

**Signs**

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**Chapter  
1129**



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**Section 1129-1 Purpose**

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- A. The regulations of this chapter are intended to protect and promote the public health, safety, convenience, comfort, prosperity and general welfare of the residents of the City of Hilliard; to maintain and improve the appearance of the community; to conserve community character; to prevent traffic hazards; to provide safe conditions for pedestrians; and to promote economic development by regulating the construction, alteration, repair, maintenance, size, location and number of signs. It is further determined that to allow signs of excessive number and size in the City would unduly distract pedestrians and motorists, create potentially dangerous traffic conditions and reduce the effectiveness of signs needed to direct the public. The regulations of this chapter are intended to provide reasonable identification for businesses and other uses within the community; but are not intended to serve as a means of advertising.
- B. The general objectives of this Graphics and Sign Code include:
1. Requiring all signs to be reviewed for approval prior to installation;
  2. Requiring all signs to be properly constructed, installed and maintained;
  3. Controlling the size, location and design of signs so that the appearance of such signs will be aesthetically harmonious with its surroundings, encouraging signs that are appropriate to the zoning districts in which they are located;
  4. Encouraging readable signs;
  5. Reducing visual clutter;
  6. Eliminating any conflict that would be hazardous between private signs and public signs including traffic control signs and devices;
  7. Ensuring that signs are located and designed to maintain a safe and orderly pedestrian and vehicular environment; and
  8. Controlling signs located along the interstate system.
- C. It is the intent of this Chapter that signs are as much subject to control as noise, odors, debris and like characteristics of a use. In establishing the purpose and objectives of this Sign and Graphics Code, the City has determined that without adequate regulation and design standards, signs could become a nuisance to the City and its citizens. As the appearance of the City is marred by the excessive number, oversized and poorly designed signs, both residential and business property values are adversely affected. Therefore, the number of such distracting signs should be reduced and permitted signs should comply with the standards established by this Code in order to alleviate the aforementioned negative effects.
- D. It is also the intent of this Code that any variances applied for be granted to the minimum extent necessary and those approved shall be characterized in a manner that is specifically worded to afford that applicant relief taking into consideration the applicant's type of business or industry, hours of operation, physical location and sign design (including, but not limited to, sign size, colors and materials).
- E. This Chapter shall supersede all previous regulations regarding signs and shall be considered the minimum requirements necessary for promotion of the public health, safety, convenience, comfort, safety, prosperity and general welfare through the regulation of signs.

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**Section 1129-2 General Provisions**

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- A. *Applicability.* No sign shall be permitted in any district except as hereinafter provided. Only one sign shall be permitted for each property or use in any zoning district unless provided otherwise herein. The provisions of this Chapter shall apply to all signs of every nature, whether portable or attached to the realty, except as otherwise provided herein, either specifically or by necessary implications.
- B. *Basic Standards.*
1. All signs must be of a professional character, must be erected by a registered sign erector, and must comply with the provisions provided herein. No homemade lettered signs shall be permitted, whether or not a permit is required.
  2. All parts of a sign except the sign face shall be finished in only one color which shall be black, gray, brown or some neutral variation of brown. A maximum of four colors will be permitted on the sign face.
  3. Signs may be externally illuminated. No signs shall be internally illuminated except as otherwise provided in this chapter.
  4. The function of the sign is in keeping with the uses in the surrounding area, the appearance of such signs is aesthetically harmonious with their surroundings and the sign is appropriate to the zoning districts in which it is located.
  5. The sign shall be in harmony with the buildings on the site and shall not detract from the appearance of the general neighborhood in which it is located or adversely affect property values in the neighborhood.
  6. The sign shall not constitute a traffic hazard or contribute to traffic problems through confusion with traffic control devices, interference with the field of vision of motorists using streets or driveways in the area, or by creating a visual distraction for motorist, and must be legible.
- C. *Clear Vision Triangle.* No signs shall be placed within a clear vision triangle required by Section 1121-3 C.
- D. *Signs in Public Right of Way.* No signs shall be placed in any public easement, right-of-way, utility easement, sight triangle, or no build zone except public or semi-publicly owned signs, such as traffic control signs and City authorized directional signs.
- E. *Official Public Signs Exempt.* Public notices by governmental bodies, and other official signs and notices are exempt from the provisions of this section. The zoning inspector may authorize the erection of other signs reasonably necessary for the regulation of traffic and of parking areas on private property in nonresidential districts. Such signs shall relate only to traffic flow and safety. No sign shall include advertising material nor shall it be larger than reasonably required for its purpose.
- F. *Measurement.* No sign shall exceed the maximum sign area allowed for the district in which it is located. The sign area is to be expressed in square feet, computed to the nearest tenth of a square foot, and shall be calculated as follows:
1. Area. The area of a sign shall be measured as the area within a single, continuous perimeter composed of any straight line geometric figure which encloses the extreme limits of writing, representation, emblem, logo or any other figure of similar character, together with any frame or other material or color forming an integral part of the display or used to

differentiate the sign from the background against which it is placed, excluding only the structure necessary to support the sign.

2. Double-Faced sign. The area of a ground or projecting sign that has two or more faces shall be measured by including the area of all sign faces, except if two faces are placed back-to-back and are no more than two feet apart at any point, the area of one face shall be counted toward the maximum size requirement. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the one face.
3. Wall sign. For a sign consisting of individual letters and/or a logo affixed directly onto a building, the area of the sign shall be computed by measuring the area of the envelope required to enclose the lettering and logo.
4. Height. The height of a sign shall be measured as the vertical distance from the highest point of the sign to the finished grade of the ground immediately beneath the sign, excluding any artificially constructed earthen berms.
5. Multi-Tenant Buildings. For buildings with multiple tenants, the sign area for wall, projecting, canopy or awning signs shall be determined by taking that portion of the front wall of the building applicable to each tenant and computing the sign requirements for that portion of the total wall.

G. *Illumination and Movement*. All illuminated signs shall meet the following requirements:

1. Illumination of signs shall be from external illuminated, except as otherwise permitted. The light source for any externally illuminated sign shall not be directly visible from adjacent streets or property. Exposed neon as part of any sign and/or on the building shall not be permitted. Backlit silhouetted halo letters shall be permitted provided the light source is fully concealed.
2. For all signs, the level of illumination emitted or reflected from a sign shall not be of intensity sufficient to constitute a demonstrable hazard to vehicular traffic or pedestrians on any right-of-way or parking lot from which the sign may be viewed. All illumination must be of reasonable intensity and shall not spill onto adjacent properties or rights-of-way. Signs adjacent to residential buildings and streets shall not be of such brightness to cause reasonable objection from adjacent residential districts or uses nor to spill light and glare onto adjacent residential properties and structures.
3. Signs shall not be illuminated before 7:00 a.m. or upon opening to the public whichever is earlier, nor more than one-half hour after the close of business to the public or 10:00 p.m., whichever is later, except for signs in the Interstate 270 District that face Interstate 270.
4. Ground signs abutting a residential district or use shall be at least 15 feet from the property line abutting the residential district or use.
5. Mounted signs must face toward the major traffic arterial access.
6. Signs illuminated by electricity or equipped in any way with electric devices or appliances shall conform, with respect to wiring and appliances, to provisions of the Building Code relating to electrical installations. All wiring, fittings and materials used in construction, connection and operation of electrically illuminated signs shall be in accordance with the provisions of the National Electrical Code.

F. *Safety*.

1. Signs shall not closely resemble or approximate the shape, form and color of official traffic signs, signals and devices.
2. No signs shall be so placed as to obstruct or interfere with a required doorway, other required means of ingress or egress, or traffic visibility.
3. Signs shall be so constructed that they shall withstand a wind pressure of at least 30 pounds per square foot of surface, and shall be otherwise fastened, suspended, or supported so they shall not be a menace to persons or property.
4. No display or advertising sign shall be attached to the standard of a ground sign, other than the display surface originally constructed as part of the sign. No sign shall be attached to or painted or otherwise displayed on a light standard, gasoline pump, fence, wall, post or other structure, or to any supporting device, except as specifically authorized in this section.
5. For provisions concerning damaged nonconforming signs, see Section 1129-11.

