

SUBMISSION REQUIREMENTS
of the
BAY VILLAGE ARCHITECTURAL BOARD OF REVIEW

The following information must be submitted with your application in order for the Architectural Board of Review (A.B.R.) to evaluate your request. These documents must be submitted by noon twelve (12) calendar days prior to the scheduled public meeting of the A.B.R. for distribution to the board members. The A.B.R. meetings are regularly scheduled on the first and third Wednesdays of the month.

1. **DRAWINGS:** Submit nine (9) copies of the following, drawn to scale:
 - A. **Site Plan:** Locating all buildings, pavements, planting areas, utility poles, lighting poles, site plans, trash container enclosures and the location of and distance to buildings on the adjacent properties.
 - B. **Elevations:** Front, sides and rear.
 - 1) Elevations shall include design of visual barriers required for trash containers and for rooftop mechanical equipment.
 - 2) A colored rendering of the principal elevation shall be prepared and must be brought to and presented at the public meeting of the A.B.R.
 - C. **Floor Plans.**
2. **PHOTOGRAPHS:** Color photos of the existing building and lot features and photos of adjoining properties.
3. **MATERIAL SAMPLES:** Samples of all exterior materials to be used on the project, including but not limited to, brick or other masonry products, siding and trim products with manufacturers exact color and reference numbers, roofing materials, samples of awning fabrics, photos and catalogue references for light fixtures, fencing materials with photographic brochures.
4. **LANDSCAPE MATERIALS:** The site plans shall show the location, type and and size of all existing and proposed plant materials. Plants shall be identified as to specie and anticipated size at maturity.

5. SIGN PERMIT APPLICATIONS ONLY:

- A. Submit scale drawing in full color of the proposed sign. Show its location on the building.
- B. Show particulars on sign lighting and submit samples of all material colors used in the construction of the sign.
- C. Signs may be submitted for a deferred review rather than part of the review of the design phase of a new building or addition project.
- D. A letter from the building owner stating they have reviewed and approved proposed signage.
- E. Photographs of existing signage, which is to be altered.
- F. Submit a site plan showing existing sign location, and sign materials.

6. THOROUGHLY DESCRIBE, ILLUSTRATE, AND SUPPORT THE FOLLOWING ITEMS DURING THE APPEARANCE BEFORE THE BOARD:

- A. Design concept (i.e. function, style, character, etc.)
- B. Design relationship with adjacent structures and streetscape.

Date: _____
Application Fee: \$100.00
Fee Paid: _____
Date of Meeting: _____

**CITY OF BAY VILLAGE
ARCHITECTURAL BOARD OF REVIEW AND SIGN REVIEW**

Note: Owner, applicant or authorized agent must appear at board meeting. If being represented by applicant or agent, written authorization from the owner must be presented to the Secretary of the Board.

Zoning District of Property: _____ Parcel # _____

Address of Property: _____

Applicant or Agent: _____ Phone: _____

Property Owner: _____ Phone: _____

Property Owner Address: _____

Nature of Request: _____

Specific Approval Requested

- Commercial sign approval
- Cluster development or attached housing
- Alteration, addition and/or new construction of non-residential use

****This application must be completed in its entirety and submitted to the Building Department. Only after the Building Director approves the application, will you be placed on the agenda for the next available A.B.R. meeting.**

Signature of Applicant: _____ Date: _____

Application Approved By: _____ Date: _____

Building Director's signature: _____ Date: _____

Approved _____ Disapproved _____ (Check one)

Comments/Conditions: _____

**CITY OF BAY VILLAGE
APPLICATION FOR SIGN PERMIT**

Date: _____

Applicant: _____ Phone: _____

Address: _____

DESCRIPTION OF SIGN

Length _____ Width _____ Area _____

Weight _____ Single/Dbf Face _____ Height above walk _____

Size of Building Façade: Width _____ Height _____ Total Area _____

1. Location of sign on building or on premises _____

2. Wording on sign _____

3. Describe fully the construction of the frame and background on the sign _____

4. Describe fully how sign is to be fastened to structure _____

5. Describe method of illumination:

Internal _____

External _____

None _____

No. of lamps _____

Type of lamps _____

Wattage of lamps _____

6. Describe any existing signs on the building _____

7. Contractor's name: _____ Phone: _____

Address: _____

****SEE ATTACHED SUBMISSION REQUIREMENTS OF THE BAY VILLAGE ARCHITECTURAL BOARD OF REVIEW. BE SURE TO REFER ONLY TO ITEMS RELATIVE TO YOUR SUBMITTAL.**

