

**TABLE OF CONTENTS**

SECTION	Page
1300.01: Purpose.....	1300-1
1300.02: Findings and Effect .....	1300-2
1300.03: Substitution Clause .....	1300-3
1300.04: Interpretation .....	1300-3
1300.05: Exempt Signs .....	1300-3
1300.06: Permitted Signs – No Sign Permit Required .....	1300-4
1300.07: Permitted Signs Requiring Sign Permit .....	1300-6
1300.08: Signs Requiring Conditional Use Permit .....	1300-10
1300.09: Conditional Use Permit Process for Signs .....	1300-12
1300.10: Non-Conforming Signs .....	1300-12
1300.11: Prohibited Signs .....	1300-13
1300.12: Sign Plan Requirements.....	1300-13
1300.13: Sign Permit Requirements .....	1300-14
1300.14: Sign Modifications .....	1300-15
1300.15: Maintenance .....	1300-16
1300.16: Calculating Advertising Display Area .....	1300-16
1300.17: Permitted Sign Area Business and Industrial Districts .....	1300-17
1300.18: Lapse of Sign Permit .....	1300-18
1300.19: Cancellation .....	1300-18
1300.20: Revocation .....	1300-18
1300.21: Appeals .....	1300-18
1300.22: Sign Variance Procedure .....	1300-18
1300.23: Violations .....	1300-19
1300.24: Enforcement and Remedies .....	1300-19
1300.25: Fees .....	1300-20
1300.26: Fines .....	1300-20
1300.27: Removal of Signs .....	1300-20
1300.28: Severance Clause .....	1300-21
1300.29: Definitions.....	1300-21

**SECTION 1300 – SIGNS**

SECTION

- 1300.01: Purpose
- 1300.02: Findings and Effect
- 1300.03: Substitution Clause
- 1300.04: Interpretation
- 1300.05: Exempt Signs
- 1300.06: Permitted Signs – No Sign Permit Required
- 1300.07: Permitted Signs Requiring Sign Permit
- 1300.08: Signs Requiring Conditional Use Permit
- 1300.09: Conditional Use Permit Process for Signs
- 1300.10: Non-Conforming Signs
- 1300.11: Prohibited Signs
- 1300.12: Sign Plan Requirements
- 1300.13: Sign Permit Requirements
- 1300.14: Sign Modifications
- 1300.15: Maintenance
- 1300.16: Calculating Advertising Display Area
- 1300.17: Permitted Sign Area Business and Industrial Districts
- 1300.18: Lapse of Sign Permit
- 1300.19: Cancellation
- 1300.20: Revocation
- 1300.21: Appeals
- 1300.22: Sign Variance Procedure
- 1300.23: Violations
- 1300.24: Enforcement and Remedies
- 1300.25: Fees
- 1300.26: Fines
- 1300.27: Removal of Signs
- 1300.28: Severance Clause
- 1300.29: Definitions

**1300.01: PURPOSE:** It is not the purpose or intent of this sign Ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose of these sign regulations are to:

1. Encourage the effective use of signs as a means of promotion and communication consistent with constitutional guarantees.
2. Maintain, enhance, and improve the aesthetic environment and the City’s ability to attract sources of economic development and growth.

3. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the City in order to promote public health, safety, and welfare.
4. To minimize the possible adverse effect of signs on nearby public and private property.
5. To enable the fair and consistent use of authority to enforce these sign restrictions. The provisions of this Ordinance are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication, and a sense of concern for the visual amenities on the part of those who design and display exterior signs while, at the same time, assuring that the public is not endangered, annoyed or distracted by the unsafe, disorderly, indiscriminate or unnecessary use of exterior signs.

**1300.02: FINDINGS AND EFFECT:****Subd. 1. Findings.**

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.
3. Signs can create traffic hazards and aesthetic concerns, thereby threatening the public health, safety, and welfare.
4. The city's zoning regulation include the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the City has had a positive impact on traffic safety and the appearance of the community.

**Subd. 2. Effect.** A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of this ordinance. The effect of this Ordinance, as more specifically set forth herein, is to:

1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this sign ordinance.
2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this sign Ordinance.

3. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety, and welfare.
4. Provide for the administration and enforcement of the provisions of this sign Ordinance.

**1300.03: SUBSTITUTION CLAUSE:** The owner of any sign which is otherwise allowed by this sign ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision of the contrary.

**1300.04: INTERPRETATION:** Words and phrases used in this Ordinance shall have the meanings set forth in Section 1300.26. Words and phrases not defined in this section but defined in the Big Lake Zoning Ordinance shall be given the meanings set forth in the Ordinance. Principles for computing sign area and sign height are contained in Sections 1300.14 and 1300.15. All other words and phrases shall be given their common, ordinary meaning, unless the context clearly requires otherwise. Section headings or captions are for reference purposes only and shall not be used in the interpretation of the Ordinance.

**1300.05: EXEMPT SIGNS:** All signs not expressly permitted under this Ordinance are prohibited in the City unless exempt by statute or provisions outlined in this Section. The following signs shall be exempt from regulation under this Ordinance:

**Subd. 1. Incidental Signs.** On private property, such as “stop”, “yield”, “loading only”, “telephone”, “parking”, and other similar directives, the face of which meet Department of Transportation standards and which contain no commercial message of any sort.

**Subd. 2. Interior Building Signs.** Any sign inside a building in a business or industrial zone, not attached to a window or door that is not legible from a distance of more than three (3) feet beyond the lot line of the lot on which such sign is located.

**Subd. 3. Interior Neon Signs.** Neon signs (less than nine (9) square feet in area), located inside of a building in a business zone.

**Subd. 4. Off-Premises Announcements.** Announcements of public concerts, plays, lectures and club activities and the like placed in the windows of consenting business in a B or I zone. Such announcements shall measure not more than two (2) square feet in size and be removed no later than three (3) days after the event.

**Subd. 5. Public Signs.** Any public notice or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance; signs of a non-commercial nature and in the public interest, erected by, or on the order of a public officer in the performance of public duty such as directional signs, regulatory signs, warning signs, public signs for parks, public buildings and informational signs.

**Subd. 6. Works of Art.** Works of art that do not include a commercial message such as holiday lights and decorations with no commercial message.

**1300.06: PERMITTED SIGNS – NO SIGN PERMIT REQUIRED:** The signs identified in this Section are permitted subject to sign permit requirements and the regulations set forth in this Ordinance. The following signs are specified as exempt and therefore do not require sign permits. However, their size, area and number are regulated as identified by this Ordinance. Table 1 indicates the type of signs that may be displayed without a sign permit. Brief descriptions of the sign type and display guidelines are discussed following Table 1.

