



## Village of Hanover Park Administration

Municipal Building  
2121 Lake Street  
Hanover Park, IL 60133-4398

630-823-5600  
FAX 630-823-5786  
www.hpil.org

**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL

**TRUSTEES**  
WILLIAM CANNON  
JAMES KEMPER  
JENNI KONSTANZER  
JON KUNKEL  
RICK ROBERTS  
EDWARD J. ZIMEL, JR.

**VILLAGE MANAGER**  
JULIANA A. MALLER

### **VILLAGE OF HANOVER PARK** **PUBLIC NOTICE**

Public Notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

**Development Commission**

(Name of public body)

HAS RESCHEDULED THE MEETING **DATE** and **TIME** OF THEIR MEETING  
FORMERLY SCHEDULED ON **Thursday, November 8, 2012 AT 7:00 p.m.** AT THE

Municipal Building, 2121 W. Lake St., Hanover Park, IL  
(Location)

THE RESCHEDULED MEETING DATE AND TIME IS:

**Friday, November 9, 2012**  
(Date)

at

**5:30 P.M.**  
(Time)

Posted on \_\_\_\_\_  
(Date)

By \_\_\_\_\_  
Eira L. Corral, Village Clerk



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JULIANA A. MALLER

## **VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION REGULAR MEETING Municipal Building, Room 214 Hanover Park, IL**

**Friday, November 9, 2012  
5:30 p.m.**

### **AGENDA**

- 1. CALL TO ORDER: ROLL CALL**
- 2. PLEDGE OF ALLIEGENCE:**
- 3. ACCEPTANCE OF AGENDA:**
- 4. PRESENTATIONS/REPORTS:**
- 5. APPROVAL OF MINUTES:**
  - 5-a.** October 11, 2012
- 6. ACTION ITEMS:**
  - 6-a.** Consider changes to the regulation of automatic changeable copy signs (electronic signs) and make a recommendation to the Village Board. (Tabled 10/11/12.)
  - 6-b.** Consider approval of the 2013 Meeting Schedule.
- 7. TOWNHALL SESSION:**

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes per speaker.
- 8. OLD BUSINESS (NON-ACTION ITEMS):**
- 9. NEW BUSINESS (NON-ACTION ITEMS):**
  - 9-a.** Discussion of Meeting Procedures
  - 9-b.** Community Development Update
- 10. ADJOURNMENT:**



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JULIANA A. MALLER

Agenda Item 5a

## VILLAGE OF HANOVER PARK DEVELOPMENT COMMISSION MEETING

Municipal Building, Village Board Room 214  
2121 W. Lake Street  
Hanover Park, IL 60133

Thursday, October 11, 2012  
**7:00 p.m.**

### **MINUTES**

**1. CALL TO ORDER: ROLL CALL**

Chairperson Wachsmuth appointed Auxiliary Member James Aird as a full voting member.

**Chairperson Wachsmuth** called the meeting to order at 7:02 p.m.

**PRESENT:** Commissioners: Jim Aird, Arthur Berthelot, Mark Mercier,  
Chuck Plaia, Chairperson Virginia Wachsmuth  
**ABSENT:** Commissioners: Scot Neil, Gary Rasmussen, Patrick Watkins,  
and Trustee Bill Cannon  
**ALSO PRESENT:** Village Planner Katie Bowman, Secretary  
Regina Mullen

**2. PLEDGE OF ALLIEGENCE:**

**3. ACCEPTANCE OF AGENDA:**

Motion by Commissioner Mercier to accept the Agenda as presented, seconded by  
Commissioner Berthelot.

Voice Vote:

All AYES.

**Motion Carried:** Agenda Accepted.

**4. PRESENTATIONS/REPORTS:** None.

**5. APPROVAL OF MINUTES:**

- 5-a.** Request to approve the Minutes of August 30, 2012  
Motion by Commissioner Mercier to approve the Minutes, seconded by Commissioner Berthelot.  
Voice Votes:  
All AYES.  
**Motion Carried:** Approved Minutes.
- 5-b.** Request to approve the Minutes of September 13, 2012  
Motion by Commissioner Mercier to approve the Minutes, seconded by Commissioner Berthelot.  
Voice Votes:  
All AYES.  
**Motion Carried:** Approved Minutes

**6. ACTION ITEMS:**

- 6-a.** Consider changes to the regulation of automatic changeable copy signs (electronic signs) and make a recommendation to the Village Board.

**Village Planner Bowman** presented a summary of the proposed changes to the sign ordinance focusing specifically on changes made to automatic changeable copy signs, as discussed at this Commission's meeting of August 30, 2012 and the Village Board at their Workshop of September 20, 2012.

**Chairperson Wachsmuth** opened the meeting up to the Commissioners for questions.

**Commissioner Plaia** – No Questions.

**Commissioner Berthelot** – Questioned “Opened/Closed” signs at banks in drive up lanes.

**Village Planner Bowman** – Stated this would not be applicable in Sec. 6-3 (2).

**Commissioner Berthelot** – Questioned Sec. 6-3 (3) as to why we would not allow moving backgrounds, like a moving flag.

**Chairperson Wachsmuth** - Questioned why the Village is allowed to operate this feature on their electronic changeable signage and felt it poor policy to make businesses adhere to a different standard.

**Commissioner Berthelot** – in agreement with Chairperson Wachsmuth.

**Village Planner Bowman** – Confirmed that the Village sign does not have to follow these regulations; however, when it is doing public information you get more leeway.

**Commissioner Mercier** – Stated it's a slippery slope. It could become a problem.

**Commissioner Berthelot** – Stated Sec. 6-3 (4) should read “sign copy changes shall occur in no less than (7) second intervals”. Questioned Sec. 6-3 (6) “and no external

illumination” – why no up-lights, as up-lights could enhance the structure. Questioned Sec. 6-3 (7) regarding the (50%). He does not understand placing a limit on it.

**Commissioner Aird** – Noted a correction needed in the code language. Questioned including dimming requirements as to when and how much a sign needs to be dimmed.

**Village Planner Bowman** – Will look into this concern. May be best to be “Dusk to Dawn” with the changing of daylight savings time.

**Commissioner Mercier** – Felt the area of luminosity should be looked into more closely. He referred to McHenry County’s UDO as last month they placed a moratorium on electronic changeable signs. Their ordinance has limits as 6000 nits during the day, dusk to dawn, and then 500 at night, so less than 1/10<sup>th</sup>. Requested Village Planner research what is reasonable values to use especially for safety. Referred to other type of sign in McHenry County Ordinance, a real window sign, our ordinance is not addressing these signs. Are these signs outside the purview of this ordinance?

