

Village of Hanover Park

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Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

Ronald A. Moser
Village Manager

VILLAGE BOARD WORKSHOP MEETING AGENDA

Thursday, May 6, 2010
6:00 P.M.

Village Hall, Council Chambers: Room 214



- I. Call to Order
- II. Roll Call
- III. Review Warrants
- IV. Agenda Item Review
- V. Consensus to the Consent Agenda
- VI. Discussion Topics
 - i. Zoning Ordinance/Sign Code
 - ii. Business License Inspection
 - iii. Police Building
 - iv. Waste/Scavenger Contract
- VII. Staff Updates
- VIII. Adjournment

Village of Hanover Park
Community Development Department

INTEROFFICE MEMORANDUM

DATE: April 27, 2010

TO: Ron Moser
Village Manager

FROM: Jacquelyn Reyff AICP
Chief Planner

SUBJECT: Workshop Discussion - Zoning Ordinance, Sign Code

Please review the draft Sign Code attached to this memo prior to the Board Workshop on May 6, 2010.

The Development Commission discussed Teska Associates' recommendations on the Sign Code during an April meeting. This code will be included with the Unified Development Ordinance (UDO), and addresses the Sign Code individually with the idea that Board policy issues related to this will emerge.

Below are some of the major changes recommended by the Development Commission to the Sign Code:

1. The largest change is moving the Sign Code from its own section in the Municipal Code to be included under Zoning. Currently, if there are issues with the Sign Code, they are appealed through the Village Board. By moving the Code to fall under Zoning, the Development Commission would now be the hearing body for those issues.

Is there concurrence by the Board for the Sign Code to be moved into the Zoning Ordinance (UDO)?

2. The temporary signs requiring permits section has been changed from not more than 10 consecutive days, or three ten-day periods held consequently, to 15 days, which means a total of 45 days per calendar year instead of 30 days.

Does the Board have any questions about this change?

3. There is a new section in the Sign Code related to requiring an annual sign inspection. The Development Commission and staff agreed that an annual sign inspection should be tied to the business license to allow for compliance with the sign code and the upkeep of the sign and surrounding

sign landscaping. This change will allow the Village the ability to work with businesses to keep their signs in compliance with the Sign Code.

Are there any questions related to this new requirement?

4. Sign area bonuses are another new section to the Sign Code. This encourages those businesses with non-conforming signs to come into compliance by allowing a bonus of 10% applied to the allowable area for individual signs and 10% applied to the aggregate sign area if permits for the replacement of all legal non-conforming signs are requested and approved prior to January 2012.

Staff and the Development Commission were in agreement about this new section and will be able to use it to help the visual landscape to become less cluttered. Are there any questions from the Board?

5. Another proposed change is when considering church signs. Today the Sign Code only allows for one identification sign not to exceed 35 sq. ft. per side in area or 10 ft. in height. Allowing for the ability of a larger church to utilize more signage the Development Commission agreed to referencing the table on page 19 that businesses in business districts use. Thereby the larger the frontage of a building a larger sign would be allowed.

Is the Board in concurrence with this change for churches?

The Unified Development Ordinance (UDO) will be the replacement for the Zoning Ordinance. With that in mind, Staff will be giving the Board overviews of the individual articles that make up this document. It is Staff's wish to give all the information for the UDO to the Board well ahead of your consideration of its adoption.

Attachment: Draft Sign Code

ARTICLE 6: SIGN REGULATIONS

(* Moved from Chapter 6 "Advertising" of the Municipal C

Division 1: General Regulations

- 1.1 Purpose
- 1.2 Prohibited Signs
- 1.3 Temporary Signs
- 1.4 Illuminated Signs
- 1.5 Permit Requirements
- 1.6 Computation of Sign Area
- 1.7 Sign Area Bonuses
- 1.8 Planned Unit Development Sign Districts
- 1.9 Administration and Enforcement
- 1.10 General Maintenance and Construction
- 1.11 Removal of Signs
- 1.12 Nonconforming Signs
- 1.13 Variations
- 1.14 Penalty for Violations

Division 2: Regulations by Land Use Type and Zoning District

- 2.1 Permitted Signs in Residential Districts
- 2.2 Permitted Signs in Business Districts
- 2.3 Permitted Signs in Industrial Districts
- 2.4 Permitted Signs in Historic and Limited Office Districts

Division 1: General Regulations

1.1 PURPOSE

- a. The purpose of this Article is to facilitate communication between people and their environment by authorizing the use of signs which are:
 - (1) Compatible with their surroundings.
 - (2) Appropriate to the type of activity to which they pertain.
 - (3) Expressive of the identity of individual proprietors as well as of the community as a whole.
 - (4) Legible in the circumstances in which they are seen.
 - (5) Respectful of the reasonable rights of other property owners.

- b. Preserve, protect and promote the public health, safety, and welfare.
- c. Promote local commercial and industrial activity by allowing the reasonable, orderly, and effective display of signs.
- d. Improve the appearance of the Village and streetscape by regulating the type, size, and location of signs.
- e. Ensure signs are designed as integral architectural elements of the building and site to which they principally relate.
- f. Preserve the value of private property by assuring the compatibility of signs with surrounding land uses.

NOTE: DEFINITIONS (moved to Article 9)

1.2 PROHIBITED SIGNS

a. Prohibited Types of Signs

- (1) Abandoned signs.
- (2) Banners, except as permitted in section 6-5(b).
- (3) Flashing signs.
- (4) Marquee signs.
- (5) Moving, rotating, or animated signs.
- (6) Off-premise signs.
- (7) Painted wall signs.
- (8) Portable signs, except as permitted in section 6-5(b).
- (9) Projecting signs.
- (10) Roof signs.
- (11) Signs displaying obscene or other unlawful matter.
- (12) Signs imitating or resembling official traffic or governmental signs or signals.
- (13) Vehicle signs.
- (14) Inflatable signs.
- (15) Searchlights or portable spotlights.
- (16) Signs with more than two sign faces.
- (17) Pole mounted signs.
- (18) Box signs.
- (19) Pennants.

b. Prohibited Placement of Signs

- (1) Signs affixed to or painted on parkway trees, utility poles, streetlights, or traffic signals.
- (2) Signs affixed to fences, except "No Trespassing" and "Beware of Dog" signs in accordance with all other applicable sections of this Article.
- (3) Signs affixed to the rear wall of a building, except as permitted in section 6-8(a)(1)e.
- (4) Signs on, or overhanging, public property or a public right-of-way.
- (5) Signs within ten horizontal feet of a conductor or public utility guy wire.
- (6) Signs on railroad property.

- (7) Signs that interfere with clear vision at or near the intersection of two public streets or the intersection of any driveway and street in an area enclosed by a triangle, each leg of which is a distance of 25 feet, measured along each right-of-way of the intersecting streets and from the point where said curblines or extensions thereto intersect unless the base of the sign face is ten feet or higher or the top of the sign is three feet or lower as measured from grade.
- (8) Signs on easements unless specifically designated for a sign.
- (9) Signs affixed to a building wall facing a residential district.

1.3 TEMPORARY SIGNS

- a. Temporary Signs Not Requiring Permits. The following types of temporary signs do not require permits, but must conform to all other requirements of this Article. These signs are permitted in districts where specified.
 - (1) *Government signs.* Of any type, number area, height, location, or illumination as specified by law or statute.
 - (2) *Political signs.* Shall not exceed six square feet per side of each sign and 36 square feet per lot, posted on private property, provided that said signs are removed no more than seven days after the election or activity to which they pertain.
 - (3) *Real estate signs and construction signs.* Not exceeding one double-faced sign per street on which the property fronts. Such signs shall not be illuminated, must be removed seven days following the closing of the sale or lease or the completion of construction, and shall not exceed the following size restrictions:
 - (4) *For residential, historic, and limited office districts:* Six square feet per side.
 - (5) *For commercial districts:* 24 square feet per side.
 - (6) *For industrial districts:* 48 square feet per side.
 - (7) *For vacant land, zoned R single-family residence district, greater than five acres in size:* 48 square feet per side.
 - (8) *Civic event signs.* Shall not exceed six square feet in area per side and a maximum of one double-faced sign per street on which the property fronts. Civic event signs shall be posted no earlier than 30 days prior to the event and shall be removed no more than seven days following the event.
 - (9) *Garage sale signs.* Not exceeding six square feet in area per side and four feet in height. One garage sale sign is permitted per frontage at the garage sale location. The sign must be displayed on private residential property and must identify the address and dates of the sale. Off-site signs shall only be permitted on private property with the consent of the owner of the property where the sign is placed. Signs may be displayed only one day prior to or during the sale.
 - (10) *Temporary window signs.* Not exceeding 50 percent of the window area.
 - (11) *Open house signs.* Shall not exceed one double-faced sign and six square feet per side. The sign must be located on the property offering the open house. Additional double-faced signs, not exceeding six square feet per side, may be located on private property with the consent of the property owner at the nearest intersection to the property holding the open house. Said signs shall be posted only during the hours the house is open.

