



AGENDA
ARCHITECTURAL REVIEW BOARD MEETING
Public Meeting Room, Village Hall
Tuesday, September 4, 2018
7:00 p.m.

Reasonable accommodations or auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need any special services or accommodations. The Architectural Review Board will not proceed past 10:30 p.m. unless a motion is made and approved by a majority of the Architectural Review Board members to extend the meeting one-half hour to 11:00 p.m. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly scheduled Architectural Review Board Meeting.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

- 2.1 Approval of the Minutes of the Architectural Review Board Meeting Held on Thursday, May 31, 2018.

3.0 ITEMS OF GENERAL BUSINESS

- 3.1 Consideration and Discussion of a Petition for a Major Amendment to Westgate of Lincolnshire Planned Unit Development (PUD) to Install a Fence on a Berm along Route 22/Half Day Road (Westgate of Lincolnshire Homeowners Association).
- 3.2 Consideration and Discussion of a Petition for a Major Amendment to Lincolnshire Marketplace Planned Unit Development (PUD) to Permit Front-Lit Illumination for Existing Wall Signs on Culver's Restaurant Building at 405 Milwaukee Avenue (Culver's of Lincolnshire).
- 3.3 Continued Consideration and Discussion of Text Amendments to Various Sections of Title 12, Sign Control, of the Lincolnshire Village Code, to Revise and Clarify Requirements for Permanent and Temporary Signs (Village of Lincolnshire).
- 3.4 Continued Consideration and Discussion of Single Family Residential Design and Bulk Regulations (Village of Lincolnshire).

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS



- 6.0 CITIZEN COMMENTS**
- 7.0 ADJOURNMENT**



UNAPPROVED Minutes of the regularly scheduled **ARCHITECTURAL REVIEW BOARD** held on Thursday, May 31, 2018 in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Members Orzeske, McCall, Jensen and Santosuosso

ABSENT: Trustee-Liaison Hancock, Chairperson Kennerley and Members Baskin and Tapia

ALSO PRESENT: Tonya Zozulya, Economic Development Coordinator and Ben Gilbertson, Assistant Village Manager/Director of Community and Economic Development

CALL TO ORDER

1.0 ROLL CALL

The roll was called by **Tonya Zozulya, Economic Development Coordinator**. Motion made by **Member Santosuosso**, seconded by **Member McCall** to appoint **Member Orzeske Acting Chairman** in lieu of Chairperson Kennerley absence. **Motion passed unanimously.** **Acting Chairman Orzeske** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the April 30, 2018 Minutes of the Architectural Review Board.

Member McCall moved and **Member Jensen** seconded the motion to approve the minutes as written for the April 30, 2018 Architectural Review Board. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS

3.1 A Public Hearing on Wall Sign Variations to Increase the Maximum Code-Permitted Sign Lettering Height, Logo Height, and Sign Face Height for a Proposed Wall Sign for a New Office and Industrial Development at 325 Marriott Drive (325 Marriott Drive, LLC).

Acting Chairperson Orzeske recessed the regular meeting of the Architectural Review Board and opened the Public Hearing; reviewed with members and audience the rules of the public hearing process.

Jim Woldenberg, Chairman of Heathrow Scientific and Daigger Scientific addressed the board; he requested the Responses to Standards of Architectural Review for Permanent Wall Sign Variations be entered into the record. He stated due to the location of the sign on the building and the distance from the road, the sign as permitted by Village Code would not be visible to the public; therefore they are seeking a variance for a larger sign for greater visibility and also to incorporate their company logo. He presented a



sign visibility diagram and “visibility ring” indicating sight lines of the wall sign with current code requirements and requested variance. **Acting Chairman Orzeske** asked if the business park has approved the sign proposal, **Tonya Zozulya** noted there are no covenants in place for this property and this is not part of the Lincolnshire Corporate Center which does have restrictions in place. **Member McCall** noted any variation request such as this may open the door for additional variance requests from other businesses; **Tonya Zozulya** replied where the Village has held applicants to the strict letter of the code, the signs are too small for the building on which they are located. She further stated staff did a review of prior variations for wall signs and found one in 2012 for SYSMEX at 577 Aptakisic to allow the two row design with 52 inch height and included the business logo. **Tonya Zozulya** noted due to the proposed building size, building massing, travel speeds on Half Day Road, staff felt this variation request was justified; further noting the sign will be backlit with materials per code requirements. She added the findings/responses to standards provided by the petitioner can be individually reviewed by the Architectural Review Board; questions asked on each response if they so choose; the Architectural Review Board must find each of the standards have been addressed in order to grant approval.

Steve Bauer, Attorney with Meltzer, Purtille & Stelle, was sworn in. He noted in the sign design, the two blue arcs or ‘swooshes’ included in the artwork which exceeds the height of the wording “Heathrow” is important as this is part of their corporate identity. In reviewing each of the standards statement, he added the petitioner is only requesting one single wall sign to avoid sign clutter and to be compatible with other properties even though he said code could allow one sign on each building side. Upon questioning from **Member Santosuosso**, it was determined the future second occupant of the building will not be allowed to have a wall sign but there would be a multi-tenant ground sign that would have space for a second tenant panel.

Mike Polivka, Corporate Sign Systems was sworn in. He reviewed the visibility scale map and driving speeds along Half Day Road and Milwaukee Avenue, noting it becomes difficult to distinguish signage with increased driving speeds; thereby necessitating the need for a larger identification sign for the company. **Member Jensen** stated the proposed sign is in keeping with the building design and this is a business he believes Lincolnshire would want to see highlighted. **Member McCall** agreed; this is a large building and a small sign would get lost on the building.

There being no further testimony, **Acting Chairman Orzeske** closed the public hearing and reconvened the regular meeting of the Architectural Review Board.

Member McCall moved, seconded by Member Santosuosso, having conducted a Public Hearing on May 31, 2018, the Architectural Review Board moves to recommend to the Village Board for their approval of the wall sign variations to increase the sign lettering height from the maximum permitted 24”



to 53", the logo height from the maximum permitted 30" to 90", and sign face height from the maximum permitted 36" to 90", for a proposed multi-tenant office and industrial building, located at 325 Marriott Drive, as presented in a presentation packet submitted by 325 Marriott Drive LLC and Cornerstone Architects, date stamp received May 24, 2018.

Motion passed unanimously by voice vote.

- 3.2 Continued Consideration and Discussion of Site Design, Building Elevations, Landscape Plans, Exterior Lighting, Parking, Exterior Signage and Site Amenities for a New Office and Industrial Development at 325 Marriott Drive (325 Marriott Drive, LLC).

Acting Chairman Orzeske noted at the last meeting, the petitioner was given a list of development plan revisions that are summarized in the staff memorandum. **Jim Woldenberg** addressed each item as noted below:

1. Reexamine the "blue" main entrance treatment. The similarity to the Abbot logo is gone, the design has been "flipped" and has two colors to match the current company logo.
2. Replace the textured stone like precast material. Stone material has been removed; building now has a more consistent feel to it. The office space projects out from the building. The 3 predominate panels of the office area are different colors; the warehouse sections now has horizontal lines with upper windows; five colors have been added to the design.
3. Incorporate larger windows. Window size increased from 5x8 to 7x9. Mullions have been added to enhance the horizontal design of the building. 20 additional windows have been added.
4. Additional spacing between wall sign lettering. This has been updated.
5. Change the ground sign to match the building; this has been updated. Two panels on the sign; color of sign consistent with the building elevations, ground lit for full face illumination.
6. Incorporate additional sign panels into the proposed ground sign; this has been updated.
7. Review the landscape plan based upon the revised exterior building material pallet to better complement one another. Two patios with benches have been added; 3 bench areas along the west elevation.
8. Replaced River Birch with Ivory Silk Japanese Lilac.
9. Replace Serbian Spruce with White Fir and Norway Spruce.
10. Consider adding walking trails and site amenities, such as outdoor seating and a water feature. Patios have been added as well as benches.

Larry Dziurdzik, Landscape Architect with LA Design stated they have added more color to the plant palate, adding more white flowers which should complement the exterior precast elements of the building. The bench designs



on the patio are a modern contemporary with steel and hardwood; the look should complement the building. **Member McCall** noted the ground sign does not appear to have landscaping immediately adjacent to the base of the sign. **Jennifer Oslager, Senior Project Coordinator for Cornerstone Architects** stated she discussed this with James, there was concern the second sign panel would be obstructed with plant material so they propose ground cover with taller plants at each end of the sign. **Mike McCall** asked for clarification of the sign height from the ground base; the petitioner said it could be 4-6 inches from the ground; the sign material could be metal or precast concrete. **Tonya Zozulya** clarified the base of the sign does not have to be landscaped immediately adjacent to the tenant panel with wording, but the landscape area must be in a size that is twice the sign area, adding staff has specifically asked plant material not obstruct the sign panels. **Mike McCall** stated he would like to know what type of materials these signs will be constructed of; it was determined conditions about the sign material can be added by the Architectural Review Board; whether it be one of two types (precast concrete or powder coated metal) of acceptable materials determined by this Board.

Tonya Zozulya noted the Architectural Review Board indicated a desire for a greater use of glass or metal materials similar to the Sysmex building in Lincolnshire, staff provided photos of the Sysmex building to the petitioner; adding possibly Item 2 requires further consideration from the petitioner or if the changes proposed tonight meets the intent of Architectural Review Board comments from the April 30, 2018 meeting. **Mike McCall** said the changes presented tonight are acceptable to him, other members concurred.

There was discussion regarding the ground sign, conditional approval on materials for either precast concrete for powder coated metal. **Tonya Zozulya** noted the ground sign does not need Architectural Review Board approval, but staff asked for it to be included in the presentation packet as part of the overall design approval process; they would just need to apply for a sign permit at which time staff will verify compliance.

Member Santosuosso moved, seconded by Member McCall, The Architectural Review Board moves to recommend to the Village Board for their approval of proposed development plans depicting site design, building elevations, parking, landscape, exterior lighting, exterior signage, and site amenities for a proposed multi-tenant office and industrial building, located at 325 Marriott Drive, as presented in a presentation packet submitted by 325 Marriott Drive LLC and Cornerstone Architects, date stamp received May 24, 2018, and as depicted in the material/color sample board provided at the meeting, subject to the staff recommendations and further subject to the monument sign being precast concrete or metal fabrication including required landscaping per Village Code; final details to be worked out at with staff at permitting review.

Motion passed unanimously by voice vote.



- 3.3 Continued Consideration and Discussion of Text Amendments to Various Sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify Requirements for permanent and Temporary Signs (Village of Lincolnshire).

Tonya Zozulya recapped past meeting dates including the four items the Architectural Review Board requested further research on:

- Chapter 13 – reduce the display period for temporary signs in the downtown and Corridor Commercial Sign District from the proposed 180 days to 120 days. Staff and attorney in agreement; change has been included in the draft ordinance.
- Chapter 13 – create a separate category for real estate signs for all sign districts, with each district having different regulations regarding sign dimension; not limit the display period in any district as long as the property is marketed for sale/lease and consider leaving residential real estate sign dimensions unchanged. **Tonya Zozulya** consulted with the Village Attorney in which he determined by creating a separate category for real estate signage, the Village would be in conflict with the content neutrality premise of the Code. Since a separate category is not advisable, staff is requesting this Board to determine the appropriate dimensions for residential real estate signs on non-arterial streets; citing examples in the packet from other municipalities. Current code allows 6 sq. ft. in area and 6 ft. in height; proposal would reduce it down to 2 sq. ft. in area and 4 ft. in height which is the size allowed in Lake Forest and Lake Bluff. **Member Jensen** said that with current technology, most people are going to do their search on the internet versus driving up and down streets; so this discussion on size may be much less relevant than in the past; adding the smaller signs might be less obtrusive to the neighbors and he would prefer the smaller sign; Member Santosuosso and McCall concurred. There was discussion regarding the length of time real estate sign would be allowed to be up; proposed code states 90 days. **Member McCall** commented that Village staff would have to keep track of this and questioned if this is what we want staff time devoted to; **Member Jensen** said a spreadsheet could help staff with monitoring. After further discussion, there was consensus to go with the proposed code change of 2 sq. ft. in area and 4 ft. in height with the time constraint as proposed. **Tonya Zozulya** added that there will be time to educate the local realtors with the proposed changes.
- Chapter 8 – Develop standards for sign dimming for signs outside a 120 ft. radius. **Tonya Zozulya stated** that staff has talked to many sign companies and the Building Official and it was determined fluorescent and older LED signs cannot be dimmed without modifications. She added without those modifications to allow



dimming; the Village would be making a portion of existing signs non-conforming. **Member McCall** stated his recollection of this portion of the code was to turn the signs off; **Tonya Zozulya** noted that is correct, but other members of this board wanted to look at dimming options. **Acting Chairperson Orzeske** questioned at what time would we required dimming; how many foot candles dimming power would be required. **Member Santosuosso** asked about grandfathering in older signs. There was discussion about engaging the services of a consulting engineer to assist with the development of standards for dimming; **Tonya Zozulya** noted that at this time, there is no budget item for a consulting engineer; staff looking to this board for recommendations on the dimming aspect.

- Chapter 8 – For permanent signs within the 120' buffer, all signs must be turned off at business close or 1 a.m. and turned back on at the earlier of business opening or 6 a.m. Architectural Review Board in consensus on this.

There was discussion on looking into further research on the dimming aspect of the proposed code changes. **Acting Chairperson Orzeske** stated he is not ready to forward this item to the Village Board until the remaining item on dimming is further reviewed and addressed. **Member McCall** stated he knows some contacts in the field that he could reach out to and will provide that to staff.

Member Jensen, moved by Member McCall to continue the discussion on Sign Code Revisions to allow more research into the details of sign technology related to dimming to the next available Architectural Review Board meeting.

Motion passed unanimously by voice vote.

4.0 UNFINISHED BUSINESS (None)

5.0 NEW BUSINESS (None)

6.0 CITIZEN COMMENTS (None)

7.0 ADJOURNMENT

There being no further business, **Acting Chairman Orzeske** adjourned the meeting at 8:25 p.m.

Respectfully Submitted,
Carol Lustig
Administrative Assistant, Community & Economic Development Dept.