<b>TABLE 1 NO SIGN PERMIT REQUIRED</b>	
Address Signs	Public Right-of-Way Signs
Building Markers	Real Estate Signs
Election Signs	Residential Nameplate
No Trespass Signs	Temporary Interior Window Signs
	Yard Sale Signs

**Subd. 1. Address Sign.** An address sign indicating identification numbers only, in either written or numerical form shall be located on the home or business near the front entrance. An address sign shall not exceed two (2) square feet in area. Address signs shall be exempt from sign permits, and from the total “advertising display area” allowed under Section 1300.14, Subd. 1. In the case where a principal building is occupied by more than one business or family dwelling unit, each separate front entrance of the principal building shall bear a separate number. Numerals indicating the official numbers for each principal building or each front entrance shall be assigned by the Zoning Administrator and shall be posted in a manner as to be visible from the street on which the property is located.

**Subd. 2. Building Markers.** One (1) building marker sign not to exceed four (4) square feet shall be permitted per commercial, industrial, institutional, public or apartment building. Building marker signs may include only the building name, date of construction, historical data and must be cut or etched into masonry, bronze or similar material.

**Subd. 3. Election Signs.** Election signs are permitted on private property in any zoning district with the express consent of the owner or occupant of such property. In a State general election year, such signs may not be posted forty-six (46) days before the State Primary which is held the second Tuesday in the month of August, and must be removed by those responsible for the erection of the sign or the property owner within ten (10) days following the State general election which is held the first Tuesday after the first Monday in November. In any year other than a State general election year, such signs may not be posted more than sixty (60) days prior to the election

and must be removed by those responsible for the erection of the sign or the property owner within seven (7) days following the election. (Ord. 2010-04, 07/28/10).

**Subd. 4. No Trespass Signs.** "No trespass" and "no dumping" signs shall not exceed two (2) square feet in area per side and not to exceed four (4) in number, per lot, in residential, business, and industrial zoning districts. In agricultural districts, such signs shall not be less than three hundred (300) feet apart. "No trespass" and "no dumping" signs do not require sign permits and are permitted as specified in this Ordinance.

**Subd. 5. Public Right-of-Way Signs.** No signs shall be allowed in the public right-of-way, except the following: public signs erected by or on behalf of a governmental body to post legal notices, identify public property, convey public information, identify a community festival or event, and direct or regulate pedestrian or vehicular traffic; informational signs of a public utility regarding its poles, lines, pipes, or facilities; emergency signs erected by a governmental agency, a public utility company, or a contractor doing authorized or permitted work within the public right-of-way. Signs identified in this paragraph are exempt from sign permits and fees.

**Subd. 6. Real Estate Signs.** For the purpose of selling, renting or leasing property, only one (1) sign may be placed per street frontage and one (1) sign per lake frontage on property to be sold or leased. Such signs shall be set back at least one (1) foot from the property line or right-of-way line, whichever is greater. Placement of real estate signs shall have the expressed consent of the owner or occupant of the property. The size of such sign shall be a maximum of six (6) square feet for residential property and a maximum of thirty-two (32) square feet for all other properties. Such signs shall be removed within seven (7) days following the leasing or closing of the sale. Vacancy signs shall be no larger than four (4) square feet. Real estate signs are exempt from sign permits and are permitted as specified in this Ordinance.

**Subd. 7. Residential Nameplate Signs.** One (1) nameplate sign, up to two (2) square feet in area per surface with a maximum of two (2) surfaces shall be permitted for single family dwellings located in residential districts. Nameplate signs are exempt from sign permits and are permitted as regulated by this Ordinance.

**Subd. 8. Temporary Interior Window Signs.** Temporary interior window signs for a business in a business or industrial zone which are part of a display of merchandise or display relating to sales on the premises is permitted, provided such sign is not to be displayed for a period exceeding thirty (30) consecutive days. Such sign shall not occupy more than seventy-five (75) percent of each individual window area facing the street. Temporary interior window signs are exempt from sign permits and are permitted as specified in this Ordinance.

**Subd. 9. Yard Sale Signs.** Signs advertising yard sales shall be limited to two (2) square feet and may be displayed seven (7) days prior to the sale and must be removed immediately after the end of the yard sale. The number of yard sales may not exceed three (3) per calendar year, the duration of the sale may not exceed three (3) consecutive days; any related signage shall conform to the provisions of this Ordinance; and the conduct of the sale shall not encroach upon the peace, health, safety, or welfare of the citizens of Big Lake.

**1300.07: PERMITTED SIGNS REQUIRING SIGN PERMIT:** The signs identified in this section are permitted provided a sign permit is obtained from the City of Big Lake. Wall, freestanding and temporary signs that identify or advertise a business, person, activity, goods, products or services located “on premise” are permitted if installed and maintained as regulated herein. Table 2 lists the type of signs that are permitted within an approved sign permit. Each type of sign listed in Table 2 and its display criteria are discussed in the paragraphs that follows. Specific definitions of signs are located in Section 1300.26.

<b>TABLE 2 SIGNS THAT REQUIRE A SIGN PERMIT</b>	
Awning Signs	Legal Non-Conforming Business Signs
Balloon Signs	Marquee Signs
Banner Signs (Temporary and Annual)	Multiple Residential Nameplate Signs
Beacons	On-Premises Directional Signs
Business Signs	Permanent Window Signs
Changeable Copy Signs	Portable Signs
Construction Signs	Public Service Signs
Changeable Copy Signs Electronic (under 10 sq. ft.)	Streamers, Pennants
General Nameplate Signs	Street Banner Signs
Illuminated Signs	Subdivision Identification Signs
Institutional Signs	Temporary Signs

**Subd. 1. Awning Signs.** In a business or industrial zone, signs consisting of letters and/or an identification emblem, insignia, initial, or other similar design may be painted or imprinted on the awning provided the total sign area not exceed thirty (30) percent of the awning surface. Awning signs shall be considered as part of the total wall sign square footage allotted to the building.

**Subd. 2. Balloon Signs (Other Than Tethered Balloon Signs).** One (1) temporary balloon sign per premises not exceeding twenty (20) feet in height may be erected for a period of not more than fourteen (14) consecutive days in a business or industrial zone. In no case shall more than three (3) permits per property be granted during any calendar year. Such signs shall be set back no less than ten (10) feet from the property line or right-of-way line, whichever is greater, nor be placed in a location that obstructs the view of motorists. In no case shall balloon signs take up required off-street parking spaces.

**Subd. 3. Banner Signs.**

1. Temporary Banner Signs. In a business or industrial zone, there shall be no more than three (3) temporary banner signs on any lot. The total area of each banner sign shall not exceed thirty-two (32) square feet. Such signs shall be displayed no longer than twenty-one (21) consecutive days per calendar month. In no case shall banner signs take up required off-street parking spaces.

2. Annual Banner Signs. Businesses that choose to display banner signs for more time than allowed in paragraph 1 above, shall be required to obtain an Annual Banner Sign Permit. The annual permit shall be valid at the time of purchase and thereafter for a maximum of three hundred sixty five (365) days, subject to a fee and escrow as set by the City Council. Display of Annual Banner Signs shall be subject to the following conditions.
- a. Maximum size is thirty-two (32) square feet in size.
  - b. All banners must be kept in good readable condition and changed each month.
  - c. Banner Signs other than those mounted flush against a building façade shall not be permitted.
  - d. In the case of a business requiring a license from the City of Big Lake, the Annual Banner Sign permit shall be filed with the license and may not be purchased separately. (Ord. 2004-03, 2/25/04).

