

## **ARTICLE 13 SIGN REGULATIONS**

### **CHAPTER 13.1. PURPOSE AND APPLICABILITY.**

All signs in the City of Bainbridge that fall within the scope of Article 13 of the city's zoning ordinance shall be erected, constructed, or maintained in accordance with the provision of the chapters below and applicable chapters of the Bainbridge Building Code and only those signs that are permitted by these regulations shall be erected within the city.

### **CHAPTER 13.2. SCOPE.**

Article 13 regulates all signs in the City of Bainbridge visible from the public highway right-of-way, public facilities, and navigable waterways. The City of Bainbridge has a tradition and reputation as a scenic and historic area with a rich mix of land uses that blend into a landscape of high aesthetic quality. Depending on their size, numbers, and character, signs may attract or repel visitors, affect the daily visual quality of residents, affect the safety of vehicular traffic, and define the character of the area. Thus aesthetic considerations impact economic values as well as public health, safety, and welfare. Therefore Article 13 sets standards for the following purposes:

1. Maintain and enhance the visual quality (aesthetics) of the community;
2. Improve pedestrian and motorist safety by minimizing distractions and obstacles to clear views of the road and of directional or warning signs;
3. Protect and enhance economic viability by assuring that Bainbridge will be a visually pleasant place to live or visit;
4. Protect property values and private/public investments in property;
5. Protect views of the natural landscape and sky and promote the use of natural materials;
6. Avoid personal injury and property damage from structurally unsafe signs; and

### **CHAPTER 13.3. DEFINITIONS.**

1. **Abandoned Sign:**
  - a. Any sign not well maintained for a consecutive 120-day period;

- b. Any sign the owner of which cannot be located at Owner's last address as reflected on the records kept by the Zoning Administrator's; or
  - c. Any sign no longer fully supported, by the structure designed to support the sign.
2. **A-Framed Sign:** A double-faced, temporary sign, constructed with an A-shaped frame, composed of two sign boards attached at the top and separate at the bottom, not permanently attached to the ground, but secured to the ground or sufficiently weighted to prevent the sign from being blown from its location or easily moved.
3. **Awning Sign:** An awning that contains letters, numbers, symbols, pictures, logos, or visual display, or other communication, attached or painted and made an integral part of an awning.
4. **Banner:** A sign made of cloth, canvas, fabric, or cardboard or other light material, displaying a message thereon, and intended to be displayed for a short period of time.
5. **Direction Sign:** A sign on private property that gives directions only such as entrance, exist, or street number signs and the like.
6. **Free Standing Sign:** For the purposes of this Article, "free standing sign" shall mean any sign that is wholly independent of a building for support.
7. **Government Sign:** A sign posted, or required to be posted, by this municipality, another governmental agency, the State of Georgia, or the federal government.
8. **Monument Sign:** A free standing, ground level sign, eight (8) feet in height or less, securely affixed to a substantial support structure which is permanently secured in the ground.
9. **Non-Profit Sign:** A sign, erected on a temporary basis by a community, not-for-profit organization, containing any lawful message.
10. **Non-Residential Zoning Districts:** For the purposes of this ordinance, non-residential zoning districts shall include the following: institutional districts, INS; office-professional districts, O-P; neighborhood business districts, NB; highway commercial districts, HC; the central business district, CBD; light industrial districts, LI; and heavy industrial districts, HI.
11. **Owner:** A person owning a sign.