**Village Planner Bowman** – The only regulations on window signs is that you can take no more than 50% of the window, but then there are prohibited types of signs. If we adopted this and it specifically would say that automatic changeable copy signs are not permitted on the wall, we could also specify that they are not permitted in the window.

**Commissioner Mercier** - went on to refer to another type of sign in the McHenry County Ordinance which addressed projected signs. The face of the building and a sign that comes up perpendicular to the face of the building.

**Village Planner Bowman** – Stated that would not be allowed. Those types of signs only get 6 sq. ft. and they are not able to be internally illuminated.

**Chairperson Wachsmuth** – Agrees with Commissioner Mercier regarding “Dusk to Dawn” on dimming. Agrees with Commissioner Berthelot that we would delete the “no external illumination” in item 6. Regarding Item 7 would like to increase the 50% and feels it is too limited. Would 2/3’s be reasonable? On Item 12, would like to add public service announcements.

**Village Planner Bowman** – If this were permitted, someone having an event could go to all of the businesses and request that their event is advertised at all of the businesses.

**Commissioner Aird** – Requested we leave it as it stands. We are getting too specific.

**Village Planner Bowman** – Provided the following recap:

This Commission finds the proposed changes to be generally good with several noted, suggested, additional changes which include Section 6-3:

- #4 a rewording which reads, “signed copy changes shall occur in no fewer than 7 second intervals and limited to changeable messages and not changing or

crawling messages.

- #5 shall be amended to state that illumination level may not exceed 75 foot candles including the existing statement plus the statement that it shall dim by 50% from dusk to dawn or as otherwise updated by Village Planner based upon technical standards or best practice;
- #6 shall be amended to eliminate no external illumination;
- #7 shall be amended to state that it shall be a maximum of 2/3's of the maximum permitted sign area but not to exceed 64 sq. ft.;
- #12 shall be amended to read copy shall not advertise products or services not available on the zoning lot on which the automatic signage is located except for public service announcements or as otherwise worded by staff;
- Add to Section 6-8 (a) (2) (h) which says that freestanding signs may include automatic changeable copy provided they follow the regulations for automatic changeable copies.

**Chairperson Wachsmuth** entertained a Motion directing staff gather additional information and table this item to their next meeting.

Motion by Commissioner Mercier directing staff to gather additional information and tabled this item to their next meeting, seconded by Commissioner Berthelot.

**Roll Call Vote:**

AYES: Commissioners: Aird, Berthelot, Mercier, Plaia,  
Chairperson Wachsmuth

NAYS: Commissioner: None

ABSENT: Commissioners: Neil, Rasmussen, Watkins

**Motion Carried:** Staff to provide additional information and table this item to their next meeting.

**5-b.** Consider rescheduling the November 8, 2012 and January 10, 2013 meeting dates.

**Chairperson Wachsmuth** entertained a Motion to reschedule the November 8, 2012 and January 10, 2013 meetings.

Motion by Commissioner Mercier to reschedule the November 8, 2012 meeting to November 9, 2012 at 5:30 p.m. and to reschedule the January 10, 2013 meeting to January 17, 2013, seconded by Commissioner Berthelot.

**Roll Call Vote:**

AYES: Commissioners: Aird, Berthelot, Mercier, Plaia,  
Chairperson Wachsmuth

NAYS: Commissioner: None

ABSENT: Commissioners: Neil, Rasmussen, Watkins  
**Motion Carried:** November 8, 2012 rescheduled to November 9, 2012 at 5:30 p.m.  
and the January 10, 2013 meeting rescheduled to January 17, 2013 at 7:00 p.m.

**7. TOWNHALL SESSION:** None.

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes per speaker.

**8. OLD BUSINESS (NON-ACTION ITEMS):** None.

**9. NEW BUSINESS (NON-ACTION ITEMS):**

**9-a. Open Meetings Act Training Requirements:** New members of this Commission are required to complete on-line training.

**9-b. Community Development Update:**

- **Discount Tire** – Viewed revised elevations of Discount Tire. They have amended their site plan at the request of the Village Board. Construction will begin in the spring of 2013.
- **Irving Park Road Study** - Recommendations will be coming out shortly. Presented a conceptual site plan of the old Menards. A TIF 5 public hearing will be held at the Village Board meeting on November 1, with TIF 5 up for adoption in January 2013.
- **ICSC Conference** – Mayor, Village Manager and Village Planner attended the annual Deal Making Conference in Chicago and held various meetings with developments, retailers, brokers promoting available Village properties.

**10. ADJOURNMENT:**

Motion by Commissioner Mercier, seconded by Commissioner Berthelot.

Voice Vote:

All AYES.

**Motion Carried.** Meeting adjourned at 8:50 p.m.

**Recorded and Transcribed by:**

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**Regina Mullen, Secretary**  
this 11 day of October, 2012

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**Virginia Wachsmuth, Chairperson**



**Village of Hanover Park  
Community Development Department**

**INTEROFFICE MEMORANDUM**

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**TO:** Chairman Wachsmuth and members of the Development Commission

**FROM:** Katie Bowman, Village Planner

**SUBJECT:** **UPDATE to proposed changes to the regulation of automatic changeable copy signs**

**ACTION REQUESTED:**  Approval  Disapproval  Information

**MEETING DATE:** **November 9, 2012**

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**REQUEST SUMMARY:**

The following topic is scheduled for Development Commission discussion at 5:30 p.m. on November 9, 2012 in Room 214 of the Municipal Building, 2121 Lake Street:

Update to proposed changes to the regulation of automatic changeable copy signs, as outlined in:

- Chapter 6, Article I of the Municipal Code – *Advertising, In General*

**BACKGROUND:**

At their meeting of August 30, 2012, the Development Commission reviewed the existing regulations related to automatic changeable copy signs, as well as current research on the topic and regulations in surrounding communities. They recommended that such regulations be amended to better address current technology and business practices.

At their workshop of September 20, 2012, the Village Board reviewed the Development Commission’s recommended changes to the regulation of automatic changeable copy signs. They directed Staff to draft an amendment to the Municipal Code incorporating these changes, which would then be reviewed by the Development Commission and Village Board.

At their meeting of October 11, 2012, the Development Commission reviewed the draft ordinance changes to the regulation of automatic changeable copy signs based upon their and the Board’s input. Following discussion, they had additional recommended changes and questions. They directed Staff to gather additional information and return with an updated draft ordinance.