REQUEST FOR BOARD ACTION
Architectural Review Board
September 4, 2018

Subject: Westgate of Lincolnshire Homeowners Association Fence Installation – Major PUD Amendment

Action Requested: Consideration and Discussion of a Petition for a Major Amendment to Westgate of Lincolnshire Planned Unit Development (PUD) to Install a Fence on a Berm along Route 22/Half Day Road

Petitioner: Westgate of Lincolnshire Homeowners Association

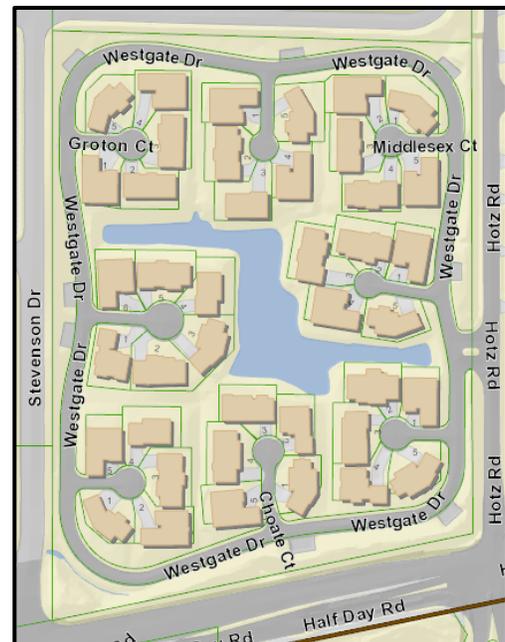
Originated By/Contact: Ben Gilbertson, Assistant Village Manager/CED Director

Advisory Board Review: Architectural Review Board

Background:

- The Westgate of Lincolnshire Homeowners Association (HOA) seeks the ARB's review of the proposed installation of a fence on a berm along Route 22/Half Day Road to deter pedestrian traffic from and to Stevenson High School (SHS) through the Westgate neighborhood.
- The request requires a Major Amendment to the Westgate of Lincolnshire Planned Unit Development (PUD), with review by the Architectural Review Board (ARB) and a Public Hearing at the Village Board's Committee of the Whole.
- The Village Board reviewed the request at its August 27, 2018 Committee of the Whole meeting. They expressed support for the request and referred it to the ARB for design review and recommendation.
- The 41-home subdivision is zoned R3 Single-Family Residence with a PUD overlay. It is located directly east and south of the SHS campus. Route 22/Half Day Road borders the subdivision to the south. Hotz Road runs parallel to the east property line. Across Hotz Road are several residential properties with a mix of R1 and R3 Single Family Residence zoning. See Figure 1 for reference.
- In June 1989, the Village Board approved Ordinance No. 89-1068-35 which included an annexation agreement and PUD approvals for the subject property. At that time, the Stevenson High School student body population was approximately 1,900 students. Since then, the school's population has grown to nearly 4,200 students. SHS's footprint and facilities have grown to accommodate population growth and these changes have also brought additional traffic to the area. SHS officials support the petitioner's request.

Figure 1: Westgate Subdivision



**Proposal Summary & Staff Comments:**Fence Proposal

- The proposal is to install a fence on a berm that borders the southern edge of the subdivision (see Document 1). An existing 8'-tall fence runs along the northern and western property lines to separate Westgate from SHS. The current fence is constructed of a solid cedar "board-on-board" with steel posts set in concrete (see Document 3). The proposed fence would serve as a continuation of the existing fence such that an 8'-tall angled section would carry 26' before turning parallel to Route 22/Half Day Road (see Document 6). The fence would continue up the approximately 5'-tall berm, with the height of the fence gradually decreasing to 6' and undulating with the berm. The section along Route 22/Half Day Road would measure 293' in length (see Document 7).
- The petitioner requests a major amendment to the PUD with the following three zoning exceptions:
 - 1) Increase the height of a fence adjacent to Half Day Road from the maximum permitted 6' to 8', per Section 6-15-3(A)(1)(c)(ii) of the Village Code;
 - 2) Placement of a fence on a berm which is not permitted, per Section 6-15-2(B)(2) of the Village Code; and
 - 3) A traditional board and batten style solid wood fence style which does not include post end caps as is required per Section 6-15-3(A)(1)(d)(ii).
- Height of a fence adjacent to Half Day Road exception: The exception is required due to four transitional sections of fence exceeding the 6'-tall maximum established by the Village Code. The petitioner affirms taller sections of the fence are needed at this location to deter pedestrian traffic through the subdivision. Staff supports the gradual height decrease to 6' along the majority length of the berm.
- Placement of a fence on a berm exception: This exception is required due to the landscaped berm that buffers the subdivision from Route 22/Half Day Road and the adjacent State right-of-way, leaving no room for a fence outside the berm area. The petitioner is confident minimal damage will occur to existing landscaping, and have agreed to install 60 salt-resistant plants along both sides of the fence to "soften" aesthetic impact (see Document 11).
- Fence style without post end caps exception: This exception is required for consistency with the existing fence along the west and north property lines. The current Village Code was revised in 2014 and requires post caps. However, the traditional board and batten style solid wood fence permitted by Village Code is substantially similar to the existing fence with the exception of the post end caps (see page 7 of Document 10). Staff supports this request.

Village Board Feedback

- At the August 27th Committee of the Whole preliminary evaluation meeting, several members of the Village Board inquired about the proposed fence materials as well as landscaping plans. Specifically, the Board asked the petitioner to consider installing a fence that is more "open" and might blend in with the landscaping, as opposed to the solid cedar board-on-board style being requested. Per Village Code, permitted fence materials along Half Day Road may be solid and "shall be constructed of wood with a natural wood finish." The petitioner's request is consistent with the already-installed fence on the north and west perimeter of the subdivision, which was installed during construction of the subdivision, well before the 2014 revisions to Title 6-15: Fences and Screens of the Village Code. The current fence is substantially similar to the permitted traditional board and batten style solid wood fence as mentioned above. With regard

to the landscaping, the petitioner assured the Board adequate landscaping would be provided between Route 22/Half Day Road and the fence to allow for year-round color and screening. Installation of the fence would cause minimal disruption to existing landscaping and trees.

- For comparison, staff evaluated the fence along Route 22/Half Day Road between Riverwoods Road and Berkshire Lane, along the rear property line of 10 single-family homes. This fence was approved as a variation (construction of a fence on a berm) under Ordinance No. 01-1789-47, contingent upon the construction of the recreational path on the south side of Route 22/Half Day Road. The fence is 6' tall and cannot exceed 12' above the crown of Route 22/Half Day Road per the conditions of the ordinance. During a site visit on August 29, 2018, staff took pictures of the fence and landscaping (see Document 12). The fence material is substantially similar to the permitted traditional style solid wood fence with post end caps. Landscaping is provided between the fence and retaining wall. Using GIS technology, staff measured the length of the fence and calculated it at approximately 1,300'.

Review & Approval Process:

The proposed Major Amendment to the PUD requires evaluation by the Architectural Review Board (ARB) for the fence design and landscaping requirements. Following the ARB recommendation, a public hearing is required at the Committee of the Whole regarding the PUD amendment, with a final vote by the Village Board. The Zoning Board is not involved because this is PUD.

Staff Recommendation:

Staff recommends approval of the proposed fence height, material, and location, as well as landscaping plans.

Motion:

The Architectural Review Board moves to recommend to the Village Board for their approval of the proposed fence height, material, and location, as well as landscaping for the Westgate subdivision's southern berm, as presented in the packet submitted by Westgate of Lincolnshire Homeowners Association, with the cover letter dated August 30, 2018, subject to staff's recommendation, and further subject to. . . .

{Insert any additional considerations or modifications desired by the Architectural Review Board}

Reports and Documents Attached:

- Document 1: Cover letter from the Westgate of Lincolnshire Homeowners Association, with the cover letter dated August 30, 2018.
- Document 2: Image of existing fence along Stevenson Drive.
- Document 3: Image of existing corner and berm at Stevenson Drive and Route 22/Half Day Road.
- Document 4: Rendering of proposed angular fence extension at Stevenson Drive and Route 22/Half Day Road.
- Document 5: Aerial plan of existing fence and proposed fence extension.
- Document 6: Rendering of north elevation of proposed fence extension from Route 22/Half Day Road.
- Document 7: Images of current landscaping, fence staking, and fence reinforcement.
- Document 8: Chapter 15 of Title 6 of the Lincolnshire Village Code (Fences & Screens).
- Document 9: Proposed landscape plan.
- Document 10: Photos of the fence along Route 22/Half Day Road between Riverside Drive and Berkshire Lane.



**Agenda Item
ARB 3.1**

Meeting History	
Committee of the Whole Meeting:	August 27, 2018
Architectural Review Board:	September 4, 2018

Westgate of Lincolnshire
8 Dartmouth Court
Lincolnshire, IL 60069

August 30, 2018

To: Lincolnshire ARB Chair Cherise Kennerley and ARB Members
Village of Lincolnshire, One Olde Half Day Road, Lincolnshire, IL 60069

Cc: Sean Carney, Stevenson HS District Office

All,

This letter expresses Westgate's application for approval to extend an existing partial boundary fence. The extension will be near Westgate's southern boundary at Illinois Highway Route 22. We seek variances for fence height, fence style and placement of the fence on a berm. Details will be provided below. This letter largely repeats our initial application letter of August 16 but has corrections and additional material for the ARB.

NEED FOR THE FENCE EXTENSION:

Westgate adjoins Stevenson High School, whose student population has grown over the years to over 4,000. Some students accessing the high school for classes and sporting events create problems for Westgate, both as pedestrians and as parkers. An existing 8' cedar "board on board" boundary fence separates Westgate from the school on our north and west sides. However, there is no fence at the southwest corner of our property and no fence along the IL-22 highway itself. We have an ongoing issue with nonresident students crossing our southern berm to access Westgate from the highway sidewalk. Besides causing wear and tear to the berm and other landscaping, the trespassers drop litter, make noise, and use Westgate as a "cut through" to reach homes on Hotz Road and beyond, where, unfortunately, some homeowners rent driveway parking to them. Some also park inside Westgate itself, forcing us to act as private parking police and in some cases have cars towed away. We seek to cut off the flow of pedestrians across our southern berm by extending the existing fence by approximately 319', which is about half of our southern boundary (further east the berm is higher and denser, and there is not much incentive for trespassers to cross over it). We have discussed these issues with Sean Carney at the Stevenson HS District Office, and he is supportive of our plan to extend our fence.

DESCRIPTION OF THE FENCE EXTENSION:

Please refer to Exhibit A (photo), showing a section of our existing fence, which is 8' high, constructed of cedar "board on board" with steel posts set in concrete. A small amount of arch is at the top of each section. We propose to continue this same manner of construction for the extension.

Exhibit B (photo) shows the southern end of our existing north-south fence near our southwest corner, next to Stevenson Drive. An existing sign, "Westgate of Lincolnshire" is also seen in the photo. The proposed fence extension will pass behind this sign, as shown in

Exhibit C, which is a photographic representation of the beginning of the extension, with a 26' angled segment passing behind the Westgate sign before turning east along the southern berm. The sign will not be moved or modified, and a second plant will be added where shown to balance the landscaping.

Exhibit D (plan view) shows the location of the fence extension, with dimensions and locations of fence post holes. Beyond the 26' angled segment at the corner, the fence will run 293' east along our southern berm, 5' in from the IL-22 ROW (as agreed with Walter Dittrich). The fence will be 6' high except for a transitional segment at the location where it joins the existing 8' fence, and will be constructed in 8'w sections, except for a 10' section crossing over the location of a water main (as agreed with Walter Dittrich), and a few 6'w sections where needed to achieve specified dimensions.

Exhibit E (photo and diagram) is an elevation view looking north at the entire length of the fence extension. Measurements were taken of the height of the IDOT-constructed retaining wall, as well as the height of the berm at 5' in from the ROW. The sidewalk was used as the reference for these measurements, which were used to create the lower diagram on the exhibit page, to a vertical scale which matches the horizontal scale. The 6' high fence was then added to the diagram. Finally, a copy of the resulting fence outline was then superimposed on the upper panoramic photograph to show where the fence will be (vertically) with respect to the berm and its landscaping.

TREES AND LANDSCAPING:

Fortunately, almost all trees on the berm are more than 5' back from the ROW. We have met with fence contractor Action Fence and landscaping contractor Arrow Shop, and we believe that no trees will need to be removed. Many trees will require trimming, which will be done by our landscaping contractor.

Most of the large trees on the berm were planted 25-30 years ago, and their upper canopy produces so much shade within the berm that landscaping plants seek light near the front of the berm along the retaining wall. For this reason, most of the existing shrubs and ground covers are already within the 5' fence setback and will be on the street side of the fence. However, we recognize the need for additional landscaping, which will be described in a separate document (See Landscape Plan).

We ask the ARB to notice that for 25 years Westgate has maintained its southern berm, along with our east berm and interior landscaping, in a manner that we and the Village of Lincolnshire can take pride in. We will be equally diligent with respect to the landscaping added in support of this fence extension.

ARB ITEMS AND VARIANCES:

Three issues have been raised requiring variances. We believe that all three proposed variances are reasonable and of minimal impact. These are fence on berm, fence style, and fence height.

A fence on berm variance is requested and is needed because there is no other place the fence could go. At the fence location (5' in from ROW) the berm is never very high (reaching a maximum of 52 inches) and its height variation is never abrupt. As the North Elevation View shows, the top of the fence will be nearly level, varying less than 24 inches in height across its entire 319' length. For this reason, we believe the effect of the berm is small and the variance should be granted. We also note that there is another place on IL-22 in Lincolnshire (east of Riverwoods on the south side) which already has a similar fence installed on a berm higher than Westgate's.

A fence height variance is requested for a small part (58' out of 319') of the extension. For the 26' angled section where the fence will pass behind the Westgate sign the 8' height of the existing fence needs to be maintained for aesthetic consistency. See document "Elevation View of Angled Section." Then, the next four fence sections (32' total) need to exceed the 6' height limitation as they transition the height from 8' to 6' in a manner which will not draw attention. This is because positioning the transition at the point shown allows the berm rise to absorb the change at the bottom of the fence while the top of the fence remains level. These four variant sections will be 8', 7.5', 7', and 6.5' in height. Please look at the lower left of the "North

Elevation View” document to see how this will be done. If instead the transition took effect immediately the top of the fence would droop before climbing back, which is undesirable. We believe the transition described, with a nearly level fence top will be much more aesthetically pleasing.

A fence style variance is requested to allow continuation of the existing fence style to the extension. This style is similar to the “Traditional Board and Batten” style, except that it has no post end caps and has a small amount of arch at the top of each section. We do not argue whether this style is better or worse than the Village-approved choices, but we respectfully suggest that maintaining style consistency would be aesthetically preferable to changing style mid-fence, which would more likely be noticed.

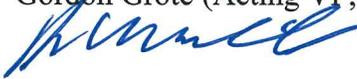
CONCLUSION:

Westgate respectfully asks for your support in letting us achieve this project. We thank all that have helped us and look forward to the approvals necessary to complete our project before the new school season starts.

