

SIGN ORDINANCE

CITY OF MONROE, MI



FINAL ADOPTED JUNE 2023

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SECTION 1: PURPOSE AND INTENT

SECTION 1.01

PURPOSE

The purpose(s) of this article is to regulate signs and outdoor advertising so as:

1. To protect the public health, safety, and general welfare;
2. To ensure the stability and enhancement of property values;
3. To protect the character of the City of Monroe;
4. To provide proper identification for business and institutions within the City;
5. To eliminate difficulty or confusion for the public to locate goods, services and facilities;
6. To promote aesthetics and continued attractiveness of the City of Monroe;
7. To regulate, define, and control the location, size, type, amount and placement of all signs and sign structures;
8. To prevent and/or eliminate excessive and confusing sign displays.

SECTION 1.02

CONFLICT WITH OTHER LAWS

In any case where a provision of this article is found to be in conflict with a provision of any zoning, building, housing, fire, safety or health ordinance or code of the City of Monroe existing on the effective date of this article, the provision which establishes the most restrictive standard shall prevail.

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SECTION 2: DEFINITIONS

SECTION 2.01

DEFINITIONS

This section defines certain terms and words as follows:

ABANDONED SIGN — Any sign which no longer advertises a bona fide business, lessor, service, owner, product or activity and/or for which no legal owner can be found.

AWNING SIGN — Any sign attached, displayed, or constructed on the surface(s) of an awning.

BANNER — A sign made of fabric, cloth, paper or other nonrigid material that is typically not enclosed in a frame.

BILLBOARD — A permanent off-premise sign erected, maintained and used for the purpose of providing facing or surface for commercial or non-commercial messages and is regulated in accordance with regulations governed by the Highway Advertising Act, 1972 PA 106, as amended.

CANOPY (ATTACHED) — A overhead structure or architectural projection attached to a building on one (1) or more sides. Attached canopies may have columns or posts for additional support.

CANOPY (FREESTANDING) — A freestanding, open overhead structure supported by columns or posts.

CHANGEABLE COPY — Movable letters or other forms of sign copy, not including animated copy, that can be altered by physical, mechanical or electrical means without replacing the sign copy area.

CHANGE OF COPY — The replacement of changeable copy only, replacement does not include modifications to sign structure, frame, or alterations of sign size.

CLEAR VISION ZONE — The clear vision zone (sometimes called the "sight triangle") is a triangular-shaped area on corner lots. Objects shall not be

allowed between the heights of three (3) feet and ten (10) feet above the road grade level so that drivers stopped at an intersection can see oncoming traffic.

CONFORMING SIGN — A sign that is legally installed and maintained in conformance with all regulating laws and ordinances.

DIRECTIONAL SIGN — A sign located at the entry or exit of a business or commercial establishment designed to provide parking, driving and orientation information for pedestrian or vehicular traffic.

DIRECTORY SIGN — A ground sign listing only the names of tenants or occupants of a building, group of buildings, and/or business district, their professions or business activities, and their direction or location.

DISPLAY TIME — The specified amount of time a message or graphic is displayed on an Electronic Message Center Sign.

ELECTRONIC MESSAGE CENTER SIGN — A sign that contains a changing message, by remote or automatically, within a digital copy area that is displayed for a specific period of time. Messages do not travel or scroll across the digital copy area.

FACING or SURFACE — The surface of a sign upon, against, or through which the message is displayed or illustrated on the sign.

FLAG — A piece of cloth having a distinctive size, color and design, used as a symbol, standard or emblem.

FLASHING OR MOVING SIGN — A sign having any visible moving parts, visible revolving parts, visible mechanical movement of any description, or by action of normal wind current.

FOOT CANDLE — A unit of measurement of light or illumination emitted by or reflecting off a service.

FRONTAGE — The linear dimension of a parcel or lot measured along the public street right-of-way line.

SECTION 2: DEFINITIONS

GROUND SIGN — Any sign supported by one (1) or more uprights and/or braces placed in, or anchored to, the ground, not attached to any building. See “monument sign,” “pole sign,” “post sign” and “sandwich board sign.”

HALO LIT - A sign illuminated by a glow of light around the sign lettering or structure where the lighting element is positioned to shine out from behind or from the reverse of the sign lettering or structure.

IDENTIFICATION SIGN — A sign identifying the on-premise location of business served, products or services offered and/or a combination of these things. Such signs are located only on the premises on which business is situated or on which the principal product is offered for sale.

ILLEGAL SIGN — A sign which does not meet the requirements of this ordinance, and which has not received legal nonconforming status.

ILLUMINATED SIGN — Any sign which has characters, letters, figures, designs, or outlines illuminated by an electric light or luminous tubes as a part of the sign.

INFLATABLE SIGN — A sign that is either expanded or its full dimensions are supported by gases contained within the sign, or a sign part, at a pressure greater than atmospheric pressure.

MARQUEE — A permanent canopy usually of metal and glass displaying, electronically or non-electronically, the title of an attraction which projects over an entrance to a building, such as a theater or hotel.

MENU BOARD — A sign which is intended to service patrons using a drive-through facility.

MONUMENT SIGN — A ground sign mounted on a base directly to the ground.

MONUMENT SIGN BASE — The lower part of a monument sign, which may appear as a separate architectural feature and serves as its ground support.

MURAL SIGN— A sign painted on an exterior building wall, ground or structure.

NAMEPLATE — A permanent, non-illuminated wall sign used to identify the occupant, business name and/or address of a building or parcel of land.

NONCONFORMING SIGN — Any sign that was lawfully erected and maintained prior to the effective date of this chapter, and any amendments thereto, and that fails to conform to all applicable regulations and restrictions of this article.

OFF-PREMISES SIGN — A display sign, including billboards, that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

ON-PREMISES SIGN — A sign which advertises or identifies only goods, services, facilities, events or attractions on the premises where located.

PENNANT — A long, triangular, tapering flag, often bearing an emblem.

POLE SIGN — A ground sign mounted on a freestanding pole(s) or other support(s) with a clear space between the bottom of the sign face and the grade.

PORTABLE SIGN — A sign, usually temporary nature, not securely anchored to the ground or to the building or structure adjacent to it, and which obtains some or all of its structural stability with respect to wind or other normally applied forces by means of its geometry or character. A portable sign is not defined to include a sidewalk sign.

PROJECTING SIGN — Any sign which is attached to a building or other structure which extends more than eight inches beyond the face of the building or structure or eight inches beyond the surface of that portion of the building or structure to which it is attached and is perpendicular or nearly perpendicular to the building surface and is permanently attached to the building or structure surface. A projecting sign shall not include or be a part of any canopy, awning or marquee sign.

REAL ESTATE DEVELOPMENT OR CONSTRUCTION SIGN — A temporary ground or wall sign listing the name of the project developers, contractors, engineers and architects on the site being developed or located at the entrance of a residential development under construction listing the name of the development and general information, such as the number and types of units to be built, price range and similar data.

REAL ESTATE SIGN — A temporary sign indicating that the property where the sign is placed is for sale, lease or rent.

RIGHT-OF-WAY (ROW) – A legal right of one to pass over the property of another; a strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied by a road, crosswalk, railroad, electric transmission line, oil or gas pipeline, water line, sanitary sewer, storm sewer, and other similar utilities and uses.

ROOF SIGN — A sign which is erected, constructed and maintained onto and above the roof of a building.

SANDWICH BOARD SIGN — A portable, non permanent sign placed within the pedestrian public right-of-way of a public sidewalk during regular business hours, consisting of an “A” frame or “T” frame or other temporary style, typically with not more than two (2) flat surfaces containing messages, and not permanently affixed to any structure or to the sidewalk itself.

SIGN — Any device, structure, inflatable, fixture, illustration or placard with or without graphics, symbols, and/or written copy for the primary purpose of identifying, providing directions or advertising any establishment, product, goods or services.

SIGN AREA (MEASUREMENT OF) — The entire area within a circle, triangle, or rectangle enclosing the extreme limits of writing representation, emblem or any figure of similar character together with any frame or other material or other color forming an integral part of the display or used to differentiate it from the background against which it is placed, excluding the necessary supports or uprights on which

such sign is placed. For additional information and specifics refer to **Section 7.05 Sign Area and Height**.

SIGN HEIGHT (MEASUREMENT OF) — The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. For additional information and specifics refer to **Section 7.05 Sign Area and Height**.

SITE ENTRY FEATURES WITH SIGNAGE — An architectural feature that defines, delineates and differentiates the entrance to a residential subdivision, apartment community, condominium development, mobile home park or office, business or industrial park, or similar development from a major thoroughfare without being a visual intrusion or distraction to the general public and the traveling motorist. Signage identifying the name of the development may be incorporated into the architectural feature.

TEMPORARY SIGN — A sign or other advertising device constructed of light, temporary materials, with or without a structural frame, intended to be used for a limited time for display, demonstration, or announcement.

TIME-TEMPERATURE SIGN— A sign which displays the current time or outdoor temperature, or both, and which displays no other material except for the name of a business, product or service.

VEHICLE BUSINESS SIGN— A sign painted or attached to a vehicle which is posted or placed upon an owner’s premises primarily for purposes of advertising the premises. Commercially licensed vehicles which are generally used daily off site are not included in this definition.

WALL SIGN — All flat signs of solid face construction which are placed against a building or other structure and attached to the exterior front, rear, or side wall of any building or other structure.

WINDOW SIGN — A sign installed on the surface of a window and intended to be viewed from the outside.

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SECTION 3: EXEMPT, TEMPORARY & PROHIBITED SIGNS

SECTION 3.01

EXEMPT SIGNS

The following signs are specifically exempt from the sign permit requirements but are subject to **Section 4 - Enforcement, Permit & Application Requirements**, where applicable, and the following regulations and standards:

1. **Bed-and-Breakfast Signs.** One (1) sign, not to exceed six (6) square feet, shall be permitted for a bed-and-breakfast approved by the City. The sign shall either be mounted to the building or shall be within two (5) feet of the building if the sign is freestanding. Freestanding Bed-and-Breakfast signs shall not exceed three (3) feet in height.
2. **Business Affiliation Signs.** Signs not exceeding an aggregate total of three (3) square feet per business indicating acceptance of credit cards or open/closed or describing business affiliations and attached to a permitted sign, exterior wall, building entrance or window.
3. **Directional Signs.** Each premises shall be permitted to have one (1) directional sign per driveway, or two (2) directional signs if two (2) one-way directional drives are used. Additional directional signs to improve circulation on site are permitted, provided that they are not placed within the front yard. The sign shall not exceed four (4) feet in height and shall not exceed four (4) square feet in surface display area. The sign may be illuminated by internal means only. Directional signage may identify the business(es) served and may provide directional information on parking and driving.
4. **Flags.** Flags shall follow the following standards:
 - a. A maximum of four (4) flags are allowed at any one (1) property or parcel. Government owned or park properties shall be exempt from this requirement.
 - b. For each type of flag (state, national, corporate, etc.) a maximum of one (1) of each type may be displayed and shall follow the maximum total allowance for each property or parcel as noted in this section.
 - c. Flags hanging from building fronts shall not exceed three (3) feet into the adjacent walking surface. A minimum clearance of eight (8) feet must be maintained if the flag overhangs into adjacent walking surface.
 - d. Flags may not extend beyond the property line more than eight (8) feet and shall be properly anchored to the building.
 - e. Flags attached to poles or posts, that are separate from the building, shall not exceed the maximum allowable building height of the zoning district per the City of Monroe Zoning Ordinance.
 - f. Flags shall be maintained in good condition and shall be removed if it becomes tattered or damaged.
7. **Gas Station Pump Island Signs.** Located on the structural supports identifying “self-serve” and “full-serve” operations, provided that there is no business identification or advertising copy on such signs, that there are no more than two (2) such signs per pump island and that such signs do not exceed four (4) square feet in area.
8. **Historical Marker.** Plaques or signs describing state or national designation as an historic site or structure and/or containing narrative.
9. **Historical Signs (Incorporated into the Construction of a Building).** A sign that was installed during construction of the building shall not be calculated in calculation of total permissible sign area.
10. **Home Occupation.** A maximum of one (1) sign per property, not to exceed four (4) sq. ft. in area, shall be permitted for a home occupation approved by the City. The sign shall be mounted to the building, no freestanding signage shall be permitted.

11. **Integral Signs.** Names of buildings, dates of erection, monumental citations, and commemorative tablets when carved into stone, concrete or similar material or made of bronze, aluminum or other noncombustible material and made an integral part of the structure.
12. **Menu Board.** Up to two (2) signs each no greater than 16 square feet which display menu items and contain a communication system for placing food orders at an approved drive-through restaurant, provided that such sign(s) is not in the front yard.
13. **Miscellaneous Signs.** On vending machines, gas pumps, and ice containers signage indicating the contents or announcing on-premises sales, provided that the sign on each device does not exceed three (3) square feet in area.
14. **Noncommercial Signs.** Signs containing noncommercial messages, such as those designating the location of rest rooms, restrictions on smoking and restrictions on building entrances, provided that such signs do not exceed two (2) square feet in area.
15. **Owner/Tenant Signs.** Address or occupant name and other signs of up to two (2) square feet in area mounted on the wall of a commercial building.
16. **Parking Lot Signs.** Indicating restrictions on parking, when placed within a permitted parking lot, are a maximum of six (6) feet in height, and do not exceed nine (9) square feet in area.
17. **Public Signs.** Signs of a noncommercial nature and in the interest of and erected by or on the order of a public officer or the Zoning Administrator in the performance of public duty, such as directional signs, regulatory signs, warning signs, and informational signs.
18. **Regulatory, Directional and Street Signs.** Erected by a public agency in compliance with Michigan Manual of Uniform Traffic Control Devices, as amended.
19. **Street Address Signs.** Street numbers not exceeding two (2) square feet in area on dwelling or mailbox only.
20. **Temporary signs.** Temporary signs shall be permitted without a permit, when confined within private property, when not encroaching into the visibility triangle at street intersections and according to the standards listed in 3.02.
21. **Warning Signs.** "No Trespassing" or warning of electrical currents or animals, provided that such signs do not exceed six (6) square feet.
22. **Window Signs.** Window signs installed on the surface of a window are exempt provided that such signs do not occupy more than 25% of the window space. Window signs shall not interfere with storefront window or window transparency requirements per the City of Monroe Zoning Code, as amended.

