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To: Planning and Zoning Members
From: Kenneth Garrett, Building and Zoning Official
Date: May 4, 2026
RE: Sign Code Changes

Over the past year, we have been working with staff and a subcommittee was created (Comprised of Village President Kristi Richardson, Village Trustee David Allgood, Director of Public Works David Howe, Community Development Coordinator/Deputy Clerk Katie Jaster and myself) to update the Village's Sign Code. The intent of the update is to modernize the code, allow it to be more business and user friendly, simplify and clarify language within the code, and address the existing signs within the village.

Below are the significant changes based on the Subcommittee's recommendations. Only the major changes are included. In most cases, edits that did not alter the intent of the section are not identified below.

1. 8-11-2 General Regulations – Added 2nd paragraph.
2. 8-11-3 Definitions – Relocated definitions to the beginning of the Sign Code. The definitions were originally were in 8-11-5 D and located in the Zoning Code under definitions. There was also a separate section in Chapter 7. We have relocated all of those signs in one location.
 - a. Deleted definition – Animated
 - b. Deleted Definition and inserted new definition Electronic Message Unit, Signs, Roof, Temporary Signs and Wall.
 - c. New Sign Definitions – Community Event
 - d. Updated signage definition throughout
3. 8-11-4 Exempted Signs – Updated language, deleted sections I, J, L M and P. Updated K Flags.
4. 8-11-5 Prohibited Signs – Deleted Animated Signs and added new section B where Animated Signs were. G was removed (String Lights). H was rewritten. Added K (Above Peak roof signs are not permitted).

Significant Sign Code Changes

5. 8-11-6 Signs Allowed y District – Sign Code did not allow freestanding signs only monument signs. Freestanding Signs are now allowed.
 - a. Table A was updated with numerical clarity and footnotes were updated.
 - b. Table B was numerically updated and an example of sign calculation was added.
 - c. Table C was updated.
 - d. Section D – Relocated Definitions to 8-11-3
 - e. Figure 8-11-5 D 1 – Added requirements to the associated sign type.
 - f. Figure 8-11-5 D 2 – Added the figure section and requirements.
6. 8-11-6 Sign Computations - Minor Edits.
7. 8-11-7 – Deleted D as it was repetitive within the sign code.
8. 8-11-8 – Off Site Sign – This section was deleted as it is covered by another section.
9. 8-11-9 Temporary Signs – Revised language and added exception. Revised Temporary Signs I Sections A-E
10. 8-11-10 Changeable Copy Signs – Edited section and new definition in section 8-11-3.
11. 8-11-11 Community Information Signs – New Definition in section 8-11-3. No change to section.
12. 8-11-12 Subdivision or Development Identification Signs – Deleted the existing language and rewrote this section.
13. 8-11-13 Billboard – This is a new section and is in response to the large farmlands who want to use their property for marketing signage.
14. 8-11-14 Non-Conforming Signs – The wording of this section was deleted and revised.
15. 8-11-15 Illumination of Signs – Minor Edits.
16. 8-11-16 Removal of Signs – The language to this section was deleted and new language was inserted.
17. 8-11-17 Permit Requirements – Minor Edits.
18. 8-11-18 Penalties – The language of this section was deleted and penalties are now referred to in section Chapter 4 under General Penalties.

Significant Sign Code Changes

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

Respectfully Submitted,

Kenneth Garrett
Building and Zoning Official