

Request For Proposals (RFP) for Signage Design, Fabrication and Installation

St. Joseph County Commission on Aging

Project Location: 1200 W. Broadway Three Rivers, St. Joseph County, Michigan

- I. **REQUEST FOR PROPOSALS.** The St. Joseph County Commission on Aging (COA) is requesting proposals from qualified firms or individuals to provide design, fabrication and installation services for signage at our soon to be completed Rivers Enrichment Center and Residence located at 1200 W. Broadway St., Three Rivers, MI (formerly known as the Three Rivers Inn).

Scope and Nature.

Site Description and current conditions: The building at 1200 W. Broadway is approximately 67,000 square feet, situated on 8.4 acres of land. The building was built and used as a hotel from 1980 until approximately 2005, when it closed. There is a large, elevated placard sign at the location where new signage is desired. This will be removed as part of the construction process currently underway at the building. There is also overgrown landscaping at the sign location that will be removed by current contractors.

Planned Use: The COA will be using this new location for our senior center operations, senior housing and for our main office. COA has recently rebranded with a new logo and Mission Statement, we would like our signage to accomplish the following:

- Reflect the updated COA colors and incorporate design elements of the COA logo into signage
- Communicate activities happening at the new location
- Draw attention to the location through visual appeal
- Good visibility and easy to read from a distance
- Comply with all local regulations regarding signage (copy of Three Rivers City Ordinance is at the end of the RFP)

Timeline.

The tentative schedule for the project is as follows:

- March 22, 2019-RFP distributed to solicit bids from Designers.
- March 29, 2019-onsite property review and Q&A for qualified firms and individuals.
- April 12, 2019– Proposals due from Designers.

- Week of April 15th , 2019 – interviews with finalists.
- May 7th, 2019. – recommendation made for contract award to St. Joseph County Board of Commissioners.

Estimated Budget. The preliminary budget for signage is \$25,000

Property Inspection. All interested parties should attend the onsite property inspection on March 29th at 10am and 2pm. Questions should be directed to Tim Stoll, Executive Director, St. Joseph County Commission on Aging at (269) 279-8083. Every effort should be made to review the property on the scheduled date; individual times will not be scheduled except in the case of extreme extenuating circumstances.

- II. **PROPOSAL SUBMISSION.** A paper copy should be submitted for each proposal and a USB flash drive with a copy of the proposal. All proposals shall be addressed and delivered in a sealed envelope to the St. Joseph County Commission on Aging, 103 S. Douglas, Three Rivers, MI 49093, Attn: Tim Stoll. Proposals will be received until 3:00 p.m. (Eastern Time) on April 12th, 2019. Any bid received after that time and date will not be opened or considered, and will be returned to the bidder.

Experience and Qualifications. Each Designer submitting a proposal should include, but not be limited to, the following information:

- The name of the firm and location of all its offices, specifically indicating the principal place of business. As an agency of St. Joseph County, the COA gives consideration to bidders in St. Joseph County and surrounding areas; this should not dissuade a bidder from outside of the area from bidding.
- A brief history of the firm and the range of services offered.
- The education, training, experience, licensing, and qualifications of designers.
- Proposed project production schedule showing dates and other information in sufficient detail to determine the feasibility of the time frames indicated; include information on the firm's technical capabilities and ability to timely perform the services as reflected by the firm's current and projected workload and having adequate personnel, equipment, and facilities.
- Illustrate how and when consultation with the COA and other relevant stakeholders will be done to provide the best development process.

- Financial proposals regarding the design and construction costs and fees for the professional services to be provided to the COA.
- The names of at least three (3) clients who may be contacted for references.
- Indicate the present level of professional and general liability and other insurance coverage for the firm.
- Include designs of similar type projects the firm has developed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs and durability.
- Provide any other pertinent information regarding qualifications and performance data requested by the COA.
- The COA reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Designer's competence.
- Provide a list of projects currently under contract.

