | |
| Height | 5' (3) | | 8'(3) | | | | |
| Illumination | Internal/External | | | | | | |

b. All monument/ground signs shall conform to the additional form standards below:

1. Number of Signs Permitted. Additional monument signs may be permitted on a lot in the following circumstances:

i. Multiple Buildings on Lot. Where multiple buildings exist on a single lot, and each building is occupied by one or more unique tenants, one (1) additional monument/ground sign may be permitted per building.

ii. Extended Frontage. Where lot frontage exceeds 300 feet, up to one (1) additional monument/ground sign may be permitted.

iii. Multiple Frontages. Where lots have greater than one frontage, one (1) additional monument/ground sign may be permitted per frontage.

2. Sign Area Allowed. The sign face area is measured as the total sign area of a single side of a monument/ground sign. Should a second identical sign face be provided and positioned at a minimum of 90 degrees from the first sign face (e.g. a double-sided sign), only one sign face shall be used to calculate the total sign area.

3. Height Projection. An additional 2' of sign height may be permitted if the area above 8 feet in height is used solely for architectural features.

4. Building Separation. Monument/ground signs shall be located at least 10' from any other structure, including accessory structures.

5. Lot Line Separation. Monument/ground signs shall be located at least 10' from any lot line, including interior lot lines and front lot lines. Monument/ground signs may be placed within front, interior side, and exterior side yard setbacks.

6. Landscaping. A minimum landscape buffer of 3' is required surrounding any monument/ground sign. Landscaping materials shall be selected to match the landscape palate used on the lot on which the sign is located, or as by recommended by the Village Arborist.

7. Foundation. The foundation of the sign below the sign area shall meet the following requirements:

i. Width. The foundation of the sign shall be a minimum of 2/3 of the width of the maximum width of the sign area. No exposed support poles or other structural elements are permitted below the sign area.

ii. Materials. The foundation of the sign shall utilize materials which match or demonstrate architectural similarity to other materials used on buildings on the lot on which the sign is located.

8. Encroachments. No monument/ground sign shall encroach into any public right-of-way.

9. Electronic Displays. No monument/ground sign shall include electronic changeable messaging (ECM) boards. Ground signs with electronic displays shall follow the provisions of Section 44-10-06.G.

c. Monument/ground sign standards may be modified with approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

DRAFT

4. Electronic Changing Message (ECM) Signs

a. All electronic changing message (ECM) signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|---------------------|---------------------|------------------|---------|-----|-----|-----------|
| Permitted | With limitations(1) | With limitations(1) | Yes | | | No | |
| Number Allowed | One (1) per lot | | | | | | |
| Sign Area | Within max. area | | Within max. area | | | | |
| Max. Sign Area (per sign) | 32 s.f. | | | 64 s.f. | | | |
| Height | 8' | | | | | | |
| Setback from ROW | 10' | | | | | | |
| Illumination | Internal | | | | | | |

b. All electronic changing message (ECM) signs shall conform to the additional form standards below:

1. Limited Uses. Civic, educational, and charitable institutions operating as *indoor non-commercial places of assembly* or *outdoor non-commercial places of assembly* shall be permitted to construct one (1) ECM sign in the B-1 and B-2 zoning districts.

2. Image Display. All images displayed on an ECM signboard shall be static. Sign images shall not include any change in intensity or brightness, nor divisions between two screens, flashing or blinking images.

3. Image Duration. Image display duration shall not exceed eight (8) seconds.

4. Off-Premises Advertising. Under no circumstances shall any ECM sign be permitted to include off-premise commercial advertising in any image displayed on the sign.

5. Hours of Operation. Exterior signs shall be illuminated only during business hours, or between the hours of 6:00 am and 11:00 pm, whichever is later.

6. Impacts on Residential Properties. The brightness of any ECM sign shall be limited to 0.00-foot candles at the residential lot lines.

7. Sign Malfunctions. In the event of a malfunction, ECM signboards shall be turned to dark screens with no illuminated elements of the sign face until the malfunction is corrected.

8. Landscape Buffer. All freestanding ECM signage shall be installed with a landscape buffer of 3' on each side of the sign, with ground cover or shrubs at a height that does not obscure the visibility of the sign face.

9. Materials. All foundations constructed to support ECM signs shall have architectural features, exterior materials, or colors compatible with the principal building on the property or parcel.

c. All proposed electronic changing message (ECM) signs require Appearance Review, as set forth in Section 44-07-13.

DRAFT

5. Pylon Signs

a. All pylon signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|-----|-----|------------------------------------|------------------------------------|-----|-----|-----------|
| Permitted | No | | Yes | | No | No | |
| Number Allowed | | | 1 per lot (1) | | N/A | | |
| Sign Area Allowed | | | 1 s.f. per 2.5 feet frontage | 1 s.f. per 1.5 feet frontage | N/A | | |
| Max. Sign Area (per sign) | | | 250 s.f. | | N/A | | |
| Height | | | 20' (2) | | N/A | | |
| Illumination | | | Internal | | | | |

b. All pylon signs shall conform to the additional form standards below:

- 1. Number Permitted.** A maximum of one (1) pylon sign is permitted for any lot in the permitted zoning districts with a minimum of 100 feet of lot frontage.
- 2. Height Permitted.** For lots with greater than 100' of lot frontage along Halsted Street, the height of a permitted pole sign may be increased to 28 feet.
- 3. Building Separation.** Pylon signs shall be located a minimum of 10' from any other structure, including accessory structures.
- 4. Lot Line Separation.** Pylon signs shall be located at least 10' from any lot line, including interior lot lines and front lot lines. Pylon signs may be located within front and exterior side yard setbacks.
- 5. Sign Separation.** No pylon sign shall be constructed within 100 linear feet of an existing pylon sign.
- 6. Clearance.** A minimum of 8' of clearance shall be required for any pylon sign, measured as the distance from the final grade to the base of the sign area.
- 7. Landscaping.** A minimum landscape buffer of 3' is required surrounding any monument/ground sign. Landscaping materials shall be selected to match the landscape palate used on the lot on which the sign is located, or as recommended by the Village Arborist.
- 8. Materials.** All pylon signage shall utilize materials and design features that match or demonstrate architectural similarity to other materials used on buildings on the lot on which the sign is located.
- 9. Encroachments.** No pylon shall encroach into any public right-of-way.
- 10. Electronic Displays.** No pylon sign shall include electronic changeable messaging (ECM) boards.

c. All proposed pylon signs require Appearance Review approval, as set forth in Section 44-07-13.

d. Form standards for poly (pylon) signs may be modified when included as part of the Comprehensive Sign Program (CSP) approved by the Appearance Commission.

DRAFT

6. Canopy Signs

a. All canopy signs, as defined in **Section 44-10-11** of this Chapter, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|---|-----|---------------|-----|-----|-----|-----------|
| Permitted | Yes | | | | | No | |
| Number Allowed | 1 per side of the canopy structure (1) | | | | | | |
| Max. Sign Area (per sign) | 1 s.f. per 1 linear foot length of the side of canopy | | | | | | |
| Height | 2' (2) | | | | | | |
| Illumination | Internal/External | | Internal Only | | | | |

b. All canopy signs shall conform to the additional form standards below:

1. Number. Canopy signs shall be permitted on one approved canopy structure attached to a principal building.

2. Placement. The sign face of any canopy sign shall be located no more than 3' behind the edge of a canopy structure, nor project more than 1' from the edge of a canopy structure.

3. Height. The maximum height of any lettering, logos, or other sign elements shall be 24", as measured from the maximum height of the canopy structure upon which the sign is affixed.

4. Encroachments.

i. No canopy sign shall project more than 24" into a public right-of-way.

ii. When a canopy sign is proposed on a structure that encroaches into public right-of-way under Section 44-03-03 of the Zoning Ordinance, no canopy sign affixed to the structure shall exceed the maximum allowed encroachment of the structure.

c. Canopy sign standards may be modified with the approval of a Comprehensive Signage Program (CSP) by the Appearance Commission.

7. Gas Station Canopy Signs

a. All gas station canopy signs, as defined in **Section 44-10-11** of this Zoning Ordinance, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|----------------|-----|--|-----|-----|-----|-----|-----------|
| Permitted | No | With limitations (1) | | | | No | |
| Number Allowed | | 1 per side of the canopy structure (2) | | | | | |
| Sign Area | | (3) | | | | | |
| Height | | (4) | | | | | |
| Illumination | | Internal | | | | | |

b. All gas station canopy signs shall conform to the additional form standards below:

1. **Limited Uses.** Gas station canopy signs may only be installed on canopy structures accessory to vehicle-related uses, as defined in Table 44-03-04 of this Zoning Ordinance.
2. **Placement.** No more than one (1) sign may be constructed for each face of a canopy structure, not to exceed four (4) total signs. Signs may be relocated to other sides of the canopy structure, provided no more than (2) signs are located on any given side and the form standards in (c) and (d) are met.
3. **Sign Area Allowed.** The total area of signage shall not exceed 30% of the total area of any given canopy face on which the sign(s) is located.
4. **Height.** The height of any sign shall not exceed 80% of the height of the canopy face on which the sign is located.
5. **Impacts on Residential Properties.** When a canopy is located on a property adjacent to residential uses, gas station canopy signs shall not be installed on any canopy face oriented toward the adjacent residential property.

c. Standards for gas station canopy signs may be modified with the approval of a Comprehensive Signage Plan (CSP) by the Appearance Commission.

8. Awning Signs

a. All awning signs, as defined in **Section 44-10-11** of this Zoning Ordinance, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|---|-----|-----|-----|-----|-----|-----------|
| Permitted | Yes | | | | | No | |
| Number Allowed | 1 per awning constructed on building | | | | | | |
| Max. Sign Area (per sign) | 25% of total awning surface area | | | | | | |
| Height | 18' OR no higher than base of second floor window | | | | | | |
| Illumination | External only | | | | | | |

b. All awning signs shall conform to the additional form standards below:

- a. **Placement.** Awning signs may only be placed on valence or primary awning surface. Awning signs shall be centered on the awning structure on which the sign is affixed.
- b. **Material.** Awning signs may not be painted directly onto surface material of awning.
- c. **Clearance.** All awning signs shall be no lower than eight (8) feet above grade.
- d. **Encroachments.** No awning sign may be placed on an awning projecting more than 24" into public right-of-way.

c. Signs placed on retractable awning structures with an approved building permit shall follow all provisions of this section regulating signage on awnings.

d. Awning sign standards may be modified with approval of a Comprehensive Sign Program (CSP) by the Appearance Commission.