- (12) *Corporate flags.* In districts where permitted and in accordance with the following requirements:
 - (a) One corporate flag shall be permitted per business.
 - (b) The flag shall be flown from a permanently mounted flagpole. The height of the flagpole shall not exceed 20 feet or the height of the building, whichever is lower.
 - (c) Governmental flags may be flown on the same pole as a corporate flag.
 - (d) Faded or torn flags shall be removed, replaced, or repaired to original condition.
- (13) *Light pole banners.* Only in shopping centers, and as permitted below:
 - (a) Banners shall not exceed 96 inches in length and 33 inches in width.
 - (b) A maximum of two banners are permitted per pole.
 - (c) The banners shall not advertise any products, but may include the name and logo of the shopping center or businesses within the shopping center.
 - (d) Faded or torn banners shall be removed, replaced, or repaired to original condition.
- (14) *Help wanted signs.* Located on private property, shall not exceed one double-faced sign per street frontage, and not exceeding the following size restrictions:
 - (a) Six square feet per side in residential historic and limited office districts.
 - (b) Twenty-four square feet per side in business districts.
 - (c) Forty-eight square feet per side in industrial streets [districts].
- (15) *Going out of business signs.* Not be displayed more than 90 days before the termination date of the business. The sign must be displayed on private property.
- (16) *Model subdivision signs.* Shall not exceed 150 square feet in area and must be located on the development premises. The sign must be removed when the last lot is sold.
- (17) *Model signs.* Not exceeding one double-faced sign per model, six square feet per side, and must be removed when the last model is sold.

b. Temporary Signs Requiring Permits

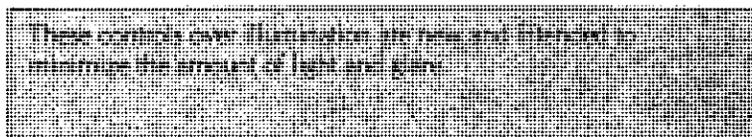
- (1) *Special promotion signs for:*
 - (a) *Businesses not located within a shopping center:*
 1. Maximum of three permits shall be issued to businesses located on shopping center outlots and all other businesses not located within a shopping center each calendar year.
 2. Each permit shall be valid for not more than ten consecutive days, and the three ten-day periods may be held consecutively.
 3. The applicant shall post a \$100.00 cash bond as part of the permit to ensure the removal of the signs when the permit expires. Failure to remove the signs shall result in the forfeiture of the bond and other enforcement action.
 4. Temporary signs are limited to a maximum of 40 square feet in area.
 - (b) *Businesses located within a shopping center:*
 1. Each individual business in a shopping center shall be permitted two permits each calendar year.
 2. Each permit shall be valid for not more than seven consecutive days, and the two seven-day periods may be held consecutively.

- 3. If more than three businesses display permitted special promotion signs concurrently, it shall be considered a shopping center-wide event.
- 4. Each shopping center shall be permitted six shopping-center-wide events per calendar year, in addition to the individual business special promotion events. Each event shall not exceed more than seven consecutive days.
- 5. Temporary signs are limited to a maximum of 40 square feet in area.
- 6. The applicant shall post a \$100.00 cash bond as part of the permit to ensure the removal of the signs when the permit expires. Failure to remove the signs shall result in the forfeiture of the bond and other enforcement action.
- 7. Written permission from the landlord or manager of the shopping center is required before a permit is issued.

- (2) *Grand opening signs* shall conform to the following regulations:
 - (a) For the grand opening of a new business, one special promotion sign permit may be issued. The permit shall be valid for a maximum of 30 days and must be issued within 120 days from the date of issuance of the business license.
 - (b) The applicant shall post a \$100.00 cash bond as part of the permit to ensure the removal of the signs when the permit expires. Failure to remove the signs shall result in the forfeiture of the bond and other enforcement action.
 - (c) Grand opening signs are limited to a maximum of 40 square feet in area.

1.4 ILLUMINATED SIGNS

- a. All illuminated signs shall be subject to the following requirements:
 - (1) Signs shall be shaded wherever necessary to avoid casting bright light upon property located in any residential zoning district. Any illuminated sign located on a lot adjacent to or across the street from a residential zoning district, which sign is visible from a residential zoning lot, shall not be illuminated between the hours of 11:00 p.m. and 7:00 a.m.
 - (2) Internally illuminated signs shall permit light to shine fully through only the lettering and graphic elements of the sign. The background of such lettering and graphics shall be opaque or translucent and shall transmit light at a level substantially less than that transmitted through the lettering and graphics. These limitations shall not apply to the portion of the sign for which automatic changeable copy is permitted.



1.5 PERMIT REQUIREMENTS

- a. Permit Required. No person shall erect, convert, alter, rebuild, enlarge, remodel, relocate or expand any sign not exempted in Section 1.3 a. above without first having obtained a permit.

(1) A permit shall not be required for routine maintenance as defined in Section 1.6 of this Article.

b. Permit Applications. Application for permits shall be made in writing on forms provided by the Village.



(1) Requirements for All Sign Types. A completed application for a sign shall contain the following information:

- (a) Name, address and phone number of applicant and sign contractor.
- (b) Site plan showing the location on the building, structure or lot where sign is to be located.
- (c) Written approval from the property owner or leasing agent.
- (d) Scale drawing of the proposed sign indicating the type of materials and colors to be used, dimensions, electrical components and disconnect
- (e) Method of external illumination, if any.
- (f) A master sign plan documenting all existing signs on the zoning lot, including their type and area, location, and the occupant of the site to which each sign pertains.
- (g) Permit fees, plan review fees, and/or refundable bounds as may be necessary, and as established by the Village Board from time to time.
- (h) Other information as required by the Zoning Administrator to show full compliance with this Article.

(2) Wall or Awning Sign. An application for a wall or awning sign shall contain the following additional information:

- (a) Scale drawing of the proposed sign indicating the method of attachment to the building.
- (b) A building elevation showing the business frontage, sign location, the dimensions of the store front and the dimensions and location of the awning, if applicable.

(3) Freestanding Sign. An application for a freestanding sign shall include the following additional information:

- (a) Plat of survey sealed by an Illinois registered land surveyor showing the location of the proposed sign.
- (b) Foundation detail and calculations sealed by an Illinois registered architect or structural engineer.

- (4) Temporary Sign. An application for a temporary sign requiring a permit shall include the following additional information:
- (a) Proposed dates that signs will be in place.
 - (b) Type and location of signs to be erected.
 - (c) For illuminated signs, the method of providing power to the sign.
- (5) Historic or Limited Office District. An application for a sign within the historic or limited office district shall include the following additional information:
- (a) Plat of survey sealed by an Illinois registered land surveyor indicating the location of the proposed sign.
 - (b) Scale drawing of the proposed sign indicating the type of materials and colors to be used, dimensions, and foundation detail or method of attachment to the building.
- c. Permit Issuance. Upon the filing of an application for a sign permit, the Zoning Administrator will determine if the proposed sign is in conformance with all the requirements of this Article and all other applicable ordinances of the Village. If so, a permit shall be issued for the proposed sign. If the work authorized under a sign permit has not been completed with an approved final inspection within 12 months after the date of issuance, the permit shall become null and void.
- d. Revocation. The Zoning Administrator may deny, revoke or suspend a permit issued under the provisions of this Article if the permit was issued on the basis of a misstatement of fact or fraud or when it appears that the sign being erected does not conform to the requirements of this Chapter. When a sign permit is revoked, the Zoning Administrator shall provide written notice of such to the applicant, along with a statement of reasons for the revocation.
- e. Annual Inspection Permit. The Zoning Administrator shall direct an inspection annually, and at such other times as the Zoning Administrator deems necessary, of sign requiring a permit, for the purpose of ascertaining whether the sign is secure, whether it is in need of removal or repair, and whether it is in compliance with the provisions of the Article.
- (1) Sign permits shall be issued for one calendar year. Except as provided herein, sign permits shall be renewable annually at the beginning of each calendar year upon submission of a renewal application form and the applicable renewal fees. To meet the expense of such inspections, the sign permittee shall pay to the Village Clerk an annual fee, and receive an annual inspection permit.
- (2) Renewal applications shall contain a statement by the applicant that no change to the sign(s) under the permit has been made.
- (3) Lapse of Sign Permit. An annual or continuing sign permit shall lapse automatically if not renewed. A sign permit shall also lapse if the business activity on the zoning lot is discontinued for a period of 180 days or more, and is not renewed within 60 days of a notice from the Village to the last permittee.