## **DISCUSSION:**

The Development Commission's recommended changes have been incorporated into the draft regulations of automatic changeable copy signs, Municipal Code, Chapter 6 – Advertising, 'Sign Ordinance'. The proposed changes also reflect Staff's recommendation based upon additional research of common practices in neighboring municipalities and sign industry technological standards. See the proposed changes bolded in the recommended Ordinance below, Exhibit 1 for an expanded survey of regulations in surrounding communities, and Exhibit 2 for background, including the original draft Ordinance amendment. Note that the full Sign Code may be found on the Village website, [www.hpil.org](http://www.hpil.org), under Code of Ordinances on the right side of the home page.

### **Proposed Changes:**

#### **Sec. 6-3. Definitions.**

*Changeable copy sign, automatic.* A sign, on which the copy changes automatically through illumination by electric lights, luminous tubes, or any other means of illumination or through mechanical or electrical means.

Such signs shall adhere to all of the following conditions and restrictions:

##### (1) Location:

- (a) allowed in the commercial B-1 and B-2 Zoning Districts, on a zoning lot located on an arterial **or major collector** street as defined in Section **38-102.d**;

*Major collector designation added and new section cited, as this is a clearer definition of the types of streets in the code.*

- *Arterial Streets include: Barrington Road, Irving Park Road, Lake Street, Elgin O'Hare Expressway, Gary Avenue, County Farm Road, and Army Trail Road.*
- *Major Collector Streets include: Walnut Avenue, Devon Avenue, Ontarioville Road, Stearns Road, Greenbrook Boulevard, Schick Road, and Wise Road.*

- (b) **church signs, government signs, and public building identification signs, as defined in this code, may be allowed in the residential R, R-1, R-2, R-3, and R-4 Zoning Districts, on a zoning lot located on an arterial or major collector street as defined in Section 38-102.d and in a location that does not face the front of a residential unit;**

*This provision will permit signs for religious institutions, governmental units (including park districts and libraries), and public buildings (including schools) in residential districts when located along streets that are highly travelled and generally commercial in nature. Impact upon neighboring residences will be lessened with the provision that such signs may not face the front of a residential unit (typically residences are oriented away from the major streets).*

- (c) shall be set back not less than ten (10) feet from the right-of-way, shall not be located within seventy-five (75) feet of another such sign;

(2) Design:

- (a) allowed only when all signs on the zoning lot are in total compliance with the sign ordinance;
- (b) the sign surface area shall be counted in the overall surface area of the free-standing sign and shall not be permitted as a wall sign or as part of a wall sign **or window sign**;  
*Clarification based upon past discussion of the Development Commission.*
- (c) the sign area shall not exceed **two-thirds (2/3)** of the maximum permitted sign area of the sign of which the changeable copy sign is a part, except on freestanding signs for businesses not located in shopping centers, the sign may comprise the entire sign area in accordance with this chapter (but not to exceed sixty-four (64) square feet);

*Note that under this provision, the following would be permitted:*

- *business not in shopping center: 64 sf changeable, 64 sf total*
- *centers with less than 300 feet of frontage: 53.6 sf changeable, 80 sf total*
- *centers with 300-500 feet of frontage: 67 sf changeable, 100 sf total*
- *centers with more than 500 feet of frontage: 100.5 sf changeable, 150 sf total*
- *public building identification and church signs: 23.45 sf changeable, 35 sf total*

(3) Display and Brightness:

- (a) **lumination level must not exceed five thousand (5,000) nits (candelas per square meter) during daylight hours and a maximum illumination of five hundred (500) nits (candelas per square meter) between dusk and dawn (sunset and sunrise) as measured from the sign's face at a maximum brightness;**

*Based upon discussions with several sign companies and review of multiple municipal codes and industry research, the nit is found to be the standard measurement of illumination for LED signs and a range of 5,000 during the day to 500 at night is the most common and reasonable illumination level.*

- (b) shall be equipped with manual and automatic dimming devices and sun screens **to adjust the brightness levels based upon ambient light conditions;**

(4) Text:

- (a) sign copy changes shall occur **in no fewer than** seven (7) second intervals;
- (b) no scrolling, flashing, **crawling**, or other movements of text messages;
- (c) messages may dissolve or go blank and may either reappear in full display or solidify;
- (d) graphics shall be allowed as fixed displays but with no moving graphics, background colors or displays shall be allowed to change only when the message changes;

*Staff recommends that no moving graphics are permitted. While the Village's Barrington Road monument sign does display small movements on the background (waving flag), the regulation of movement on other signs to permit small, but not large, distracting movements (icon 'running icon') or video display is anticipated to be difficult. Additionally, several sign companies recommended against movement on signs as they find it distracts from the business' message.*

(e) no other special effects are allowed;

(5) Message:

- (a) copy shall not advertise products or services not available on the zoning lot on which the automatic signage is located, **except when such copy is providing public emergency notices or notice of local public events being held by local governmental or local non-profit organizations.**

*In general, it was not found that other communities permit public service announcements, and when they do it is often limited to emergency announcements. However, if they are permitted, it is recommended that notices only be posted of local events by local organizations.*

### **Section 6-7 – 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. **Such freestanding sign may be a manual or automatic changeable copy sign, provided such sign meets the requirements in Section 6-3.** Noninternally-illuminated wall signs not exceeding the area allowed in table 6.8. 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.

*Additional clarification to specify that sign meets requirements above.*

- (4) *Government signs.* Of any type, number, area, height, location or illumination as specified by law or statute.

*No change necessary.*

- (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. **Such freestanding sign may be a manual or automatic changeable copy sign, provided such sign meets the requirements in Section 6-3.** 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.

### **Sec. 6-8. Permitted signs in business districts.**

(a) *Permitted signs for businesses not located in shopping center*

(2) Freestanding signs shall comply with the following requirements:

- f. The freestanding sign may include a manual changeable copy sign or an automatic changeable copy provided the maximum sign area for the freestanding sign is not

exceeded.

***NOTE – This provision is already in the code and no further change is recommended.***

(b) *Permitted permanent signs for businesses located within shopping centers.*

(7) 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 Section 90-3
  7. The freestanding sign may include a manual or automatic changeable copy sign as defined in this chapter.
- b. Shopping centers with 300 to 500 feet of street frontage on arterial streets as defined in Section 90-33
  7. The freestanding sign may include an automatic changeable copy sign as defined in this chapter.
- c. Shopping centers with more than 500 feet of street frontage on arterial streets as defined in Section 90-33
  7. One freestanding sign may include an automatic changeable copy sign as defined in this chapter.
- d. Permanent freestanding signs for theaters. Movie theaters within shopping centers shall be allowed one freestanding sign complying with the following requirements:
  4. The freestanding sign may include an automatic or manual changeable copy sign as defined in this chapter.