G. *Maintenance and Inspection.*

1. Unsafe Signs. Should any sign or bench be or become insecure or in danger of falling or become otherwise unsafe, the owner thereof or persons maintaining the same, on receipt of written notice from the zoning inspector, shall proceed immediately to put it in a safe and secure condition or remove it.
2. Regular Maintenance. Every sign and all the support, braces, guys and anchors thereof, shall be kept in repair and, unless made of non-corroding material, shall be thoroughly and properly painted at least once every four years. The zoning inspector may order removal or compliance of any such signs that are not maintained in accordance with the conditions of this section.
3. Alterations. The following regulations shall apply to alterations:
  - a. No sign shall hereafter be altered, rebuilt, enlarged, extended or relocated except in conformity with the provisions of this chapter, and then not until a permit has been issued by the zoning inspector.
  - b. The repainting of signs shall not be deemed to be an alteration within the meaning of this section.
4. Nonconforming Signs. For provisions concerning damaged nonconforming signs, see Section 1129-11.
5. Closed Business. The following regulations shall apply to a closed, relocated or abandoned business or office:
  - a. All signs pertaining to the business location shall be removed and replaced with a professionally looking blank face no later than 14 days from the last date of operation. Last date of operation means the final day the business is open to the public. Turning the sign face from view is not a permitted "blank face" nor is painting over the sign face. Replacing the sign with cardboard or like materials is not permitted
  - b. Additional time of up to 14 days may be granted by the zoning inspector for bona fide reasons, i.e. inclement weather, scheduling, sign company etc.
  - c. Any Owner that fails to place a blank face in the space of the former sign within the time frame provided herein shall remove all elements of closed business sign, including

removing all remaining poles, structures, frames and/or electrical components of the sign.

d. Penalty - see Section 1129-11.

6. Abandoned Signs.

a. A sign shall be considered abandoned under any of the following circumstances:

- i. When the business permanently leaves the premises on which the sign is located.
- ii. When the sign remains after the discontinuance of a use. A business is considered to have discontinued operations if it is closed to the public for at least 60 consecutive days and no active building permit is on file for remodeling or reconstruction. Seasonal businesses are exempt from this determination.
- iii. When the sign on its immediate premises is not adequately maintained, becomes unsafe or is in danger of falling, and the repairs or maintenance ordered by the zoning inspector are not effected within 14 days.
- iv. When a legally nonconforming sign is not brought into conformity upon any change in use, design, replacement or as otherwise provided in this Chapter.
- v. When a legally nonconforming sign remains after its use is no longer permitted.

b. Abandoned signs, including the sign face, poles, structures, frames and/or electrical components shall be removed by the property owner within 14 days of abandonment.

c. If the property owner or sign owner does not remove the abandoned sign as defined herein, the following procedure shall apply.

- i. The zoning inspector shall request a public hearing before the Board of Zoning Appeals for a determination by that Board as to whether or not the sign is abandoned pursuant to the procedure prescribed in Chapter 1133.
- ii. The zoning inspector, who may be a Hilliard police officer, shall notify the property owner and/or the owner of the sign, of the time and date of the public hearing. Service of the notice shall be made by delivering the same personally to such person, by leaving such notice at his usual place of residence or by sending the same by certified mail, return receipt requested, addressed to his usual place of residence or to the address listed in the Franklin County tax records. If the certified mail envelope containing the notice is returned with an endorsement showing it was unclaimed or refused, the notice shall be sent to that person by ordinary mail.
- iii. The zoning inspector shall keep a record of the fact that notice was sent by ordinary mail and the service of notice by ordinary mail shall be deemed complete upon mailing. If the address of the owner is unknown, it shall be sufficient to publish the notice as prescribed in Chapter 1133.

d. Upon determination by the Board of Zoning Appeals that the sign is abandoned, the right to maintain and use such sign shall terminate immediately and the zoning inspector shall issue an order for the sign to be removed within 14 days by the property owner and/or sign owner. Any abandoned sign standing 14 days following an order for removal may be removed by direction of the zoning inspector at the sign and/or property owner's expense. If the sign or property owner refuses to pay for removal of

the sign, the cost of such removal shall be certified by the City as due and owing and added to the sign and/or property owner's county property tax records as a lien.

### Section 1129-3 Signs Not Requiring a Permit

A. *Exempt Signs.* Signs not requiring a permit, as provided herein, shall not be considered in the computation of other permitted signs in any district. The following signs do not require a permit:

<b>Table 1129-3 Signs Exempt from Permit</b>	
<b>Type of Sign</b>	<b>Requirements</b>
<b>Political Signs</b>	<p>Political signs having reference to a candidate for elective office or a public question or an issue to be submitted to the voters at a general, special or primary election, may be erected or displayed subject to the following limitations and conditions:</p> <ol style="list-style-type: none"> <li>1. Signs must be removed by the end of the third day following the election.</li> <li>2. Candidates are responsible for the removal of their campaigns signs as required herein regardless of who erected the signs.</li> <li>3. The signs shall not be illuminated in any manner.</li> <li>4. The signs shall not be erected in any right-of-way or roadway easement.</li> </ol>
<b>Residential Real Estate Sign</b>	<p>A maximum of one sign offering real estate for sale, lease or rent or indicating that it has been sold may be erected and displayed on the lot or parcel offered for sale, rent or lease subject to the following limitations:</p> <ol style="list-style-type: none"> <li>1. The sign, which may be lettered on both sides, shall not exceed eight square feet in area or display surface, and shall not exceed four feet in height above natural grade.</li> <li>2. No sign shall be located in any right-of-way or public easement. The determination of right-of-way shall be no closer than ten feet to the curb or street pavement if there is no curb, or ditch along the street on which the lot or parcel fronts. Signs on corner lots shall be located outside the visibility triangle established by the City Engineer and not be nearer than 25 feet to either the curb or the ditch.</li> <li>3. For sale, lease or rent signs shall be removed not later than seven days after the contract for sale or rent of the property has been approved. Signs indicating that the property has been sold shall not be displayed for more than seven days after final closing.</li> </ol>
<b>Street Number Signs</b>	<p>All buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches high with a minimum stroke width of 0.5 inches and a maximum of 12 inches in height.</p>
<b>Window Signs</b>	<ol style="list-style-type: none"> <li>1. A business may have window signs equal to or less than ten</li> </ol>

<b>Table 1129-3 Signs Exempt from Permit</b>	
<b>Type of Sign</b>	<b>Requirements</b>
	<p>percent of the square footage of all windows for that business (“window area”). Windows in doors that are intended to be used for customer entrances shall be included in the calculation of window area, but are not included in the ten percent limitation. Windows in all doors that are not used nor intended to be used for customer entrance, including but not limited to, bay doors, dock doors, delivery doors and back doors, are excluded in the calculation of window area and window signs are not permitted thereon. In addition, windows made with spandrel glass (or similar non-vision material) are excluded in the calculation of window area. Signs are not permitted on spandrel glass windows.</p> <ol style="list-style-type: none"> <li>2. Signs shall be limited to the ground floor or first floor windows only, unless a use is located in the second or higher stories of a building and the use has no first floor occupancy.</li> <li>3. One window sign may be neon-lit, but if so, the lighted portion of the neon sign must fit within an area no greater than two square feet in size.</li> </ol>
<b>Flags</b>	<p>May be erected or displayed subject to the following limitations and conditions:</p> <ol style="list-style-type: none"> <li>1. If the flag is in a residential district, the following provisions shall apply:               <ol style="list-style-type: none"> <li>a. No more than one pole and two standards may be erected which shall not exceed 20 vertical feet.</li> <li>b. Any illumination must be directed so as not to spill into adjacent property or rights of way. Flags may be illuminated at all times they are displayed.</li> </ol> </li> <li>2. In nonresidential districts the following provisions shall apply:               <ol style="list-style-type: none"> <li>a. A freestanding structure whose lot size is a minimum of 8,000 square feet may erect one pole or standard which shall not exceed 20 vertical feet if the building is a one-story structure; for all others, the pole or standard shall not exceed 35 vertical feet.</li> <li>b. A freestanding structure whose lot size is a minimum of two acres may erect a grouping of three poles, one higher than the other two, with the height of the tallest pole not exceeding 20 vertical feet if the building is a one-story structure; for all others, the tallest pole or standard shall not exceed 35 vertical feet</li> </ol> </li> <li>3. In multi-use single buildings such as shopping centers or strip malls, only one centrally located flag pole or standard shall be erected with the height not exceeding 20 vertical feet if the building is a one-story structure; for all others, the pole or standard shall not exceed 35 vertical feet.               <ol style="list-style-type: none"> <li>a. Any illumination must be directed so as not to spill into adjacent properties or rights-of-way. Flags may be illuminated at all times they are displayed.</li> </ol> </li> </ol>