9. Marquee Signs

a. All marquee signs, as defined in Section 44-10-13 of this Chapter, shall conform to the following standards:

| Sign Type | B-1 | B-2 | B-3 | B-4 | M-1 | M-2 | PL-1/PL-2 |
|---------------------------|-----------------------|-----|--------------|-----|-----|-----|-----------|
| Permitted | Yes | | | | No | | |
| Number Allowed | One (1) permitted | | | | | | |
| Max. Sign Area (per sign) | 150 s.f. (1) | | 300 s.f. (1) | | | | |
| Height | 15' (3) | | n/a (3) | | | | |
| Illumination | Internal/External (6) | | | | | | |

b. All marquee signs shall conform to the additional form standards below:

1. **Sign Area.** The sign area for the sign shall include any sign surface included on the marquee, including any lower panels constructed into a canopy structure at the base of a marquee sign.
2. **Placement.** Marquee signs shall only be located above a building entrance located on the front side of the principal structure on the site.
3. **Height.** No marquee sign may extend beyond the roof line of the building upon which the sign is affixed.
4. **Attachment to Building.** Marquee signs shall be constructed flush to the building upon which the sign is affixed.
5. **Projection.** Marquee signs may not project greater than ten (10) feet from a principal building. No marquee may project greater than five (5) feet into any public right-of-way.
6. **Illumination.** Marquee signs may be permitted to utilize exposed bulbs to outline letters or messaging on any portion of the sign. No neon, string lights or other prohibited sign features in Section 44-10-03 may be utilized on any marquee structure.

c. All proposed marquee signs require Appearance Review approval as set forth in Section 44-07-14.

d. Form standards for marquee signs may be modified when included as part of the Comprehensive Sign Program (CSP) approved by the Appearance Commission.

10. Other Sign Types

a. Painted Wall Signs

1. Painted wall signs shall be permitted when conforming to the additional form standards:

i. Sign Dimensions. Sign dimensions for painted wall signs shall be determined by wall sign regulations for the zoning district as found in **Section 44-10-06.B.2.**

ii. Wall Faces. No painted wall sign constructed shall be placed on more than one wall plane, as defined by an area without interruption from vertical relief.

iii. Wall Material. No sign shall be painted on a porous surface, including masonry. All painted wall signs shall be applied to a metal or other non-porous surface.

b. Window Signs

1. Window signs, as defined in Section 44-10-13, shall be permitted in any zoning district when the following requirements are met:

i. Sign Dimensions. The maximum size of any individual window sign shall not exceed 50% of the area of any individual window or door upon which a sign is placed.

ii. Total Area. The total area of all window signs shall not exceed 25% of the total transparent area on any individual façade of a building.

c. Instructional Signs

1. Instructional signs, as defined in Section 44-10-13, shall be permitted in any zoning district in the following instances.

i. Freestanding Instructional Signs. Freestanding instructional signs shall be designed in conformance with the following standards:

a. Distance from Vehicle Routes. All freestanding instructional signs shall be placed a minimum of 12" from any curb line or pavement boundary of any driveway, access aisle, parking space, or other area reserved for the sole use of vehicular access and parking.

b. Pedestrian and Bicycle Routes. All freestanding instructional signs shall be placed in a manner which does not obstruct any sidewalk, bicycle path, bicycle parking area, or other area reserved for the sole use of non-vehicular access and parking.

c. Sign Materials. Freestanding instructional signs shall be designed as permanent structures. Temporary and movable freestanding instructional signs shall be reviewed as a temporary sign subject to the requirements of **Section 44-10-07.**

ii. Wall-Mounted Instructional Signs. Wall-mounted instructional signs shall be designed in conformance with the following standards:

a. Sign Dimensions. No instructional sign may exceed 50% of the maximum size of any wall sign permitted in the zoning district within which the sign is proposed, as defined in **Section 44-10-06.B.2.**

[Reserved – Additional Sign Types]

DRAFT

44-10-07. Temporary Signs

A. General Provisions

1. No temporary sign, except those exempted from sign regulations in **Section 44-10-02.B**, shall be constructed unless identified in this section and in conformance with all additional regulations.
2. Any commercial business or civic and charitable institution shall be permitted to construct an allowed temporary sign if it is in conformance with all additional regulations.
3. No approval for any temporary sign permit shall be conditioned on a limitation of use during a specific event or activity.

B. Temporary Sign Allowances

The following temporary sign types are permitted within the Village with temporary sign approval:

1. **Banners and Wall-Mounted Fabric Signs.** No banner or other moving fabric sign of any type may be installed unless the following regulations are met:
 - a. All banners shall be constructed in a manner in which all corners of the banner are secured with a device connected directly to the building or ground within the property on which the sign is displayed.
 - b. All banners shall be constructed with heavy fabric with hemmed edges and weighting devices necessary to minimize movement of the sign, including metal grommets, braces or frames as appropriate for the sign.
 - c. Banner is installed for no more than fourteen (14) consecutive days.
 - d. Permit for a banner is not issued more than once per ninety (90) days.
2. **Pennants and Freestanding Fabric Signs.** No pennant or other freestanding fabric sign, including inflatable signs, of any type shall be installed unless the following regulations are met:
 - a. All pennants shall be placed in a manner which does not obstruct vehicle or pedestrian circulation on public or private property, or any required parking areas on public or private property, including vehicle and bicycle parking.
 - b. All pennants shall be anchored to the ground.
 - c. Pennants may be installed for no more than fourteen (14) consecutive days.
 - d. Permit for a pennant is not issued more than once per ninety (90) days.
3. **Temporary Window Signs.** No temporary window sign as defined in Section 44-10-11 shall be installed unless the following regulations are met:
 - a. No more than 50% of total window area on any individual façade of a building may be covered by temporary window signs.
 - b. Pennants may be installed for no more than thirty (30) consecutive days.

c. Permit for a temporary window sign is not issued more than once per ninety (90) days.