12. **Parcel:** An individual lot of land occupied or capable of being occupied by a use, building or group of buildings devoted to a common use, together with the customary accessories and open spaces belonging to the same.
13. **Permit:** The authorization for a sign issued by the Zoning Administrator.
14. **Person:** Any individual or entity, including a firm, partnership, association, corporation, Limited Liability Company, trustee, and their legal successors.
15. **Pole Mounted Sign:** A free standing sign, fully supported by a pole, permanently secured in the ground.
16. **Portable Sign:** For the purposes of this ordinance, “portable signs” are defined as any temporary sign with a substantial base to prevent the sign from being blown from its location or easily moved.
17. **Principal Building:** A building in which is conducted the principal use of the lot on which it is located.
18. **Residential Neighborhood Sign:** A sign at the entrance of a residential neighborhood containing any lawful message.
19. **Residential Zoning Districts:** For the purposes of this ordinance, residential zoning districts shall include the following: urban high-density residential districts, UR-12; manufactured home park districts, MHP; urban medium-density residential districts, UR-9; urban low-density residential districts, UR-6; suburban residential districts SR-3; and rural residential districts, RR-1.
20. **Roof Sign:** For the purposes of this ordinance, “roof sign” shall mean a sign erected, constructed, or maintained upon a roof.
21. **Sign:** A lettered, numbered, symbolic, pictorial, or illuminated visual display, device, or communication designed or used for the purpose of identifying, announcing, directing, informing, or bringing to the attention of others the subject thereon, that is visible from the public right-of-way, a driveway or parking lot with access to a public right-of-way, or from an adjacent property, except as specifically noted otherwise in this Article. For purposes of this Article, the term “sign” includes but is not limited to “banners,” “balloons,” “flags,” “pennants,” “streamers,” “windblown devices,” and “advertising devices.” Furthermore, the term “sign” includes the sign structure, supports, lighting system, and any attachments, ornaments, or other features used to draw attention of the observers.
22. **Sign Area:** The entire face of a sign including the area to which the sign’s message is attached and any framing, trim, or molding but not including the support structure for pole mounted, free standing signs. For purposes of this

article the sign area for free standing, monument signs includes the support structure.

23. **Special Event Sign:** For the purposes of this ordinance, special event sign means a sign erected on a temporary basis through the duration of a special signage event.
24. **Sign Face:** The area or display surface used for a sign's message.
25. **Temporary Sign:** (See Banners)
26. **Uniform Finished Grade:** The finished elevation of the ground level after development.
27. **Wall Sign:** A sign attached to, painted upon, placed against, or supported by the exterior surface of any building.
28. **Well Maintained Sign:** For the purposes of this ordinance, well maintained sign means the following: any sign where the lettering is securely attached and aligned as originally designed; any sign whose painted surfaces have not been allowed to peel, flake, fade, or oxidize to the extent that the sign no longer displays its original message; any sign that does not have similar conditions of disrepair or lacks maintenance as determined by the Zoning Administrator; and for lighted signs, any sign whose illumination devices are fully working as designed.
29. **Zoning Administrator:** The officially appointed administrator of the City of Bainbridge who is responsible for administering all elements of the city's zoning ordinance.

#### CHAPTER 13.4. SIGNS IN NON-RESIDENTIAL ZONING DISTRICTS

##### 1. Signs in Non-Residential Zoning Districts:

Signs in these zoning districts and areas are allowed subject to the following regulations:

- a. **Signs in Non-Residential Zoning Districts Requiring Sign Permits (Neighborhood Business District, NB; Highway Commercial District, HC; Central Business District CBD; Light-Industrial District, LI; and the Heavy Industrial District, HI):**
  - i. **Wall Sign and Free Standing Sign:** One (1) wall sign is permitted for each principal building or establishment located in a NB, HC, CBD, LI, or HI zoning district. The maximum allowable square footage of wall signs shall not exceed 150% of the width of

the finished portions of the principal building's or establishment's front.

*[To calculate the maximum allowable square footage of a wall sign, first measure the width of the front of the finished building or establishment (areas completely enclosed on all sides). Then multiply the figure by 1.5.]*

Wall signs shall be parallel to the front or side of the building, shall not extend over 18" from the face or side of the building, and shall not project above the roofline of the building. Alternatively, a wall sign may be painted and/or vinyl lettering (or similar adhesive lettering) applied on principal buildings or establishments provided the dimensional and sign placement standards are maintained. *A marquee sign may be used in place of a wall sign for buildings and establishments, such as theatres, for which they are "historically appropriate." An applicant proposing to erect a marquee sign is responsible for documenting its past usage on the subject building, or its common usage on buildings of the same era, for an identical or similar use. Said documentation shall be provided to the city zoning administrator for review and approval and may be submitted to the Historic Preservation Commission (if in existence) for review. Marquee signs are limited to the Central Business District only.*

Where a principal building or establishment is located at the corner of an intersection/junction of two public road right-of-ways, one (1) additional wall sign of equal size shall be permitted on the side of the building facing the second public street. The length of the additional wall sign shall not exceed 80% of the length of the building's front, measured at the front building line.

