

## CHAPTER 21: SIGNS

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### 21.01 Purpose

The multiple purposes of this section are to: regulate and control all signs placed for exterior observation; coordinate the type, placement, and physical dimensions of signs; encourage the reasonable, orderly, and effective display of signs; enhance the physical appearance of the Village; protect property values; prevent visual clutter; and, authorize the use of signs which are compatible with their surroundings.

### 21.02 Government signs excluded

Signs which are erected and maintained as a result of any law, order, or government regulation, including traffic control signs, shall not be subject to the requirements of this ordinance.

### 21.03 General Provisions

- (A) **Compliance:** No sign shall be erected, displayed, relocated or altered unless it is in full compliance with the regulations for the District in which it is located, and, meets all applicable provisions and regulations of this ordinance.
- (B) **Sign Permit:** Unless otherwise specified, an application for a sign permit shall be filed and approved by the Zoning Inspector prior to the placement of any and all signs.
- (C) **Enforcement:** The Zoning Inspector shall have the duty and authority to remove, or cause to be removed, any sign which is not in full compliance with the requirements of this ordinance. In such instances, the owner of the sign in violation shall bear the full costs of such removal, along with any penalty which has been assessed.
- (D) **Maintenance:** All signs and component parts thereof, as well as braces, cables, poles, uprights, and other supporting structures, shall be maintained in a safe, clean, and attractive condition.
- (E) **Code Standards:** All signs shall be designed and constructed to be in conformance with both the National Electric Code and the Ohio Basic Building Code.
- (F) **Nonconforming Signs:** Signs which legally existed prior to the enactment of these regulations are entitled to be kept, repaired, or replaced in a manner which maintains their preexisting nonconforming condition. However, whenever a nonconforming sign has been damaged to more than one half of its replacement value, it shall not be permitted to be repaired or replaced. In addition, any nonconforming sign which has been structurally altered, relocated, or replaced shall immediately be made to conform to the provisions of these regulations. It shall be the responsibility of the Village of Maineville Zoning Department to register and keep records of all non-conforming signs, and advise the owners of such signs of their being classified as non-conforming.

Whenever a sign loses its non-conforming designation, the sign, including the base and all supports must be removed.

- (G) **Traffic Hazards:** No sign shall be erected within the public right-of-way in such a manner which obstructs free and clear vision, or, at any location where by reason of position, shape, motion, or color it may interfere with, obstruct the view of, or be confused with any traffic sign, signal, or device which makes use of the words “stop,” “look,” “danger,” or, misleads and/or confuses traffic. See Table 21.2, Clear View Area.
- (H) **Illuminated Signs.** Illuminated signs shall be designed and constructed so as to concentrate the illumination upon the sign and prevent glare upon any street or adjacent property and prevent traffic hazards. At no time shall blinking lights be permitted.
- (I) **Sanitation/Landscaping:** Property surrounding any freestanding pole/pylon sign shall be kept clean, sanitary and free from obnoxious and offensive weeds, debris, rubbish, and flammable materials. All plant materials and other landscaping surrounding a freestanding pole/pylon shall be maintained in a regular basis, including pruning, mowing, watering, fertilizing and replacement of dead or diseased materials.
- (J) **Identification Mark:** Signs must carry the identification and address of the sign installer, which includes voltage and date of erection. In the event the sign is replaced, the new erector must place their identification mark and date on the sign.
- (K) **Dangerous Signs:** Should any sign be abandoned, found unsafe, or be in danger of falling, the owner of such signing shall, upon receipt of written notice from the Zoning Inspector, proceed within 21 days from the date of notification to do one of the following: remove said sign, cause it to be repaired, or, have it replaced.
- (L) **Window Treatments/Lighting:** All window lighting shall be in a uniform color, installed internally and must have approval by the Village of Maineville Zoning Department.

