



# **CITY of MEDINA**

## **Planning and Zoning Department**

**Ph(330) 722-9023    Fax (330) 350-1011**

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## **Sign Code Submittal Packet**

The purpose of this packet is to provide information on the process to install permanent and temporary signs with the City of Medina. Listed below is a summary of the review and approvals process for residential and commercial/industrial uses. Please refer to section 1147 of the Planning and Zoning Code for the complete sign ordinance.

### **Approval**

All permanent signs within the City of Medina require the issuance of a sign permit from the City of Medina.

Conditional signs (Historic District, Multi-Use District, TCOV Overlay): Conditional signs are subject to a design review approval by the Planning Commission or Historic Preservation Board (Historic District). The signs are reviewed for compliance with design review standards of section 147.16 of the sign code (attached). Please refer to Boards and Commissions Zoning Application for submittal requirements at [medinaoh.org](http://medinaoh.org) or contact the Planning Department for any assistance.

Administrative Review: All other sign applications are received at the Building Department for administrative review and approval. Please refer to the online application forms at [medinaoh.org](http://medinaoh.org) or contact the Building Department for any assistance.

### **Submittal**

Conditional Signs (Planning Commission or Historic Preservation Board):

Submittals must include the following:

1. Application fee (check payable to the city of Medina) of \$50 per sign plus \$1 per square foot of sign area.
2. A plot plan and building elevations drawn to scale (1/8 inch=1 ft min.) showing the locations and dimensions of the existing building and the proposed signage and lighting.
3. A description and drawings indicating the color, style, materials, mounting method, and lighting of the proposed signs.
4. Color and material samples of the proposed sign(s).
5. Existing condition photographs.
6. Any other pertinent data as may be deemed necessary for the proper enforcement of these regulations.

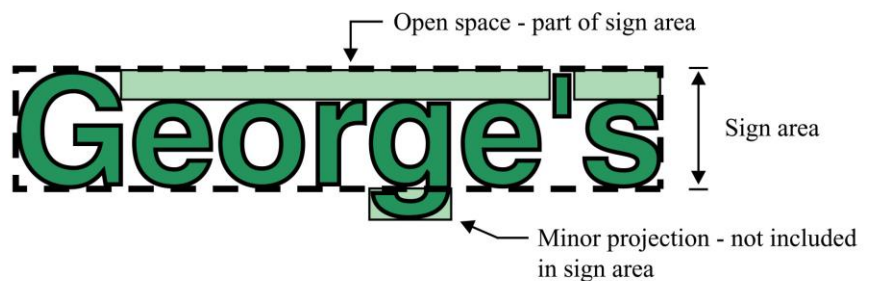
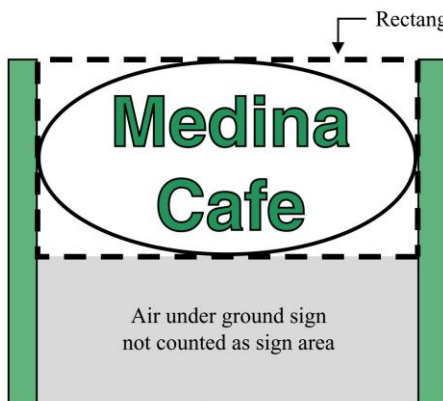
#### Administrative reviews:

1. Application fee (check payable to the city of Medina) of \$25 per sign plus \$0.50 per square foot of sign area.
2. A site plan and building elevations showing the locations and dimensions of the existing building and the proposed signage and lighting.
3. Any other pertinent data as may be deemed necessary for the proper enforcement of these regulations.

#### Determining Sign Area

Sign area shall include the sign face and frame, but shall not include the structural support unless such structural support is illuminated or determined to constitute an integral part of the sign design.