Except as provided in these regulations, each principal building or establishment is allowed one (1) free standing sign (pole sign or monument sign) provided the front of the building is sufficiently set back from the front property line/road right-of-way line, and the sign is not attached to the building in any way. An additional free standing sign may be allowed on non-corner lots with at least 300 lineal feet of road frontage provided 100 feet can be maintained between the second sign and any other free standing sign on the property—excluding directional signs. The sign must maintain 50 lineal feet between it and the parcel's side property line.

Principal buildings or establishments at the intersection or junction of two public street right-of-ways are allowed two (2) free standing signs. These signs must be separated by a distance of 30 feet and located at least 30 feet from the *point* where the two (2) street right-of-ways intersect.

Pole mounted signs for parcels of three (3) acres or more may not exceed 250 square feet. Pole mounted signs for parcels of less than three (3) acres but one (1) acre or more in size shall not exceed 120 square feet. Pole mounted signs of less than one (1) acre shall not exceed 70 square feet. Monument signs shall not exceed 100 square feet including signage and structure.

Pole mounted signs and monument signs shall be mounted perpendicular to the fronting street (streets having right-of-ways that abut the parcel of land where the sign is to be placed), with one exception. One (1) sign may be mounted diagonally, upon submission and approval of the installation, and used in place of two (2) separate free standing signs on corner lots. Free standing signs shall not be placed in locations that would cause any obstruction and/or interference with the vision or orderly movement of vehicular traffic.

Corner lots with at least 300 lineal feet of road frontage along a public street are allowed an additional free standing sign along said street. Two (2) signs total are allowed on the street with at least 300 lineal feet of road frontage for a total of three (3) signs. One hundred lineal feet must be maintained between the second sign and any other free standing sign on the property, excluding directional signs. The additional sign must maintain 50 lineal feet between it and the parcel's side property line. In no case shall more than two (2) free standing signs be placed along a single public street.

Pole mounted signs and monuments shall be *centered* at least ten (10) feet behind the property line with the edges of the sign being at least three (3) feet off the property line and all portions of the sign being fully contained within the property lines. Pole mounted signs shall not exceed a height of 30 feet. Monument signs shall not exceed a height of eight (8) feet. Free standing signs shall not be altered in any manner to allow additional height.

- ii. **Roof Signs:** A roof mounted principal use sign attached to and extending above the roof of a building or structure shall be permitted in lieu of a permitted wall or freestanding sign in the NB

and H-C zoning districts provided such sign shall not extend more than six feet above the surface or peak of the roof. The maximum size area for a roof mounted sign shall not exceed the sign area for a permitted wall or freestanding sign.

**iii. Special Event Signage:** Each principal building or establishment is allowed a maximum of three (3) special signage events per calendar year. Such special signage events may not exceed 30 consecutive days or exceed a total of 90 days in a calendar year. During these events, special event signage including the following: banners; balloons; flags; pennants; streamers; windblown devices; vehicle mounted signs; and similar devices are allowed.

**b. Signs in Non-Residential Zoning Districts Requiring Sign Permits Continued (Office Professional, O-P and Institutional District, INS):  
Wall Sign or Free Standing Sign:**

Only one (1) external wall sign shall be permitted for each principal building, accessory building or establishment on a lot. Wall signs may not exceed 16 square feet in area and shall not project above the building roofline. Wall signs may not be painted on buildings or structures in these districts. Except as permissible by these regulations, only one (1) free standing pole or monument sign is allowed per lot. Said free standing sign shall not exceed eight (8) feet in height nor exceed 60 square feet in total size. Such signs shall not be altered in any manner to allow additional height. Lots with road frontage on two (2) parallel streets shall be allowed one (1) additional sign at the second frontage. Both signs may be mounted diagonally to allow visibility on all abutting streets. Free standing signs must be centered at least ten (10) feet from the property line on the fronting street. The sign must be fully contained within the subject property. The edge of the sign shall be at least three (3) feet from the property line on the fronting street(s). Illumination of signs shall not be continued between the hours of 11 p.m. and dawn of the following day.

**c. Signs in Non-Residential Zoning Districts Requiring Sign Permits (All Non-Residential Zoning Districts)**

**i. Portable Sign:** One (1) portable sign is allowed for each principal building or establishment for a period not to exceed 30 days total in a calendar year. A-frame signs, inflatable signs, and other signs with substantial bases, as determined by the Zoning Administrator, are considered portable signs. *Inflatable signs*

*designed to move or gyrate in order to draw additional attention are prohibited.*

- ii. **Non-Profit Signs:** Signs erected on a temporary basis by a community, not-for-profit organization may be allowed for a period of 14 consecutive days and no more than 30 days in a calendar year. Such signs may contain any lawful message.
  