<b>Table 1129-3 Signs Exempt from Permit</b>	
<b>Type of Sign</b>	<b>Requirements</b>
	<p>b. There shall be no more than three flags per pole or standard. If a government flag and political or corporate flag are flown on one site, standard, or pole, the government flag shall be flown above the political or corporate flag. If the government flag is the National Flag, all other flags flown on the site, standard or pole shall be smaller in size.</p> <p>c. The lowest point of an unfurled flag in any district shall be ten feet above the ground.</p>
<b>Decorative Signs</b>	Signs clearly in the nature of decorations customarily associated with any national, local or religious holiday or event, are permitted and shall be limited to 45 days in any one year, which may be used consecutively, if desired. Such signs must meet the sign area limitations of the applicable zoning district. Decorative signs shall not include the name of a business or business logo.
<b>Banners</b>	Flags, pictures and shapes, architectural decorations and sculptures in residential districts or properties used for residential purposes, which are clearly ornamental in nature, may be displayed.
<b>Motor Vehicle</b>	A motor vehicle displaying graphics identifying or promoting a business or other organization except where prohibited by Section 1129-4.
<b>Garage/Yard Sale Signs</b>	Two garage/yard sale signs may be posted no more than 24 hours immediately preceding the event and such signs must be removed no later than two hours after the event has ended. All such signs shall not exceed six square feet. No garage/yard sale signs may be located in a public right-of-way. Signs shall not be located on street signs, utility poles, trees, fences, buildings or any other object, and all such signs must be clearly legible and professional.
<b>Small Informational Signs</b>	In non-residential districts, one small informational sign is permitted per tenant, which must be less than two square feet in size and mounted or attached flat, parallel or perpendicular onto a building face of an administrative, medical, business or professional office building which denotes the name and address of an occupant in a building where more than one tenant is located and which has individual and separate entrances.
<b>Automated Teller Machines ("ATM")</b>	Signage for all ATM's shall be limited to one square foot of sign area and utilize no more than three colors. ATM signage must have an opaque background. In addition, monochromatic, non-illuminated logos of accepted credit systems (VISA, MasterCard, American Express, etc...) are limited to a maximum of one square foot in area.

## **Section 1129-4 Prohibited Signs & Sign Locations**

A. *Prohibited Signs.* The following signs or similar devices are prohibited:

1. Flashing, moving, rotating, strobe light, intermittently lighted signs, moving or stationary beacon, string of lights or other mechanical devices not to include barber poles.
2. Projected images and animated signs.
3. Portable signs.

4. Pole signs.
  5. Roof signs or signs that extend above any portion of the roof.
  6. Billboards and all other off-premise signs, except as specifically authorized in this Chapter.
  7. Off-site directional signs, except for City-sponsored or authorized wayfinding signs and similar signs determined by the City to be in the public interest.
  8. Electronic variable message signs and portions of signs, except time and temperature indicators that do not use incandescent displays and fuel pricing signs.
  9. No sign or banner shall contain or consist of pennants, ribbons, streamers, spinners, whirligigs or balloons, except as specifically authorized in this Chapter.
  10. Externally visible neon and neon look-alike signs. Neon may be used for internal illumination if totally enclosed and not externally visible; however, neon signs in accordance with standards for window signs outlined in Table \*\*\* are permitted.
  11. Search lights or laser lights.
  12. The use of vehicles, trailers or similar movable structures as signs is prohibited when the vehicle, trailer or similar movable structure is parked on public or private property within 50 feet of any property line abutting a public street, except for those:
    - a. Lawfully parked overnight or during non-business hours in a place not visible from a public street or designated truck parking or loading area;
    - b. Making deliveries, sales calls, or other customary practices relating to doing business;
    - c. Making trips to transport persons or property;
    - d. In conjunction with active construction operations on the site; or
    - e. Passenger vehicles, pick-up trucks, and vans, containing signs that do not exceed 16 square feet in area painted on or permanently affixed to the doors or integral body panels and such vehicles are of a size that can fully fit within a standard parking space.
  13. A sign constructed, located, positioned or illuminated so as to block from view, imitate or interfere with the effectiveness of any official traffic control device or official public sign.
  14. Any look-alike versions of these prohibited sign types.
- B. *Additional Prohibited Signs in Old Hilliard.* The following signs or similar devices are prohibited:
1. Marquee signs.
  2. Neon signs, except as provided in standards for window signs outlined in Table 1191.one).
  3. Digital signs.
  4. Plastic signs.
  5. Colonial sign forms.
  6. Off-premise graphics.
  7. Pole signs.
  8. Mobile or portable signs.
  9. Interior-illuminated signs.
  10. Billboards or outdoor advertising panels.
  11. Blinding, moving, flashing or rotating signs.
  12. Signs mounted on the top of a building or on the roof.
  13. Signs that advertise a national product or co-op signage.
  14. Signs extending above the wall of any structure to which they are attached.

C. *Prohibited Locations.* Signs shall not be installed in any of the following locations:

1. In any public right-of-way or easement unless specifically authorized by this Chapter and the City Engineer.
2. In any no-build zone unless specifically authorized by this Chapter and the City Engineer.
3. In any public park unless specifically authorized by this Chapter and the Director of Recreation and Parks.
4. On any other public property unless specifically authorized by this Chapter and the Director of Public Service and the Director of Public Safety.
5. On any traffic control signs, construction signs, fences, utility poles, street signs, trees or other natural objects, except as otherwise specifically provided in this Chapter.
6. In any location where the view of approaching and intersecting traffic would be obstructed. No sign shall be located so as to interfere with the safe movement of vehicles or pedestrians entering, leaving or crossing a public right-of-way.
7. In any residential area, except as expressly permitted in this Chapter.
8. On any property without the prior authorization of the property owner.
9. In any location which obstructs a doorway or fire escape.
10. Any sign placed in a prohibited sign location shall be removed by the City and stored at the Service Department complex for a minimum of 72 hours and shall thereafter be destroyed.

## **Section 1129-5 Signs Permitted by Zoning District**

Permitted signs in each zoning district and the regulations governing those signs are listed in Table 1129-2. The following signs are considered primary signs: ground, wall, awning and projecting. Where specifically permitted, each property may have up to two primary signs as follows: a ground sign and a wall, awning or projecting sign.

