



NOTICE:

ROMULUS CITY COUNCIL

SPECIAL MEETING – STUDY SESSION

Monday, June 8, 2026

The Romulus City Council will hold a Special Meeting – Study Session on **Monday, June 8, 2026, at 6:45 p.m.** in the Romulus City Hall Council Chambers located at 11111 Wayne Road, Romulus, MI 48174, for the purpose of discussing amendments to the Sign Ordinance of the City of Romulus Code of Ordinances.

The Special Meeting-Study Session Agenda is as follows:

1. **Roll Call**
2. **Agenda**
3. **Discussion: Sign Ordinance Amendments**
4. **Public Comment**
5. **Adjournment**

Ellen L. Craig-Bragg, City Clerk
City of Romulus

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCL 15.263a et. seq., and the Americans with Disabilities Act. (ADA).

THIS IS AN OPEN-SESSION MEETING

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to participate in the meeting effectively should contact the City Clerk or send an email by 12:00 p.m. the day of the meeting to request assistance at:

Ellen L. Craig-Bragg, City Clerk, 11111 Wayne Rd., Romulus, MI 48174, (734) 942-7540,
clerk@romulusgov.com



City Council Special Meeting

Study Session Agenda

June 8, 2026

6:45 PM

1. **Roll Call**
2. **Agenda - Motion to accept Study Session Agenda as presented**
3. **Discussion: Sign Ordinance Amendments**
4. **Public Comment**
5. **Adjournment - Motion to adjourn the Special Meeting**



MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Cc: D'Sjonaun Hockenhull, Deputy City Clerk

Date: June 4, 2026

Re: Special Meetings

There are two special meetings scheduled for Monday, June 8, 2026:

1. 6:00pm	Study Session	Quarterly Investment Report
2. 6:45pm	Study Session	Sign Ordinance Amendments

MEMORANDUM

TO: Ellen Craig-Bragg, City Clerk
FROM: Jeff Kemp Jr., Building & Planning Director
DATE: 5/7/2026
SUBJECT: City Council Study Session

Please schedule a thirty (30) minute study session with Romulus City Council for the meeting of Monday, June 8, 2026, at 6:45 p.m. for:

1. Updated Sign Ordinance Amendment

Should you have any questions or need additional information please do not hesitate to contact me.

bs



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: Jeff Kemp, Director of Building and Planning

FROM: John L. Enos and Douglas J. Lewan, Community Planners

DATE: April 8, 2026

RE: Sign Ordinance Revisions – Chapter 48

Find attached the proposed amendment to the City's sign ordinance. We amended the ordinance to be as content neutral as possible to help avoid any challenges to the current language. While reviewing the content neutrality we also made a number of changes to help clarify the current language and to provide more current language and made the minor changes suggested by your office.

We also looked at the current language and how it may be amended to accommodate business owners in the Central Business District area.

While the overall organization of the existing ordinance was maintained, we changed the formatting of several of the sections, removing unnecessary tables and replacing them with more descriptive text and notes. We have removed some of the pictures and have added a simplified overall sign graphic that covers many of the graphics that were removed. To that end, we would be happy to add back any graphics that the City would like to see, but in a more consistent manner than the current regulations.

The following are a summary of the changes that have been made. Please note that the fully new sections are shown as underlined. Due to the amount of re-arranging, it is not possible to provide a full strike-through and underline the existing ordinance. This memo should provide a summary of all the changes:

1. Section 48-1 Purpose and Intent: A new and expanded Purpose and Intent section of the sign ordinance has been provided. Less is not more when it comes to a sign ordinance's purpose and intent. The more descriptive this section the more defensible the provisions are. We believe this change provides a defensible base for the sign ordinance.
2. Section 48-2 Definitions: Several definitions that were not content neutral were deleted. We also deleted several terms that were defined but not included in the existing (or proposed) ordinance language. The following definitions were deleted:
 - Animated sign

Benjamin R. Carlisle, *President* John L. Enos, *Vice President*
Paul Montagno, *Principal* Megan Masson-Minock, *Principal* Laura Kreps, *Principal* Brent Strong, *Principal*
David Scurto, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* Douglas J. Lewan, *Principal*
Richard K. Carlisle, *Past President/Senior Principal* R. Donald Wortman, *Past Principal*

- Billboard sign
- Community special event sign
- Gasoline price sign
- Incombustible material
- Off-premises advertising sign
- On-premises advertising sign
- Real estate development sign
- Real estate sign

We also added a comprehensive definition of Electronic Message Sign (EMS). This definition goes along with the new EMS portion of the ordinance.

3. Section 48-7 Requirements by Type of Sign: This section is completely reformatted with a new table that we believe is more user friendly. The table has been simplified and is now used in conjunction with a series of “footnotes” to the table. The use of footnotes allows for more description of the regulation than what would be possible in a simple table.

In addition to reformatting, a second table has been added that pulls out the residential sign standards. Previously nonresidential and residential standards were mixed in a single table.

4. Section 49-8 Electronic Message Signs: This is a completely new section that replaces the text contained in the old “Type of Sign” table with a more comprehensive and current take on these types of signs.
5. Section 48-9 Temporary Signs: This is a completely new section that addresses temporary signs in a single location of the ordinance. This is also the section that most helps to address content neutrality. Many temporary signs were regulated by the type of sign that can only be determined by reading the content of the sign. This was the crux of the current content neutrality issue, specifically a lawsuit over a church bulletin board. We have tried to the greatest extent possible to remove as much of this type of language as possible but understand that a fully content neutral ordinance is difficult to achieve. This section takes a big step towards that neutral ordinance.
6. Section 48-11 Freeway Sign Restriction Overlay: This is a completely new section. This is another area where content neutrality has been challenged. The term off-site and on-site signs have been challenged. The thinking is that if you need to read the content to know if the sign relates to an on-site business or an off-site business it is probably not content neutral. We were involved in a court case regarding this issue where the municipality lost. That said, this new section allows large billboard type signs along the freeways within a 100-foot overlay zone. This is a new concept that should be reviewed carefully by the City.

