

Chapter 15.28  
**SIGN CODE**

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**15.28.010 - Sign regulations—Continued effect.**

The sign regulations of the Village set forth in the ordinance codified in this chapter, passed and approved on April 7, 1992, as amended and supplemented from time to time, are continued in full force and effect.

(Prior code § 29.01)

**15.28.020 - Scope and purpose.**

The purposes of the sign regulations of this chapter are to protect the public welfare and safety of the community, to maintain and upgrade the character of the immediate respective areas in which signs are located, and to stabilize and improve taxable values. To this end: (1) the size and number of signs shall be limited; and (2) the design and character of signs shall be such as to protect and enhance the Village's attractiveness to tourists and visitors, as well as to the local inhabitants, thereby increasing local property values and improving the economic welfare of the community, and, to this end, signs shall not, among other things, conflict with the reasonable visibility of other existing signs, create traffic hazards, or be inconsistent with the Village's architectural theme or other aesthetic standards prevailing in the vicinity.

**15.28.030 – General Definitions.**

For purposes of this Chapter 15.28, the following terms shall have the meanings provided herein:

"Obsolete sign" means any sign that is nonconforming, pertaining to a business which is no longer operating on-site, or which pertains to any event or activity that has ended or has otherwise been terminated, or where sign face has been removed of lettering or where sign has no lettering or other markings.

"Portable sign" means a sign, usually of a temporary nature, not securely anchored to the ground or to a building or structure, including but not limited to a sign on wheels or on a trailer, except for signs that are worn or carried by a person.

"Sign" means any publicly-displayed sign, structure, display, banner, symbol, notice or device, whether fixed in place or portable, that is used primarily for visual communication, including, but not limited to, advertising or attracting public notice to any business or any person, firm, or organization conducting business; identifying a product or service rendered; advertising or attracting attention to any event; or communicating any message or idea. Any double-faced sign shall constitute a single sign.

"Sign area" means the surface area of a sign measured to the outside of the sign structure on only one face of the sign, and including all of the display area and all the elements of the matter displayed. For wall signs composed of individual letters, figures, or symbols attached to a building or structure, the area comprising the entire gross area of the message or display shall be measured without deduction for space between letters or symbols. The sign area shall be measured in square feet.

"Sign face" means the part of the sign that contains the message, display, or informative content. Sign face does not include structural portions of a sign that are distinguished from the message, display, or informative content, such as by separation borders or decorative trim.

"Sign height" means the vertical distance measured from the lowest grade of the ground immediately below the sign to the highest point of the sign.

**15.28.040 General Sign Regulations**

1. All components of a sign (including any letters, figures, characters, or representations in cut-out or irregular form maintained in conjunction with, attached to, or superimposed upon any sign) shall be safely and securely built or attached to the sign structure and shall comply with all requirements of this chapter.

2. Except as may be required for sign illumination, no sign shall be located within eight feet of any electric power line, service drops, or line conductors, or in any location where the designated representative of the Building Department finds a reasonable danger that an electric power line would come into contact with the sign.

3. All signs, and the premises surrounding the same, shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious substances, rubbish, weeds and in good repair.

4. Sign Illumination.

a. Signs may be illuminated, including by internal illumination or indirect illumination, only as specifically authorized by this Chapter.

b. Except as authorized by Section 15.28.050.A(4)(k), any internally-illuminated sign shall be designed such that only individual letters, numbers, and other symbols or content is illuminated or back-lit, and the sign background shall not be internally illuminated unless expressly authorized by this Chapter. Space shall be provided between letter and number components and between letters and numbers. Letters and numbers shall not appear as one mass.

c. Any externally-illuminated sign shall be illuminated only by a light source that is arranged such that light is reflected off the sign.

d. No illuminated sign shall be permitted within fifty (50) feet of any residentially zoned property unless the illumination of the sign is so designed that it does not shine directly onto the adjacent property.

e. In the event that a sign is permitted to be externally illuminated, the light shall not shine or extend into any street right-of-way.

5. No more than twenty-five (25) percent of the total glass area of any window pane or glass door may be covered by signs.

6. For signs allowed by permit, except for Flat Wall Signs and Attention Attracting Devices referenced in Section 5.28.050.A, in the General Business district, no more than five exterior signs shall be allowed on a single zoning lot at any given time.

7. Subarea Plans.

a. Notwithstanding any other provisions of this chapter, adopted subarea plan sign stipulations and architectural treatments required for signs in Chapter 15.48 Building Façade Architectural Design Standards shall become part of this Chapter. Depictions, illustrations, and text set forth in any adopted subarea plan shall regulate signs in the applicable subarea. In the case of conflict between this Chapter and an adopted subarea plan, the more restrictive standard shall apply.

b. Notwithstanding any other provisions of this chapter, the following additional regulations shall apply to signs within the areas specified:

i. Signs on properties fronting Route 45, Atkinson Road, Route 83, Route 120, Rollins Road, Peterson Road, Alleghany Road, Route 137, or Washington Street shall be subject to the following additional regulations:

1. Wall Signs. Wall signs may be internally or externally illuminated, provided however that only individual letters or symbols may be internally illuminated. The sign background shall not be internally illuminated.
  2. Ground Signs.
    - a. Ground signs may be internally or externally illuminated, provided however that only individual letters or symbols may be internally illuminated. The sign background shall not be internally illuminated.
    - b. Ground signs shall have a single support structure made of decorative wood, stone, or brick. The support structure shall be equal in width to the width of the sign.
- ii. Signs on properties zoned in the Central Business District or the Central Business A District shall be subject to the following additional regulations:
1. Wall Signs.
    - a. Wall signs may be externally illuminated with either up or down lighting. Internal illumination is prohibited.
    - b. Wall signs shall be constructed of wood or water-resistant synthetic wood.
  2. Ground Signs:
    - a. Ground signs may be externally illuminated with either up or down lighting, provided that the light does not shine onto adjacent properties or the public right-of-way. Internal illumination is prohibited.
    - b. Ground signs shall be constructed of wood or water-resistant synthetic wood and have a single support structure made of decorative wood, stone, or brick. The support structure shall be equal in width to the width of the sign.