<b>Table 1129-5 Schedule of Permitted Signs by District</b>	
<b>Residential Districts, Including Special Purpose Districts</b>	
<b>Home Occupation sign</b>	
Number	Maximum one
Size	Maximum three square feet.
Location	Mounted flush on the wall facing the major traffic thruway.
Height	Maximum six feet above grade level.
<b>Ground sign for Non-Residential Uses (schools, places of worship, public buildings, parks and similar uses)</b>	
Number	Maximum of one sign per street frontage; provided, lots with two street frontages shall have a minimum width of 50 feet on each street to qualify for a second sign.
Size	Maximum of 50 square feet.
Location	Minimum setback of 15 feet from all property lines.
Height	Maximum seven feet above grade level, including an 18-24" base.
Other	<ol style="list-style-type: none"> <li>1. The ground sign base shall be:               <ol style="list-style-type: none"> <li>a. Constructed of concrete, brick or stone and there shall be no space between the sign face or frame and the base.</li> <li>b. Finished in only one color which shall be black, white, gray, brown or some neutral variation of brown.</li> <li>c. Effectively landscaped with evergreen plant material and continuously maintained. The minimum landscaped area shall extend at least three feet</li> </ol> </li> </ol>

**Table 1129-5 Schedule of Permitted Signs by District**

	beyond the base in all directions. 2. The street number shall be included on all single structure ground signs and shall be a maximum size of 12 inches by six inches. The area of the street number shall not be used in the computation of the square footage of the display area of the sign as provided in this section.
<b>Wall sign for Non-Residential Uses (schools, places of worship, public buildings, parks and similar uses)</b>	
Number	Maximum of one per property; provided, that any non-residential building which has frontage on more than one street shall be permitted to have one wall sign per street frontage, subject to the following size restrictions.
Size	1. Maximum one square foot for each linear foot of building wall facing the street for interior lots. 2. Maximum ½ square foot for each linear foot of building wall facing a second street.
Location	1. On wall of the building identified by the sign, facing the street, parking area or service drive. 2. Minimum 18 inches from corner of building. 3. Minimum six feet from any other wall sign. 4. Below the uppermost line or point of the facade or parapet of a flat roof structure or the lower edge of an eave, gable or rake of a sloped roof or mansard structure.
Height	1. Maximum 12 feet (top edge) in height or the height of the ceiling of the first floor of the building to which the extension wall is attached, whichever is less. 2. Minimum eight feet (bottom edge) if sign projects more than six inches from wall.
Other	1. Signs must be architecturally compatible with the building. 2. The sign shall be parallel to the wall on which it is installed, and shall be mounted flush to the wall.
<b>Subdivision Model Home sign</b>	
Number	Maximum of one per property where the model home is located.
Size	Maximum of two feet by three feet.
Location	Minimum setback 20 feet from right-of-way line.
Height	Maximum of four feet above grade level.
Other	1. External illumination is permitted with white light only and in conformance with all applicable provisions of this Chapter. 2. Light fixtures shall be screened from view by site grading or evergreen shrubs.
<b>Business Districts</b>	
<b>Awning sign</b>	
Number	Maximum of one per storefront in lieu of a wall sign, but not both.
Size	1. Shall be limited in display surface to that allowed for mounted signs. 2. The display area shall be limited to 45 percent of the total face area of the awning. The remaining area of the awning shall be considered as awning and canopy area only and not signage. 3. When an awning signs cover multiple store fronts, each store or tenant shall be allowed display area of no more than 80 percent of the store width, in order to maintain adequate separation between tenant spaces.
Location	1. Awning signs shall be limited to single-story buildings or to the first level only of multi-story buildings. 2. Awning signs may be attached to buildings at or near property lines. In addition, they may project over a public sidewalk, no more than 48 inches or be within 24 inches of the curb line, whichever is less. 3. In the case of buildings in shopping centers or multi-unit developments, such

<b>Table 1129-5 Schedule of Permitted Signs by District</b>	
	signs may not exceed control curbs or safety zones unless clearance is adequate to insure against damage.
Height	<ol style="list-style-type: none"> <li>1. Minimum clearance shall be seven feet to the bottom of the awning. Structural components shall be a minimum of eight feet above grade.</li> <li>2. If the structure has a fringe or valance, such fringe or valance may hang below the ceiling line no more than 12 inches.</li> <li>3. Overall height may not project above the established roof-line or parapet wall of the building to which it is attached.</li> </ol>
Other	<ol style="list-style-type: none"> <li>1. Principal graphics, copy, logos, etc. shall be limited to the face or street side of the awning.</li> <li>2. All frames are to be manufactured from tubular or structurally shaped steel or aluminum with finishes or coatings as required to ensure against corrosion.</li> <li>3. Canvas fabric coverings are to be 14 ounces per yard minimum weight with certification as to tensile strength and flame resistance to meet industry and local Building and Fire Code standards.</li> <li>4. Fastenings and/or structural attachments to buildings shall be only to structural members and of sufficient size and strength to meet Building Code standards.</li> <li>5. All electrical components and/or lighting equipment are to be labeled and rated for protected outdoor use.</li> <li>6. Ceilings are optional and may consist of "egg crate" mesh fabric or solid plastic material. Removable panels or sections shall be provided to allow access for service and cleaning.</li> <li>7. All awning signs which project over or above back-up walls are to be covered and weather protected with structural plastic, rust proofed metal or aluminum.</li> </ol>
<b>Fuel Pricing sign</b>	
Number	One per property located on ground sign.
Size	Maximum of ten square feet.
Location	On the property of service stations or other businesses involved in the sale of motor vehicle fuel.
Other	This sign shall be limited to displaying information related to fuel price only.
<b>Ground sign</b>	
Number	<ol style="list-style-type: none"> <li>1. Maximum of one sign per street frontage for a single business on a lot; provided, lots with two street frontages shall have a minimum width of 50 feet on each street to qualify for a second sign. A ground sign shall not be permitted for individual businesses within a shopping center.</li> <li>2. Max. one sign per street frontage for a shopping center; provided, properties with two street frontages shall have a minimum width of 75 feet on each street to qualify for a second sign.</li> </ol>
Size	Maximum of 50 square feet.
Location	Minimum setback of 15 feet from the right-of-way line. No ground sign shall be located closer than 15 feet to any Residential District boundary line.
Height	Maximum seven feet above grade level, including an 18-24" base.
Other	<ol style="list-style-type: none"> <li>1. The ground sign base shall be: <ol style="list-style-type: none"> <li>a. Constructed of concrete, brick or stone and there shall be no space between the sign face or frame and the base.</li> <li>b. Finished in only one color which shall be black, white, gray, brown or some neutral variation of brown.</li> <li>c. Effectively landscaped with evergreen plant material and continuously maintained. The minimum landscaped area shall extend at least three feet beyond the base in all directions.</li> </ol> </li> </ol>

**Table 1129-5 Schedule of Permitted Signs by District**

	<ol style="list-style-type: none"> <li>2. The street number shall be included on all single structure ground signs and shall be a maximum size of 12 inches by six inches. The area of the street number shall not be used in the computation of the square footage of the display area of the sign as provided in this section.</li> <li>3. A ground sign for a shopping center shall identify the center name and be in addition to any other business names as otherwise permitted. All signs shall be erected to ensure harmonious appearance to the shopping center as a whole.</li> </ol>
<b>Menu sign</b>	
Number	Maximum of one per drive-through lane
Size	Maximum width of eight feet (side to side), Maximum display area (top to bottom) four and one-half feet. Single-faced only.
Location	Not located in front of the principal building and not visible to traffic on adjacent streets.
Height	Maximum of seven feet from paved surface to top of sign.
Other	Screened from adjoining residential uses and districts to create a visual buffer and sound barrier.
<b>Wall sign</b>	
Number	Maximum of one per business in lieu of an awning sign, but not both; provided, that any business which has frontage on more than one street shall be permitted to have one wall sign per street frontage, subject to the following size restrictions.
Size	<ol style="list-style-type: none"> <li>1. Maximum one square foot for each linear foot of building wall facing the street for interior lots.</li> <li>2. Maximum ½ square foot for each linear foot of building wall facing a second street.</li> </ol>
Location	<ol style="list-style-type: none"> <li>1. On wall of the business identified by the sign, facing the street, parking area or service drive.</li> <li>2. Minimum 18 inches from corner of building.</li> <li>3. Minimum six feet from any other wall sign.</li> <li>4. Below the uppermost line or point of the facade or parapet of a flat roof structure or the lower edge of an eave, gable or rake of a sloped roof or mansard structure.</li> </ol>
Height	<ol style="list-style-type: none"> <li>1. Maximum 12 feet (top edge) in height or the height of the ceiling of the first floor of the building to which the extension wall is attached, whichever is less.</li> <li>2. Minimum eight feet (bottom edge) if sign projects more than six inches from wall.</li> </ol>
Other	<ol style="list-style-type: none"> <li>1. Signs must be architecturally compatible with the building.</li> <li>2. The sign shall be parallel to the wall on which it is installed, and shall be mounted flush to the wall.</li> </ol>
<b>Sandwich Board sign</b>	
Number	Maximum of one per property
Size	A sandwich board sign shall not be larger than three feet by five feet
Location	<ol style="list-style-type: none"> <li>1. No such sign may be erected closer than five feet from the right of way line of any street, highway or alley except where the right of way and building line are the same.</li> <li>2. Sandwich board signs are not permitted in parking lots of strip centers and shopping malls.</li> </ol>
Height	Maximum of five feet.
Time Limit	Authorization of an "A" frame sandwich board sign shall be for a period not to exceed 14 days per calendar year.
Other	1. Signs shall be constructed with weather-resistant material, wood, metal or