For the Westgate Board of Directors, Sincerely,



Gordon Grote (Acting VP, Special Projects), (847) 612-6728



Robert Barnhill (Treasurer), (847) 634-1017

Attachments: Exhibits A through E



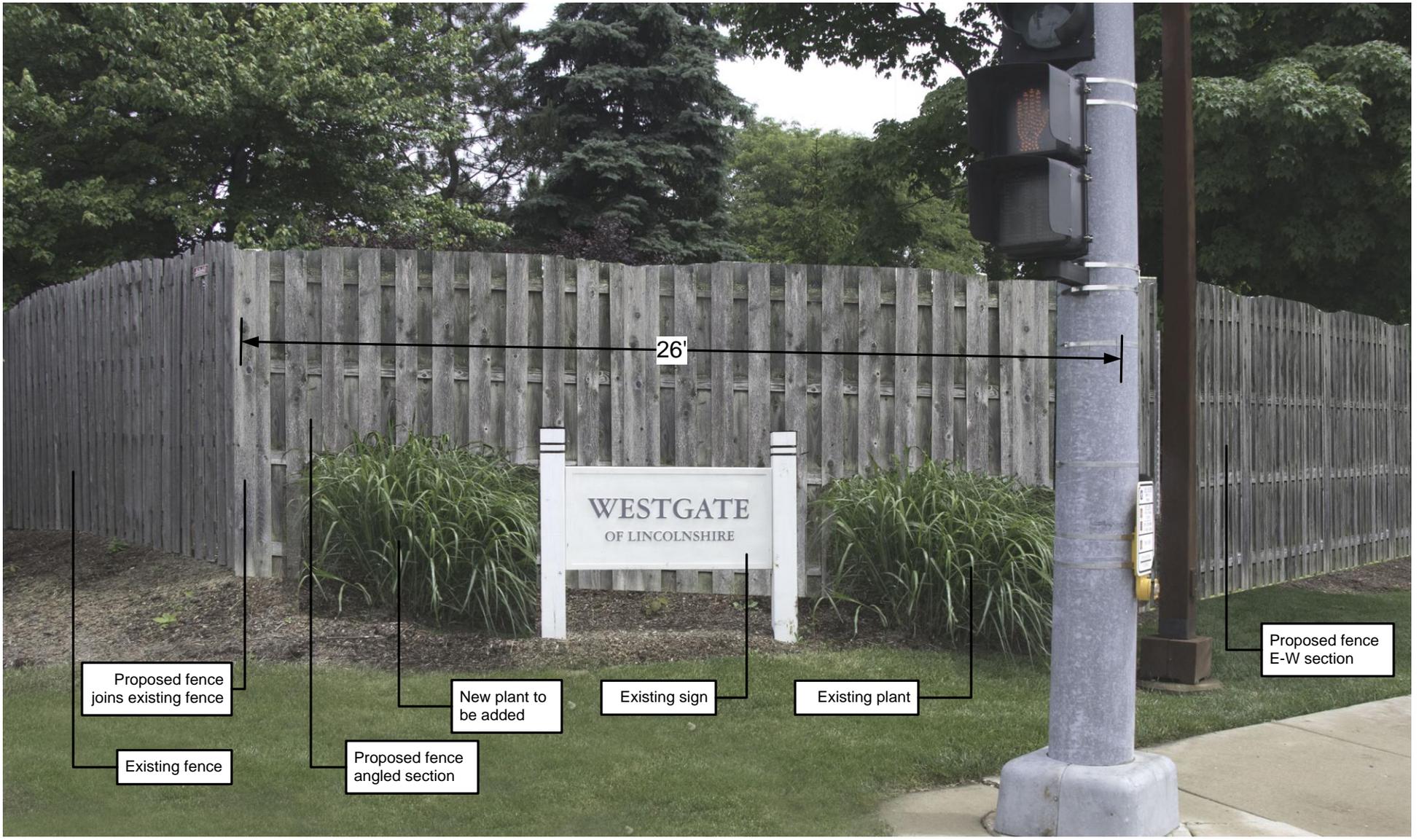


Handwritten red sign on the fence, possibly reading "Welcome" or similar.

WEST
OF LINC

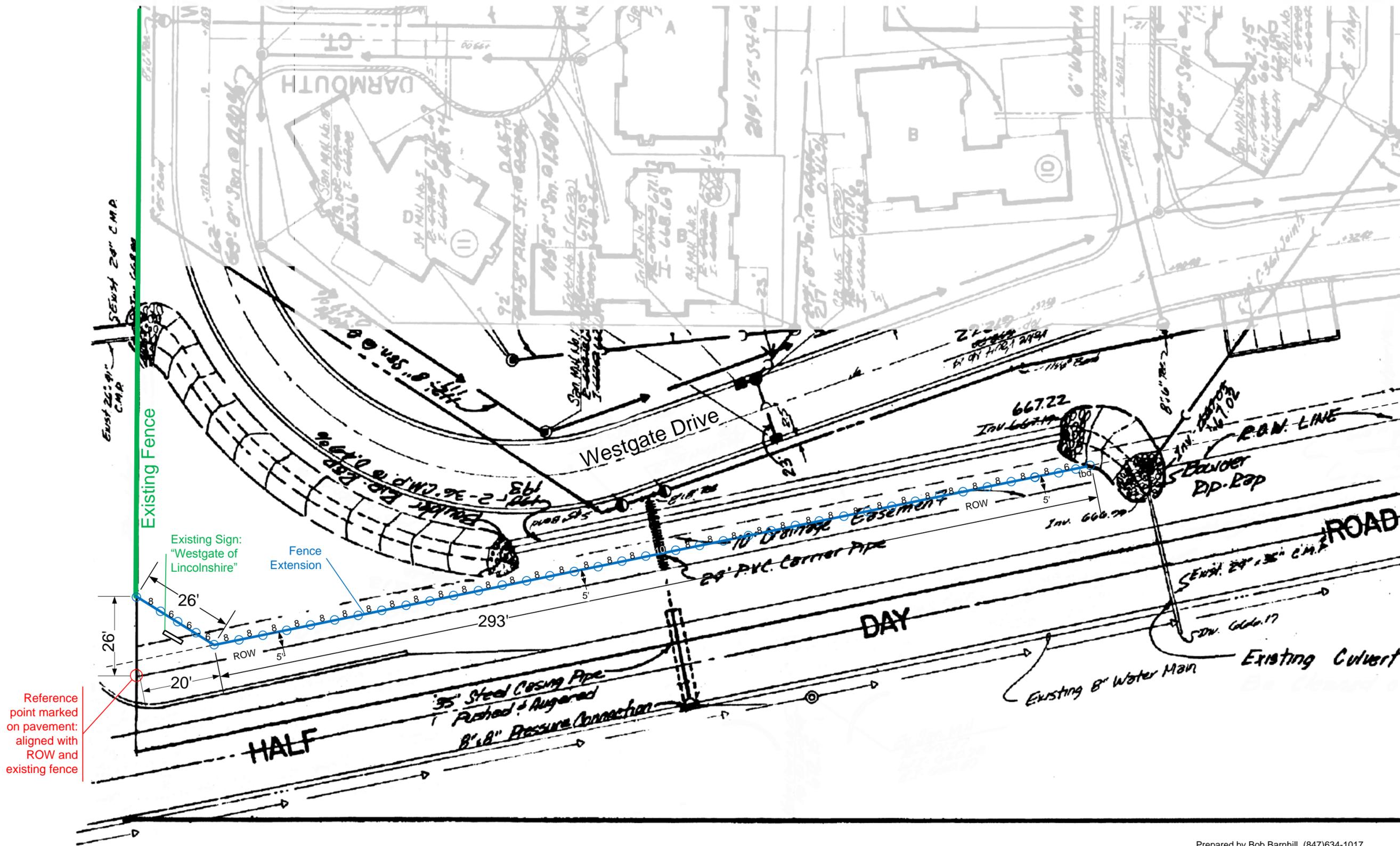
Westgate of Lincolnshire

Proposed Fence Extension: Elevation View of Angled Section



Westgate of Lincolnshire

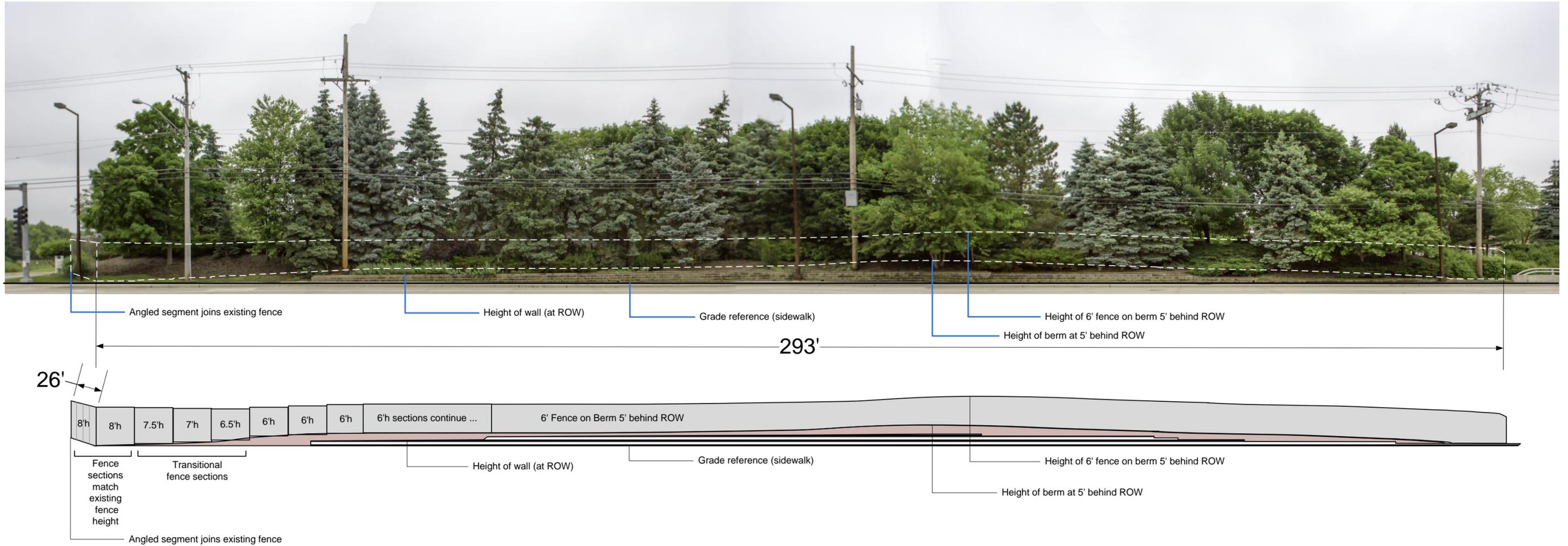
Proposed Fence Extension: Plan View



Reference point marked on pavement: aligned with ROW and existing fence

Westgate of Lincolnshire

Proposed Fence Extension: North Elevation View





WESTGATE
OF LINCOLN HIRE













CHAPTER 15

FENCES AND SCREENS

SECTION

- 6-15-1: Intent and Purpose**
- 6-15-2: General Requirements**
- 6-15-3: Specific Requirements by Type**
- 6-15-4: Permits, Variations and Exceptions**

6-15-1: INTENT AND PURPOSE: This Chapter is intended to regulate the location, appearance and construction of residential and non-residential fences and screens that may be constructed in the Village. The purpose of these regulations is to maintain the public health, safety and welfare, to define boundaries, to protect the property values and economic well-being of the Village, and to promote the openness of residential yards in the Village.

6-15-2: GENERAL REQUIREMENTS:

A. Location:

1. General:

- a. Fences and screens (except underground electronic fences) shall not be located within a required front or corner side yard setback and shall not extend beyond the front façade of a primary structure. If the front façade of a primary structure is located within a required front or corner side yard setback, constructed fences or screens shall not extend into that required setback.
- b. Any owner desiring to locate a fence in, over, upon or across an easement shall be required to submit a waiver on a form supplied by the Village of Lincolnshire.

2. Floodway: No fence shall be located within the Floodway except to the extent permitted by the Lake County Watershed Development Ordinance, as amended. By way of example but not permission, a fence may be permitted in the floodway if it is associated with a recreational facility, such as playing fields or trail systems, and is designed to be 50% open when viewed from any one direction and parallel to the direction of flood flows.

B. Appearance:

1. Color: All fences and screens shall be of a color which blends with the natural surroundings or is complementary to a color used in the primary structure on the lot. All metallic fences permitted by the provisions of this Chapter shall be a pre-finished white, black, dark brown or dark green color. Permitted chain link fences may be vinyl coated in above colors.
2. Height: The overall standing fence height may be increased by no more than 4" to accommodate decorative fence elements such as caps. Fences shall not be placed on constructed earthen berms or mounds, unless the Village Board has granted a variation to the fence height requirements.
3. Materials: Fences shall be constructed of a non-metallic or ornamental metal material and must be of the open type with a finished side facing outward, unless otherwise specified in the provisions of this title. Chain link, barbed wire and other non-self supporting fences are prohibited, except where they are specifically permitted by this Code. Metal screens are prohibited.

C. Construction Requirements: All fences and screens in the Village require a building permit issued by the Village. All fences and screens shall be constructed of materials and in a manner which meets or exceeds the requirements of all adopted codes. Fence posts shall be designed of a decay or corrosion resistant material and shall be embedded into tamped earth, compactable gravel or concrete, to a depth which will ensure structural stability.

6-15-3: SPECIFIC REQUIREMENTS BY TYPE: The following requirements are supplemental to the General Requirements described in Section 6-15-2, and where there is a conflict between the General Requirements and Specific Requirements set forth below, the Specific Requirements shall take precedence and control.

A. Fences:

1. Yard Fences:
 - a. Location:
 - (i) Fences shall not be located within a required front or corner side yard setback and shall not extend beyond the front façade of a primary structure. However, fences shall be

permitted to be located within a required corner side yard setback on lots with a corner side yard adjacent to Half Day Road or Riverwoods Road. If the front façade of a primary structure is located within a required front or corner side yard setback, a fence shall not extend into that required setback. Fences in adjacent interior side yards which abut Half Day Road are required to be constructed so that such fences are aligned horizontally, unless such alignment conflicts with other regulations of this Section. No portion of a fence shall be constructed within a dedicated conservancy area or conservancy easement that runs continuously between adjacent lot lines. (Amd. Ord. 14-3328-55 eff. 06-09-14)

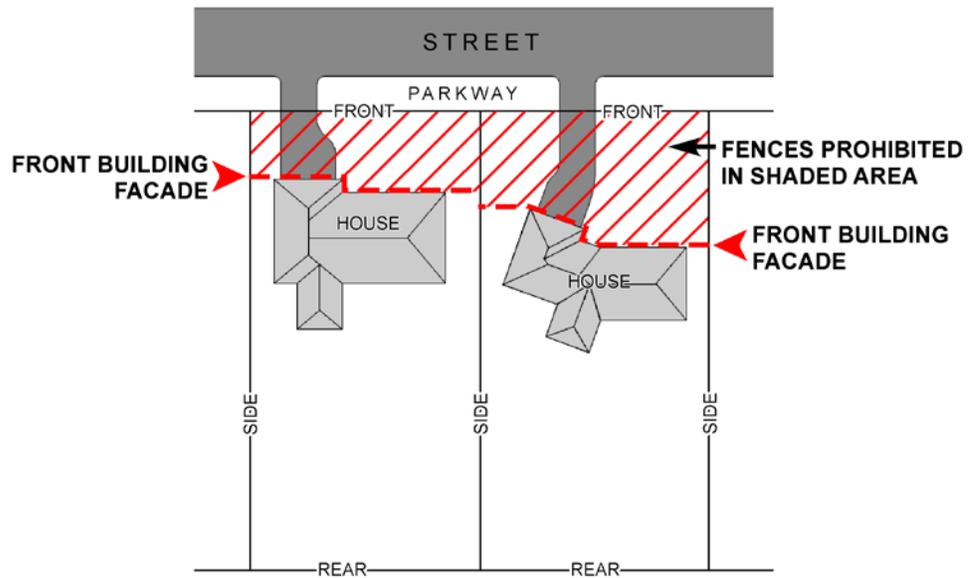
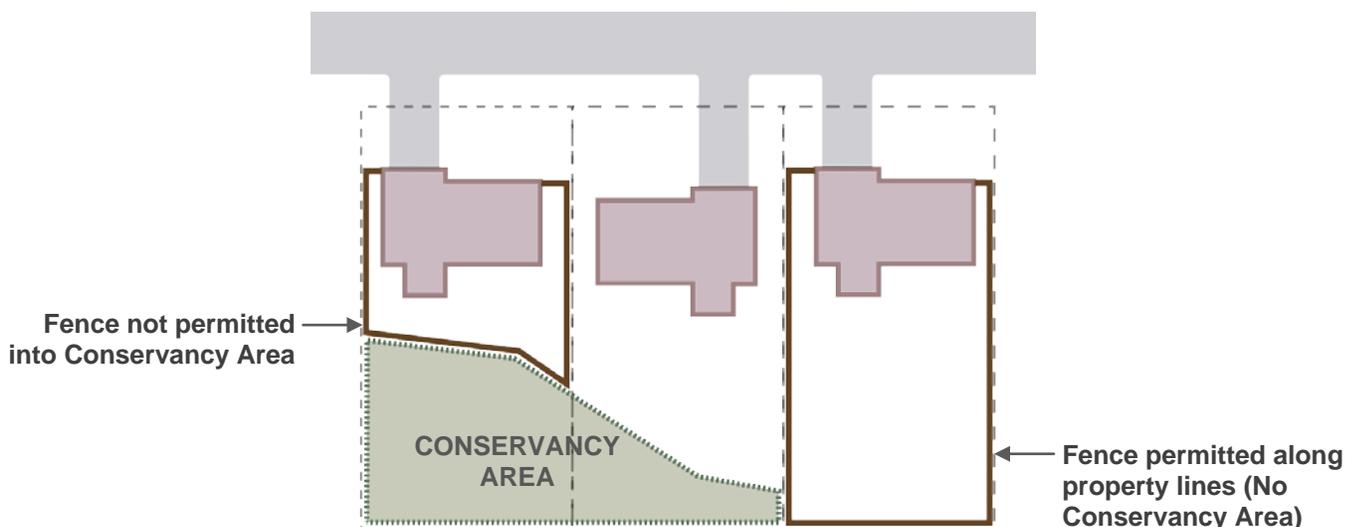


Illustration for 6-15-3-A-1(a)(i)



- (ii) A yard fence may be constructed on a vacant residential lot contiguous to a lot improved with a primary structure, provided that the two lots are under the same ownership and said fence encloses both lots so as not to create a physical barrier between the two lots. The authority herein granted shall expire within one (1) year following the date on which ownership of the adjacent lots is separated, unless the new owner receives a building permit and initiates construction of a primary structure on the vacant lot during that term.