**5.28.050 Specific Sign Regulations.**

- A. Signs allowed by permit. The following signs shall be permitted upon issuance of a permit therefor in accordance with Section 15.28.090 of this Chapter:

**1. Attention Attracting Devices**

- a. Definition: Attention attracting devices are permanent or temporary devices that flutter, rotate, flash, or move for purposes of attracting attention, promotion, or advertising, including, but not limited to, balloons or other gas-filled figures, propellers, spinners, streamers, reflectors, and unshielded electric lamp bulbs (excluding holiday lights for nationally recognized holidays) and any banner-type sign constructed of cloth, canvas, light fabric, cardboard, wallboard, or other light materials, with or without frames, that is intended to be displayed on a temporary basis, other than signs classified as “Banners – Commercial Parking Lot” under Section 5.28.050.A.2 of this Chapter. This definition shall not be interpreted as including properly-displayed flags of any government or political subdivision.
- b. Attention-attracting devices, permanent or temporary, shall be prohibited; provided, however, that attention-attracting devices may be displayed in connection with grand openings, special promotions, or other similar special occasions not exceeding fourteen

(14) days in duration and not occurring more than two (2) times annually for any one zoning lot or multiple lots occupied by a single business or as otherwise authorized on a temporary basis by permit.

- c. Such signs shall not exceed thirty-two (32) square feet in sign area or 10 feet in sign height. Such signs shall not impair traffic safety or obstruct the view of traffic or traffic control signals.
- d. Such signs are permitted only within the General Business, Central Business, Central Business A, and Shopping Center Business zoning districts.

## **2. Banners – Commercial Parking Lot**

- a. Definition: Any banner-type sign constructed of cloth, vinyl, or similar light materials, with or without frames, that is displayed on a light pole located on a nonresidential zoning lot and in or immediately adjacent to a commercial parking lot or access drive.
- b. Such signs shall be securely attached to their support structure so that they do not flutter.
- c. Such signs shall not be illuminated.
- d. Such signs shall not exceed 28 inches in width and 48 inches in height.
- e. Such signs are permitted only in nonresidential zoning districts.

## **3. Flat Wall Signs**

- a. Definition: A sign which is attached to the facade of a building and where no part of the sign projects out more than twelve (12) inches from the facade as measured from the face of the building wall to which it is attached.
- b. No flat wall sign shall extend above the roof line nor beyond the edge of the building or wall to which it is affixed. No more than fifty (50) percent of the sign face area may be covered by letters, numbers, or symbols.
- c. In non-residential zoning districts, the aggregate sign area of all flat wall signs on a zoning lot shall not exceed the lesser of: (i) three square feet of sign area per linear foot of building frontage, or (ii) eighty (80) square feet.
- d. One flat wall sign may be erected and maintained on a single-use building, except for a single-use building on a corner lot which may have up to two signs (one sign on each façade). All flat wall signs on a single-use building shall meet all flat wall sign requirements of this chapter. Each use within a multi-use building may erect or maintain one wall sign per occupancy.
- e. In residential districts, any such sign shall not exceed 16 square feet in sign area.
- f. Permitted in all zoning districts.

## **4. Ground Sign: Non-Residential Zoning**

- a. Definition: A freestanding sign having a single supporting structure. The support structure for a ground sign shall be made of decorative wood, stone, or brick and shall be equal in length to the width of the sign.

- b. Ground signs shall be set back a minimum of seven feet from all right-of-way lines and shall not interfere with sight lines required for traffic safety.
- c. No more than one ground sign having a maximum of two display surfaces shall be permitted on any zoning lot or any two or more contiguous zoning lots that are under common use (collectively for purposes of this subsection 15.28.050(A)(1)(4), a “**Lot**”), except that any such Lot with street frontage of three hundred fifty (350) feet or more may have two ground signs located not less than two hundred fifty (250) feet apart. In the case of a corner lot, either street (but not both) may be designated for the purpose of determining frontage.
- d. Except in the Commercial Transition (CT) and Commercial Transition Limited (CTL) zoning districts, ground signs shall not exceed ten and a half feet in sign height, and the support structure of the sign shall not exceed four feet in height.
- e. Except in the CT and CTL zoning districts, the maximum sign area of each display surface shall be based upon a Lot’s street frontage as follows:

Lot Frontage	Maximum Size of Each Sign’s Sign Area
50’ or less	25 square feet
Over 50’ but not more than 100’	25 square feet plus one additional square foot of sign area for each five feet, or major fraction thereof, of lot frontage in excess of 50’
Over 100’ but not more than 250’	35 square feet plus two additional square feet of sign area for each five feet, or major fraction thereof, of lot frontage in excess of 100’
Over 250’	70 square feet, which is the maximum allowed

- f. In the CT and CTL zoning classifications, ground signs shall not exceed five feet in sign height and thirty (30) square feet in sign area.
- g. Where two ground signs are permitted on a Lot, each sign may contain the maximum sign area for each display area as permitted in the foregoing table.
- h. Ground signs may be internally or externally illuminated, subject to the requirements of Section 15.28.040(4) and 15.28.040(7).
- i. All parts of a ground sign shall be the same width.
- j. Ground signs may be, or may include, an electronic message board sign, being a sign capable of displaying messages by electronic or digital means. The electronic message board sign shall be limited to one color and shall not use light emitting diode (LED) technology. The display shall not change more than once every eight seconds. The electronic message board shall be not exceed three feet in height and shall not be wider than the sign face or base of the ground sign to which it is affixed.
- k. Ground signs may be, or may include, a changeable copy sign, being a sign on which copy is changed manually. Subject to Sections 15.28.040(4) and 15.28.040(7), the sign face of a changeable copy sign may be internally illuminated provided individual letters are not

illuminated. The changeable copy sign shall not exceed three feet in height and shall not be wider than the sign face or base of the ground sign to which it is affixed.