****MUST SHOW PRIOR APPROVAL OF LANDLORD OR BUILDING OWNER, IF DIFFERENT FROM APPLICANT.**

****INCOMPLETE APPLICATIONS AND/OR LACK OF REQUIRED INFORMATION MAY CAUSE DEFERRAL TO THE NEXT MEETING.**

****BUILDING PERMIT MUST BE SECURED FROM BUILDING DEPARTMENT PRIOR TO INSTALLING SIGN**

CHAPTER 1179
Sign Control

1179.01 Purpose.	1179.05 Design criteria.
1179.02 Table of basic design elements.	1179.06 Conformance requirements.
1179.03 Application of table of basic design elements.	1179.07 Areas of special control.
1179.04 Items of information allowed.	1179.08 Permits.
	1179.09 Auxiliary design elements.
	1179.10 Signs permitted in residential district.
	1179.11 Severability clause.
	1179.99 Penalty.

1179.01 PURPOSE.

The purpose of this Chapter is to create the legal framework for a comprehensive, aesthetically balanced system of visual communication devices, hereinafter referred to as free standing ground signs, wall signs, roof signs, and projecting signs, and thereby to facilitate an easy and pleasant communication between people and their environment. Since using the environment for permanent advertising signs is a privilege and not a right, it is essential to the general welfare of the community that they should be strictly regulated and that such signs should be the reasonable minimums for identifying activities and locations within the City. With this in mind, it is the intention of this Chapter to authorize the use of signs which are:

- (A) Compatible with their surroundings;
- (B) Expressive of the type of activity to which they pertain and of the community as a whole;
- (C) Legible and in conformity with the circumstances in which they are seen.

(Ord. 75-43. Passed 6-16-75.)

1179.02 TABLE OF BASIC DESIGN ELEMENTS.

A table of basic design elements for signs is hereby attached to and made a part of this Chapter. No signs may be erected, displayed, or substantially altered or reconstructed except in conformance with the table of basic design elements. For purposes of this ordinance, a "sign" is any surface used for the public display of pictorial or literary matter, containing letters, symbols, numbers or combinations of these, which can be seen from the right-of-way of a street or highway. This section does not apply to public safety signs. (Ord. 75-43. Passed 6-16-75.)

1179.03 APPLICATION OF TABLE OF BASIC DESIGN ELEMENTS.

The Table of Basic Design Elements is to be in full force and effect immediately upon enactment of this Chapter. (Ord. 75-43. Passed 6-16-75.)

1179.04 ITEMS OF INFORMATION ALLOWED.

(A) Each activity is entitled to display a sign or signs containing no more than eight items of information on the primary street or highway to which it has access. Each activity is entitled to display a sign or signs containing no more than 6 items of information on the

secondary street or highway to which it has access. Each activity is entitled to display a sign or signs of no more than 6 square feet at rear entrance for identification or instruction purposes. Signs should be commonly designed as part of the building or architectural style and not be just unrelated areas with lettering.

(B) An item of information means any of the following: a word; an abbreviation; a number and a symbol; a geometric shape.

(C) In computing items of information, the following lettering is not to be included:

- (1) Letters less than 3 inches in height, if they are contained in a wall sign;
- (2) Letters less than 19 inches in height carved into or securely attached in such a way that they are an architectural detail of a building, provided:
 - (a) They are not illuminated apart from the building, are not made of reflecting material, and do not contrast sharply in color with the building; and
 - (b) Do not exceed one inch in thickness.

(D) Signs may be displayed as ground signs, wall signs, roof signs, or projecting signs, within the limitations and restrictions as further provided by this Chapter, provided the items of information allowance authorized by this section is not exceeded.

(E) The Review Committee has the right to adjust the provisions above where it is obvious that an alternative plan meets the basic intent of this Chapter.

(Ord. 75-43. Passed 6-16-75.)

1179.05 DESIGN CRITERIA.

(A) Free Standing Ground Signs:

- (1) Any activity or group of activities may display one free standing ground sign of the area and height indicated in the Table of Basic Design Elements, provided:
 - (a) The activity is accessible by automobile and has off-street parking on the premises; or
 - (b) The front of the building or structure in which the activity is conducted is set back at least 35 feet from edge of the adjacent street right-of-way.
- (2) Free standing ground signs are also subject to the following additional limitations:
 - (a) A free standing ground sign which is 6 square feet or more in area may be displayed only on a frontage of 100 feet or more;
 - (b) Where frontage exceeds 100 feet, only one free standing ground sign shall be permitted for common multiple use. For each 100 feet of frontage no more than 8 items of information shall be displayed 8 items of information may be displayed on one or both side of a free standing ground sign.
 - (c) An activity may have both free standing ground and projecting signs but only one of these signs may be 6 square feet or more in size;
 - (d) Such signs and their supports are not permitted to project over public property.