- b. Opacity: Fences and gates shall contain no greater than 60% opaque materials, as measured horizontally along each foot of the length of the fence facing each yard, unless further modified in this Section below:
 - (i) Lots with primary structures which have a front yard on Half Day Road or Riverwoods Road may have solid fences, provided that such fences are located no further from either arterial road than the rear façade of the primary structure.

 - (ii) Lots with primary structures which have rear yards on Half Day Road or Riverwoods Road may have solid fences, provided that such fences are located along the rear property line that is adjacent to Half Day Road or Riverwoods Road.

 - (iii) Lots with primary structures which have a corner side yard on Half Day road or Riverwoods Road may have solid fences provided they are along the corner side property line. (Amd. Ord. 14-3328-55 eff. 06-09-14).

 - (iv) Lots with primary structures that are adjacent to an incompatible land use may have solid fences.

- c. Height:
 - (i) Yard fences that are constructed of a non-metallic or ornamental metal material shall not exceed four feet (4') in height, except that yard fences designed of an ornamental metal material on lots in the R1 and R2 Single-Family Residence Zoning Districts shall not exceed six feet (6') in height.

 - (ii) That portion of a fence that is parallel to the right-of-way and is located on a lot with a primary structure which has a front yard on Half Day Road or Riverwoods Road and that is located no further from either arterial road than the rear

façade of the primary structure shall not exceed six feet (6') in height.

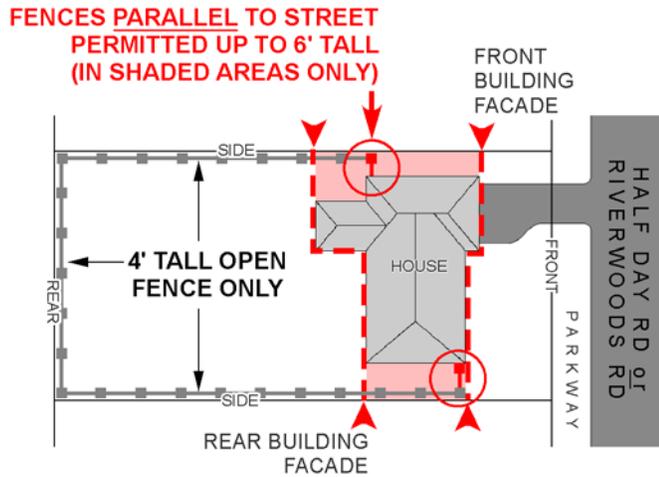


Illustration for 6-15-3-A-1(c)(ii)

- a. Fences along the rear property line of a lot that has a primary structure which has a rear yard adjacent to Half Day Road or Riverwoods Road shall not exceed six (6') in height.

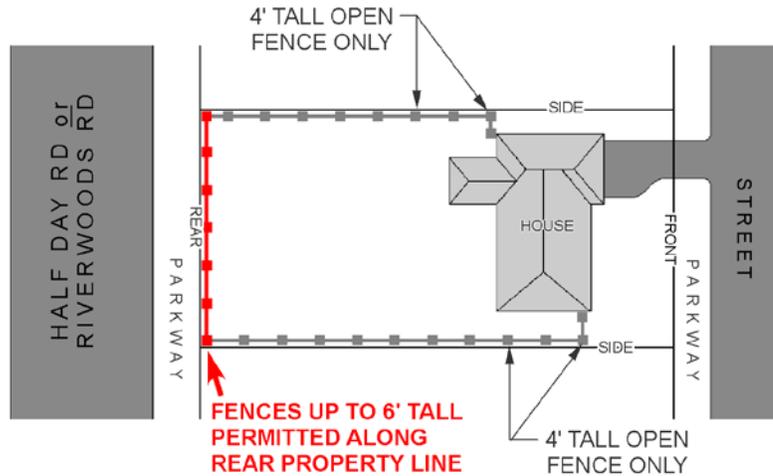


Illustration for 6-15-3-A-1(c)(iii)

- b. Lots with a corner side yard adjacent to Half Day Road or Riverwoods Road shall be permitted to have a fence along the corner side property line not exceeding six (6') in height. (Amd. Ord. 14-3328-55 eff. 06-09-14).

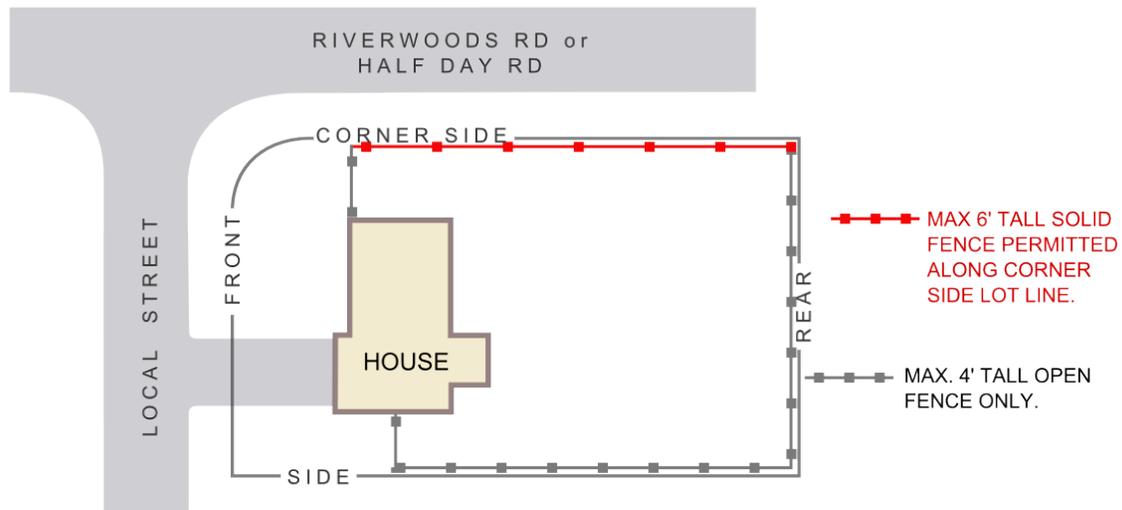


Illustration for 6-15-3-A-1(c)(iv)

- c. Fences that are provided for the purpose of separating residential properties from an incompatible land use shall not exceed eight feet (8') in height.
- d. Materials; Appearance:
 - (i) Materials: Subject to subparagraphs (ii) and (iii), yard fences shall be constructed of non-metallic or ornamental metal materials. All fences taller than four feet (4') adjacent to Riverwoods Road shall be designed of non-metallic materials only.
 - (ii) Half Day Road Fences: Fences taller than four feet (4') located on lots on Half Day Road shall be constructed of wood with a natural wood finish. All solid fences shall be designed based on the following design concepts:
 1. A traditional style solid wood fence with post end caps.
 2. A traditional style solid wood fence with square lattice on top and post end caps.
 3. A traditional style solid wood fence with diagonal lattice on top and post end caps.
 4. A traditional Board and Batten style solid wood fence with post end caps.



1. A Traditional style solid wood fence with post end caps.



2. A Traditional style solid wood fence with square lattice on top and post end caps.



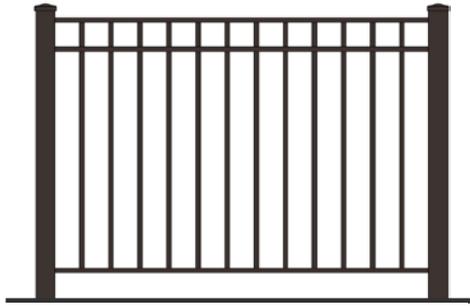
3. A Traditional style solid wood fence with diagonal lattice on top and post end caps.



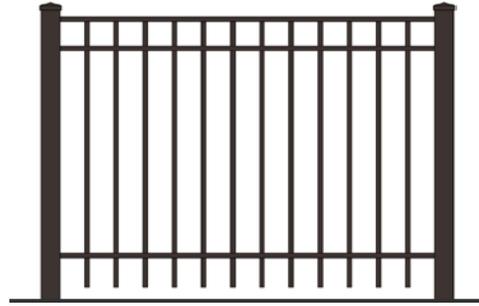
4. A Traditional Board and Batten style solid wood fence with post end caps.

(iii) Ornamental Metal Fences: Ornamental metal yard fences shall be constructed of a metal material and be designed based on the following design concepts:

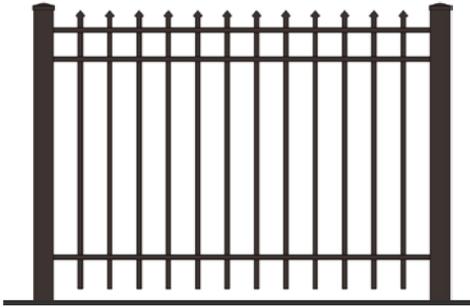
1. An ornamental metal fence with a top rail(s).
2. An ornamental metal fence with a top rail(s) and an extended bottom baluster.
3. An ornamental metal fence with a top rail(s), extended bottom baluster and decorative finials.
4. An ornamental metal fence with a top rail(s) and decorative rings and finials.



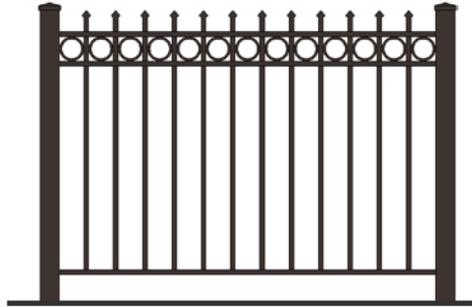
1. An ornamental metal fence with a top rail(s).



2. An ornamental metal fence with a top rail(s) and an extended bottom baluster.



3. An ornamental metal fence with a top rail(s), extended bottom baluster and decorative finials.



4. An ornamental metal fence with a top rail(s) and decorative rings and finials.

2. Swimming Pool Fences: Swimming pool fences are regulated by Section 5-5-6 of Title 5, Building Regulations.

3. Tennis Court Fences:

- a. Location: Tennis court fencing shall be located along both ends of a tennis court and may completely enclose the tennis court to achieve a four-sided enclosure. Tennis court fences shall not be permitted in any required setbacks.
- b. Height and Opacity: Tennis court fences shall not exceed ten feet (10') in height and shall be of the open type.
- c. Materials: Tennis court fences may be constructed of a metallic material, including chain link. Chain link fences shall be a minimum of eleven gauge wire with a mesh size not to exceed one and a half inches (1-1/2").

B. Pet Enclosures:

- 1. Location: Pet enclosures are prohibited in any required yard setback area and shall not extend beyond the front and corner-side facade of the primary structure and shall not be visible from the public way.

2. Number: Only one (1) pet enclosure shall be permitted on a lot.
3. Height and Size: Pet enclosures shall not exceed six feet (6') in height and 250 square feet in area.
4. Materials: Pet enclosures may be constructed of a metallic or non-metallic material. Chain link fencing may be used, provided that it is a minimum of eleven gauge wire with a mesh size of no more than one and a half inches (1-1/2").

C. Underground Electronic Pet Enclosures (Dog Fences): Electronic pet enclosures placed underground are regulated by Section 8-3-9(E) of Title 8, Public Ways and Property.

D. Non-Residential Fences:

1. Location: Fences in non-residential areas of the Village may be permitted subject to the recommendation of the Architectural Review Board and approval by the Village Board. Non-residential fences that are taller than 4' in height shall be placed a minimum of four feet (4') inside a property line to allow adequate space for required landscaping.
2. Height: Fences in non-residential areas shall not exceed six feet (6') in height, except as permitted in Section 6-15-3(A)(1)(c)(iv).
3. Landscaping: Fences in non-residential areas that are taller than four feet (4') in height shall be screened with landscaping which complies with Section 13-2-3 of the Village Code.

E. Screens

1. Ground-Mounted Mechanical Equipment: Public Utility: Public Utility ground-mounted equipment, which is placed in a required yard setback, in the event that no feasible location exists outside the required setback, shall be screened. Screens shall consist of plant material that provides full year-round concealment at the time of installation. The installation of such equipment and required landscaping shall not infringe on the visibility triangle, as depicted in Section 12-8-1(A)(4) of the Village Code, except to the extent required to comply with workplace safety standards.
2. Ground-Mounted Mechanical Equipment--Other Than Public Utility:
 - a. Location: Ground-mounted mechanical equipment and associated screens are prohibited in required yard setback

areas and shall not extend beyond any front or corner-side facade of the primary structure.

b. Height: Screens shall be a minimum of six inches (6") above the highest point of the ground-mounted equipment being screened and shall not exceed twelve feet (12') in height in non-residential districts and six feet (6') in height in residential districts.

c. Materials:

(i) Residential Screens: Ground-mounted mechanical equipment (including, but not limited to, satellite antennas, ancillary power generators and pool-related equipment) shall be screened by plant material or berms, unless a permanent screen wall is constructed to be compatible with the design of the primary structure on the lot. Heating, air conditioning units and satellite antennas that are 1 meter (39.37") in width/diameter or less in residential zoning districts shall be exempt from the screening requirements of this Chapter.

(ii) Non-Residential Screens: Screens shall be constructed of materials which blend with the surroundings or are complementary to those used in the primary structure on the lot. Plant materials or berms used as a screen must provide full and complete concealment at the time of installation and throughout the year.

3. Privacy Screens:

a. Location: Screens for privacy purposes shall not be erected within a required yard setback and shall not extend beyond the front or corner-side facade of the primary structure. The location of a screen is further restricted to areas adjacent to patios or decks and one end of each screen must be immediately adjacent to the primary structure on the lot.

b. Height: Privacy screens shall not exceed a height of six feet (6') above the existing grade where such screen is erected.

c. Length: The cumulative length of all privacy screens on a lot shall be limited to twenty-four (24) linear feet, measured along the center line of the screen.