**Table 1129-5 Schedule of Permitted Signs by District**

	<p>masonite, mounted on stable legs for safety precaution.</p> <ol style="list-style-type: none"> <li>No hand-lettered sandwich board signs are permitted.</li> <li>No more than three colors may be used on these signs. For the purpose of this section, black or white shall not be considered colors when used as background.</li> <li>All sandwich board signs must be removed to an enclosed area at the close of each business day.</li> </ol>
<b>Commercial Real Estate signs</b>	
Number	Maximum of one per property for sale.
Size	<ol style="list-style-type: none"> <li>For non-residential property with less than 100 feet of street frontage, the sign is limited to 16 square feet in display area and four feet in height.</li> <li>For non-residential property with more than 100 feet of street frontage, the sign is limited to 32 square feet in display area and eight feet in height for lots with street frontage of 100 or more.</li> </ol>
Location	<ol style="list-style-type: none"> <li>All signs shall be located outside the right-of-way, which is no closer than 10 feet to the curb, or street pavement if there is no curb, or ditch along the street on which the lot or parcel fronts.</li> <li>Signs on corner lots shall be located outside the visibility triangle established by the City Engineer and not be nearer than 25 feet to either the curb or the ditch. No sign shall be located in any right-of-way or public easement.</li> </ol>
Height	<ol style="list-style-type: none"> <li>For non-residential property with less than 100 feet of street frontage, the sign is limited to 16 square feet in display area and four feet in height.</li> <li>For non-residential property with more than 100 feet of street frontage, the sign is limited to 32 square feet in display area and eight feet in height for lots with street frontage of 100 or more.</li> </ol>
Other	For sale, lease or rent signs shall be removed not later than seven days after the contract for sale or rent of the property has been approved. Signs indicating that the property has been sold shall not be displayed for more than seven days after final closing.
<b>Gas-Inflatable Temporary sign</b>	
Number	Maximum of one per special event.
Location	On the site where the special event occurs.
Timeframe	Not to exceed three consecutive days, for a period of not more than nine days in a 12 -month period, unless otherwise approved by the Planning and Zoning Commission.
Other	<ol style="list-style-type: none"> <li>A scaled diagram of the device and a site plan showing where the device is to be located are required.</li> <li>Signs must not be inflated with helium or any other buoyant gas. Such signs shall be securely attached/tethered to the ground so that they will not shift more than three feet in any direction during any wind condition up to 25 miles per hour.</li> <li>Signs shall not be attached to or mounted on any platform, roof, or similar structure, nor to any trees. Such signs must be placed so that they will be clear of all utility lines, roads, parking lots and adjacent property in case of collapse. Such signs shall not be internally illuminated.</li> </ol>
<b>Temporary Banners</b>	
Number	No more than three temporary signs (or feather banners secured to the ground) shall be granted to any location in any calendar year without prior approval of the Planning and Zoning Commission. Permits for feather banners shall be limited to one temporary sign permit per year, one permit shall allow for a maximum of three feather banners.
Size	The size of banners shall not exceed 40 square feet.

**Table 1129-5 Schedule of Permitted Signs by District**

Location	Securely attached entirely to a principal building, or ground, and shall not cover or block any part of any window or door. Banners shall not be attached to or mounted on any platform, roof, or similar structure, nor to any trees.
Timeframe	<ol style="list-style-type: none"> <li>1. "Opening Soon" banners may be displayed once for a period of 14 consecutive days prior to the official day of opening.</li> <li>2. "Grand Opening" banners may be displayed once for a period of 14 consecutive days starting on the first official day of opening. A Grand Opening occurs only when there is a change of tenant or owner that brings a new business to a site.</li> <li>3. All other miscellaneous banners may be displayed for a period not to exceed 14 consecutive days which constitutes one time period regardless of whether the sign is actually displayed for the full fourteen days. No business shall display miscellaneous banners more than two time periods per twelve month period. Feather banners shall be permitted for no more than 5 consecutive days.</li> </ol>
<b>Industrial Districts</b>	
<b>Ground sign</b>	
Number	Maximum of one sign per property for any one-business establishment. Maximum of 1 sign per shopping center or adjacent businesses sharing parking and common areas. Maximum of one sign per frontage if contiguous to more than one street.
Size	Maximum of 50 square feet. Double-sided signs may be installed provided that the surfaces are back-to-back, parallel, separated by no more than 12 inches and neither surface exceeds 50 square feet.
Location	Minimum setback of 15 feet from the right-of-way line. Minimum setback for the zoning district applies if adjoining property in an "R" Residential District.
Height	Maximum of six feet above grade level, including an 18-24" base.
Other	<ol style="list-style-type: none"> <li>1. The ground sign base shall be: <ol style="list-style-type: none"> <li>a. Constructed of concrete, brick or stone and there shall be no space between the sign face or frame and the base.</li> <li>b. Finished in only one color which shall be black, white, gray, brown or some neutral variation of brown.</li> <li>c. Effectively landscaped with evergreen plant material and continuously maintained. The minimum landscaped area shall extend at least three feet beyond the base in all directions.</li> </ol> </li> <li>2. The street number shall be included on all single structure ground signs and shall be a maximum size of 12 inches by six inches. The area of the street number shall not be used in the computation of the square footage of the display area of the sign as provided in this section.</li> </ol>
<b>Wall sign</b>	
Number	Maximum of one per business.
Size	<ol style="list-style-type: none"> <li>1. Maximum one square foot for each linear foot of primary building frontage width for interior lots (aggregate display area for all signs).</li> <li>2. Maximum one-half square foot for each linear of secondary building frontage width for corner or through lots.</li> </ol>
Location	<ol style="list-style-type: none"> <li>1. On wall of the business identified by the sign, facing the street, parking area or service drive.</li> <li>2. Minimum 18 inches from corner of building.</li> <li>3. Minimum six feet from any other wall sign.</li> <li>4. Below the uppermost line or point of the facade or parapet of a flat roof structure or the lower edge of an eave, gable or rake of a sloped roof or mansard structure.</li> </ol>
Height	1. Maximum 12 feet (top edge) in height or the height of the ceiling of the first floor of