- (1) For a sign that is framed, outlined, painted or otherwise prepared and intended to provide a background for a sign display, the area of the sign shall be the area of one rectangular shape that encompasses the entire background or frame.
- (2) For a ground or wall sign comprised of individual letters, figures or elements, the area of the sign shall be the area of one rectangular shape that encompasses the perimeter of all of the elements in the display, including any open space separating such elements.
- (3) For a window sign comprised of individual letters, figures or elements, the area of the sign shall be the area of one or more rectangular shapes that encompass the perimeter of each of the elements in the display, excluding any open space separating such elements.
- (4) One minor extension may be permitted to extend above or below the sign area when the area of the extension is less than 25 percent of the open space created by the extension. For the purposes of this Chapter, only the open space within the sign area shall be included in the calculation.



### **Conditional Sign Permit Design Guidelines**

Listed below is the design criteria used by the Planning Commission and Historic Preservation Board when reviewing conditional sign applications.

In reviewing a proposal for a conditional sign permit, the Historic Preservation Board (Historic District) and Planning Commission (M-U and TC-OV Districts, as well as all electronic message center and pole signs, and outline lighting of the building or roof line), as applicable, shall consider whether the proposed sign or lighting meets the following design guidelines, which are in addition to the design criteria for all signs listed in Section 1147.07(d):

- (a) Lettering should be large enough to be easily read but not overly large or out of scale with the building or site.
- (b) A sign should be consolidated into a minimum number, and harmonious use, of materials and elements.
- (c) The ratio between a message and its background should permit easy recognition of the message.
- (d) The size, style, and location of a proposed sign should be appropriate to the site and use with which the sign is associated.
- (e) A sign should complement the building with which it is associated, as well as adjacent buildings, by being designed and placed to enhance the architecture of the building.
- (f) The color of a sign should be compatible with the color of the building facade with which it is associated. A sign should be designed with a minimum number, and harmonious use, of colors.
- (g) A permanent window sign should be comprised of individual letters, logos or design elements that are not encompassed by a solid opaque background, so as not to obscure the view through the window with which the sign is associated.
- (h) The size of the lettering and graphics on a projecting sign should be appropriate for viewing by pedestrians.
- (i) A ground sign that provides a directory of occupants for a multi-occupant building should have simplicity of design, to compensate for the additional amount of information provided (i.e. utilize common elements such as the same background color, or other common elements, etc.).
- (j) The area of a wall sign should not exceed 80 percent of the area of the frame of architectural space specifically intended for signage.
- (k) A projecting sign that is comprised of multiple elements hanging from the same supports should be designed such that all such elements are compatible in size, shape, and color.
- (l) Multiple signs associated with a single use should contain similar materials, colors, and design elements, regardless of sign type(s).
- (m) An awning or canopy sign should be located on the valance of the awning or canopy.”

**RESIDENTIAL USES IN ALL DISTRICTS AND SIGNS IN RESIDENTIAL,  
OPEN SPACE CONSERVATION, AND PUBLIC FACILITIES DISTRICTS**

TYPES OF SIGNS	Single and Two-Family Dwellings	Multi-Family Dwellings	O-C, P-F and nonresidential buildings
Permanent Signs			
Signplate – wall or window			
Maximum number	1/dwelling unit	1/public entrance	1/public entrance
Maximum area	2 square feet	2 square feet	2 square feet
Ground Sign (two and multi-family)			
Maximum number		1/entrance	1/building
Maximum area		10 square feet	40 square feet
Minimum front/side yard setback		5 feet/10 feet	5 feet/10 feet
Maximum height		6 feet	6 feet
Wall Sign (in lieu of ground sign)			
Maximum number	n.a.	n.a.	2/building (1 on primary building frontage/1 on secondary building frontage)
Maximum area	n.a.	n.a.	Primary: 1 SF/ 1 linear foot of frontage Secondary: 1 SF/ 4 linear foot of frontage
Instructional Sign	Administrative review – minimum amount for intended purpose		
Temporary Signs			
Ground Sign			
Maximum number	1/dwelling unit	1/public entrance	1/public entrance
Maximum area	6 square feet	6 square feet	32 square feet
Maximum height	4 feet	4 feet	6 feet
Window Sign			
Maximum number	n.a.	n.a.	1/public entrance
Maximum area	n.a.	n.a.	25 % of total window area or 6 square feet, whichever is less

**Note:** The summary tables provide general reference on permitted signage. Please refer to Section 147 of the Planning and Zoning code for a full description of the City of Medina sign regulations.