(B) Wall and Roof Signs:

- (1) Any activity or group of activities may display wall or roof signs, or

a combination of both, subject to the requirements of the Table of Basic Design Elements. Wall signs may be attached flat to or pinned away from the wall, but may not project from the wall by more than 12 inches. For purposes of this Chapter, a "roof sign" is a sign which is displayed above the eaves and under the roof line.

- (2) The permitted area of wall and roof signs is shown by the Table of Basic Design Elements, which indicates the percentage of the signable area of the building or structure which may be utilized for wall and roof signs. "Signable area" of the building means an area of the facade of the building up to the roof line which is free of windows and doors or major architectural detail. One signable area may be chosen for each activity, and the square footage for such area shall be calculated as an imaginary rectangle or square enclosed therein.
- (3) In calculating the signable wall area of a building which may be used for wall and roof signs the following provisions also apply:
 - (a) The total area of the sign, including the background, is counted as part of the signable area, if the sign is enclosed by a box or outline.
 - (b) Only the rectangular area of the letter is counted as part of the signable area if the sign consists of individual letters.
- (4) Wall and roof signs are subject to the following limitations:
 - (a) Wall signs placed in the vertical space between windows may not exceed in height more than $\frac{2}{3}$ of the distance between the top of a window and the sill of the window above, or major architectural details related thereto;
 - (b) All or a portion of the signable area may be contained in a roof sign. For commercial activities, no roof sign may be higher than the ground sign permitted by the Table of Basic Design Elements for the same activity at the same location;
 - (c) Wall signs may not extend above the roof line;
 - (d) A sign may not cover or interrupt major architectural features.
- (5) Where it is obvious that an alternative plan meets the basic intent of this Chapter, the Review Committee has the right to adjust the provisions above.

(C) Projecting Signs.

- (1) Any activity or group of activities may display one projecting sign, subject to the requirements of the Table of Basic Design Elements, on each street frontage.
- (2) The following additional regulations also apply to projecting signs:
 - (a) Projecting signs must clear sidewalks by at least 8 feet and may project no more than 4 feet from the building;
 - (b) Projecting signs must be pinned away from the wall at least 6 inches;
 - (c) Projecting signs are not permitted at the intersection of corners, except at right angles to a building front;
 - (d) Projecting signs may not extend vertically beyond the roof eave or parapet;
 - (e) No projecting signs may be closer than 25 feet to any other projecting signs. (Ord. 75-43. Passed 6-16-75.)

1179.06 CONFORMANCE REQUIREMENTS.

- (A) All nonconforming signs must be removed, changed or altered to conform to

the provisions of this Chapter, according to the following schedule, except when there is a modification of a sign it must be brought up to conform with this passage:

<u>Original Cost of Sign</u>	<u>Compliance Period</u>
Less than \$ 100	By end of 6 months
\$100 to 500	By end of 12 months
500 to 1,000	By end of 24 months
1,000 to 3,000	By end of 48 months
More than 3,000	By end of 60 months

- (B) If more than one sign permitted for an activity is or becomes nonconforming, the original cost of all the signs so displayed shall be aggregated for purposes of determining the applicable compliance period.
- (C) A sign is or becomes "nonconforming" if it is not in conformance with the provisions of this Chapter and the Table of Basic Design Elements.
- (D) The City, with the guidance of the Review Committee, will survey all existing applicable signs, and all owners having signs which do not conform with this Chapter will be notified in writing by the City. Those cited by the City can elect to be bound by the requirements of the compliance schedule, or may apply within 30 days to the Review Committee for individual consideration. The Review Committee may waive or modify application of compliance provisions when any sign is considered to meet both of the following requirements:
- (1) General conformity to the spirit of the sign control ordinance;
 - (2) Present special financial or physical problems to move or replace any sign.
- (E) A final appeal to the Board of Zoning Appeals is still available to owners of signs cited under provisions of this Chapter.
- (F) The compliance period prescribed in subsection (A) of this section shall begin to run on the date on which the notice is given to owner that sign is nonconforming.
- (G) A change in the ownership of the real estate or a change in the management of the property or business activity does not affect the status of an existing sign under this Chapter. (Ord. 75-43. Passed 6-16-75.)