III. EVALUATION CRITERIA AND SELECTION.

1. COA will evaluate each RFP submitted based on responsiveness to the project's needs. The COA will take into account the professional nature of the services to be rendered. If the COA recommends the award of a contract, the COA will recommend the award of contract to the Designer who is most responsive to the requirements of the RFP, and who has demonstrated competence and qualifications of the type of services required. Evaluation criteria shall also include:
 - Competence to perform the services requested and the qualifications and competence of persons who would be assigned to perform the services.
 - Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
 - Past performance as reflected by the evaluation of others who have retained the services of the Designer with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
 - Accessibility of Designer to the COA.

- Costs and durability benefits of prior designs.
 - Interview presentation.
2. The COA anticipates interviewing 3 professionally qualified Designers. The purpose of the interview is to allow the firm/individual to present qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided. Interviews will also provide an opportunity for the COA to seek clarifications from the Designer. The Designer selected for an interview will be notified of the date, time, and place of the interview. Interviews are tentatively scheduled to take place the week of April 15th, 2019. The COA anticipates making a final recommendation to the St. Joseph County Commissioners by May 7, 2019.
 3. The COA and St. Joseph County Board of Commissioners (or designee) will negotiate the terms of a contract with any selected Designer. If an agreement is reached, the Designer will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the COA, St. Joseph County, Michigan, or any other entity, and they reserve the right to not enter into any agreement with any Designer.

Bonds and Insurance. The Designer shall procure and maintain bonds and insurance as required by law.

Identification of Proposal. Proposals shall be submitted in a sealed envelope with the Designer's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR SIGNAGE DESIGN SERVICES."

Waiver. By submitting a proposal, the Designer agrees to waive any claim it has, or may have, against COA and St. Joseph County and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

Withdrawal of Proposal. A request to withdraw a proposal must be made in writing and filed with the COA prior to the interview phase of the RFP.

Disqualification of Bidders. Designers may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

- COA has reason to believe that the Designers have engaged in collusion.
- The Designer being involved in any litigation against any party to the proposal.

- The Designer is in arrears on any existing contract or has defaulted on a previous contract.
- The Designer has uncompleted work which, in the judgment of COA, will prevent or hinder the prompt completion of our project.
- Other appropriate reason as determined by COA.

Non-responsive proposals. An Designer that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

Submission of a proposal in response to this RFP is certification that you or your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Michigan.

Rejection of Proposals. COA reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. COA further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by COA to be necessary for the successful performance of the contract. COA further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

Public Records. Designer acknowledges by submitting a proposal that any and all information may be subject to the Public Records law of Michigan.

Submit all questions, inquiries, or requests for clarification about the project in writing to Tim Stoll, Executive Director, St. Joseph County Commission on Aging, 103 S. Douglas, Three Rivers, MI 49093 or via email at tstoll@sjcco.com.

Excerpt from the City of Three Rivers Zoning Manual

30-19 SIGNS.

(A) Findings. The City Commission finds that signs and other visual outdoor advertising are necessary to the commerce, health, safety and general welfare of the City. Further, it finds that failure to regulate their size, location and construction may lead to poor identification of individual businesses, deterioration of the business and residential areas of the City, intensification of the conflicts between different types of land use, reduction in the effectiveness of traffic-control devices, and safety hazards to pedestrians and motorists. Further, it finds that the City's economic base is dependent upon preserving property values and a healthy business climate.

(B) Purpose. This Section establishes a comprehensive series of standards, regulations and procedures governing signs or symbols serving as a visual communication media to persons which are situated within or upon public right-of-ways or properties. The provisions of this Section are intended to encourage opportunity for effective, orderly communication by reducing confusion and hazard resulting from unnecessary and/or indiscriminate use of communication facilities. To achieve this purpose, this Section has the following objectives:

(1) To prevent the placement of signs in a manner that will conceal or obscure signs or adjacent businesses.

(2) To keep the number of signs and sign messages at the level reasonably necessary to identify a business and its products.