- d. **Signs in Non-Residential Zoning Districts (Highway Commercial, HC; Light Industrial, LI, and Heavy Industrial, HI) abutting or visible from the Limited Access Portions of State Route 1/GA Hwy 27 or State Route 38/GA Hwy 84, Requiring Sign Permits:**

Signs in these zoning districts and areas are governed by the same regulations as those on parcels not abutting or visible from the limited access portions of State Route 1/U.S. Hwy 27 or State Route 38/ U.S. Hwy 84 with additional allowances:

- i. **Roof Sign or Free Standing Sign**

**Roof Sign:** One (1) roof sign is allowed provided the building's rear wall and roof are substantially oriented (at least 75%) toward the limited access portions of the state routes/highways mentioned above. Roof signs are allowed a maximum area of 50% of the face of the building's rear wall and may not extend above the building's roofline. Roof Signage as contemplated by this section shall be in addition to any other permissible signage.

**OR**

**Free Standing Sign:** One (1) free standing sign is allowed at the rear property line of property abutting or visible from the limited access portions of the state route/highways mentioned above provided the rear property line is substantially oriented (at least 75%) toward said limited access routes and highways. These free standing signs must meet the same dimensional and setback requirements for free standing signs in nonresidential zoning districts.

- ii. **Free Standing Signs—Additional Height and Additional Area Allowed:**

**Additional Height:** Permission may be granted to exceed the 30' maximum sign height for properties located within 1320' of the Limited Access Portions of State Route 1/U.S. Hwy 27 or State

Route 38/U.S. Hwy 84 and zoned HC, LI or HI. For the purposes of this section distance shall be measured from the centerline of the limited access highway off-ramp. The allowance is limited to parcels larger than an acre. Such additional height allowances are granted at a rate of 3' for every tenth of an acre over an acre. In no case shall any sign exceed 60' in height. *Parcel size is rounded down to the nearest tenth of an acre in establishing the increased height allowance. For example: a 1.43 acre parcel could be allowed to exceed the 30' height maximum by 12 feet.*

**AND/OR**

**Additional Area:** Permission may be granted to exceed the maximum sign area for properties located within 1320' of the Limited Access Portions of State Route 1/U.S. Hwy 27 or State Route 38/U.S. Hwy 84 and zoned HC, LI or HI. For the purposes of this section distance shall be measured from the centerline of the limited access highway off-ramp. The allowance is limited to parcels greater than one (1) acre in size. Such additional area allowances are granted at a rate of seven (7) square feet for every tenth of an acre over an acre. In no case shall any sign exceed 250 square feet in area. *Parcel size is rounded down to the nearest tenth of an acre in establishing the increased area allowance. For example: a 1.43 acre parcel could be allowed to exceed the maximum sign area of 120 square feet by 28 square feet.*

On corner lots of less than one (1) acre, located within 1320' of the Limited Access Portions of State Route 1/U.S. Hwy 27 or State Route 38/U.S. Hwy 84 and zoned HC, LI or HI, which would be eligible for a second sign along the additional road frontage, permission can be granted to allow the installation of a single sign within the corner nearest the limited access portion of the highway/state route. The sign can exceed the maximum sign area of 70 square feet up to 180 total square feet. Furthermore, the sign can exceed the maximum 30' sign height up to a total sign height of 45 feet. *If this option is elected and permission is granted, no other pole signs may be erected on this lot.*

- e. **Signs in Non-Residential Zoning Districts Not Requiring Sign Permits (With Restrictions):**
  - i. **Awning Signs: Central Business District (CBD).** Awning signs are allowed provided that the sign message and/or structure is integrated into the awning material or is affixed flat to the

surface of the awning and not allowed to extend horizontally. Awning signs shall be constructed and erected so that the lowest portion thereof shall not be closer than eight (8) feet above the level of the sidewalk or public thoroughfare. No awning shall be closer than 18 inches from the curb line. The maximum sign area of an awning shall be  $\frac{1}{2}$  the width of the awning with lettering no larger than 12 inches in height.