## 21.04 Measurement of sign area

The entire area within the outermost perimeter on which written or graphic information is displayed shall constitute sign area. Where double faced signs exist, each sign face shall be included when computing allowable sign area. Frames and structural members, unless used for advertising purposes, shall be excluded from the computation of surface area. If the sign is of a cylindrical nature, the area shall be computed by multiplying the sign diameter by its height. Awning/Canopy signs shall not exceed fifty percent (50%) of the gross surface area of the smallest face of the awning. Advertisement on any awning/canopy sign shall be limited to the name of the owner and/or business conducted on the premises.

## 21.05 Relocating signs

If any legally permitted sign is moved from one location to another, a new sign permit shall first be obtained. A new sign permit will not be required when relocation of the sign is necessary for certain public road improvements.

## 21.06 Alteration or enlargement of signs

Alteration, face change or enlargement of any legally existing sign shall first require the issuance of a new sign permit. A new permit will not be required for ordinary servicing or repainting of an existing sign, cleaning of the sign or changing of the message on the sign, such as fuel prices.

## 21.07 Prohibited Sign Locations

Unless otherwise permitted, signs shall not be located in or project into any right-of-way. In addition, no person shall fasten, place, paint, or attach any sign, handbill, advertisement, poster, or notice of any kind, whether political or otherwise, or cause the same to be located on any curb, lamp post, utility pole, trash receptacle, bench, fire hydrant, or bus shelter.

## 21.08 Prohibited Signs

- (A) Signs placed on vehicles and trailers which are parked or located for the primary purpose of either supplementing or replacing on site signage shall be prohibited. This prohibition shall not, however, apply to either signing or lettering which is affixed, attached, or painted onto vehicles used to conduct everyday business. This includes Portable signs which are mounted on a chassis.
- (B) Aerial Signs is any balloon, or other airborne floatation device which is tethered to the ground or to a building or other structure which directs attention to a business, commodity, service, or entertainment conducted, sold or offered.
- (C) Roof Signs
  - (1) **Roof Sign** is any sign erected and constructed wholly on or above the roof of a building, and supported by the roof structure, and extending vertically above the highest portion of the roof.
  - (2) **Roof Sign, Integral:** Any sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof. This definition includes signs erected on the mansard area of a roof.
- (D) Signs that are not securely affixed to the ground or otherwise affixed in a permanent manner to an unapproved support structure such as trees, bus shelters, utility poles, benches, trash receptacles, vending machines or other unapproved support structure.
- (E) Billboards, Pennants, banners, streamers, festoons, spinners, balloons, and similar devices.
- (F) Any sign that contains obscene, indecent or immoral matter. Signs emitting flame, smoke, steam, or other visual matter.
- (G) "Eye catchers", moving, revolving or rotating signs, All blinking, flashing or intermittent lighted signs and similar shiny devices designed to reflect light and create a glimmering or flashing lights, except one window sign per business.
- (H) This prohibition does not apply to:

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- (1) Signs with flashing or chasing lights on concessions and rides at special events such as fairs and festivals.
- (2) Holiday decorations and light strings displayed during holidays
- (3) Rotating barber poles at a legitimate barber or beauty shop
- (4) Accurate time and temperature displays
- (5) Warning signs and markers placed by government officials.

**21.09 Reserved**

**21.10 Abandoned Signs**

- (A) Any sign which no longer advertises a bona fide business, conducted on the premises or a product sold on the premises for a period of ninety (90) days shall be deemed to be abandoned.
- (B) Abandoned signs shall be taken down and removed by the owner, agent or person having the beneficial use of the building or structure upon which said sign is located. Removal must be completed within thirty (30) days upon receiving written notification from the Zoning Inspector.
- (C) Upon failure to comply with such notice within the time frame specified in such order, the Village Administrator is hereby authorized to cause removal of said sign, and any expense thereto shall be paid by the owner of the property, building or structure on which the sign is erected, or to which sign is attached.

