

**CHAPTER 13**  
**TEMPORARY SIGNS**

**SECTION:**

**12-13-1 TEMPORARY SIGNS**

**A. General Regulations for All Temporary Signs**

1. Except as otherwise permitted herein, signs shall be located entirely on property owned or controlled by the owner of the sign and shall be placed a minimum of five (5) feet from the property line.
2. Off-premise temporary signs for owners or tenants in unified commercial/mixed-use developments granted a Planned Unit Development designation shall be permitted, regardless of property ownership, so long as the sign is located within the boundaries of the Planned Unit Development.
3. Up to twenty-four (24) off-premises institutional signs are permitted, provided they are no larger than four (4) square feet in area, no taller than three (3) feet, and are displayed for no longer than twelve (12) days each display period. The display of an off-premises institutional sign shall not result in the diminution of the annual display period otherwise permitted for temporary signs on a given property.
4. No temporary sign may be illuminated.
5. No exposed framing shall be visible on temporary signs. All temporary signs must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of the sign and/or support hardware. Signs in disrepair are subject to removal by the Village.
6. No temporary sign shall extend over or into any street, nor any sidewalk, or other public thoroughfare or right of way a distance greater than four (4) inches from the wall to which it is attached, and shall not be placed or project over any wall opening capable of ingress and egress. No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window or fire escape, nor shall any such sign be attached to any standpipe.
7. Temporary signs shall not be attached to fences, trees, utility poles or permanent signs (except temporary signs may be attached to permanent signs when there is a change of ownership or occupancy).
8. Temporary signs shall not be placed in a position that will obstruct or impair vision or traffic or in any way or manner create a hazard or disturbance to the health and welfare of the general public.
9. Multiple temporary signs located on the same frontage and the same zoning parcel in the Downtown and Corridor Commercial Sign Districts must be separated by 50 feet.

10. All temporary signs shall be removed within five (5) business days following the earlier to occur between (a) the expiration of the applicable display limitation, or (b) the subject of the sign being complete, expired, terminated or abandoned.
11. Any violation of the conditions and restrictions of this section shall result in the loss of forty-five (45) days from the annual maximum duration for the display of a temporary sign. Such penalty shall roll over to the next calendar year if less than 45 days remain in the applicable limitation.

**B. Regulations by Sign District**

1. Temporary freestanding signs, other than banners, are permitted in compliance with the regulations of Tables 1 and 2 of this Section. For signs in the Residential Sign District, the regulations are divided between signs placed on private property in a yard which does or does not have frontage on an arterial road, including Riverwoods Road and Half Day Road (Illinois Route 22). For properties located in the Residential Sign District with frontage on an arterial road, temporary freestanding signs may be placed on either the front yard or corner side yard, but not both.

<b>TABLE 1 TEMPORARY FREESTANDING NON-BANNER SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Area</b>	<b>Height</b>	<b>Duration</b>
<b>Residential (arterial)</b>	16 sq. ft.	6 ft.	91 Days per display period; Minimum gap of 14 days
<b>Residential (non-arterial)</b>	2 sq. ft.	4 ft.	91 Days per display period; Minimum gap of 14 days
<b>Downtown</b>	24 sq. ft.	6 ft.	120 days per year in total; Not more than 6 separate times; Minimum gap of 7 days
<b>Corridor Commercial</b>	24 sq. ft.	6 ft.	120 days per year in total; Not more than 6 separate times; Minimum gap of 7 days
<b>Office/Industrial</b>	20 sq. ft.	6 ft.	91 days per year in total

<b>TABLE 2 TEMPORARY FREESTANDING NON-BANNER SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Materials</b>	<b># of Signs per Zoning Lot</b>	<b>Permit?</b>
<b>Residential (arterial)</b>	Corrugated Plastic, Wood or Metal	1	No
<b>Residential (non-arterial)</b>	Corrugated Plastic, Wood or Metal	1	No
<b>Downtown</b>	Vinyl, Balloons, Corrugated Plastic, Wood or Metal	2 per frontage	Yes
<b>Corridor Commercial</b>	Vinyl, Balloons, Corrugated Plastic, Wood or Metal	2 per frontage	Yes
<b>Office/Industrial</b>	Vinyl, Balloons, Corrugated Plastic, Wood or Metal	1 per frontage	Yes

- Temporary signs affixed to the inside of windows are permitted, without a permit, in compliance with the regulations of Tables 3 and 4 of this Section.