(3) To keep signs within a reasonable scale with respect to the buildings to which they relate.

(4) To prevent off-premises signs from conflicting with business, residential and public land uses.

(5) To keep an area adjacent to streets clean of signs which might obstruct or distract the view of motorists.

(6) To reduce the visual and physical obstructions to motorists entering or leaving streets.

(C) General Provisions.

(1) When electrical signs are installed, all signs shall be designed and constructed in conformity to the provisions of the Building Code, National Electrical Code, the latest adopted edition of the B.O.C.A Code, and the Electrical Code of the State of Michigan, as may be amended.

(2) No signs other than governmental signs shall be erected or temporarily placed within any street right-of-way or upon any public lands or easements or rights-of-ways.

(3) The temporary use of searchlights, banners, pennants, portable signs and similar devices shall require a temporary sign permit from the City. Temporary signs shall not be subject to the provisions outlined for each specific district. The maximum size for a temporary sign shall not exceed forty-five (45) square feet.

(4) All canopy-style signs located over public right-of-way or over any public or private access route (sidewalks, etc.) shall be located a minimum of eight (8) feet above surface grade. Except as otherwise allowed, no sign shall project over any street or alley surface.

(5) All height restrictions on signs shall include height of sign structure and be measured from lot grade.

(6) Any sign, including sign structure, now or hereafter existing which no longer advertises or identifies a bonafide business conducted, or a service rendered, or a product sold shall be removed by the owner, agent, or person having the beneficial use and/or control of the building, structure, or property upon which the sign may be found within thirty (30) days after written notice from the City. Failure to remove the sign in accordance with the written notice will result in the City causing the sign to be removed and / or new blank panels installed by a sign company at the owner's expense. The cost of such will be assessed against the real estate.

(7) If at any time, it is found by the City that any sign, billboard, or advertising structure which may have been erected in compliance with this Chapter has become worn, injured, or not maintained so that it then fails to comply with the provisions of this Chapter, then the City shall so notify the owner thereof and demand that the same be removed or repaired. Failure to remove or repair the sign in accordance with the notice sent will result in the City causing the repair or removal at the owner's expense.

(8) No sign shall be erected, constructed, or maintained so as to obstruct any fire exit, required exit, window, door opening, or wall opening intended as a means of ingress or egress.

(9) No sign shall be erected, constructed, or maintained so as to interfere with any opening required for ventilation.

(10) All signs shall be located in such a way that they maintain horizontal and vertical clearance of all electrical power lines and communication lines in accordance with the applicable provisions of the Electrical Code. However, in no instance shall a sign be erected within eight (8') feet of any electrical power line, conductor, or service drop or any other communication line, conductor, or service top.

(11) All signs and their supporting structures shall maintain clearance and noninterference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communication equipment or lines. In addition, the placement of all signs and their supporting structures shall not interfere with natural or artificial drainage or surface or underground water.

(12) No sign shall be erected, constructed or maintained so as to interfere with any existing warning or instructional sign.

(D) Measurement of Sign Area, Height and Setback. Dimensional standards and measurements for signs shall be subject to the following:

(1) Sign Area. The surface area shall be measured and defined by the area which encloses the extreme limits of individual letters, words, symbols or message of the sign together with any frame. (a) Where two (2) sign faces with identical sign areas are placed back to back within two (2) feet of one another, then the sign area shall equal the area of one (1) face. (b) Where two (2) sign faces with different sign areas are placed back to back within two (2) feet of one another, then the sign area shall equal the area of the larger face. (c) Where two (2) sign faces

with different sign areas are placed more than two (2) feet from one another at any point, then the sign area shall equal the total area of all sign faces.

(2) Sign Height. The distance from the average level of the ground or pavement directly below the sign to the highest point of the sign structure, including any supportive or decorative elements.

(3) Sign Setback. Setbacks shall measure from the closest street right-of-way or front property line to the nearest edge of the sign.

