

VILLAGE OF SCALES MOUND

# POLICY BOOK

ADOPTED 10/27/2025



THIS POLICY BOOK WAS CREATED TO INFORM VILLAGE RESIDENTS OF POLICIES ADOPTED BY THE VILLAGE BOARD. IN THE EVENT OF A CONFLICT, FEDERAL OR STATE LAW AND VILLAGE ORDINANCES SHALL PREVAIL. POLICIES MAY BE UPDATED OR AMENDED AT ANY TIME BY THE VILLAGE BOARD. USERS OF THIS BOOK ARE ENCOURAGED TO CONFIRM THE MOST CURRENT VERSION OF A POLICY BY CONTACTING THE VILLAGE CLERK.

VILLAGE OF SCALES MOUND

# POLICY BOOK

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**POLICY BOOK ADOPTED 10/27/2025**

## ROOFING POLICY

### SECTION 1. PURPOSE

The purpose of this policy is to regulate acceptable roofing materials for residential, commercial and historical structures in the Village of Scales Mound in order to preserve the village's aesthetic character, ensure public safety, and promote long-term durability of housing stock.

### SECTION 2. APPLICABILITY

This policy applies to all new residential or commercial construction, re-roofing, and major renovations involving the replacement of roofing materials within the residential, commercial and historical zoning districts of the Village of Scales Mound.

### SECTION 3. ACCEPTABLE ROOFING MATERIALS - RESIDENTIAL

The following roofing materials are deemed acceptable for use on residential structures, subject to compliance with applicable building codes:

- **Asphalt Shingles** – Must be architectural or dimensional-grade with a minimum warranty of 30 years.
- **Metal Roofing** – Includes standing seam or concealed fastener systems. **Metal shingles must be seamless and installed using hidden fasteners.**
- **Wood Shakes or Shingles** – Only permitted if treated for fire resistance and installed in accordance with fire and building codes.
- **Clay or Concrete Tiles** – Must be appropriately engineered for structural support and meet aesthetic compatibility standards.
- **Slate Roofing** – Natural or synthetic slate that resembles traditional materials.
- **Synthetic Roofing Materials** – Must mimic the appearance of traditional roofing (e.g., slate, shake) and meet durability and fire-resistance standards.

### SECTION 4. PROHIBITED MATERIALS - Residential

The following materials are prohibited in residential districts:

- Untreated wood shakes or shingles
- Tar and gravel roofs
- Brightly colored metal or reflective finishes not in harmony with surrounding properties

## ROOFING POLICY

- Any roofing material not rated for residential use or not compliant with fire and wind resistance standards

## **SECTION 5. ACCEPTABLE ROOFING MATERIALS – BUSINESS/COMMERCIAL**

In business and commercial zoning districts, roofing materials may include a broader range of options to accommodate functional and cost-effective building practices. Acceptable roofing materials include:

- **Agricultural-grade steel panels (ag steel)**
- **Exposed fastener metal roofing systems**
- **Standing seam or concealed fastener systems**
- **Architectural asphalt shingles or synthetic materials**

All materials must be rated for commercial use and meet applicable building and fire codes. While exposed fastener systems are permitted, roof colors and finishes must remain consistent with the visual character of the business district and not include high-gloss or overly reflective finishes unless otherwise approved. The Village retains the right to require design review for any roofing project that materially alters the appearance of a structure in the commercial core or main street area.

## **SECTION 6. ACCEPTABLE ROOFING MATERIALS - HISTORIC DISTRICT**

In areas designated as part of the Village's historic district, roofing materials must reflect the traditional architectural character of the district.

Acceptable materials include:

- **Asphalt shingles**
- **Seamless metal shingles with hidden fasteners**
- **Synthetic shingles that accurately replicate the appearance of historical roofing types (e.g., slate or shake)**

All materials used must be subdued in color and consistent with the architectural period of the structure. Bright, reflective, or modern industrial-style roofing is not permitted in the historic district.

## **SECTION 7. MAINTENANCE AND REPAIR**

Property owners are responsible for maintaining roofing in a safe, clean, and structurally sound condition. Repairs must be made with materials matching or complementing the existing roof in appearance and quality.

## **ROOFING POLICY**

**SECTION 8. VARIANCES**

Homeowners may apply for a variance if they can demonstrate that a proposed material meets or exceeds the performance, aesthetic, and safety standards outlined in this policy.

## **PORTABLE BUILDING POLICY**

### **SECTION 1. PURPOSE**

The purpose of this policy is to regulate acceptable portable buildings in the Village of Scales Mound.

### **SECTION 2. APPLICABILITY**

This policy applies to all portable buildings (storage, garden sheds, etc.) requiring a building permit for a structure larger than 10x12 (120 square feet).

### **SECTION 3. ACCEPTABLE PORTABLE BUILDINGS**

The materials used to construct a portable building must be similar in appearance and quality to those used in surrounding structures. This includes consistency in color, siding type, roofing materials, and overall aesthetic to preserve neighborhood character.

It is advisable to consult with the Village of Scales Mound Zoning administrator to ensure your chosen materials meet all local building and zoning requirements.

### **SECTION 4. SETBACK REQUIREMENTS**

Structures must adhere to the following setback distances from property lines:

- **Side yard:** 6 feet
- **Front yard:** 25 feet
- **Back yard:** 20 feet
- **Alley:** 3 feet (8 feet if there is no opening to the building)
- **Street side yard** (second frontage): 15 feet

Utility Easements: Structures not permitted within utility easements.

## **SOLAR PANEL INSTALLATION POLICY**

### **SECTION 1. PURPOSE**

The purpose of this policy is to establish clear standards and requirements for the installation and maintenance of solar panel systems within the limits of the Village of Scales Mound, in order to promote renewable energy while protecting public health, safety, and welfare.