4. Refuse and Recycling Screens:

- a. General: Refuse and recycling screens shall be required for all non-residential uses.
- b. Location: Screens may be erected in any areas of a lot, provided that the screen does not extend beyond the front or corner-side facade of the primary structure. The location of the required screen shall not be within five feet (5') of any property line.
- c. Height: Screens shall be a minimum of six inches (6") above the highest point of the object being screened and shall not exceed six feet (6') in height.
- d. Design and Materials: Screens shall consist of three solid sides and a solid gate on the fourth side. Screens shall be constructed of materials which blend with the surroundings or are complementary to those used in the primary structure served by the refuse or recycling containers.

6-15-4: PERMITS, VARIATIONS AND EXCEPTIONS

A. Permit Applications: Application for a fence or screen permit shall be on a form designated by the Village and shall be accompanied by the following information:

1. Three (3) copies of an accurate plat of survey which indicates the proposed location of such fence or screen and any other structures and paved surfaces on the lot.
2. Three (3) copies of a cross-section/elevation which indicates the depth of the posts, total height, material and method of attachment for the fence.
3. A Landscape Plan must be submitted for review and approval with all applications for non-residential fences that are taller than 4' in height. In addition, a landscape plan must be submitted for review and approval with all applications for public utility and non-public utility residential and non-residential ground-mounted mechanical equipment where landscape screening is proposed. The Landscape Plan shall indicate:
 - a. The location, size and type of any existing and proposed plant material that will obscure said fence or ground-mounted mechanical equipment from adjacent properties and public way(s) and
 - b. That the plant material will provide visual relief throughout the year. A letter from the property owner or a signed

contract must be submitted with all Landscape Plans which indicates the date the required plant material will be installed.

4. An approved easement waiver on a form provided by the Village is required when any improvement defined in this Chapter is to be erected in, over or upon an easement. The letter will be recorded with the Lake County Recorder of Deeds by the Village; and
5. Any additional information as requested by the Village.

B. Variations and Exceptions: The Village Board may authorize a variation for a different height, length, material, location or color of a fence or screen if substantial proof of practical difficulties or particular hardships in carrying out the strict letter of any provisions of this Chapter is provided by the petitioner in the manner required for other variations of the Village's Zoning Code as listed in Chapter 14 of the Title.

Any fence or screen for which a building permit has been legally issued prior to the effective date of this Chapter as required by law may be maintained or repaired provided the cost of the improvement is less than fifty percent (50%) of the cost of erecting a new fence or screen. If the cost of improvement is fifty-one percent (51%) of the cost of erecting a new fence or screen, the provisions of this Chapter must be met when such fence or screen is repaired or maintained. All other persons to whom a permit is issued after the effective date of this Ordinance must follow its provisions.

Photos of the Fence along Route 22/Half Day Road between Riverside Drive and Berkshire Lane (taken on August 29, 2018)

Figure 1: perspective looking eastward along Route 22/Half Day Road



Figure 2: perspective looking westward along Route 22/Half Day Road



Figure 3: apex of the berm (corner nearest to Berkshire Lane)



REQUEST FOR BOARD ACTION
Architectural Review Board
September 4, 2018

Subject: Culver's Restaurant Wall Sign Illumination - 405 Milwaukee Avenue

Action Requested: Consideration and Discussion of a Petition for a Major Amendment to Lincolnshire Marketplace Planned Unit Development (PUD) to Permit Front-Lit Illumination for Existing Wall Signs on Culver's Restaurant Building

Petitioner: Culver's of Lincolnshire

Originated By/Contact: Tonya Zozulya, Economic Development Coordinator
 Department of Community & Economic Development

Advisory Board Review: Architectural Review Board

Background:

- Culver's of Lincolnshire, the petitioner and tenant of the Culver's restaurant building at 405 Milwaukee Avenue, seeks the ARB's review of the proposed front-lit wall sign illumination for three existing Culver's wall signs. Draper & Kramer, the property owner, supports the request.
- The request requires a Major Amendment to the Lincolnshire Marketplace Planned Unit Development (PUD), with review by the Architectural Review Board (ARB) and a Public Hearing at the Village Board's Committee of the Whole.
- The Village Board reviewed the request at its August 27, 2018 Committee of the Whole meeting. They expressed support for the request and referred it to the ARB for design review and recommendation.
- The 4,310-square-foot restaurant is located on Parcel C-1 of the 12-acre Lincolnshire Marketplace PUD, at the northeast corner of Milwaukee Avenue and Route 22, as shown in the attached Site Plan and Figure 1 on the right.
- The building is located in the R5 Mixed-Use General Residence District in the Lincolnshire Marketplace PUD and in the Downtown Sign District.
- On November 14, 2016, the Village Board approved an Ordinance amending the Lincolnshire Marketplace PUD to allow Culver's restaurant with a drive-through with PUD exceptions. The exceptions included:

Figure 1: Property Location



- Increasing the wall sign letter height from 18” to 34”;
 - Increasing the sign face height (letters and graphics combined) from 24” to 45”;
 - Allowing a wall sign on the north elevation which does not face a public street;
 - Allowing an electronic message board sign with front-lit internal illumination and the display of products and services (flavor of the day); and
 - Allowing a blade sign in a location not adjacent to a public entrance.
- The 2016 approved development plans for Culver’s included three 30-square-foot externally lit wall signs on the north, south, and west elevations. Section 12-9-1(B)(9) of the Sign Code does not allow front-lit internal wall sign illumination for properties in the Downtown Sign District (see attached Document 3). Front-lit illumination allows light to filter through each letter. Signs in the Downtown Sign District may only be backlit/halo lit or be illuminated via external light fixtures such as goosenecks. In 2016, Culver’s initially proposed backlit illumination for the wall signs; reviewed by the Village Board at the preliminary evaluation meeting on June 27, 2016 and by the Architectural Review Board on September 27, 2016. However, Culver’s amended their request from internal illumination to external illumination before returning to the Village Board for public hearing and consideration on October 10, 2016. The Culver’s building opened in spring 2018 with the approved externally-illuminated wall signs.

Request Summary & Staff Comments:

- As stated in the petitioner’s cover letter and shown in the presentation packet (see attached Document 2), Culver’s proposes internal front-lit illumination for the three existing wall signs. The request states external illumination is not effective in illuminating the signs, causes confusion, and makes the building appear closed, thereby turning potential customers away. Culver’s indicates the existing signs were designed for front-lit internal illumination consistent with Culver’s brand and other Culver’s in the region and across the country. No other wall sign changes are proposed.
- Staff visited the property on July 19, 2018 and noted the wall signs appear dark. Staff discussed with Culver’s the possibility of changing external illumination to backlit, which is permitted by code. Culver’s indicated backlit illumination will not meet their requirements. Culver’s stated in the cover letter they plan to turn off all three signs at business close (currently 11:00 p.m.).
- The below chart compares the existing Culver’s wall sign illumination with that allowed by the Sign Code and used by adjacent Lincolnshire businesses in the Downtown Sign District. All these adjacent signs, except the ones in the Oak Tree Corners Center, are either backlit or externally lit, meeting code requirements regarding illumination. In 2016, the Village Board approved a variance for front-lit internal wall sign illumination for all Oak Tree Corners wall signs as part of a center-wide sign package because the code-required backlit illumination was found not feasible due to the mansard roof building design. Staff has not observed issues with front-lit signs in the Village in the Downtown Sign Area or in other sign districts.

	Sign Code	Existing Culver’s	McDonald’s	Dunkin’ Donuts	Oak Tree Corners Center (e.g., Bonta, Athletico, Joli)	Strawberry Field
Illumination	Backlit or external	External	Backlit	External	Front-lit Internal	External



**Agenda Item
ARB 3.2**

Staff Recommendation

Staff recommends approval of the proposed illumination with a condition all three wall signs be turned off at business close.

Motion:

The Architectural Review Board moves to recommend to the Village Board for their approval of the proposed front-lit illumination for three existing wall signs on the north, south and west elevations on the existing Culver’s restaurant building at 405 Milwaukee Avenue, as presented in the packet submitted by Culvers of Lincolnshire, with the cover letter dated August 29, 2018, subject to staff’s recommendation, and further subject to. . . .

{Insert any additional conditions or modification desired by the Architectural Review Board}

Reports and Documents Attached:

- Document 1: Site Plan, prepared by OKW Architects.
- Document 2: Presentation Packet, prepared by Culver’s of Lincolnshire and Priority Sign, with the cover letter dated August 29, 2018.
- Document 3: Sign Code wall sign illumination requirements for the Downtown Sign District.

Meeting History	
Committee of the Whole Preliminary Evaluation	August 27, 2018
Architectural Review Board (ARB)	September 4, 2018



Document 2

WELCOME TO DELICIOUS®

August 29, 2018

Dear Chairperson Kennerly,

We are very excited to be open for business in Lincolnshire and have enjoyed our first few months in the community. We appreciate the Village's role and partnership in helping us in this process over a couple years.

As you probably know, the ordinance governing Culver's calls for our walls signs to be externally illuminated. I did not think through this element very well in the development process.

We have the standard Culver's wall signs illuminated via building mounted light fixtures, but after it is dark outside, they look dark and therefore, we look closed. We are open until 11pm daily so this is the case even in summer time. To the best of my knowledge, all other Culver's locally and nationally that have these signs are internally illuminated (face-lit).

So, when a guest familiar with Culver's sees these signs unlit, that signals that Culver's is closed for the night or worse- closed in general. We would like to enhance our night business and keep those sales in and dollars in Lincolnshire, rather than have them land up the street in Vernon Hills. We believe the public may think we are closed when they drive by after dark. Looking open is an obvious and necessary benefit in building the night business.

In addition, businesses in Lincolnshire right across the street have internally illuminated wall signs, which makes them look open and Culver's look closed. Example are Bonta and Athletico. Also, the entire retail development just to our north (45 & Milwaukee Avenue- start of Vernon Hills) has internally illuminated wall signs, including restaurant competitors.

Our request is to turn these signs on, so they are internally lit/ face-lit. We were going to make this request prior to learning about The Fresh Market closing, but now that it is closed, it is more critical than ever that Culver's looks open, healthy and vibrant. The reasons that backlit or halo lit does not work: our signs are already built for internal illumination, backlit and halo lit are less effective, and our Lincolnshire and Vernon Hills businesses right near us have internal illumination.

Residents within the community are very supportive of this change. I will share their notes of support for these signs being lit, which signals open and safe to them.

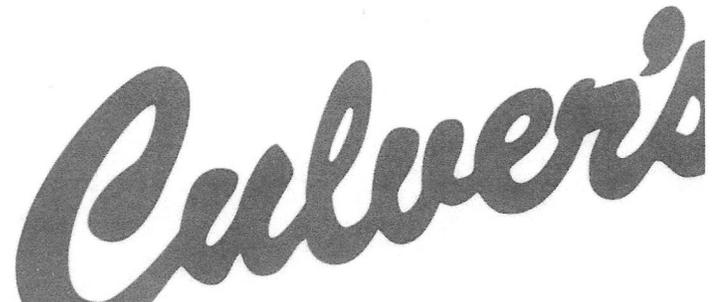
Please see attached pictures of a Culver's with these signs internally lit and pictures of ours with them off (externally lit). It is a stark contrast and hopefully you can see that we do look closed relative to the Culver's with the signs on. We are not requesting any other changes to the wall signs. We will turn these signs right when we close for the night.

Thank you


Kevin Weasler

Owner

Culver's of Lincolnshire



Culver's

Sign Recommendation Book

C58421

Lincolnshire, IL
405 Milwaukee Ave

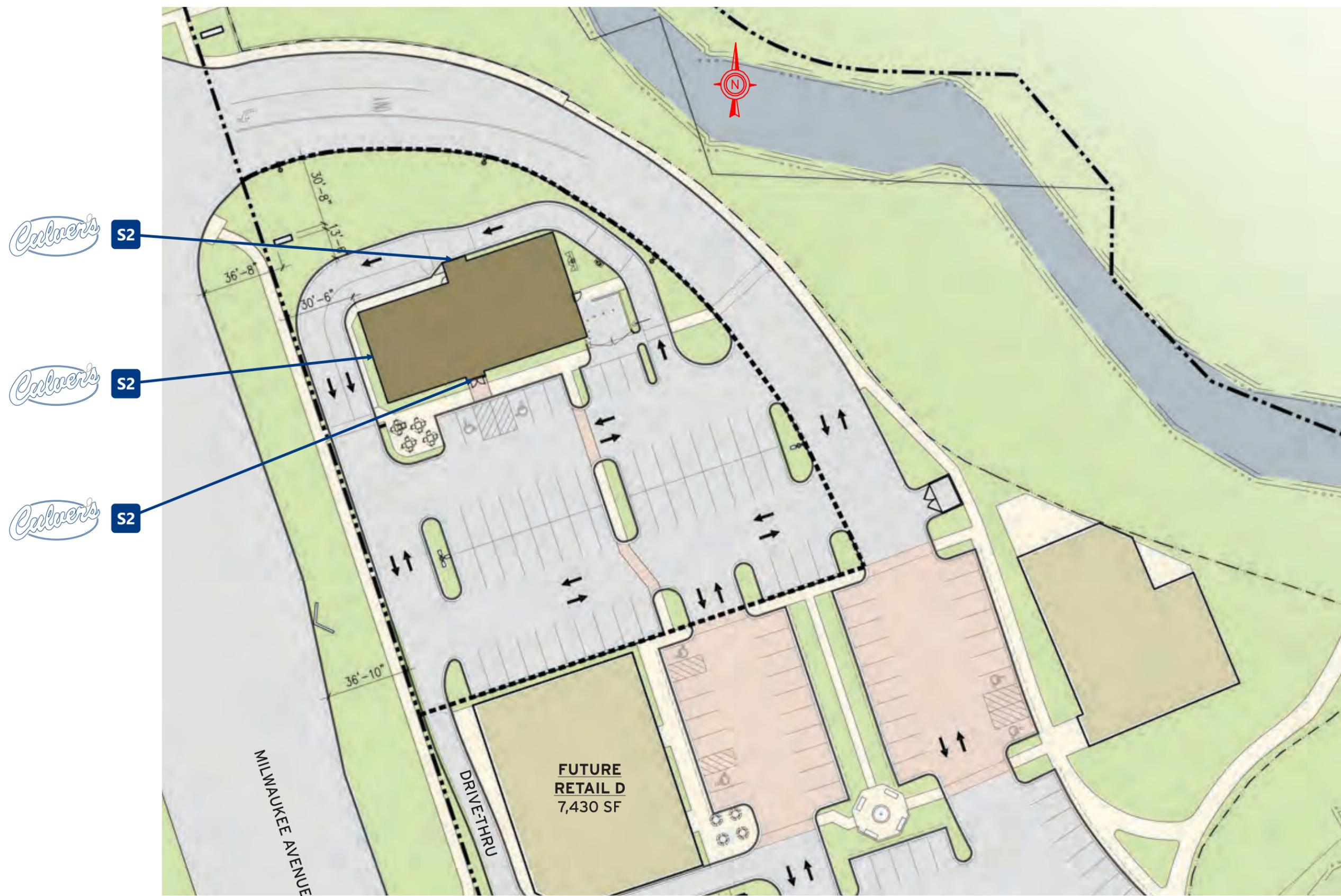
8/15/18

Revised On
8/20/18



Calver's

Site Plan



Revisions:

x
x
x

Revisions:

x
x
x

Revisions:

x
x
x

File Location:
ArtDept\CoreColors\Culvers

Date: 8-15-18

Designer: PB PM: MC

City/State: Lincolnshire, IL

Address: 405 Milwaukee Ave

Drawing #

C58421

Site Name

-



Elevation Overview



North Elevation



West Elevation



East Elevation



South Elevation



Revisions:

- x _____
- x _____
- x _____

Revisions:

- x _____
- x _____
- x _____

Revisions:

- x _____
- x _____
- x _____

File Location:
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Site Name

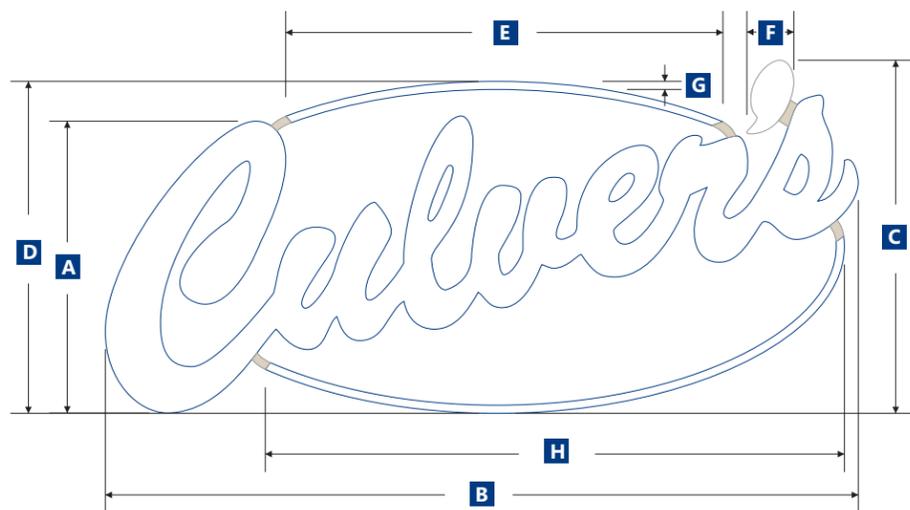
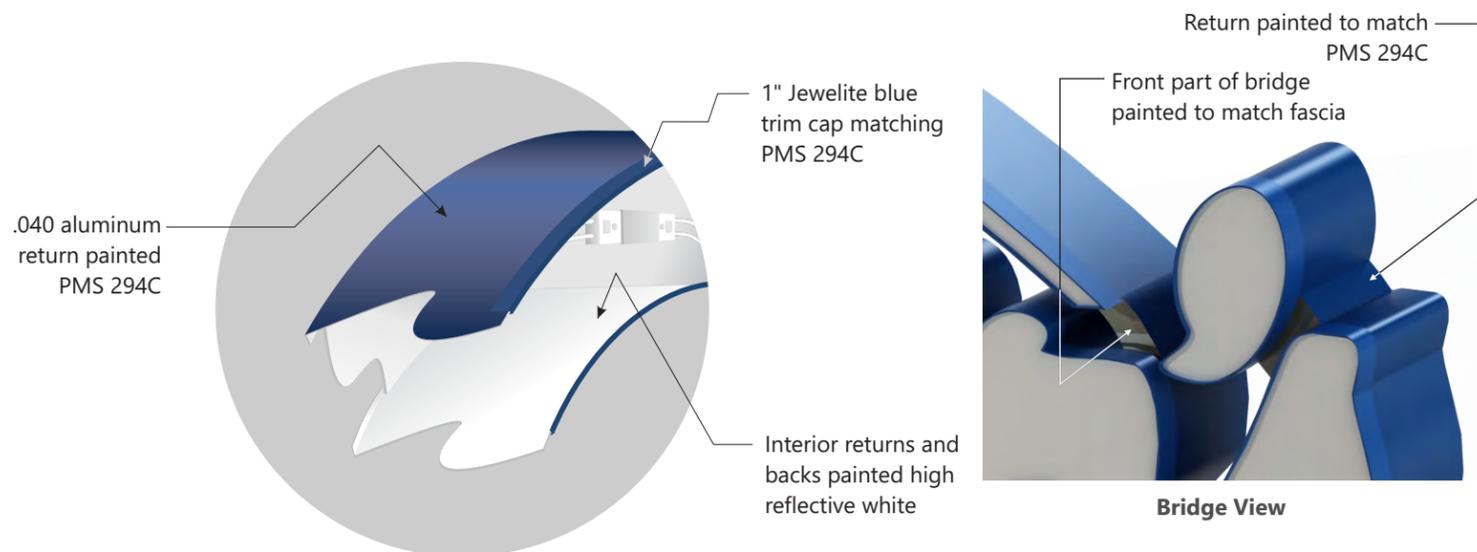
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S2

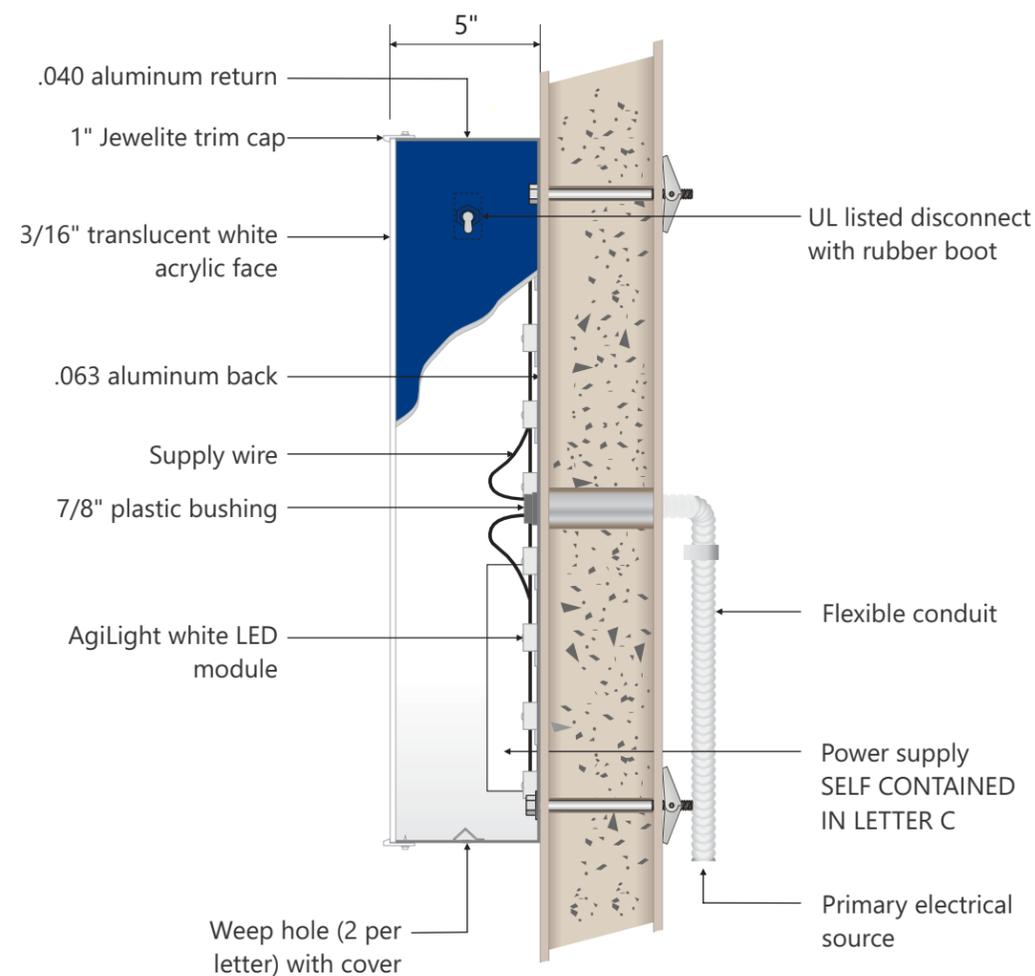
Illuminated Letterset - SL-30 (Qty.3)

Remote mount illuminated letters.



*Weighted artwork is required to accommodate swoosh illumination on smaller sizes.

	A	B	C	D	E	F	G*	H	SF
SL-30	3'-1 1/8"	8'-0"	3'-9"	3'-6 1/4"	4'-7 3/4"	6"	1 1/16"	6'-1 13/16"	29.96



Revisions:

x
x
x

Revisions:

x
x
x

Revisions:

x
x
x



Illuminated Letterset Evening Study - North Elevation

This is how the letterset looks currently with no internal illumination



This is how the letterset looks with LEDs added and internally illuminated



Revisions:
Added notes / AS / 08.20.18
x
x

Revisions:
x
x
x

Revisions:
x
x
x

File Location:
ArtDept\CoreColors\Culvers

Date:	8-15-18
Designer:	PB
PM:	MC

City/State:	Lincolnshire, IL
Address:	405 Milwaukee Ave

Drawing #	C58421
Site Name	-



Illuminated Letterset Evening Study - West Elevation

This is how the letterset looks currently with no internal illumination



This is how the letterset looks with LEDs added and internally illuminated



Revisions:
Added notes / AS / 08.20.18
X
X

Revisions:
X
X
X

Revisions:
X
X
X

File Location:
ArtDept\CoreColors\Culvers

Date:	8-15-18
Designer:	PB
PM:	MC

City/State:	Lincolnshire, IL
Address:	405 Milwaukee Ave

Drawing #	C58421
Site Name	-



Illuminated Letterset Evening Study - South Elevation

This is how the letterset looks currently with no internal illumination



This is how the letterset looks with LEDs added and internally illuminated



Revisions:
Added notes / AS / 08.20.18
x
x

Revisions:
x
x
x

Revisions:
x
x
x

File Location:
ArtDept\CoreColors\Culvers

Date:	8-15-18
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City/State:	Lincolnshire, IL
Address:	405 Milwaukee Ave

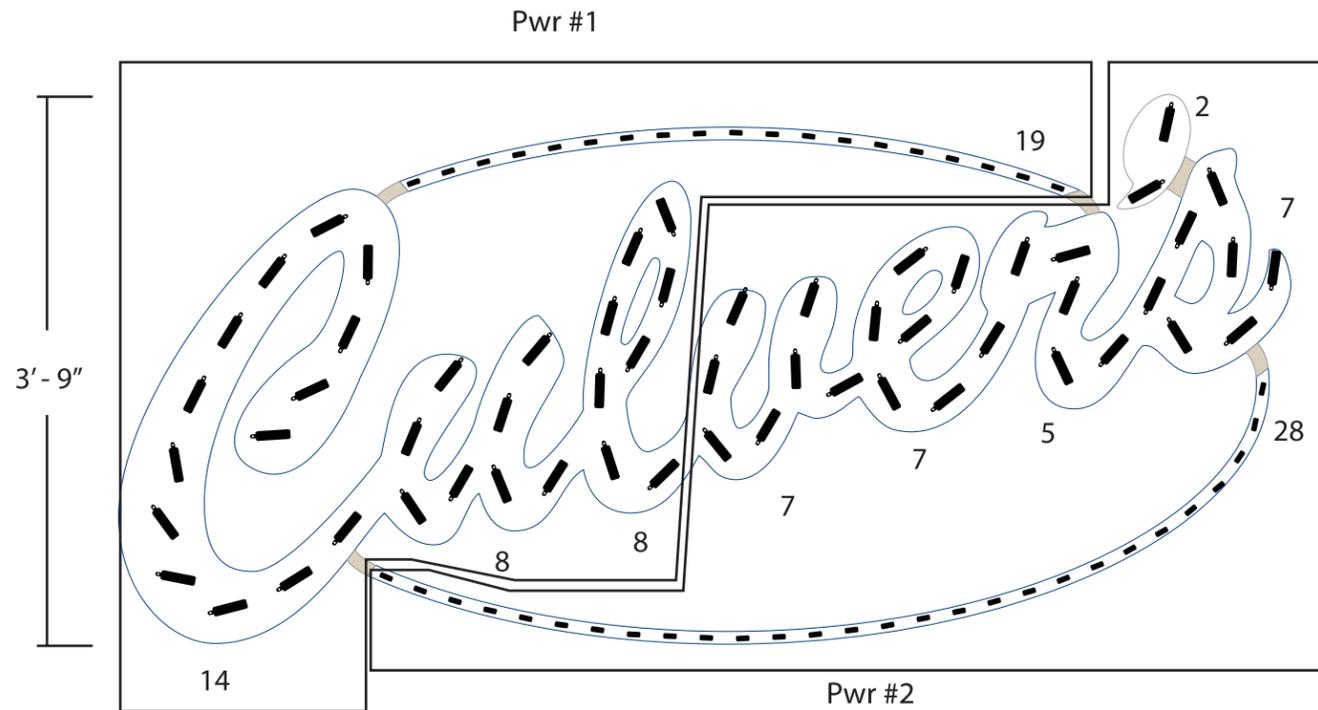
Drawing #	C58421
Site Name	-



LED Layout

The light intensity of the LED illumination will not exceed 0.5 foot candles at the property line.

- 1) **UNLESS OTHERWISE SPECIFIED:** All layouts are for a single face sign or a single set of letters and the depth of the application considered for the layout is 5 inches.
- 2) LED module placement is approximate. AgiLight recommends the sign manufacturer verify the LED placement and quantity to ensure even illumination and brightness expectations are achieved.
- 3) Estimations are based off the quality of art work and information provided by the customer, this includes: font style, letter height, depth, face material, and any special instructions.
Missing information may cause delays in the delivery of estimates, as well as effect product selection, accurate quantities, and brightness.
- 4) For installation instructions of AgiLight LED systems please refer to www.AgiLight.com under the TOOLS & DOWNLOADS section or contact AgiLight's Inside Sales Team at: +1.866.482.0203



Notes:
Layout based off a 5" depth.
PROMIN modules spaced on 3" centers.

29 feet LS-PRO160-65K-2B1 - 58 Modules
16 feet LS-PROMIN-65K-3L1 - 47 Modules
2 - PS12-60WSL-100-277V

45" Culver's



1074 Arion Circle Suite 116, San Antonio, TX 78216
PH: +1 (866) 482-0203 - Fax: +1 (210) 360-1454
www.AgiLight.com

May 1, 2015

MP

Culver's Internal Wall Sign Illumination Public Comments

Melissa Gordon

8/17/18

Good Afternoon-

I am a resident of Lincolnshire and would really like to see the Culvers signs internally illuminated to give better visibility to the business. We were thrilled to have this business open and would like it to be successful. Currently at night, Culvers appears to be closed thus deterring people from stopping there.

Thanks for your consideration!

Melissa Gordon

Jan Rabin

8/17/18

Dear Village.

How wonderful that Culver's is in our town in a commercial area. This letter is to request that Culver's be allowed to light up their sign.

A store that is open and lit inside, but does not have a lit sign outside creates confusion for passerbys. On a busy road, this ambiguity is especially dangerous. Drivers will be distracted seeing lights and people inside Culver's, but a conflicting dark sign. They will be looking away from the road to try to see if Culver's is really opened or closed. For this reason alone, I would allow Culver's to illuminate their sign.

In addition, I can't understand why in a commercial area there would be sign illumination restrictions.

It seems obvious that a dark sign would deter business. If we have welcomed Culver's into our area and want them to succeed, they need a lit sign.

Respectfully,

Jan Rabin,

39 Canterbury Road

Beth Ann and Lee Fell

8/17/18

Tonya

I wanted to reach out to you in support of the request by Mr. Weasler to illuminate the Culvers wall signs. I think this request is fair as shown with the attached pictures. It does appear that

Culvers is not open when passing by due to the Culvers signs not being illuminated. Also, since there are no residents that this would be effecting from dusk to 11 pm (close) this should not cause disturbance to any residents. I don't think the proposed lighting will cause any nuisance glare at the property lines or ROW. Thanks.