<b>TABLE 21.1: PERMITTED SIGNS BY DISTRICT</b>											
P – Permitted Uses C – Conditional Use N – Not Permitted Use											
TYPE OF SIGN	R	DC	DS	NB	M1	PUD CDO	Permit Required	Max Size (Feet)	Height (Feet)	Min. Setback (Feet)	Notes
<b>STRUCTURAL SIGNAGE</b>											
Freestanding pole / pylon		P			P		Yes		Max – 20	20	Maximum 20 ft. in height and Minimum 20 ft. from future right of way
Monument Signs		P	P		P		Yes		Max – 8	10	Maximum 8 feet in height / Minimum 10 feet from right of way
Projecting Signs		P	P		P		Yes		Min – 8		Maximum 5 feet projection from building
Wall Signs		P	P		P		Yes				Maximum 8 inches extension from building
Window Signs	P	P	P		P		No				Max 50% of Window / only 1 may blink
<b>FUNCTIONAL SIGNAGE</b>											
Address Signs	P	P	P	P	P	P	No				Maximum of 6 inches in Residential / Hybrid Districts. Maximum of 18 inches in Business Districts

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**TABLE 21.1: PERMITTED SIGNS BY DISTRICT (CONT.)**

P – Permitted Uses C – Conditional Use N – Not Permitted Use

TYPE OF SIGN	R	DC	DS	NB	M1	PUD CDO	Permit Required	Max Size (Feet)	Height (Feet)	Min. Setback (Feet)	Notes
<b>FUNCTIONAL SIGNAGE</b>											
Auction Signs	P	P			P		No	12			Can be posted 21 days prior to sale and removed within 3 days of conclusion
Awning Signs		P	P		P		Yes		Min – 8		
Canopy Signs		P			P		Yes				50% of smallest face
Circulation Signs		P	P	P	P		No	4			
Construction Signs	P	P	P	P	P	P	No	32	8		
Courtesy Signs		P	P	P	P		No				
Directional Signs		P	P	P	P		No	4			
Electronic Message		P	P	P	P		Yes				
Government Signs	P	P	P	P	P	P	No	40	8		Maximum of 40 sq. ft. and no taller than 8 feet
Help Wanted Sign		P	P	P	P		No	2			Maximum of 2 sq. ft.
Historical Markers	P	P	P	P	P	P	No				
Identification Signs	P	P	P	P	P	P	No				
Incidental Signs	P	P	P	P	P	P	No				
Off Premise Signs							No				
Name Plates	P	P	P	P	P	P	No	1			
Political Signs	P	P	P	P	P	P	No	6			Must be located outside the right of way
Portable Sign		P	P	P	P						Must be outside Right of way unless approved / must be removed nightly. Limited in Style to “A”, “H”, and “T” Frame signs.
Real Estate Signs	P	P	P	P	P	P	No	R, DC, DS – 4 Others – 8		10	Must be removed within 14 days or sale Must be placed a minimum of 10 ft. from Right of way
Real Estate Open House	P	P	P	P	P	P	No	4			Maximum of 4 sq. ft. permitted 72 Hours in advance of open house
Subdivision / gateway / entry	P			P	P	P			8	10	
Traditional Message Board							Yes				
Temporary Signs		P	P	P			No	10			Must be outside Right of way.
Yard Sale	P	P	P	P	P	P	No	4		10	May be placed 24 hours in advance of sale. One sign

											per lot a minimum of 10 ft. from right of way
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**21.11 Misrepresentation of information**

Any sign not constructed as represented on an approved sign permit application shall be construed as a misrepresentation of facts and a violation of this ordinance. In such instances, the sign in violation shall be promptly removed or the error in violation corrected within a period of time specified by the Zoning Inspector.

**21.12 Classes of signs**

Two classes of signs, structural and functional, shall be permitted to be displayed within individual zoning districts in the Village of Maineville. These are:

- (A) Structural:** Structural signs include freestanding pole/pylon, monument, projecting, wall, and window signs as defined herein.

