

AGENDA
ZONING BOARD OF APPEALS

July 8, 2015

6:30 PM

CITY HALL, 101 GREEN STREET, GALENA, IL

1. Call to Order
2. Roll Call and Declaration of Quorum
3. Approval of April 8, 2015 ZBA Meeting Minutes.

OLD BUSINESS

4. None

NEW BUSINESS

5. None

COUNTY ZONING

6. None

WORKSESSION & OTHER

7. Review new signage brochure for local businesses and discussion about flag signs.

PUBLIC COMMENTS

8. Public Comments

9. Adjourn

Anyone who may require special assistance or special accommodation should contact City staff during office hours at 777-1050, prior to the meeting.

Posted July 3, 2015

By Matt Oldenburg

MEMO

To: The Zoning Board of Appeals
From: Matt Oldenburg, Zoning Administrator
Date: July 3, 2015

RE: Work Session – New Signage Brochure for Local Businesses & Discussion about Flag Signs

Summary:

The purpose of this work session is to seek comments / corrections / additions / review from the ZBA regarding a new brochure that will help existing and new business owners / managers better understand the Zoning Ordinance’s Signage Regulations.

Often, business owners / managers try new things to attract visitors to their shops; this is an attempt to give them guidance and understanding on what is and what is not allowed.

Additionally, there is an ambiguity between the current ordinance and an old policy regarding the use of flag signs in town. I would like to have a discussion regarding the standing ordinance, which prohibits flag signs, and the old policy that allowed existing flag signs along Main Street to remain and to allow flag signs at businesses off of Main Street (such as along Commerce Street) to indicate whether they were “Open” or selling “Antiques”.

My intent is to clarify the regulation for flag signs after discussion with the ZBA by either strictly enforcing the standing ordinance having all businesses remove the flag signs; or, after discussion and recommendation by the ZBA, initiating a text amendment that would allow flag signs in certain locations “off the beaten path” or whatever the ZBA recommends.

To date, I have not largely enforced the flag ordinance due to this discrepancy as I do not want to be partial with any businesses. I have included the current ordinance below and a photo of an example flag sign.

📖 § 154.015 DEFINITIONS.

FLAG. The flag of the United States, the State of Illinois, the City of Galena and foreign nations having diplomatic relations with the United States, and any other flag adopted or sanctioned by an elected legislative body of competent jurisdiction provided that such a flag shall not exceed 60 square feet in area. Any flag not included above shall be considered a sign and shall be subject to regulation as such.

📖 § 154.804 PROHIBITED SIGNS.

(A) *General prohibition.* Any sign or other street graphic not expressly permitted by this subchapter shall be deemed prohibited within the jurisdiction of this chapter.

(B) *Strictly prohibited signs.* The following signs are strictly prohibited within the jurisdiction of this chapter.

(6) Signs which rotate, revolve, or have any movable part, including signs which give the appearance of movement.

(7) Signs which produce movements achieved by normal wind currents, other than weather vanes unrelated to business or commerce.

📌 **§ 154.805 SIGNS EXEMPT FROM PERMITTING.**

No permit is required for the following signs.

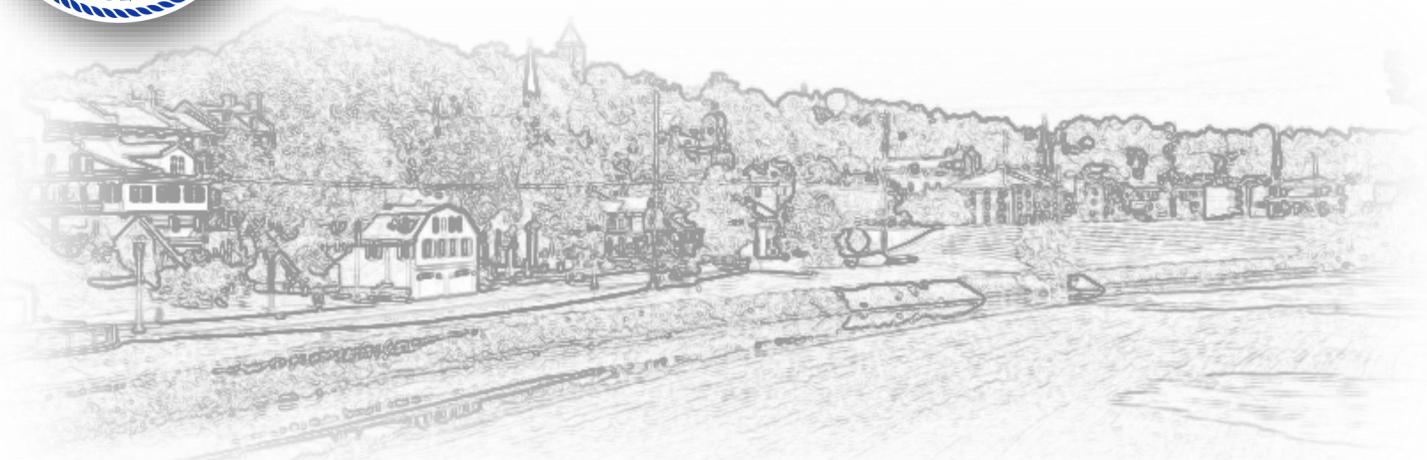
(B) Flags, as defined in § [154.015](#).