1179.07 AREAS OF SPECIAL CONTROL.

It is recognized that the regulations provided in this Chapter cannot sensitively handle all of the sign situations in an area as diverse as that covered by the City of Bay Village. Therefore, the Council on recommendation by the Planning Commission, by ordinance, and following notice and hearing, may designate any of the following areas as areas of special control and locate them on a special map designed for that purpose, and authorize special provisions by ordinance:

- (A) Architectural, historic or scenic areas whose special and unique visual characteristics, or whose natural beauty, require special sign regulations to insure that all signs used within the area are compatible with each other. Generally it is expected that sign regulations in these areas will be more restrictive than those which would otherwise be applicable under this Chapter.
 - (B) Shopping centers are, by nature, highly individual in design characteristics and therefore require special flexibility in sign design. When so designated, shopping centers will submit their sign plans to the Planning Commission along with site and general building plans when requesting a building permit.
- (Ord. 75-43. Passed 6-16-75.)

1179.08 PERMITS,

No signs other than temporary window signs, or those permitted "home" signs (see 1179.10(B)) may be displayed unless Application for Sign Permit is made to the Building Commissioner who refers it to the Review Committee. This Committee by their approval authorizes issuances of a permit for the display of the sign. (See C.O. 1305.02(f) Fees for Sign Permits.) The Review Committee may determine the manner in which application to display a sign is made; may require the application be accompanied by the name, address and telephone number of the owner as well as the applicant; the location of the structure to which or upon which the sign is to be painted, attached, or erected; the position of the sign in relation to other nearby structures; a site plan, drawings, or other suitable illustrations sufficient to indicate the character of the sign and of the surroundings in which it is to be displayed; the illumination source, if any; and may attach to its approval of an application for sign permit, those conditions which in its judgment, are reasonable having regard to the character of the sign and of the surroundings in which it is to be displayed. (Ord. 75-43. Passed 6-16-75.)

1179.09 AUXILIARY DESIGN ELEMENTS.

(A) City Council may authorize the Review Committee to adopt rules governing the display of Auxiliary Design Elements for activities, having regard to the limitations established by this Section and the character of the activity and of the surroundings in which it is located.

(B) Rules may be enacted for the following Auxiliary Design Elements, subject to the limitations established for each sign:

- (1) Awnings, canopies, and marquees are permitted for all activities in all areas. However, any letters over 3 inches in height which are displayed on an awning or canopy are debited against the items of information allowance established by Section 1179.04. A single identifying double-faced name plate sign may be suspended from a canopy, at right angles to an establishment or store unit. Dimensions of such a sign shall be no greater than 12 inches high and 74 inches wide and shall be centered at the symmetrical center line of the canopy ceiling. Such signs shall be surface mounted to the underside of the canopy.
- (2) Temporary window signs are permitted for all except industrial activities in all areas. They may not exceed 15% of the area of the window in which they are displayed and must be attached to the inside of the window. Temporary window signs are not debited against the items of information allowance established by 1179.04. ("Temporary" for purposes of this Chapter is considered to be 30 days.)

(C) Permitted are the following types of illumination and mechanical movement for all activities in all areas, subject to the limitations indicated in this Section:

- (1) Colored light. White is the only color of light which is permitted for institutional activities or in areas designated as residential or within 500 feet of such areas.
- (2) Mechanical movement refers to animation, revolution, movement up and down, or movement sideways. Signs which move mechanically may be permitted only for motion picture theaters, amusement and recreation services, or as permitted in areas of special control. Windblown devices such as pennants, spinners, and streamers are not permitted for any activity.

- (3) Flashing signs which consist of a light which is intermittently on and off are prohibited.
- (4) Banners are prohibited except by permission of Council.
- (5) Illuminated surface colors. Internal illumination. i.e. a light source concealed or contained within the sign, and which becomes visible in darkness through a translucent surface.
- (6) Indirect illumination, i. e. a light source not seen directly.
- (7) Floodlight illumination, provided that the flood light or spotlight is positioned so that none of the light shines onto an adjoining property or in the eyes of pedestrians or motorists.
- (8) Neon tube illumination, i.e. a light source supplied by a neon tube which is bent to form letters, symbols, or other shapes.
- (9) Illumination controls. Flashing, moving, rotating intermittently lighted signs or other mechanically rotated or eye-catching devices shall be prohibited. Display 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 Chapter relating to electrical installations. Signs shall not be illuminated by fluorescent lamps using more than 425 milliamperes or by transformers of more than 30 milliamperes capacity. Fluorescent lamps of 800 milliamperes may be used provided the spacing between such lamps is no less than 9 inches from center to center of lamp and such lamps are not closer than 5 inches from center of lamp to inside face or faces of sign. Neon tubing may be powered by milliampere transformers only when such tubing is used to backlight silhouetted letters or for the internal illumination of plastic faced signs or letters. Such tubing shall not be visible to the eye and shall not be closer than one inch to the plastic face or letter of any sign.