7. Other Miscellaneous Changes:

- The new provisions address political signs. The current ordinance is silent on this issue.
- Changed “Memorial Sign” to “Integral Building Sign” and increased the area from 4 square feet up to 15 square feet.
- Changed “Nameplate” to “Accessory Residential.”
- Removed “Painted Wall Sign.” The proposed provisions would treat this simply as a part of the permitted wall signs.
- Removed redundant language regarding clear vision area. In some cases, the language was conflicting.
- Increased projecting signs from 8 square feet to 16 square feet and now indicates a clear distance of 9 feet from the sidewalk or roadway. The previous standard was 15 feet above the ground which was reported to me as excessive. The projection from the face of the building has increased from 2 feet to 5 feet.
- The changeable copy portion of a sign is proposed as up to 50% of the sign area. Currently it is limited to 30 square feet. This percentage can go up or down based on the desire of the City.
- Awning/Canopy signs are now to be treated as a part of the overall wall signage allotment and not as a separate sign and permitted in all non-residential districts including the CBD. Canopy signs were not allowed in the CBD previously, but we propose that they be permitted. We also removed the gas station canopy sign prohibition, as it conflicts with the Truck Stop ordinance language that specifically permits such signs. We could add this back in if the City wants it, but the Truck Stop regulations should also be changed.
- Increased the temporary “Grand Opening” sign from 16 square feet to 24 square feet.
- Changed the window sign requirement to indicate that wall signs may cover 25% of the window area without counting toward total wall signage. Window signs would only count toward wall signage if they covered over 25% of the window. This provides a wall signage increase particularly in the CBD area of the City.

We look forward to discussing the changes moving forward with the City. In the meantime, if you have any specific questions about the draft ordinance, please give one of us a call.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.
John L. Enos, AICP
Vice-President



CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, AICP
Principal

City of Romulus

Chapter 48 Signs

Section 48-1. Purpose and intent.

- (a) The intent of this article is to regulate the location, size, construction, and manner of display of signs in order to minimize their harmful effects on the public health, safety, and welfare. While this article recognizes that signs are necessary to satisfy the needs of sign users for adequate identification and communication, failure to regulate them may lead to poor identification of individual businesses, deterioration and blight of the business and residential areas of the City, conflicts between different types of land use, reduction in traffic safety to pedestrians and motorists, and other impacts that are contrary to the purposes, intent, and interests identified in this section.
- (b) The principal features are the restriction of certain characteristics of signs and the restriction of the total sign area permissible per site. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant. It is specifically intended, among other things, to avoid excessive competition and clutter among sign displays.
- (c) The following municipal interests are considered by the City to be compelling government interests. Each interest is intended to be achieved under this Article in a manner that represents the least restrictive means of accomplishing the stated interest, and in all events is intended to promote an important government interest that would not be effectively achieved absent the regulations in this Article. Regulating the location, size, construction, and manner of display of signage in the most narrowly tailored manner represents the least restrictive means of addressing the targeted government interests of avoiding unsafe and nuisance-like conditions while maintaining and improving pedestrian and vehicular safety and efficiency; character and quality of life; economic development and property values; property identification for emergency response and wayfinding purposes; and unique character of areas of the City.

 - (1) Public Safety. Maintaining pedestrian and vehicular safety are predominant and compelling government interests throughout the City, with particular emphasis on the safety of pedestrians. In most areas of the City pedestrians typically travel along the edge of the roadways.

Since most signage on the private properties is intended and designed to attract the attention of operators of motor vehicles, thereby creating distractions that can jeopardize traffic and pedestrian safety, this article is intended to regulate signs so as to reduce such distractions and, in turn, reduce the risk of crashes, property damage, injuries, and fatalities, particularly considering the rate of speed at which the vehicles are traveling in the districts identified in this article.

This Article is also intended to protect public safety by requiring signs that are poorly maintained and/or structurally unsafe to be repaired or removed to protect against fallen signs or deteriorating sign debris from entering improved roadways, and pedestrian areas and causing dangerous conditions for vehicular traffic and pedestrians.

- a. The City encourages signage that will inform motorists and pedestrians of their desired destinations without conflicting with other structures and improvements. These interests are legitimately supported by limiting the maximum size of signage, providing setbacks, and specifying sign area that allows for efficient perception by motorists and pedestrians, while minimizing distractions that could put pedestrians at risk.
- b. In some circumstances, adjusting the size, setback, and other regulations applicable to signage may be important to avoid confusion and promote clarity where vehicular speeds vary on commercial/business thoroughfares.
- c. In multi-tenant buildings and centers, it is compelling and important to provide distinct treatment with a gradation of regulation for individual identification depending on base sign size, amount of frontage (road and building), and the like, all intending to provide clarity to alleviate confusion and thus additional traffic maneuvers, provide a minimum size of characters to allow identification, and maintain maximum-sized overall signage to prevent line-of-sight issues.
- d. Maximum size and minimum setback of signage is compelling and important to maintain clear views for both traffic and pedestrian purposes.

- (2) Character and Quality of Life. Achieving and maintaining attractive, orderly, and desirable places to conduct business, celebrate civic events, entertain people, and provide for housing opportunities is directly related to the stability of property values needed to provide and finance quality public services and facilities within the City. This article intends to allow signs that are of sufficient, but not excessive, size to perform their intended function as necessary to provide

and maintain the City's character and support neighborhood stability. Signs that contribute to the visual clutter, contribute to the potential conflict between vehicular and pedestrian traffic, and distract from scenic resources and views, will be prohibited in efforts to preserve the character, aesthetic qualities, and unique experience within the City. It is also the intent of this article that signs will reflect the character of unique districts as may be established by the City's Master Plan, other adopted plans, or this article and other parts of the zoning ordinance.

- (3) Economic Development and Property Values. The establishment of the restrictions in this article has a direct relationship to creating stability and predictability, allowing each private interest to secure reasonable exposure of signage, and thus promoting business success. The application of the restrictions in this article allows businesses to reasonably command attention to the content and substance of their messages while concurrently allowing the promotion of other visual assets, including (without limitation) landscaping and architecture, all of which contribute to economic development and property value enhancement.
- (4) Avoidance of Nuisance-Like Conditions. Due to the concentration of people and activities, there is a potential for, and it is a compelling interest to avoid, blight, physical clutter, and visual clutter in the City. The result of these conditions leads to diminished property values, reduced attractiveness of the community, and reduced quality of life within the districts. Minimum regulations that substantially relate to signage are important and necessary for the maintenance and well-being of positive conditions, good character, and quality of life in the City. Ultimately, these regulations are compelling and important for the protection of all police power values.
 - a. An excessive number of signs in one location creates visual blight and clutter, as well as confusion of the public. Thus, limiting the number of signs on properties, establishing setbacks from property lines, and requiring reasonable spacing between signs are compelling interests that can be directed with minimum regulation.
 - b. Signs that are too large can lead to confusion, undermine the purposes of the signs, and ultimately lead to physical and visual clutter. Establishing maximum sizes can be the subject of clear and effective regulations that address this compelling and important interest.
 - c. Requiring maintenance specifications for signs can minimize the creation of blight and clutter due to the deterioration of signs that are not durable

or otherwise well-constructed, and such regulations would be consistent with construction codes for other structures.