  - (1) Freestanding pole/pylon signs** include any ground mounted sign which is suspended or supported by one or more poles, columns, or braces. Such signs shall have a clearance of 8 or more feet above ground level, and, shall not exceed 20 feet in height. Permit Required
  - (2) Monument signs** include any ground mounted sign whose foundation or base sits directly on the ground. Such signs shall have a maximum height of 8 feet above ground level. Permit Required
  - (3) Projecting signs** include any sign which is suspended from or supported by a building or structure and which extends more than 8 inches but less than 5 feet beyond the surface of such building or structure. Permit Required
  - (4) Wall signs** include any sign which is directly attached to or painted on to the exterior surface of a building or structure, and does not extend more than 8 inches beyond the surface of such building or structure. Permit Required
  - (5) Window signs** include any sign, picture, symbol, or combination thereof which is painted, glued, taped, or otherwise affixed to a window. Such signs shall not be limited in number, but, shall not be permitted to exceed 50% of total window area. Window signs shall include signs such as, but not limited to: Open, Lottery, and other Neon signage; however only one sign may blink or flash. No Permit Required
- (B) Functional:** Functional signs include auction, awning, canopy, circulation, construction, courtesy, directional, electronic message board, government, identification, name plate, political, real estate, traditional message boards, and temporary signs as defined herein.

  - (1) Auction signs** include any sign which directs the attention of the general public to the sale of personal or real property. No Permit Required.
  - (2) Awning signs** include any sign which is affixed, attached, or painted onto a surface covering either a window or a door of a business. The lowest point of

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an awning shall be at least eight (8) feet above a sidewalk or other walkway, with supports positioned as to not interfere with the normal flow of pedestrian traffic. Permit Required

- (3) **Canopy signs** include any unenclosed roof structure supported by poles or columns which provide a fascia area for the purpose of providing limited signing in conjunction with the placement of gasoline pumps. Permit Required
- (4) **Circulation signs:** Any sign which is intended to promote orderly vehicular movement directly onto or within a premise not exceeding four (4) square feet. No Permit Required
- (5) **Construction signs** include any sign which identifies the name, address, telephone number, or email address of a development, or, one or more of the following: a builder, an architect, an engineer, a contractor, a developer, a landscape architect, a plumber, an electrician, or other business firm providing a specialized skill. No Permit Required
- (6) **Courtesy signs** include any non illuminated sign which is used for the purpose of advertising the price of one or more products or services offered on the premises of a gasoline station or convenience store. No Permit Required
- (7) **Directional signs** include any sign off premise sign which directs traffic to a particular location. No Permit Required
- (8) **Electronic message board** includes any sign which incorporates the use of lights, neon, liquid crystal display, or other device in order to display a message or pattern that informs people of information items such as, but not limited to, time and temperature. Permit Required
- (9) **Government sign:** Any sign which is displayed and maintained in the public interest by a municipal, county, state, federal entity, school or place of worship. No Permit Required
- (10) **Help Wanted Signs:** Any sign advertising the need for additional help not exceeding two (2) square feet. No Permit Required.
- (11) **Identification signs** include items such as the name, address, telephone number, occupation, and/or service being provided at a particular address. No Permit Required
- (12) **Incidental Signs** are informational signs such as “No Parking”, “Loading Only”, or “Telephone” signs.
- (13) **Off premise sign** is a sign which contains either a message or symbols which does not relate to the premises where such sign is located or to which it is affixed.
- (14) **Name plate** includes any sign which displays only the name and address, or, the name, address, and occupation of a person providing services from an office located within a building. No Permit Required