(E) District Regulations. The following signs are allowed in the various zoning districts as provided in this Section. Signs are allowed to be installed on the side of a building in accordance with the specific requirements of each zoning district.

(1) Residential District (R-1 through Mobile Home District R-MH). Signs permitted in Section titled "Permitted Signs" are allowed in residential districts except as noted. (2) Neighborhood Business District (B-1). Signs shall be limited to one (1) wall or canopy sign, and one (1) monument sign on the premises of a business establishment or composite of businesses under single ownership by an individual firm, or corporation. On parcels fronting two (2) or more streets, one (1) monument sign is allowed for each street frontage. On parcels with five hundred (500) feet of total street frontage on one (1) street or seven hundred (700) feet of total street frontage on two (2) or more streets, one (1) additional monument sign is allowed. (a) The total area of each sign permitted shall not exceed five (5) square feet for each ten (10') feet or fraction of street frontage or fifty (50) square feet for each acre or fraction thereof, whichever is larger. However, in no case shall the area of any sign exceed one hundred (100) square feet. (b) Where any premises has more than one occupant, the permitted area of each sign shall be divided among them in the same proportion as floor space and outdoor sales space which is occupied by them. (c) Where the premises has more than two occupants, and has a name distinct from that of an occupant, as in a shopping mall, an additional three (3) square feet of sign area for each ten (10') feet or fraction of street frontage up to a maximum of seventy-five (75) square feet, is allowed for monument signs. This additional sign area shall be used only to display the name of the premises. (d) Structures containing a floor area of ten thousand (10,000) square feet or more and having multiple tenants, may have one (1) wall or canopy sign identifying only the name and/or business for each tenant, provided no single sign is greater than ten (10 percent of the gross silhouette area of the tenant building front to which it is attached or one hundred (100) square feet, whichever is lesser. For the purposes of determining the gross silhouette of the tenant building front, the silhouette shall be defined as that area within an outline drawing of the tenant building front as viewed from the main entrance of the tenant building. Main entrance shall be determined by the Zoning Administrator. (e) The maximum height for a monument sign shall not exceed twelve (12) feet. The placement of monument signs shall comply with the traffic visibility requirements outlined in Section 30-19, (G), (1) below. (f) Any canopy structure to which a canopy sign is attached shall not be less than two (2) feet from any vehicular parking space or maneuvering lane. A minimum underclearance of eight (8) feet shall be maintained above a sidewalk by all canopy structures. Canopies hereafter erected shall, whenever practicable, match the established underclearance height and projection of canopies which exist on abutting parcels and/or businesses.

(3) Central Business District (B-3). Signs shall be limited to one (1) wall, canopy, or projecting sign, and one (1) monument sign on the premises of a business establishment or composite of

businesses under single ownership by an individual, firm or corporation. On parcels fronting two (2) or more streets, one (1) wall, canopy or projecting sign and one (1) monument sign is allowed for each street frontage. On parcels with five hundred (500) feet of total street frontage on one (1) street or seven hundred (700) feet of total street frontage on two (2) or more streets, one (1) additional monument sign is allowed. (a) The total area of each sign permitted shall not exceed ten (10%) percent of the gross silhouette area of the building front, or ten (10) square feet for each ten (10') feet or fraction of street frontage, whichever is greater. An additional five (5%) percent of gross silhouette area of the building front, or five (5) square feet for each ten (10') feet or fraction of street frontage may be added to the total permitted sign area when more than one separately conducted business is contained within the building. However, in no case shall the area of any sign exceed one hundred (100) square feet. For the purposes of determining the gross silhouette of the building, the silhouette shall be defined as that area within an outline drawing of the principal building as viewed from the main entrance of the building. Main entrance shall be determined by the Zoning Administrator. (b) Where any premises has more than one occupant, the permitted area of each sign shall be divided among them in the same proportion as floor space and outdoor sales space which is occupied by them. (c) Structures containing a floor area of ten thousand (10,000) square feet or more and having multiple tenants, may have one (1) wall, canopy or projecting sign identifying only the name and/or business for each tenant, provided no single sign is greater than ten (10%) percent of the gross silhouette area of the tenant building front to which it is attached or one hundred (100) square feet, whichever is lesser. For the purposes of determining the gross silhouette of the building, the silhouette shall be defined as that area within an outline drawing of the principal building as viewed from the main entrance of the building. Main entrance shall be determined by the Zoning Administrator. (d) The maximum height for a monument sign shall not exceed twelve (12) feet. (e) Any projecting sign or canopy structure, to which a canopy sign is attached, shall not be less than two (2) feet from any vehicular parking space or maneuvering lane. A minimum under-clearance of eight (8) feet shall be maintained above a sidewalk by all canopy structures. Canopies hereafter erected shall, whenever practicable, match the established under-clearance height and projection of canopies which exist on abutting parcels and/or businesses