SECTION 3.02

TEMPORARY SIGNAGE

Temporary signs shall be permitted without a permit, when confined within private property, when not encroaching into the visibility triangle at street intersections and according to the following standards:

1. **Temporary Signage Requirements.** Generally temporary signage shall follow the requirements below unless otherwise noted throughout this ordinance.
 - a. **Size.**
 - i. **Residential.** Signs shall not exceed a total size of 6 sq. ft. per sign.
 - ii. **Commercial, Industrial, Mixed-Use & Special District..** Signs shall not exceed a total of 32 sq.ft. per sign.
 - b. **Time.** Temporary signs may be displayed up to a maximum of 30 consecutive days. Temporary signs shall not exceed a maximum total of 90 days within the calendar year.
 - c. **Number of Signs.** Temporary signs shall not exceed a maximum of eight (8) signs per lot.

SECTION 3: EXEMPT, TEMPORARY & PROHIBITED SIGNS

- d. **Location.** Temporary signs shall not be located within the public right-of-way or encroach upon any sight-line requirements.

2. Specific Temporary Sign Requirements.

- a. **Real estate signs.** Real estate signs advertising a premises for sale, rent and/or lease shall be permitted subject to the following:

- i. Real estate signs shall not be permitted in the public right-of-way.
- ii. Real estate signs shall be limited to one (1) sign per premises.
- iii. Real estate signs shall not exceed six (6) square feet for residential developments.
- iv. Real estate signs shall not exceed 32 square feet for all nonresidential developments and shall not project higher than eight (8) feet above grade.
- v. Real estate signs shall be removed on or before 10 calendar days after the sale, lease or rental of the premises or structure, land parcel, subdivision or condominium. The date of the closing of an offer to purchase, to lease or to rent by the current owner, or the date of placement of a sold, leased or rented sign on the premises, whichever date is earlier, shall determine the beginning of the ten-day period.
- vi. Open house signs shall be exempt and may be placed in the public street right-of-way, provided that such signs meet the following requirements:
 - a. They shall be limited to one (1) sign per intersection out to the first major street.
 - b. They shall not exceed an area of four (4) square feet.
 - c. They shall be taken down the same day as the open house and may not be used more than two (2) days per week.

- d. They shall not exceed a height of three (3) feet.

- e. They shall be a ground or post type of sign only.

- b. **Holiday or special event decorations.** When strung no more than 45 days before the holiday and removed within 30 days following the holiday for which they were erected.
- c. **Community special event signs.** Institutional or nonprofit signs approved by the City Council for special events.

SECTION 3.03

PROHIBITED SIGNS

The following signs listed in this section are expressly prohibited, unless otherwise specified.

1. **Abandoned Signs.**
 2. **Animated, Flashing or Moving Signs.**
 3. **Balloons, Pennants, Inflatables and Other Permanent Objects.** Balloons, pennants, inflatables and other permanent objects may be permitted temporarily in non-commercial instances.
 4. **Exterior String Lights.** Signs using string lights or rope lights used in connection with commercial purpose with the exception of the following:
 - a. Holiday Decorations at Holiday Time (November 15th through the following January 15th) or otherwise noted in **Section 3.02**.
 - b. Overhead string lights in connection with outdoor seating areas, including patios and other gathering areas.
 5. **Illegal Signs.** Including any sign unlawfully installed, erected, or maintained, or any sign advertising activities that are illegal under federal, state or City laws or regulations.
 6. **Illegally Lit Signs.** All signs with excessive lighting, or any sign using high intensity, moving or blinking lights, a rotating searchlight or similar device that emits beams of light.
 7. **Illegally Located Signs.** Any of the following type of signage:
 - a. Signs placed in, or projecting into, any public street right-of-way, with the exception of traffic regulatory signage erected by any governmental body having jurisdiction over the right-of-way, permitted open house signs or permitted projecting, awning, canopy or marquee signs in the Central Business District (Zone E). Nongovernmental flags shall be included in this prohibition.
 - b. Signs located in clear vision areas.
 - c. Logos on a public or private radio, television, cellular phone, or water towers, with the exception of the name of the municipality.
 - d. Signs that are attached to utility poles, trees, fences, rocks or in an unauthorized manner to walls or other signs.
8. **Imitating Signs.** Signs that imitate or could be confused with the lighting of emergency vehicles or with an official traffic sign or signal, or which contain the words "stop," "go slow," "caution," "danger," "warning," or similar words.
 9. **Mural Sign.** Mural signs shall be prohibited with the exception of one (1) mural sign per property that is nine (9) sq. ft. or less in size.
 10. **Obstructing Signs.** Any sign which obstructs free access to or egress from any building, including those that obstruct any fire escape, required exit way, or window or door opening or that prevent free access to the roof by firefighters.
 11. **Off-premises Signs.** Signs erected for the purpose of advertising a product, event, person or subject, except as otherwise provided for in this ordinance and in compliance with the State Highway Act.
 12. **Portable Signs.** All portable or nonstructural signs except as allowed under other sections of this ordinance.
 13. **Roof Signs.** Except under the standards of **Section 8 Specific Sign Requirements**.
 14. **Street Furniture/Bench Signs.** With the exception of signage on table umbrellas used for outdoor cafe-style dining.
 15. **Unsafe Signs.** Any sign or sign structure which is structurally unsafe or constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation or abandonment or is not kept in good repair or is capable of causing electrical shock to persons likely to come in contact with it.

SECTION 3: EXEMPT. TEMPORARY & PROHIBITED SIGNS

16. Vehicular Signs. Any sign displayed on an automobile, truck, or other motorized vehicle when that vehicle is used primarily for the purpose of such advertising display.

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SECTION 4: ENFORCEMENT, PERMIT & APPLICATION REQUIREMENTS

SECTION 4: ENFORCEMENT, PERMIT & APPLICATION REQUIREMENTS

SECTION 4.01

APPLICABILITY/PERMIT

All signs shall conform to the requirements of this ordinance, all Building Codes as amended by the State of Michigan, the Michigan Electrical Code, and all state and federal regulations concerning signs and advertising.

All permit applications to erect, replace, enlarge or repair a sign shall be made by the property owner or authorized agent to the Zoning Administrator by submitting the application requirements listed in **Section 4.02**. All signs shall require a permit unless otherwise specified in this ordinance.

SECTION 4.02

APPLICATION REQUIREMENTS

A. Application for a permit to erect or replace a sign shall be made by the owner of the property, or their authorized agent, to the Zoning Administrator by submitting the required forms, fees, exhibits, and information. The application for each sign permit shall state the name and address of the person applying and shall include:

1. Name, address and consent of the owner of the premises where the sign is to be erected.
2. Name and address of the occupant of the premises where the sign is to be erected.
3. Names of persons erecting the structures.
4. Location of building, structure, or lot to which or upon which the sign is to be attached or erected.
5. Position of the sign in relation to nearby buildings or structures and to property lines.
6. One blueprint or ink drawing of the plans and specifications and method of construction or attachment to the building or on the ground.

Digital photography with dimensions may also be accepted by the Zoning Administrator.

7. If required by the Zoning Administrator, copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in any amount required by this chapter and all laws and ordinances of the City.
8. Any electrical permit required and issued for the sign.
9. If required by the Zoning Administrator, an insurance policy statement attesting that adequate liability insurance is provided.
10. Such other information as the Zoning Administrator may be required in order to show full compliance with this article.

SECTION 4.03

PERMIT AND FEES

It is unlawful for any person to erect or structurally alter any sign without first having obtained a permit from the Zoning Administrator and making payment of the fee hereinafter provided, unless otherwise noted in **Section 3.01 Exempt Signs**. Illuminated signs shall be subject to the provisions of the Electrical Code and any permit fees required hereunder. Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or size change is made, shall not require a sign permit.

- A. **Permit fee.** Every applicant, before being granted a permit, shall pay to the City Clerk/Treasurer. Fees for sign permits for all signs erected pursuant to this article shall be established by resolution of the City Council.
- B. **Issuance of permit.** If, upon examination of the submitted plans and other data, it appears that the proposed sign is in compliance with all the requirements of this article, then the Zoning Administrator shall issue a permit. If the work authorized under the permit has not

been completed within six (6) months after date of issuance, the permit will be null and void. Said permit may be extended for a period of six (6) months upon request by the applicant and approval of the Zoning Administrator.

SECTION 4.04

INSPECTIONS

Every sign may be subject to a periodic inspection by the Zoning Administrator to determine whether the sign is secure and whether it is in need of repair. A fee determined by the City shall be charged the owner or occupant of each sign so inspected, provided that such fee shall not be imposed more than once in any three calendar years unless violations necessitate additional inspections.

SECTION 4.05

INDEMNIFICATION; LIABILITY INSURANCE

- A. All persons involved in the maintenance, installation, alteration, or relocation of signs near or upon any public right-of-way of property shall agree to hold harmless and indemnify the City, its officers, agents and employees against any and all claims of negligence resulting from such work insofar as this chapter has not specifically directed the placement of a sign.
- B. All persons involved in the maintenance, installation, alteration or relocation of signs shall maintain all required insurance and shall file with the state a satisfactory certificate of insurance to indemnify the state, county and City against any form of liability.

SECTION 4.06

AUTHORIZED SIGN BUSINESS

- A. No person may engage in the business of erecting, altering, relocating, constructing or maintaining signs without obtaining any applicable license(s) or permit(s).

SECTION 4.07

APPEALS

- A. **Administration.** This article shall be administered by the City's Building Department.
- B. **Zoning Board of Appeals as Sign Board of Appeals.** The City of Monroe Zoning Board of Appeals shall serve as the Sign Board of Appeals pursuant to actions required by this article.
- C. **Hearings.** Any person aggrieved by a notice or order of the Building Department issued in connection with any alleged violation of any provision of this article or any applicable rules and regulations promulgated pursuant thereto may file with the Sign Board of Appeals a petition setting forth the person's reasons for contesting the notice or order. The appeal process shall be in accordance with **Section 6: Administration, Enforcement and Processes** of the City of Monroe Zoning Code.

SECTION 4: ENFORCEMENT, PERMIT & APPLICATION REQUIREMENTS

SECTION 4.08

APPEARANCE TICKETS

A. In addition to **Section 4.09 Enforcement and Penalties**, the Zoning Administrator, or his or her appointed officers and inspectors, shall be authorized to issue and serve appearance tickets with respect to any violation of this article.

SECTION 4.09

ENFORCEMENT AND PENALTIES

- A. **Enforcement.** Each of the following has the authority to enforce the provisions in this ordinance, as listed:
1. Zoning Administrator or designee;
 2. Zoning Board of Appeals;
 3. City Manager
 4. Economic and Community Development Director or designee;
 5. And personnel as designated by the City Council in accordance with the Michigan Planning Enabling Act, Act No. 33 of the Public Acts of 2008 (See MCLA §125.3801, et seq.) and the Michigan Zoning Enabling Act, Act No. 110 of the Public Acts of 2006 (See MCLA §125.3101, et seq.) as amended.
- B. **Penalties.** Any person who violates, disobeys, omits, neglects, or refuses to comply with the provisions of this ordinance; or any permit or exception granted; or any lawful order issued by the Zoning Administrator, Citizens Planning Commission, or Zoning Board shall be guilty of a municipal civil infraction.
- C. **Municipal Civil Infractions.** Refer to **Section 6.11 Municipal Civil Infraction** of the City of Monroe Zoning Code for guidance on civil infraction payment schedule, violation timelines and other additional requirements.

- D. **Non-Exclusive Remedies.** The imposition of any sentence or award in connection with a municipal civil infraction shall not except an individual from compliance with this ordinance. The penalty for a municipal civil infraction shall not prohibit the City from seeking injunctive relief or any other appropriate relief as may be provided for by law or equity.
- E. **Separate Offenses.** A separate violation or offense shall be deemed committed upon each day during which a violation of this ordinance occurs or continues to exist.
- F. **Rights Cumulative.** The rights and remedies provided for in this section are cumulative and in addition to any other rights and remedies provided for by law or equity.

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SECTION 5: SIGN MAINTENANCE, NON-CONFORMING SIGNS & OTHER REQUIREMENTS

SECTION 5: SIGN MAINTENANCE, NON-CONFORMING SIGNS & OTHER REQUIREMENTS

SECTION 5.01

MAINTENANCE OF SIGNS

- A. All signs and sign components thereof, including, without limitation, supports, braces, and anchors, shall be kept in a state of good repair.
- B. All signs shall be maintained in good structural condition at all times.
- C. All signs shall be kept neatly painted, stained, sealed or preserved, including all metal parts and supports.
- D. If the Zoning Administrator shall find that any sign is unsafe or insecure, or is a menace to the public, written notice shall be given to the owner, agent, or person having the beneficial interest in the building or the premises on which such sign is located.
 - 1. Correction of the condition which caused the Zoning Administrator to give such notice shall be effected within ten (10) days after receipt of the notice.
 - 2. If such condition is not corrected after the conclusion of such ten-day period, the Building Department is hereby authorized to cause the sign to be removed forthwith at the expense of the owner, agent, or person having the beneficial interest in the building or premises on which such sign is located.
 - 3. Notwithstanding the foregoing provision, the Zoning Administrator is authorized to cause any sign to be removed summarily and without notice, at the expense of the owner, agent, or person having the beneficial interest in the building or premises on which such sign is located, whenever he determines that such sign is an immediate peril to persons or property.
- E. If the message portion of a sign is removed, leaving only the supporting "shell" of a sign, the owner of the property where the sign is located or other person having control over such sign shall, within 30 days of the removal of the message portion of the sign, either replace the entire message portion of the sign or remove the remaining components of the sign.
- F. This subsection shall not be construed to alter the effect of **Section 5.03**, which prohibits the replacement of a nonconforming sign, nor shall this subsection be construed to prevent the changing of the message of a sign.