- d. There is a compelling governmental interest that signs avoid glare, light trespass, safety, and skyglow. The selection of proper fixture type(s) and location, use of supportive lighting technology, and control of light levels in a reasonable fashion is consistent with regulations that are narrowly tailored to achieve the City's interests.
- (5) Property Identification for Emergency Response and Wayfinding Purposes. Locating a business or residence by police, fire, and other emergency responders can be a matter of life and death, and thus it is a compelling interest to ensure that proper, understandable, unambiguous, and coordinated signage be permitted and required, and specifications for such purposes can be accomplished in a simple and narrow manner. Wayfinding for vehicular and pedestrian purposes is also a compelling interest to avoid confusion in public rights-of-way, and unnecessary intrusions on private property. Sign specifications for such wayfinding can be coordinated with property identification for such emergency and other purposes.
- (6) Maintaining Unique Character of Areas of the City. Acknowledge the unique character of certain areas and districts, and establish special time, place and manner regulations that reflect the unique aesthetic, historical, and/or cultural characteristics of these areas/districts.
- (7) Protection of the Right to Receive and Convey Messages. The important governmental interests and regulations contained in this article are not intended to target the content of messages to be displayed on signs but instead seek to achieve *non-speech* objectives. In no respect do the regulations of signage prohibit a property owner or occupant from an effective means of conveying the desired message. Nothing in this article is intended to prohibit the right to convey and receive messages protected by the First Amendment of the United States Constitution.

Section 48-2 Definitions

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory sign means a sign that pertains to the use of the premises on which it is located.

Awning sign means a sign which is painted on, printed on, or attached flat against the surface of an awning constructed of fabric material.

Back lit signs means a sign that is illuminated by an internal light source or lighting behind the sign lettering. An example of a back lit sign is a monument sign that is illuminated by several fluorescent bulbs that are located within the sign cabinet.

Banner sign means a sign made of fabric, cloth, paper, or other non-rigid material that is typically not enclosed in a frame.

Canopy sign means a sign which is painted on, printed on, or attached flat against the surface of a canopy constructed of rigid material such as plastic or metal.

Changeable message sign means a sign on which the message is changed mechanically, electronically, or manually. An Electronic Message Sign (EMS) is a type of changeable message sign and means that part of a sign that has a message board that can be electronically programmed to display information.

Directional sign means a sign installed to direct traffic flow, regulate traffic operations and provide information in conformance with the Michigan Manual of Uniform Traffic Control Devices.

Display sign means a structure or device that is arranged, intended, designed, or used as an advertisement, announcement, or direction.

Electronic Message Sign (EMS) means a sign or portion of a sign, that displays an electronic image or video, which may or may not include text, introducing any sign or portion of a sign that uses changing lights or similar forms of electronic display such as LED to form a sign message with text and or images wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic

processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays. The following additional definitions shall apply to an EMS:

Display Time: The amount of time a message and/or graphic is displayed on an Electronic Message Sign.

Dissolve: A mode of messaging transition on an Electronic Message Sign accomplished by varying the light intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the gradual appearance and legibility of the second message.

Dynamic Frame Effect: AN Electronic Message Sign frame effect in which the illusion of motion and/or animation is used.

Fade: A mode of message transition on an Electronic Message Sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

Frame: A complete, static display screen on an Electronic Message Sign.

Frame Effect: A visual effect on an Electronic Message Sign applied to a single frame. See also Dynamic Frame Effect.

LED: Light emitting diode.

Scroll: A mode of message transition on an Electronic Message Sign in which the message appears to move vertically across the display surface.

Transition: A visual effect used on an Electronic Message Sign to change from one message to another.

Travel: A mode of message transition on an Electronic Message Sign in which the message appears to move horizontally across the display surface.

Entranceway sign means a sign which marks the entrance to a subdivision, apartment complex, condominium development, industrial park, or other development complex.

Erect means to build, construct, attach, hang, place, suspend or affix.

Flashing sign means a sign which contains an intermittent or sequential flashing light source.

Front lit signs means a sign that is illuminated by an external light source. An example of a front lit sign is a monument sign that is illuminated by a spotlight that is located several feet in front of the sign.

Ground or monument sign means a three-dimensional, base-mounted freestanding display sign, that is supported by uprights or braces in or upon the ground surface or mounted on a base, and consisting of two or more sides extending up from the base, and upon which a message, business, group of businesses or center name is affixed.

Illegal sign means a sign which does not meet the requirements of this chapter, and which has not received legal nonconforming status.

Incidental sign means a small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises. Examples of incidental signs include credit card signs, signs indicating the hours of business, no smoking signs, signs used to designate bathrooms, and signs providing information on credit cards and business affiliations.

Mansard means a slope roof or roof-like facade. Signs mounted on the face of a mansard roof shall be considered wall signs.

Marquee means a permanent roof-like structure or canopy, supported by and extending from the face of the building.

Marquee sign means a display sign attached to or hung from a theater, performing arts or other similar use marquee, canopy or other covered structure projected from and supported by the building and extending beyond the building wall, or street lot line.

Moving image sign means an electronic changeable message sign that includes the presentation of computerized animation, pictorials and graphics on a displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes. This does not include signs that indicate only time, temperature, or date or a flashing sign.

Moving sign means a sign in which the sign itself or any portion of the sign moves or

revolves. A "rotating sign" is a type of moving sign. Such motion does not refer to the method of changing the message on the sign. Moving signs include any sign which has any visible moving parts, visible revolving parts, visible mechanical movement, or other visible movement achieved by electrical, electronic, or mechanical means, including intermittent electric pulsations or movement caused by normal wind current.

Mural means a design or representation which is painted or drawn on the wall of a structure and which does not advertise a business, product, service, or activity.

Nameplate means an on-premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants.

Neon sign means a sign consisting of glass tubing, filled with a gas such as neon, which glows when electric current is sent through it.

Nonconforming sign means:

(1) A sign which is prohibited under the terms of this chapter but was erected lawfully and was in use on the date of enactment of the ordinance from which this chapter is derived, or amendment thereto.

(2) A sign which does not conform to the requirements of this chapter, but for which a variance has been granted.

Obsolete sign means a sign that advertises a product that is no longer made or that advertises a business that has closed.

Parapet means the extension of a false front or wall above a roofline. Signs mounted on the face of a parapet shall be considered wall signs.

Pole or pylon sign means a type of freestanding sign that is elevated above the ground on poles or braces and not attached to any building or other structure.

Political sign means a sign expressing a political opinion or message or relating to matters to be voted on in a local, state, or national election or referendum.

Portable or movable sign means any sign of light construction capable of being moved from one location to another, whether or not it is permanently attached to the ground or structure, used for directing attention to a business, commodity, service, or entertainment that is conducted, sold, or offered on the premises. This includes hot-air and gas filled balloons, pennants, streamers, ribbons, pinwheels, searchlights, and signs mounted on a portable structure, including those with wheels.

Poster panel sign means a sign that is used to draw attention to matters that are temporary in nature, such as sales or a menu. "A" frame or sandwich signs are types of poster panel signs.