(4) General Business and Industrial Districts (B-2, I-1, and I-2). Signs shall be limited to one (1) wall, canopy, or projecting sign, and one (1) monument sign or pylon sign on the premises of a business establishment or composite of businesses under single ownership by an individual, firm or corporation. On parcels fronting two (2) or more streets, one (1) monument or pylon sign is allowed for each street frontage. On parcels with five hundred (500) feet of total street frontage on one (1) street or seven hundred (700) feet of total street frontage on two (2) or more streets, one (1) additional monument or pylon sign is allowed. (a) The total area of each sign permitted shall not exceed ten (10) square feet for each ten (10) feet or fraction of street frontage, or seventy-five (75) square feet for each acre or fraction thereof, whichever is greater. However, in no case shall the area of any sign exceed one hundred and fifty (150) square feet. (b) Where any premises has more than one occupant, the permitted area of each sign shall be divided among them in the same proportion as floor space and outdoor sales space which is occupied by them. (c) Where the premises has more than two (2) occupants, and has a name distinct from that of an occupant, as in a shopping mall, an additional five (5) square feet of sign area for each ten (10') feet or fraction of street frontage up to a maximum of one hundred (100) square is allowed for monument or pylon signs. This additional sign area shall be used only to display the name of the premises. (d) Structures containing a floor area of ten thousand (10,000) square feet or more and having multiple tenants, may have one (1) wall,

canopy or projecting sign identifying only the name and/or business for each tenant, provided no single sign is greater than ten (10%) percent of the gross silhouette area of the tenant building front to which it is attached or one hundred (100) square feet, whichever is lesser. For the purposes of determining the gross silhouette of the building, the silhouette shall be defined as that area within an outline drawing of the principal building as viewed from the main entrance of the building. Main entrance shall be determined by the Zoning Administrator. (e) The maximum height for a monument sign shall not exceed fifteen (15) feet. The maximum height for a pylon sign shall not exceed twenty-five (25) feet. (f) Any canopy structure to which a canopy sign is attached shall not be less than two (2) feet from any vehicular parking space or maneuvering lane. A minimum under-clearance of eight (8) feet shall be maintained above a sidewalk by all canopy structures. Canopies hereafter erected shall, whenever practicable, match the established under-clearance height and projection of canopies which exist on abutting parcels and/or businesses

(5) Industrial Park and Airport Districts (I-3, I-4 and A) . Identification signs shall be of the monument type and/or the wall or fascia type. One of each type is permitted. Monument signs shall not exceed sixty (60) square feet per side nor have a total height greater than eight (8') feet. Monument signs shall have a minimum setback equal to the actual sign height, Wall or fascia type shall not exceed ten (10') percent of the gross silhouette area of the building front. Informational signs are permitted as required. Pylon or pole type signs, billboard signs, and roof signs are prohibited. An identification sign for an industrial park entrance shall not exceed one hundred (100) square feet per side nor have a total height greater than twelve (12') feet.