**Subd. 4. Beacons.** In a business zone, the use of revolving beacons, beamed lights or similar devices is permitted provided there shall be no more than one (1) beacon on any lot. Said beacons shall be displayed no longer than for three (3) consecutive days per calendar year. In no case shall beacons take up required off-street parking spaces.

**Subd. 5. Business Signs.** In a business or industrial zone, a wall, ground monument or freestanding sign that identifies or advertises a business, person, activity, goods, products, or services located “on premises” is permitted as provided by the sign size, area and location requirements identified herein. Business signs for multiple tenant buildings shall be designed and coordinated to result in uniformity of signage style and color for the entire building/complex.

**Subd. 6. Changeable Copy Signs.** In a business or industrial zone, a sign that is designed so that characters, letters, or illustrations can be changed or rearranged without altering the face or the surface of the sign is permitted subject to the size and area requirements identified herein. This sign classification applies to permanent wall or freestanding signs and does not include portable reader board type signs. Changeable copy signs shall be considered as part of the total wall or freestanding sign area allotted to the parcel.

**Subd. 7. Construction Signs.** For the purpose of selling or promoting a development project or subdivision less than thirty (30) acres, three (3) signs not to exceed one hundred (100) aggregate square feet of advertising surface may be erected on the project site. For projects of thirty (30) acres or greater, five (5) signs not to exceed two hundred (200) aggregate square feet of advertising surface may be erected. Such sign shall be removed upon development of ninety (90) percent of the project.

**Subd. 8. Changeable Copy Signs; Electronic (Under 10 Square Feet).** In a B-2 or B-3 business district, one (1) electronic message sign ten (10) square feet or smaller may be permitted on a lot. An electronic message is a sign that is intended to show messages and graphics that are changed by electrical pulsations. This type of sign shall only be permitted in B-2 and B-3

business zoning districts or for public buildings. The applicant for such a sign shall demonstrate that the light intensity and frequency shall not be disruptive to traffic, pedestrians or other land uses on adjacent lots.

**Subd. 9. General Nameplate Signs.** One (1) nameplate sign may be allowed for each permitted use or conditional use other than residential in residential and agricultural zoning districts. Such sign shall not exceed twelve (12) square feet in area per surface. Any nameplate sign over one (1) foot square shall be set back at least ten (10) feet from any property line or right-of-way line, whichever is greater. No sign shall exceed five (5) feet in height above the natural grade.

**Subd. 10. Illuminated Signs.** Illuminated signs shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign, or internal to it, without causing glare for motorists, pedestrians, or neighboring premises.

1. Illuminated signs are permitted in the business and industrial zones with an approved sign permit.
2. Illuminated signs may be permitted in residential zoning districts for public, institutional and apartment buildings provided a conditional use permit is granted pursuant to City Code Section 1050 (Conditional Use Permits).

**Subd. 11. Institutional Signs.** On-premise, freestanding or wall signs, which identify the name and other characteristics of a public or semi-public institutional, shall be permitted in any zoning district provided that the total sign area does not exceed seventy-five (75) square feet. Such signs may be no higher than six (6) feet above the grade of the adjacent street centerline.

**Subd. 12. Legal Non-Conforming Businesses.** A legal non-conforming business located within a building may display one (1) on-premise wall sign not to exceed twenty-four (24) square feet in area.

**Subd. 13. Marquee Signs.** In a business zone, signs may be placed on the roof of a covered walk or marquee in a building complex on the vertical face of a marquee and may project from the lower edge of the marquee not more than twenty-four (24) inches, but the bottom of a sign placed on a marquee shall be no less than eight (8) feet above the sidewalk or above the centerline grade of the adjacent street, whichever is higher, at any point. No part of the sign shall extend above the top of the roofline for a covered walk or above the top of the vertical face of the marquee, whichever is more restrictive. Signs shall not be permitted anywhere on a marquee which projects over any public right-of-way, with the exception of B-2 Zoning Districts.

**Subd. 14. Multiple Residential Nameplate Signs.** In R-3 Zoning Districts, one (1) nameplate sign for each dwelling group of six (6) or more units is permitted. Such nameplate sign shall not exceed six (6) square feet in area per surface and no sign shall have more than two (2) surfaces.

**Subd. 15. On-Premises Directional Signs.** Where one-way access and egress drives

are approved, a sign indicating traffic direction no more than six (6) square feet may be placed at a driveway within five (5) feet of the street right-of-way. Such signs shall be no higher than four (4) feet above the centerline of the adjacent right-of-way. A directional sign indicating the entrance to a two-way driveway may be approved or required where the Zoning Administrator or designee deems it is necessary to safely direct drivers.

**Subd. 16. Permanent Window Signs.** One (1) permanent window sign is permitted per windowpane that does not exceed twenty-five (25) percent of the total window area. The sign area of permanent window signs shall be calculated as part of the maximum total permitted wall sign area for the building in a business or industrial zone.

**Subd. 17. Portable Signs.** A temporary, portable sign may be used for a period not to exceed sixty (60) days per calendar year, per parcel of record and are only permitted in business and industrial zoning districts. The maximum size of such sign shall be thirty-two (32) square feet and a maximum height of six (6) feet. The required setback is ten (10) feet from the property or street right-of-way line, whichever is greater. Portable signs shall not be displayed off the premises of the business that the sign is intended to advertise, with the exception of public and charitable functions as approved by the City by an administrative sign permit. Portable advertising signs that are attached to or painted on vehicles parked and visible from the public right-of-way are prohibited within the City unless said vehicle is used in the normal day-to-day operations of the business. In no case shall a portable sign take up required off-street parking spaces. (Ord. 2003-03, 3/12/03).

**Subd. 18. Public Service Signs.** In business zoning districts, public service signs, displaying the temperature, time, date or other non-commercial messages are permitted provided the sign area of said signs shall be calculated as part of the maximum total permitted wall or free-standing sign area for the building.

**Subd. 19. Sandwich Board Signs.** A Temporary or Annual Sign Permit is required before display. Fees and escrows are set by City Council. Signs are allowed on business properties zoned B-2 and B-3 only. One (1) sign shall be placed on the business property in which it advertises or on private sidewalks directly abutting the business property. A sandwich board sign may be used only during business hours and must be removed daily. The sign must be placed upon private property, leaving a minimum of five (5) feet of clearance for pedestrian access. It must also not obstruct vehicular traffic, safety and visibility. Where conditions do not lend themselves for a sign to be placed on private property, (to be determined by the Zoning Administrator), it may be placed on a public sidewalk. Sandwich board signs shall be freestanding, not placed on any vehicle, not attached to any pole, traffic control device, public structure, or other such facility. It shall not be light reflective or fluorescent in color. The maximum size for a sandwich board sign is: height 3½ feet (including legs), depth 2 feet, width 2½ feet. (Ord. 2005-08, 04/27/05).