- I. Ground signs are permitted (i) in all non-residential zoning districts, and (ii) on zoning lots that are located in a residential zoning district but have a non-residential principal use authorized pursuant to the Village's Zoning Ordinance.

#### **5. Ground Sign: Residential Zoning**

- a. Definition: A freestanding sign having a single supporting structure. The support structure for a ground sign shall be made of decorative wood, stone, or brick and shall be equal in length to the width of the sign.
- b. Such signs shall be located only at the entrance to a neighborhood area such as a subdivision or housing development and shall not be located on an individual residential lot.
- c. Such signs shall not exceed forty-five (45) square feet in sign area and six feet in sign height and may be located at each entrance to a neighborhood area, provided that adequate sight clear distance is provided. Such signs may not be erected within the municipal right-of-way unless approved by the Village Board. Such signs shall not include any electronic message board sign or LED technology.
- d. Permitted in all residential zoning classifications.

#### **6. Ground Sign – Short-Term**

- a. Definition: A freestanding sign having a single supporting structure that is intended to be displayed on a short-term basis not exceeding one year.
- b. Such signs shall not exceed thirty-two (32) square feet in sign area and ten (10) feet in sign height.
- c. Such signs shall be made of wood, water resistant synthetic wood, plastic, or similar weather-resistant materials and shall be safely and securely attached to the ground.
- d. No more than one such sign shall be permitted on each public street frontage of a zoning lot, and such signs shall not be located within fifteen (15) feet of a street intersection.
- e. Permitted only on vacant or undeveloped zoning lots located in nonresidential zoning classifications.

#### **7. Group Development Sign: Commercial Center**

- a. Definition: Freestanding sign accessory to a "commercial center," being a building or group of buildings comprising an integrated retail center complex that contains at least seventy-five thousand (75,000) square feet of floor area and is divided into six or more separate owner or tenant spaces for the operation of retail and/or commercial uses under separate ownership and control.
- b. Such signs are permitted only in accordance with the standards below:
  - i. A commercial center may have one Group Development Sign: Commercial Center signs shall be located at a common entrance to the commercial center, provided, however, that if the premise has frontage along two or more streets, a second such

sign shall be permitted on the second frontage. No commercial center shall have more than two such signs.

- ii. Such signs shall not exceed twenty (20) feet in sign height or two hundred fifty (250) square feet in sign area. No portion of a sign face shall be less than eight feet above grade. No portion of the sign shall be located within five feet of any right-of-way line.
- iii. Such signs shall have a single background color, lettering style, and lettering color.
- iv. A light emitting diode (LED) sign (being a sign displaying messages that are created or changeable by electronic means, including LED and similar technology such as liquid crystal display signs, fiber optic signs, plasma display screen signs, or incandescent signs) may be permitted as part of a Group Development Sign: Commercial Center sign that complies with the applicable provisions of this chapter, subject to the following limitations:
  1. LED signs shall be a minimum five hundred (500) feet away from any residential structure.
  2. The maximum sign area of the LED sign shall be the lesser of:
    - a. Thirty (30) percent of the total sign area of the Group Development Sign: Commercial Center sign; or
    - b. One square foot per one thousand two hundred twenty (1,220) square feet of commercial floor area within the commercial center; or
    - c. Seventy (70) square feet.
  3. LED colors shall be limited to three colors. Images shall be softened at dusk.
  4. Words and images shall not change more frequently than once every eight seconds, except for limited animation authorized by the sign permit.
  5. Messages or images displayed through an LED screen shall not blink, flicker, flash, or scintillate.
  6. LED signs should be compatible and fit within the existing sign structure and face.
- c. Permitted in the Shopping Center Business and General Business zoning districts.

#### **8. Group Development Sign: Industrial and/or Office Center**

- a. **Definition:** Freestanding sign accessory to an industrial and/or officer center, being a building or group of buildings comprising an integrated complex that contains six or more separate owner or tenant spaces for the operation of industrial and/or office uses under separate ownership and control.
- b. Such signs are permitted only in accordance with the standards below:
  - i. An industrial and/or office center may have one Group Development Sign: Industrial and/or Office Center sign.
  - ii. Such signs shall not exceed twenty (20) feet in sign height, and the sign area shall not exceed the lesser of: (i) twenty (20) square feet of sign area per acre of land



for the zoning lot or lots comprising the industrial and/or office center, excluding public streets or alleys, or (ii) one hundred twenty-eight (128) square feet.

- iii. Such signs shall have a single background color, lettering style, and lettering color.
  - iv. Where individual uses within an industrial and/or office center are located inside a grouping or complex without visible frontage facing a public street, a directory not exceeding thirty (30) square feet in sign area, stating only the name of each such use and its location within the grouping, may be installed at any pedestrian entrance to the industrial and/or office center.
- c. Permitted in the General Industry, Limited Industrial, Limited Industrial A, Office and Research zoning districts.

## **9. Menu Boards**

- a. Definition: A freestanding sign displaying restaurant pricing and offerings for a restaurant on the same zoning lot.
- b. Menu boards shall be allowed in conjunction with a drive-through restaurant or other drive-through pick up area with the following restrictions:
  - i. No more than two such signs on a zoning lot;
  - ii. No more than thirty-two (32) square feet in sign area for each sign; and
  - iii. Maximum sign height of six feet.
- c. Menu boards may be internally illuminated.
- d. Permitted in the Shopping Center Business and General Business zoning classifications.