### **RECOMMENDATION**

Staff requests that the Development Commission review the proposed changes to the regulation of automatic changeable copy signs and make a recommendation to the Village Board as to whether such amended regulations should be adopted.

### **ATTACHMENTS**

- Exhibit 1 – Survey of regulation of automatic changeable copy signs in neighboring communities, expanded
- Exhibit 2 – Development Commission Memo, October 11, 2012 (includes originally proposed ordinance)
- NOTE - Photos of example signage will be provided at meeting.

**Electronic Changeable Signs Survey**

**Village of Hanover Park**

<b>Municipality</b>	<b>Allowed</b>	<b>Permitted Locations</b>	<b>Size Restrictions</b>	<b>Frequency Restrictions</b>	<b>Other</b>
<b>Antioch</b>	Yes		Sign face shall not exceed a total of 25 sq. ft.	Static display time for each message is 24 hours minimum	Two signs must be 500 feet apart
<b>Arlington Heights</b>	Yes	Gas Stations for pricing and Banks for time temp			
<b>Barrington</b>	Yes	LED "open/closed" signs permitted in business windows	Maximum of 4 sq. ft. per business		No flashing or animation allowed
<b>Bartlett</b>	Yes	Only as time-temperature signs in business districts	No larger than 2' in one dimension and 4' in the largest dimension	Alternating time and temp signs shall change no more than once every seven seconds.	
<b>Buffalo Grove</b>	Yes	Sign shall not face a single family zoned district	It shall not exceed a total of 25 sq. ft. The square footage of each face shall be included in the calculation of the total area of all signage allowed for the property.	Message only changes once every 20 seconds	Signs shall be extinguished at the close of business. Equipped to override commercial messages in emergency situations like for "Amber Alert".
<b>Bloomington</b>	No				

<b>Municipality</b>	<b>Allowed</b>	<b>Permitted Locations</b>	<b>Size Restrictions</b>	<b>Frequency Restrictions</b>	<b>Other</b>
<b>Carol Stream</b>	Yes	On any types of sign considered "permanent" in residential, business, office and industrial districts	Up to two-thirds of allowable sign area may be changeable	Messages cannot be changed more than every three seconds	Signs may not flash, blink or display images that might distract traffic
<b>Carpentersville</b>	Yes	Commercial zoning districts	50% of the sign surface area	Message changes once per minute	Display is limited to letters and characters only, any image is not allowed. LED window signs are permitted with restrictions
<b>Cary</b>	Yes		height - 10 ft. max. Square footage of sign - 72 sq. ft. Square footage of LED 40% of total sign area.	Sign can only change once every 15 minutes	Signs allowed with conditional use permit
<b>Des Plaines</b>	Yes	Business, Manufacturing, Institutional and Residential as permitted use when on school property	30% of the total sign area or 20 sq. ft. whichever is less	Messages cannot be changed more than once every 7.5 seconds	one display board permitted per lot; Display shall not exceed 500 sq. ft. per side and not more than 45 ft. in height

<b>Municipality</b>	<b>Allowed</b>	<b>Permitted Locations</b>	<b>Size Restrictions</b>	<b>Frequency Restrictions</b>	<b>Other</b>
<b>Grayslake</b>	Yes	Business district	30% of the sign or one square foot for every 1220 sq. ft. of retail area, not greater than 70 sq. ft.	Display changes every 8 seconds	LED colors shall be limited to 3. Images softened at dusk. Limited animation allowed, Village reserves the right to restrict the use of animation
<b>Hoffman Estates</b>	Yes		Varies per approval	Yes. Cannot change more frequently than once every 10 seconds.	No flashing, moving, blinking, etc.
<b>Mount Prospect</b>	Yes		50% of the total area of the sign face	Display shall not change more than once every 10 seconds	Considering all factors satisfied, if the display time is more than 30 secs then the sign shall be permitted and if the display time is less than 30 secs then it requires special use approval
<b>Northbrook</b>	Yes	Institutional Buildings (IB) and Open Space (OS) zoning district	No more than 60% of the total sign area	The displayed message may be changed by intermittent lighting changes but such changes shall not exceed 12 per minute	Messages shall be restricted to a single color for the entire message screen. The display may only use white or amber light.
<b>Rolling Meadow</b>	Yes		Message should not exceed 1/3 or 1/2 of the total sign face area		Allowed by variance only. Min. 500 ft. distance between signs.

<b>Municipality</b>	<b>Allowed</b>	<b>Permitted Locations</b>	<b>Size Restrictions</b>	<b>Frequency Restrictions</b>	<b>Other</b>
<b>Roselle</b>	Yes	Business, office and industrial districts - on plaza or directory signs	Regulated according to business district size restrictions.	For signs within 275' of an intersection with a traffic signal, messages may change no more than once every five seconds.	For signs within 275' of an intersection with a traffic signal, the color of the message shall not be red, yellow or green.
<b>Palatine</b>	Yes	Subject to Special Use approval; restricted to business uses along 4 major corridors	40% of the total sign area	No more than four messages per day, with a minimum 60 second display time for each message.	Prohibited for residential use; One sign per zoning lot; Min. 500 ft distance between two signs; Illumination has to be consistent in color with no flashing or blinking image
<b>Prospect Heights</b>	Yes			Once every 2 seconds	Two signs must be 500 feet apart; No flashing, blinking or scrolling display allowed
<b>Schaumburg</b>	Yes	Gas station pricing signs and properties with direct frontage on expressways.	450 square feet are permitted for each face of the sign, and must not exceed an aggregate gross surface area of 900 square feet.	Gas station electronic signs may not move or flash. No restrictions on properties fronting expressways.	Design limited to monument ground signs. Must not be located within 15' of any point of vehicular access.
<b>Skokie</b>	Yes			Signs must display only one message for 24 hours	

<b>Municipality</b>	<b>Allowed</b>	<b>Permitted Locations</b>	<b>Size Restrictions</b>	<b>Frequency Restrictions</b>	<b>Other</b>
<b>Streamwood</b>	Yes	Permitted by special use process, sign package is typically reviewed as part of approval process for new business	32 square feet	Messages must be static and change no more than once every 30 seconds.	No restrictions on multiple colors.
<b>Vernon Hills</b>	Yes	Allowed on interior of windows only	Max. 20% of window area not to exceed 50 square feet.	Frequency of message change not to exceed once every 30 minutes.	
<b>Wheeling</b>	Yes	Signs may be permitted for governmental buildings, recreation centers, convention centers, hotels, theaters and schools		Message shall change no more than once every ten seconds	Sign should meet all setback, landscaping and size regulations in the sign code. No sound or flashing allowed.
<b>Wilmette</b>	Yes			One change per three seconds.	