Projecting sign means a sign other than a flat wall sign that is affixed to a building or structure, other than a marquee, and any part of which extends more than 12 inches beyond the building wall.

Public sign means a sign erected in the public interest by or upon orders from a local, state, or federal public official. Examples of public signs include: legal notices, safety signs, traffic signs, memorial plaques, signs of historical interest, and similar signs.

Roofline means the top edge of a roof or building parapet, whichever is higher, excluding cupolas, pylons, chimneys, or similar minor projections.

Sandwich sign: See *Poster panel sign*.

Sign means any device, structure, fixture, or placard which uses words, numbers, figures, graphic designs, logos or trademarks for the purpose of informing or attracting the attention of persons. Unless otherwise indicated, the definition of "sign" includes interior and exterior signs which are visible from any public street, sidewalk, alley, park, or public property, but not signs which are primarily directed at persons within the premises upon which the sign is located.

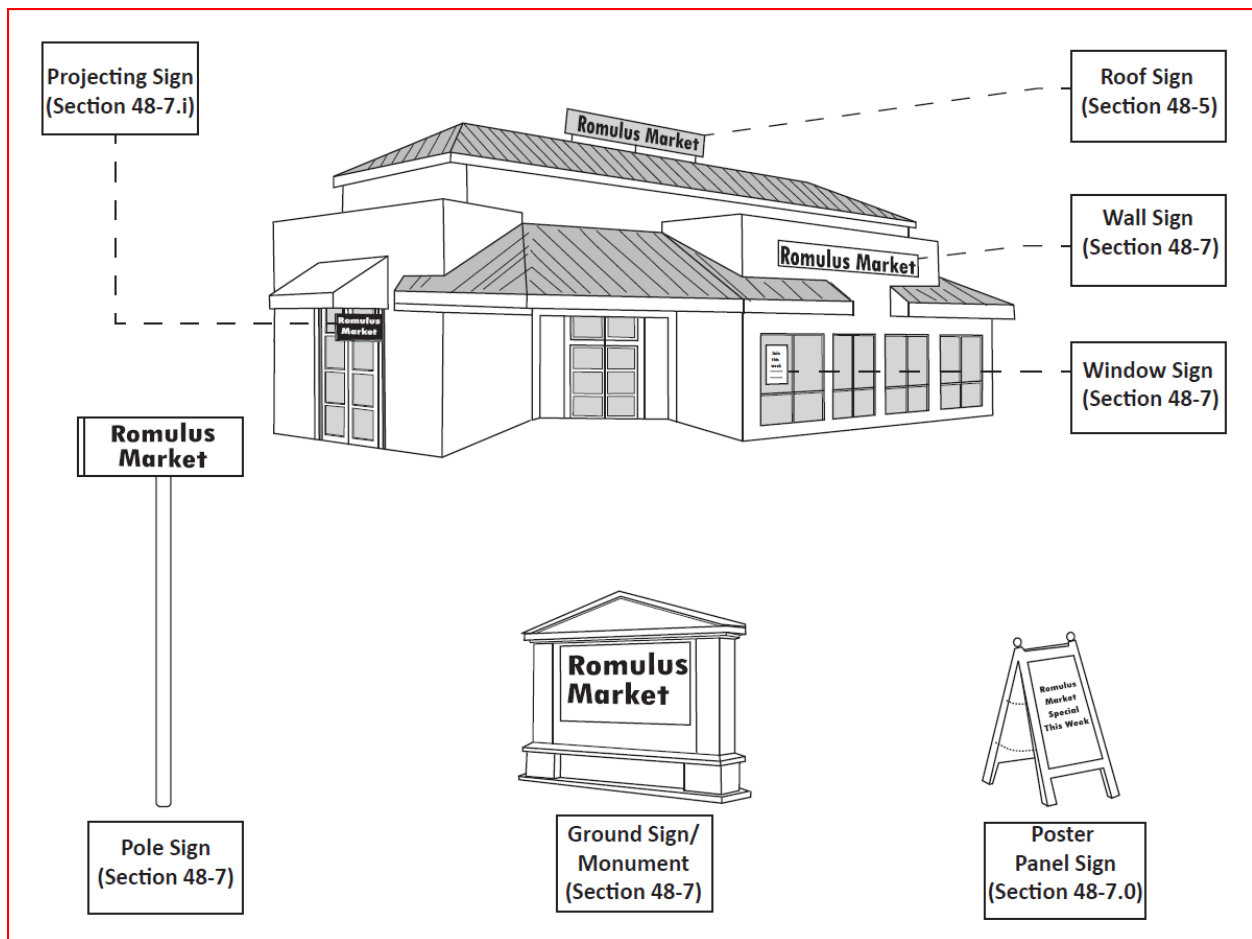
Surface means the part of the sign upon, against or through which the message is displayed or illustrated.

Temporary sign means a display sign, banner or other advertising device not constructed or intended for long term use constructed of cloth, canvas, paper, fabric, **or** other light temporary material, with or without a structural frame, intended for a limited period of display.

Vehicle sign means a sign painted or mounted on the side of a vehicle, including signs on the face of a truck trailer.

Wall sign means a display sign attached parallel to the wall of a building. Painted signs, signs which consist of individual letters, cabinet signs, and signs mounted on the face of a mansard roof or parapet shall be considered wall signs. Permanent signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall also be considered wall signs. Awning and canopy signs shall be considered a wall sign for the purpose of permissible sign area.

Window sign means a sign located in or on a window or glass door which is intended to be viewed from the outside.



Section 48-3 Scope of Requirements

It shall be unlawful for any person, firm, or corporation to erect, repair, alter, relocate, or maintain within the city any sign except in conformance with the provisions of this chapter subject to issuance of a permit, except as otherwise provided herein.

Section 48-4 Signs Exempt from Permit

The following signs are specifically exempt from the permit requirements of this chapter, provided such signs are outside of the public street right-of-way and are located to ensure adequate sight distance.

- (a) Address sign. Numerical height of no greater than six inches for residences and 18 inches for businesses.
- (b) Device signs. Signs located on vending machines, gas pumps, or ice containers provided that the sign area of each device shall not exceed three square feet in area with a limit of one sign per vending machine, gas pump, or ice container.
- (c) Employment sign. "Help wanted" signs soliciting employees for the place of business where posted, provided that the maximum area for all such signs shall be six square feet with a maximum height of four feet.
- (d) Flag. The maximum height of the flagpole is 35 feet, measured from the average surrounding grade.
- (e) Historical marker. Includes plaques or signs not exceeding 12 square feet in area.
- (f) Incidental sign. Signs not exceeding a total of two square feet, a total of two signs per business indicating acceptance of credit cards, the location of restrooms, restrictions on smoking and restrictions on building entrances or describing business affiliations and are attached to a permitted sign, exterior wall, building entrance, or window.
- (g) Interior signs. Any sign which is located completely within an enclosed building, and which is not visible from outside the building, or which is primarily directed at persons within the premises upon which the sign is located.
- (h) Integral building signs. Messages when carved into stone, concrete, or similar material or made of other permanent-type construction and made an integral part of the structure, of no more than fifteen (15) square feet in area.
- (i) Accessory residential. Signs shall not exceed two square feet in area and shall be attached to an exterior building wall located solely on single family residential structures.