This requirement for an integral permit is from the current ordinance. It should be given to the transparency of the sign face permit. It is commensurate to inspections and fees associated with it.

1.6 COMPUTATION OF SIGN AREA

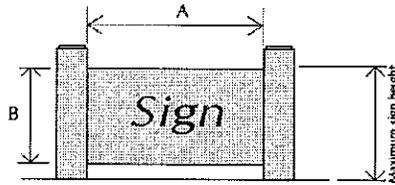
a. The following guidelines shall control the computation of sign area and sign height:

- (1) *Computation of Area of Individual Signs.* The area of a sign face shall be the total exposed surface within a continuous perimeter composed of a single rectangle enclosing the extreme limits of characters, lettering, illustrations, ornamentations, or other figures, together with any material, or color used as an integral part of the background of the display, or to differentiate the sign from the background on which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets zoning ordinance regulations and is clearly incidental to the display itself.
- (2) *Computation of Area of Multifaced Signs.* The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any one point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure and are not more than 42 inches apart, the sign area shall be computed by the measurement of one of the faces.
- (3) *Computation of Height.* The height of a sign shall be the measurement from the top of the highest element of the sign to:
 - (a) the average level of the finished ground surface, exclusive of any filling, berming, mounding or excavating solely for the purpose of locating the sign, around any sign located more than twenty-five (25) feet from a street right-of-way;
 - (b) the established street elevation when the sign is located within twenty-five (25) feet from one (1) street right-of-way; or
 - (c) the average of all street elevations when the sign is located within twenty-five (25) feet from more than one (1) street right-of-way.

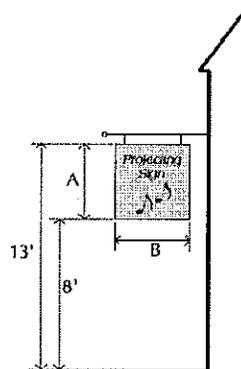
The current Code does not address the issue of how to compute the area of signs.

**FIGURE XI-2.
Measuring Sign Height and
Sign Area.**

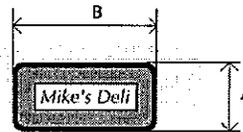
The top drawing illustrates measurements for a ground sign. Only one side of a double-faced sign shall apply to sign area standards.



The drawing second from top illustrates measurements for a projecting sign. Projecting signs shall have a minimum clearance of eight feet above grade and shall have a maximum height of thirteen feet above grade. Only one side of a double-faced sign shall apply to sign area standards.



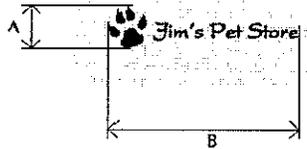
The drawing third from top illustrates measurements for two wall signs.



For these three illustrations:

- A = width of sign face
- B = height of sign face

Sign area = $A \times B$



The bottom drawing illustrates a round sign. For this type of sign:

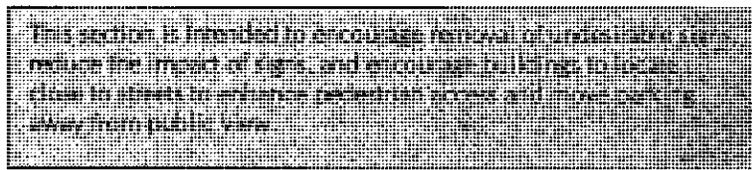
Sign area = $\text{Radius}^2 \times 3.14$



A sign that is attached to a structure shall be measured as though it were a ground sign for the purposes of the sign area calculations.

1.7 SIGN AREA BONUSES

- a. The installation of safe, effective and attractive signs is encouraged through the following sign area bonus system:
 - (1) *Nonconforming Signs.* The replacement of non-conforming signs is encouraged through a bonus of **10%** applied to the allowable area for individual signs and **10%** applied to the aggregate sign area, **if** permits for the replacement of all legal non-conforming signs on a premise are requested and approved prior to _____, **2011**.
 - (2) *Freestanding Sign Setbacks.* For every freestanding sign a one (**1**) foot height increase is allowed for every ten (10) feet of additional setback, beyond that required by this Article, up to a maximum height of **15** feet.
 - (3) *Location of Principal Buildings.* For principal buildings located within twenty (20) feet of a public right-of-way, the permitted area of a wall sign may be increased by **10%** of the allowable wall sign area.

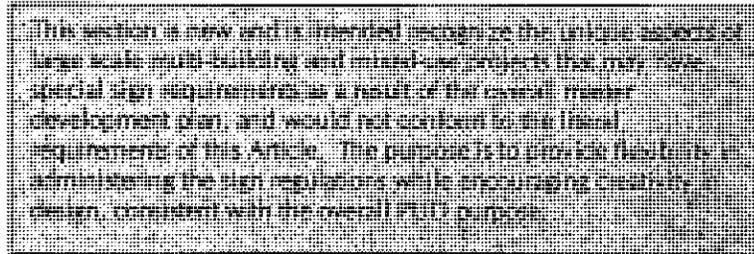


1.8 PLANNED UNIT DEVELOPMENT SIGN DISTRICTS

- a. Together with the application for a Planned Development under Article 2, Division 1 of this Chapter, the Development Commission shall also consider the designation of the property covered by the Planned Unit Development as a special sign district. This special sign district shall be approved by ordinance of the Village Board as a "Planned Development Sign District."
 - (1) initiating a District. Only the person listed as the applicant for the Planned Unit Development may initiate the consideration of a special sign district by presenting a request to the Development Commission as part of the application for the planned unit development.
 - (2) Comprehensive Sign Plan. No sign for which a permit is required may be erected in a Planned Unit Development Sign District unless it is in conformance with the approved comprehensive sign plan for that District.
 - (a) *Initial Sign Plan.* Prior to the creation of a Planned Unit Development Sign District the Development Commission shall examine all proposed signs and recommend to the Village Board a comprehensive sign plan for the District, including special sign regulations where appropriate. The regulations in this Article shall serve as a guide in

evaluating signs, but the Planned Development Sign District regulations contained in the comprehensive sign plan may supersede regulations found in this Article.

- (b) *Amendments.* The comprehensive sign plan for a Planned Unit Development Sign District may be amended by following the same procedure that is used to establish the initial planned unit development.



1.9 ADMINISTRATION AND ENFORCEMENT

- a. The Community Development Department shall be responsible for the administration and enforcement of this Article and shall:
 - (1) Receive and review applications for sign permits.
 - (2) Issue sign permits for signs conforming to the provisions of this Article.
 - (3) Forward to the appropriate reviewing bodies all applications for variations from the provisions of this Article.
 - (4) Examine premises for which permits have been issued and make necessary inspections to determine compliance.
 - (5) When the interest of the Village so requires, make investigations and render written reports.
 - (6) Recommend rules and implement procedures consistent with this Article.
- b. Cross references: Administration, Chapter. 2.

1.10 GENERAL MAINTENANCE AND CONSTRUCTION

- a. Wind pressure. All signs erected within the Village shall be constructed to withstand wind pressure of at least 30 pounds per square foot of net surface area.
- b. Construction. All signs erected in the Village shall be constructed of incombustible materials except in the following instances and only in compliance with the following regulations:
 - (1) *Temporary signs* may be constructed of combustible materials but must be in compliance with all other applicable Village regulations. Freestanding signs constructed of wood or any other combustible materials shall be permitted not exceeding five feet in height or any area of 50 square feet per side, except that wood or combustible materials may be used as bands, letters, moldings, or decorations.

- (2) *Wall signs* constructed of combustible materials shall be permitted not exceeding nine square feet in total area.
- (3) *Government signs* constructed of combustible materials shall be permitted.

c. Illumination

- (1) All electrical signs to be installed in the Village shall be installed and maintained in accordance with the electrical code adopted by the Village. No permit for an illuminated sign shall be issued unless the plans are in compliance with all electrical requirements.
- (2) All signs in which electrical wiring and connections are used shall have affixed thereon a plate showing the voltage of the electrical apparatus used in connection with the sign.
- (3) In no case shall the lighting intensity of any sign, whether resulting from internal or external illumination, exceed 75 foot-candles when measured with a standard light meter perpendicular to the face of the sign at a distance equal to the narrowest dimension of the sign.