**Subd. 20. Streamers, Pennants.** Temporary streamers and pennants may be erected for a period not more than fourteen (14) days. In no case shall more than three (3) permits per property be granted per calendar year.

**Subd. 21. Street Banner Signs.** Street banners, advertising public entertainment or an

event, are permitted in any zoning district, provided a sign permit is approved by the Zoning Administrator or designee, for locations authorized by the City Engineer. Such sign may be displayed fourteen (14) days prior to and three (3) days after the public entertainment or event.

**Subd. 22. Subdivision Identification Signs.** Freestanding signs indicating the name of a subdivision, neighborhood or business center shall be permitted for the purpose of permanent identification. At each principal entrance to such an area, a maximum of two (2) signs, not to exceed fifty (50) square feet of sign area per side with a maximum of two (2) sides, excluding decorative landscaping and sign base, will be permitted on private property. The maximum height of such signs shall be ten (10) feet above the natural grade. When such signs are proposed and constructed by an individual or firm other than the individual or association who will be responsible for the maintenance, there shall be a covenant prepared by the proponent establishing responsibility for the maintenance of the sign or signs over the entire project or subdivision, to be approved by the City Attorney, and to be recorded on the property title(s) prior to issuance of the sign permit. Further, appropriate easements shall be provided for the approved signs on the property or properties where the signs are to be located; the easements shall be recorded prior to the issuance of the sign permit.

**Subd. 23. Temporary Use Signs.** Temporary signs shall be allowed in business and industrial zoning districts, businesses operating by a conditional use permit, and public and charitable events. There shall be no more than one (1) temporary sign in any required yard; no more than three (3) such signs on any lot, and the total area of each sign shall be displayed for no longer than twenty-one (21) consecutive days per calendar month. In no case shall temporary signs take up required off-street parking space.

1. Temporary Uses (with a valid administrative permit) may have one (1) on-site temporary sign not to exceed twenty-four (24) square feet in area and not more than six (6) feet in height.

**1300.08: SIGNS REQUIRING CONDITIONAL USE PERMIT:** The signs identified in this Section are permitted subject to approval of a conditional use permit. The process to obtain a conditional use permit is outlined in City Code Section 1050 (Conditional Use Permits). Table 3 lists the signs that may be displayed upon approval of a conditional use permit. The table is followed by a description of each sign type along with specific display criteria.

<b>TABLE 3</b>	
<b>SIGNS THAT REQUIRE A CONDITIONAL USE PERMIT</b>	
Changeable Copy Signs Electronic	Menu Board Signs
Illuminated Signs (R Districts)	Off-Premise Directional Signs
Lake Service Signs	Painted Wall Signs
Secondary Wall Signs on Commercial Buildings Not Abutting a Public Street	Signs Accessory to Uses with Approved CUP or IUP

**Subd. 1. Changeable Copy Signs Electronic.** In the B-3 General Business District, one (1) electronic message sign no larger than twenty four (24) square feet per side may be permitted on a lot. In the B-2 Community Business District, one (1) electronic message sign no larger than sixteen (16) square feet per side may be permitted on a lot. An electronic message is a sign that is

intended to show messages and graphics that are changed by electrical pulsations. This type of sign shall only be permitted in B-2 and B-3 business districts or for public buildings, provided that a conditional use permit is approved by the City. The applicant for such a sign shall demonstrate that the light intensity and frequency shall not be disruptive to traffic, pedestrians or other land uses on adjacent lots.

**Subd. 2. Illuminated Sign.** Illuminated signs shall only be permitted in business and industrial zoning districts unless a conditional use permit, (City Code Section 1050 Conditional Use Permits), is approved by the City. Such sign shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign, or internal to it, without causing glare for motorists, pedestrians, or neighboring premises.

**Subd. 3. Lake Service Signs.** Any business, which provides a service to a lake and/or is located within two hundred (200) feet of a lake may apply for a conditional use permit (City Code Section 1050 Conditional Use Permits) to erect a business sign. Signs may be placed, when necessary, within the Shoreland Management Zoning District if they are designed and sized to be the minimum necessary to convey needed information. They must only convey the location and name of the establishment and the general types of services available. The signs must not contain other detailed information such as product brands and prices. Lake service signs may not exceed ten (10) feet above the natural grade level and the maximum size of such sign is limited to thirty-two (32) square feet in area. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination out across public waters. No business signs or supporting facilities for signs may be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under required permit procedures and are not subject to sign permits from the City of Big Lake.

**Subd. 4. Menu Board Signs.** In the B-2 and B-3 business districts, no more than two (2) signs that serve customers via automobiles are allowed with a maximum total combined area of sixty (60) square feet. In no instance shall a sign be greater than fifty (50) square feet or exceed nine (9) feet in height from grade to the top of the sign. The sign(s) shall be single-sided, located adjacent to the drive-thru aisle, and oriented so that the signs provide information to the patrons using the drive-thru facility only. If two signs are used, they shall be similarly designed with the same style, materials and color. Extenders shall not be attached to any sign in excess of the maximum size allowed. The menu board sign area may be additional to the permitted wall and freestanding sign area allotted to the building. Such signs shall require a conditional use permit and demonstrate that the proposed sign location will not obstruct pedestrian or vehicular movement or be located in an area objectionable to adjacent business or residential lots.

**Subd. 5. Off-Premises Directional Signs.** A conditional use permit (City Code Section 1050 Conditional Use Permits) for an off-premises directional sign may be granted for the purpose of providing off-street direction to a residential project or a new venture less than twelve (12) months following occupancy permit, a public, religious or non-profit institution. Such sign shall not exceed twenty-five (25) square feet per face with a maximum of two (2) faces, and shall conform to the yard setback requirements of the zoning district in which it is located. An interim use permit may be issued for one (1) year periods. In addition, a directional sign may be permitted for any use, which, in the determination of the City Council, incurs substantial hardship from lack of reasonable identification as a result of the location. If said sign is lighted, it shall be illuminated only during

those hours when business is in operation or when open for conducting business.

**Subd. 6. Painted Wall Signs.** Signs that are painted directly on the surface of a building may be permitted in business zoning districts provided that a conditional use permit (City Code Section 1050 Conditional Use Permits) is approved by the City. The area of painted wall signs shall be calculated as part of the maximum total permitted wall sign area for the building.

**Subd. 7. Secondary Wall Signs on Commercial Buildings Not Abutting a Public Street.** Signs that are on the wall of a commercial building that does not abut a public street or is otherwise not permitted by this ordinance, or was not approved through a sign plan review prior to construction of the building, may be permitted in business zoning districts provided that a conditional use permit (City Code Section 1050 Conditional Use Permits) is approved by the City. The intent of this permit is to allow a sign, with conditions, that is visible from other commercial properties or high-traffic areas and is not primarily viewed from residential parcels. The allowable area of the secondary sign shall be reviewed with the Conditional Use Permit application, but may not exceed the actual area of the primary business sign.