One (1) additional sign, no greater than 2.5 square feet, may be attached to the bottom of the awning provided that said sign hangs no lower than eight (8) feet above the ground at its lowest extremity. *Although no sign permit is required for such signage, review and approval of the Historic Preservation Commission may be required.*

**ii. Awning Signs: Planned Unit Development (PUD); Institutional District (INS); Office-Professional (O-P); Neighborhood Business (NB); Highway Commercial (HC); Light Industrial (LI); and Heavy Industrial (HI) Districts.**

Awning signs are allowed in the zoning district mentioned above provided the sign message and/or structure is integrated into the awning material, or is affixed flat to the surface of the awning, and not allowed to extend horizontally beyond the awning.

One (1) additional sign no greater than two and one half (2.5) square feet may be attached to the bottom of the awning provided that said sign hangs no lower than nine (9) feet above the ground at its lowest extremity.

Awning signs shall not be included in the ten percent (10%) allowed for Wall Signs in Article 13, Chapter 13.4.1.a(i). The maximum sign area of an awning sign shall be  $\frac{1}{2}$  the width of the awning with lettering no larger than 12 inches in height. *No awning sign shall be permitted to extend over public property. Although no sign permit is required for such signage, if the sign is to be located on a historic structure, review and approval of the Historic Preservation Commission may be required.*

**iii. Banners:** Temporary banner signs are permitted.

**iv. Ongoing Development Signs:** Parcels undergoing development or new construction, or which are undergoing a renovation costing greater than ten (10) percent of the value of the structure upon the lot, may have additional signage totaling no more than 32 square feet total, which shall be removed within three (3) days

of completion of the construction or renovation and in no case may be posted longer than six (6) months.

- v. **Internal Lot Signs:** Internal Lot Signs do not require a permit provided only one such sign is allowed per legal driveway. Each sign may not exceed 1.5 square feet.
- vi. **Flags:** Flags do not require a permit; however, no more than three (3) flags shall be flown simultaneously on any property. The maximum total square feet of said flag(s) shall be 180 square feet.
- vii. **Governmental Signs:** Governmental signs do not require a permit.
- viii. **Memorial Signs/Tablets:** Nothing in this ordinance shall prohibit the name, date of erection, and reference to prominent events or persons in the erection or history of a building from being inscribed, engraved or inlaid into the masonry of the buildings.
- ix. **Real Estate Sign:** At such times as a property is on the market for sale, rental or lease, an additional amount of temporary signage may be erected on the premises thereof without requiring a permit. In the HC, CBD, O-P, INS, and NB Zoning Districts, the additional signage shall not exceed 32 square feet. In the LI or HI Zoning Districts, the additional signage shall not exceed 64 square feet. Such signs shall not be illuminated except for those in the LI or HI Zoning Districts.
- x. **Signs Within Structures:** Signs located on the interior of any building, or within an enclosed lobby or court of any building, or group of buildings, which signs are designed and located to be viewed exclusively by patrons of such buildings or establishments.

## CHAPTER 13.5. SIGNS IN RESIDENTIAL ZONING DISTRICTS

### 1. Signs in Residential Zoning Districts:

Signs are allowed in residential districts, on private residential property, subject to the following regulations:

- a. **Signs in Residential Zoning Districts Requiring Sign Permits (Urban High-Density Residential, UR-12; Manufactured Home Park, MHP; Urban**

**Medium-Density Residential, UR-9; Urban Low-Density Residential, UR-6;  
Suburban Residential District, SR-3; and Rural Residential District, RR-1.**

- i. **Residential Neighborhood Signs:** A residential neighborhood (single-family subdivision, multiple-family, attached housing development, etc.) is permitted to have one (1) residential neighborhood sign for each entrance street. Such signs shall not exceed 60 square feet. The height of the sign shall not exceed six (6) feet above the uniform finished grade. If gated, residential neighborhoods are allowed an additional wall or gate sign not to exceed 60 square feet at each entrance street. These signs must be parallel to the front of the wall or gate, extend no more than 18” from the wall or gate, and not project over the top of the structure.
- ii. **Non-Residential Dwelling Use Signs:** A non-dwelling use in a residential area, such as a school, a religious facility, an institutional use, a lodge, etc..., is permitted to have one wall or free standing sign, not exceeding 60 square feet. Refer to Article 13, Chapter 13.4.1.a(i), for sign placement requirements.