**Table 1129-5 Schedule of Permitted Signs by District**

	<p>the building to which the extension wall is attached, whichever is less.</p> <p>2. Minimum eight feet (bottom edge) if sign projects more than six inches from wall.</p>
Other	<p>1. Signs must be architecturally compatible with the building.</p> <p>2. All signs shall be parallel to the wall on which they are installed, and shall be mounted flush to the wall.</p>
<b>Old Hilliard District<sup>1</sup></b>	
<b>Awning sign</b>	
Number	Maximum of one per storefront in lieu of a wall sign, but not both.
Size	<p>1. Shall be limited in display surface to that allowed for mounted signs.</p> <p>2. The display area shall be limited to 45 percent of the total face area of the awning. The remaining area of the awning shall be considered as awning area only and not signage.</p> <p>3. When an awning signs cover multiple store fronts, each store or tenant shall be allowed display area of no more than 80 percent of the store width, in order to maintain adequate separation between tenant spaces.</p>
Location	<p>1. Awning signs shall be limited to single-story buildings or to the first level only of multi-story buildings.</p> <p>2. Awning signs may be attached to buildings at or near property lines. In addition, they may project over a public sidewalk, no more than 48 inches or be within 24 inches of the curb line, whichever is less.</p> <p>3. In the case of buildings in shopping centers or multi-unit developments, such signs may not exceed control curbs or safety zones unless clearance is adequate to insure against damage.</p>
Height	<p>1. Minimum clearance shall be seven feet to the bottom of the awning. Structural components shall be a minimum of eight feet above grade.</p> <p>2. If the structure has a fringe or valance, such fringe or valance may hang below the ceiling line no more than 12 inches.</p> <p>3. Overall height may not project above the established roof-line or parapet wall of the building to which it is attached.</p>
Other	<p>1. Principal graphics, copy, logos, etc. shall be limited to the face or street side of the awning.</p> <p>2. All frames are to be manufactured from tubular or structurally shaped steel or aluminum with finishes or coatings as required to ensure against corrosion.</p> <p>3. Canvas fabric coverings are to be 14 ounces per yard minimum weight with certification as to tensile strength and flame resistance to meet industry and local Building and Fire Code standards.</p> <p>4. Fastenings and/or structural attachments to buildings shall be only to structural members and of sufficient size and strength to meet Building Code standards.</p> <p>5. All electrical components and/or lighting equipment is to be labeled and rated for protected outdoor use.</p> <p>6. Ceilings are optional and may consist of "egg crate" mesh fabric or solid plastic material. Removable panels or sections shall be provided to allow access for service and cleaning.</p> <p>7. All awning signs which project over or above back-up walls are to be covered and weather protected with structural plastic, rust proofed metal or aluminum.</p>

<sup>1</sup> Signs not specifically permitted are prohibited. In addition, the following signs are expressly prohibited: marquee, neon (except as provided in Section \*\*\*), digital, plastic, colonial sign form, off-premise, portable, interior illuminated, billboards and outdoor advertising panels, advertisements of national products and co-op.

**Table 1129-5 Schedule of Permitted Signs by District**

<b>Ground sign</b>	
Number	Maximum of one sign per property for any one-business establishment. Maximum of one sign per shopping center or adjacent businesses sharing parking and common areas. Maximum of one one sign per frontage if contiguous to more than one street.
Size	Maximum 24 square feet per face. Double-sided signs may be installed provided that the surfaces are back-to-back, parallel, separated by no more than 12 inches and neither surface exceeds 50 square feet.
Location	Minimum setback five feet from the right-of-way line. Min. setback for the zoning district applies if adjoining property in an "R" Residential District. Perpendicular to the street.
Height	Maximum of seven feet above grade level, including an 18-24" base.
Other	<ol style="list-style-type: none"> <li>Sign colors shall be compatible to the building material colors, which shall be of an historic palette. Sign colors shall be kept to no more than three colors, with the lettering to be in a color in sharp contrast to the background of the sign. Fluorescent colors are prohibited.</li> <li>Ground signs are limited to monument style, with a base, or one or two post style. Monument sign bases shall be: <ol style="list-style-type: none"> <li>Constructed of concrete, brick or stone and there shall be no space between the sign face or frame and the base.</li> <li>Finished in only one color which shall be black, white, gray, brown or some neutral variation of brown.</li> <li>Effectively landscaped with evergreen plant material and continuously maintained. The minimum landscaped area shall extend at least three feet beyond the base in all directions.</li> </ol> </li> <li>The street number shall be included on all single structure ground signs and shall be a maximum size of 12 inches by six inches. The area of the street number shall not be used in the computation of the square footage of the display area of the sign as provided in this section.</li> </ol>
<b>Wall Sign</b>	
Number	Maximum of one per business in lieu of an awning sign, but not both; provided, that any business which has frontage on more than one street shall be permitted to have one wall sign per street frontage, subject to the following size restrictions.
Size	<ol style="list-style-type: none"> <li>Maximum one square foot for each linear foot of building wall facing the street for interior lots.</li> <li>Maximum ½ square foot for each linear foot of building wall facing a second street.</li> </ol>
Location	<ol style="list-style-type: none"> <li>Above a storefront.</li> <li>Minimum 18 inches from corner of building.</li> <li>Minimum six feet from any other wall sign.</li> <li>Below the uppermost line or point of the facade or parapet of a flat roof structure or the lower edge of an eave, gable or rake of a sloped roof or mansard structure.</li> </ol>
Height	<ol style="list-style-type: none"> <li>Maximum of 12 feet (top edge) in height or the height of the ceiling of the first floor of the building to which the extension wall is attached, whichever is less.</li> <li>Minimum eight feet (bottom edge) if sign projects more than six in. from wall.</li> </ol>
Other	<ol style="list-style-type: none"> <li>Signs must be architecturally compatible with the building.</li> <li>All signs shall be parallel to the wall on which they are installed, and shall be mounted flush to the wall, except in the Old Hilliard District where right angle projection would be aesthetically acceptable or would assist in maintaining the</li> </ol>

<b>Table 1129-5 Schedule of Permitted Signs by District</b>	
	turn of the 19th century appearance.
<b>Hanging or Projecting sign</b>	
Number	Maximum of one per commercial building or one per business
Size	Maximum of three feet projection from building.
Location	Front or front corner façade.
Height	Minimum of eight feet above walk grade.
Other	Signs shall be double-faced. Projecting signs shall not be permitted for business identification for residential structures converted to a commercial use.
<b>Sandwich Board</b>	
Number	Maximum of one per property.
Size	Maximum of four square feet and rectangular in shape.
Location	<ol style="list-style-type: none"> <li>1. No such sign may be erected closer than five feet from the right of way line of any street, highway or alley except where the right of way and building line are the same.</li> <li>2. Sandwich board signs are not permitted on parking lots of strip centers and shopping malls.</li> <li>3. Signs are not permitted on sidewalks unless the building is located immediately adjacent to the sidewalk in which case the sign may be located subject to the City Engineer's approval.</li> </ol>
Height	Maximum of three feet.
Time Limit	Signs may be in place only during working hours of the business for which it is proposed. After the close of business hours, sandwich board signs shall be removed to an enclosed area of the business.
Other	<ol style="list-style-type: none"> <li>1. Sign frame shall be "A-frame" type, professionally manufactured and sufficiently secured to prevent tipping, subject to the approval of the City Engineer or designee.</li> <li>2. Lettering on all sandwich board signs shall be no more than two colors on white background, with black frame.</li> <li>3. Lighting is prohibited.</li> <li>4. Signs shall be "A-frame" style and shall be constructed with weather-resistant material, wood, metal or masonite, mounted on stable legs for safety precaution.</li> </ol>
<b>Secondary Identification sign</b>	
Number	Maximum of one per upper floor commercial tenant
Size	Maximum of one square foot, projecting no more than one inch.
Other	Signs shall not be illuminated.
<b>Window and Door sign</b>	
Location	Windows and doors.
Height	Lettering applied to storefront windows or doors shall be no larger than one and one-half inches in height
Other	<ol style="list-style-type: none"> <li>1. Text shall be limited to the identification of the business only.</li> <li>2. Decals of a small area shall be affixed to a storefront window or entrance door if supplied by a national or local credit card company.</li> <li>3. Such signs shall be grouped together and carry no text or message other than the identification of such companies.</li> </ol>
<b>All Districts</b>	
<b>Announcement sign – Places of Worship, Community Centers and Similar Semi-Public or Institutional Uses Only</b>	
Number	Maximum of one sign.
Size	Maximum of 12 square feet.