- d. Laboratory Approval Required. Every electric sign to be erected in the Village, fixed or portable, shall be listed by Underwriters Laboratory or another approved testing laboratory. The sign manufacturers must provide written documentation of such listing. All signs must be installed in conformance with that listing.

e. Maintenance

- (1) All signs and their supports shall be maintained in a safe, secure, presentable, and structurally sound condition at all times, and in no case shall any sign be permitted to present a threat to the public safety or welfare. Signs shall be maintained in compliance with all applicable codes and ordinances of the Village and in accordance with the following regulations:
 - (a) Signs and their related support structures shall be kept clean and property [properly] treated so as to prevent rust, peeling, flaking, or fading.
 - (b) Signs shall be maintained free of any broken panels, lights, tubes, missing letters, flaking or peeling paint.
 - (c) The area surrounding all signs shall be maintained free of debris and any surrounding grassed or landscaped area shall be kept trimmed and in a healthy condition.
- (2) The owner of any sign which is found by the Zoning Administrator to be maintained in violation of the provisions of this Article shall be given written notice of such violations. The sign owner shall repair, or take action to initiate repair of the damage, within 15 days of receipt of written notice.
 - (a) If the sign owner fails to take action to repair of the sign within 15 days of written notice, the sign may be removed by the community development department at the expense of the sign owner. Any sign posing an immediate risk to the public may be removed or repaired by the Village without notice at the expense of the sign owner.

- (3) A permit is not required to clean or maintain signs as long as the work does not involve electrical alterations, enlargement of the sign, replacing panels or replacing permanently affixed letters or logos.

1.11 REMOVAL OF SIGNS

a. Illegal Sign

- (1) Any permanent sign found to be displayed in violation of this Article is hereby classified as an illegal sign. Whenever an illegal sign is found to exist, the Zoning Administrator shall notify the person displaying such sign by personal service or mail. Such person shall either remove the sign or initiate action necessary to cause the sign to comply with this Article within ten days of notice.
- (2) Any temporary sign illegally displayed, or any sign illegally placed in the public right-of-way shall be immediately removed or caused to comply with all the provisions of this Article upon notice by personal notice or mail.

- b. Signs for Businesses No Longer in Operation. Any sign, now or hereafter existing, which advertises a business no longer in operation or services or products no longer offered on the premises, shall be removed by the owner within 60 days of the discontinuance of the business. If said owner fails to remove the sign within the time specified in written notice from the community development department, the Zoning Administrator is hereby authorized to cause the removal of such sign. Any expense incident thereto shall be paid by the sign owner.

1.12 NONCONFORMING SIGNS

- a. Any sign lawfully existing or under construction at the time of the adoption of this Article which does not conform to one or more of the provisions of this Article, and any such signs which shall become nonconforming upon the adoption of any amendments thereto, may continue in operation and may be maintained indefinitely as a legal nonconforming sign subject to the following requirements:
 - (1) Normal maintenance of legal nonconforming signs, including changing of copy or panels, necessary nonstructural repairs, and incidental alterations, including the addition of tenant panels, which do not extend or intensify the nonconforming features of the sign, shall be permitted.
 - (2) No structural alteration, enlargement, or extension shall be made to a legal nonconforming sign unless the alteration, enlargement, or extension will result in the elimination of the nonconforming features of the sign.
- b. Loss of Legal Nonconforming Status. A sign loses its legal nonconforming status if one or more of the following occurs:

This section is requested to clarify the conditions under which nonconforming signs must be replaced.

- (1) *Sign Altered.* The sign is altered in any way, except for normal maintenance or repair, which makes the sign less in compliance with the requirements of this Article than it was before the alteration.
- (2) *Sign Relocated.* The sign is relocated either on the premises or to another location.
 - (a) A legal nonconforming sign may be relocated in compliance with this Article when relocation of that legal nonconforming sign is required by the use of the power of eminent domain by an authorized public entity which acquires the property on which the sign was located.
- (3) *Sign Unsafe.* The sign fails to conform to the requirements of this Article and the Municipal Code regarding maintenance, operation, and public safety standards.
- (4) *Sign Damaged.*
 - (a) If a legal nonconforming sign is damaged or destroyed by any means to the extent of fifty (50%) percent of its replacement value at that time, the sign may not be rebuilt or used thereafter unless it is made to conform to all of the provisions of this Article.
 - (b) In the event the damage or destruction of the nonconforming sign is less than fifty (50%) percent of its replacement value at that time, the sign may be rebuilt to its original condition and may continue to be displayed.
- (5)

Consideration should be given to time frames for the replacement of nonconforming signs. The sign forum feature above is intended to encourage such replacements. Typically, communities that require demolition of nonconforming signs provide for a 30-day length of time for that replacement. The Village may also consider offering financial incentives for such replacements. One approach would be to provide a sliding scale financial incentive which have higher levels of Village reimbursement in the early years (e.g., 75% grant funding, 1st - 10% grant funding, etc.). For properties in TC districts, this may be an eligible TC property class.

1.13 VARIATIONS

- a. Purpose. The variation process is intended to provide limited relief in instances where the literal provisions of this Article create undue and unnecessary hardship in such a way as to prevent property owner from displaying a sign as intended by this Article.
- b. Application and Processing for Sign Variations. Variation requests may be made only by the property owner on which the proposed sign is to be placed and shall be filed with the Zoning

Administrator on the appropriate application form. A completed application shall include the following information:

- (1) The name, address and phone number of the property owner.
- (2) A written description and justification of the requested variation and Chapter section to be varied.
- (3) The location of the building, structure, or lot on which the proposed sign is to be placed.
- (4) An up-to-date plat of survey of the property, showing accurate placement of the proposed sign.
- (5) Twenty-five copies of a blueprint or ink drawing of the specifications of the proposed sign including the method of construction, type of sign, materials, color, size, type of illumination (if applicable), and attachment to the building or ground.

The requirement for 25 copies seems excessive. Is this the intent?

- (6) Twenty-five copies of landscape or elevation plans or such additional information as required by the Zoning Administrator to accurately describe the variation request.
- (7) A letter from the property owner indicating approval of the sign as submitted.

c. Approval Process and Decisions. All applications for a sign variation shall be reviewed in accordance with the procedures for all zoning variations as provided for in Article 2, Division 3.

The petitioners for sign variations proposed for review, that extra copies rather than original.

To reduce the burden on the Village Board to hearing all types of variations, an alternative approach would be to make the approval of the Development Commission, in its capacity also as the Zoning Board of Appeals, to be the final decision. Only appeals to the Development Commission would be heard by the Village Board.

d. Standards For Review. The Development Commission shall not recommend approval of any variance unless it conforms to the standards set forth in Article 2, Division 3, Section 3.8 of this Chapter, including the following additional standards:

- (1) *Graphic Effectiveness Demonstrated.* The petitioner has demonstrated that all reasonable efforts (utilizing color, contrast, lettering legibility, illumination, and graphic composition) have been made to increase the reading effectiveness of the proposed sign within the normal requirements of this Article.

- (2) Consistent with Intent of Sign Regulations. The proposed variation is in consistent with the general intent, purpose, and objectives of this Article.
- (3) Special Site Conditions. The petitioner has demonstrated that the natural or man-made characteristics of the site, including, but not limited to, the amount of landscaped area, type of landscape materials, berms, screening buffers, sign setback requirements, building and parking areas, and other site improvements are able to mitigate the visual impact of the proposed variation.

e. Authorized Sign Variations

- (1) Variations from the regulations of this Article may be considered by the development commission and approved by the Village Board only in the following instances, and no others:
 - (a) To permit the erection of a sign for a legal nonconforming use in a residential zone which would not conform to the regulations of a residential district, but which would not exceed the regulations for a sign located in the most restrictive business district.
 - (b) To permit the location of an off-premise sign within 500 feet of the premise, where it can be demonstrated that because of unique physical surroundings, shape, or topographical conditions of the specific business premises, a particular hardship would be brought on the owner, and no other reasonable alternatives exist which would conform to this Article. Such sign must comply with all other regulations of the zoning district in which it is located.
 - (c) To permit a variation from the maximum number, location, and area of wall signs allowed for a business located in a shopping center where it can be demonstrated that due to a unique configuration of the shopping center, the business does not have direct building display frontage to a street and therefore is unable to erect a wall sign adequate to meet the advertising needs of the business under the provisions of this Article. In no case shall the number of permitted wall signs be increased greater than two, and the permissible sign area shall not be increased greater than 20 percent.
 - (d) To permit an increase in the number of directional signs allowed on a business property where it can be demonstrated that due to a unique configuration of the parcel, additional traffic control signage is required to promote safe on-site circulation, or in the instance of a business which requires unusual on-site traffic circulation due to a multi-lane drive-through or other unique business use. The number of on-site directional signs shall not be increased more than 75 percent. The number of directional signs at each curb cut shall not exceed one.
 - (e) To permit an increase in the maximum square footage of a church identification sign for churches with permanent seating capacity exceeding 500. Larger churches uniquely draw attendees from greater distances and in larger numbers and therefore require a larger identification sign. In no case shall a church identification sign be increased more than 25 percent per side or be permitted to exceed ten feet in height. Any church requesting such a variance must provide proof of seating capacity.
 - (f) To permit a freestanding sign to have more than two sides on unusually shaped lots where it can be demonstrated that a two-sided sign will not be clearly visible from all street directions. No sign shall be permitted to have more than three sides and the

total square footage for the freestanding sign in the district where the sign is located shall not be exceeded.