**b. Signs in Residential Zoning Districts Not Requiring Permits (With Restrictions):**

- i. **Small Signs:** Two (2) small sign per parcel, not illuminated, and not exceeding three (3) square feet in area are allowed without a permit. No small sign may exceed a height of 42” above ground level. Small signs may carry any lawful message.
- ii. **Governmental Signs:** Governmental signs do not require a permit.
- iii. **Flags:** Flags do not require a permit; however, no more than three (3) flags shall be displayed simultaneously on any property. The maximum total square feet of said flag(s) shall be 180 square feet.
- iv. **Banners (residential zoning districts):** Banners used on private residential property, no more than seven (7) days in any calendar year, do not need a permit. Banners on these properties may not exceed ten (10) square feet in area.
- xi. **Ongoing Development Signs:** Parcels undergoing development or new construction, or which are undergoing a renovation costing greater than ten (10) percent of the value of the structure upon the lot, may have additional signage totaling no more than

32 square feet total, which shall be removed within three (3) days of completion of the construction or renovation and in no case may be posted longer than six (6) months.

## CHAPTER 13.6. SIGNS FOR MIXED USE DEVELOPMENT

### 1. Signs for Mixed Use Development Districts (Planned Unit Development Districts, PUD):

Signs in mixed use development districts are allowed subject to the following regulations:

- a. **Residential Signs in PUD Districts:** Signs proposed for residential areas of PUD districts shall conform substantially to the regulations for such signs in non PUD districts. Proposed deviations from these standards shall be shown on a common signage plan and submitted as part of a PUD district's overall site plan. Additional unconventional signs may be added at a later date upon approval by the Mayor and City Council.
- b. **Non-Residential Signs in PUD Districts:** Signs proposed for non-residential areas of PUD districts shall conform substantially to the regulations for such signs in non PUD districts. Such signs shall be shown and their location noted on a common signage plan. The plan shall be submitted as part of a PUD districts overall site plan. Alternatively, the maximum dimensions and locations of such signs shall be shown on the common signage plan and submitted as part of a PUD districts overall site plan. Signs added at a later date must be approved by the Mayor and City Council.

## CHAPTER 13.7. SIGN PERMIT REQUIREMENTS

1. **Permit.** Permits must be obtained from the Zoning Administrator for all signs not specifically excluded from this requirement under this ordinance.
2. **Application.** Application for sign permits shall be made upon a form provided by the Zoning Administrator. The application shall contain the following information:
  - a. Name, address, phone, and if available, fax and e-mail, of the person applying for the permit.
  - b. Name, address, phone, and if available, fax and e-mail, of the person who owns the parcel upon which the sign is proposed to be placed.
  - c. Location of the building, structure, and parcel on which the sign is to be attached or erected.

- d. Position of the sign in relation to nearby buildings, structures, property lines, existing or proposed rights of way.
  - e. A copy of the plans and specifications. The method of construction and/or attachment to a building or in the ground shall be explained in the plans and specifications.
  - f. Copy of stress sheets and calculations, if deemed necessary by the Zoning Administrator, showing the structure as designed for dead load and wind pressure.
  - g. Name, address, phone, and if available, fax, and e-mail of the person erecting the sign.
  - h. Such other information as the Zoning Administrator may require to show compliance with this sign ordinance, and any other applicable laws.
  - i. Plans with a seal or certificate of a registered structural or civil engineer, when required by the Zoning Administrator.
  - j. The zoning district of the parcel on which the sign is to be placed.
  - k. A statement that: "Any change in the information in this Application, such as a change of address, shall be submitted to the Zoning Administrator with 7 days after the change."
3. **Permit Fees.** Permit Fees for signs shall be established by the mayor and city council from time to time. The permit Fees must relate to the cost of issuing the Permit and may vary based on the size, type, and height of the sign.
  4. **False Information.** A Person providing false information under this ordinance shall be guilty of a misdemeanor and become ineligible to apply for a sign permit. *The Zoning Administrator shall determine if any false information was presented.*
  5. **Process for Issuing Sign Permits.** The Zoning Administrator shall be authorized to issue sign permits according with the provisions of this article. The zoning administrator shall process all sign permit applications as quickly as possible but in no case more than ten (10) working days of a receipt of a complete sign permit application and a sign permit fee if required. For purposes of this section only, the term "process" shall mean to make a decision on sign permit applications which can be administratively approved or denied. This section may or may not pertain to sign permits in historic districts, which may be subject to review by the Historic Preservation Commission.
  6. **Additional Permits Required (Building and Electrical).**