<b>Table 1129-5 Schedule of Permitted Signs by District</b>	
Location	Mounted against the building or on the ground. If on the ground, minimum setback of 15 feet from public right-of-way.
<b>Community Activity sign – Public , Private, Nonprofit and Places of Worship only</b>	
Number	Maximum of six off-premise locations
Size	Maximum of six square feet; provided sandwich board signs may be larger and shall conform to the requirements for such signs as specified in this table
Location	Off-premise; Minimum of five feet setback from street right-of-way or easement.
Other	<ol style="list-style-type: none"> <li>1. Limited to announcements for community activities that are open to the general public;</li> <li>2. A permit is required from the zoning inspector;</li> <li>3. Written permission shall be obtained from the owner of the property at which each sign is to be posted;</li> <li>4. Signs shall not be posted more than 14 days prior to the advertised activity and shall be removed within 24 hours of the activity's conclusion;</li> <li>5. An organization may post signs a maximum of six times per calendar year.</li> </ol>
<b>Construction sign</b>	
Number	Maximum of one per building being constructed on the property.
Size	<ol style="list-style-type: none"> <li>1. Maximum 32 square feet, subject to approval of the zoning inspector based on the size of the property.</li> <li>2. The sign shall be located on the construction site property.</li> </ol>
Location	Minimum setback of 15 feet from the right-of-way line.
Height	Maximum of six feet above the grade of the lot on which it is placed.
Other	<ol style="list-style-type: none"> <li>1. Only single-faced signs shall be permitted.</li> <li>2. Sign shall be removed within 30 days following issuance of certificate of occupancy.</li> </ol>
<b>Off-Premise Directional sign – Places of Worship only</b>	
Number	Maximum of one sign.
Size	Maximum of one and one-half square feet.
Location	Between the sidewalk and curb
Height	Maximum of six feet above the ground.
Other	Written permission of the owner of the property in front of which the sign is erected Mounted on a street post, imbedded in concrete,
<b>On-Site Directional sign</b>	
Number	Maximum of two per driveway.
Size	Maximum of two square feet
Location	On the property to which they refer; not within the street right-of-way.
Height	Maximum of three feet.
Other	Signs may contain information such as "in", "enter", "entrance", "out", "exit", "do not enter" and similar directions or directional arrows; but shall not contain advertising or logos.
<b>Subdivision Development Advertising sign</b>	
Number	Maximum of one per subdivision.
Size	Maximum of 32 square feet.
Location	No sign shall be located nearer than 15 feet to any street right-of-way line. Signs shall be located outside of the sight triangle.
Height	Maximum of six feet above grade.
Other	Each sign shall be removed at the expiration of one year after its erection or when 60 percent of the lots fronting on the street which the sign faces have been

**Table 1129-5 Schedule of Permitted Signs by District**

	constructed and occupied, whichever occurs first.
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**Section 1129-6****B-4, I-270 District**

The B-4, Interstate 270 District, includes property along Interstate 270. Property within the Interstate 270 District that has been improved with corporate or professional office building(s) shall be permitted two wall signs and one ground sign, as well as other secondary signs as permitted in this Chapter. The wall signs shall be displayed on separate walls so only one wall sign is visible from any direction. Because the City recognizes that many corporations choose to locate along high visibility corridors such as I-270, the wall sign facing I-270 may be internally illuminated channel letters consisting of a corporate name and/or logo. The ground sign also may be internally illuminated, if such sign is facing I-270. Internally illuminated signs must have an opaque background. All other illuminated signs shall be externally illuminated. (See Section 1129-2 G for illumination requirements). Ground signs and wall-mounted signs shall meet the requirements of Table 1129-5 for Business Districts.

**Section 1129-7****Permits Required**

- A. *Permits Required.* No sign described in Section 1129-5 or 1129-6, whether permanent or temporary, shall be erected, constructed, altered, relocated, repaired or replaced within the limits of the City by any person, firm or corporation until a permit has been issued by the zoning inspector, except as otherwise provided in this Chapter. All sign permits shall be valid for a period of one year from the date of issuance, and shall thereafter be void if the approved sign is not erected within this time period. All sign applications shall be submitted by and signed by the property owner.
- B. *Pre-application Meeting.* Any person contemplating the erection of a sign shall first schedule a pre-application meeting with the zoning inspector. The purpose of the pre-application meeting is to ensure that the applicant understands the City's sign regulations and the application requirements.
- C. *Application Requirements.* All sign applications shall include the following information:
1. Location of building, structure or lot on which the sign is to be erected or attached.
  2. Detailed colored drawing to illustrate the dimensions, design, materials and structure of each sign.
  3. Site drawing to scale, showing the property boundaries, street right-of-way line, curb line, building location, access drives and location of all ground, directional, menu or other sign proposed to be located on the ground. The setback dimension from the right-of-way line and the curb line to the nearest edge of the sign shall be shown on the site plan.
  4. Photographs of the property or building upon which the sign is to be erected or attached.
  5. Building elevations, which illustrate the position of wall, awning, projecting or other signs to be mounted on the building.
  6. Plans, specifications and method of construction for attachment to the building or in the ground.
  7. Name and address of the sign erector and email address.
  8. Any electrical permit required and issued for such sign.

9. A Certificate of Insurance, if required by this Chapter, if a current certificate is not already on file with the City.
  10. Other information that the zoning inspector may require to ensure full compliance with this and all other applicable laws of the City and State.
- D. *Approval.* The zoning inspector shall make a decision on an application within 14 days of submission. The zoning inspector shall approve the application and issue a sign permit if it is determined that the application fully complies with the requirements of this Chapter. If the application does not comply, the zoning inspector shall inform the applicant that it may proceed in one of three ways:
1. The applicant may complete an application to be scheduled before the Planning and Zoning Commission for hearing, review and consideration as a modification, per Section 1129-8; or
  2. Revise and resubmit the application for a second review, consistent with the zoning inspector's findings as to compliance; or
  3. The applicant may complete an application to be scheduled before the Board of Zoning Appeals to be heard as an appeal.

### **Section 1129-8                      Modification of Requirements**

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- A. The Planning and Zoning Commission shall have the complete authority to hear and decide all requests for modification of the sign requirements of this Chapter in all zoning districts.
- B. Any applicant that desires to erect a sign that does not conform to the provisions of this Chapter must apply for a modification prior to the erection and installation of such sign. Any request for a modification of the requirements of this Graphics and Sign Code shall be heard and decided by the Commission, as provided in this Section.
- C. Prior to the Commission hearing and deciding any matter concerning a modification, it shall hold a public hearing. The Commission shall fix a reasonable time for the hearing and shall provide not less than seven days public notice of the time, place and purpose of the public hearing on the City's website and on the City's public bulletin board at the Municipal Building. The City shall provide not less than seven days notice by ordinary mail of the time, place and purpose of the public hearing to the owners of all properties lying within 200 feet of any part of the property for which the proposed sign modification is sought. The failure to notify property owners, as provided in this section, shall not invalidate any action taken or modification granted by the Commission.
- D. Applicants carry the burden of establishing the necessity for the modification and why the applicant has encountered practical difficulties in adhering to the code. The granting of modifications shall be the exception and not the rule of the Commission, which shall take into consideration the following factors in reviewing any such request:
  1. Whether the property will yield a reasonable return or whether there can be any beneficial use of the property without the variance;
  2. Whether the variance sought is substantial;
  3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining property owners would suffer substantial detriment as a result of granting the variance;
  4. Whether the variance would adversely affect the delivery of governmental services;

5. Whether the property owner purchased property with knowledge of zoning restrictions;
  6. Whether the property owner's predicament feasibly can be obviated through some method other than variance; and
  7. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the requested variance.
- E. In granting a modification, the Commission may impose such requirements and conditions regarding the location, character, and other features of the sign as the Commission deems necessary to carry out the intent and purpose of this Graphics and Sign Code and to otherwise safeguard the public health, safety, convenience, comfort, safety, prosperity and general welfare.
- F. Any such modification shall be necessary to preserve a substantial property right, the hindrance of which resulted from this Chapter and shall be in harmony with the public interest.
- G. Any modification approved by the Commission must result in obtaining a sign permit and erecting the sign within one year of approval. Any application approved by the Commission that does not result in obtaining the sign permit and erecting the sign within one year shall be void.