SECTION 5.02

CEASE OF USE AND ABANDONED SIGNS

- A. When a business or use ceases and a lot or property remains vacant for a period of 30 days or more, the owner of the property shall be required to:
 - 1. Remove freestanding signs or install blank panels in a neutral or complimentary color in the sign frame; and
 - 2. Continue to maintain the sign in good condition, free from structural damage or surface peeling and properly maintained with an approved surface coating.
- B. In instances in which a sign has not been maintained or has been abandoned, the City may require that an abandoned sign be taken down and removed by the owner or the person having the beneficial use of the building, structure, or premises upon which the sign may be found within ten (10) days after written notice from the enforcing officer.
- C. In default of compliance with the Zoning Administrator's order, the Zoning Administrator may remove the sign and any expense incidental thereto shall be paid by the owner of the building, structure, or premises to which the sign was attached.

SECTION 5.03

NON-CONFORMING SIGNS

Nothing in this section shall be deemed to prevent keeping a nonconforming sign in good repair, including sign maintenance, repainting, change of copy, and replacement of broken or deteriorated parts of the sign itself. However:

- A. Supporting structures for nonconforming signs shall not be replaced, nor shall any other structural alterations be made, unless such replacement will make the sign and sign structure conforming in all respects.
- B. No nonconforming sign shall be reconstructed, relocated, or changed in size unless such action will make the sign conforming in all respects.
- C. A nonconforming sign or sign structure which is destroyed or damaged by any casualty may be restored within six months after such destruction or damage only after the owner has shown that the damage did not exceed 50% of its replacement cost.
- D. A nonconforming sign or sign structure shall be removed within 30 days if the building containing the use is demolished or destroyed to an extent exceeding 50% of the building's appraised value.
- E. A nonconforming sign shall not be reestablished after the activity, business, or use to which it relates has been discontinued for 30 days or longer.
- F. A nonconforming sign shall not be permitted to continue if a building on the same premises as the nonconforming sign is expanded by 25% or more of the gross floor area.
- G. If the owner of a sign or the premises on which a sign is located changes the location of a building, property line or sign or changes the use of a building so that any sign on the premises is rendered nonconforming, such sign must be removed or made to conform to this ordinance.
- H. The City may acquire by purchase, condemnation or by other means any nonconforming sign which it deems necessary to preserve the health, safety and welfare of the City's residents.

6

SECTION 6: SIGN ZONES

SECTION 6.01

ESTABLISHMENT OF SIGN ZONES

- A. For the purpose of regulating signs pursuant to this article, the City of Monroe has been divided into five sign zones, as follows:
1. **Zone A:** I-75 Corridor and Dixie Highway/I-75 interchange
 2. **Zone B:** Telegraph Road, Dixie Highway and part of West Front Business District
 3. **Zone C:** Monroe Street, Orchard East, Elm Avenue, Orchard East, Battlefield/Heritage Corridor and Waterfront District
 4. **Zone D:** Central Business District
 5. **Zone E:** All Other Areas
- B. The five (5) sign zones were created taking into consideration street classification, speed limit, and land use type/character and in recognition of the very different sign needs present in each of the zone areas. The five sign zones are identified on the City of Monroe Sign Zone Map, refer to **Section 10 Sign Zone Map**.
- C. Signs shall be permitted or prohibited as listed in **Section 8 Specific Sign Requirements** and **Section 9 Historic District Regulations**.
- D. Temporary Signage under the restrictions listed in **Section 3.02 Temporary Signs**.
- E. Exempt Signage under the restrictions listed in **Section 3.01 Exempt Signs**.
- F. Signs shall be permitted in accordance with the standard sizes, setbacks and other requirements indicated in **Section 8 Specific Sign Standards** unless otherwise stated elsewhere in this ordinance.

7

SECTION 7: GENERAL SIGN REQUIREMENTS

SECTION 7.01

CONSTRUCTION AND DESIGN STANDARDS

- A. All signs shall be designed and constructed in a safe and stable manner in accordance with the Michigan State Construction Code.
 - B. All signs shall be designed to comply with minimum wind pressure and other requirements set forth in the Michigan State Construction Code.
 - C. All signs shall be designed so that the supporting framework, other than the supporting poles on a freestanding sign, is contained within or behind the face of the sign or within the building to which it is attached so as to be screened from view.
 - D. The materials, design and maintenance standards of this article shall be met by all signs, whether or not visible from public property.
 - E. Signs shall be designed to be compatible with the character of building materials and landscaping to promote an overall unified and aesthetic effect.
 - F. Components (supporting structures, backs, etc.) not bearing a message shall be constructed of materials or painted with colors that blend with the natural environment or that are compatible with the materials of the principal building.
 - G. Underground wiring shall be required for illuminated signs not attached to a building.
- illuminated signs are prohibited in the Central Business District, unless otherwise noted in this ordinance
- C. Halo-lit or reverse channel lit letters are permitted in all districts, including the Central Business District.
 - D. In no case shall any sign exceed a level of illumination of 0.5 foot-candle when measured at the property line.
 - E. Light sources illuminating signage shall have a consistent color and intensity, unless otherwise dimming or brightening due to ambient light sensors.
 - F. Light sources shall be installed such that to prevent glare onto adjacent properties or rights-of-way.
 - G. Electronic Message Centers in combination with any indirect illumination shall not exceed the standards listed in **Section 8**.

SECTION 7.02

ILLUMINATION

- A. Indirectly illuminated signs are permitted in all districts, provided that such signs are so shielded as to prevent direct light rays from the light source from being visible from the public right-of-way or any adjacent residential district or use.
 - B. Internally illuminated signs are permitted only in commercial and industrial districts, provided that such lighting is effectively shielded. Internally
1. **Front Yard Setbacks.** Ten (10) feet from any public street right-of-way line, except in Sign Zone D, Central Business District, where the setback requirement may be waived.
 - a. This distance shall be measured from the nearest edge of the sign, measured at a vertical line perpendicular to the ground, to the right-of-way.
 - b. The Zoning Board of Appeals may reduce this requirement by up to four (4) feet in cases where existing conditions make compliance with the ten (10) foot setback difficult or where sight distance would be improved.

SECTION 7: GENERAL SIGN REQUIREMENTS

- 2. **Side Yard Setbacks.** Ten (10) feet, provided that all nonresidential signs shall be set back at least 25 feet from any residential district, unless otherwise stated in this ordinance.
 - a. These setbacks shall be waived in Sign Zone D, Central Business District.

SECTION 7.04

OTHER LOCATION REQUIREMENTS

- A. **Within a Public Right-of-Way.** No sign shall be located within, project into or overhang a public right-of-way, except as otherwise permitted herein.
- B. **Clearance from Utilities.** All signs, including any cables, guy wires or supports, shall have a minimum clearance of four (4) feet from any electric fixture, streetlight or other utility pole or standard.
- C. **Clear vision sight triangle.** In order to ensure adequate sight distance for motorists, bicyclists and pedestrians, a minimum clear vision area shall be maintained in accordance with **Section 5.09 Clear Vision Zone** of the City of Monroe Zoning Code, as amended.

- 1. **Intersection of Two (2) Public Streets.** All corners shall maintain a clear vision zone between a height of three (3) feet and ten (10) feet above the center line elevation of the intersecting streets within a triangular area twenty-five (25) feet in length, measured along abutting public street right-of-way lines, with the third side being a line connecting these two sides
- 2. **Non-Single-Family Driveways and Alleys.** The sides of any driveway or alley, except a driveway accessing a single-family dwelling, shall maintain a clear vision zone formed at the corner intersection of a public right-of-way and a driveway, the two sides of the triangular area being ten (10) feet in length measured

along the public street right-of-way line and the edge of the driveway and the third side being a line connecting these two sides.

- 3. No sign, or other structure or planting shall be higher than three (3) feet, measured above the center line of either street or pavement, within the clear vision zone.

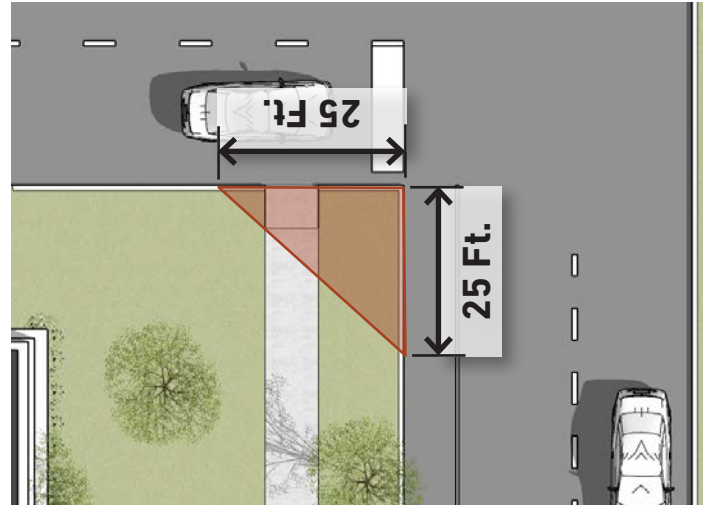


Exhibit 7.04A: Clear Vision Sight Triangle - Intersection of Two (2) Public Streets

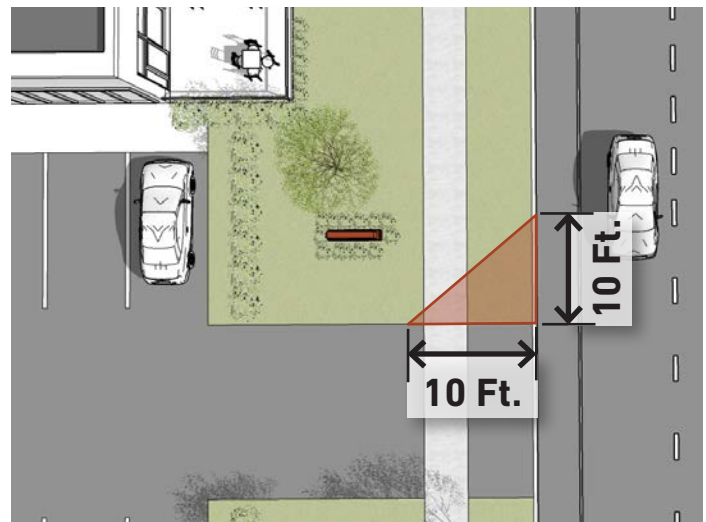


Exhibit 7.04B: Clear Vision Sight Triangle - Driveways & Alleys

SECTION 7.05

SIGN AREA AND HEIGHT

A. **Sign Area.** Sign area calculation standards are as follows:

1. Where a sign has two (2) or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than two feet from one another, the area of the sign shall be taken as the area of one (1) face if the two (2) faces are of equal area or at the area of the larger face if the two faces are of unequal area.
2. Where a sign consists solely of lettering painted or mounted on a wall, any blank area which is more than 25% of the area of the sign as otherwise computed shall be disregarded.

B. **Sign Height.** Sign height standards are as follows:

1. Normal grade shall be construed to be the lower of existing grade prior to construction or mounding or excavating solely for the purpose of locating the sign.
2. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower.

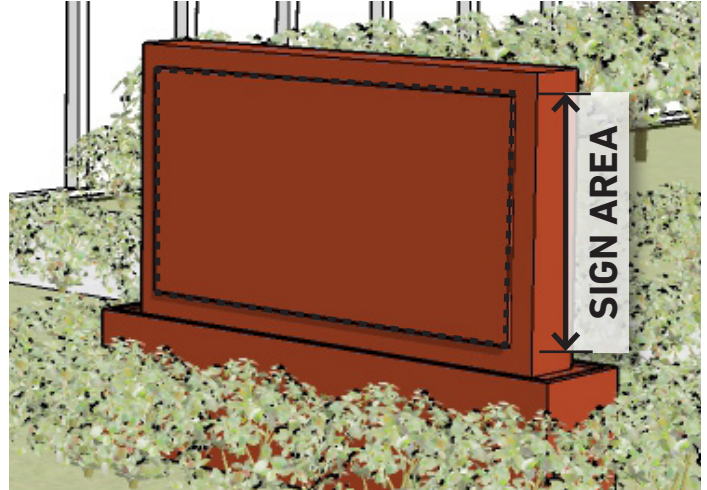


Exhibit 7.05A: Sign Area



Exhibit 7.05B: Sign Area

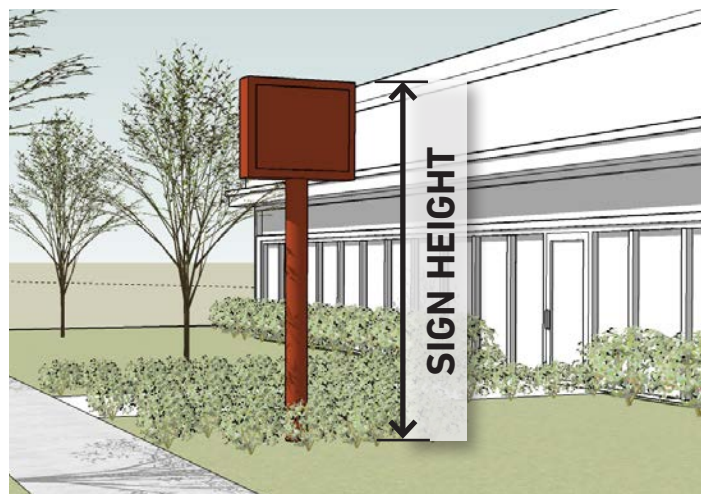


Exhibit 7.05C: Sign Height

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SECTION 8: SPECIFIC SIGN REQUIREMENTS

SECTION 8: SPECIFIC SIGN REQUIREMENTS

SECTION 8.01

SPECIFIC SIGN REQUIREMENTS

A. AWNINGS/ATTACHED CANOPIES/MARQUEES

Awning, attached canopies and marquee signs shall be permitted subject to the following regulations:

1. ILLUMINATION

a. Awnings and/or canopies are permitted to be back-lit, only on the sides of the building which contain a public entryway or those having a pedestrian sidewalk immediately adjacent to the building. Additional standards on Electronic Marquees can be found in **Section 8.01D**.