C. Temporary Sign Approval

1) **Requirements.** The following materials shall be submitted to the director of economic and community development for a temporary sign permit:

a) Completed application form, including the requested number of days the signage will be permitted.

b) Plans indicating the location and dimensions of proposed signage.

2) **Action by Director of Economic and Community Development.** Upon receipt of a complete application, the director of economic and community development shall review the materials to ensure the application conforms to the provisions of the article. Should the application conform to the provisions of this article, the director of economic and community development shall provide written authorization permitting the signage for the duration requested.

3) **Fees.** The chief building inspector shall determine fees for any temporary sign permit in accordance with the Village fee schedule.

4) **Removal.** All permitted temporary signs shall be removed at the expiration of the original written authorization for the temporary sign. Any sign which is not removed at the time of expiration of the written authorization for the temporary sign shall be removed by the Village after receipt of written notice. Written notice shall be provided 48 hours in advance of sign removal.

44-10-08. Comprehensive Sign Program (CSP)

A. Applicability

1. A Comprehensive Sign Program (CSP) shall be required for any new commercial or industrial development that meets one or more of the following criteria:
 - a. The development includes more than one commercial or industrial tenant within the same building.
 - b. The development includes more than one freestanding building, not including allowable accessory buildings as defined in **Section 44-04-14**.
2. A Comprehensive Sign Program (CSP) shall not be required for any existing commercial or industrial development until amortization criteria in **Section 44-10-08.E.1** are met.

B. Purpose

The purpose of a Comprehensive Sign Program (CSP) is to establish a site's overall sign design, to achieve the following:

1. Provide coordination to ensure adequate signage for all current and future commercial and industrial tenants in a particular development.
2. Ensure visual consistency and compatibility between signs within a development with multiple tenants or buildings.
3. Provide design direction for future tenants to ensure continued consistency and compatibility between signs.

C. Required Elements

The following elements are required:

1. Completed Comprehensive Sign Plan (CSP) application.
2. Elevation drawings or annotated images for any elevation upon which signage is proposed or for sign band areas proposed for signage placement.
3. Individual sign details for any signage to be installed upon completion of the Comprehensive Sign Plan (CSP).

D. Standards

In addition to meeting all requirements found in Section 44-10 of the Homewood Zoning Ordinance, the following standards shall be met:

1. Signage for each tenant has a clear relationship with the design of surrounding properties, including signage affixed to adjacent buildings and the architectural character of the buildings to which they are affixed.
2. All sign structures are placed in locations where they are clear, legible, and connected to the tenant(s) to which the signs are related.
3. The dimensions of each sign shall be appropriate for visibility, legibility, and achieving the purpose of the proposed sign.
4. All signage shall be consistent with the architectural design of the project.

5. The colors and materials of the sign, sign base and other sign-related fixtures shall be consistent with the architecture of the structure.
6. All signage meets the requirements of the Village Zoning Ordinance and all other applicable local codes and ordinances.

E. Amortization

1. Any site with commercial or industrial uses meeting the criteria in Section 44-10-08.A. but constructed before **[date of adoption]** shall not be required to submit a Comprehensive Sign Plan (CSP) unless one or more of the following conditions has been met:
 - a. A proposal is submitted to the Village of Homewood to increase the total sign area on the site by at least 10%.
 - b. A proposal is submitted to the Village of Homewood altering a minimum of 25% of the total existing signage on the site.
 - c. A proposal is submitted to the Village of Homewood increasing the number of uses or intensity of uses on the site.
2. Any site meeting the criteria in Section 44-10-08.E.1 shall receive written notice of the requirement of a Comprehensive Sign Plan (CSP) requiring the submittal of a Comprehensive Sign Program (CSP) application within three (3) months of notice. The application shall be reviewed following the provisions of **Section 44-07-13.B.**

44-10-09. Legal Non-Conforming Signs

A. Applicability

All signs erected before the [date of adoption] that do not conform to the regulations of Section 44-10 of this Chapter shall be considered as non-conforming signs.

B. Limitations on Non-Conforming Signs

The following limitations are to be applied to any legal non-conforming sign:

1. **Alteration:** The sign may not be altered in any manner that changes the location, shape, size, illumination, material, or appearance unless the sign is brought into conformance with the regulations of this Section.
2. **Replacement.** The sign may not be replaced unless the replacement of the sign results in compliance with the regulations in this Section.
3. **Change of Use, Intensity, or Expansion:** Should the land use of the property on which the sign is located change in intensity or expansion of the use, the sign shall be brought into conformance with the regulations of this Section.
4. **Damage.** Should the sign be damaged, the following limitations shall apply:
 - a) **Major Damage Repair:** If more than 50% of the sign area is damaged by an event, not within the means or control of the sign owner, the sign shall not be rebuilt or repaired unless constructed to conform to the regulations of this Section.
 - b) **Major Damage Cost:** Should damage sustained to a sign, by an event that is not within the means or control of the sign owner, exceed 50% of the construction cost of a comparable sign, the sign shall not be rebuilt or repaired unless the sign is constructed to conform to the regulations of this Section.
 - c) **Minor Damage Repair:** If damage sustained to the sign does not exceed 50% of the construction cost of a comparable sign or damage occurs to less than 50% of the sign area, the sign shall be repaired within 180 days of the date on which the damage occurred, provided the repair does not constitute an alteration

C. Maintenance of Non-Conforming Signs

Normal maintenance and incidental repair or replacement, including electrical and lighting repairs, minor damage repair, repainting, cleaning, or related maintenance actions, shall be permitted for the non-conforming sign. No maintenance shall occur that alters the location, shape, size, illumination, material, sign copy, or appearance of the sign.