B. Signs allowed without permit: Except as otherwise specifically provided in this Chapter, the following signs, subject to the following limitations, are permitted without a permit in the zoning districts specified below. Such signs shall not be used for the purpose of calculating the total number of allowable signs or sign area for a zoning lot, but shall comply with all other regulations of this Chapter:

### **1. Awning and Canopy Signs**

- a. Definitions:

Awning – A roofed structure constructed of fabric / canvas placed so as to extend outward from the building providing a protective shield for doors, windows and other openings with supports extending out in a continuous slope away from the building and supported entirely by the building. Awnings shall comply with all applicable building regulations and the Grayslake Architectural Standards.

Canopy – An overhead roof or structure over which a fabric, metal covering, or other allowed roofing material is attached to provide shade or shelter from weather. A canopy shall be securely supported by the building and/or other support structures (i.e. on poles) and comply with all applicable building regulations and the Grayslake Architectural Standards.

Awning Sign – Any sign painted, printed, securely attached, or otherwise applied to any face of an awning, excluding flat wall signs. Illuminated awning signs are prohibited.

Canopy Sign – A sign painted, printed, securely attached, or otherwise applied to the vertical face of the canopy, excluding flat wall signs.

- b. Awning and canopy signs are permitted subject to the following:

1. No portion of an awning or canopy, except canopy supports as allowed by code, shall be less than eight feet above the level of the public sidewalk.
2. No awning or canopy shall be permitted to extend within four feet of the curb.
3. Backlit awnings and canopies are prohibited.
4. All frames and supports shall be made of metal or other rigid material.
5. Communicative content may be printed on the portion of an awning or canopy above the valance, but this shall be limited to one awning or canopy only. However, in the case of a corner lot, awnings or canopies with printing above each valance shall be permitted on each street frontage. Any communicative content printed above the valance shall be limited as follows:
  - a. Lettering shall be limited to twenty-five (25) percent of the awning or canopy, as measured from the point of attachment to the building to the bottom of the fully extended awning or canopy excluding the valance. Letters shall be limited to fifty (50) percent of the width of the awning or canopy.
  - b. Images other than lettering shall be limited to fifty (50) percent of the height of the awning or canopy, as measured from the point of the attachment to the building or support structure to the bottom of the fully extended awning or canopy.
7. If a building includes a canopy, each use shall be permitted one sign attached under or printed on such canopy, not to exceed fifteen (15) square feet in sign area.
- c. Permitted in all nonresidential zoning classifications.

**2. Operational or Instructional Sign**

- a. Definition: A sign designating entrances, exits, service areas, parking areas or restrooms, or otherwise notifying or instructing the public about the functional operation of the building or premises.
- b. Such signs, except entrance and exit signs, shall not exceed eight square feet in sign area and shall not exceed six feet in sign height. Entrance and exit signs shall not exceed two square feet in sign area. These signs shall not be illuminated.
- c. Permitted (i) in all non-residential zoning districts, and (ii) on zoning lots that are located in a residential zoning district but have a non-residential principal use authorized pursuant to the Village's Zoning Ordinance.

**3. Gas Station Signs (Regulatory)**

- a. Definition: Signs regulated by government entities that are painted on or affixed to gas pumps or gas pump canopy posts relating to the principal use of a gasoline service station, displaying prices or other information not to exceed the minimum information required by state or federal law.
- b. The sign shall be no larger than the minimum size required by a State or Federal regulation.
- c. Permitted on zoning lots that are developed with a gasoline service station use.

**4. Governmental Sign**

- a. Definition: A sign established, erected, or maintained by, or by order of, any governmental agency or authority.
- b. Permitted in all zoning classifications.

**5. Identification Sign**

- a. Definition: Signs consisting solely of house numbers and nameplates not exceeding two square feet in sign area for each residential, commercial, or industrial building.
- b. Permitted in all zoning classifications.

**6. Official Flags**

- a. Definition: A flag of any nation or political subdivision.
- b. Such signs may only be displayed on flagpoles, and in residential zoning districts a flag shall not exceed twenty-four (24) square feet in area each.
- c. Permitted in all zoning classifications.

**7. Political Election Sign**

- a. Definition: A temporary sign announcing or supporting political candidates or issues in connection with any national, state or local election.
- b. Notwithstanding any other provisions in this chapter, the following provisions shall apply to the size, placement and type of political signs.
  - 1. Political election signs shall not be placed within the public right-of-way.
  - 2. Such signs shall not be located within fifteen (15) feet of a street intersection.
  - 3. Such signs shall not exceed sixteen (16) square feet in sign area.
  - 4. Such signs shall not exceed eight feet in sign height.
  - 5. Banner signs, portable signs, and signs attached to fences or walls, are prohibited.
  - 7. Such signs shall not be attached to light posts, utility poles or trees.
  - 8. Such signs shall not be internally illuminated.
  - 9. Window signs shall not exceed two square feet per sign, not to exceed a total of sixteen (16) square feet per premises or twenty-five (25) percent window coverage.
  - 10. Political election signs shall not include flashing lights, mechanically moving parts or emit noise.
  - 11. Unless political election signs include on its face the name of the person or organization responsible for such signs, the owner of the private property on which such sign is located shall be deemed responsible for said sign.
  - 12. Such signs in violation of this section shall be removed by property owner or other responsible party within twenty-four (24) hours of notification.

13. Political election signs located within the right-of-way will be removed by the Village without notification.

c. Permitted in all zoning classifications.