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## **Section 1129-9                      Sign Erector Registration**

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No person shall undertake or perform work or construction, installation, addition or repair of any sign or sign equipment required by this Chapter; represent or advertise himself, either publicly or privately as having the ability to perform such work; or undertake such work within the City without having first registered with the zoning inspector and procured a permit duly issued by the zoning inspector as a Permitted Sign Erector.

- A. *Sign Erector's Registration.* The zoning inspector shall issue a Sign Erector's Permit to an individual who has satisfactorily provided all documentation required in the Registration Application or who can provide the City with adequate proof that the applicant has qualified for and been issued a current Sign Erector's license or permit from another Ohio municipality.
- B. *Sign Erector's Fee.* An individual or company who is issued a Sign Erector's Permit shall also pay a fee, as established by the Director of Public Service to the City for each calendar year, payable on January 1st of each year. If an individual or company has previously had a sign Erector's Permit revoked for any reason, or has contracted and performed as a Permitted Sign Erector without first obtaining a Sign Erector's Permit, the individual or company shall pay an additional fee to the City as established by the Director of Public Service.
- C. *Liability Insurance.* Before a Sign Erector's Permit shall be issued, the city may require the individual or company requesting a permit to submit a valid Certificate of Insurance for general liability insurance in the amount of \$1,000,000.00. If at any time the required liability insurance of any Permitted Sign Erector lapses, the permit shall automatically be revoked by the City.
- D. *Notification of Change.* It shall be the responsibility of the Permitted Sign Erector to notify the zoning inspector of any change in address, and if a company, any change in ownership or management if other than that indicated on the Certificate of Insurance.
- E. *Transfer of Permit Prohibited.* No Permitted Sign Erector shall transfer his Sign Erector's Permit, or permit any individual or company to construct, install, alter or repair a sign or sign structure under the authority of his permit, except if he is the direct employee of the Permitted Sign Erector or a qualified subcontractor of the Permitted Sign Erector.

- F. *Suspension or Revocation of Sign Erector's Permit.* The zoning inspector may suspend or revoke the permit of a Permitted Sign Erector who is found to be in violation of this Chapter.

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## **Section 1129-10 Nonconforming Signs**

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Any lawfully existing sign that does not conform to the provisions of this Chapter, either in existence prior to the date of adoption of this Chapter or located in areas annexed there after, shall be deemed a nonconforming sign.

- A. A nonconforming sign shall not be relocated or replaced unless it is brought into compliance within the provisions of this Chapter.
- B. A nonconforming sign shall only be maintained or repaired in the following manner:
1. The size and structural shape shall not be changed or altered, except to remove entire elements that reduce the overall sign size.
  2. Any subsequent owner or user shall bring the sign into compliance, except if the subsequent owner or user was also the lessee.
  3. In the case where damage occurs to the sign, the owner or the owner's authorized representative shall, within 14 days of the damage, schedule a pre-application meeting, as described in Section 1129-6 B., with the zoning inspector for the purpose of establishing whether the sign was damaged to the extent of 50 percent or more of replacement value. Based on that determination, an application for a permit must be submitted by the owner or the owner's authorized representative within ten business days from the date of the pre-application meeting. Where the damage to the sign is less than 50 percent of its replacement value, the sign shall be repaired to its original configuration within 45 days from the date the sign permit is issued. If the damage is greater than 50 percent of its replacement value, the sign shall be removed in its entirety within 30 days from the date of damage and any subsequently erected sign must comply with the requirements of this Chapter.
  4. No sign for which a prior modification was approved by the Planning and Zoning Commission may be replaced, relocated or altered in any way, except in those instances described in Section 1129-8 hereof, without the review and approval of the Commission and subsequent issuance of a new sign permit, unless such sign is brought into full compliance with this Code, in which case the zoning inspector may issue a permit.

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## **Section 1129-11 Enforcement**

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The zoning inspector or other authorized city official, who may be a Hilliard police officer, will monitor signs permitted under this Chapter. Enforcement action may be taken where the requirements of this Chapter are not met. See also Section 1129-12 for concurrent jurisdiction of the Department of Public Safety.

- A. If it is found that any sign is unsafe or insecure, the zoning inspector shall give written notice thereof to the owner; permit holder or person maintaining the premises. The owner, permit holder or person maintaining the premises shall, upon the receipt of written notice from the zoning inspector, proceed at once to put such a sign in a safe and secure condition or remove the same.

- B. If the zoning inspector finds any sign has been installed, erected, constructed or maintained in violation of any of the terms of this chapter, the zoning inspector shall notify, in writing, the owner, permit holder or person maintaining the premises to alter such sign so as to comply with the provisions of this Chapter.
- C. If the owner, permit holder, or person maintaining the sign or premises fails to comply with such notice by the date of reinspection, or cannot be found or his/her whereabouts cannot be ascertained with reasonable diligence, in addition to the penalties provided in Section \*\*\*1129-12, the zoning inspector may cause the sign to be removed or altered to comply with the order at the expense of the permit holder, owner or person maintaining the premises. If the permit holder, owner or person maintaining the premises fails to pay the City for the expenses of removal or alteration, the full amount of such removal or alteration costs and expenses shall be forwarded to the County Auditor and added to the property tax duplicate of the permit holder, owner or person maintaining the premises.
- D. If a violation of a provision of this Chapter is repeated within 60 days of a previous violation of the same provision, the subject sign may be seized immediately and a charge assessed for removal without additional notification.
- E. Fees for removal shall be immediately due and payable to the City. Notice of such assessment shall be given to the property owner mailing address utilized by the County Treasurer for tax billing purposes and by posting a Notice of Assessment at the subject premises where the sign owner and property owner are the same. All assessments not paid within ten days after such mailing and posting, shall be certified by the Finance Director to the County Auditor to be placed on the tax duplicate and collected as other taxes are collected.
- F. The City may also collect such costs together with interest through a civil action in the appropriate court of law having jurisdiction thereof and seek such additional orders from a court of competent jurisdiction as may be necessary from time to time in order to enforce the provisions of this section.
- G. Every owner or occupant of real estate in the City impliedly grants a license to the zoning inspector and municipal employees to enter upon real property in the City without the consent of the owner or user for the purposes of fulfilling the provisions of this section.

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### **Section 1129-12                      Penalty**

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Any person, business, firm, corporation, partnership, organization or association violating any provision of this Chapter or failing to obey any lawful order issued pursuant to its terms shall be guilty of a misdemeanor of the first degree and punished as provided in Section 501.99. Each day, or portion thereof, during which the violation is committed, continued or permitted to continue shall constitute a separate offense. The Director of Public Safety shall have concurrent jurisdiction with the zoning inspector to enforce all violations under this Chapter and to delegate such enforcement to law enforcement officers pursuant to Chapter 765 of the Ohio Revised Code. Subsequent to issuance of a ticket and notice to comply, the law enforcement officer may cite the property owner, permit holder or person maintaining the sign into Mayor's court or to the Franklin County Environmental Court for violations under this Chapter.

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### **Section 1129-13                      Appeals**

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*Appeal from an Administrative or Planning and Zoning Commission Decision.* Any person aggrieved by the decision of the zoning inspector or of the Planning and Zoning Commission in

authorizing or denying a sign may appeal that decision to the Board of Zoning Appeals (“Board”) within twenty (20) days of the decision. The Board shall hold a hearing and approve with or without modifications or disapprove the application at its next regularly scheduled meeting following receipt of notification from the zoning inspector that an applicant has appealed. Notice of the hearing shall be as provided in Section 1133-7.