Beth Ann and Lee Fell
2 Kensington Drive

Rana Hashemi
8/18/18

Good morning Tonya,

So great seeing you the other day. I am writing to you in support of Culver's signage/light request. Culver's has been a great addition to our Lincolnshire family. Their continuous support for different causes and Stevenson high school has been a tremendous gift to our community. It's important and it's upon us to support and ensure the success of businesses like Culver's in Lincolnshire. So if the additional signage and lighting would help their business I don't see any reason why we shouldn't support that.

I'd be more than happy to attend a Village Board meeting and make the case on this matter.

Please let me know if you have any questions or concerns.

Thank you so much for your kind attention.

Rana Hashemi
847 668 0227

Mindy Abern
8/18/18

Hello,

I am writing in support of Culver's request to the Village to illuminate their exterior building signs.
As a busy working mom, I would always want to know if Culver's is open at night when I'm in need of a quick drive-through dinner option, and I always feel safer with exterior lights on in the dark.

Thank you,
Mindy Abern
3 Preston Ct.
Lincolnshire

Jennifer and Bill Axelsen
8/18/18

Dear Tonya,

We have been Lincolnshire residents for almost 18 years, and have seen many businesses come and leave our community.

It has come to our attention that the Village of Lincolnshire, after welcoming Culver's, is forbidding them from lighting up their namesake sign at night. This brand-new new Culver's building is beautiful & classy in every regard!

We have seen photos of the sign on and the sign off. Quite frankly, with the sign off, the new restaurant not only does not look open for business, it is eerily dark and a tad unwelcoming. And lights typically make things safer at night, for visibility while walking up to the restaurant. We truly do not understand how & why the Village is putting this unusual restriction on this new business. Surely, the Village of Lincolnshire realized that Culver's is a vibrant, "fast-food" style restaurant that would naturally only thrive if it was visible during open hours after dark.

We strongly encourage you to allow this wonderful new Culver's to turn on any exterior lighting they are requesting.

Thank you,
Jennifer and Bill Axelsen
(and Joe & Ben, our children, who frequent Culver's ;)
13 Cornell Drive
Lincolnshire

Hyo
8/19/18

Tonya,

My family really enjoys Culver's. Its also a great source for tax revenue for the village. I would like to voice my support to allow Culver's to turn on their sign at night so people know the business is open.

Thanks,

Hyo.

Todd Gillis
8/20/18

Good Morning Tonya,

I hope you had a great weekend! I just heard about a ridiculous requirement for the new Culver's lighting, which makes them look like they are closed when it gets dark out. My wife, Diane and I have lived in Lincolnshire for the past 21 years and we have seen businesses go in and out of business.

We would sincerely appreciate it if you and the Village Board would kindly allow the new Lincolnshire Culver's to illuminate the restaurant's internally-lit exterior signs, instead of requiring them to illuminate their exterior signs with exterior can lights, which makes the restaurant appear to be closed and less safe during the evening hours.

I hope you and the board do not want this business to fail and provide financial hardship for one of my dear friends who is trying to help the Lincolnshire economy and make a living. This lighting restriction puts the Culver's in a competitive disadvantage. We did a little research and discovered that the competing restaurants across Milwaukee Avenue, such as McDonald's and Bonta, are currently allowed to use their internally-lit exterior signage and see no reason Culver's should not be able to do the same.

Attached are photo's of the Culver's sign off as is the current requirement and the Culver's sign on as any business such as this should be allowed to do. Having the Culver's sign on makes the area look more vibrant and beautiful the way it should be.

Thank you for hopefully allowing Culver's to use their internally-lit exterior signage, as soon as possible, we sincerely appreciate it!

Bes Regards,

Todd Gillis
160 Pembroke Drive
Lincolnshire/Lake Forest, IL 60045

Mike Capstick
8/20/18

Good Morning Tonya,

We would sincerely appreciate it if you and the Village Board would kindly allow the new Lincolnshire Culver's to illuminate the restaurant's internally-lit exterior signs, instead of requiring them to illuminate their exterior signs with exterior can lights, which makes the restaurant appear to be closed and less safe during the evening hours.

Upon looking into this matter further, we discovered that the competing restaurants across Milwaukee Avenue, such as McDonald's and Bonta, are currently allowed to use their internally-lit exterior signage. Accordingly, enabling Culver's to also do so makes perfect sense, instead of having Culver's operate at a competitive disadvantage, as they are unfortunately currently doing.

Lastly, having a well-lit Culver's in Lincolnshire will result in a safer and more "vibrant" environment for our great town!

Thank you for hopefully allowing Culver's to use their internally-lit exterior signage, as soon as possible, we sincerely appreciate it!

Thank you,

Mike Capstick
7 Mayfair Ln
Lincolnshire, IL 60069

Beth Hanna
8/2018

Dear Ms Zozulya,

I am writing on behalf of our new business neighbor, Culvers of Lincolnshire. I was unaware that up to this point, this location has only been allowed to illuminate their signature signage by canned lights. Although I appreciate the consideration of "light pollution" by our village, I believe this particular case warrants an exception.

My 17 year old son and his friends regularly purchase at Culvers, especially after basketball practice at SHS and working out at Lifetime. Although Lincolnshire is an extremely safe place to live and work, I worry about Culvers appearing to be "closed" or in the process of "closing" when our village teens are on site. One never knows who might be driving by looking for an opportunity for criminal behavior. Also, many young people work at this location. I don't like the idea of any of them walking to their cars from a building that looks like it's closed or closing.

The bottom line is that I believe having a vibrantly lit late evening fast food establishment off a busy street like Milwaukee is about safety, and strongly encourage you to reconsider your ordinance in this case.

Sincerely,
Beth Hanna
35 Lancaster Lane
Lincolnshire, IL 60069

Dwight and Robin Ekenberg
8/20/18

Good Morning Tonya,

I hope you had a great weekend! My wife, Robin, and I have lived in Lincolnshire for the past 30 years.

We would sincerely appreciate it if you and the Village Board would kindly allow the new Lincolnshire Culver's to illuminate the restaurant's internally-lit exterior signs, instead of requiring them to illuminate their exterior signs with exterior can lights, which makes the restaurant appear to be closed and less safe during the evening hours.

Upon looking into this matter further, we discovered that the competing restaurants across Milwaukee Avenue, such as McDonald's and Bonta, are currently allowed to use their internally-lit exterior signage. Accordingly, enabling Culver's to also do so makes perfect sense, instead of having Culver's operate at a competitive disadvantage, as they are unfortunately currently doing.

Lastly, having a well lit Culver's in Lincolnshire will result in a safer and more "vibrant" environment for our great town!

Thank you for hopefully allowing Culver's to use their internally-lit exterior signage, as soon as possible, we sincerely appreciate it!

All the Best,

Dwight and Robin Ekenberg
8 Buckingham Place
Lincolnshire, IL 60069

than five (5) feet above the windows on the top floor and no portion of such wall sign shall extend above the roof line.

8. Wall signs may be constructed of wood, metal or plastic.

9. Internally illuminated wall signs shall only consist of backlit/halo illumination and be designed so light does not filter through the face of individually cut letter sets. In the Corridor Commercial and Office/Industrial Sign Districts, internal illumination where light is filtered through the face of individual letter sets is permitted under the following conditions: a) the majority of gross floor area must be devoted to office use; b) the wall sign shall only identify the office occupant; c) the building height must be a minimum of forty (40) feet; and d) the wall sign shall be mounted a minimum of thirty-five (35) feet above grade. Gooseneck reflectors are permitted on all wall signs provided the reflectors concentrate the illumination upon the sign face only.

10. In no case shall any side wall or rear wall sign be permitted to contain any form of illumination if said wall is adjacent to a residential district.

11. On multi-tenant commercial buildings, all wall signs must be located at a generally uniform height on the building wall in similar proportion to one another. Wall signs identifying individual tenant spaces in multi-tenant structures shall be centered within each leaseable space unless otherwise approved by the Department of Community and Economic Development. Signs within a multi-tenant commercial development must be of a natural or white finish, however a logo or mark registered with the United States Patent and Trademark Office shall not be limited by color. Where a single principal building is devoted to two (2) or more business or commercial uses, the operator of each such use may install a wall sign. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows, of the principal building occupied by each such use and applying such proportion to the total sign area permitted for the front wall of the building.

12. On multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided signs have a minimum separation from the common edge of each building frontage equal to ten feet (10') or one third (1/3) of the length of the respective frontage, whichever is lesser.

13. On multi-tenant industrial buildings, individual tenant wall signs shall be permitted only for those tenant spaces that have individual entrances facing a public street or a parking lot. Such signs must be located over or next to a corresponding entrance at a uniform height on the building wall in similar proportion to one another. Regardless of whether the first wall sign in any multi-tenant building is installed over the entry or next to the entry, that same placement type shall be required for any additional signs in the same building. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows of the principal building occupied by each tenant space and applying such proportion to the total sign area permitted for the front wall of the building. Any two adjoining wall signs placed next to entrances shall be located no closer than 1 foot (1') from each other. Any two adjoining wall signs placed above entrances shall be located no closer than 5 feet (5') from each other.

14. Within a single-tenant commercial development, signs utilizing carved, etched, or raised letters are not limited by color. Metal letters and logos shall have a non-reflective metal surface.

15. Wall signs shall be attached to a building façade at a height of not less than eight (8) feet



**REQUEST FOR BOARD ACTION
Architectural Review Board
September 4, 2018**

Subject:	Sign Code (Title 12) Revisions
Action Requested:	Continued Consideration and Discussion on Proposed Changes to Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs)
Petitioner:	Village of Lincolnshire
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Architectural Review Board

Background:

- On January 16, 2018, the Architectural Review Board held a Public Hearing on the proposed Sign Code revisions. At the conclusion of the meeting, the ARB closed the Public Hearing and motioned to continue consideration and discussion at a future meeting. They also requested revisions and additional information to be brought to that next meeting.
- On March 20, 2018 and May 31, 2018, the ARB continued discussion and requested several items be further revised and/or researched and presented at a future meeting. The only outstanding item from the May 31st meeting was nighttime sign dimming for those signs that are outside 120' of residential dwellings.
- Attached is a Draft Sign Code Ordinance prepared by the Village Attorney.

Revisions Requested at the May 31, 2018 ARB Meeting:

Chapter 8 - Develop standards for the dimming for signs outside 120' of residential dwellings (Note: For signs within 120' of residential dwellings, all signs must be turned off at business close or 1 a.m. and turned back on at the earlier of business opening or 6 a.m.)

Three staff members, including the Assistant Village Manager/Community & Economic Development Director, Building Official, and Economic Development Coordinator conducted a field inspection of 15 wall and ground signs throughout the Village to measure their existing illumination levels (see Document 4). The signs were selected to reflect different sign types and geographic locations in the Village. The inspection took place on July 19, 2018 after dark, between 9 p.m. and 10:30 p.m. Staff measured sign brightness levels with an industry-standard light meter. Staff's inventory shows low illumination levels adjacent to the sign, 10'/30' from the source of the sign, and at the property line. All 19 signs (except Marriott resort's electronic message sign on Milwaukee Avenue) registered 0 foot candles at the property line. The maximum code-permitted illumination level at the property line is 0.5 foot candles. The Sign Code does not establish maximum brightness levels at the sign source or other locations. Based on this inspection, staff does not recommend code changes to require the dimming of signs outside 120' of residential dwellings.

Recommendation:

Continued consideration and discussion and recommendations regarding the proposed Sign Code changes to the Village Board.



Agenda Item
3.3 ARB

Motion:

Having conducted a Public Hearing on January 16, 2018 and having held further consideration and discussion on March 20, 2018, May 31, 2018 and September 4, 2018, the Architectural Review Board moves to recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code regarding permanent and temporary signs, as presented in the draft Sign Ordinance prepared by the Village Attorney, subject to...

{Insert any additional conditions or modification desired by the ARB}

Reports and Documents Attached:

- Document 1: Draft Sign Code Ordinance containing revisions to Chapters 3, 8, 12 and 13 of Title 12, Sign Control, prepared by Village Attorney Simon.
- Document 2: Current Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs).
- Document 3: January 16, 2018, March 20, 2018 and May 31, 2018 staff memos to the ARB on the Sign Code.
- Document 4: Sign brightness inventory, prepared by staff.

Meeting History	
Village Board Preliminary Evaluation (initial):	September 11, 2017
Village Board Preliminary Evaluation (continued):	November 13, 2017
Architectural Review Board public hearing:	January 16, 2018
Architectural Review Board (continued):	March 20, 2018
Architectural Review Board (continued):	May 31, 2018
Architectural Review Board (continued):	September 4, 2018

VILLAGE OF LINCOLNSHIRE

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 12 (SIGNS)
OF THE VILLAGE OF LINCOLNSHIRE MUNICIPAL CODE**

WHEREAS, the Village of Lincolnshire, an Illinois home rule municipal corporation, has the authority to adopt ordinances and promulgate rules and regulations that pertain to its government and affairs, including the coordination and operation of various activities and structures within its boundaries, and to protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Village has express statutory authority to establish and enforce standards for the review of the design of buildings and structures, including signs, 65 ILCS 5/11-13-1(12); and

WHEREAS, the Village Board finds it necessary for the promotion and preservation of the public health, safety and welfare of the Village that the design, erection, construction, location and maintenance of all signs be regulated and controlled;

WHEREAS, the Village has an important and substantial interest in preventing the proliferation of temporary signs of increasing size and dimensions as a result of competition between commercial property owners seeking the attention of passing motorists (*i.e.*, sign clutter); and

WHEREAS, the Village has an important and substantial interest in ensuring the signs erected and displayed in the community are constructed well and maintained in good order to ensure the signs do not deteriorate and consequently have a negative impact on aesthetics and property values; and

WHEREAS, Village Board finds that sign clutter makes the community less attractive for commerce and private investment, and dilutes and obscures messages being displayed in the village's non-residential sign districts by creating visual confusion and aesthetic blight; and

WHEREAS, the Village Board finds that the regulation of temporary signs in non-residential sign districts requires greater oversight to abate the effects which sign proliferation has on aesthetics and economic development; and

WHEREAS, the Village desires to ensure its temporary sign regulations conform to the legal precedent set by the U.S. Supreme Court case *Reed v. Town of Gilbert* (June 18, 2015), and are consequently characterized as content-neutral, time, place and manner restrictions; and

WHEREAS, the Village Board referred to the Architectural Review Board (“ARB”) a petition to research, consider and prepare proposed text amendments to the Sign Code to clarify and amend the standards for temporary signs; and

WHEREAS, following due publication of notice in the _____ on _____, 2017, a public hearing concerning the proposed amendments to the regulation of Temporary Signs in the Sign Code of the Village was convened by the ARB on _____, and continued from time to time until finally adjourned on _____; and

WHEREAS, following deliberation and consideration on the evidence and testimony elicited during the public hearings and the recommendation of the ARB, the Village Board desires for the Sign Code to be amended as proposed by Staff to further the regulation of temporary signs; and

WHEREAS, the Village hereby finds that it is in the best interest of the Village and the public to amend its Sign Code to promote the highest and best use of the land in the Village and to achieve various other goals promoting the economic health and welfare of the Village.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village Of Lincolnshire, Lake County, Illinois, in exercise of its home rule powers, as follows:

SECTION ONE: The findings contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance as though fully set forth herein. The findings of the Architectural Review Board of the Village of Lincolnshire, Lake County, Illinois, are herein incorporated by reference as the findings of this Board to the same effect as if fully recited herein at length. All

references in the ARB's findings are made the references of the Mayor and Board of Trustees of the Village of Lincolnshire.