**Prepared by:**  
**Planning & Zoning**  
**Village of Hanover Park**  
**31-Oct-2012**



**Village of Hanover Park  
Community Development Department**

**INTEROFFICE MEMORANDUM**

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**TO:** Chairman Wachsmuth and members of the Development Commission  
**FROM:** Katie Bowman, Village Planner  
**SUBJECT:** **Proposed changes to the regulation of automatic changeable copy signs**

**ACTION**

**REQUESTED:**  Approval  Disapproval  Information

**MEETING DATE:** **October 11, 2012**

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**REQUEST SUMMARY:**

The following topic is scheduled for Development Commission discussion at 7:00 p.m. on October 11, 2012 in Room 214 of the Municipal Building, 2121 Lake Street:

Regulation of automatic changeable copy signs, as outlined in:

- Chapter 6, Article I of the Municipal Code – *Advertising, In General*

**BACKGROUND:**

At their meeting of August 30, 2012, the Development Commission reviewed the existing regulations related to automatic changeable copy signs, as well as current research on the topic and regulations in surrounding communities. They recommended that such regulations be amended to better address current technology and business practices.

At their workshop of September 20, 2012, the Village Board reviewed the Development Commission's recommended changes to the regulation of automatic changeable copy signs. They directed Staff to draft an amendment to the Municipal Code incorporating these changes, which would then be reviewed by the Development Commission and Village Board. See Exhibit 1 for additional background.

**DISCUSSION:**

The recommended changes to the regulation of automatic changeable copy signs have been incorporated into a draft Ordinance, which amends the Municipal Code, Chapter 6 – Advertising, 'Sign Ordinance'. See Exhibits 2 and 3 for the current Sign Ordinance and draft amendments.

## Recommended Changes:

An update of the definition of automatic changeable copy signs to include all of the recommended specifications on sign text, graphics, illumination, and size, including:

- Definition: a sign in which the copy changes automatically through illumination by electric lights, luminous tubes, or any other means of illumination or through mechanical or electrical means.
- Location:
  - Permitted only in B-1 & B-2 commercial zoning districts
  - Permitted only along arterial streets
  - The sign shall be set back not less than ten (10) feet from the right-of-way and not located within seventy-five (75) feet of another such sign
    - *Staff recommends these provisions to meet the Development Commission's desire to provide proper setback and lessen clutter. With the narrowest commercial lots in the Village being around 100 feet in width, this would require that the signs not be directly adjacent to each other. Additionally, the high cost of electronic signs is expected to limit the overall number of signs, as it has done to this time.*
- Such signs shall adhere to the following conditions and restrictions:
  - Allowed only when all signs on the zoning lot are in total compliance with the sign ordinance
  - Sign Area:
    - The sign area shall be counted in the overall area of the free-standing sign and shall not be permitted as a wall sign or as part of a wall sign
    - The area of the sign shall not exceed fifty (50%) percent of the maximum permitted sign area of the sign
  - Sign Copy, Background, and Graphics:
    - Sign copy changes shall occur no more frequently than seven (7) second intervals and limited to changeable messages and not chasing messages
    - No scrolling , flashing, crawling, or other movements between text messages
    - Messages may dissolve or go blank and may either reappear in full display or solidify
    - Graphics shall be allowed as fixed displays but with no moving graphics
    - Background colors or displays shall be allowed to change only when the message changes
    - No other special effects are allowed
  - Illumination:
    - The sign shall be equipped with automatic dimming devices, sun screens, and no external illumination
    - *As automatic night dimming is standard, Staff finds that this will achieve the goal of having the signs dim at night.*

- Sign Content:
  - Copy shall not advertise products or services not available on the zoning lot on which the automatic signage is located.

After further consideration and discussion with the Village Attorney, Staff would like to note that the permitting of automatic changeable copy signs in residential districts through a special use or variance is not recommended at this time. In general, the intent of the Sign Ordinance is to limit the impact of signage in residential districts. Currently, public buildings and places of religious worship are permitted standard 35 square foot freestanding signs and subdivisions are permitted a 50 square foot identification sign that is to specifically be noninternally-illuminated (Section 6-7.a). An alternative means of addressing the topic may be to permit automatic changeable copy signs for schools and religious institutions when located along an arterial street. Such a provision would lessen the impact of such signs in residential areas and limit them to more major roads where the impact will be less.

In addition, the specifications for automatic changeable copy signs within each type of business signage category (whether located within a shopping center or in a small or large center) have been updated to permit automatic changeable copy signs that meet these requirements.

### **RECOMMENDATION**

Staff requests that the Development Commission review the proposed changes to the regulation of automatic changeable copy signs and make a recommendation to the Village Board as to whether such amended regulations should be adopted.

### **ATTACHMENTS**

- Exhibit 1 – Village Board Memo re: Automatic Changeable Copy Signs, September 20, 2012
- Exhibit 2 – Proposed Ordinance Amending Sign Ordinance, Municipal Code Chapter 6
- Exhibit 3 – Sign Ordinance, Municipal Code, Chapter 6 (attached electronically)



TO: Village President and Board of Trustees Exhibit 1

FROM: Juliana Maller, Village Manager
Katie Bowman, Village Planner

SUBJECT: Update on the regulation of automatic changeable copy signs

ACTION

REQUESTED: [ ] Approval [ ] Concurrence [ ] Discussion [X] Information

MEETING DATE: September 20, 2012

Executive Summary

Update on regulations for automatic changeable copy signs (electronic signs), including review of Development Commission's recommendation of potential changes.

Background

Current Regulations

Electronic signs that are capable of displaying multiple messages are referred to as automatic changeable copy signs in Chapter 6 of the Municipal Code, which regulates advertising and signage.

Automatic changeable copy signs are defined as:

A sign on which the copy changes automatically through illumination by electric lights, luminous tubes, or any other means of illumination or through mechanical means. Such signs shall adhere to the following conditions and restrictions: only one color for the changeable copy is permitted on a black background with no scrolling, flashing, or other movements between text messages; sign copy changes shall occur no more than once every 90 seconds; and copy shall not advertise products or services not available on the lot on which the automatic signage is located.

Further regulations regarding automatic changeable copy signs include:

- Only permitted in Business Districts, including B-1 and B-2
• On freestanding signs for businesses not located in shopping centers, the automatic changeable copy sign may comprise the entire sign area (up to 64 square feet)
• On freestanding signs businesses located in shopping centers with more than 300 feet of frontage on an arterial street, the area of the automatic changeable copy sign may not exceed 25 percent of the maximum permitted sign area for the freestanding sign (permitted area depends upon size of building frontage)
• Illumination level may not exceed 75 footcandles 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 (common measure of illumination/brightness)

## **Regulation Survey**

The municipal codes of surrounding communities reflect a variety of approaches for regulating electronic changeable signs. A review of regulations in various municipalities revealed that while all generally permit electronic message centers which display text and images, most do not permit full digital video displays. A summary of regulations from six surrounding communities is summarized in Exhibit 1.