**8. Political Message Sign**

a. Definition: A sign other than a political election sign expressing a noncommercial message regarding an issue of political or public concern.

b. No more than two such signs shall be permitted per zoning lot.

c. Such signs shall not be located within fifteen (15) feet of a street intersection.

d. No such sign shall exceed six square feet in sign area or six feet in sign height.

e. Permitted in all zoning classifications.

**9. Sandwich Board Signs**

a. Definition: A freestanding portable sign constructed in an "A" type frame.

b. Sandwich boards shall be permitted subject to the following:

1. No more than one shall be permitted per zoning lot or business;

2. Shall not be located in the right-of-way except in the Central Business or Central Business A zones;

3. All signs shall be made of wood, water resistant synthetic wood, or plastic.

4. Shall not be greater than six square feet in sign area;

5. Shall not exceed four feet in sign height.

6. Must be nonilluminated;

7. Must be removed when business or use to which it pertains is not open; and

8. Shall not impede foot or vehicular traffic.

c. Permitted in all nonresidential zoning classifications.

**10. Symbols, Emblems, Plaques or Insignia**

a. Definition: Symbols, insignias, commemorative plaques, or emblems.

b. All such signs shall be flat wall signs not exceeding four square feet in sign area.

c. Permitted in all non-residential zoning classifications and for non-residential uses allowed in residential zoning classifications by the Zoning Ordinance.

## **11. Temporary Signs – Residential**

- a. Definition: A sign displayed on a temporary basis not to exceed 30 days, except signs classified as “Window Signs – Temporary / Nonilluminated” under Section 15.28.050(B)(16) of this Chapter.
- b. No such sign shall exceed ten square feet in sign area or five feet in height.
- c. No more than one such sign shall be permitted on a zoning lot at any given time.
- d. Such signs shall not be located within fifteen (15) feet of a street intersection.
- e. Temporary signs shall be made of wood, water resistant synthetic wood, plastic, or similar weather-resistant materials or affixed to the interior surface of a glass window.
- f. Temporary signs must be safely and securely anchored to the ground or to a building or structure. Temporary signs may not be affixed to the exterior of any window.
- g. Permitted in all residential zoning classifications.

## **12. Vehicular Sign**

- a. Definition: Signs on a motor vehicle operating in the normal course of business, which business is not primarily the display of signs.
- b. Permitted in all zoning classifications.

## **13. Warning Sign**

- a. Definition: Signs limited to messages of warning, caution or damage.
- b. Signs may be placed in areas of danger which are accessible to the public, utility companies or others. This sign’s maximum size and sign height shall comply with any applicable federal and state regulations. Any signs not otherwise regulated by federal or state law shall comply with the sign size and height requirements for “Temporary Signs – Residential” set forth in Section 15.28.050(B)(11) of this Chapter.
- c. Permitted in all zoning classifications.

## **14. Window Signs: Permanent / Non-Illuminated**

- a. Definition: Signs affixed to the interior surface of a window or placed within twelve (12) inches of the interior surface of a window, so as to be seen and identified from outside by the public, or signs painted or lettered directly on a window. Nonilluminated window signs are signs having no illumination either directly or indirectly, including signs painted or lettered directly on a window.
- b. Such sign or signs shall not exceed twenty-five (25) percent of the total glass area of the window pane or glass door on which they are located. No such signs shall be permitted to be affixed to the exterior of any window, wall, or other exterior surface of the structure, and in no

event shall such signs obstruct or interfere with any window area required for light or ventilation under any applicable law.

- c. Permitted in all non-residential zoning classifications and for non-residential uses allowed in residential zoning classifications by the Zoning Ordinance.

**15. Window signs: Permanent / Illuminated**

- a. Definition: Signs affixed to the interior surface of a window or placed within twelve (12) inches of the interior surface of a window, so as to be seen and identified from outside by the public that are directly or indirectly illuminated, including “open” signs and other signs powered by electricity or battery.
- b. Such sign or signs shall not exceed twenty-five (25) percent of the total glass area of the window pane or glass door on which they are located; provided, however that permanent illuminated signs shall not exceed two (2) square feet in sign area and shall not flash. Such signs shall not be permitted to be affixed to the exterior of any window, wall, or other exterior surface of the structure, and in no event shall such signs obstruct or interfere with any window area required for light or ventilation under any applicable law.
- c. Permitted in all nonresidential zoning classifications.

**16. Window signs: Temporary / Non-Illuminated**

- a. Definition: Signs affixed to the interior surface of a glass window and displayed for a temporary period not to exceed 30 days.
- b. Such sign or signs shall not exceed twenty-five (25) percent of the total glass area of the window or glass door on which they are located and, in any event, shall not exceed fifty (50) square feet in sign area. No temporary window signs shall be permitted to be affixed to the exterior of any window, wall, or other exterior surface of the structure, and in no event shall such signs obstruct or interfere with any window area required for light or ventilation under any applicable law.
- c. Such signs shall not be illuminated.
- d. Permitted in all nonresidential zoning classifications.

**5.28.060 – Prohibited Signs**. The following signs shall be prohibited in all zoning classifications:

- A. No sign shall be erected or maintained at any location where, by reason of its position, wording, illumination, size, shape, or color, it may obstruct, impair, obscure, interfere with the view of, or be confused with, any authorized traffic control sign, signal, or device.
- B. No sign shall be located or use any word, phrase, symbol, shape, form, or character, in such manner as to interfere with moving traffic.
- C. No part of any sign attached to a building shall be erected to a sign height greater than that permitted for such building.
- D. Signs which may be, or may hereafter become, rotted, unsafe, or unsightly shall be immediately repaired or removed by the permittee or owner of the sign or upon notice by the Building Department.