Zoning Basics: Signage

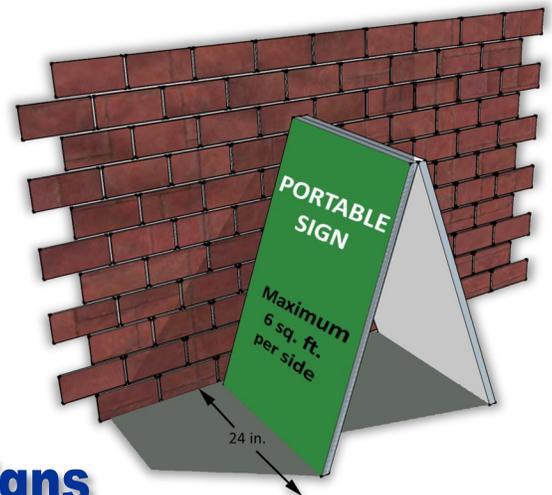
A GUIDE TO THE ZONING ORDINANCE OF GALENA, ILLINOIS



There is a spirit and a quality about the city that is readily visible and best described as being mid-1800's. It is reflected in the architecture in the Historic District and it is very important that this quality be retained. Exterior signs are important tools used to effectively advertise businesses and provide direction. Signs have a clear impact on the character and quality of the city, thus the development, implementation and enforcement of effective standards is paramount. As a prominent part of the urban fabric, signs may attract or repel the viewing public, affect the safety of pedestrian and vehicular traffic, and help set the character and legibility of neighborhoods in the city. It is important that signage contribute to a district's "sense of place" and complement its surroundings, while setting a tone that is harmonious with the city's existing natural, architectural and residential/urban setting.

Portable Signs

- Allowed in Commercial Districts within the Historic District
- Area of the sign can be 6 square feet or less and no taller than 6 feet
- "Sandwich Board" & "A-Frame" signs are typically found downtown
- No more than two per business at any time
- **Must be within 24 inches of the building or property line**
- **Must be at location of the business—not off-premises**



Temporary Signs

- Temporary signs may be permitted on a property up to 4 times per year, 14 days maximum per time
- A Temporary Sign Permit is required and is issued by the Zoning Dept. at City Hall
- A yellow sticker is issued with the permit and it must be affixed to the sign
- Area of the sign can be 32 square feet or less
- Balloons and attention getting devices are only allowed with this permit



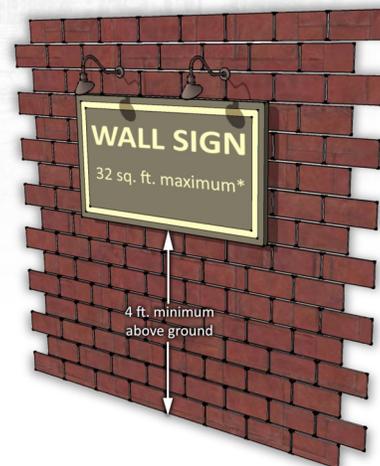


Projecting Signs

- In appropriate districts, 1 **Projecting Sign** is allowed per street frontage per business
- 12 square feet maximum area
- Can neither project more than 4 feet from wall, nor can it be closer than 2 feet from the curb
- **Bottom edge must clear sidewalks by at least 8 feet**
- Top edge may not be more than 15 feet from the ground

Wall Signs

- In appropriate districts, no more than 1 **Wall Sign** allowed per business per side
- 32 square feet maximum area; may be increased to 7.5% of façade in some cases
- Allowed on street front sides and sides perpendicular to a street
- Must be affixed flat against the wall and shall not extend further than 4 inches from wall
- Should be mounted at a minimum of 4 feet above the ground, but if it sticks-out from the wall, then it must be a minimum of 8 feet above the ground if a sidewalk is present



Window Signs

- In appropriate districts, no more than 1 permanent **Window Sign** allowed per window
- **20% maximum coverage** of the area of the glass is allowed
- **Temporary Window Signs** and **Permanent Window Signs** total area shall not exceed 25% of total glass area—75% of the window needs to be open
- **Temporary Window Signs may only advertise on-premises activity or community-sponsored / cultural events, not off-premises businesses**
- TV's / Monitors may be allowed, restrictions apply, ask Zoning Administrator

Awning Signs

- Signs are allowed on awnings on the front and sides
- Lettering and graphics must be less than 20 inches in height
- Bottom of awning shall be no lower than 8 feet above sidewalk



Questions?

Additional regulations and information can be found online at www.cityofgalena.org in the Code of Ordinances under Title XV: Land Usage, Section §154.801—815. Please inquire with the Zoning Administrator when considering new signs or changes to existing signs at:

Phone: **815-777-1050** Email: mjoldenburg@cityofgalena.org