In regard to best management practices on this topic, an April 2008 article from the American Planning Association's *Zoning Practice* titled "Practice Smart Sign Codes" offers some references for how municipalities are regulating the different forms of digital signs, and recommendations for what to consider when writing regulations for them. These recommendations are included in the Considerations section below.

## **Considerations**

It is recommended that when a jurisdiction is considering updating its sign ordinance, it should consider elements such as:

- Detailed definition of digital display signage with guidelines for design and aesthetics, including colors, pictures, and videos
- Message duration and transition
- A list of the zoning districts in which such signs are allowed and prohibited
- Restrictions on the placement of signs, such as their orientation to residential districts
- Limits on the percentage of a sign's area that can be devoted to a digital display
- Restrictions on illumination levels during the day and after dark
- Public service announcements: some municipalities require that digital signage be used to display emergency information and amber alerts
- Process by which signs will be approved, whether it be by standard sign plan review or additional special use review

## **Discussion**

The Development Commission discussed existing regulations of automatic changeable copy signs at their meeting of August 30, 2012. Upon review of current regulations in Hanover Park and in surrounding communities, they made comments and recommended several changes to the regulations:

- Types of signs:
  - Maintain the current definition of automatic changeable copy signs (see p. 1)
  - Prohibit 'digital video displays' that show full video
- Location and Approval:
  - Permit automatic changeable copy signs business districts by right (following outlined regulations)
  - Permit automatic changeable copy signs in residential districts for school and churches, with special use approval
    - Special use approval allows for these signs to be subject to additional limitations, such as lower lighting level and orientation or distance away from closest residence

- Display:
  - Permit multiple colors of sign text and background
  - Permit copy changes to occur once every 5 - 7 seconds
- Movement:
  - Limit movement, shaking, scrolling, or flashing of text
  - Recommend language found in the Village of Addison's regulations.
- Area: Up to 50% of the total permitted freestanding sign area may be utilized by automatic changeable copy
- Illumination: The illumination level of signs must be reduced by 50% after 10 or 11 p.m.
- Public Service Announcements: Do not recommend that automatic changeable copy signs be required to display public service announcements

The Development Commission also recommended that considerations be made to ensure that the automatic changeable copy signs do not become too numerous or cluttered as to have a negative aesthetic impact or to become a significant distraction. This may be addressed through the requirement that automatic changeable copy signs be located at least 75 feet from each other. With the narrowest commercial lots in the Village being around 100 feet in width, this would require that the signs not be directly adjacent to each other. Additionally, the high cost of electronic signs is expected to limit the overall number of signs, as it has done to this time.

**Recommended Action**

Staff requests that the Village President and Board of Trustees review the recommended changes to regulation of automatic changeable copy signs. Next, Staff will draft language for an amendment to the Municipal Code for review by the Development Commission and Village Board.

**Attachments**

- Exhibit 1 – Regulation of automatic changeable copy signs in surrounding communities
- Exhibit 2 – Photos of automatic changeable copy signs
- Exhibit 3 – Draft Development Commission Minutes, August 30, 2012

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ N/A	
<b>Actual Cost:</b>	\$ N/A	
<b>Account Number:</b>	N/A	

## Exhibit 1 – Regulation of Electronic Changeable Signs

<b>Municipality</b>	<b>Allowed</b>	<b>Permitted Locations</b>	<b>Size Restrictions</b>	<b>Copy Change Restrictions</b>	<b>Other</b>
<b>Addison</b>	Yes	Districts: Business/ Professional, B1, B2, B3, B4, B5 on properties located on a major street.	Shall not exceed 40% of the total permitted sign area	Copy can change in no less than two second intervals.	Messages may dissolve or go blank and may either reappear in full display or solidify, no other special effects are allowed. Crawling messages are not allowed. Moving graphics are not allowed. Background colors or displays shall be allowed to change only when the message changes.
<b>Bartlett</b>	Yes	Only as time-temperature signs in business districts, utilized on government signs	No larger than 2' in one dimension and 4' in the largest dimension	Alternating time and temp signs shall change no more than once every seven seconds.	
<b>Carol Stream</b>	Yes	On any types of sign considered "permanent" in residential, business, office and industrial districts	Up to two-thirds of allowable sign area may be changeable	Messages cannot be changed more than every three seconds	Signs may not flash, blink or display images that might distract traffic
<b>Roselle</b>	Yes	Business, office and industrial districts - on plaza or directory signs	There is no restriction on the amount of a sign that can be devoted to an electronic sign. Permitted area is according to business district size restrictions.	For signs within 275' of an intersection with a traffic signal, messages may change no more than once every five seconds.	For signs within 275' of an intersection with a traffic signal, the color of the message shall not be red, yellow or green.
<b>Schaumburg</b>	Yes	Gas station pricing signs and properties with direct frontage on expressways.	450 square feet are permitted for each face of the sign, and must not exceed an aggregate gross surface area of 900 square feet.	Gas station electronic signs may not move or flash. No restrictions on properties fronting expressways.	Design limited to monument ground signs. Must not be located within 15' of any point of vehicular access.
<b>Streamwood</b>	Yes	Permitted by special use process, sign package is typically reviewed as part of approval process for new business	32 square feet	Messages must be static and change no more than once every 30 seconds.	No restrictions on multiple colors.

ORDINANCE NO. O-12-

AN ORDINANCE AMENDING SECTIONS 6-3 AND 6-8 OF CHAPTER 6 OF THE MUNICIPAL CODE OF THE VILLAGE OF HANOVER PARK BY REDEFINING CHANGEABLE COPY SIGN AUTOMATIC, and AMENDING OTHER PORTIONS OF THE SIGN ORDINANCE CONCERNING CHANGEABLE COPY SIGNS

WHEREAS, the Village of Hanover Park is a home rule unit by virtue of the provisions of the 1970 Constitution of the State of Illinois and may exercise and perform any function pertaining to its government and affairs including adoption of this Ordinance; now, therefore,

BE IT ORDAINED by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

SECTION 1: That the Municipal Code of Hanover Park, be amended by: (i) deleting therefrom the definition of *Changeable Copy Sign Automatic* from Section 6-3 of Chapter 6; and (ii) deleting 7. of a., 7. of b., 7. of c., and 4. of d. all of subparagraph (7) of paragraph (b) of Section 6-8 of Chapter 6 of said code.