- E. Except as expressly authorized by this Chapter (including with respect to awning and canopy signs, sandwich boards, and flat wall signs), no sign or part of any sign shall be erected in or over, or extended into or over, the public right-of-way except those signs established by, or by order of, any governmental agency. Any such signs not established by, or by order of, a governmental agency, may be removed by the Village without notice.
- F. No sign is permitted which includes flashing lights, mechanically moving parts, or noise emissions.
- G. No sign over four square feet in sign area may be suspended by chains, ropes or other nonmechanical means that readily permit the sign to swing or move freely.
- H. No obsolete sign shall be permitted.
- I. No vehicular sign attached or painted onto an inoperable or unlicensed motor vehicle in view of the public right-of-way or attached to or painted on a licensed motor vehicle which is parked or maintained in full view of the right-of-way or on the property to which the sign thereon refers for a period of more than thirty (30) consecutive days shall be permitted.
- J. Portable or unattached signs are prohibited, except for sandwich boards and attention attracting devices as permitted by this Chapter and except for signs that are worn or carried by a person.
- K. No sign shall be painted directly on the wall or roof of a building or directly on a fence or other accessory structure or directly on any paved surface other than required traffic control information on the pavement.
- L. No sign shall be located at the rear of premises facing a residential property.
- M. No sign shall be attached to a tree.
- N. No sign shall be attached to a fence or wall constructed in accordance with the Grayslake Fence Ordinance, except for street address numbers and residents' names no greater than two square feet.
- O. Except as provided in Section 5.28.050(A)(2), freestanding pole signs are prohibited.
- P. Off-premises advertising signs, which shall include any sign directing attention to a use, business, service, or commodity that is conducted, offered, or sold at a location other than the zoning lot on which the sign is located, are prohibited.
- Q. Neon or xenon type sign lighting is prohibited.
- R. Backlit box type wall sign.
- S. No signs shall be painted on or attached to benches, outdoor furniture, or similar items on either public or private property.
- T. No other sign not specifically permitted by this chapter shall be erected or maintained.
- U. Internally illuminated wall signs shall be prohibited except as expressly permitted by this Chapter.
- V. Illuminated window signs shall be prohibited except as expressly permitted by this Chapter.

**15.28.070 – Nonconforming signs.**

“Nonconforming sign” means any sign that: (1) was lawfully maintained and had been lawfully erected in accordance with the provisions of all applicable prior sign, zoning, and other ordinances but did not conform to the limitations and standards established as of April 7, 1992 or such later date as the Village sign regulations had been amended; or (2) on the effective date of the ordinance codified in this chapter was lawfully maintained and had been lawfully erected in accordance with the provisions of all applicable prior sign, zoning, and other ordinances but does not conform to the limitations and standards established by the ordinance codified in this chapter in the zoning district in which the sign is located; or (3) on or after the effective date of the ordinance codified in this chapter was lawfully erected and maintained in accordance with the provisions of the ordinance codified in this chapter, but, by reason of further amendment to the ordinance after its effective date, does not conform to the limitations as established by the ordinance in the zoning district in which the sign is located.

A. Authority to Continue. Except as provided in subsection B of this section, any nonconforming sign may be continued in its existing condition, subject to the following limitations:

1. If the sign is damaged or destroyed by any means to the extent of more than fifty (50) percent of its replacement cost, such sign shall not be repaired, replaced, or restored except in strict conformity with this chapter;
2. The sign shall not be altered, enlarged, or moved in any manner unless it thereafter is in strict conformity with this chapter;
3. Notwithstanding the foregoing, the owner of a nonconforming sign may:
  - a. Perform normal maintenance and incidental repair or replacement of nonbearing sign elements and electrical wiring and fixture, provided that no such repair or replacement shall increase the degree of nonconformity of such sign; and
  - b. Change the message on such sign, provided that such change does not otherwise violate the provisions of this chapter.

B. Termination of Nonconforming Signs.

1. Except as provided in subsection (B)(2) of this section, any nonconforming sign, or any nonconforming element of a sign capable of change or discontinuance separate from other elements of the sign, that has not otherwise been terminated pursuant to this chapter, shall be terminated no later than the date provided in the following schedule:

Original Value of Sign or Sign Element, as Shown on, or Estimated from, Building Permit	Removal Required Within Stated Period After the Effective Date of Any Ordinance Whereby the Sign becomes Nonconforming
Less than \$1,000	1 Year
\$1,001 to \$4,000	2 Years
\$4,001 to \$7,000	3 Years
\$7,001 to \$10,000	4 Years
Over \$10,000	5 Years



Where no original value can be established, the Building Department's estimate of current depreciated replacement cost shall be used.

2. Notwithstanding the amortization schedule in subsection (B)(1) of this section, the owner of any nonconforming sign who has not fully depreciated such sign for federal income tax purposes may, upon delivery to the Village of all relevant tax returns to verify the depreciation of such sign, continue to use such nonconforming sign until the earlier of:
  - a. The time necessary to depreciate fully such sign for federal income tax purposes without altering the method of depreciation; or
  - b. Seven years after the effective date of the ordinance provision that rendered the sign nonconforming.

