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To: Village President and the Village Trustees  
From: Kenneth Garrett, Building and Zoning Official  
Date: June 18, 2026  
RE: P&Z Recommendation – Text Amendment to the Sign Code  
Board Date: June 24, 2025 at 7:00 p.m.

On June 9, 2026 the Planning and Zoning Committee considered a text amendment to the Village Sign Code. Attached you will find the existing sign code, the proposed sign code and my memo of the significant changes to the code.

After lengthy discussion, the committee recommended approval subject to the following four conditions:

1. 8-11-3 - The committee recommended to add pylon signs to the definition. Currently Pylon Signs are not defined in the Sign Code. Freestanding signs are not allowed in the existing code. A proposed change was to allow freestanding signs. The committee indicated low profile signs were the preferred method of signage i.e., monument signs. The Pylon Sign Version was recommended to address multi-unit signs as in the case of Country Side Mall. The committee did not want to allow Freestanding Signs where the poles are visible.

For reference, the existing sign code definition of freestanding and monument signs are below along with the proposed language for Pylon Signs:

*Sign, freestanding.* A sign that is attached to, erected on, or supported by some structure (such as a pole, mast, frame or other structure) that is attached to the ground and is not itself an integral part of or attached to a building or other structure. This definition does not include sign, off-premise.

*Sign, monument.* A sign where the base of the sign structure is on the ground or of a masonry material that is equal or greater to the width of the sign and is supported primarily by an internal structural framework or is integrated into landscaping or other solid structural features other than support poles.

**Pylon Sign: A type of ground sign that is where the base is enclosed utilizing material of brick, stone, masonry or other similar material matching the primary building and shall be similar in color and type. The area of the sign base shall be comprised of no less than 50 percent of the sign.**

**The current sign code limits signage to 150 square feet. If a Pylon sign is approved, we would leave the limit as is and allow for a zoning variance if a business owner or developer wanted to install a sign larger than what is permitted. We would also maintain the current one sign per street frontage. In the event, the property is on a corner, the sign code allows two signs one of each street frontage. My recommendation would be to not allow them any closer than 150 feet to each other.**

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2. 8-11-13 Billboard Signs – This was a new section added to the sign code in response to request from larger parcels requesting to advertise off-site signage. The committee felt these signs are too large and recommended to remove this new section.
3. 8-11-2 Updated language recommended by the committee outlined in red. This was to allow a business who did not have major street visibility to allow for signage provided the property owner was in agreement. This applies to route 76 and 173.

Except for otherwise provided for in this chapter, signage is only allowed on the property owner’s property and must be for the purpose of that property. Notwithstanding the foregoing, billboards and signage for properties that do not have **major arterial street frontage such as route 76 and 173** access may request from an owner who does have **major arterial street frontage** access permission to install a sign. The number of freestanding/monument signs will then be increased by one for the adjacent property.

4. 8-11-5 Committee recommended an edit to the proposed language regarding profane, obscene and other such wording. This was duplicated in two sections with relatively similar language in B and F. These sections will be removed and replaced as indicated below in red. The new language will be the new 8-11-5b

#### Current Proposed Language under 8-11-5

- B. Any sign containing statements, words, and or pictures which are deemed to be profane or obscene are strictly prohibited.
- F. Signs containing characters, cartoons, statements, works of art or pictures of an obscene, indecent, pornographic, or immoral character.

#### New Language 8-11-5

**Any sign of an obscene, indecent, pornographic, or immoral character is strictly prohibited.**

Should you have any questions regarding this report feel free to contact me at your convenience.

Respectfully Submitted,

Kenneth Garrett  
Building and Zoning Official  
Village of Poplar Grove  
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