- (j) Road furniture signs. Signs on street furniture, such as benches and trash receptacles and which are no larger than one square foot.
- (k) Vehicle sign. A sign on a licensed and operable vehicle while operated and used for transport in the normal course of business and shall not include parked vehicles with the primary purpose of providing additional signage where parked.
- (l) Traffic control signs. Traffic or other municipal or private signs which conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices and as may be approved by the City.
- (m) Warning sign. Publicly authorized warning signs, such as no trespassing, warning of electrical currents or animals, provided such signs do not exceed two square feet in area.
- (n) Rezoning Sign. Signs required for the notice of a rezoning request pursuant to Section 23.02.a.2.b.

Section 48-5 Prohibited Signs

- (a) Any sign not expressly permitted.
- (b) Illegal signs. Any sign unlawfully installed, erected, or maintained.
Moving signs.
- (c) Obsolete signs.
- (d) Portable or movable signs, as defined, except where expressly permitted in this chapter.
- (e) Roof signs.
- (f) Signs that confuse traffic. Any sign which makes use of the words "stop," "look," or "danger," or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse traffic.
- (g) Signs that obstruct access. Signs which obstruct free access to or egress from any building.
- (h) String lights. String lights used for commercial purposes, other than holiday decorations.
- (i) Unsafe signs. Any sign or sign structure which:
 - (1) Is structurally unsafe.
 - (2) Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, or abandonment.
 - (3) Is capable of causing electric shock to person who comes in contact with it.

- (4) Is not kept in good repair, such that it has broken parts, missing letters, or non-operational lights.

Section 48-6 General Standards for Permitted Signs

(a) General provisions; surface of front. No nails, tacks or wires shall be permitted to protrude in or from the front of any sign. This shall not exclude, however, the use of block letters, electrical reflectors or other devices that may extend over the top and in front of the advertising structure.

(b) Measurement of signs.

(1) Sign Area.

- a. Sign area shall be measured as the square footage of the sign face.
- b. When a sign consists of lettering or other sign elements printed, painted, or mounted on a wall or a window, the sign area shall be measured by enclosing the edges of the sign elements (i.e., letters, logos) within a parallelogram or rectangle.

(2) Sign height.

- a. The permitted height of all signs supported by the ground shall be measured from the level of the ground, finished surface, adjacent to the sign.
- b. Sign height shall not be measured from an area of the ground that has been built-up or constructed in a manner that would have the effect of allowing a higher sign height than permitted by these regulations (e.g., the height of signs erected on a berm shall be measured from the finished grade adjacent to the berm).

(3) Setback and distance measurements. The following shall be used to determine compliance with setback and distance measurements:

- a. *Front yard.* All signs, unless otherwise provided for, shall be set back a minimum of 15 feet from any public or private street right-of-way line or access drive in all districts. This distance shall be measured from the nearest edge of the sign structure, measured at a vertical line perpendicular to the ground to the right-of-way.
- b. *Side yard.* Side yard setbacks for signs shall be the same as that required for the principle structure or building, provided that all business signs shall be set back at least 100 feet from any residential district.
- c. *Clear vision area.* No sign shall be located within, project into, or overhang the triangular area formed at the intersection of any two road right-of-way lines (existing or proposed) by a straight line drawn between said right-of-way lines at a distance

along each line of 30 feet from their point of intersection. For driveways, a 25-foot clear vision area shall be maintained from the intersection of the right-of-way lines and the driveway.

(c) Design and construction standards.

- (1) *Number, date, and voltage to be on sign.* Every sign hereafter erected shall have placed in a conspicuous place thereon, in letters not less than one-half inch in height, the date of erection, the permit number, the voltage of any electrical apparatus used in connection therein and the name and current telephone number of the person owning, erecting or operating the sign.
- (2) *Materials.* All signs, as permitted, shall be designed to be compatible with the character of the principal building's materials and the site's landscaping to promote an overall unified and aesthetic effect in accordance with the standards set forth herein.
- (3) *Compliance with codes.* Signs shall be constructed in a safe and stable manner in accordance with the city's ordinances and any adopted building, fire, electrical, or other applicable codes. All electrical wiring associated with a freestanding sign shall be installed underground.
- (4) *Screening of supports.* All signs shall be designed so that the supporting framework is contained within or behind the face of the sign or within the building to which it is attached so as to be totally screened from view.
- (5) *Clearance from utilities.* All signs, including any cables, guy wires, or supports shall have a minimum clearance of four feet from any electric fixture, streetlight, or other public utility pole.

(d) Illumination

- (1) Unless otherwise permitted, signs shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign (i.e., front lit signs) or internal to it (i.e., back lit signs).
- (2) The background of front lit signs may be any color, provided they are not reflective at night. However, such signs may use light reflecting lettering and messaging.
- (3) Use of glaring undiffused lights or bulbs is prohibited.
- (4) Illumination by bare bulbs, neon, luminous tubing, or flames is prohibited, except that bare bulbs are permitted on theater marquees.

(5) Lights shall be shielded so as not to project onto adjoining properties or thoroughfares.

Section 48-7 Requirements by Type of Sign

(a) Nonresidential zoning districts. The following sign standards are for all nonresidential zoning districts.

Type of Sign	Max. Height	Max. Area	Footnote
Wall Sign	N/A	2 square feet per linear foot of building or 100 square feet whichever is less.	(a),(b),(m)
Ground Sign or Monument Sign	9 feet	Single Business Sign 45 square feet per face – includes up to a maximum of 50% changeable copy signage. 90 square feet total (both sides) Multi-Tenant Sign 65 square feet per face – includes up to a maximum of 50% changeable copy signage. 130 square feet total (both sides)	(c),(d),(e), (n)
Entrance way Sign	4 feet	48 square feet per face 96 square feet total (both sides)	(e),(p)
Pole or Pylon Sign	20 feet in RC District or 15 feet All other Districts	RC District 64 square feet per side 128 square feet (both sides) All other nonresidential districts 40 square feet per side 80 square feet total (both sides) Multi-tenant signs 60 square feet per side 120 square feet total (both sides)	(c),(d),(f), (n)
Marquee Sign	No higher	40 square feet	(g)(h)

	than building		
Projecting Sign	N/A	16 square feet per side 32 square feet total (both sides), and shall be included in total permitted wall sign square footage.	(i)
Awning/Canopy Sign	N/A	Included in total permitted wall sign square footage.	(j),(k)
Window Sign	N/A	25% of window surface	(l)
Poster Panel (Sandwich Signs, A-Frames)	4 feet	8 square feet per side, 16 square feet total.	(o)
Temporary Signs	Varies by Type	Varies by type.	Sec. 48-9

(b) Residential zoning districts. The following sign standards are for approved nonresidential land uses either permitted through the site plan review process or as a special land use.