**NONRESIDENTIAL USES IN HISTORIC, MULTI-USE,  
COMMERCIAL, AND INDUSTRIAL DISTRICTS**

<b>TYPES OF SIGNS</b>	<b>Historic District</b> <i>(Conditionally Permitted)</i>	<b>M-U</b> <i>(Conditionally Permitted)</i>	<b>C-B, C-1, C-2, C-3, C-4, and I-1</b>
<b>Permanent Signs</b>			
<b>Signplate</b> – wall or window			
Maximum number	1/entrance for each building unit	1/entrance for each building unit	1/entrance for each building unit
Maximum area	2 square feet	2 square feet	2 square feet
<b>Ground Sign</b> (in lieu of ground sign in HD and MU)			
Maximum number	1/building	1/building	1/building
Maximum area	12 square feet	12 square feet	40 square feet
Minimum front/side yard setback	5 feet/10 feet	5 feet/10 feet	5 feet/10 feet
Maximum height	6 feet	6 feet	6 feet
<b>Wall Sign</b> (in lieu of ground sign in HD and MU)			
Maximum number	2/building unit (1 on primary frontage - 1 on secondary frontage)	2/building unit (1 on primary frontage - 1 on secondary frontage)	2/building unit (1 on primary frontage - 1 on secondary frontage)
Maximum area	Primary: 1 SF/ 1 linear foot of frontage Secondary: 1 SF/ 4 linear foot of frontage	Primary: 1 SF/ 1 linear foot of frontage Secondary: 1 SF/ 4 linear foot of frontage	Primary: 1 SF/ 1 linear foot of frontage Secondary: 1 SF/ 4 linear foot of frontage
<b>Window Sign</b>			
Maximum area (may not cover more than 20% of any one window)	Primary: 1 SF/ 1 linear foot of frontage Secondary: 1 SF/ 4 linear foot of frontage	25 % of total window area or 6 square feet, whichever is less	Primary: 1 SF/ 1 linear ft of frontage 16 sq ft max. Secondary: 1 SF/ 4 linear ft of frontage 4 sq ft max.
<b>Projecting Sign</b> (minimum 12 linear feet primary frontage only)			
Maximum number	1/ground floor bldg unit	n.a.	n.a.
Maximum area	4 square feet	n.a.	n.a.
Maximum height	14 feet	n.a.	n.a.
<b>Pole Sign</b> (C-3 and C-4 Districts Only)	n.a.	n.a.	Refer to §1147.12(c)
<b>Instructional Sign</b>	Administrative review – minimum amount for intended purpose		

<b>Temporary Signs</b>			
<b>Ground Sign</b>			
Maximum number	1/building unit	1/building unit	1/building unit
Maximum area	6 square feet	6 square feet	6 sq ft (C-1,C-2), 12 sq ft (C-B, C-3), 24 sq ft (I-1)
Maximum height	4 feet	4 feet	4 feet
<b>Window Sign</b>			
Maximum number		1/public entrance	
Maximum area	25 % of total window area or 4 square feet, whichever is less	25 % of total window area or 6 square feet, whichever is less	8 square feet
<b>Banner Sign</b> (in lieu of ground sign)			
Maximum number	n.a.	n.a.	1/public entrance
Maximum area	n.a.	n.a.	6 sq ft (C-1,C-2), 12 sq ft (C-B, C-3), 24 sq ft (I-1)