D. Exceptions

The following exceptions are in place for non-conforming signs. Signs which meet the conditions of these exceptions shall be permitted to be exempt from the limitations of Section 44-10-09(B).

1. **Landmark Signs.** Signs designated as landmark signs by the decision of the Village Board of Trustees shall be exempt from limitations on non-conforming signs. Landmark signs shall be subject to the provisions of Section 44-10-06.

2. **Replacement of Sign Copy.** The replacement of sign panels, letters, or sign copy area is exempt from limitations on alterations to non-conforming signs, provided no work is done in a manner that alters the location, shape, size, illumination, material, sign copy, or appearance of the sign.
3. **Instructional Sign Repair and Replacement.** Non-conforming instructional signs damaged by an event not within the means or control of the sign owner may be replaced exempt from the limitations of this Section.
4. **Public Right-of-Way Improvements.** If improvements to public right-of-way are initiated that require movement or replacement of a nonconforming sign, the sign shall be permitted to be replaced in a new location exempt from the limitations of this Section.

E. Sign Abandonment and Amortization

1. Sign Abandonment

Any sign advertising or describing a business that is no longer in operation or use no longer present on the premises on which the sign is located shall be removed by the property owner or tenant. Removal shall occur no more than 180 days from the last date of operation. After 180 days, abandoned signs may be removed by the Village. Any reasonable cost shall be filed as a lien against the property upon which the sign was located.

2. Sign Amortization

If a specific regulation or amendment thereto classifies a sign as non-conforming and has been in effect for ten (10) years or more, the sign shall be removed. (**Definition Add: Date of Amortization**). The required Date of Abandonment or Date of Amortization as established in this Section may be extended at the request of the sign owner or lessee. The sign owner or lessee shall provide an application for an extension of the required Date of Abandonment or Date of Amortization. The Director of Economic and Community Development shall review the request and consider the following in providing a determination of whether an extension is appropriate:

1. Initial and current value of the sign
2. Life expectancy of the sign
3. Extent of non-conformance of the sign
4. Overall condition and impact on public safety of the sign
5. Conformance to the guidelines of the Village Appearance Plan and other Village codes, plans, and policies

The Director of Economic and Community Development may elevate a request for an extension of amortization or abandonment to the Appearance Commission.

44-10-10. Construction and Maintenance Standards

A. Construction Standards

1. The construction, erection, and maintenance of any sign within Village limits shall comply with the 2018 International Building Code or the current building code adopted by the Village Board of Trustees, in addition to the following standards:

- a.** No sign with any sign area within 10 feet
- b.** No signs shall be erected, constructed, or maintained to obstruct any fire escape, required exit, window, or door opening used as a means of egress.
- c.** Freestanding signs shall be designed in compliance with applicable ANSI and ASCI standards.
- d.** Signs shall be located and designed in a manner that does not interfere with safe vehicular and pedestrian circulation or public safety signals and signs.
 - i.** No sign shall be constructed or maintained in such a manner as to likely interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, including the use of words “stop,” “go,” “look,” “slow”, “danger” or any other similar phrase or word, nor employ any sign elements such as colored lamps and lights which are red, amber or green, in a manner which may interfere with, mislead or confuse the traffic.
- e.** All illuminated signs shall adhere to the following construction standards:
 - i.** Light sources shall be shielded from all adjacent buildings and streets, and shielding shall be installed in a manner that minimizes light emission above the highest horizontal plane of the fixture.
 - ii.** Lighting shall not create excessive glare to pedestrians or motorists, nor obstruct the visibility of authorized traffic signs, signals, or devices, nor any authorized public information signs.

B. Maintenance Standards

1. All signs shall receive maintenance in a manner that alleviates damage and deterioration, keeps signs free from constituting a public danger or hazard to public safety, and maintains an aesthetic quality in alignment with the original approval of the sign. Maintenance of signage shall also adhere to the following standards:

- a.** Maintenance of permitted signs is allowed without a permit as long as maintenance in no way alters the design of what was previously permitted.
- b.** Maintenance shall be performed for all signs in a manner that keeps surface materials and components free of chipping, peeling, fading, cracks, holes, buckles, warps, splinters, rusting, or other wear visible from any abutting street or property. The Chief Building Inspector of the Village of Homewood reserves the right to determine the presence of wear that constitutes a violation of this provision.

c. Any sign or component of a sign that is damaged or deteriorated and constitutes a danger or hazard to public safety shall be promptly repaired or replaced. The Chief Building Inspector shall provide written notice to the property owner to repair, replace, or remove the damaged or deteriorated sign. If the action is not completed within 30 days of receipt of the written notice, damaged or deteriorated signs may be removed by the Village Building Division. Any reasonable cost shall be filed as a lien against the property upon which the sign was located.

d. Maintenance for illuminated signs shall be performed in a manner that keeps all lighting and illuminated components in good working condition. Illuminated signs with malfunctioning components shall not be operated until the malfunctioning component is repaired and adherent to the standards of this section. The Chief Building Inspector of the Village of Homewood reserves the right to determine the presence of wear that constitutes a violation of this provision.

e. Maintenance for changeable copy signs shall be performed in a manner that keeps all lighting and illuminated components in good working condition. Illuminated signs with malfunctioning components shall not be operated until the malfunctioning component is repaired and adherent to the standards of this section. The Chief Building Inspector reserves the right to determine the presence of wear which constitutes a violation of this provision.