Type of Sign	Max. Height	Max. Area	Footnote
Wall Sign	N/A	1 square feet per linear foot of building or 50 square feet whichever is less.	(a)
Ground Sign or Monument Sign	5 feet	Single Sign 32 square feet per face 64 square feet total (both sides)	(c),(e)
Entrance Way Sign	4 feet	48 square feet per side 96 square feet (both sides)	(e),(p)
Temporary Sign	Varies by Type	Varies by Type	Sec. 48-9

(a) One (1) wall sign is permitted per wall facing a street or access drive. Wall signs shall not extend more than 12 inches from the face of the wall.

- (b) Multi-tenant buildings or shopping centers may have one wall sign per tenant having an individual means of public access. Combined area of signs to be no more than two square feet for each lineal foot of building wall.
- (c) One (1) is permitted per lot. In the case of a corner lot, one additional sign is permitted.
- (d) One (1) additional sign is permitted along a lot line which has more than 300 feet of frontage, provided the signs are at least 100 feet apart.
- (e) Ground or Monument signs shall incorporate a masonry base.
- (f) Only one pole or pylon sign shall be permitted for multi-tenant buildings for shopping centers, but the sign area may be allocated for use by individual tenants. In the case of a corner lot, one additional pole or pylon sign is permitted.
- (g) Marquee signs are permitted only in the City's commercial zoning districts.
- (h) Permitted on building containing a theater only.
- (i) One (1) Projecting sign permitted per business. Projecting signs must provide a clear distance of nine feet from the sidewalk or private drive or parking lot to the bottom edge of the sign. Projecting signs that extend into the road right-of-way shall require approval from the City or other applicable public agency. The leading edge of a projecting sign shall not extend more than five feet from the face of the building to which it is attached.
- (j) No awning or canopy sign shall extend above the roof or parapet of the structure to which it is attached by more than one foot and shall not be internally illuminated.
- (k) Not permitted on gas station or drive-thru canopy.
- (l) The area of window signage in excess of 25% of all windows that face one public or private street and shall be included in total permitted wall sign square footage.
- (m) For businesses that face directly onto an adjacent public street right-of-way or private access drive, the maximum allowable wall sign area may be increased as indicated in the table below up to a maximum of 140 square feet.

Distance of Sign from ROW line (feet)	Allowable Increase in Wall Sign Area (Percent)
200-300	25
301-400	30
401-500	35
501 plus	40

(n) All signs shall be setback at least 50 feet from any residential district.

(o) One (1) Poster Panel sign is permitted for each customer entrance. Poster Panel signs shall not be illuminated in any manner and shall be located a minimum of two feet from the edge of the curb and must be located so that at least a five-foot-wide sidewalk is maintained between the sign and the building wall for pedestrian traffic flow and safety. The sign is permitted only during operating business hours and must be stored inside when the business is not open. Poster Panel signs must be constructed of weather-proof, durable material and kept in good repair.

(p) One entrance way sign is permitted per approved entrance drive.

Section 49-8 Electronic Message Signs.

Electronic message signs, where permitted, shall be subject to the following standards and requirements:

(a) Electronic message signs shall only be permitted in nonresidential zoning districts.

(b) The area devoted to an electronic message sign (EMS) shall not exceed fifty percent (50%) of the permissible ground sign area.

(c) The ground sign in which the EMS is incorporated shall be in complete conformity with the ground sign requirements of the district in which the premise is located.

(d) There shall be no window sign permitted, maintained, or installed on a premise with an EMS.

(e) The EMS must comply with all sign display and illumination standards of this ordinance.

(f) Message Display and Communication Requirements:

(1) The display time of an EMS shall not be less than thirty (30) seconds per message display.

(2) The transition or change of message shall appear instantaneous without the use of special effects such as dissolve or fade.

(3) An EMS shall not exhibit any characteristics of movement or flashing and shall not use techniques defined as dynamic frame effect, scroll, or travel.

(4) No EMS message display shall resemble or simulate any warning or danger signal, or any official traffic control device, sign, signal, or light or have the brilliance or intensity that will interfere with any official traffic sign, device, or signal.

(5) An EMS shall be limited to a dark background with lighter letters. A white or bright background with dark letters shall not be permitted.

(6) An EMS shall not include any audio message or audible sound.

(g) Miscellaneous Requirements.

(1) No EMS shall be permitted to operate unless it is certified as follows and equipped with all the following mechanisms, programming, and equipment in proper working order at all times:

a. A default mechanism that will cause the EMS to revert immediately to a default static display to zero lumens if the EMS or any component thereof malfunctions.

b. A non-glare panel covering the electronic changeable copy display or other equivalent method approved by the City to substantially reduce glare.

c. A sensor or other device that automatically determines the ambient illumination and is programmed to automatically dim according to ambient light conditions.

d. A written certification from a sign manufacturer or other approved testing agency that the light intensity has been preset to conform to the brightness, illumination, and display standards established in this article and that the preset levels are protected from end user manipulation by password protected software or other method with certification shall be provided to the City.

e. The owner or controller must either turn off or adjust the sign to meet the brightness and illumination standards set forth in this ordinance. The adjustment must be made within twelve (12) hours of a notice of non-compliance from the City.

f. EMS signs shall not be allowed within 300 feet of an intersection or interchange or collector or arterial roadway.

Section 48-9 Temporary Signs

(a) Standards for All Temporary Signs.

- (1) Permit required. Unless noted within this section a sign permit is required for all temporary signs.**
- (2) Temporary signs shall be constructed of durable, all-weather materials and designed to remain in place and in good repair so long as they remain on display.**
- (3) The maximum display time of temporary signs is 30 days unless additional time is granted under subsection 3 below. After this time expires, the sign shall be removed. Once the temporary sign is removed, there shall be a gap of at least thirty (30) days between display of a temporary sign on the same property.**
- (4) In recognition that there is a need for additional expression of speech prior to a scheduled election, the following applies for a period of sixty (60) days prior to and three (3) days after a City-designated election day on which there is at least one ballot item: the maximum allowable area of temporary signs shall be increased to sixty-four (64) square feet per premise in all districts. The maximum area of an individual sign remains as stated in Section (b) below.**

(b) Specific Standards.