SECTION 2: That Section 6-3 of Chapter 6 of the Municipal Code of Hanover Park be amended by adding to said section, and in place of the deletion provided in SECTION 1 of this Ordinance, the following definition:

Sec. 6-3. Definitions.

\* \* \* \* \*

*Changeable copy sign, automatic.* A sign allowed only in the B-1 and B-2 Zoning Districts on a zoning lot located on an arterial street as defined in Section 90-33, on which the copy changes automatically through illumination by electric lights, luminous tubes, or any other means of illumination or through mechanical or electrical means. Such signs shall adhere to all of the following conditions and restrictions:

- (1) allowed only when all signs on the zoning lot are in total compliance with the sign ordinance;
- (2) the sign surface area shall be counted in the overall surface area of the free-standing sign and shall not be permitted as a wall sign or as part of a wall sign;
- (3) no scrolling , flashing, or other movements between text messages;
- (4) sign copy changes shall occur no more than in seven (7) second intervals and limited to changeable messages and not chasing messages or crawling messages;

- (5) illumination level may not exceed seventy-five (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;
- (6) shall be equipped with automatic dimming devices, sun screens, and no external illumination and shall be set back not less than ten (10) feet from the right-of-way and not located within seventy-five (75) feet of another such sign;
- (7) not exceed fifty (50%) percent of the maximum permitted sign area of the sign of which the changeable copy sign is a part, except on freestanding signs for businesses not located in shopping centers, the sign may comprise the entire sign area in accordance with this chapter (but not to exceed sixty-four (64) square feet);
- (8) messages may dissolve or go blank and may either reappear in full display or solidify;
- (9) no other special effects are allowed;
- (10) graphics shall be allowed as fixed displays but with no moving graphics;
- (11) background colors or displays shall be allowed to change only when the message changes; and
- (12) copy shall not advertise products or services not available on the zoning lot on which the automatic signage is located.

\* \* \* \* \*

**SECTION 3:** That Chapter 6 of the Municipal Code of Hanover Park, be amended by adding in place of the deletion provided for in SECTION 1 of this Ordinance, 7. of a., 7. of b., 7. of c., and 4. of d. all of subparagraph (7) of paragraph (b) of Section 6-8 of said code, the following:

**Sec. 6-8. Permitted signs in business districts.**

\* \* \* \* \*

- (b) *Permitted permanent signs for businesses located within shopping centers.*

\* \* \* \* \*

- (7) 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 Section 90-33

\* \* \* \* \*

- 7. The freestanding sign may include a manual or automatic changeable copy sign as defined in this chapter.

- b. Shopping centers with 300 to 500 feet of street frontage on arterial streets as defined in Section 90-33

\* \* \* \* \*

- 7. The freestanding sign may include an automatic changeable copy sign as defined in this chapter.

\* \* \* \* \*

- c. Shopping centers with more than 500 feet of street frontage on arterial streets as defined in Section 90-33

\* \* \* \* \*

- 7. One freestanding sign may include an automatic changeable copy sign as defined in this chapter.

\* \* \* \* \*

- d. Permanent freestanding signs for theaters. Movie theaters within shopping centers shall be allowed one freestanding sign complying with the following requirements:

\* \* \* \* \*

- 4. The freestanding sign may include an automatic or manual changeable copy sign as defined in this chapter.

\* \* \* \* \*

**SECTION 4:** Any person, firm or corporation violating any provision of this ordinance





**Village of Hanover Park  
Community Development Department**

**INTEROFFICE MEMORANDUM**

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**TO:** Chairman Wachsmuth and members of the Development Commission

**FROM:** Katie Bowman, Village Planner

**SUBJECT:** **2013 Meeting Schedule**

**ACTION**

**REQUESTED:**  Approval  Disapproval  Information

**MEETING DATE:** **November 9, 2012**

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**REQUEST SUMMARY:**

The above referenced item is scheduled for Development Commission consideration at 5:30 p.m. on November 9, 2012 in Room 214 of the Municipal Building, 2121 Lake Street.

Staff requests this Commission consider approval of their 2013 Meeting Schedule.

**RECOMMENDATION**

Staff recommends approval of the 2013 Meeting Schedule.

**ATTACHMENTS**

2013 Meeting Schedule



## Village of Hanover Park Administration

Municipal Building  
2121 Lake Street  
Hanover Park, IL 60133-4398

630-823-5600  
FAX 630-823-5786  
www.hpil.org

**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL

**TRUSTEES**  
WILLIAM CANNON  
JAMES KEMPER  
JENNI KONSTANZER  
JON KUNKEL  
RICK ROBERTS  
EDWARD J. ZIMEL, JR.

**VILLAGE MANAGER**  
JULIANA A. MALLER

Agenda Item 6b

### HANOVER PARK DEVELOPMENT COMMISSION

### 2013 MEETING SCHEDULE

(Second Thursday of each month, unless otherwise noted)

**7:00 p.m.**

Municipal Building, Board Room 214

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January 17 (Third Thursday of the month)

February 14

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12



Village of Hanover Park  
Community Development Department

INTEROFFICE MEMORANDUM

**TO:** Chairman Wachsmuth and members of the Development Commission  
**FROM:** Katie Bowman, Village Planner  
**SUBJECT:** Discussion of Meeting Procedures

**ACTION REQUESTED:**  Approval  Disapproval  Information

**MEETING DATE:** November 9, 2012

**REQUEST SUMMARY:**

The above referenced topic is scheduled for Development Commission discussion at 5:30 p.m. on November 9, 2012 in Room 214 of the Municipal Building, 2121 Lake Street.

Staff requests this Commission discuss General Rules of Debate as a guide for new members and a reminder to all members.

**BACKGROUND:**

Over the past year, this Commission has gone through various changes with the elimination of the position of Director of Community Development, the appointment of Virginia Wachsmuth as Commission Chair, the appointment of Mark Mercier as Co-Chair and the appointments of Robert Hain, James Aird, Chuck Plaia and Gary Rasmussen as new members. With these changes, it is important to ensure all members are given guidelines and direction of their role on this Commission.

In staff’s efforts to provide the proper tools and information needed to assist members in feeling comfortable in their “role” as a Commissioner, we would like to review the General Rules of Debate.

**RECOMMENDATION**

Staff recommends the attached General Rules of Debate, Introduction to Robert’s Rules of Order, and Sec. 110-3.3 – Development Commission of our Municipal Code be utilized as a guide in conducting efficient, informative and professional meetings.