2. SIGN AREA

a. Any text, logos or other graphic representation qualifying as a sign which is placed on an awning shall be included within the calculation of total permissible wall sign area. **A**

b. Letters on an awning, canopy or marquee sign shall not exceed 12 inches in height. **B**

c. The entire canopy shall be considered a wall sign if the translucent fabric canopy with signage is internally illuminated.

3. LOCATION

Projection (Into R.O.W.)	6' Maximum	C
Street Curb Line Setback	3' Minimum	D

4. HEIGHT

Clearance Height (Awnings)	8' Minimum (From Ground Level)	E
Clearance Height (Marquees)	10' Minimum (From Ground Level)	F

5. SIGN ZONE REQUIREMENTS

Sign Zone	Permitted/ Prohibited	Height Max.	Area Max.
		G	H
Zone A	Prohibited	-	-
Zone B	Prohibited	-	-
Zone C	Permitted	Height of wall in which the canopy is attached.	10% of First Story Wall (Maximum 100 Square Feet)
Zone D	Permitted		
Zone E	Permitted		

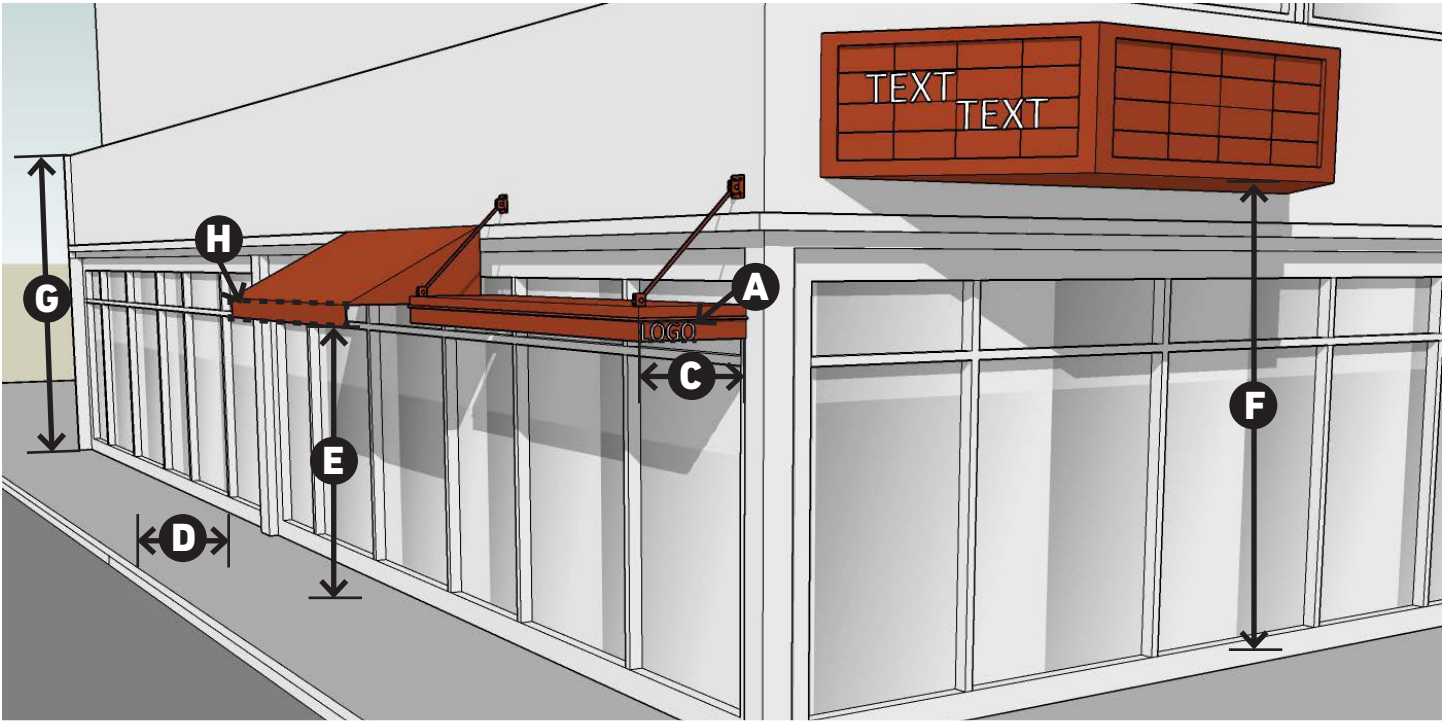


Exhibit 8.01A: Awnings/Canopies/Marquees

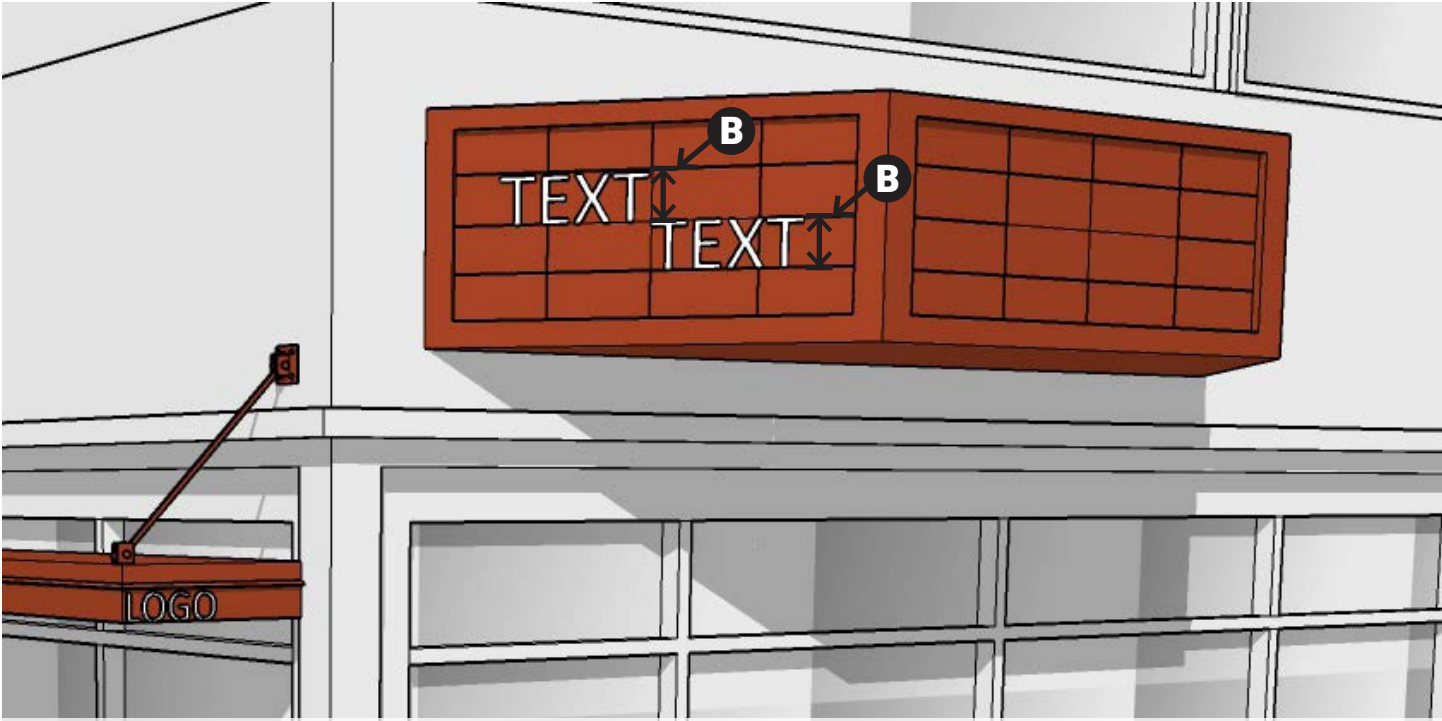


Exhibit 8.01B: Awnings/Canopies/Marquees

SECTION 8: SPECIFIC SIGN REQUIREMENTS

B. BANNERS & FEATHER FLAGS

Banners shall be permitted subject to the following regulations:

1. PERMIT REQUIREMENTS

- a. A permit for a banner or feather flag shall be required.
- b. Banners or feather flags installed without a permit shall be fined at a rate determined by the City Council.

2. EVENTS

- a. Banners or feather flags shall be temporary in nature only.
- b. The banners and feather flags shall be for seasonal events, temporary uses or other special circumstances.
- c. Banners and feather flags shall be limited to temporary events such as grand openings, sales or other special event or activity.

3. LOCATION

- | | |
|--|----------|
| a. A banner and feather flag shall not create a hazardous situation when displayed. | A |
| b. The size of the banner or feather flag shall be appropriate for the area in which it is to be placed. | B |

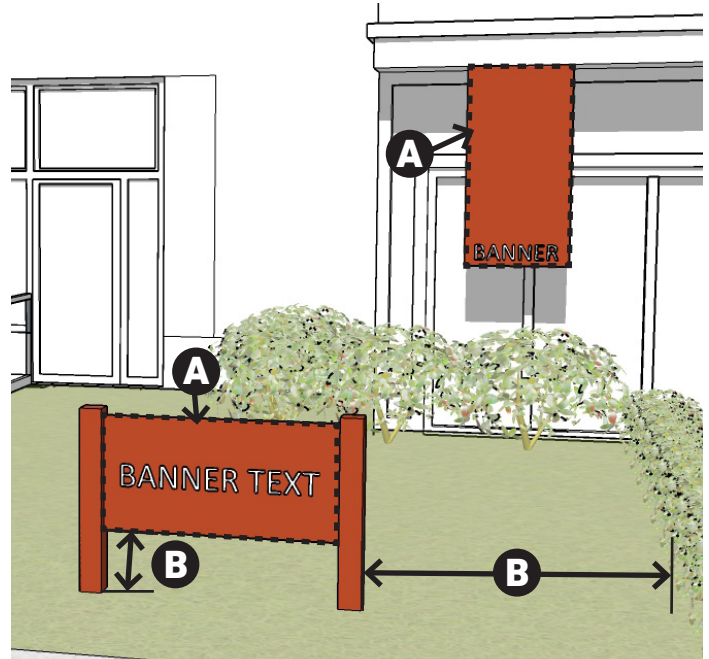


Exhibit 8.01C: Banners

4. DISPLAY

- a. Applicants are permitted a maximum of eight (8) banner or feather flag permits per calendar year.
- b. Maximum time per display is 14 days.
- c. Between when the last permit expired and the new permit issuance, there shall be a minimum of at least 21 days before a new banner or feather flag may be installed.
- d. Maximum of one (1) banner or feather flag per building frontage is permitted, signs attributed to each frontage must face such frontage. Buildings with multiple tenants shall be permitted one (1) per tenant, unless otherwise noted above, and the banner or feather flag should be displayed directly in front of the tenants space.

5. NEW BUSINESS OR OCCUPANCY
<p>a. When a new business opens upon issuance of certificate of occupancy, a now open or grand opening banner or feather flag may be installed for a maximum of thirty (30) days.</p>
<p>b. Grand Opening or Now Open signage allowances do not count toward the total allowance of eight (8) permits permitted within a calendar year.</p>

6. SIGN ZONE REQUIREMENTS	
Sign Zone	Permitted/Prohibited
Zone A	Permitted
Zone B	Permitted
Zone C	Permitted
Zone D	Permitted*
Zone E	Permitted
<p><i>*Feather flags are prohibited in the Central Business District.</i></p>	

C. BILLBOARD

Billboards are allowed as a special use within the I-1 or I-2 Zoning Districts subject to the conditions imposed herein, including the review and approval of a site plan by the Citizens Planning Commission and the imposition of special conditions which, in the opinion of the Commission, are necessary to ensure that the land use or activity is compatible with adjacent uses of land, the natural environment and the capacities of public services and facilities affected by the land use.

1. ILLUMINATION

a. Billboards may be illuminated as approved by the City.

b. Illumination shall not create any glare to passing motorists or onto a street R.O.W.

2. STRUCTURE

a. V-shaped or double-sided billboards are prohibited.

b. Billboards having movable parts are prohibited.

c. No more than two poles as a means of support.

3. SIGN AREA

a. Billboards shall be so arranged that the message facing the thoroughfare shall be in such a fashion so as to be observed primarily from the main thoroughfare.	A
b. Billboards shall be finished on both sides. Both sides shall be of equal size.	A
c. Billboards shall not be permitted to be stacked either vertically or horizontally.	