C. Notice and Appeal.

1. The Building Department shall give written notice to the owner(s) of any nonconforming sign of termination provisions of this section (the "N/C sign notice"). The N/C sign notice shall be sent via certified mail (return receipt requested) and, if the Building Department so decides, by any other appropriate means.
2. Unless the sign owner delivers to the Building Department satisfactory evidence of the original value of the nonconforming sign within thirty (30) days after the N/C sign notice, the Building Department shall determine the estimate of the current depreciated replacement cost of the nonconforming sign for purposes of determining when a nonconforming sign must be removed under this section.
3. Within thirty (30) days after the timely receipt of any evidence of the original value of a nonconforming sign, the Building Department shall notify the owner of such sign whether such evidence is accepted, conditionally accepted, or rejected (the "valuation review notice"). The valuation review notice shall be sent via certified mail (return receipt requested) and, if the Building Department so decides, by any other appropriate means.
  - a. If accepted, the valuation review notice shall set forth such acceptance, as well as the removal date for the nonconforming sign based on the original value and the terms of this section;
  - b. If conditionally accepted, the valuation review notice shall set forth the deficiencies in the valuation evidence, the conditions under which the owner's valuation evidence is accepted, and the removal date for the nonconforming sign based on the original value and the terms of this section. In addition, the valuation review notice shall require the owner's acceptance of the conditions within thirty (30) days, or else the evidence of original value shall be deemed rejected.
  - c. If rejected, the valuation review notice shall state that the valuation evidence has been rejected, the reasons therefor and the Building Department's estimate of the current depreciated replacement cost for the sign, as well as the removal date for the nonconforming sign based on such estimate;
  - d. In addition to the information required pursuant to subsection (C)(3)(a), (b), or (c) of this section, the valuation review notices shall notify the owners of nonconforming signs of their right to appeal the decision set forth in the valuation review notice to the Board of Trustees of the Village, as well as the procedures for such appeal.
4. Appeals.
  - a. The owner of any nonconforming sign may appeal the decision set forth in any valuation review notice by filing a written notice of appeal with the Village Clerk within thirty (30) days after delivery of the valuation review notice. The notice of appeal shall state the basis for such appeal, and shall include any relevant documents, records, or other materials in support of such appeal. In addition, the Building Department shall provide the Village Board with the

N/C sign notice, the valuation review notice, and any other relevant information within seven days after the receipt of the notice of appeal.

- b. Based on a review of the materials provided with the notice of appeal and the information from the Building Department, the Board of Trustees shall decide within thirty (30) days after the filing of the notice of appeal whether to affirm, modify, or reverse the decision of the Building Department. If the Board of Trustees does not act on the appeal within such thirty (30) day period, the decision of the Building Department as set forth in the valuation review notice shall be deemed approved.
  - c. Any appeal of the Board of Trustees decision shall be in accordance with the Administrative Review Procedures of the Illinois Code of Civil Procedures, as they may be amended from time to time.
- D. Exception. Notwithstanding anything to the contrary under this Section 15.28.070, to the extent that a nonconforming sign is subject to 735 ILCS 30/10-5-5(b), the amortization provisions of this Section shall not apply.

**15.28.080 – Enforcing officer—Powers and duties.**

- A. Appointment of the Enforcing Officer. The Building Department shall enforce the provisions of this chapter.
- B. Duties of the Enforcing Officer. The Building Department shall examine all applications for permits for the erection of new signs, shall record and file all applications for permits with any accompanying plans and documents, shall inform owners of nonconforming signs and the nature of the nonconformance and the date of removal or compliance, and shall make periodic reports to the Village Board of Trustees.

**15.28.090 – Permits required—Applications—Limitations—Revocation.**

- A. Permits Required. Except as otherwise expressly indicated in this chapter, it is unlawful for any person to erect, alter or relocate within the Village any sign that requires a permit without first obtaining a permit from the Building Department and paying the appropriate fee as set forth in Chapter 3.08; provided, however, that if another governmental entity with jurisdiction requires that a sign be relocated, no fee shall be charged as long as the sign is relocated on the same zoning lot. All illuminated signs shall, in addition, be subject to all the applicable electrical code provisions and the permit fees required thereunder. No permit shall be required for changing letters or the message on any sign in a manner that does not change the functional classification of the sign, for repainting of an existing sign, or for replacement of a sign face by the same advertiser due to breakage and/or deterioration of the sign face.
- B. Applications. Any person desiring such a permit shall file application therefor upon a form provided by, or otherwise acceptable to, the Building Department, which shall contain or have attached thereto the following information:
  - 1. Name, address, and telephone number of the applicant;
  - 2. A map drawn to scale showing the location of the building, structure or lot on which the sign is to be attached or erected, and showing the position of the sign in relation to buildings and streets;
  - 3. A plan drawn to scale showing the rendered design of the sign, the materials to be used, the method of construction, and the means of attachment to the building or ground;
  - 4. The cost of constructing the sign;
  - 5. The name of the person, firm, corporation, or association erecting, altering, or moving the sign;
  - 6. Written consent of the owner of the land or building on which the sign is to be erected, altered or relocated.

7. Any other information which the representative of the Building Department shall require in order to show full compliance with this chapter and all of the other applicable ordinances of the Village.

Upon submission of a completed sign permit application the Building Department shall issue the requested permit if the proposed sign meets all applicable requirements of this Chapter 15.28 and all other applicable provisions of this code.

- C. Revocation or Termination of Permits. All sign permits hereafter issued by the Village and all sign permits issued by the Village prior to the effective date of the ordinance codified in this chapter, are revocable at any time by the Building Department if the Building Department finds noncompliance with this chapter or any other provisions of this code, and such noncompliance is not corrected within twenty (20) days after written notice by the Building Department to the permittee, with a copy to the Village Manager.