- (g) To permit the reconstruction of an existing, legal, nonconforming shopping center identification sign at the same gross sign area as the existing sign. The height of the sign and all other characteristics of the sign must be brought into compliance with this Article at the time of construction. A legal, nonconforming shopping center identification sign shall not be permitted to be reconstructed greater than 428 square feet in gross surface area. If the shopping [center] is allowed a second freestanding identification sign under the provisions of this Article, the total square footage for both signs shall not exceed 428 square feet.
- (h) To permit a shopping center wall identification sign where a unique site configuration creates the need for additional shopping center identification in addition to or in lieu of, a freestanding sign the sign shall not exceed 75 percent of the total permitted area of the allowed freestanding sign, or of the larger freestanding sign where two freestanding signs are permitted for the shopping center, and shall conform to the shopping center sign plan. The wall sign shall include the name of the shopping center and may include tenant panels provided they do not exceed the maximum sign area for the sign. Each tenant panel shall be a minimum of 12 inches in height and shall only list the name of a shopping center tenant. The wall sign shall face the arterial street which the shopping center fronts and no variation shall be given allowing the wall sign to face a residential district.

f. Conditions and restrictions

- (1) The Development Commission may recommend to the Village Board that a variation be granted when it shall be determined from evidence presented at the public hearing that the variation will not merely serve as a convenience to the petitioner but is necessary to alleviate some demonstrable hardship or unusual practical difficulty and that the granting of the variation will not in any way be inconsistent with the intent, purpose, and objectives of this Article.
- (2) In any case where a variation has been granted, and where no work pertinent thereto has been initiated within one calendar year from the date of approval from the Village Board, then without further action by either the development commission or the Village Board, said variation shall become null and void.

1.14 PENALTY FOR VIOLATIONS

- a. Any person who erects, alters, or moves any sign without obtaining the required permits from the Community Development Department, shall be subject to a penalty not less than \$25.00 nor more than \$500.00. Each day a violation exists shall be considered a separate offense.

Division 2: Regulations by Land Use Type and Zoning District

2.1 PERMITTED SIGNS IN RESIDENTIAL DISTRICTS

a. Permitted Permanent Signs in Residential Districts.

- (1) *Public building identification signs.* One double-sided freestanding sign not exceeding 35 square feet per side and ten feet in height. Non-internally-illuminated wall signs not exceeding the area allowed in Table 6.1.
 - (a) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.
- (2) (2) *Subdivision identification signs.* One non-internally-illuminated freestanding sign shall be permitted for each subdivision. For multifamily developments containing 25 or more dwelling units, two non-internally illuminated freestanding signs shall be permitted at each entrance to the entire development or building complex from an adjacent public street. All such signs shall not exceed 50 square feet per side or seven feet in height per sign.
 - (a) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.
- (3) *House numbers and nameplates.* Indicating only the name and address of the resident.
- (4) *Government signs.* Of any type, number, area, height, location or illumination as specified by law or statute.
- (5) *Pedestrian information signs.* Not exceeding ten feet in height or exceeding six square feet per side. No advertising is permitted on pedestrian information signs.
- (6) *Organizational flags or emblems.* These signs shall not exceed ten feet in height or six square feet per side.
- (7) *Building memorial signs or tablets.* Permitted when cut into masonry, bronze or another incombustible material, or when inlaid so as to be a part of the building.
- (8) *Historical signs.* Located on private property and not exceeding six square feet and placed flat against a building, stone, or other permanent surface.
- (9) *"No Trespassing" or "Beware of Dog" signs.* Not exceeding six square feet per side. The signs shall not be greater than six feet in height, and may be attached to fences.
- (10) *"No Dumping" signs.* Not exceeding six square feet per side and not greater than six feet in height.
- (11) *"No Solicitors Invited" signs.* Permitted not exceeding one square foot in area.
- (12) *Church signs.* Each church or place of religious worship is permitted one identification sign not exceeding 35 square feet per side in area or ten feet in height.
 - (a) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.

b. Permitted Temporary Signs in Residential Districts

- (1) Political signs.
- (2) Real estate signs.
- (3) Civic signs.
- (4) Garage sale signs.

- (5) Open house signs.
- (6) Model subdivision signs.
- (7) Model signs.
- (8) Construction signs.

2.2 PERMITTED SIGNS IN BUSINESS DISTRICTS

a. Permitted Permanent Signs for Businesses not located in shopping centers

- (1) *Wall signs* shall comply with the following requirements:
 - (a) Wall signs are permitted not exceeding the total area allowed in Table 6.1 below.

TABLE 6.1

Building Setback from Property Line (feet)	Maximum Sign Area Per Lineal Foot of Building Frontage
0–100	1.00 sq. ft. to 1 ft.
101–200	1.25 sq. ft. to 1 ft.
201–300	1.50 sq. ft. to 1 ft.
301–400	1.75 sq. ft. to 1 ft.
401–500	2.00 sq. ft. to 1 ft.
Over 500	2.25 sq. ft. to 1 ft.

- (b) No wall sign shall extend above or beyond the wall to which it is attached.
- (c) No wall sign shall project more than 12 inches beyond the plane of the wall to which it is attached, excluding permitted awning signs.
- (d) All mounting brackets and other hardware used to affix the sign to the wall shall be concealed by the sign or integrated into the design of the sign.
- (e) Wall signs shall not be permitted on any building wall facing a residential district except that the name and address of the business may be painted on the rear door for emergency purposes, and may not exceed 150 square inches.
- (f) One wall sign shall be permitted on each building frontage. One additional wall sign shall be permitted on a wall not on a building frontage if the total sign area of all wall signs on the building does not exceed the total sign area permitted in subsection (a)(1) g. of this section.
- (g) Businesses permitted two wall signs by the provisions of this Article shall be permitted one wall sign at the maximum sign area permitted by Table 6.1. The second wall sign shall be permitted 50 percent of the maximum sign area permitted for the first sign, plus the difference, if any, between the actual square footage of the first sign and the maximum square footage permitted by Table 6.1 for the first sign. The maximum sign

area for both signs shall not exceed 1 1/2 times the sign area permitted by Table 6.1 for the first sign.

- (h) In no instance shall wall signs be permitted on more than two building faces.
 - (i) All roof signs are prohibited, except signs affixed to mansard roofs consisting of non-illuminated freestanding or cut-out letters, with no ground supports except the roof.
- (2) *Freestanding signs* shall comply with the following requirements:
- (a) Except as permitted below, no freestanding sign shall exceed eight feet in height.
 - (b) Except as permitted below, no freestanding sign shall exceed 64 square feet in sign area per side and no more than two sides shall be permitted.
 - (c) Businesses not within a shopping center with more than 500 feet of frontage on arterial streets shall be allowed one two-sided freestanding sign not exceeding 150 square feet in sign area per side and 15 feet in height or the height of the building, whichever is lower.
 - (d) Only one freestanding sign is permitted per zoning lot.
 - (e) Only one freestanding sign is permitted per monument or similar group of supports, excluding temporary permitted signs.
 - (f) The freestanding sign may include a manual changeable copy sign provided the maximum sign area for the freestanding sign is not exceeded.
 - (g) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.
- (3) *Permanent window signs* shall comply with the following requirements:
- (a) No sign shall encroach upon the frame, mullions, or other supporting features of the glass.
 - (b) The maximum sign area is 50 percent of the window area.
 - (c) The sign shall not obstruct the view of the interior by police or fire personnel.
- (4) *Awning signs* shall comply with the following requirements:
- (a) Awnings imprinted with lettering or logos or otherwise intended as a sign to attract attention to a business, service, or activity, shall be permitted subject to the wall sign requirements in section 1.6(a)(1) above, except as provided below.
 1. The sign area shall not exceed 25 percent of the height and width of the awning, or the permitted sign area allowed in Table 6.1, whichever is less.
 2. No portion of an awning shall extend into or over a driveway or parking area.
 3. The sign shall not obstruct the view of the interior by police or fire personnel.
 4. Awning signs shall not be permitted on any building wall facing a residential district.
 5. Awning signs shall not extend above the wall to which it is attached.
 6. All mounting brackets and other hardware used to affix the awning sign to the wall shall be concealed by the awning sign or integrated into the design of the awning sign.
 7. Both awnings and wall signs may be permitted on one building face but the total sign area shall not exceed that permitted in Table 6.1.