**Subd. 8.** Signs accessory to uses with approved conditional use permits or interim use permits.

**1300.09: CONDITIONAL USE PERMIT PROCESS FOR SIGNS:** Signs identified in this Ordinance that require a conditional use permit shall follow the process and procedures set forth in City Code Section 1050 (Conditional Use Permits). The additional requirements of this section shall also apply to sign applications. The City may place conditions upon conditional use permit approval to ensure that the proposed display will be compatible with the existing and/or proposed land uses in the underlying zoning district. In addition to the application process identified in City Code Section 1050 (Conditional Use Permits) the applicant shall provide the following materials:

**Subd. 1.** The applicant shall file a complete conditional use permit application for the proposed sign(s) along with scale drawings of the sign(s) indicating location, design, color, size, area, proposed display period and rationale describing the specific circumstances or criteria that exist to merit the granting of a conditional use permit for the particular business or proposed sign use. A certificate of survey shall be required for all signs that are proposed to be located on the grounds of the subject site.

**Subd. 2.** The applicant shall provide a list of names and addresses of all property owners within one hundred (350) feet of the proposed sign location(s). The list of names shall be provided by a certified abstract company so that the Zoning Administrator or designee may provide notification of the conditional use permit application to affected property owners.

**1300.10: NON-CONFORMING SIGNS:** Any sign that is legally non-conforming to the requirements of this Ordinance shall either be removed or brought up to current code requirements prior to any new sign permit, zoning permit or building permit issuance for the site. Existing ground or freestanding sign(s) shall be considered a principal use of the property and as such, building

permits for other structures/uses shall not be issued until such a time as the non-conforming signs are removed from the site.

**1300.11: PROHIBITED SIGNS:** The following signs are prohibited as prescribed:

**Subd. 1. Advertising Signs.** Advertising signs shall not be permitted in any zoning district.

**Subd. 2. Animated Signs.** Any sign that contains visible moving or revolving parts, visible mechanical movement, or other apparent movement. Animated signs shall not be permitted within any zoning district, unless herein specified.

**Subd. 3. Balloon Signs, Tethered.** Tethered balloon signs shall not be permitted in any zoning district.

**Subd. 4. Bench Signs.** Bench signs shall not be permitted within any zoning district.

**Subd. 5. Billboard Signs.** Billboard signs shall not be permitted in any zoning district. Billboards which display Electronic Changeable Copy signs area also prohibited.

**Subd. 6. Flashing Signs.** Flashing signs shall not be permitted in any zoning districts.

**Subd. 7. Home Occupation Signs.** Home occupation signs shall not be permitted in any zoning district.

**Subd. 8. Projecting Signs.** No sign shall be allowed to project within five (5) feet of any property line or public right-of-way or lower than eight (8) feet in height.

**Subd. 9. Roof Signs.** Roof signs, roof advertising symbols, roof logos, roof statues, or roof sculptures shall not be permitted in any zoning district. No sign shall extend above the roofline.

**Subd. 10. Snipe Signs.** Signs shall not be painted, attached, or in any manner affixed to trees, rocks, or similar natural surfaces, nor shall such signs be affixed to a fence or utility pole.

**Subd. 11. Traffic Interference.** No sign shall be erected in any zoning district that, by reason of position, shape or color would interfere in any way with the proper functioning or purpose of a traffic sign or signal.

**1300.12: SIGN PLAN REQUIREMENTS:** No permit shall be issued for an individual sign requiring a permit unless and until a sign plan of the entire lot and/or building on which the sign will be erected has been submitted and approved by the Zoning Administrator. The purpose of the sign plan is to provide accurate information for the City to calculate compliance with Ordinance requirements. The following information submittals are required unless exempted by the Zoning

Administrator:

**Subd. 1.** An accurate site survey for all ground signs proposed to be located on the subject site.

**Subd. 2.** Accurate building wall elevations, drawn to scale, for all exterior wall surfaces of the building where signs are located and/or proposed,.

**Subd. 3.** Square footage calculations for each exterior elevation of the building, total building square footage, and the proposed location of signs on each exterior wall elevation. The lettering or graphic style, lighting, location on the building, materials and individual sign proportions are to be indicated on the exterior elevation drawings.

**Subd. 4.** An accurate indication on the survey of the location, area, and dimensions of each existing freestanding sign and proposed future sign of any type, whether requiring a permit or not.

**Subd. 5.** A duplicate copy of the sign plan that the property owner will provide to all tenants.

**Subd. 6.** In the event that a new or amended sign plan is filed for a property on which existing legal non-conforming signs are located, all properties and/or businesses shall bring all signage into conformance with City standards prior to the issuance of a zoning, building or new sign permit. The property owner may enter into an agreement with the City which sets forth the scheduled dates for bringing the building and/or lot signs into compliance with the provisions of the Sign Ordinance. A performance security shall be filed with the agreement to ensure that signage will be brought into conformance pursuant to the terms of the agreement.

### **1300.13: SIGN PERMIT REQUIREMENTS:**

**Subd. 1. Permits Required.** If a sign requiring a permit under the provision of this Ordinance is to be placed, constructed, erected, or modified on a building or lot, the owner of the lot shall secure a sign permit prior to the construction, placement, erection, or modification of such a sign, in accordance with this Ordinance. Furthermore, the property owner shall maintain in force, at all times, a sign permit for all such sign(s). Any sign involving electrical components shall be wired by a licensed electrician.

#### **Subd. 2. Individual Permit Requirements.**

1. No sign shall be placed, constructed, erected, changed or relocated without a permit issued by the Zoning Administrator or designee, unless the provisions of this Ordinance exempt the sign from permit requirements.
2. Application for a sign permit shall be made in writing upon forms furnished by the Zoning Administrator. Such application shall contain the location by street and address number of the proposed sign structure, as well as the name and address of the owner and the sign

contractor or erector. The Zoning Administrator or designee may require the filing of plans or other pertinent information where it is necessary to insure compliance with this Ordinance.

3. The permit application shall be signed by the property owner. When the applicant is any person other than the owner of the property, it shall also be signed by the owner of the property. The application shall contain the following information:
  - a. Name, address and telephone number of the property owner, sign owner and erector.
  - b. Location of the sign or structure.
  - c. Scale drawing of the proposed sign(s) showing their positions in relation to the nearest buildings, structures, public streets, rights-of-way and property lines.
  - d. Plans, specifications, and method of construction or attachment to the building or in the ground, including all dimensions, showing all light sources, wattage, type and color lights, and details of any light shields or shades.
  - e. Other information as may be required by the Zoning Administrator or designee.
4. Building permits must be obtained in addition to sign permits for sign structures exceeding eight (8) feet six (6) inches in height. When a building permit is required, structural engineering may be required. All structural engineering for signs shall be reviewed and approved by the Building Inspector prior to final permit approval and issuance. (Ord. 2003-03, 3/12/03).