4. MAINTENANCE

a. Billboards shall be properly maintained so as to not have peeling, ripping or rusting billboard materials or structure. If the billboard material peels or rips, it shall be covered immediately.

b. Electronic Messaging billboards shall be properly maintained to prevent stuck pixels, bent LEDs, and other visual problems.

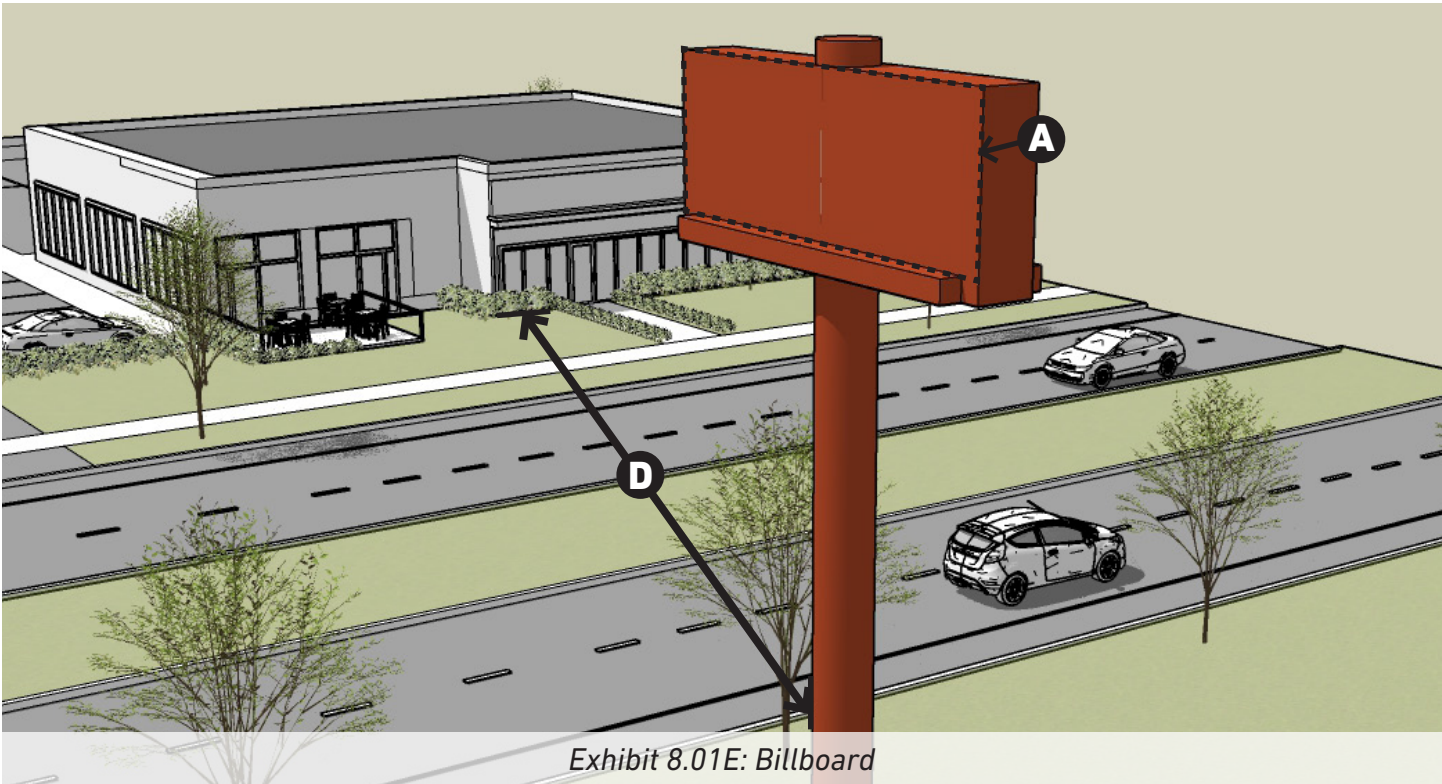
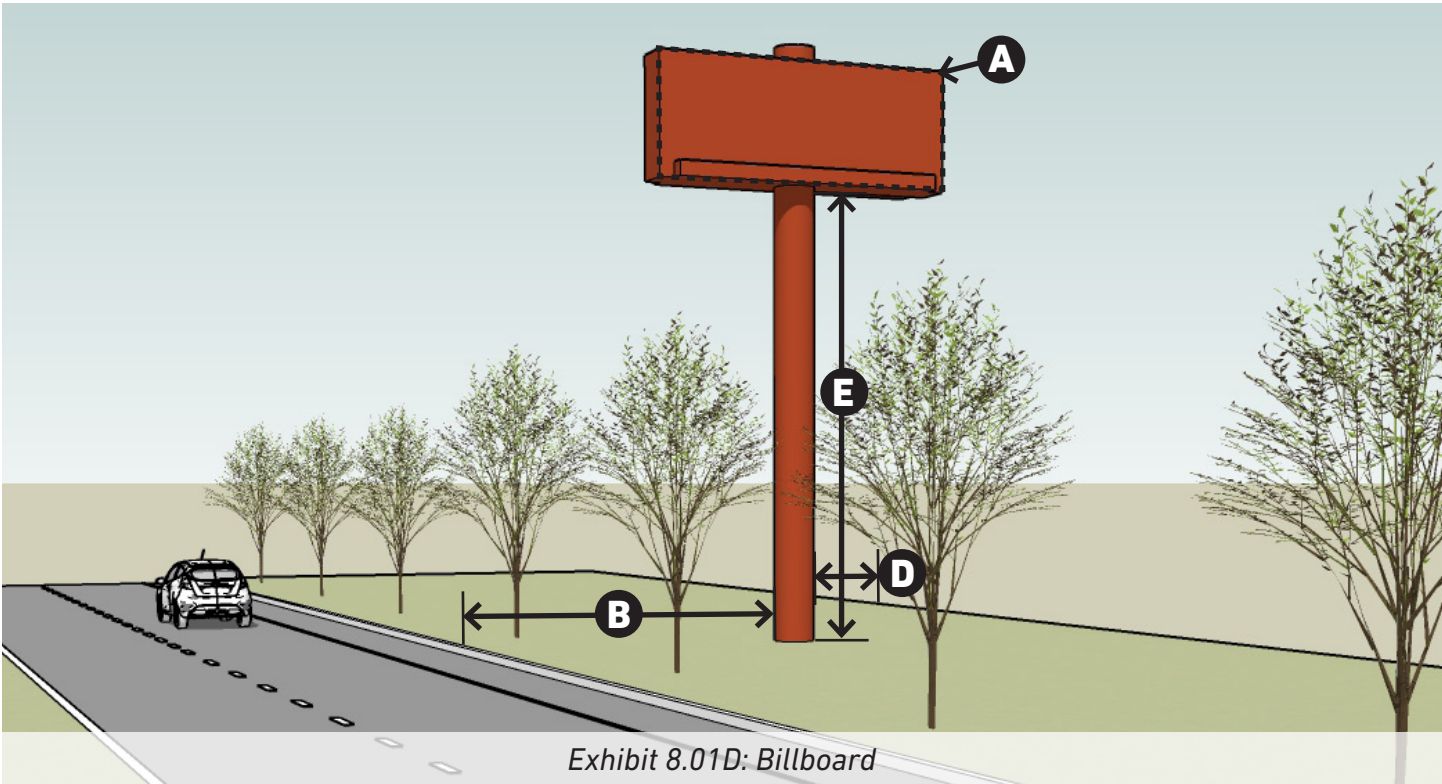
5. LOCATION

Sign Location	Setback	
Signs (Same Side of R.O.W)	1,250' Min. Between Signs	
Residential Use	500' Min. Setback	
300 Ft. or Greater R.O.W	200' Min. 400' Max. Setback	B
Property Lines (Non-R.O.W, Including Front, Side & Rear)	Setback Equal to Height of Billboard 25' Min.	C
Any Other Structure (On or Off Premise)	25' Min.	D

6. SIGN ZONE REQUIREMENTS

Sign Zone	Permitted/ Prohibited	Height Max.	Area Max.
		E	A
Zone A	Permitted*	25'	672 Sq. Ft.
Zone B	Permitted*	25'	300 Sq. Ft.
Zone C	Prohibited	-	-
Zone D	Prohibited	-	-
Zone E	Prohibited	-	-

**Permitted as a special use within the I-1 or I-2 Zoning Districts.*



D. ELECTRONIC MESSAGE CENTER SIGN

Electronic changeable message signs, where permitted, shall be subject to the following regulations:

1. LOCATION

a. All electronic changeable message sign shall be located a reasonable distance from any residentially zoned or occupied structure. Signs shall be located to prevent glare and excessive brightness toward residential properties or structures.

2. HOURS OF OPERATION

a. Electronic changeable message signs shall be dimmed after the business hours of operation or utilization of the sign.

3. PERMIT

a. Electronic changeable message signs are subject to approval and standards established in the site plan review provisions of **Section 6.15 Site Plan Approval** of the City of Monroe Zoning Code.

4. LIGHTING/ILLUMINATION

a. No direct light or significant glare from the sign shall be cast onto any adjacent lot that is zoned or used for residential purposes.

b. Sign illumination may not exceed 0.5 foot-candles at the property line.

c. If required, the sign owner must have brightness adjusted to meet the sign illumination maximum requirements.

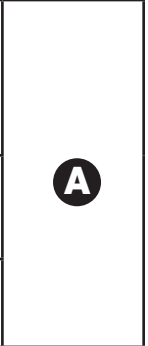
d. Signs shall have light sensing devices equipped to adjust brightness of the sign as light conditions change, i.e. daytime to nighttime or nighttime to daytime.

5. SIGN AREA

a. Images and/or messages shall be static and transition from one (1) static display to another without transition effects.

b. Signs shall not change messages more than one (1) time per minute.

c. Signs within Sign Zone A and B may change messages once per 30 seconds.



6. ELECTRONIC MARQUEE

a. Images and/or messages shall not flash and shall not change message(s) more than one (1) time per two (2) minutes.

b. Electronic marquees that are located adjacent to a residential lot or structure shall be recessed or use some other technique to prevent direct light or significant glare onto the adjacent lot or structure.

c. If images and/or messages malfunction a default display shall freeze message.

d. Electronic marquees used to update or modernize historic signs shall take all means necessary to preserve the historic aesthetic and/or character.

7. SIGN ZONE REQUIREMENTS									
Sign Zone	Permitted/ Prohibited	Frontage	Number of Signs	Setback	Height Max.	Area Max.			
				B	C	A			
Zone A	Permitted	Freeway	1	10 Ft. from R.O.W.	14 Ft.	70 Sq. Ft.			
	Permitted	Street	1*		5 Ft.	30 Sq. Ft.			
Zone B	Permitted		1*						
Zone C	Permitted		1*						
Zone D	Permitted**		1*	-				-	10% of First Story Wall (Maximum 50 Square Feet)
Zone E	Prohibited		1*	-				-	-
<p style="text-align: center;">* Per Street Frontage with Ingress and Egress. ** Electronic/Digital Marquees Only, Additional Requirements listed in Section 8.01 D6.</p>									