- (5) *Directional signs* shall comply with the following requirements:
 - (a) The height of the sign shall not exceed five feet.
 - (b) The maximum sign area is six square feet per side.
 - (c) The maximum number of signs shall not exceed one per curb cut and four per site.
- (6) *Menu boards* shall comply with the following requirements:
 - (a) A maximum of one single-faced menu board is permitted per drive-through lane.
 - (b) The maximum area shall not exceed 36 square feet.
 - (c) The maximum height shall not exceed eight feet.
- (7) All signs permitted in residential districts shall be permitted in commercial districts.

b. Permitted Permanent Signs for Businesses Located Within Shopping Centers

- (1) *Sign plan required.* To allow for a uniform appearance of signs within shopping centers, tenants and owners must comply with the shopping center's approved sign plan. The shopping center sign plan shall be approved as part of the building permit for the shopping center, or if constructed, by the subsequent submittal and approval of a signage plan by the community development department. The sign plan must include provisions to ensure signs within the shopping center are compatible in type, size, shape, color, style, illumination, material, and relative position on the building face. Amendments to the approved sign plan must be submitted in writing by the shopping center owner or management company for consideration by the Zoning Administrator. The requirements in the approved sign plan are in addition to the requirements of this Article. In the event that there is a conflict between the requirements of the sign plan and this Article, the more restrictive requirements shall control.
- (2) *Wall signs* shall comply with the approved shopping center sign plan and the following requirements:
 - (a) Wall signs shall not exceed the total area allowed in Table 6.1.
 - (b) No wall sign shall extend above or beyond the wall to which it is attached.
 - (c) No wall sign shall project more than 12 inches beyond the plane of the wall to which it is attached, excluding permitted awning signs.
 - (d) All mounting brackets and other hardware used to affix the sign to the wall shall be concealed by the sign or integrated into the design of the sign.
 - (e) Wall signs shall not be permitted on any building wall facing a residential district, except that the name and address of the business may be painted on the rear door for emergency purposes and may not exceed 150 square inches.
 - (f) End units on shopping center buildings with 50,000 square feet in size or greater shall be permitted a second wall sign on an additional building face, provided the sign area does not exceed 50 percent of the sign area permitted on the alternate building frontage.
 - (g) Shopping centers included in this subsection which have adjacent outlot buildings may, if the outlot property does not have a freestanding sign, and a covenant is recorded upon the outlot prohibiting freestanding signs, erect a wall sign on an additional building face. The required covenant shall provide that the covenant runs

- with the land and the covenant can not be extinguished or released without the written consent of the Village. Evidence that the covenant has been properly recorded shall be submitted to the Village attorney before a sign permit is issued. The permitted sign area on the second building face shall be 50 percent of that permitted on the other building face.
- (h) Wall signs on outlot buildings shall not be permitted on more than two building faces.
 - (i) Businesses permitted two wall signs by the provisions of this Article shall be permitted one wall sign at the maximum sign area permitted by Table 6.1. The second wall sign shall be permitted 50 percent of the maximum sign area permitted for the first sign, plus the difference, if any, between the actual square footage of the first sign and the maximum square footage permitted by Table 6.1 for the first sign. The maximum sign area for both signs shall not exceed 1 1/2 times the sign area permitted by Table 6.1 for the first sign.
 - (j) All roof signs are prohibited, except signs affixed to mansard roofs consisting of non-illuminated freestanding or cut-out letters, with no ground supports except the roof.
- (3) *Permanent window signs* shall comply with the approved shopping center sign plan and the following requirements:
- (a) No sign shall encroach upon the frame, mullions, or other supporting features of the glass.
 - (b) The maximum sign area is 50 percent of the window area.
 - (c) The sign shall not obstruct the view of the interior by police or fire personnel.
- (4) *Awning signs* shall comply with the approved shopping center sign plan and the following requirements:
- (a) Awnings imprinted with lettering or logos or otherwise intended as a sign to attract attention to a business, service, or activity, shall be permitted subject to the wall sign requirements in section 1.6(b)(2) above except as provided below.
 - (b) The sign area shall not exceed 25 percent of the height and width of the awning, or the permitted sign area allowed in Table 6.1, whichever is less.
 - (c) No portion of the awning shall extend into a driveway or parking area.
 - (d) The sign shall not obstruct the view of the interior by police or fire personnel.
 - (e) Awning signs shall not be permitted on any building wall facing a residential district.
 - (f) Awning signs shall not extend above the wall to which it is attached.
 - (g) All mounting brackets and other hardware used to affix the awning sign to the wall shall be concealed by the awning sign or integrated into the design of the awning sign.
 - (h) Both awnings and wall signs may be permitted on one building face but the total sign area shall not exceed that permitted in Table 6.1.
- (5) *One under-canopy sign* shall be permitted per tenant space in a shopping center, subject to the following requirements:
- (a) Such sign shall not exceed two square feet in surface area per side;
 - (b) A minimum clearance of eight feet from the sidewalk to the bottom of the sign shall be provided;
 - (c) Such signs shall be perpendicular to the building; and
 - (d) Such signs may be internally illuminated.

- (e) External illumination shall be prohibited.
- (6) *Directional signs* shall comply with the approved shopping center sign plan and the following requirements:
- (a) The height of the sign shall not exceed five feet.
 - (b) The maximum sign area is six square feet per side.
 - (c) The maximum number of signs shall not exceed one per curb cut and four per site.
- (7) *Menu boards* shall comply with the approved shopping center sign plan and the following requirements:
- (a) A maximum of one single-faced menu board is permitted per drive-through lane.
 - (b) The maximum area shall not exceed 36 square feet.
 - (c) The maximum height shall not exceed eight feet.
- (8) *Permanent freestanding signs* shall comply with the approved shopping center sign plan and the following requirements for:
- (a) Shopping centers with less than 300 feet of street frontage on arterial streets as defined in Chapter 90, Section 90-33 of the Municipal Code, the following standards shall apply.
 1. No freestanding sign shall exceed ten feet in height or the height of the building, whichever is lower.
 2. The maximum permitted sign area is 80 square feet per side.
 3. No freestanding sign shall have more than two sides.
 4. Only one freestanding sign is permitted per shopping center.
 5. Only one freestanding sign is permitted, not including temporary permitted signs.
 6. Tenant panels may be incorporated into the freestanding sign, provided the maximum sign area is not exceeded. Each tenant panel shall be a minimum of 12 inches in height and shall only list the name of the business or occupant of the shopping center.
 7. The freestanding sign may include a manual changeable copy sign provided the maximum sign area for the freestanding sign is not exceeded.
 - (b) Shopping centers with 300 to 500 feet of street frontage on arterial streets as defined in Chapter 90, Section 90-33 of the Municipal Code, the following standards shall apply.
 1. No freestanding sign shall exceed 12 feet in height or the height of the building, whichever is lower.
 2. The maximum permitted sign area is 100 square feet per side.
 3. No freestanding sign shall have more than two sides.
 4. Only one freestanding sign is permitted per shopping center.
 5. Only one freestanding sign is permitted, not including temporary permitted signs.
 6. Tenant panels may be incorporated into the freestanding sign, provided the maximum sign area is not exceeded. Each tenant panel shall be a minimum of 12 inches in height and shall only list the name of the business or occupant of the shopping center.

7. The freestanding sign may include an automatic changeable copy sign provided the area of the automatic changeable copy sign does not exceed 25 percent of the maximum permitted sign area for the freestanding sign.
 8. The freestanding sign may include a manual changeable copy sign provided the maximum sign area for the freestanding sign is not exceeded.
- (c) Shopping centers with more than 500 feet of frontage on an arterial street as defined in Chapter 90, Section 90-33 of the Municipal Code., the following standards shall apply:
1. No freestanding sign shall exceed 15 feet in height.
 2. The maximum permitted sign area is 150 square feet per side.
 3. Only one freestanding sign is permitted per shopping center unless such shopping center fronts on two principal arterials; in which case, one freestanding sign may be allowed on each street frontage. The maximum sign area for both signs shall not exceed 428 square feet. One sign shall have a maximum permitted area of 150 square feet per side and shall not be greater than 15 feet or higher than the top of the roof of the building, whichever is less. The second sign for the shopping center shall have a maximum permitted area of 64 square feet per side plus the difference, if any, between the actual per side square footage of the first sign and the 150 square feet allowed. The height of the second sign shall not be greater than ten feet or higher than the top of the roof of the building, whichever is less.
 4. No freestanding sign shall have more than two sides.
 5. Only one freestanding sign is permitted, not including temporary permitted signs.
 6. Tenant panels may be incorporated into the freestanding sign, provided the maximum sign area is not exceeded. Each tenant panel shall be a minimum of 12 inches in height and shall only list the name of the business or occupant of the shopping center.
 7. One freestanding sign may include an automatic changeable copy sign provided the area of the automatic changeable copy sign does not exceed 25 percent of the maximum permitted sign area for the freestanding sign.
 8. Shopping centers included in this subsection which have adjacent outlot buildings may, if the outlot property does not have a freestanding sign, and a covenant is recorded upon the outlot prohibiting freestanding signs, add the permitted freestanding sign area of the outlot building to either shopping center identification sign or apportion the sign area between the shopping center identification signs. The required covenant shall be approved as to form and content by the Village attorney. The covenant shall provide that the covenant runs with the land and that the covenant cannot be released or extinguished without the written consent of the Village. Evidence that the covenant has been properly recorded shall be submitted to the Village attorney before a sign permit is issued.
 9. The freestanding sign may include a manual changeable copy sign provided the maximum sign area for the freestanding sign is not exceeded.
 10. Shopping centers greater than 15 acres in size that are permitted two freestanding signs as part of this chapter may increase the permitted height of the lower sign by the difference in elevation from the higher sign. The elevation shall be measured from that part of the closest right-of-way line to the proposed sign.