**Subd. 3. Temporary Sign Permits.** Temporary signs shall be allowed only within business and industrial zoning districts upon the issuance of a sign permit, which shall be subject to the following requirements:

1. The permit application shall be signed by the property owner.
2. Name, address and telephone number of the property owner, sign owner and erector.
3. Scale drawing indicating sign dimensions and square footage of each proposed temporary sign. The proposed location of the temporary sign(s) on the building and/or lot shall also be indicated.
4. The dates proposed for display and removal of each temporary sign shall be indicated on the sign permit application.

#### **1300.14: SIGN MODIFICATIONS:**

**Subd. 1. Permits.** An application for modification of an existing sign shall be accompanied by detailed drawings to show the dimensions, design, structure, and location of each particular sign, to the extent that such details are not contained on the sign plan. One application and

permit may include multiple signs on the same building and/or lot.

**Subd. 2. Exemptions.** The following sign modifications shall not require a sign permit. These exemptions shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance, and its compliance with the provisions of this Ordinance or any other law or ordinance regulating the same.

1. The changing of the advertising copy or message on a marquee, changeable copy, electronic message or similar sign specifically designed for the use of replaceable copy, electric signs shall not be included in this exception.
2. Painting, repainting, replacement or cleaning of a legal advertising structure or sign whereby only the color the sign is altered.

**1300.15: MAINTENANCE:** All signs shall be maintained in a safe, presentable and good structure condition at all times. Maintenance shall including painting, repainting, cleaning, replacement or repair of defective parts, replacement of missing letters and other necessary acts. Any sign, which the City finds, is in a dangerous or defective condition shall be removed or repaired by the owner of the sign or the owner of the premises on which the sign is located.

**1300.16: CALCULATING ADVERTISING DISPLAY AREA:** The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. The structural supports for a sign, whether they be columns, pylons, or a building, or a part thereof, shall not be included in the calculation of the advertising display area.

**Subd. 1. Individual Letters.** When attached to the surface of a building, canopy, awning, wall or window, the sign area shall be calculated as that part of the smallest rectangle or other geometric shape that encompasses all of the letters or symbols. The sign area shall include all lettering, wording, and accompanying designs or symbols.

**Subd. 2. Multi-Faced Signs.** The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any one point. When two (2) identical sign faces are placed back to back, so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure and are not more than forty-two (42) inches apart, the sign area shall be computed by the measurement of one of the faces.

**Subd. 3. Computation of Maximum Total Permitted Sign Area.** The permitted sum of the area of all individual signs on a property shall be computed by applying the formula contained in Section 1300.14. Properties fronting on two (2) or more streets are allowed the permitted sign

area for each street frontage. However, the total sign area that is oriented toward a particular street may not exceed the percentage of the building total sign space allocation that is derived from the permitted sign area for the building.

**1300.17: PERMITTED SIGN AREA – BUSINESS AND INDUSTRIAL DISTRICTS:**  
The signs regulated herein refer to “on-premises” signs that are intended to identify or advertise a business, person, activity, goods, products or services that are located or placed upon the private lot where the good or service is available. Signs may not be displayed “off-premises”, except for the specific circumstances described in this Ordinance. On-premises signs must be located or placed upon private property, be securely built, installed and maintained to conform to the requirements of this Ordinance.

**Subd. 1. Wall Signs.** Within business zoning districts, the total area of permanent wall signs shall not exceed twenty (20) percent of the area of the total building front. Except buildings over three thousand (3,000) square feet of floor area may add one (1) square foot of sign space for each one hundred (100) square feet of floor space over three thousand (3,000) square feet. Within industrial zoning districts, the percent of the area of permanent wall signs shall not exceed ten (10) percent of the area of the total building front. In no case may an individual wall sign exceed two hundred (200) square feet. Wall signs in all districts shall not project from the building line more than fifteen (15) inches.

**Subd. 2. Freestanding Signs.** Business and industrial buildings other than shopping centers where the building does not cover the full area of the property, may erect one (1) freestanding sign per lot. The maximum height of a freestanding sign shall be twenty-four (24) feet above the grade of the adjacent street centerline in B-1 and B-2 zoning districts. The maximum height of freestanding signs in B-3 and industrial zoning districts shall be thirty (30) feet above the grade of the adjacent street centerline. The maximum square footage of freestanding signs shall be seventy-five (75) square feet per side within a maximum of two (2) sides. No freestanding sign shall extend beyond a property line, building restriction line or right-of-way line or be located closer than forty (40) feet to another freestanding sign. Freestanding signs must be set back at least ten (10) feet from the property line, or right-of-way line, whichever is greater, with the exception of the B-2 and B-3 zoning districts where a freestanding sign may have a zero setback. (Setback measurement will be determined from the closest part of the sign to the property or right-of-way line.) Freestanding or ground signs may not be located within a clear view triangle area of a corner lot as defined by City Code Section 1000.05 (Zoning Definitions).

**Subd. 3. Shopping Center Signs.** Shopping centers may erect one (1) common area identification sign, stating the name of the center and the major tenants, provided the maximum size be limited to one hundred (100) square feet per side, with a maximum of two (2) sides and a maximum height of thirty (30) feet above the grade of the adjacent street centerline. Shopping center signs must be set back at least ten (10) feet from the property line or right-of-way line, whichever is greater. (Setback measurement will be determined from the closest part of the sign to the property or right-of-way line.)

**Subd. 4. Ground Monument Signs.** Within business and industrial zoning districts,

one (1) common ground monument sign shall be allowed at each major entrance into the industrial or business center for the sole purpose of identifying the development, and/or listing the businesses therein. Such sign may be no higher than ten (10) feet above natural grade and no more than one hundred twenty (120) square feet in area with a maximum of two (2) sides. Such signs shall not be located within a thirty (30) foot clear view triangle on corner lots and shall be set back a minimum of ten (10) feet from the property line, or right-of-way line, whichever is greater. (Setback measurement will be determined from the closest part of the sign to the property or right-of-way line.)

**1300.18: LAPSE OF SIGN PERMIT:** A sign permit shall lapse automatically if not renewed or if the business activity on the premises is discontinued for a period of one hundred twenty (120) days. The Zoning Administrator or designee will notify the landowner, in writing, that the sign will need to be removed. If the sign is not removed within thirty (30) days notice of permit expiration, the City may have the sign removed and assess costs back to the property by Minnesota Statutes, Chapter 429.

**Subd. 1.** Seasonal businesses, as determined by the City Zoning Administrator, shall be exempt from the one hundred twenty (120) day discontinuance period.

**1300.19: CANCELLATION:** A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six (6) months after the date of permit approval. A permit may be renewed one (1) time for additional six (6) months and no additional fee shall be collected for the renewal. This clause does not apply to temporary or conditional use permits.