**ATTACHMENTS**

- General Rules of Debate
- Introduction to Robert’s Rules of Order
- Sec. 110-3.3 – Development Commission – Municipal Code

# General Rules of Debate

- A. No members may speak until recognized by the Chair.
- B. All discussion must be relevant to the immediately pending questions.
- C. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
- D. No member can speak more than twice to each motion.
- E. No member can speak more than ten minutes.
- F. All remarks must be addressed to the Chair – **no cross debate is permitted.**
- G. It is not permissible to speak against one's own motion (but one can vote against one's own motion).
- H. Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- I. The presiding officer must relinquish the Chair in order to participate in debate and cannot reassume the Chair until the pending main question is disposed of.
- J. When possible, the Chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- K. When a large number of people wish to speak to a motion it may be advisable for the Chair to make a speakers' list.
- L. Members may not disrupt the assembly.
- M. Rules of debate can be changed by a two-thirds vote.

# Introduction to Robert's Rules of Order

1. [What is Parliamentary Procedure?](#)
  2. [Why is Parliamentary Procedure Important?](#)
  3. [Example of the Order of Business](#)
  4. [Motions](#)
  5. [Types of Motions](#)
  6. [How are Motions Presented?](#)
  7. [Voting on a Motion](#)
- 

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the

membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How are Motions Presented?

1. **Obtaining the floor**
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. **The Chairman States Your Motion**
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
  2. Have members obtain the floor properly.
  3. Speak clearly and concisely.
  4. Obey the rules of debate.
- Most importantly, *BE COURTEOUS*.

### **Sec. 110-3.3. - Development commission.**

3.3.1. *Creation.* There is hereby created the development commission with such powers and to perform such duties as are hereinafter stated.

3.3.2. *Appointment, membership, qualifications and terms.*

- a. The development commission shall consist of seven members and three auxiliary members. All members shall be appointed by the village president and confirmed by the board of trustees. One of the regular members shall be named by the village president as chairperson and one as vice-chairperson at the time of appointment. Auxiliary members shall have all rights of a regular member to participate in any meeting or hearing but shall only have voting rights as hereinafter provided.
- b. All regular members shall serve for a three-year term except auxiliary members which shall serve for one-year terms.
- c. Any person may be reappointed upon the expiration of that person's term. Vacancies shall be filled for the unexpired term of the member whose place has become vacant in the manner herein provided for appointment of such member.
- d. The village president shall have the power with the concurrence of the board of trustees to remove any member of the commission for cause including the failure to attend 75 percent of the regularly scheduled meetings within four consecutive months without first being excused by the chairperson.
- e. All members shall be residents of the village whose training, interests, background or experience will assist that member in meeting the duties of the development commission with such other qualifications as the president and board of trustees require including for auxiliary members such training or workshops to provide education in zoning and land use issues.

3.3.3. *Quorum and voting.*

- a. A quorum shall consist of four members. If any regular member is not present, the chairperson shall select one or more of the auxiliary members to obtain up to seven members.
- b. Auxiliary members so chosen shall have the right to vote on any matter heard entirely during that meeting or a continued matter as long as that auxiliary member attended all previous hearings for that matter.
- c. Once an auxiliary member replaces a regular member the auxiliary member shall continue to hear that matter unless the regular member has reviewed the transcript or tape recording of the missed hearing and desires to continue to hear that matter.
- d. No member shall vote on a matter unless that member attended all hearings for that matter or reviewed the transcript or tape recording of any missed hearing.
- e. A vote on a motion other than a yea, [or] nay, shall be counted with the majority.

3.3.4. *Hearings and procedures.*

- a. The development commission shall have two regularly scheduled meetings per month unless there are no pending matters to form an agenda.
- b.

In all proceedings of the commission, the chairperson shall have the power to administer oaths and to compel by subpoena the attendance and testimony of witnesses and the production of books and papers.

- c. The commission shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact and shall also keep records of its hearings and other official actions. A copy of every rule or regulation, every appeal, every application for variation or special use, and every recommendation, order, requirement, decision, or determination of the commission shall be kept in the office of the zoning administrator and shall be a public record.
- d. The commission shall adopt and thereafter may amend its rules of procedure subject to approval by the president and board of trustees based on Robert's Rules of Order, Newly Revised, and consistent with village ordinances and state statutes. The chairperson shall have the right to cast a vote on all matters where a vote is taken.
- e. The commission may hold meetings on call of the village president, chairperson, or at the written request of two members of the commission, provided at least 48 hours' notice of any such meeting is given by mail or telephone to each member and compliance with the Open Meetings Act (5 ILCS 120/1 et seq.), as amended.
- f. All meetings of the commission shall be open to the public and no official action shall be taken other than at a public meeting. No meeting shall be held or official action taken unless a quorum is present.
- g. The affirmative vote of five members of the commission is required to recommend the granting, modifying, or denying of any order, requirement, decision or determination of the zoning administrator, or to recommend granting, modifying, or denying of any matter upon which this chapter requires the commission to consider.
- h. Findings of fact shall be adopted for each hearing of a petition submitted for a variation, special use, text amendment and rezoning, specifying the reasons for recommending the granting, modifying or denying of such petition.

3.3.5. *Powers and duties.* The commission is hereby vested with the following jurisdiction and authority:

- a. To hear and make recommendations to the president and board of trustees on an appeal from an administrative order, requirement, decision or determination made by the zoning administrator under this chapter.
- b. To hear and make recommendations to the president and board of trustees on petitions for variations from the terms of this chapter.
- c. To hear and make recommendations to the president and board of trustees regarding all applications for special uses including planned unit developments.
- d. To hear and make recommendations to the president and board of trustees regarding all applications for plats of subdivision.
- e. To hear and make recommendations to the president and board of trustees regarding all applications for reclassification of the zoning designation of property.
- f. To hear and make recommendations to the president and board of trustees regarding all applications for amendments of the text of this chapter.
- g. To hear and make recommendations to the president and board of trustees regarding all zoning and planning aspects of a proposed annexation as referred to it by the board of trustees.
- h. To hear and make recommendations to the president and board of trustees regarding all amendments to the comprehensive plan.

- i. To hear and make recommendations to the president and board of trustees a decision on all other matters referred to it upon which it is required to decide under this chapter.

3.3.6. *Advisory powers.* Nothing herein shall be construed to give or grant to the commission the power or authority to amend this chapter, to grant variations to this chapter, or to determine appeals from any decision of the zoning administrator, such power and authority being reserved for the president and board of trustees of the Village of Hanover Park.

*(Code 1975, ch. 27, § 3.3; Ord. No. O-94-15, § 1, 4-21-1994; Ord. No. O-04-54, §§ 1, 2, 11-4-2004)*

**Cross reference**— *Administration, ch. 2; officers and employees, § 2-31 et seq.*