44-10-11. Definitions

Abandoned sign

Address sign

Advertising sign

Awning

Awning sign

Construction sign

Banner/Banner sign

Commercial sign

Canopy

Canopy sign

Civic/charitable institution

Electronic Changeable Message (ECM) sign

Comprehensive sign program (CSP)

Double frontage

Flashing sign

Footcandle

Gas station canopy sign

Government sign

Flag

Gross surface area (sign)

Maximum sign area

Monument sign

Height (sign)

Illumination

 Internal.

 External.

Landmark sign

Historical plaque

Logo
Legal non-comforming
Illuminated sign
Integrated center
Identification sign
Maintenance
Marquee
Marquee sign
Moving sign
Non-commercial sign
Pole sign
Painted wall sign
Projecting sign
Projection
On-Premise sign
Off-Premise sign
Real estate sign
Sign permit
Sign
Temporary sign
Temporary ground sign
Transparent area
Wall sign
Window area
Window sign

[Definitions to be completed prior to completion of final review copy for public hearing]

44-07-13. Sign Reviews

A. Sign Permit Review

1) Applicability. A sign permit must be obtained before any person may construct, move, alter or maintain any sign type permitted by Section 44-10-03 of this ordinance, except temporary non-structural signs permitted by Section 44-10-07 of this ordinance.

2) Requirements. The following materials shall be submitted to the director of economic and community development for a sign permit:

a. Completed application; and

b. Plans indicating, at a minimum, dimensions of proposed signage, total sign area, materials, location on property, structural elements including bracing and support, means of attachment, and illumination method.

3) Action by Director of Economic and Community Development. Upon receipt of a complete permit application, the director of economic and community development shall review the materials to ensure the application conforms to the provisions of this article and may approve, approve with conditions, advance the application to an Appearance Commission, or deny the application. The director shall provide a letter to the applicant indicating the decision and public meeting information.

4) Action by Appearance Commission. Any sign permit application advanced as an Appearance Review shall be reviewed by the Appearance Commission. The Appearance Commission shall review application materials and any oral or written comments received at the public meeting. The Appearance Commission shall then approve, approve with conditions, or deny the application in accordance with the procedure in Section 44-07-14. The decision shall be forwarded to the Chief Building Inspector and the Director of Economic and Community Development.

5) Fees. The Chief Building Inspector shall determine fees for any signage permit in accordance with the Village fee schedule.

6) Additional Permits. Any permit required elsewhere in this Code for electrical or structural work in connection with any sign must be obtained in addition to the sign permit provided for in this section.

7) Expiration. A sign permit shall automatically expire without any further action by the Village if the sign for which the permit was granted has not been established at the approved location within a period of one year from the date the permit was approved. An extension of the time may be granted by the director of economic and community development for good cause shown by the applicant, provided a written request is filed with the Village at least four weeks prior to the respective deadline.

B. Comprehensive Sign Program (CSP) Review

1) Applicability. A Comprehensive Sign Program (CSP) must be approved prior to the issuance of any sign permit within a development included within Section 44-10-09.A.

2) Requirements. *The following materials shall be submitted to the director of economic and community development upon receipt of a Comprehensive Sign Program application:*

- a. Completed application form;*
- b. Map of parcel(s) and boundaries within which signs shall comply with the Comprehensive Sign Program (CSP);*
- c. Elevation drawings or annotated images for any building elevation where signage is proposed or where sign band areas are proposed for permitted future signage placement;*
- d. Elevation drawings or annotated images for any freestanding sign, including monument/ground signs and pole (pylon) signs proposed;*
- e. Form standards, including signage size, color, material or placement, which are designed to provide coordination between signs within a single development; and*
- f. Property owner authorization for any property owners with property within the boundaries of the Comprehensive Sign Program.*

3) Action by Director of Economic and Community Development. *Upon receipt of a complete application, the director of economic and community development shall review the materials for compliance with the provisions of this section. The director of economic and community development shall then schedule the application for consideration by the Appearance Commission.*

4) Action by Appearance Commission. *The Appearance Commission shall review the application, the staff report, any oral or written comments received at the public meeting, and responses by the applicant to the standards for Comprehensive Sign Programs (CSP), as defined in Section 44-10-09.D. The Appearance Commission shall then approve, approve with conditions, or deny the application.*

5) Records. *A record of all sign permit applications within an area subject to an approved Comprehensive Sign Program, amendments to the Comprehensive Sign Program approval, or interpretations related to the Comprehensive Sign Program, shall be kept on file in the office of the Director of Economic and Community Development and shall be available on request to any person pursuant to the Freedom of Information Act, 5 ILCS 140/1 et. seq.*

6) Additional Permits. *A Comprehensive Sign Program (CSP) shall not constitute a sign permit for any individual sign.*