- (1) For new residential developments one sign for each public street frontage of a recorded subdivision or development shall be permitted. Each sign shall not exceed 64 square feet in area and shall not exceed 15 feet in height. Each sign shall be removed within 30 days after all units or lots are sold or leased.**
- (2) One sign shall be permitted on sites under construction, such sign shall not exceed 24 square feet in area, and not more than one sign shall be permitted on a site. Signs shall have a maximum height of ten feet and shall be confined to the site of the construction, construction shed or construction trailer and shall be removed within 14 days after the issuance of a certificate of occupancy.**
- (3) Temporary signs for an event or function shall be permitted. Maximum sign area shall not exceed 24 square feet. Signs shall be allowed for up to thirty (30) days prior to the event or function and two (2) days after it is over. These temporary signs are allowed for no more than 30 days in a calendar year. If building-mounted, signs shall be flat wall signs and shall not project above the roofline. If**

ground-mounted, signs shall not exceed six feet in height. Signs shall be set back in accordance with the provisions of this section.

- (4) Banners, pennants, searchlights, balloons, or other gas-filled figures shall be permitted at the opening of a new business in a commercial or industrial district, for a period not to exceed 14 consecutive days. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with safe traffic flow.
- (5) In residential districts one temporary sign, located on the property that is for sale, lease or rent and not exceeding six square feet in area shall be permitted. Two (2) additional signs not exceeding six square feet in area may be placed on routes leading the property for sale subject to the approval of the property owner. In all other zoning districts one sign located on property for sale, lease or rent shall be permitted, provided it does not exceed 32 square feet in area and is set back in accordance with the provisions of this section.

If the lot has multiple frontages, one additional sign not exceeding six square feet in area in residential districts or 32 square feet in area in all other districts shall be permitted. Under no circumstances shall more than two such signs be permitted on a lot.

Such signs must be removed within 30 days of the property's sale. A sign permit shall not be required for these types of signs.

- (6) Garage sale and estate sale signs announcing the sale of household goods, provided the following: There is only one sign per premises; that they are on-premises only; entirely on private property; that they do not exceed six square feet in area; and that they are erected no more than three business days before and are removed within one business day after the announced sale. A sign permit shall not be required for these types of signs.

Section 48-10 *(Future Provisions as Requested)*

(For discussion)

Section 48-11 Freeway Sign Restriction Overlay.

- (a) Intent. The Intent of the Freeway Sign Restriction Overlay is to promote safety and quality community aesthetics along the I-94 and I-275 corridors by limiting the size and number of signs placed in proximity of the interstate right-of-way.
- (b) Location. The provisions of the Freeway Sign Restriction Overlay shall apply on private property within 100 feet of the right-of-way of Interstate I-94 and I-275, regardless of the underlying Zoning District. The Overlay provisions shall only apply within the 100-foot area. The remainder of the lot shall not be subject to the Overlay.
- (c) Relationship to Other Regulations. All regulations of this Article shall apply within the Overlay, in addition to the regulations of the Overlay itself. In the event of a conflict, the more restrictive regulation shall govern.
- (d) Regulations. Signs within the I-94 and I-275 Sign Restriction Overlay shall be permitted only in accordance with the following regulations:
 - (1) Signs within the Sign Restriction Overlay shall be permitted in M-1, M-2, and MT zoning districts, and shall be considered the principal use of such lots. Signs shall not be placed on a lot with any other building thereon, and no other structure shall be placed on a lot where such sign is located.
 - (2) Where two or more signs within the Sign Restriction Overlay are located along the frontage of a street or highway, they shall be not less than 1,000 feet apart. The double face (back-to-back) of a V-type structure is permitted, but only one side shall be visible to traffic proceeding from any given direction.
 - (3) The total surface area, facing in the same direction, of any Signs within the Sign Restriction Overlay, shall not exceed 300 square feet.
 - (4) Signs within the Sign Restriction Overlay shall not exceed 45 feet in height from ground level within the overlay.
 - (5) Signs within the Sign Restriction Overlay shall not be erected on the roof of any building nor have one sign above another.
 - (6) Signs must be at least 500 feet from park, playground, school, church, residential use, or residential district.

- (7) Signs must be at least 50 feet from any public R.O.W. lines.
- (8) The applicant must demonstrate that all permits required by the state have been obtained.
- (9) Freeway signs may be comprised, in whole or in part, of a LED moving image sign, as defined in this chapter.
- (10) Up to 25 percent of the sign may consist of a moving sign, as defined in this chapter.
- (11) Signs within the Sign Restriction Overlay shall meet the lighting standards found in this section.

Section 48-12 Nonconforming Signs

(a) Nonconforming signs are those signs that do not comply with the size, placement, construction or other standards or regulations of this chapter, but were lawfully established prior to the adoption of the ordinance from which this chapter is derived. The intent of this chapter is to encourage eventual elimination of nonconforming signs in a timely manner. This objective is considered as much a subject of public health, safety, and welfare as the prohibition of new signs in violation of this chapter. Therefore, the purpose of administering this chapter is to remove illegal nonconforming signs while avoiding any unreasonable invasion of established private property rights.

(b) No nonconforming sign shall be altered or reconstructed, unless the alteration or reconstruction is in compliance with this chapter, except that nonconforming signs shall comply with the following regulations:

(1) *Repairs and maintenance.* Normal maintenance shall be permitted, provided that any nonconforming sign that is destroyed by any means to an extent greater than 50 percent of the sign's pre-catastrophe fair market value, exclusive of the foundation, shall not be reconstructed. Normal maintenance shall include painting of chipped or faded signs; replacement of surface panels provided the new panels are no larger than the existing panels; or repair or replacement of electrical wiring or electrical devices.

(2) *Nonconforming changeable message signs.* The message on a nonconforming changeable message sign or nonconforming bulletin board sign may be changed, provided that the change does not create any greater nonconformity.

(3) *Substitution.* No nonconforming sign shall be replaced with another nonconforming sign.

(4) *Modifications to the principal building.* Whenever the principal building on a site on which a nonconforming sign is located is modified to the extent that site plan review and approval is required, the nonconforming sign shall be removed.

(5) *Discontinuance.* A nonconforming sign shall not be re-established after the activity, business, or use to which it related has been discontinued for 90 days or longer.

(6) *Continued use of nonconforming sign structure.*

- a. Where the city's building code official determines that a nonconforming sign structure and frame are in good condition and can be reused by a new occupant in a leased or rented building, the building owner shall not be required to remove the sign structure and frame in the interim periods when the building is not occupied.
- b. If the building is unoccupied for less than 30 days, the previous business' sign information may be retained.
- c. If the building is unoccupied for more than 30 days, the previous business' sign information must be removed. In such cases, the sign must be maintained in good condition and any openings must be covered with appropriate panels.