(F) Permitted Signs. The following signs are allowed in all zoning districts and, except as otherwise provided, shall comply with all applicable provisions of this Chapter. It shall be unlawful to erect or replace any sign except as provided in this Chapter.

(1) Pylon and Monument Signs. No portion of any pylon or monument sign shall be nearer than five (5') feet to any property line or driveway.

(2) Identification Signs. There may be one on each premises not to exceed six (6) square feet in area. If the sign is free standing, the total height may not exceed five (5) feet. Identification signs are prohibited in residential districts except for premises having a Home Occupation Permit, which premises may have one wall sign.

(3) Integral Signs.

(4) Political Campaign Signs. Shall not exceed four (4) square feet in all residential districts, or twelve (12) square feet in all other zoning districts. Every campaign sign must contain the name and address of the person(s) responsible for placement and removal of the sign. Signs erected before any election shall remain in place for no longer than five (5) days after the election for which they are intended. The City shall have the right to remove and destroy unsightly signs or remove signs after the five (5) day limit. Signs may be placed to the property line. Campaign signs shall not be erected within one hundred (100') feet of any entrance to a building where a polling place is located.

(5) Holiday Signs. All holiday signs and placement shall be approved by the Zoning Administrator and shall be displayed for a period not to exceed sixty (60) days.

(6) Construction Signs. Construction signs shall be confined to the site of the construction, alteration, or repair and shall be removed within two (2) years of the date of issuance of the

first building permit or when the particular project is completed, whichever is sooner as determined by the Building Official. One sign shall be permitted for each street the project abuts. No sign may exceed ten (10) square feet in a residential district or fifty (50) square feet in a business or industrial district.

(7) Real Estate Sale or Rental Signs. Signs must be removed within fourteen (14) days after sale or rental of property. Signs may not measure more than six (6) square feet in residential districts, nor more than twenty (20) square feet in all other districts. There shall be only one sign for each street frontage. Real estate sale signs may be placed to the property line.

(8) Informational Signs. Signs shall not be larger than five (5) square feet and shall conform to the location provisions of the specific district. Information signs are prohibited in residential districts.

(9) Bulletin Board Signs. Signs may not exceed twenty-four (24) square feet in area. Signs shall be limited to one sign per street frontage, and may be located to one-half the required setback.

(10) Institutional or Area Identification Signs. The sign area shall not exceed twenty-four (24) square feet; and if the sign is freestanding, the height does not exceed eight (8) feet.

(11) Non-Profit Events. Signs which advertise events sponsored by non-profit organizations shall not exceed four (4) square feet. These signs do not require a permit but must be removed within five (5) days after the event advertised.

(12) Governmental Signs. May be placed as determined necessary or required by governmental unit.

(G) Prohibited Signs. The following signs are specifically prohibited by this Chapter.

(1) Any sign, by reason of its size, location, content, coloring, or manner of illumination, which obstructs the vision of drivers or pedestrians, or detracts from the visibility of any official traffic control device.

(2) Any sign which contains or imitates an official traffic sign or signal except for private, on-premises informational signs.

(3) Any sign which moves or rotates. Exempted are time and/or temperature information signs and barber poles.

(4) Off-premises advertising signs except for signs which advertise events sponsored by nonprofit organizations, and signs found on fences inside of baseball parks and billboards.

(5) Signs which contain a registered trademark or portray a specific commodity for sale occupying more than ten (10%) percent of the sign area unless the registered trademark or commodity is the principal activity conducted on the premises.

(6) No person shall stand or park a motor vehicle on public or private property in the City for the purpose of advertising the same "for sale" or "for trade". The owner of a motor vehicle may place a "for sale" or "for trade" sign within the vehicle provided the vehicle is located on the

owner's premises. This Section shall not apply to properly licensed automobile dealerships and properly licensed used car lots.

(7) Roof signs.

(8) No sign shall be placed in the area between the street and the sidewalk (a/k/a street terrace) or other City right-of-way except as permitted by this Chapter. No sign shall be attached in any manner to trees, fences, utility poles or other such permanent supports in the right-of-way.