- (d) *Permanent freestanding signs for theaters.* Movie theaters within shopping centers shall be allowed one freestanding sign complying with the following requirements:
1. The height of the sign shall not exceed ten feet or the height of the building, whichever is lower.
 2. The maximum sign area is 80 square feet per side.
 3. No freestanding sign shall have more than two sides.
 4. The freestanding sign may include a manual changeable copy sign provided the maximum sign area for the freestanding sign is not exceeded.
 5. Only one freestanding sign is permitted, not including temporary permitted signs.
 6. Two theater signs shall be permitted for theaters located in shopping centers with more than 500 feet of street frontage and located on two principal arterials. The signs may be included in the freestanding shopping center identification signs, provided the maximum permitted sign area for both signs is not exceeded.

(9) All signs permitted in residential districts shall be permitted in commercial districts.

(10) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.

c. Permitted Temporary Signs in Business Districts

- (1) Special promotion signs.
- (2) Grand opening signs.
- (3) Light pole signs.
- (4) Government signs.
- (5) Political signs.
- (6) Real estate signs.
- (7) Construction signs.
- (8) Civic signs.
- (9) Temporary window signs.
- (10) Corporate flags.
- (11) Help wanted signs.
- (12) Going out of business signs.
- (13) Signs for seasonal commercial establishments.
 - (a) A temporary wall sign shall be permitted on one building frontage.
 - (b) The maximum sign area of the temporary wall sign shall not exceed the area allowed in Table 6.1.
 - (c) The maximum time period to display the temporary wall sign shall be 90 days.
 - (d) The sign must be of professional quality in its appearance and construction.
 - (e) The owner of a sign and the owner of the premises on which the sign is located shall be jointly and severally liable to maintain such sign, in compliance with section 6-12(e) of this Article and this Chapter. The sign shall be maintained structurally sound and in good repair, and to prevent the deterioration in the physical appearance of such sign.

- (f) The applicant shall post a \$100.00 cash bond as a part of the permit to ensure the removal of the sign when the permit expires. Failure to remove the sign shall result in the forfeiture of the bond and other enforcement action.
- d. Time-temperature signs. Time-temperature signs shall be permitted to be incorporated into permitted signage in accordance with the following regulations:
- (1) The time-temperature display area shall not exceed four square feet per side.
 - (2) The allowable sign area for the subject sign shall not be exceeded.
 - (3) The time-temperature sign must be continually adjusted to present accurate readings.
 - (4) Temperature display only signs shall change only when the active temperature varies by degrees.
 - (5) Time display only signs shall change no more frequently than at one-minute intervals, excluding changes displaying the passage of time in second intervals.
 - (6) Signs displaying alternate time-temperature readings shall change no more frequently than once every 15 seconds.
- e. Automobile service stations. Automobile service stations shall comply with these additional requirements related to the unique activities occurring at such establishments:
- (1) *Information on gasoline pumps.* Matter appearing on gasoline pumps as purchased or installed shall not be considered as signs for purposes of this Article.
 - (2) *Price and service information.* In addition to all other signs permitted by this Article, an automobile service station may display one sign, not larger than three square feet per face with a maximum of two faces at each pump area stating whether the area is a "self-service" or a "full-service" area. No element of the cost of [to] the customer of the gasoline shall be omitted from statement of the price. There shall be a sign required if the pump reads one-half of the actual cost to the customer. This sign shall indicate that the customer will pay double what the pump reads.
 - (3) *Sign areas.* Automobile service stations which include interior facilities for the servicing of automobiles may have one sign identifying the service(s) performed by the service station which may be placed over the opening to each bay. Such signs shall have one face and shall not exceed three square feet each.
 - (4) *Additional signs.* Automobile service stations may display the following additional signs:
 - (a) Signs showing an affiliation with a motor club.
 - (b) Signs indicating the acceptance of designated credit cards.
 - (c) Matters appearing on outdoor vending machines as purchased or installed.
 - (d) Up to two signs may be attached to a canopy that does not exceed ten square feet each.
 - (5) *Automobile service stations* may display outside display racks or signs advertising batteries, tires, oil or other products, if the signs are located directly adjacent to a display of the product(s) described. Such signs may have two faces. Said signs shall not exceed three square feet per face. There shall only be three of these signs displayed at one time.

2.3 PERMITTED SIGNS IN INDUSTRIAL DISTRICTS

a. Permitted Signs for Businesses not within a Business Park.

- (1) *Wall signs* shall comply with the following requirements:
 - (a) No wall sign shall extend above or beyond the wall to which it is attached.
 - (b) No wall sign shall project more than 12 inches beyond the plane of the wall to which it is attached.
 - (c) All mounting brackets and other hardware used to affix the sign to the wall shall be concealed by the sign or integrated into the design of the sign.
 - (d) Wall signs shall not be permitted on any building wall facing a residential district, except that the name and address of a business may be painted on the rear door for emergency purposes, and may not exceed 150 square inches.
 - (e) One wall sign shall be permitted per building frontage, except that wall signs shall not be permitted on more than two building faces.
 - (f) Wall sign area shall not exceed one square foot per lineal foot of building frontage.
- (2) *Freestanding signs* shall comply with the following requirements:
 - (a) One two-sided freestanding sign shall be permitted per zoning lot.
 - (b) The freestanding sign shall not exceed 50 square feet in area per side or ten feet in height.
 - (c) Only one freestanding sign is permitted, not including temporary permitted signs.
 - (d) The freestanding sign may include a manual changeable copy sign, provided the maximum sign area for the free standing sign is not exceeded.
 - (e) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.
- (3) *Directional signs* complying with the following requirements:
 - (a) The height of the sign shall not exceed five feet.
 - (b) The maximum sign area is six square feet per side.
 - (c) The maximum number of signs shall not exceed one per curb cut and four per site.
- (4) All signs permitted in residential districts shall be permitted in industrial districts.

b. Permitted signs for businesses within a business park.

- (1) *Sign plan required.* To allow for a uniform appearance of signs within a business park, developers, and users must comply with the approved sign plan. The industrial development sign plan shall be approved as part of the subdivision or planned unit development approval process. The sign plan must include provisions for monument signs at entrances to the development as well as freestanding and wall signs for individual users. Amendments to the approved sign plan must be submitted in writing for consideration by the Zoning Administrator. The requirements in the approved sign plan are in addition to the requirements of this Article. In the event that there is a conflict between the requirements of the sign plan and this Article, the more restrictive requirements shall control.