### **SECTION 2. PERMIT REQUIREMENT**

1. A valid building permit issued by the Village of Scales Mound is required prior to the installation of any solar panel system.
2. No portion of installation shall commence without such permit.

### **SECTION 3. COMPLIANCE WITH CODES AND STANDARDS**

1. All solar panel systems shall comply with the Village building code, electrical code, and all applicable local, state, and national codes.
2. Equipment must be installed in accordance with its listing and the manufacturer's installation instructions.

### **SECTION 4. LOCATION AND INSTALLATION**

1. Solar panels must be installed only on roofs. Eligible roofs include those of principal structures and legally permitted accessory buildings or structures, such as patio covers or detached garages.
2. Ground-mounted or wall-mounted solar panels are strictly prohibited.
3. Solar panels must be installed parallel to the roof surface.
4. The distance between the underside of the solar panel and the roof surface shall not exceed five (5) inches.
5. Solar panels shall be positioned on the roof no closer than three (3) feet to any edge of any ridge, hip, valley, or eave.

### **SECTION 5. EQUIPMENT AND CONDUITS**

1. All exposed cabling shall be installed in conduit.
2. Ancillary equipment, including power conditioning equipment such as batteries for electricity storage, shall be located inside a building. Wall-mounted inverters may be located adjacent to the electric meter.

## **SOLAR PANEL INSTALLATION POLICY**

3. System conduits and equipment shall be clearly marked to provide emergency responders with appropriate warning and guidance for isolating the solar electric system. Markings shall be:
  - Weather resistant.
  - Placed within the main service disconnect, or on the outside cover if the disconnect is operable with the panel closed.

## **SECTION 6. SAFETY AND NUISANCE PREVENTION**

1. Installation of solar panels shall not interfere with surrounding properties or public roadways by reflecting light or heat in a manner that violates the peace, health, or safety of surrounding residents, properties, or motorists.

## **SECTION 7. ENFORCEMENT**

1. Violations of this policy may result in the suspension or revocation of the permit, fines, or other enforcement actions as provided by law.



## **ACCESSORY BUILDINGS POLICY**

### **SECTION 1. PURPOSE**

The purpose of this policy is to establish uniform standards for the construction and placement of accessory buildings within the corporate limits of the Village of Scales Mound. These standards are intended to protect the character of residential neighborhoods, ensure safety, and maintain consistency with Village zoning regulations.

### **SECTION 2. PERMIT REQUIREMENT**

1. A valid building permit issued by the Village of Scales Mound is required prior to the construction or placement of any accessory building.
2. Plans, including plot plans and elevation drawings, shall be submitted with all applications for permanent accessory buildings.

### **SECTION 3. LOCATION REQUIREMENTS**

1. An accessory building must be located on a lot containing a primary structure.
2. An accessory building may be located on an adjoining lot, provided such lot is not separated from the property containing the primary structure at a later date.
3. Accessory buildings must comply with all required setbacks for the zoning district in which they are located.

### **SECTION 4. SIZE AND HEIGHT RESTRICTIONS**

1. The total square footage of an accessory building must be less than the living space of the primary structure.
2. An accessory building shall not occupy more than five percent (5%) of the total area of the lot upon which the primary building is located. (Reference: Section 8-2-3 of Village Code).
3. The sidewall height of an accessory building in a residential district shall not exceed nine (9) feet.
4. The peak height of an accessory building shall not exceed the peak of the primary structure and shall not exceed fifteen (15) feet measured from ground level to the peak. (Reference: Section 8-2-3 of Village Code).

## **ACCESSORY BUILDINGS POLICY**

## **SECTION 5. EXTERIOR APPEARANCE**

1. Exterior finishes such as siding, roofing, windows, and doors shall be of a style, material, and design consistent with the appearance of the neighborhood in which the accessory building is located.

## **SECTION 6. ENFORCEMENT**

1. Any accessory building found to be in violation of this policy may be subject to penalties, removal, or other enforcement actions as authorized by Village ordinance.

## **ECONOMIC LOAN PROGRAM POLICY**

### **SECTION 1. PURPOSE**

The Village of Scales Mound has established an Economic Development Fund to promote local business growth and support new business start-ups. The purpose of the Economic Loan Program is to provide short-term financial assistance to eligible businesses in order to facilitate start-up operations until long-term funding can be secured through traditional lending channels.

### **SECTION 2. PROGRAM AVAILABILITY**

1. Loans are subject to the availability of funds within the Economic Development Fund.
2. Interested parties must contact the Village to inquire about the availability of the program and to obtain application details.

### **SECTION 3. LOAN FUND LIMITS**

1. The amount of private loans available through the Economic Development Fund shall not exceed fifty percent (50%) of the total value of the fund.
2. The value of the fund is defined as the sum of the balance of cash on hand and the total outstanding loan balances.

### **SECTION 4. LOAN CONDITIONS**

1. All loans must be secured with proper collateral acceptable to the Village.
2. The maximum loan amount shall not exceed eighty percent (80%) of the offered collateral, with an absolute maximum loan amount of ten thousand dollars (\$10,000.00).
3. The maximum duration of any loan issued under this program shall be two (2) years.
4. The interest rate for the loan shall be equal to the current one-year certificate of deposit (CD) rate offered by the Village's designated depository institution.
5. All loan-related costs, including but not limited to documentation, filing, and administrative fees, shall be the responsibility of the borrower.

### **SECTION 5. ENFORCEMENT AND OVERSIGHT**

1. The Village retains the right to review loan applications, determine eligibility, and approve or deny loans based on compliance with this policy and the availability of funds.
2. The Village may take legal or financial action necessary to recover unpaid loan balances or enforce collateral agreements.

## **ECONOMIC LOAN PROGRAM POLICY**