**1300.20: REVOCATION:** The Planning Commission may recommend, and the City Council may direct, the revocation of any Interim use permit for cause upon determination that the authorized interim use is not in conformance with the conditions of the permit or is in continued violation of this Ordinance, City Codes, or other applicable regulations. The City Council or Planning Commission shall initiate an application and the Zoning Administrator shall notify the responsible person that they have an opportunity to show cause why the permit should not be revoked. The application shall be processed and considered pursuant to the procedure set forth for processing interim use permits by this Section. The Zoning Administrator shall provide the applicant a copy of the proceedings and findings of the Planning Commission and City Council.

**1300.21: APPEALS:** To provide for a reasonable interpretation of the provisions of this Ordinance, a permit applicant may appeal an interpretation by the Zoning Administrator, where it is alleged that there is an error in any order, requirement, decision, or determination made in the enforcement of this Ordinance. The appeal process shall follow the procedures outlined in City Code Section 1070.01 Subd. 3, (Appeals).

**1300.22: SIGN VARIANCE PROCEDURE:** Where there are practical difficulties or

unnecessary hardships in the way of carrying out the strict letter of the provisions of this Ordinance, the City Council has the power to vary the requirements of this Section in harmony with the general purpose and intent hereof, so that the public health, safety and general welfare may be secured and substantial justice done. The procedure for variances to the Sign Ordinance shall follow the procedures set forth in City Code Section 1014.03, (Variance). When considering a variance, the City Council shall make a finding of fact and grant approval based upon the following conditions:

**Subd. 1.** That the conditions involved are unique to the particular parcel of land or use involved.

**Subd. 2.** That the purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the business involved.

**Subd. 3.** That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons presently having an interest in the parcel.

**Subd. 4.** That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or interfere with the function of the police and fire departments of the City.

**1300.23: VIOLATIONS:** The following shall be a violation of this Ordinance and will be subject to the enforcement remedies and penalties provided by this Ordinance, by the Zoning Ordinance, and by State law:

**Subd. 1.** To install, create, change, erect, or maintain any sign in a way that is inconsistent with any plan or permit governing such sign or the lot on which the sign is located.

**Subd. 2.** To install, create, erect, or maintain any sign requiring a permit without such a permit.

**Subd. 3.** To fail to remove any sign that is installed, created, erected, or maintained in violation of this Ordinance, or for which the sign permit has lapsed.

**Subd. 4.** To continue any such violation. Each day of a continued violation shall be considered a separate violation when applying the penalty portions of this Ordinance.

**Subd. 5.** Each sign installed, created, erected, or maintained in violation of this Ordinance shall be considered a separate violation when applying the penalty portions of this Ordinance.

**1300.24: ENFORCEMENT AND REMEDIES:** Any violation or attempted violation of this Ordinance or of any condition or requirement adopted pursuant hereto may be restrained, corrected, or abated, as the case may be, by injunction or other appropriate proceedings pursuant to State law. A violation of this Ordinance shall be considered a violation of the Zoning Ordinance of the City.

The remedies of the City shall include but not be limited to the following:

**Subd. 1.** Issuing a stop work order for any and all work on any signs under construction on the same lot.

**Subd. 2.** Seeking an injunction or other order of restraint or abatement that requires the removal of the sign(s) or the correction of the non-conformity.

**Subd. 3.** Imposing any penalties that can be imposed directly by the City under the Zoning Ordinance.

**Subd. 4.** Seeking in court, the imposition of any penalties that can be imposed by such court under the Zoning Ordinance.

**Subd. 5.** In the case of a sign that poses an immediate danger to the public health or safety, taking such measures as are available to the City under the applicable provisions of the Zoning Ordinance and Building Code for such circumstances.

**1300.25: FEES:** The City Council shall establish the permit fee structure for signs on an annual basis. The sign permit fees shall be indicated on the annual City of Big Lake fee schedule as adopted by the City Council.

**Subd. 1.** Signs which need a conditional use permit must pay the established sign permit fee plus such additional fee as may be required for the conditional use permit.

**Subd. 2.** Prior to the issuance of a permit for a temporary or portable sign, an escrow deposit in the form of cash, check or money order must be provided to the City. Said deposit will be refunded only if the sign is removed by noon of the next business day after the permit period expires, unless otherwise agreed to, in writing, by the Zoning Administrator or designee and applicant prior to issuance of the permit.

**Subd. 3.** Fees may be waived by the City Council for signs containing a religious, civic, school or public interest subject.

**Subd. 4.** No fee shall be required for signs exempted by Section 1300.03.

**1300.26: FINES:** As allowed by State Statute, any person, organization, corporation, or their representatives found in violation of this Ordinance shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine of not to exceed seven hundred dollars (\$700.00) or by imprisonment for not more than ninety (90) days, or both. Each day that a violation exists shall constitute a separate and distinct offense, punishable as aforesaid.

**1300.27: REMOVAL OF SIGNS:** If the City finds that any sign, temporary or permanent, or other advertising structure regulated herein is in disrepair (parts missing or broken, chipped paint,

bent parts etc.), unsafe or insecure, a menace to the public, or in violation of the provisions of this Ordinance, the Zoning Administrator or designee, shall give written notice to the holder of the permit. The holder of the permit shall remove or alter the structure so as to comply with the standards required by this Ordinance and indicated by the Zoning Administrator within seven (7) days after issuance of such notice. If after receiving said notice such person fails to remove or alter said sign so as to comply with the provisions of this Ordinance, such sign shall be deemed to be a nuisance and may be abated by the City by proceedings taken under Minnesota Statutes, Chapter 429, and the cost of abatement, including administration expenses and reasonable attorneys' fees, may be leveled as a special assessment against the property upon which the sign is located.

**Subd. 1.** The City may cause any sign or sign structure which is an immediate public hazard to be removed summarily after a reasonable attempt has been made to have the property owner remove the sign.

**Subd. 2.** When the City sends, by certified mail, the notice of violation, copies will be sent to both the permit holder and the property owner, if they are different persons.

**1300.28: SEVERANCE CLAUSE:** If any section, clause or provision or portion thereof of this Ordinance shall be found to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion thereof of this Ordinance.

**1300.29: DEFINITIONS:**

**Address Sign.** A sign consisting of identification numbers only, either written or numerical form.

**Advertising Sign.** Any permanent non-governmental sign advertising products, services, commodities, entertainment or other activity not offered at the location of the sign or not exclusively related to the premises on which the sign is located.

**Animated Sign.** Any sign that uses movement or change of lighting to depict action or create a special effect or scene.

**Awning.** A non-rigid hood or cover projecting from a building, which may be folded, collapsed, or retracted against the building.

**Balloon Sign.** A temporary sign which is printed, painted or attached to a balloon.

**Balloon Sign, Tethered.** A temporary sign that is printed, painted or attached to a balloon and fastened or confined so as to keep it within certain bounds.

**Banner Sign.** Any temporary sign of lightweight fabric or similar material intended to be hung either with or without frames, possessing characters, letters, illustrations, or ornamentations applied to paper, plastic, or fabric of any kind. National flags, state or municipal flags, or the official flag of

any institution or business shall not be considered banners.

**Beacon.** Any light with one or more beams, capable of being revolved automatically or being directed into the atmosphere or directed at one or more points not on the same lot as the light source.