- (2) *Entrance monuments*, as permitted in the approved sign plan. Landscaping shall be installed in a minimum two-foot radius around the sign base and shall consist of a minimum of six shrubs. The landscape area shall consist of an edged, mulched bed, free of weeds, and shall be maintained so that no plantings obstruct the sign information (logo, letters, numbers, and/or symbols). A landscaping plan shall be submitted for review and approval with the sign permit application.
- (3) *Wall signs* shall comply with the following requirements:
 - (a) Each single-tenant building shall be permitted one wall sign not exceeding 100 square feet in area.
 - (b) All wall signs shall consist of only back or exterior lit individual channel letters or logos and shall only include the name and/or logo of the business.
 - (c) Each multi-tenant building shall be permitted no more than two tenant wall signs. Each sign shall not exceed 60 square feet, or a total of 120 square feet of total wall signage on one building face. The signs must be displayed on the same building face and shall be separated by a minimum of 250 linear feet.
 - (d) No wall sign shall extend above or beyond the wall to which it is attached.
 - (e) No wall sign shall project more than 12 inches beyond the plane of the wall to which it is attached.
 - (f) All mounting brackets and other hardware used to affix the sign to the wall shall be concealed by the sign or integrated into the design of the sign.
 - (g) Wall signs shall not be permitted on any building wall facing a residential district, except that the name and address of the business may be painted on the rear door for emergency purposes and may not exceed 150 square inches.
- (4) *Freestanding signs* shall comply with the following requirements:
 - (a) The freestanding sign shall be a two-sided, low-profile, monument sign not exceeding seven feet in height, 13 feet in width, 18 inches in depth, or 50 square feet per side. Signs shall be horizontal in appearance and shall have a width to height proportion of no less than 1-1/2:1 and no greater than 2-1/2:1.
 - (b) A six-inch-tall address panel, equal in length to the tenant panel, shall be mounted directly beneath the tenant panel and shall include the number and street address of the property in three-inch letters.
 - (c) One freestanding sign is permitted per lot, except that on lots with two or more frontages of at least six acres in size, two freestanding signs may be installed provided they are separated by at least 150 linear feet as measured along front and corner-side lot lines.
 - (d) All signs shall be set back a minimum of five feet from property lines or paved drives and walkways (as measured from back of curb).
 - (e) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.
- (5) *Directional signs* complying with the following requirements:
 - (a) The height of the sign shall not exceed five feet.
 - (b) The maximum sign area is six square feet per side.
 - (c) The maximum number of signs shall not exceed one per curb cut or four per site.
- (6) All signs permitted in residential districts shall be permitted in industrial districts.

c. Temporary Signs Permitted in Industrial Districts

- (1) Government signs.
- (2) Special promotion signs.
- (3) Grand opening signs.
- (4) Political signs.
- (5) Real estate signs.
- (6) Construction signs.
- (7) Corporate flags.
- (8) Help wanted signs.
- (9) Open house signs.

2.4 PERMITTED SIGNS IN THE HISTORIC AND LIMITED OFFICE DISTRICTS

a. General Regulations

- (1) Internally illuminated signs are prohibited.
- (2) Signs which are illuminated from white light sources shining on the sign are permitted.
- (3) Colored lights are prohibited except for seasonal displays from November 1 through January 15.
- (4) Signs constructed of plastic are prohibited.
- (5) Signs may be constructed of metal or fire-retardant treated wood.

b. Permitted Permanent Signs

- (1) *Freestanding signs* shall comply with the following requirements:
 - (a) No freestanding sign shall exceed seven feet in height.
 - (b) The maximum permitted sign area is 12 feet per side.
 - (c) No freestanding sign shall have more than two sides.
 - (d) The maximum width of any freestanding sign is four feet.
 - (e) One freestanding sign shall be permitted per premise.
 - (f) Only one freestanding sign is permitted per post or other similar supports.
 - (g) A landscaping plan shall be submitted for review and approval with the sign permit application in accordance with the requirements of Article 5, Division 2, Section 2.8 a. of this Chapter.
- (2) *Wall signs* shall comply with the following requirements:
 - (a) General requirements:
 1. Wall signs shall not be permitted on any building wall facing a residential district, except that the name and address of the business may be painted on the rear door for emergency purposes, and may not exceed 150 square inches.
 - (b) Facade frieze panel signs.
 1. Facade frieze panel signs shall be no thicker than two inches.
 2. On multi-story buildings, the facade frieze panel shall be a minimum of 12 inches below the sills of the second floor windows.

3. On a single-story building, the facade frieze panel shall be a maximum of 12 feet above the ground.
 4. The sign area shall not exceed 12 square feet.
- (c) **Plaque signs.**
1. Plaque signs shall be no more than two inches thick.
 2. The sign shall be mounted on the first floor of the building, no closer than 12 inches to the corner or edge of the building face and no higher than six feet above the ground.
 3. The maximum sign area is 12 square feet, with no dimension exceeding four feet.
- (3) *Window signs* shall comply with the following requirements:
- (a) Window signs shall not cover more than 25 percent of the window area.
 - (b) Permanent window signs may be painted or applied directly to the window.
 - (c) Transparent panels with lettering applied may be suspended inside the window.
 - (d) No sign shall encroach upon the frame, mullions or other supporting features of the glass.
 - (e) The sign shall not obstruct the view of the interior by fire or police personnel.
- (4) *Valance signs* shall comply with the following requirements:
- (a) The valance sign shall be a maximum of eight inches deep.
 - (b) The valance sign shall not be mounted directly to the building, but shall be hung by chains or metal brackets.
 - (c) Letters shall be die cut or raised.
 - (d) The signs shall not exceed 12 square feet.

c. Permitted Temporary Signs

- (1) Government signs.
- (2) Political signs.
- (3) Real estate signs.
- (4) Open house signs.
- (5) Help wanted signs.
- (6) Construction signs.
- (7) Civic event signs.

BOARD WORKSHOP

May 6, 2010

DATE: April 28, 2010

TO: Village President and Board of Trustees

FROM: Ronald A. Moser, Village Manager
Patrick Grill, Community Development Director
Craig Haigh, Fire Chief

SUBJECT: Discussion of Business License Inspections

Currently, Business Licenses are issued on a yearly basis beginning February 1st each year. Starting in late November, renewals are mailed to all current businesses. Typically beginning in January, the Village Clerk mails the renewal license back to the businesses and notifies the Community Development Department to perform a business license inspection. The Community Development Department will perform a majority of these inspections in February and March leaving little time for other responsibilities.

Staff has been investigating how to improve the inspection program as it relates to Business Licenses and believe that we have developed an improved process that will be more thorough, comprehensive and effective than the current process. In addition, a new state law that became effective this year requires all sprinkler inspection reports must be forwarded to the local Fire Department makes this an opportune time to implement the new process. Sprinkler systems are required to be tested annually.

The new program would split inspections between the Community Development Department and the Fire Department. The Fire Department would inspect all businesses with a sprinkler system, especially since they will be receiving the sprinkler reports. Community Development will perform the business license inspection on all other businesses. These inspections would begin immediately and could continue year round depending on work load.

At renewal time each year, the Clerk's office would check to see if the business had passed a business license inspection within the last 12 months and, if so, would issue the new license. If not, a business license inspection would be scheduled. When the business passed the inspection, the license would be issued.

The process has many benefits associated with it. The inspections would be carried out year-round and not condensed into a 6-week period allowing inspectors to be more thorough and comprehensive on the inspection. The inspections would also be divided

between the Fire Department and Community Development Department based on which department had more expertise for the needed inspections (i.e. sprinkler vs. non-sprinkler). In addition, the Fire Department will begin conducting inspections on all public assembly occupancies including churches. These inspections are currently not done since no business license is required for these facilities. And lastly, we believe this program would be the most convenient for the business community since we will be doing the inspections pro-actively instead of after they receive the business license.

BOARD WORKSHOP

May 6, 2010

DATE: April 27, 2010

TO: Village President and Board of Trustees

FROM: Ronald A. Moser, Village Manager
Howard A. Killian, Director of Public Works

SUBJECT: Police Station Update

The purpose of this discussion is to update the Village Board on the progress of the Police Station project. Listed below are some of the activities to date:

1. Salt Dome Relocation:

The Village Board has awarded the bids for the salt dome pad and salt dome, with the work scheduled to be completed over the next three months.

2. Demolition:

Leopardo Construction is beginning to put together the bid documents for this portion of the work. I would expect this to come before the Village Board for approval in June.

3. Police Building:

Staff has attended numerous meetings with the architect and the construction manager to develop a project that works for the Police Department and is within our budget. Staff expects to have conceptual drawings at the workshop for presentation.

ck

BOARD WORKSHOP

May 6, 2010

DATE: April 28, 2010

TO: Village President and Board of Trustees

FROM: Ronald A. Moser, Village Manager
Howard A. Killian, Director of Public Works

SUBJECT: Residential Scavenger Service

Staff sent out Requests for Proposals to six area firms for the Village's residential scavenger service, with four firms submitting proposals. This is for the new five-year contract which will begin on July 1, 2010. Based on staffs review, two of the proposals were submitted for the Environmental Committee review. The Environmental Committee was split on which firm to recommend.

The two firms are Allied Waste, the Village's current hauler, and Groot Industries. The proposal requested the contractors to continue to serve the Village on Fridays. Groots proposal was for half the town on Thursday and half on Friday.

Items included in the new proposals which are different from the current contract include:

- Larger recycling toters
- Percent of recycling profits to the Village

Options to be considered include:

- Yard waste sticker or unlimited yard waste
- Unlimited fall leaf pick up

Staff would expect the contract to be before the Village Board for approval at the May 20th meeting.

ck