7) Appearance Review Exemption. *Signs which are compliant with sign standards within an approved Comprehensive Sign Program (CSP) shall be approved or denied administratively by the director of economic and community development.*

8) Amendment and Repeal. *The Comprehensive Sign Program (CSP) shall remain in effect for all property within the area defined by the original application unless amended or repealed.*

a. Amendment. Amendment applications shall be completed and filed with the director of economic and community development. The director of economic and community development shall review the application and approve, approve with conditions, advance the application to the Appearance Commission, or deny the application.

b. Repeal. A repeal of the Comprehensive Sign Program shall require written agreement of all property owners within the defined boundaries of the Comprehensive Sign Program, filed with the director of economic and community development at least 30 days in advance of the proposed date of repeal.

i. Modifications and Non-Conformities. Any sign which was approved with modifications from this Section with approval of a Comprehensive Sign Program shall be considered a legal non-conforming sign structure and shall be subject to the requirements for such signs found in Section 44-10-10.

C. Sign Variance

1) Purpose. Given the unique commercial significance and design considerations applied to sign decisions, Sign Variances are a unique process from other Variances in this Ordinance. The Sign Variance process is designed to provide a narrowly circumscribed method of relief from unforeseen applications of Section 44-10 of this Ordinance which may create practical difficulties or particular hardships. A Sign Variance may be granted for practical difficulties barring a strict application of the regulations of this Ordinance which stem from a particular hardship on a property. Modifications that are not caused by a hardship prohibiting the strict application of this Ordinance shall be reviewed via the Comprehensive Sign Program (CSP) process.

2) Authority of the Appearance Commission. As authorized in Section 44-07-03, provided the request is due to a unique circumstance or hardship related to the location, orientation, frontage placement, or demonstrable feature of the property, the Appearance Commission has authority to make the final decision in Sign Variance requests only in the following instances:

1. To permit sign area that exceeds the maximum sign area ratio or total for a particular sign type.
2. To modify requirements for sign number.
3. To modify requirements for sign height in Section 44-10.

3) Sign Permit Application Concurrent. The Sign Variance application shall be reviewed with a sign permit application, including all materials required for a sign permit application per Section 44-07-13.A.

4) Action by the Director of Economic and Community Development. Upon receipt of a complete application, the director of economic and community development shall review the materials against the Standards of Sign Variance in this section. The director of economic and community development shall then schedule the application for consideration by the Appearance Commission.

5) Action by the Appearance Commission. *The Appearance Commission shall review the application, the staff report, any oral or written comments from the public meeting, and the applicant's responses to the standards. The Appearance Commission shall then approve, approve with conditions, or deny the application. The decision shall be forwarded to the Chief Building Inspector and the Director of Economic and Community Development.*

6) Standards of Sign Variance. *In considering an application for a Variance, the decision-making authority shall review the responses by the applicant to the standards set forth below:*

- a. Can the property in question yield a reasonable return if permitted only under the signage regulations governing the district within which the property is located?*
- b. Is the plight of the owner due to unique circumstances that are not self-imposed, including property location, orientation, frontage placement, or demonstrable feature of the property which is communicated by the applicant?*
- c. If granted, will the Sign Variance adversely impact the health, safety, or public welfare in the vicinity of the sign?*
- d. If granted, will the Sign Variance negatively impact or harm the architectural character of the area in which the sign is proposed?*
- e. Is the Sign Variance in alignment with the Comprehensive Plan, Appearance Plan, and other adopted plans of the Village?*

7) Expiration. *The approved Sign Variance shall automatically expire without further action by the Village if the applicant fails to obtain the sign permit concurrent with the variance within one year of the approval. An extension of the time requirements may be requested in writing and granted by the director of economic and community development for good cause shown by the applicant, provided a written request is filed with the village at least four weeks prior to the respective deadline.*

Appearance Commission Sign Review Procedures

[space reserved for graphic flowchart showing three sign review procedures above]

44-07-14. Appearance Review

A. Appearance Review Procedure

1) Purpose. *The Appearance Review process serves as a design review procedure for new development occurring within Village limits. The design review procedure is guided by the Appearance Plan, Village Zoning Ordinance and the Village Comprehensive Plan, and is designed to encourage development which is harmonious with and improves the quality and effectiveness of urban design within Village limits. The Appearance Review procedure serves as the mechanism by which the Appearance Commission is to fulfill its stated power and duty to “consult with other municipal and governmental bodies on matters affecting the appearance of the Village.”*

2) Applicability. *An Appearance Review shall be required for any of the following applications or proposals:*

- a. Any erection, construction, alteration or repair of any building or structure other than a single-family residential building;*
- b. Any movement of any existing structure or building onto any lot in the Village;*
- c. Any Sign Permit Review elevated to the Appearance Commissioner by the Director of Economic and Community Development pursuant **Section 44-07-13.A.3**;*
- d. Murals and other public art installations;*
- e. Any proposed public work or public improvements excluding public infrastructure projects having no changes to landscaping or site improvements;*

The following improvements are exempt from Appearance Review:

- f. Any interior project requiring a building permit exempt from zoning review, including interior signs which are not directly visible from public right-of-way;*
- g. Building permit applications for the construction of fences and other structures accessory to a single-family residential principal use, excluding accessory dwelling units as defined in **Section 44-04-14**.*

3) Requirements. *The following materials shall be submitted to the director of economic and community development for a sign permit:*

- a. Completed application; and*
- b. Narrative describing all proposed improvements;*
- c. Site plans depicting all proposed improvements;*
- d. Landscape plans*
- e. Elevation drawings or annotated images depicting all proposed improvements;*

f. Color and material board depicting all proposed materials and colors to be utilized on proposed improvements;

g. Photometric plan with cutsheets depicting all lighting fixtures to be used on any proposed improvements.