SECTION 8: SPECIFIC SIGN REQUIREMENTS

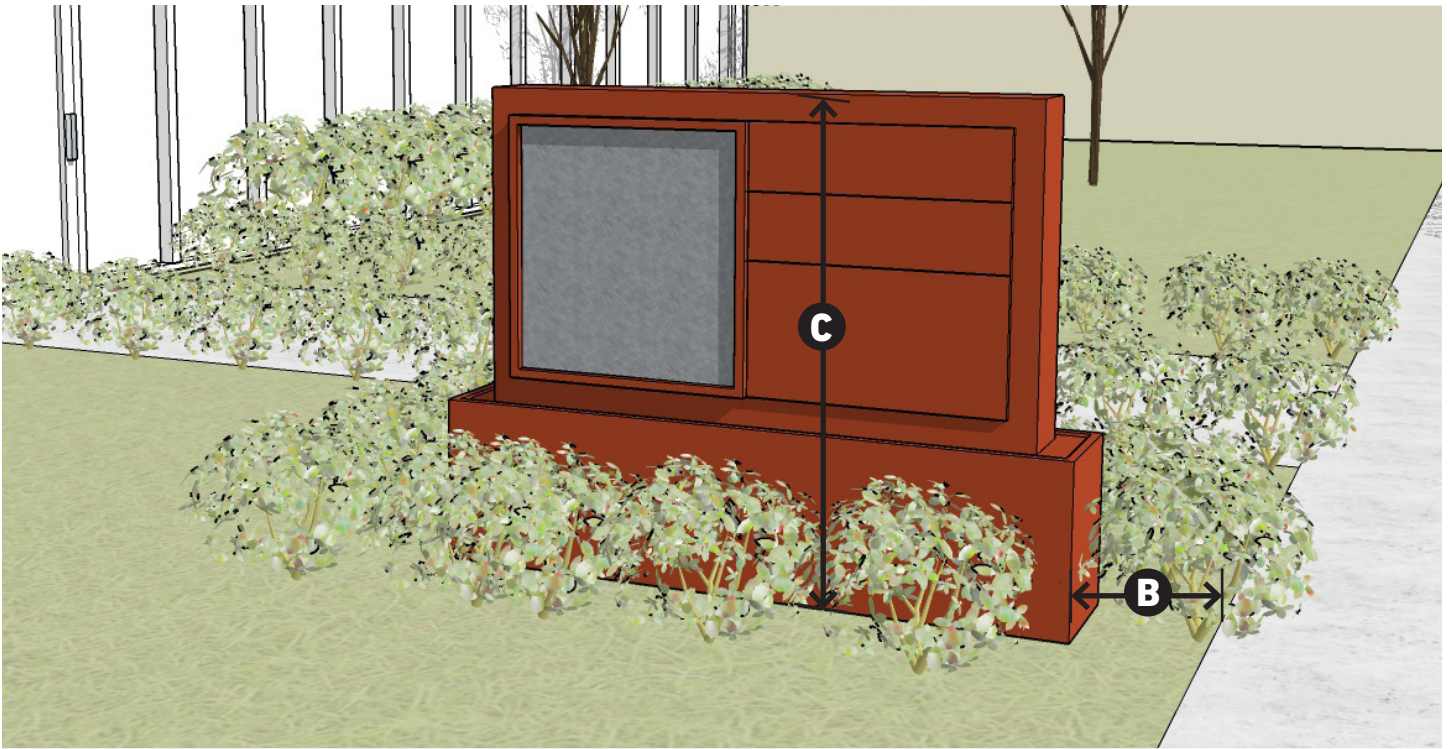


Exhibit 8.01F: Electronic Messaging Center Sign

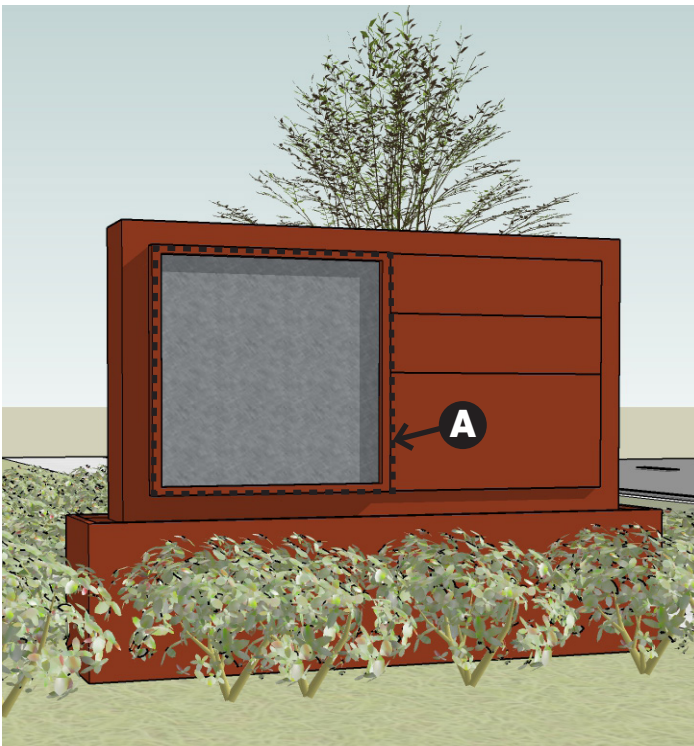


Exhibit 8.01Ga: Electronic Messaging Center Sign

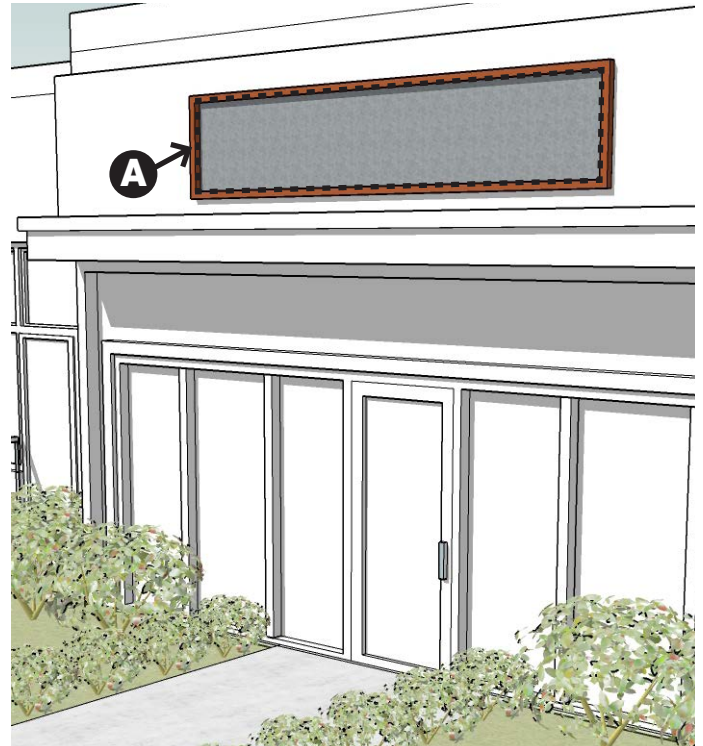


Exhibit 8.01Gb: Electronic Messaging Center Sign

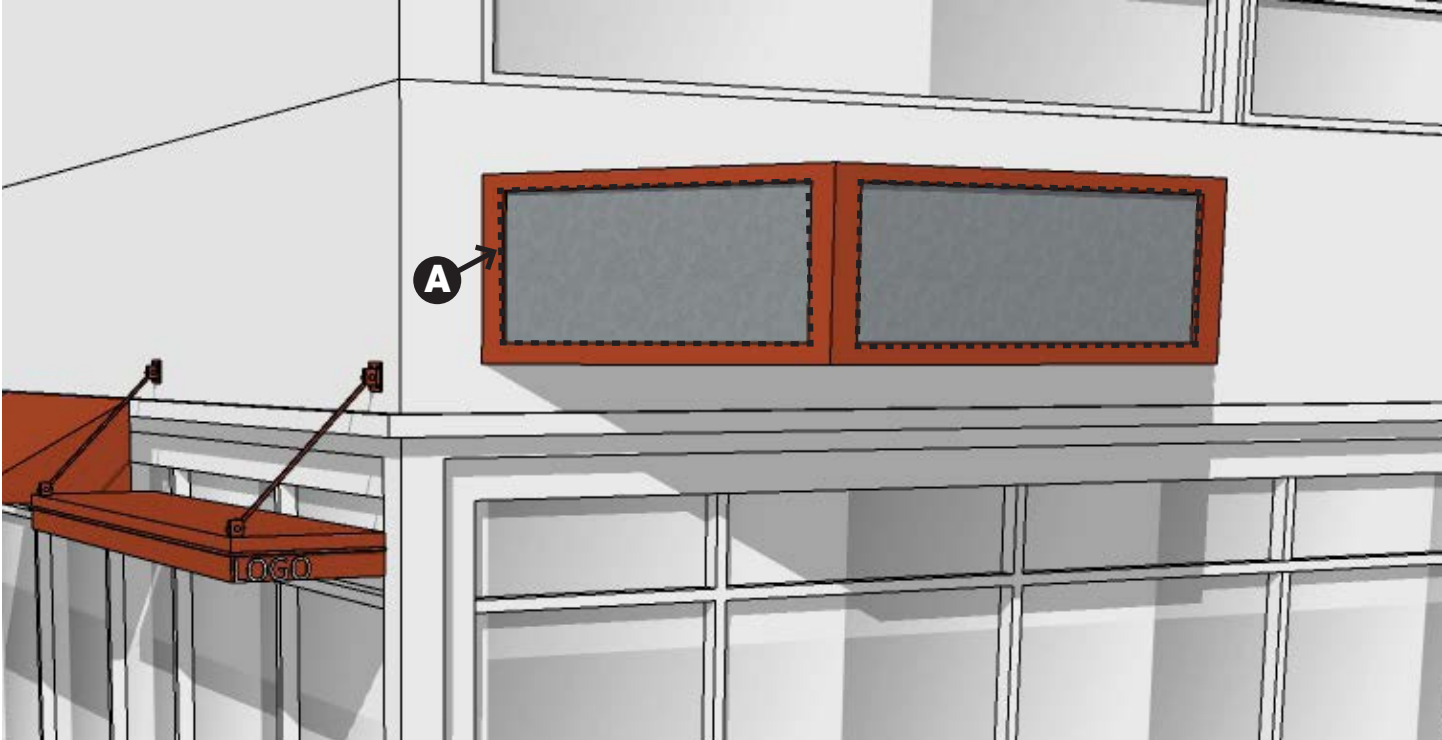


Exhibit 8.01Gc: Electronic Messaging Center Sign

SECTION 8: SPECIFIC SIGN REQUIREMENTS

E. LANDMARK SIGN
Landmark signs may be permitted to be preserved in their original state or as restored.

1. PERMIT REQUIREMENTS
a. Permits for improvements or alterations to the signs shall be submitted where required in this ordinance but shall take into consideration the landmark status of the sign.

F. MONUMENT SIGN
Monument signs shall be subject to the following regulations:

1. SIGN BASE	
a. A monument sign shall have a metal, stone, brick or decorative masonry base that complements the architectural materials of the building.	B
b. The first 18 inches of the sign closest to the ground, free of sign, copy shall be for the purposes of snow storage.	

1. SIGN BASE	
c. This portion of the sign shall not be counted toward calculation of permissible sign area.	B

2. SIGN AREA	
a. Changeable message sign space may be permitted within any freestanding sign but shall not comprise more than 40% of the total sign area. Refer to Section 8.01D Electric Message Center Sign for more information on electronic changeable signs.	A
b. Changeable message sign space may be increased to a maximum of 50% of the total sign area if the background color matches the background color of the permanent sign copy area.	A

3. LANDSCAPING	
a. Monument signs shall have a clearly delineated landscaped area extending three (3) feet in all directions. Landscaping should be properly irrigated and maintained in good condition.	C

4. SIGN ZONE REQUIREMENTS						
Sign Zone	Permitted/ Prohibited	Frontage	Number of Signs	Setback	Height Max.**	Area Max.
				D	E	F
Zone A	Permitted	Freeway	1	10 Ft.	20-25 Ft.	140 Sq. Ft.
	Permitted	Street	1*		8-10 Ft.	80 Sq. Ft.
Zone B	Permitted	-	1*		14 Ft.	
Zone C	Permitted		1*	8-10 Ft.		
Zone D	Permitted		1*	5-6 Ft.		
Zone E	Permitted			1*	-	8-10 Ft.
* Per Street Frontage with Ingress and Egress. **Maximum sign height includes the entire structure, base and frame.						