(7) *Application of building ordinance and other adopted codes.*

- a. Nothing in this chapter shall be construed to supplant or supersede the requirements of chapter 8, any state, national, or international code adopted by the city, or any other ordinance setting forth requirements or procedures pertaining to the use, repair, or demolition of the principal building or other structure on which a nonconforming sign is located.
- b. To the extent any such principal building or structure is demolished pursuant to any applicable city ordinance or adopted code, any nonconforming sign thereon or on the premises shall likewise be demolished or otherwise removed and shall not be replaced in any nonconforming fashion.

Section 48-13 Dangerous, unsafe, abandoned and illegally erected signs.

(a) *Dangerous signs.* Notwithstanding subsection (e) of this section, any sign constituting an immediate hazard to health or safety shall be deemed a nuisance and may be immediately removed by the city and the cost thereof charged against the owner of the property on which it was installed.

(b) Unsafe signs. Any sign that becomes insecure, in danger of falling, or otherwise unsafe but not considered an immediate danger by the building code official to the health or safety of the public shall be removed or repaired according to the process outlined in subsection (e) of this section.

(c) Abandoned signs. Any sign that advertises a business that has been discontinued for at least 90 days or that advertises a product or service that is no longer offered shall be deemed abandoned. Permanent signs applicable to a business temporarily suspended by a change in ownership or management shall not be deemed abandoned unless the structure remains vacant for at least six months. An abandoned sign shall be removed by the owner or lessee of the premises. If the owner or lessee fails to remove the sign, the building code official shall initiate the process noted in subsection (e) of this section.

(d) Illegally erected signs. The building code official shall order the removal of any sign erected illegally **in** violation of this chapter, according to the process outlined in subsection (e) of this section.

(e) Process for enforcing violations. For violations of this chapter the building code official shall send notice, by certified mail addressed to the property owner and to the owner of the sign if not the property owner, at their last known address. The notice shall describe the violation and allow seven days for removal. Should the sign not be removed or repaired within the time specified, the building code official shall have the authority to remove the sign, and the property owner shall be liable for the cost thereof, in addition to the penalties described in section 1-15.

Section 48-14 Administration.

(a) Sign permits. Except where otherwise noted, sign permits shall be required for signs as indicated in Table 48-7. Where required, permits shall be processed according to the following:

(1) Application. Applications for sign permits shall be made upon forms provided by the building code official, and shall contain or have attached thereto the following information:

- a. Name, address, telephone number and copy of both sides of driver's

license of the applicant.

- b. Location of building, structure or lot to or upon which the sign or other advertising structure is to be attached or erected.
- c. Position of the sign or other advertising structure in relation to nearby buildings or structures.
- d. Two blueprints or ink drawings or the plans and specifications and the method of construction and attachment to the building or in the ground.
- e. Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the city; provided that where the building code official deems it advisable, he may require the approval of the structural design by a registered engineer;
- f. Name of the person erecting the structure.
- g. Written consent of the owner as to where the sign is to be erected on vacant land.
- h. Color renderings including lettering, graphics, logos, etc.
- i. Details for sign components, including mechanical and electrical systems.
- j. Such other information as the building code official shall deem necessary to show full compliance with this and all other laws and ordinances of the city.

(2) *Fee.* Every applicant, before being granted a sign permit, shall pay to the city treasurer a permit fee as shall be established by resolution of the city council from time to time.

(b) *Appeal to the zoning board of appeals.*

(1) Any party who has been refused a sign permit for a proposed sign may file an appeal with the zoning board of appeals in accordance with this chapter and article 22 of the zoning ordinance. In determining whether a variance is appropriate, the zoning board of appeals shall study the sign proposal, giving consideration to any extraordinary circumstances, such as those listed below, that would cause practical difficulty in complying with the sign standards. The presence of any of the circumstances listed may

be sufficient to justify granting a variance; however, the zoning board of appeals may decline to grant a variance even if certain of the circumstances are present.

(2) In granting a variance, the zoning board of appeals may attach such conditions regarding the location, character, and other features of the proposed sign as it may deem reasonable. In granting a variance, the zoning board of appeals shall state the grounds and findings upon which it justifies granting the variance.

- a. Permitted signage could not be easily seen by passing motorists due to the configuration of existing buildings, trees, or other obstructions.
 - b. Permitted signage could not be seen by passing motorists in sufficient time to permit safe deceleration and exit. In determining whether such circumstances exist, the zoning board of appeals shall consider the width of the road, the number of moving lanes, the volume of traffic, and speed limits.
 - c. Existing signs on nearby parcels would substantially reduce the visibility or advertising impact of a conforming sign on the subject parcel.
 - d. Construction of a conforming sign would require removal or severe alteration to natural features on the parcel, such as, but not limited to removal of trees, alteration of the natural topography, filling of wetlands, or obstruction of a natural drainage course.
 - e. Construction of a conforming sign would obstruct the vision of motorists or otherwise endanger the health or safety of passers-by.
 - f. Variance from certain sign regulations would be offset by increased building setback, increased landscaping, or other such enhancements, so that the net effect is an improvement in appearance of the parcel, compared to the result that would be otherwise achieved with construction of a conforming sign.
 - g. A sign which exceeds the permitted height or area standards of this chapter would be more appropriate in scale because of the large size or frontage of the parcel or building.
- (c) *Waivers.* Nothing in this chapter shall restrict the granting of sign waivers within a planned development area (PDA), where deemed appropriate by the planning commission.
- (d) *Review of application and issuance of permits.*

- 1) *Building code official review.* The building code official shall review the sign permit application for any sign proposed on a site or existing building where no other new construction is proposed.
 - 2) *Issuance of a permit.* Following review and approval of a sign application by the building code official, the building code official shall have the authority to issue a sign permit.
 - 3) *Exceptions.* A sign shall not be enlarged or relocated except in conformity with the provisions set forth herein for new signs, nor until a proper permit has been secured. However, a new permit shall not be required for ordinary servicing or repainting of an existing sign message, cleaning of a sign, or changing of the message on the sign where the sign is designed for such changes (such as lettering on a marquee or numbers on a gasoline price sign).
- (e) *Inspection and maintenance.*
- 1) *Inspection of new signs*
 - a. All signs for which a permit has been issued shall be inspected by the building code official when erected. Approval shall be granted only if the sign has been constructed in compliance with the approved plans and applicable city ordinances and adopted codes.
 - b. In cases where fastenings or anchorages are to be eventually bricked in or otherwise enclosed, the sign erector shall advise the building code official when such fastenings are to be installed so that inspection may be completed before enclosure.
 - 2) *Inspection of existing signs.* The building code official shall have the authority to routinely enter onto property to inspect existing signs. In conducting such inspections, the building code official shall determine whether the sign is adequately supported, painted to prevent corrosion, and so secured to the building or other support as to safely bear the weight of the sign and pressure created by the wind.
 - 3) *Correction of defects.* All dangerous, unsafe, poorly maintained, improperly constructed, or defective signs shall be corrected as outlined in this ordinance.