(D) Trailered signs are prohibited. (Ord. 75-43. Passed 6-16-75.)

1179.10 SIGNS PERMITTED IN RESIDENTIAL DISTRICTS.

The purpose of this section is to specify permitted signs on private property in residential districts.

- (A) All permitted land uses other than residences shall apply the provisions of Sections 1179.01 through 1179.11, and in addition, the following signs when specially authorized by resolution of Council:
 - (1) An announcement sign or bulletin board for the use of public, charitable or religious institution lawfully occupying and using the premises.
 - (2) A sign identifying the occupant of any permitted building or structure other than a dwelling or apartment house and indicating the nature of the permitted use. Such sign shall not exceed twelve square feet in area and, if illuminated must have the light source shielded from highways and adjoining properties.
- (B) Single family and two-family homes are permitted:
 - (1) Sign not exceeding two square feet in area bearing the house number and name of the occupant of any permitted dwelling. A physician, surgeon or dentist, etc., using a part of his home as a professional office, as permitted under Section 1141.04(D), may include an identification of his profession on this sign. No window display or other sign may be used.

- (2) One temporary sign, not exceeding six square feet in area, advertising the premises on which it is maintained as being for sale or lease, and one temporary sign, not exceeding six square feet in area, advertising the fact that the property has been sold, which latter sign may remain for a period of no longer than two weeks from the date of sale, provided, however, two such signs shall be permitted on a single parcel which abuts two or more streets. Such sign shall not extend more than thirty-six inches above grade level. (Ord. 76-63. Passed 6-7-76.)
- (3) Temporary signs in support of or in opposition to political candidates or issues, which signs may be erected no sooner than thirty days before an election and which must be removed within two days following an election. Such sign shall not exceed fifteen square feet, and shall not extend more than four feet above grade level. The responsibility for removing the sign shall be on the candidate or on the organization supporting or opposing the issue, as the case may be. (Ord. 00-91. Passed 10-2-00.)
- (4) Temporary signs shall not be illuminated.
- (5) Any sign found to be placed on public property which is in violation of the provisions of this subsection (b) shall be confiscated by the City and removed to the City Police Station. The owner of such sign may claim the same upon the payment of a storage charge of five dollars (\$5.00). (Ord. 76-63. Passed 6-7-76.)

1179.11 SEVERABILITY CLAUSE.

If any section, subsection, sentence, clause, phrase or portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this chapter. (Ord. 75-43. Passed 6-16-75.)

1179.99 PENALTY.

(a) Whoever violates any provision of this chapter, except Section 1179.10, shall be fined not more than two hundred fifty dollars (\$250.00) and costs. Each day of violation shall be considered and constitute a separate chargeable offense.

(b) Whoever violates any provision of Section 1179.10 is guilty of a minor misdemeanor. (See Section 501.99 for penalties applicable to any misdemeanor classification.) (Ord. 76-63. Passed 6-7-76.)

SIGN CONTROL

TABLE OF BASIC DESIGN ELEMENTS

CHAPTER 1179

RETAIL BUSINESS District
 COMMERCIAL BUSINESS District
 ADMINISTRATIVE OFFICE & APARTMENT District
 RESEARCH DEVELOPMENT & LIMITED MANUFACTURING District
 AUTOMOBILE PARKING District

LANES & SPEEDS	ITEMS OF INFORMATION	AREA	HEIGHT	PERCENT OF SIGNABLE AREA	FREE STANDING GROUND SIGNS		WALL & ROOF SIGNS		PROJECTING SIGNS		ROOF SIGNS	
					AREA	HEIGHT	AREA	HEIGHT	AREA	HEIGHT	BELOW ROOF LINE	ABOVE ROOF LINE
2 25 mph	8*	30 sq. ft.	16 ft. **	40%	20 sq. ft.	16 ft.	yes	no				
2 35 mph	8*	30 sq. ft.	16 ft. **	40%	20 sq. ft.	16 ft.	yes	no				
4 35 mph	8*	30 sq. ft.	20 ft. **	30%	30 sq. ft.	16 ft.	yes	no				

* = on each side of two-sided sign.
 ** = height of free standing ground sign shall be measured from the grade at the edge of the right-of-way.

CITY OF BAY VILLAGE