#### **15.28.100 – Enforcement—Violation—Penalty.**

- A. Unsafe and Unlawful Signs. If the Building Department shall find that any sign is unsafe or insecure, or is a menace to the public, or has been constructed or erected, or is being maintained in violation of the provisions of this chapter or other provisions of this code, the Building Department shall give written notice to the permittee thereof or to the owner of the premises as shown on the most recent tax rolls. If the permittee or owner fails to make corrections or fails to remove or alter the sign within twenty (20) days, after said notice, the sign may be removed by the Building Department at the expense of such permittee or owner, and such expense shall be a lien on the real property upon which such sign is located. However, the Building Department may cause any sign which is an immediate and imminent peril to persons or property, to be removed summarily with or without notice.
- B. Violation and Remedies.
  1. Violation. The violation of or failure to comply with any of the provisions of this chapter, or the erection, use, or display of any sign not in compliance with all of the provisions of this chapter, shall be and is declared to be unlawful.
  2. Injunction. The Village, through its authorized agents, may initiate injunction or abatement proceedings or other appropriate action in a court of competent jurisdiction against any person who violates or fails to comply with any provisions of this chapter or against the erector, owner, or user of any unlawful sign or owner of the property on which an unlawful sign is located, to prevent, enjoin, abate, or terminate violations of this chapter or the erection, use, or display of an unlawful sign.
  3. Penalty.
    - a. Any person, persons, firm, or corporation adjudged guilty of violating any of the provisions of this chapter, including (without limitation) a failure, neglect, or refusal to comply with a notice given pursuant to the provisions of this chapter or to comply otherwise with the provisions of this chapter, shall be fined not more than five hundred dollars (\$500.00) for each offense. Proceedings may be commenced by warrant, arrest, or summons, whether by ticketing or any other means. Each day the violation continues shall be considered a separate offense.
    - b. The owner or tenant of any building, structure, sign, premises, or part thereof, and any person, persons, firm, or corporation who commits, participates in, assists in, or maintains such violations may each be found guilty of a separate offense and subject to the above penalties.
  4. Removal of Signs from Public Property. Upon determination by the Village that a sign has been installed or maintained in violation of the provisions of this chapter within any public right-of-way or other Village property, the Village may summarily remove the offending sign and process and impound the sign as unclaimed property. The owner of the impounded sign shall have five days in which to reclaim his/her impounded property after which the offending sign will be disposed of by the Village. Appointments to pick up impounded property may be arranged through the Building Department during normal business hours. If after five days, the sign owner fails or refuses to

reclaim his/her impounded property, the Village may dispose of the sign as it so chooses, and the sign owner will have no recourse against the Village for the loss of its unclaimed property.

#### **15.28.110 – Appeals.**

##### A. Jurisdiction.

The Plan Commission/Zoning Board of Appeals (“PCZBA”) shall be vested with jurisdiction and authority to make findings and recommendations to the Village Board of Trustees regarding the review of administrative decisions, rulings, interpretations, and actions (collectively a “Decision”) made pursuant to this Chapter.

##### B. Notice of Appeal.

Any person who has been aggrieved by an adverse Decision of the Building Department or any other officer, department, board, or bureau of the Village of Grayslake acting pursuant to this Chapter may submit a notice of appeal to the Village Clerk within 45 days after the date of the Decision complained of. The notice of appeal shall identify the Decision being appealed, state the date of such Decision, and specify the grounds for the appeal. The Clerk shall promptly transmit the notice of appeal to the PCZBA, which shall fix a time for a hearing, give due notice thereof to the parties, conduct a hearing, and make a recommendation to the Village Board of Trustees within a reasonable time.

##### C. Criteria for Decision.

Based on the evidence presented at the hearing, the PCZBA shall determine whether or not the Decision complained of is in accordance with the requirements of this Chapter and shall transmit its findings and recommendation to the Village Board of Trustees. In the case of an appeal from denial of a sign permit application, the PCZBA may recommend that the permit be granted on appeal if the PCZBA finds that: (1) the proposed sign substantially conforms to the requirements of this Chapter, and (2) to the extent the sign does not strictly conform to this Chapter, it is consistent with this Chapter’s purpose and intent and will not be detrimental to nearby property owners or create a hazard to public safety.

The Village Board of Trustees will consider the PCZBA’s recommendation and thereafter affirm or reverse the Decision complained of. If the Decision is reversed, the Board of Trustees shall direct that a sign permit be issued, with or without conditions, or such other action taken as is necessary in accordance with its decision.

#### **15.28.120 – Variances.**

##### A. Jurisdiction.

The PCZBA shall be vested with jurisdiction and authority to recommend to the Village Board of Trustees that variations be granted from the provisions of this chapter with respect to particular cases involving practical difficulties or particular hardship in carrying out the strict letter of the regulations contained in this chapter.

##### B. Applications; Criteria for Decision.

1. An applicant for variance from the requirements of this chapter shall submit sketches, drawings, or photographs of the property and the proposed sign, and shall explain in a written petition in what manner the sign varies from the provisions of this chapter and why a variance for the proposed sign is needed.
2. The PCZBA may recommend to the Village Board of Trustees that a variance be granted from the provisions of this chapter only if the PCZBA finds that:

- i. The literal interpretation and strict application of the provisions and requirements of this chapter would cause undue and unnecessary hardship to the applicant because of unique or unusual conditions pertaining to the specific building, parcel, property, or use in question;
- ii. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity;
- iii. The unusual conditions applying to the specific property do not apply generally to other properties in the Village;
- iv. The granting of the variance would not be contrary to the general objective of this chapter of moderating the size, number, and unobtrusive placement of signs and reduction of clutter;
- v. The proposed sign, in the context of development on the property and development on adjacent properties and in relation to the street, would serve to enhance the property and surrounding properties and rights-of-way;
- vi. The entire area around the sign has been or will be particularly well landscaped so as to mitigate any adverse effects of the size, shape, number, or character of such sign.
- vii. The variance is not contrary to the purposes of the applicable adopted corridor plan.

C. Variance Decision.

The Village Board of Trustees will consider the PCZBA's recommendation and thereafter grant or deny the requested variance. If the Village Board grants a variance, it may attach thereto such conditions regarding the location, character, and other features of the proposed sign as it may deem necessary to carry out the spirit and purpose of this chapter.