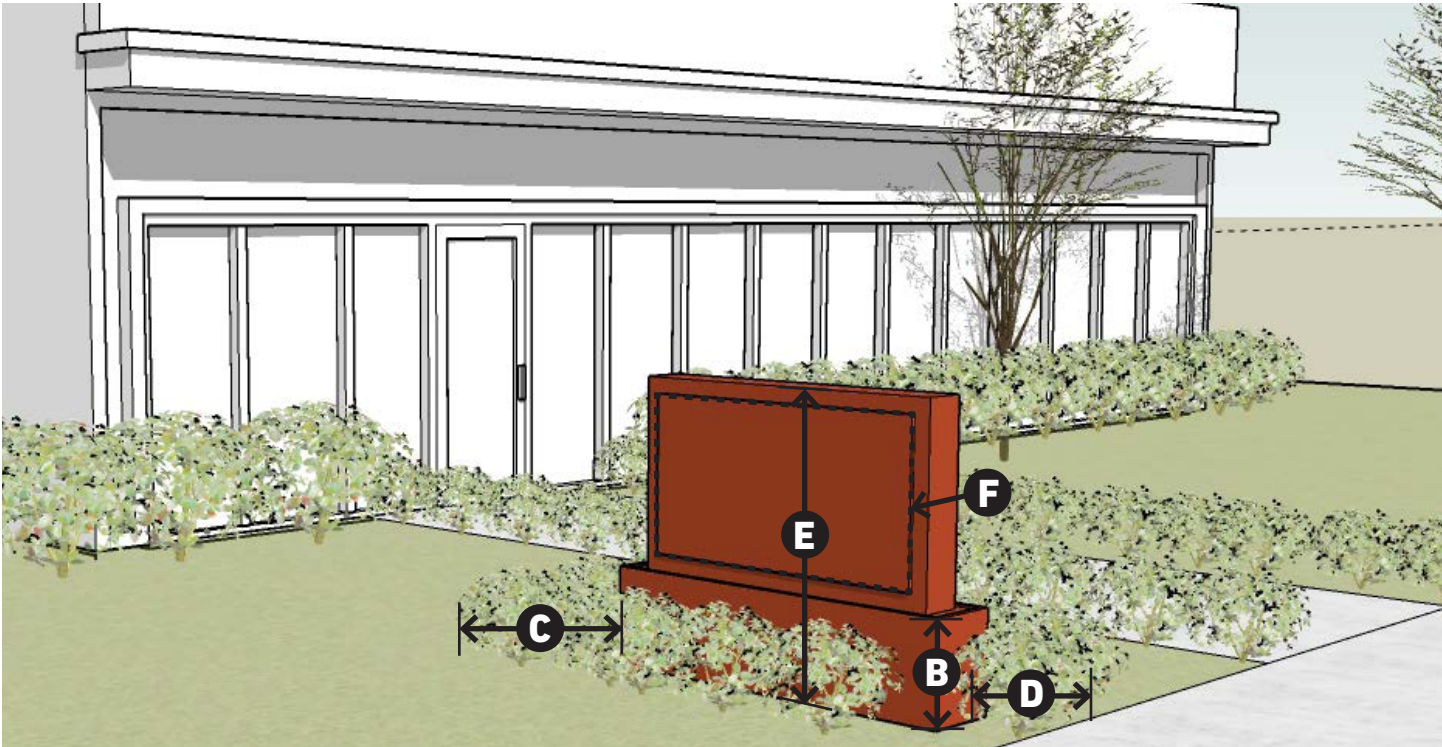


Exhibit 8.01H: Monument Sign

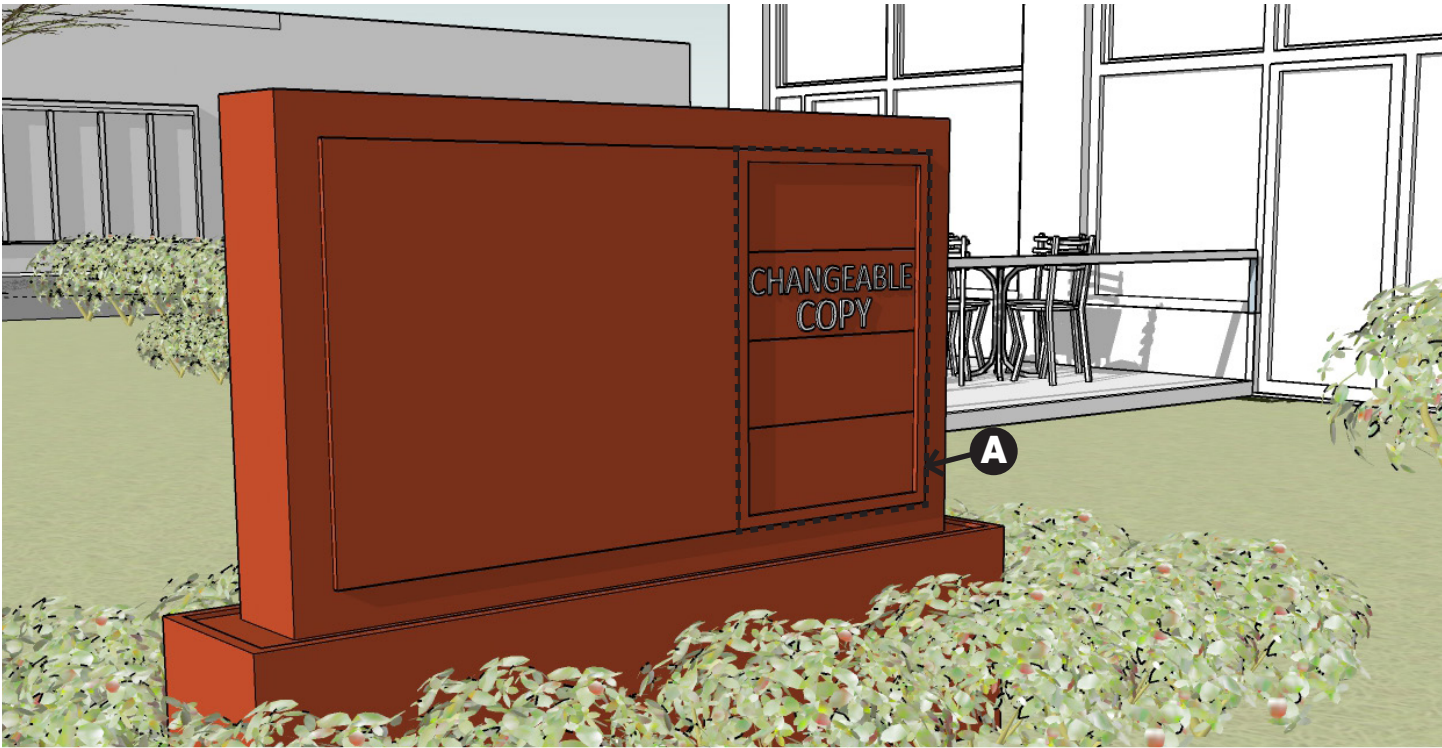


Exhibit 8.01I: Monument Sign

SECTION 8: SPECIFIC SIGN REQUIREMENTS

G. POLE SIGN
Where permitted, pole signs shall be subject to the following regulations:

1. SIGN STRUCTURE

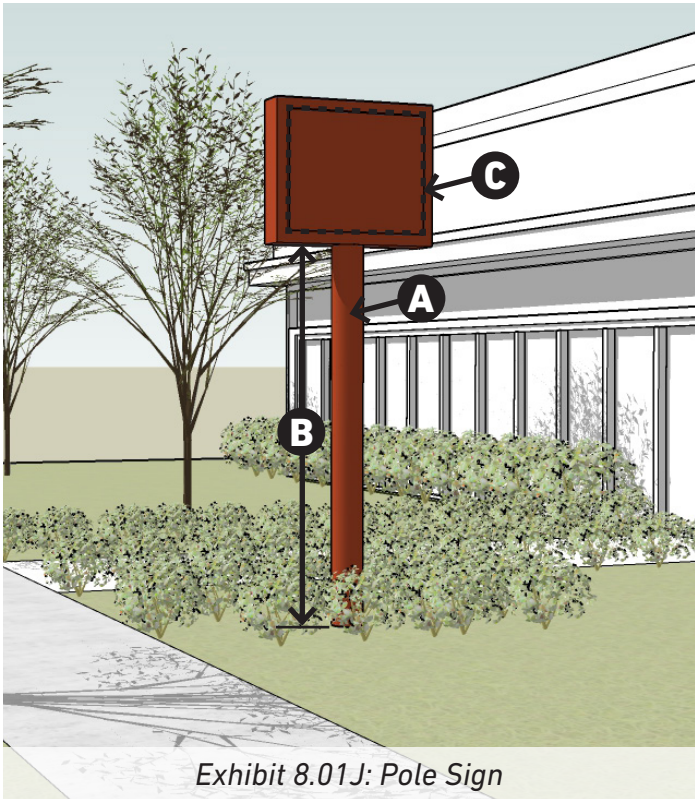
<p>a. Pole signs shall not use more than two (2) poles as a means of support.</p>	<p>A</p>
<p>b. Only one (1) sign may be permitted on any pole.</p>	

2. HEIGHT

<p>a. Pole signs shall provide a minimum clearance of eight (8) feet between the adjacent ground level and the bottom of the sign panel.</p>	<p>B</p>
--	-----------------

3. SIGN AREA

<p>a. Changeable message sign space may be permitted within any freestanding sign but shall not comprise more than 40% of the total sign area. Refer to Section 8.01D Electric Message Center Sign for more information on electronic changeable signs.</p>	<p>C</p>
<p>b. Changeable message sign space may be increased to a maximum of 50% of the total sign area if the background color matches the background color of the permanent sign copy area.</p>	



4. CITIZEN PLANNING COMMISSION

<p>a. A pole sign may be permitted by the Citizens Planning Commission only upon finding that a monument sign would block the vision of drivers or a wall sign could not be legally established on a side facing a street. In permitting a pole sign, the Citizens Planning Commission shall permit the minimum height necessary to achieve visibility, provided that it does not exceed the height of the building to which it is accessory.</p>

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SECTION 8: SPECIFIC SIGN REQUIREMENTS

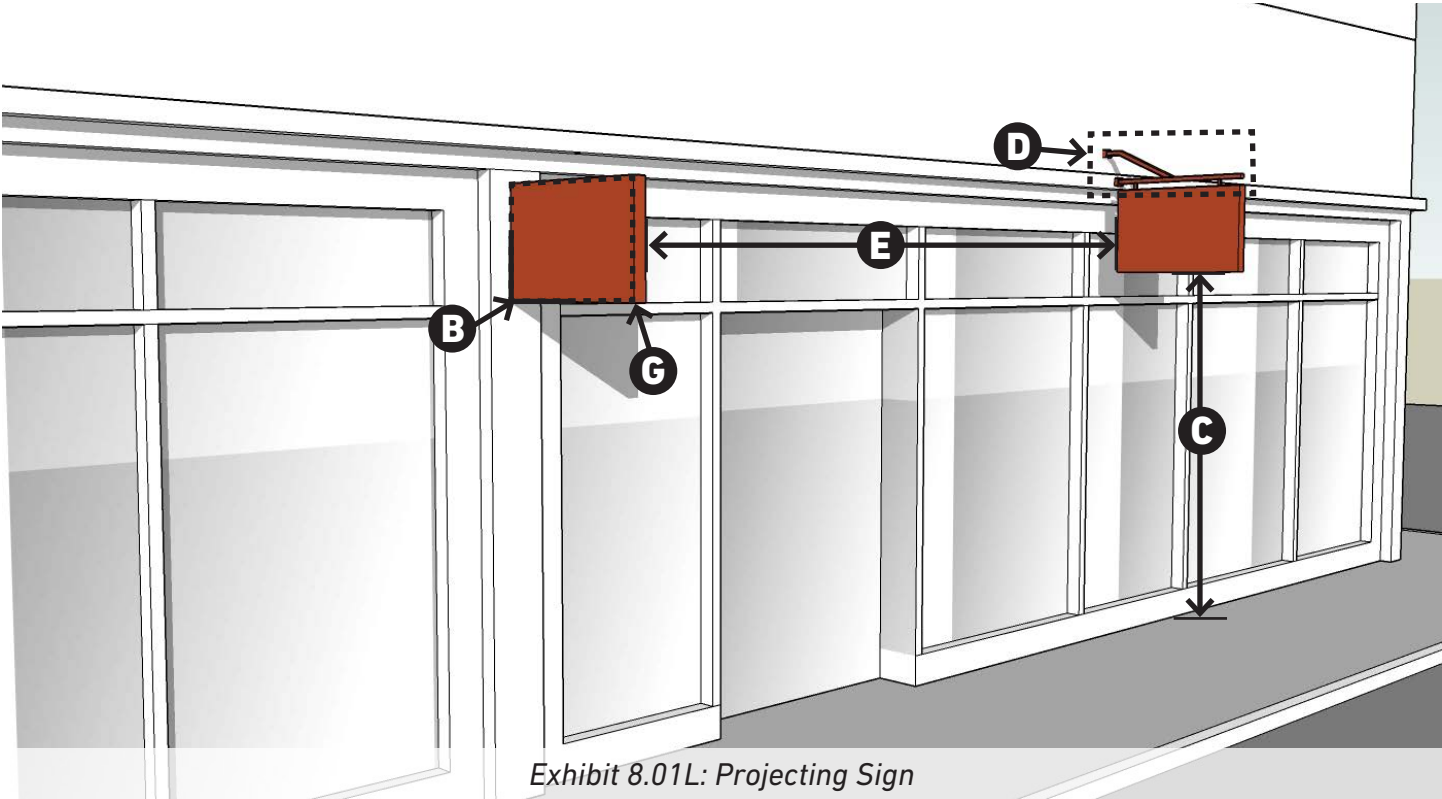
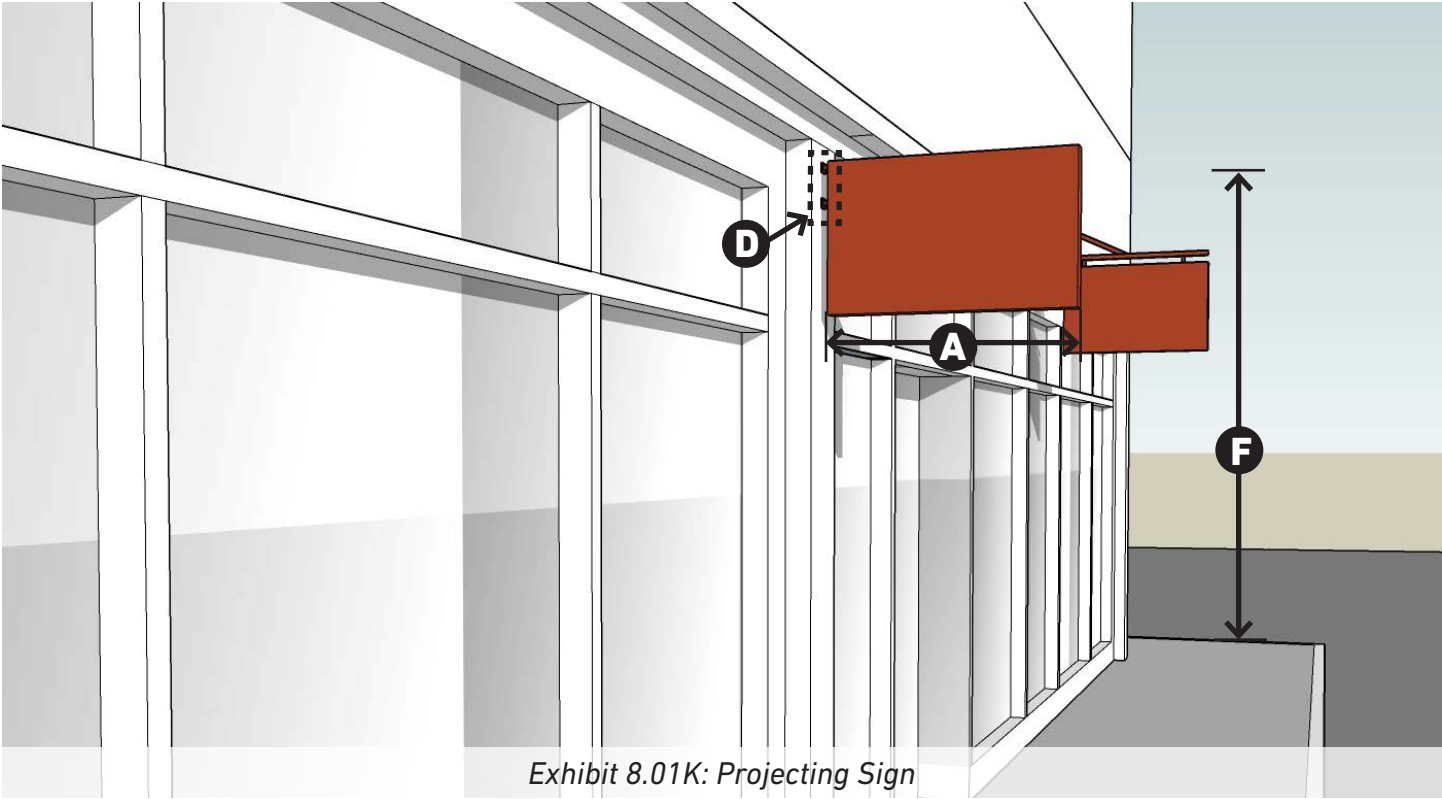
H. PROJECTING SIGNS
Projecting signs shall be subject to the following regulations:

1. PROJECTION	
a. Projecting signs shall not project more than four (4) feet from the building and shall be separated away from the wall by a minimum of six (6) inches.	A
b. Projecting signs shall project from the wall at an angle of 90°.	B

2. GROUND CLEARANCE	
a. Projecting signs shall maintain a minimum clearance from the ground of eight (8) feet.	C

3. OTHER REQUIREMENTS	
a. Projecting signs shall be mounted to the building by mounting bracket(s). Support chains shall be prohibited.	D
b. No projecting sign may be erected within 20 feet of any other projecting sign. <i>(This provision shall not deny any place of business at least one projecting sign.)</i>	E
c. Projecting signs within Central Business District shall be allowed to extend beyond the windowsill of the second-story window. Proposed projecting signs must be reviewed by an enforcement official to ensure sight lines are not impacted.	