<b>TABLE 3 TEMPORARY WINDOW SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Area</b>	<b>Height</b>	<b>Duration</b>
<b>Downtown</b>	No greater than 25% of the window area <sup>a</sup>	Limited to Only the First Floor	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days
<b>Corridor Commercial</b>	No greater than 25% of the window area	Limited to Only the First Floor	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days

<sup>a</sup> “Window area” is defined as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are not considered an element that divides a window area. A “window pane” is each discrete piece of glass which is mounted in its own frame.

<b>TABLE 4 TEMPORARY WINDOW SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Placement</b>	<b>Materials</b>	<b>Copy Area</b>
<b>Downtown</b>	Interior	Plastic Decals, Corrugated Plastic, Wood or Metal	2” from the edge of any window pane
<b>Corridor Commercial</b>	Interior	Plastic Decals, Corrugated Plastic, Wood or Metal	2” from the edge of any window pane

3. Temporary signs attached to Village-owned poles and parking lot light poles are permitted to be erected by the owner of such pole in compliance with the regulations of Tables 5 and 6 of this Section.

<b>TABLE 5 TEMPORARY POLE SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Area</b>	<b>Height</b>	<b>Duration</b>
<b>Downtown</b>	8 sq. ft.	The face of the sign may not exceed 15 feet nor be lower than 8 feet	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days
<b>Corridor Commercial</b>	8 sq. ft.	The face of the sign may not exceed 15 feet nor be lower than 8 feet	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days

<b>TABLE 6 TEMPORARY POLE SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Materials</b>	<b>Copy Area</b>	<b>Permit?</b>
<b>Downtown</b>	Plastic, Canvas	2" from the edge of any window pane	Yes
<b>Corridor Commercial</b>	Plastic Canvas	2" from the edge of any window pane	Yes

4. Temporary freestanding banner signs are permitted in compliance with the regulations of Tables 7 and 8 of this Section. Banners may not be affixed or attached to a wall.

<b>TABLE 7 TEMPORARY FREESTANDING BANNER SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Area</b>	<b>Height</b>	<b>Duration</b>
<b>Residential (arterial)</b>	16 sq. ft.	6 ft.	14 Days per display period; Minimum gap of 14 days
<b>Residential (non-arterial)</b>	2 sq. ft.	4 ft.	14 Days per display period; Minimum gap of 14 days
<b>Downtown</b>	24 sq. ft.	6 ft.	91 days per year in total; Not more than 14 days for each display period; Minimum gap of 14 days
<b>Corridor Commercial</b>	24 sq. ft.	6 ft.	91 days per year in total; Not more than 14 days for each display period; Minimum gap of 14 days
<b>Office/Industrial</b>	20 sq. ft.	6 ft.	91 days per year in total

<b>TABLE 8 TEMPORARY FREESTANDING BANNER SIGNS</b>			
<b>SIGN DISTRICT</b>	<b>Materials</b>	<b># of Signs per Zoning Lot</b>	<b>Permit?</b>
<b>Residential</b>	Vinyl	1	Yes
<b>Downtown</b>	Vinyl	1 per frontage	Yes
<b>Corridor Commercial</b>	Vinyl	1 per frontage	Yes
<b>Office/Industrial</b>	Vinyl	1 per frontage	Yes

5. The duration for the display period for temporary freestanding signs and temporary banner signs shall not be cumulative, but shall be measured concurrently.