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- (15) **Political signs:** Any sign which identifies a candidate or an issue in an election.. No Permit Required
- (16) **Portable Sign** is any sign which is moveable and which is not permanently attached to the ground, a structure, or other signs, and is designed or constructed in such a manner that it can be moved or relocated without involving any structural or support changes. Portable signs would include any sign which is supported by an "A-Frame", "H-Frame" or "T-Frame" base which is designed to be easily moveable. See 21.23 b. No Permit Required
- (17) **Professional name plates:** No Permit Required.
- (18) **Real estate signs:** Any sign which announce the sale, rental, lease, or selling of a building, land, or a structure and not exceeding 4 square feet in a residential district and 8 square feet in all other districts. Open house signs may be displayed a maximum of seventy two (72) hours before an open house and removed the day of the open House. No Permit Required
- (19) **Traditional message boards** include any sign which displays the name of a religious, educational, community, or other public or semi-public institutional building for the announcement of related activities, events, or services No Permit Required
- (20) **Temporary signs** include any display constructed of canvas, cardboard, cloth, paper, plastic, plywood, or other material which is placed for a specified period of time, intended to announce special events, promotions, sales, etc. Examples of temporary signs include Real Estate, Personal Property for Sale, or Yard Sale signs. No Permit Required, See 21.23a

### 21.13 Cumulative sizes of signs permitted

The amount of building frontage shall be the basis for determining the maximum allowable sign area permitted for any business choosing to utilize any combination of freestanding pole/pylon, monument, projecting, wall, and/or window signs. More specifically:

- (A) One and one half (1.5) square feet of sign area for every one lineal front foot of horizontal building facing the principal street where a business address is identified up to a maximum of 120 square feet
- (B) One (1) square foot of sign area per one foot of building setback up to a maximum of fifty (50) feet from the edge of the public right-of-way
- (C) Signs consisting of individual letters that are affixed directly to a building will be computed by measuring the area that would be required to enclose the letters.

### 21.14 Additional sign standards

- (A) Every building which has a permitted sign area of 199 square feet or less shall be entitled to one freestanding pole/pylon sign.
- (B) Every building which has a permitted sign area of 200 or more square feet shall be entitled to one freestanding pole/pylon sign and one monument sign



- (C) Buildings situated on corner lots shall be entitled to have 2 freestanding pole/pylon signs only when each street frontage is 300 or more feet in length with the exception of freestanding pole/pylon signs, there shall be no limit to the number or type of signs displayed as long as the amount of square footage is not exceeded.
- (D) For each one foot of sign placement beyond the required setback, a freestanding pole/pylon sign may be increased a maximum of 2 square feet up to a maximum of 50 square feet.
- (E) No freestanding pole/pylon or monument sign shall be located closer than 5 feet from any property line.
- (F) The lowest point of an awning sign shall be at least eight (8) feet above a sidewalk or other walkway, with supports positioned as to not interfere with the normal flow of pedestrian traffic.

## 21.15 Temporary and Portable signs

### (A) Residential, Planned Unit Development and Conservation Overlay Districts

- (1) Temporary Signs as defined in 21.12 are permitted in accordance with the following guidelines.
  - (i) Real Estate Signs may be displayed until the property is sold. Upon sale of property, sign must be removed within 14 days.
  - (ii) Yard Sale signs may be placed 24 hours in advance of the sale and removed the last day of the sale. Signs ***ARE NOT*** permitted to be placed on utility poles.
- (2) Signs are limited to a maximum of four (4) square feet per side.
- (3) No more than one (1) sign per lot
- (4) Sign must relate solely to the name or business of the occupant.
- (5) Must be located a MINIMUM of 10 feet back from the inside edge of the sidewalk.