4. SIGN ZONE REQUIREMENTS				
Sign Zone	Permitted/Prohibited	Number of Signs	Height Max.	Area Max.
			F	G
Zone A	Permitted	1*	Projecting signs shall not extend vertically beyond the windowsill of a second-story window.**	25 Sq. Ft. (Buildings w/Setback of 10 ft. or Less) 1 Additional Sq. Ft. for each additional 1 foot of setback (Maximum of 50 Sq. Ft.)
Zone B	Permitted			
Zone C	Permitted			
Zone D	Permitted			
Zone E	Permitted			
* Per Street Frontage with Ingress and Egress. **Additional height requirements are noted in Table 3c above.				



SECTION 8: SPECIFIC SIGN REQUIREMENTS

I. SANDWICH BOARD

Where permitted, sandwich boards shall be subject to the following regulations:

1. LOCATION

a. Sandwich board signs shall not interfere with pedestrian travel, accessible pathways, parking, driveways/access points or be within the street and/or road.

2. ILLUMINATION

a. Sandwich boards shall not be illuminated.

3. DISPLAY

a. Sandwich board signs shall only be displayed during business hours of the business displaying the sign and shall be removed at the close of business.

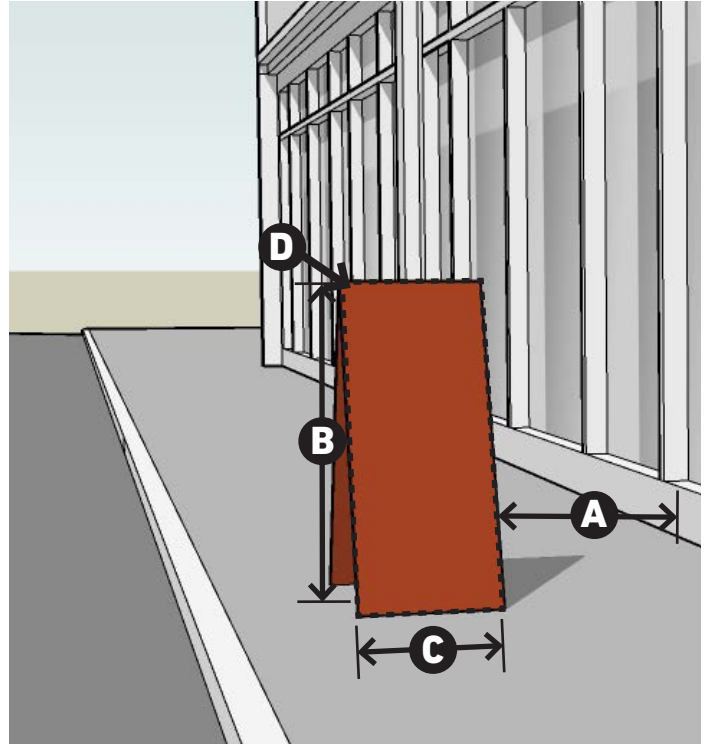


Exhibit 8.01M: Sandwich Board Sign

3. SIGN ZONE REQUIREMENTS

Sign Zone	Permitted/ Prohibited	#of Signs	Setback	Height Max.	Max. Width	Area Max.
			A	B	C	D
Zone A	Permitted	1	10 Ft. Maximum (Place of Business) 10 Ft. Minimum (Nearest Sandwich Board)	3 Ft.	2 Ft.	12 Sq. Ft.
Zone B						
Zone C						
Zone D						
Zone E						

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SECTION 8: SPECIFIC SIGN REQUIREMENTS

J. WALL SIGN
 Wall signs shall comply with the following standards:

1. PROJECTION	
a. Such signs shall not project more than 12 inches from the building surface.	A
b. If such a sign projects over a public walkway, it shall not be attached to the outer wall at a height of less than eight (8) feet, or at a height of less than 15 feet if the sign is projecting into any public driveway, alley or other street right-of-way.	B

2. SIGN HEIGHT
a. Such signs shall not extend above the lowest point of the roof, nor beyond the ends of the wall to which they are attached.

3. MULTISTORY BUILDING REQUIREMENTS
a. For multiple-story buildings, signs shall only be permitted as follows:
On the building sign band;
On a store window;
On an awning;
On a first story panel; and
In the area between the first floor and the windowsill of a second-story window. If there are no second-story windows, a wall sign may be placed within the first four (4) feet of the second-story level.

4. OTHER REQUIREMENTS
a. Signs shall not obscure the architectural features of the building, including but not limited to windows, arches, sills, moldings, cornices, and transoms.
b. Tenants with corner frontages shall be permitted an additional sign on the secondary frontage. The additional sign shall be a maximum of 50% of the square footage permitted for the primary frontage sign.

5. SIGN ZONE REQUIREMENTS					
Sign Zone	Permitted/Prohibited	Frontage	Number of Signs	Height Max.	Area Max.
				C	D
Zone A	Permitted	Freeway	1	Top of first story wall or sill of windows on second level	10% of first story wall (Maximum of 150 Sq. Ft.)
	Permitted	Street	1*		10% of first story wall (Maximum of 100 Sq. Ft.)
Zone B	Permitted	-			
Zone C	Permitted	-			
Zone D	Permitted	-			
Zone E	Permitted	-			
* Per Street Frontage with Ingress and Egress.					



Exhibit 8.01N: Wall Sign

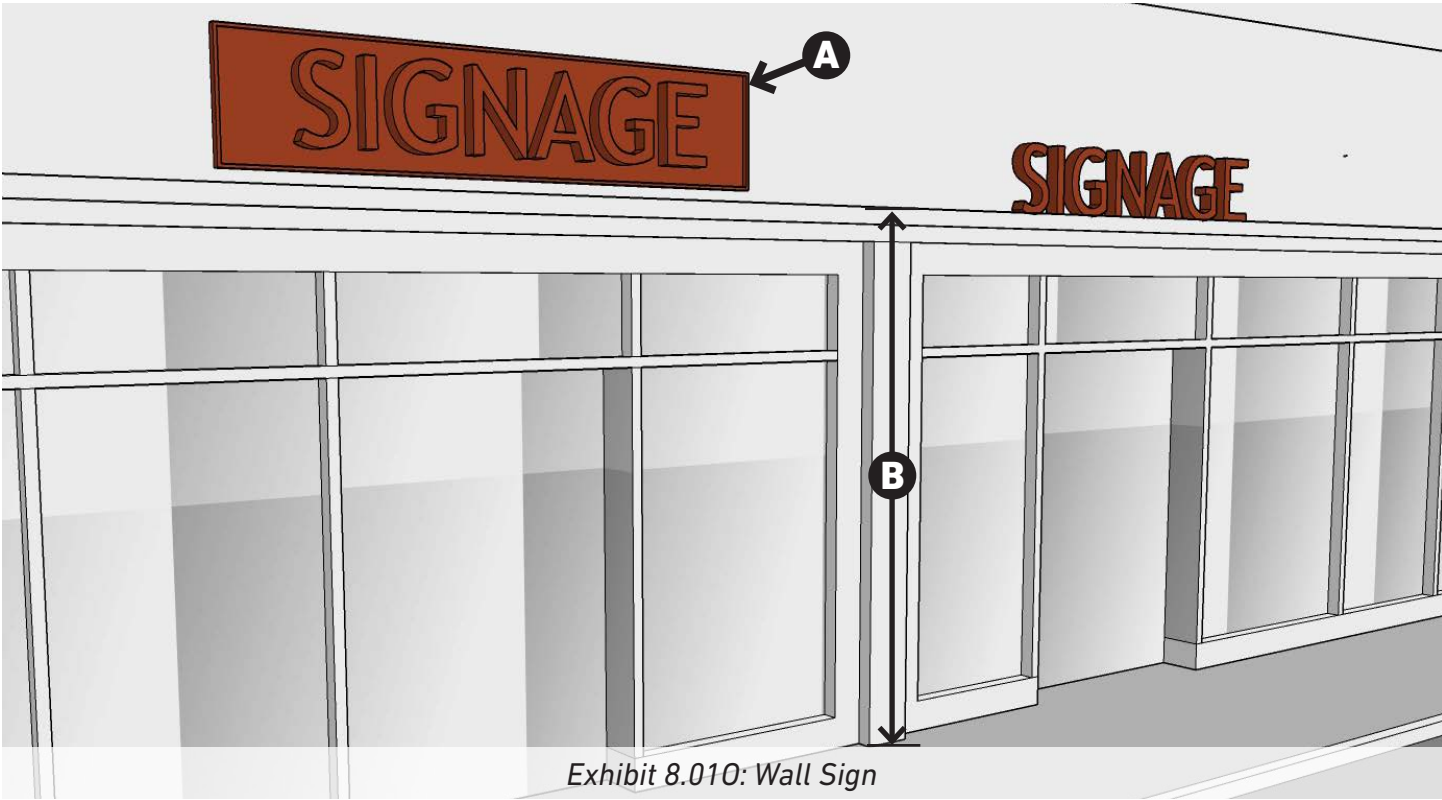


Exhibit 8.01O: Wall Sign

SECTION 8: SPECIFIC SIGN REQUIREMENTS

SECTION 8.02

ADDITIONAL SIGN SPECIFIC STANDARDS

- A. **Wall Sign Size Increase.** The size of the wall sign may be increased for buildings with a setback of 200 feet or greater, with an additional 15 square feet of sign area per each 100 feet of setback.
- B. **Freestanding Signs on Corner Sites.** Corner sites with less than 100 feet of frontage on either street shall be limited to one (1) freestanding sign.
- C. **Number of Wall Signs on Corner Sites.** Buildings on corner sites with less than 50 linear feet of elevation facing the street shall be limited to one wall sign.
- D. **Shopping Center.** A shopping center or similar commercial establishment shall be permitted a second freestanding sign on one major street frontage if a second two-way entrance is proposed and there is a minimum of 300 feet between each entrance.
- E. **Multiple Tenants.** In instances of a building with more than one (1) tenant, one (1) wall sign shall be permitted for each tenant having a separate direct means of public access from the outside.
- F. **Single Family Residential.** Single-family residential homes shall not be included with these requirements and shall be permitted only the signs indicated in **Section 3.01 Exempt Signs**.

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SECTION 9: HISTORIC DISTRICT REGULATIONS

SECTION 9.01

HISTORIC DISTRICT SIGNAGE STANDARDS

- A. Purpose.** The purpose and intent of the Historic Signage Standards is to protect, preserve and enhance the historic assets and the City of Monroe's character. The signage standards are to encourage preservation efforts and bring notice to site specific context.
- B. Illumination.** Internally illuminated signs shall be prohibited unless otherwise noted in this ordinance. Halo-lit or reverse channel lit letters are permitted the Central Business District.
- C. Electronic Marquees.** Electronic Marquees shall be permitted in Zone D and shall follow the requirements listed in **Section 8.01D**.
- D. Historic Signage Incorporated into the Construction of Building.** Signs installed during the construction of the building shall not be included in the total signage calculation.
 - 1. Cornerstones or other original signage indication date of construction, dedication or similar are examples of signage incorporated into the construction of the building.
- E. Integral Signs.** Names of buildings, dates of erection, monument citations and commemorative tablets when carved into stone, concrete or similar material or made of bronze, aluminum or other noncombustible material and made an integral part of the structure.
 - 1. Integral signs are not to exceed exceeding 25 square feet in area.
- F. Designation Signage.** Plaques or signs describing historical designation of a site or structure shall follow the following standards:
 - 1. Designation Signage must not exceed 12 square feet in area.

- 2. Designation Signage is subject to all height and setback requirements of the signage type i.e. wall sign, monument sign etc.
- 3. Designation Signage shall not interfere with clear vision requirements.
- G. Permit.** Historic signage must submit all required permits.
- H.** Refer to **Section 4 Historic Overlay District** of the Monroe Zoning Code for additional requirements and standards of the Historic Overlay District.

SECTION 9.02

REVIEW OF SIGNS

- A.** Signs within a Historic District shall be reviewed by an enforcement official or designee.
- B.** Signs within a Historic District shall be reviewed by the Historic District Commission or Historic Preservation at the discretion of the Economic and Community Development Director.
- C.** Recommendation for Staff/Administrative Historic Overlay District Review may be recommended, if necessary.

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SECTION 10: SIGN ZONE MAP

SECTION 10.01

SIGN ZONE MAP