(9) Any sign not located on the lot for which it advertises is prohibited except identification signs for non-profit organizations.

(H) Legal Non-Conforming Signs.

(1) The following are legal nonconforming signs: (a) Signs which lawfully existed prior to the effective date of adoption or amendment of this Zoning Ordinance which are no longer permitted by this Chapter. (b) All other signs, not now prohibited, which existed prior to the effective date of adoption or amendment of this Zoning Ordinance, but do not conform to the provisions of this Chapter. (c) A nonconforming sign may not be: (i) Changed to another nonconforming sign. (ii) Structurally altered except to bring into compliance with the provisions of this Chapter. (iii) Expanded. (iv) Reestablished after its removal for thirty (30) days or more. (v) Reestablished after damage of more than fifty (50%) percent of sign replacement cost except to bring into compliance. (d) Maintenance and Repair. Nothing in this Section shall be construed as relieving the owner or user of a legal non-conforming sign or owner of the property on which the legal non-conforming sign is located from the provisions of this Chapter regarding safety, maintenance, and repair of signs provided, however, that any repainting, cleaning, and other normal maintenance or repair of the sign or sign structure shall not modify the sign structure or copy in any way which makes it more nonconforming or the sign shall lose its legal nonconforming status.

(I) Permits.

(1) Signs listed under "Permitted Signs" in this Chapter are exempt from permits.

(2) A permit is required for any sign that is erected, moved to another location or reconstructed either on the same or other premises.

(3) Written application for a sign permit shall contain the following information: (a) Name, address, and telephone number of the applicant. (b) Location of building, structure, or lot to which or upon which the sign or other advertising structure is to be attached or erected. (c) Position of the sign or other advertising structure in relation to nearby buildings or structures. (d) Two (2) blueprints or ink drawings of the plans and specifications and method of construction and attachment to the building or in the ground. (e) Name of person erecting the sign structure. (f) Written consent of the owner of the building, structure, or land to which or on which the sign structure is to be erected. (g) Any electrical permit required and issued for the sign. Application requesting electrical permit for a proposed sign must accompany sign application. (h) Such other information as the Zoning Administrator may require to show full compliance with this Chapter. (i) For temporary sign permits, a map of the location of all the signs to be erected with the dates of erection and removal.

(4) Temporary Sign Permits. Temporary sign permits shall not exceed thirty (30) days with one renewal to a maximum of sixty (60) days in one calendar year. All temporary signs must be removed no later than five (5) days after the event for which it advertises is over.

(5) Permit Fees. (a) Permit fees for signs shall be based on square footage of sign area. (b) The fee for any required permit shall be doubled if the sign is erected prior to issuance of a permit. (c) Sign permit fees: See Section 6.3 of City Code Chapter 6. (J) Appeals. Any person aggrieved by a decision of the Zoning Administrator relative to the placement, area, height, or construction of a sign may appeal such decision to the Zoning Board of Appeals. The Zoning Board of Appeals may grant a variance after a public hearing. (1) Variances. The Zoning Board of Appeals has the power to grant specific variances from the requirements of this Chapter upon showing that: (a) The variance would not be contrary to the public interest or general purpose and intent of this Chapter. CHAPTER 30 ZONING (2017) 30-34 (b) The variance does not adversely affect properties in the immediate vicinity of the proposed sign. (c) The petitioner has practical difficulty resulting from the unusual characteristics of the property that precludes reasonable use of the property. (d) All sign variances shall terminate upon alteration or reconstruction of more than fifty (50%) percent of the sign or at a date set by the Zoning Board of Appeals, whichever occurs first.

(K) Special Sign Considerations.

(1) Signs in National Downtown Historical District. (a) All signs in this area shall comply with provisions in this Chapter and be constructed within the guidelines of the Downtown National Register Historic District or any locally adopted Historic District Plan. (b) Sandwich board signs shall be permitted to be placed up to the curb line. Maximum size for these signs is three (3) feet by four (4) feet. Signs shall be non-electrical. No permit shall be required. (L) Administration and Enforcement. (1) The Zoning Administrator shall have the authority to issue sign permits.