All required items except for (1) may be waived as a requirement for any application.

4) Action by the Director of Economic and Community Development. *Upon receipt of a complete application and waiving any required materials, the director of economic and community development shall review the materials for compliance with the provisions of this Chapter and other Village ordinances. The director of economic and community development shall then schedule the application for consideration by the Appearance Commission.*

5) Action by the Appearance Commission. *The Appearance Commission shall review the application, the staff report, and any oral or written comments received at the public meeting. The Appearance Commission shall consider the application for compliance with the approved Appearance Plan pursuant Section 28-26 of the Village Code of Ordinances. The Commission shall then issue a recommendation to approve, approve with conditions, or deny the application as proposed. The Appearance Commission may also defer an Appearance Review decision to the Village Board of Trustees for a final decision.*

6) Action by the Chief Building Inspector. *Upon the approval by the Appearance Commission, a notice of decision and all materials upon which the recommendation was granted shall be provided to the Chief Building Inspector or designee for the purpose of completing approval of a building permits or other applications submitted to the Building Division.*

7) Planning and Zoning Commission. *Should any improvement subject to an Appearance Review require a public hearing before the Planning and Zoning Commission, the director of economic development shall schedule the Planning and Zoning Commission hearing to occur prior to the Appearance Commission meeting.*

44-04-14.C. Murals and Art Installations *(Murals are an Accessory Use)*

A. General Provisions

Any mural, defined in Section 44-10-13, erected in the Village of Homewood after [date of adoption], may be erected upon approval of a Mural and Art Installation application and meeting the following conditions:

1. **Commercial Messaging.** Under no circumstances may a mural contain any commercial messaging, including but not limited to business names, brand artwork, insignias or logos, or other references, whether direct or implicit, to the use occurring within the building upon which the mural is located. Commercial messaging painted on a building façade shall constitute a *painted sign* and be subject to the requirements for painted signs in Section 44-10-06 of this ordinance.
 2. **Encroachments.** No component of any mural shall encroach into the public right-of-way.
 3. **Obstructions.** No mural or art installation shall be placed where visibility from the public right-of-way is partially or fully obstructed by permanent structures or site elements, including but not limited to architectural features, landscaping, or ground and wall-mounted equipment.
 4. All murals and art installations proposed within Village limits shall be reviewed pursuant to the process requirements in Section 44-07-15, including adherence to all standards found in **Section 44-07-15.**
-

44-07-15. Murals and Art Installations

a) Purpose. Murals are defined in **Section 44-10-11** as, “[insert final definition].” Murals represent unique opportunities for the display of private artwork on the facades of buildings within the Village in a manner visible to the public. Murals require a unique review to assess the location's potential contribution of artwork to the welfare of the Village while providing opportunities for input from the public regarding visible art installations within the Village.

b) Procedure. Upon receiving a completed Mural/Art Installation application, the Director of Economic and Community Development will review the mural against the zoning requirements for murals and public art installations in Section 44-05-14. The director shall then schedule the application for recommendation by the Appearance Commission and a decision by the Village Board.

- 1) **Action by the Appearance Commission.** The Appearance Commission shall review the application, and any oral and written comments received at the public meeting, and determine the level of compliance with zoning requirements and standards for murals and art installations. The Appearance Commission shall forward its recommendation to approve, approve with conditions, or deny the application.

2) Action by the Village Board. Following the public meeting, the Appearance Commission will forward its recommendation to the Village Board. Upon receiving the report from the Appearance Commission, the Village Board shall approve or deny the application.

c) Standards. In considering an application for a mural or art installation,

- 1) Will the proposed artwork cause injury or harm to specific individuals, groups of individuals, or organizations within the village which may threaten public peace or well-being?
- 2) Is the location and design of the proposed artwork in alignment with the comprehensive plan and other adopted plans of the village?
- 3) Is the proposed artwork located and designed in alignment with the design guidelines of the Village Appearance Plan?
- 3) Is the proposed artwork so designed and located to protect public health, safety, and welfare?
- 4) Is the mural or art installation located in a manner architecturally appropriate for the size, scale, and orientation of the proposed artwork?
- 5) Will the proposed artwork be publicly visible and accessible in a manner that does not impede the safety, health, or welfare of the viewer?
- 6) Does the proposed artwork provide positive cultural contributions to the community, including highlighting historical, archeological, cultural, natural, or scenic resources located within the village?
7. Is the artwork proposed in such a manner that the building on which the mural or artwork is affixed will not be damaged or suffer long-term deterioration due to the placement of the mural?
8. Are the materials proposed for use in the artwork appropriate for the location of the artwork, including the material of the façade on which the artwork is to be affixed?

d) Conditions. The Appearance Commission may recommend and the Village Board may impose conditions or restrictions on the approval of the proposed artwork. Under no circumstances shall any condition impose a content-based restriction on any proposed artwork.

e) Expiration. The mural or art installation approval shall automatically expire without further action by the village if the applicant fails to commence work on the proposed mural or art installation within one year of the approval. An extension of time requirements may be requested in writing and granted by the director of economic and community development for good cause shown by the applicant, provided a written request with the village at least one week prior to the respective deadline.