**Bench Sign.** A sign attached to or painted on a bench for seating.

**Billboard Sign.** A billboard, poster panel board, painted bulletin board, or other communicative device which is used to advertise (billboard) products, goods and/or services, any part of which are not sold, produced, assembled, manufactured, furnished or otherwise related to activities conducted on the premises on which such sign is located.

**Building Marker.** A sign carrying the name of a building, its date of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type of construction and made an integral part of the structure.

**Business Sign.** A sign relating in its subject matter to the premise on which it is located or to products, accommodations, services or activities thereon.

**Changeable Copy Sign, Non-Electronic.** A sign or portion thereof that has a reader board for the display of text in which each alphanumeric character, graphic or symbol is defined by objects and may be changed or rearranged manually or mechanically with characters, illustrations, letters or numbers that can be changed or rearranged without altering the face or surface of the sign structure.

**Changeable Copy Sign, Electronic.** A sign or portion thereof that displays electronic, non-pictorial text information in which each alphanumeric character, graphic, or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LEDs), fiber optics, light bulbs or other illumination devices within the display area. Electronic changeable copy signs include computer programmable, microprocessor controlled electronic displays. Electronic changeable copy signs include projected images or messages with these characteristics onto buildings or objects. Electronic changeable copy signs do not include official signs, a sign on which the only copy that changes is an electronic or mechanical indication of time or temperature or stock market data shall be considered a "public service information sign" temporary portion of a sign and not a changeable copy sign for the purposes of this Ordinance.

**Commercial Speech.** Speech advertising a business, profession, commodity, service or entertainment.

**Construction Sign.** A sign giving the project name, name(s) of principal contractors, architects, and lending institutions responsible for construction on the site where the sign is placed, together with other information included thereon.

**Directional Sign.** A sign erected on private property for the purpose of directing vehicular and pedestrian traffic to public facilities or functions.

**Directory Sign.** A sign on which the names and/or locations of occupants or the use of a building

is given. This shall include office buildings and church directories.

**Election Sign.** A temporary sign promoting the candidacy of a person running for a governmental office, or promoting an issue to be voted on at a governmental election.

**Erect.** To build, construct, attach, hang, place, suspend, or affix and also includes the painting of wall signs.

**Flashing Sign.** Directly or indirectly illuminated sign or portion thereof that exhibits changing light or color effect by any means, so as to provide intermittent illumination that changes light intensity in sudden transitory bursts and creates the illusion of intermittent flashing light by streaming, graphic bursts showing movement, or any mode of lighting which resembles zooming, twinkling or sparkling.

**Freestanding Sign.** Any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure.

**Ground Monument Sign.** A block type sign structure not supported by poles or braces, but rather placed directly on the ground.

**Illuminated Sign.** Any sign which has characters, letters, design or outlines illuminated by artificial light direct to or from the interior of the sign.

**Incidental Sign.** A sign, generally informational, that has a purpose secondary to the business use of the lot on which it is located, such as “no parking”, “entrance”, “loading only”, “telephone”, and other similar directives. No sign with a commercial message shall be considered incidental.

**Institutional Signs.** A sign which identifies the name and other characteristics of a public or semi-public institution on the site where the sign is located.

**Lake Service Sign.** Signs accessory to uses which depend on patrons arriving by watercraft.

**Legal Non-Conforming Sign.** Any advertising structure or sign which was lawfully erected and maintained prior to such time as it came within the purview of this Ordinance, and any amendments thereto, and which fails to conform to all applicable regulations and restrictions of this Ordinance.

**Marquee Sign.** Any sign attached to or made a part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building’s wall and generally designed and constructed to provide protection against the weather.

**Menu Board.** A sign that indicates selections available at businesses that serve customers via automobiles, such as a fast food establishment.

**Message Sign (Electronic).** A message sign which show messages and graphics that are changed by electrical pulsations.

**Painted Wall Sign.** A sign which has been painted directly onto a building wall, using the wall material as a base of the sign.

**Pennant.** Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

**Portable Sign.** Any temporary sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including but not limited to, signs designed to be transported by means of wheels, signs converted to A or T frames, and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless a vehicle is used in the normal day-to-day operations of the business.

**Projecting Sign.** Any sign other than a wall sign affixed to any building or wall whose leading edge extends beyond the building or wall.

**Principal Building.** The building in which it is conducted the principal use of the lot on which it is located. Lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

**Public Service Sign.** A sign that displays time, weather, stock market data or other public information.

**Real Estate Sign.** A temporary sign erected by a realtor or private individual for purposes of advertising for sale or lease a particular building and/or parcel of property.

**Roof Line.** The lowest plane at which the eternal upper covering begins.

**Rotating Sign.** A sign which revolves or rotates on its axis by mechanical means.

**Semi-Public Use.** A use owned or operated by a non-profit, religious or charity dependent institution and providing educational, cultural, recreational, religious or similar types of public programs.

**Sandwich Board Sign.** hinged or unhinged A-frame sign that is portable and temporary in nature. The sign must be made by professional craftsmanship and of quality materials, weather resistant and of durable construction for maximum stability. (Ord. 2005-08, 04/27/05).

**Sign.** Any written announcements, declaration, demonstration, display, illustration, insignia or illumination used to advertise or promote the interest of any person or persons when the same is displayed or placed out of doors in the view of the general public, or a pylon exterior wall or building surface or inside of a building within three (3) feet of a transparent window. A sign shall be considered as a structure or a part of a structure for the purpose of applying yard and height regulations except as herein stipulated. Signs shall be constructed of metal, plastic, masonite, or wood and be painted in colors that will aesthetically fit the surroundings. Signs shall be of sound

construction so as not to be toppled by the weather.

**Snipe Sign.** Sign(s) of any material whatsoever that is painted on or attached in any way to a utility pole, tree, rock or any object located or situated on public or private property.

**Street Banner.** Any banner sign which is stretched across and hung over a public right-of-way which advertises public entertainment or event.

**Street Frontage.** For purposes of this Ordinance, any reference to street herein shall mean any street or roadway, public or private, but not to include private driveways.

**Temporary Sign.** A sign erected or displayed for a specified period of time and is not permanently mounted.

**Traffic Interference Signs.** Signs erected that, by reason of position, shape or color would interfere in any way with the proper functioning or purpose of a traffic sign or signal.

**Wall Sign.** Any sign attached parallel to a wall, painted on the wall surface or which projects less than fifteen (15) inches from the surface at all points of the building or structure, and which displays only one sign surface.

**Window Sign.** Any sign, pictures, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service that is placed inside a window or within thirty-six (36) inches of a window, or upon the window panes or glass and is visible from the exterior of the building.

**Yard Sale Sign.** A sign not to exceed two (2) square feet to advertise the address of a yard sale. A yard sale is an infrequent temporary display and sale, by an occupant, on their premises of personal property, including general household rummage, used clothing and appliances, provided: the exchange or sale of merchandise is conducted within the residence or accessory structure.