(2) Painting, repainting, repairing, servicing or cleaning of a sign or the changing of the business or product copy of a message thereon shall not be considered an erection or alteration which requires a sign permit unless a structural change is made.

(3) Any sign constituting an immediate hazard to public health or safety is deemed a nuisance and may be removed by the City at the expense of the owner of the sign.

(M) Changeable Signs.

(1) Definitions as used in this Section. (a) "Changeable Sign" means an on-premises sign created, designed, manufactured or modified in such a way that its Message may be electronically, digitally or mechanically altered by the complete substitution or replacement of one Display by another on each side. (b) "Display" means that portion of the surface area of a Changeable Sign that is, or is designed to be or is capable of being periodically altered for the purpose of conveying a Message. (c) "Message" means a communication conveyed by means of a visual display of text. (d) "Nit" means a unit of illuminative brightness equal to one candle per square meter, measured perpendicular to rays of the source. (d) "Scrolling" means the moving of text across a Display as if by unrolling a scroll. (e) "Time and Temperature Sign" means a Changeable Sign that electronically or mechanically displays the time and temperature by complete substitution or replacement of a Display showing the time with a Display showing the temperature.

(2) Display. (a) The Display of the sign shall not change more rapidly than once every one and one-half (1.5) seconds. (b) The display shall not, or shall not appear to, flash, undulate, pulse, or portray explosions, fireworks, flashes of light, or blinking or chasing lights; the display shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist or otherwise portray movement or animation as it comes onto, is displayed on, or leaves the sign board. (c) Scrolling or traveling of a static display onto the sign from one (1) direction only per display shall be allowed; provided, that each display remains in a static state for at least one and one-half (1.5) seconds. There shall be ten (10) seconds of still image or blank screen following every scrolling or traveling display. (d) No Message shall require more than ten (10) seconds to be displayed in its entirety. (e) The Display shall have a dark background with only the message or foreground lit in a red, white, amber or other light tone or shade.

(3) Light Levels. (a) All signs shall have installed ambient light monitors and shall at all times allow such monitors to automatically adjust the brightness level of the electronic sign based on ambient light conditions. CHAPTER 30 ZONING (2017) 30-35 (b) Maximum brightness levels for electronic signs in commercial/industrial zones shall not exceed eight thousand (8,000) nits when measured from the sign's face at its maximum brightness, during daylight hours and five hundred (500) nits when measured from the sign's face at its maximum brightness between dusk and dawn. (c) At no time shall the sign be operated at a brightness level greater than the manufacturer's recommended levels.

(4) Residential Zones. (a) Changeable signs shall not be allowed within any dwelling or home occupation in any residential zone. (b) Businesses, public places of worship or schools are allowed changeable signs providing that: (i) They comply with all relevant provisions of this Section; (ii) The brightness level shall not exceed eight thousand (8,000) nits when measured from the sign's face at its maximum brightness during the daylight hours and five hundred (500) nits when measured from the sign's face at its maximum brightness between dusk and dawn; (iii) Changeable displays in residential zones shall be turned off between the hours of 10:00 p.m. and 7:00 a.m. (5) Additional Requirements. (a) Changeable sign permit applications must include a copy of the manufacturer's operating manual, which includes the manufacturer's recommended standards for brightness, scrolling or traveling speed, and other display operations. (b) Changeable sign permit applications must also include a certification from the owner or operator of the sign stating that the sign shall at all times be operated in accordance with applicable provisions of the City Code and that the owner or operator shall provide proof of such conformance upon request of the City. (c) Whether the sign is programmed from the site or from a remote location, the computer interface that programs the sign shall be available to City staff for inspection upon request. If the computer interface is not immediately available, the sign shall cease operation until such program can be provided.