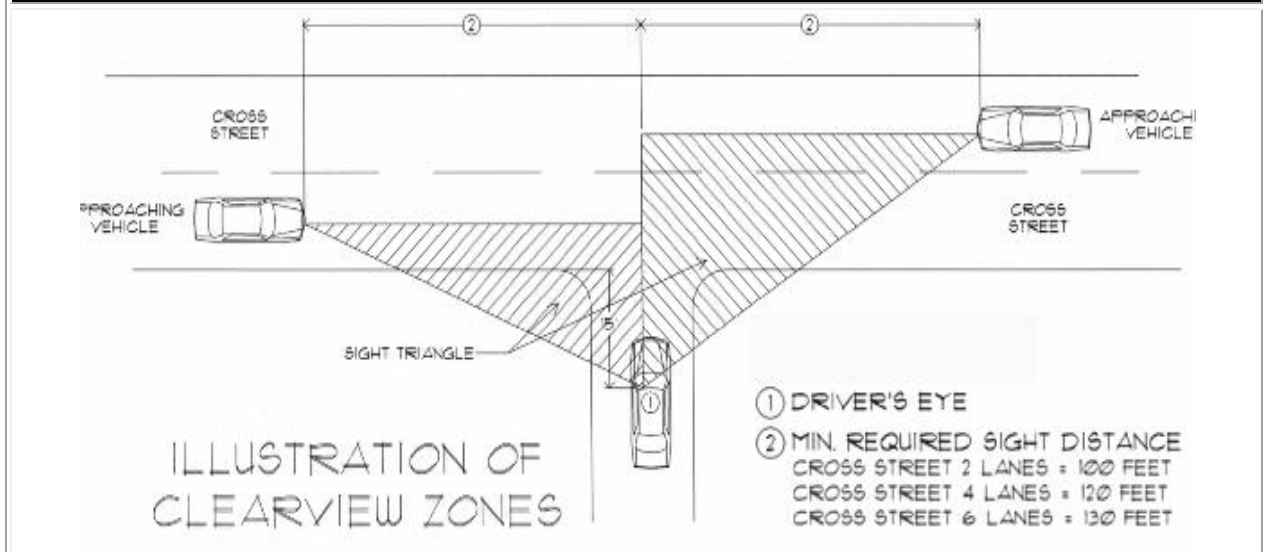
### (B) Downtown Core, Downtown Support, Neighborhood Business and Industrial Districts

- (1) Must be removed and secured indoors at the close of business. Sign cannot be displayed during non-working hours.
- (2) Limited in style to "A-Frame", "H-Frame" and "T-Frame"
- (3) Must not exceed 10 square feet per side (2'x 5')
- (4) Shall not have any lights and / or motion attention devices attached such as streamers, pennants, balloons, etc.

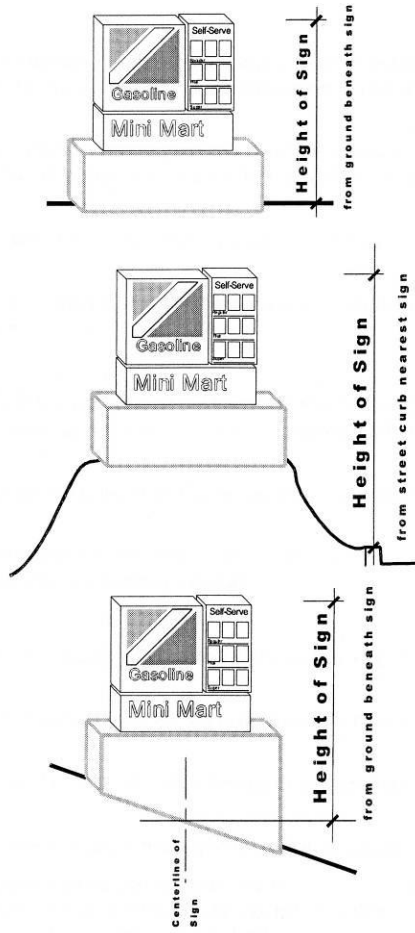
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- (5) Portable signs must conform to set back requirements as set forth in Section 21.03G
- (6) Exception: In the event a place of business cannot meet set back requirements as listed above the Zoning Inspector shall make an on site inspection to determine if alternate options are applicable. In this specific case, the Zoning Inspector shall have the authority to authorize a temporary sign location.

**TABLE 21.2: CLEAR VIEW AREA**



**TABLE 21.3: HEIGHT MEASUREMENTS OF SIGNS**



**TABLE 21.4: TYPES OF SIGNS**