- a. **Building Permit Required.** It shall be unlawful for any person to post, display, substantially change, or erect a sign in the city limits without first having obtained a building permit, if required by the Building Code adopted by the city, for said sign. The applicant for a building permit shall submit application materials as specified by the building inspector, including a sketch or print drawn to an engineering or architectural scale showing pertinent information such as wind pressure requirements and display materials in accordance with requirements of the building code.
- b. **Electrical Permit Required.** For any sign involving illumination, it shall be unlawful for any person to connect a sign to electrical power without first having obtained an electrical permit, if required by applicable city electrical code or other code effective within its jurisdiction. The applicant for an electrical permit shall submit application materials as specified by the building inspector.

#### CHAPTER 13.8. PROHIBITED SIGNS

1. **Prohibited Signs:** The following limitations, obligations, and prohibitions apply to all signs proposed for erection or erected within the city limits.
  - a. **Abandoned Signs.**
  - b. **Absence of Permit.** Any sign for which a permit has not been issued and which is not a permitted sign is prohibited.
  - c. **Destruction of Vegetation.** Cutting or killing vegetation on public rights-of-way or below the ordinary high water mark to enhance visibility of a sign is prohibited.
  - d. **Flashing Signs.**
  - e. **Internally Lit Light Background Sign.** Internally lit signs with a transparent background are prohibited.
  - f. **Natural Feature Signs.** Signs attached to, drawn to, or painted on trees, rocks, or other natural features are prohibited.
  - g. **Neon/Neon-Mimicking Signs.** Neon/Neon-Mimicking signs are prohibited in all zoning districts except the following: NB, Neighborhood Business; CBD, Central Business District (*with approval of the Historic Preservation Commission*); HC, Highway Commercial; LI, Light Industrial; and HI, Heavy Industrial.

- h. **Public Property.** No portion of a privately-owned sign, or its supporting structures, such as poles or cables, shall be placed on, or within the air space above, publicly owned property, public right-of-way (such as a street, sidewalk, or waterway), or a proposed public right-of-way except as specified by this ordinance. Privately owned signs purchased to further a public purpose are exempt from these regulations with approval of the Zoning Administrator.
- i. **Revolving Signs.** Permanent revolving signs are prohibited.
- j. **Roof Signs and Projecting Signs.** Roof signs and projecting signs are prohibited except as specified in this ordinance.
- k. **Signs on Benches or Trash Cans.** Signs attached to, drawn to, or painted on benches and/or trash cans are prohibited.
- l. **Strobe, Laser, and Searchlight Signs.** Strobe, laser, and searchlight signs are prohibited.
- m. **Traffic Interference.** A sign (other than a traffic sign installed by a governmental entity) shall not simulate or imitate the size, lettering, or design of any traffic sign in such manner as to interfere, mislead, or confuse the public.
- n. **Visual Obstruction.** Signs shall not be placed so as to obstruct the visibility of pedestrians and motorists at intersections and driveways.

#### CHAPTER 13.9. NONCONFORMING SIGNS

1. **Replacement.** A nonconforming sign shall not be replaced by another nonconforming sign, except that the substitution or interchange of poster panels, painted boards or dismountable material on nonconforming signs shall be permitted.
2. **Repairs and Maintenance.** No structural repairs, change in shape, or size of a nonconforming sign shall be permitted except to make the sign comply with the requirements of this article. Minor repairs and maintenance of nonconforming signs shall be permitted.
3. **Duration and Continuance.** Signs which did not meet all requirements of this article when erected, or which do not meet provisions of this article at the time of its amendment, may stay in place until one of the following conditions occurs:
  - a. In the case of wall or free standing signs, the business, entity, or activity in which the sign is permitted in connection therewith ceases at that location;

- b. The deterioration of the sign or damage to the sign makes it a hazard;
- c. The sign has been damaged to such extent that repairs equal to or exceeding fifty percent (50%) of the sign's current replacement value, as determined by independent appraisal and accepted by the Zoning Administrator, are required to restore the sign.
- d. No conforming wall or free standing sign shall be permitted to be erected on the same property with an existing nonconforming sign until the nonconforming sign has been removed or made to conform to the provisions of this article.