SECTION TWO: Section 12-3-1 of the Village of Lincolnshire Sign Code is hereby amended by:

A. Repealing and replacing the definition of "Institutional Sign" with the following definition: "A sign erected by a not-for-profit entity, that has its principal place of business in Lincolnshire, which advertises a noncommercial event or activity being organized by such not-for-profit entity."

B. Repealing and replacing the definition of "Off-Premise Institutional Sign" with the following definition: "A freestanding sign erected by a not-for-profit entity, that has its principal place of business in Lincolnshire, which advertises a noncommercial event or activity being organized by such not-for-profit entity and which is located on any property or right-of-way other than where the event or activity shall occur."

SECTION THREE: Section 12-13-1 of the Village of Lincolnshire Sign Code is hereby replaced with a new Section 12-13-1 as presented in Exhibit A, attached hereto and incorporated as though fully Set forth herein.

SECTION FOUR: Other Changes.

A. Section 12-8-1(H)(2) is hereby revised as described below:

2. Each descriptive or identifying word, set of words, icon, logo, symbol or image on a sign shall be defined as an "item of information". For example, but not in limitation thereof, each of the following would be one (1) item of information: (a) the name of the business, even if multiple words, or (b) the business logo. The street number address of the business is not counted as an item of information. A company catchphrase or motto may be included on a sign only if it is a part of the legal name of a business. Products, services, telephone number, or a website address shall not be permitted as part of the Copy on a permanent sign unless it is part of the legal name of a business. ~~The display of either a website address or telephone number shall be permitted on Temporary Advertisement/Promotional and Institutional Signs, and such copy shall not count as an item of information for such signs.~~ The prohibition against displaying the names of products or services shall not apply to Awning/Canopy Signs and Temporary Advertisement/Promotional Signs. Temporary signs shall be exempt from any limitations on items of information.

B. Section 12-11-1(D) is hereby amended to read as follows:

- D. ~~Banners, Feather signs,~~ bunting, pennants and items of a similar nature, not including those permitted in accordance with this Title.

- C. Section 12-12-1(H) is hereby stricken and replaced with the following:
 - H. On property owned or leased by the owner of one or more vehicles, one sign placed on the inside of only one of such owner's or lessee's vehicles shall be exempt from the regulations of this Chapter.

- D. Section 12-8-1(D) is hereby amended in the manner described below:
 - D. Illumination Any sign illumination, including gooseneck reflectors must be designed, located, shielded and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, or to distract the operators of motor vehicle or pedestrians in the public right-of-way. In the case of internally illuminated signs, the sign face must function as a filter for any illumination.
 1. ~~Illuminated signs located on a lot adjacent to or across the street from~~ within 120 feet of any residential district dwelling and for which the sign face has a direct line of sight toward windows of such dwelling shall be turned off and not operated no later than one o'clock (1:00) A.M. or when the premises is no longer open to the public, whichever is earlier, and may be turned and operated no earlier than when the premises opens to the public or six o'clock (6:00) A.M., whichever is earlier. Notwithstanding anything herein to the contrary, for businesses which are open to the public 24 hours each day, illuminated signs are not required to be turned off any time the business remains open. For the purpose of this section D.1, the measurement shall be from the face of the sign to the nearest façade of the nearest dwelling. Except as provided in this paragraph, all other signs are not required to be turned off.
 2. Lighting for signs shall be in harmony with the signs' and the project's design. If outside lighting is used, it should be arranged so the light source is shielded from view.
 3. The maximum lighting shall be one-half (½) footcandle, as measured at the property line reflecting from a white background aimed at the surface of the sign.
 4. All illuminated signs shall be equipped with a safety shut-off switch.

SECTION FIVE: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, either facially or as applied, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the

validity of the remaining portions hereof or any other application under which such provision is deemed permitted.

SECTION SIX: All prior Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SEVEN: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

SO ORDAINED this _____ Day of _____, 2018, at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Elizabeth J. Brandt, Mayor

DATE:_____

ATTEST:

Barbara Mastandrea, Village Clerk

EXHIBIT A

SECTION 12-13-1

TEMPORARY SIGNS

CHAPTER 13

TEMPORARY SIGNS

SECTION:

12-13-1 TEMPORARY SIGNS

A. General Regulations for all Temporary Signs

1. Except as otherwise permitted herein, signs shall be located entirely on property owned or controlled by the owner of the sign and shall be placed a minimum of five (5) feet from the property line.
2. Off-premise temporary signs for owners or tenants in unified commercial/mixed-use developments granted a Planned Unit Development designation shall be permitted, regardless of property ownership, so long as the sign is located within the boundaries of the Planned Unit Development.
3. Up to twenty-four (24) off-premises institutional signs are permitted, provided they are no larger than four (4) square feet in area, no taller than three (3) feet, and are displayed for no longer than twelve (12) days each display period. The display of an off-premises institutional sign shall not result in the diminution of the annual display period otherwise permitted for temporary signs on a given property.
4. No temporary sign may be illuminated.
5. No exposed framing shall be visible on temporary signs. All temporary signs must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of the sign and/or support hardware. Signs in disrepair are subject to removal by the Village.
6. No temporary sign shall extend over or into any street, nor any sidewalk, or other public thoroughfare or right of way a distance greater than four (4) inches from the wall to which it is attached, and shall not be placed or project over any wall opening capable of ingress and egress. No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window or fire escape, nor shall any such sign be attached to any standpipe.

7. Temporary signs shall not be attached to fences, trees, utility poles or permanent signs (except temporary signs may be attached to permanent signs when there is a change of ownership or occupancy).
8. Temporary signs shall not be placed in a position that will obstruct or impair vision or traffic or in any way or manner create a hazard or disturbance to the health and welfare of the general public.
9. Multiple temporary signs located on the same frontage and the same zoning parcel in the Downtown and Corridor Commercial Sign Districts must be separated by 50 feet.
10. All temporary signs shall be removed within five (5) business days following the earlier to occur between (a) the expiration of the applicable display limitation, or (b) the subject of the sign being complete, expired, terminated or abandoned.
11. Any violation of the conditions and restrictions of this section shall result in the loss of forty-five (45) days from the annual maximum duration for the display of a temporary sign. Such penalty shall roll over to the next calendar year if less than 45 days remain in the applicable limitation.

B. Regulations by Sign District

1. Temporary freestanding signs, other than banners, are permitted in compliance with the regulations of **Tables 1 and 2** of this Section. For signs in the Residential Sign District, the regulations are divided between signs placed on private property in a yard which does or does not have frontage on an arterial road, including Riverwoods Road and Half Day Road (Illinois Route 22). For properties located in the Residential Sign District with frontage on an arterial road, temporary freestanding signs may be placed on either the front yard or corner side yard, but not both.

Table 1

<u>Sign District</u>	<u>Area</u>	<u>Height</u>	<u>Duration</u>
Residential (arterial)	16 sq. ft.	6 ft.	91 Days per display period; Minimum gap of 14 days
Residential (non-arterial)	2 sq. ft.	4 ft.	91 Days per display period; Minimum gap of 14 days
Downtown	20 sq. ft.	6 ft.	120 days per year in total; Not more than 6 separate times; Minimum gap of 7 days
Corridor Commercial	24 sq. ft.	6 ft.	120 days per year in total; Not more than 6 separate times; Minimum gap of 7 days
Office/Industrial	20 sq. ft.	6 ft.	91 days per year in total

Table 2

<u>Sign District</u>	<u>Materials</u>	<u># of Signs per Zoning Lot</u>	<u>Permit?</u>
Residential (arterial)	Corrugated Plastic, Wood or Metal	1	No
Residential (non-arterial)	Corrugated Plastic, Wood or Metal	1	No
Downtown	Vinyl, Balloons, Corrugated Plastic, Wood or Metal	2 per frontage	Yes
Corridor Commercial	Vinyl, Balloons, Corrugated Plastic, Wood or Metal	2 per frontage	Yes
Office/Industrial	Vinyl, Balloons, Corrugated Plastic, Wood or Metal	1 per frontage	Yes

2. Temporary signs affixed to the inside of windows are permitted, without a permit, in compliance with the regulations of **Tables 3 and 4** of this Section.

Table 3

<u>Sign District</u>	<u>Area</u>	<u>Height</u>	<u>Duration</u>
Downtown	No greater than 25% of the window area ^a	Limited to Only the First Floor	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days
Corridor Commercial	No greater than 25% of the window area	Limited to Only the First Floor	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days

^a “Window area” is defined as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are not considered an element that divides a window area. A “window pane” is each discrete piece of glass which is mounted in its own frame.

Table 4

<u>Sign District</u>	<u>Placement</u>	<u>Materials</u>	<u>Copy Area</u>
Downtown	Interior	Plastic Decals, Corrugated Plastic, Wood or Metal	2” from the edge of any window pane
Corridor Commercial	Interior	Plastic Decals, Corrugated Plastic, Wood or Metal	2” from the edge of any window pane

3. Temporary signs attached to Village-owned poles and parking lot light poles are permitted to be erected by the owner of such pole in compliance with the regulations of **Tables 5 and 6** of this Section.

Table 5

<u>Sign District</u>	<u>Area</u>	<u>Height</u>	<u>Duration</u>
Downtown	8 sq. ft.	The face of the sign may not exceed 15 feet nor be lower than 8 feet	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days
Corridor Commercial	8 sq. ft.	The face of the sign may not exceed 15 feet nor be lower than 8 feet	91 days per year in total; Not more than 6 separate times; Minimum gap of 14 days

Table 6

<u>Sign District</u>	<u>Materials</u>	<u>Copy Area</u>	<u>Permit?</u>
Downtown	Plastic, Canvas	2" from the edge of any window pane	Yes
Corridor Commercial	Plastic Canvas	2" from the edge of any window pane	Yes

4. Temporary freestanding banner signs are permitted in compliance with the regulations of **Tables 7 and 8** of this Section. Banners may not be affixed or attached to a wall.

Table 7

<u>Sign District</u>	<u>Area</u>	<u>Height</u>	<u>Duration</u>
Residential	16 sq. ft.	6 ft.	14 Days per display period; Minimum gap of 14 days
Downtown	20 sq. ft.	6 ft.	91 days per year in total; Not more than 14 days for each display period; Minimum gap of 14 days
Corridor Commercial	24 sq. ft.	6 ft.	91 days per year in total; Not more than 14 days for each display period; Minimum gap of 14 days
Office/Industrial	20 sq. ft.	6 ft.	91 days per year in total

Table 8

<u>Sign District</u>	<u>Materials</u>	<u># of Signs per Zoning Lot</u>	<u>Permit?</u>
Residential	Vinyl	1	Yes
Downtown	Vinyl	1 per frontage	Yes
Corridor Commercial	Vinyl	1 per frontage	Yes
Office/Industrial	Vinyl	1 per frontage	Yes

5. The duration for the display period for temporary freestanding signs and temporary banner signs shall not be cumulative, but shall be measured concurrently.

CHAPTER 3

DEFINITIONS

SECTION:

12-3-1 DEFINITIONS

A-Frame Sign. Any temporary advertising device ordinarily in the shape of an “A,” or some variation thereof, located on the ground, not permanently attached and easily movable, and usually two-sided. Also called a “sandwich board” sign. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Typical A-frame sign

Abandoned or Obsolete Sign. Any sign which after fifteen (15) days no longer correctly directs or exhorts any person, advertises a business, lessor, owner, or activity or product available on the premises where the sign is displayed.

Approved Combustible Material. Any material more than six-hundredths (0.06) inch thickness, which burns at a rate of not more than two and one-half (2½) inches per minute when subjected to the then prevailing American Society for Testing Materials standard test for flammability in sheets of six-hundredths (0.06) inch in thickness.

Attention Getting Device. Any pennant, flag, valance, banner, propeller, spinner, streamer, searchlight, balloon, ornamentation, sparkler or similar device designed for the purpose of attracting attention, promotion or advertising.

Awning. A structure of canvas, canvas-like or other materials extended over a window or door or over a patio, deck, etc. as a protection from the sun or rain.

Balloon. A flexible container, generally made of rubber or mylar, inflated with air and then sealed at the neck, used for decoration.

Balloon Sign. A sign comprised of balloons. Displays designed to inflate or move by use of a fan or blower shall be prohibited.

Banner Sign. Any temporary sign printed or displayed upon cloth or other flexible material with or without frames.

Blade Sign or Projecting Sign. A sign which extends out from a building face or wall so that the sign face is perpendicular or at an angle to the building face or wall. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Blade sign or projecting sign

Building. Anything constructed for the shelter or enclosure of persons, animals, chattels, or movable property of any kind, and which is permanently affixed to the land.

Building Face or Wall. The entire window and wall area of a building in one place or elevation.

Building Frontage. The linear length of a building facing the street.

Building Sign. A sign lettered to give the name or address of a building itself, as opposed to the name of occupants or services.

Cabinet Sign. An internally illuminated cabinet style box sign in which each letter is not individually articulated.

Canopy. Any structure, other than an awning, made of cloth, metal, or other material, attached to and deriving its support from the side of a building or structure for the purpose of shielding a platform, stoop or sidewalk from the elements. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Typical canopy sign

Classic Sign. An original sign or a duplicate of an original sign, which is at least twenty-five (25) years old, that possesses unique physical design characteristics and has been determined to be of extraordinary significance to the Village.

Combustible Material. Any material which will ignite at or below a temperature of one thousand two hundred degrees Fahrenheit (1,200° F) and will continue to burn or glow at that temperature.

Construction Sign. A Temporary Sign which functions to identify a residential subdivision or non-residential developments where the vehicular entrance and/or existing permanent identification sign may be removed, relocated, or hidden due to surrounding construction, which is unrelated to any such development.

Copy (Permanent and Temporary). The wording and numbering on a sign either in permanent or removable letter form.

Copy Area. The area in square feet of the smallest geometric figure, which encloses the actual copy of a sign. For Wall Signs, the copy area refers to the message, not to the illuminated background.

Department of Community and Economic Development. The Department authorized by the Village Manager to administer the provisions of this Title.

Directional Sign. Any sign which serves solely to designate the location or direction of an activity, business or event. Directional signs may also identify walkways, parking lot entrances and exits, and features of a similar nature.

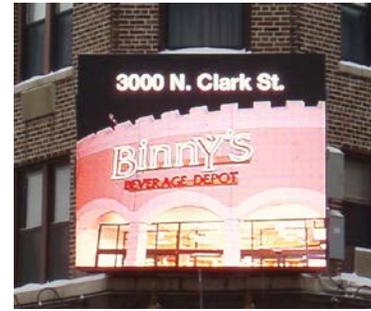
Directory Sign. A sign located on the exterior of a building which functions to identify the occupants of the building or group of buildings which are divided into rooms or suites used as offices or studios.

Double-Faced Sign. A sign constructed to display its message on the outer surfaces of two (2) identical and opposite planes erected at an angle of thirty degrees (30°) or less.

Electrical Sign. Any sign containing electrical wiring which is attached or intended to be attached to an electrical energy source.

Electronic Sign. Signs whose alphabetic, pictographic or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments. For the purposes of this Code, electronic signs within Ground or Wall Signs are regulated as one (1) of the two (2) following types:

A. Electronic Display Screen. A sign, or portion of a sign, that displays an electronic image or video, which may include text. This definition includes television screens, or video panels, whether made of plasma, LED, OLED or other digital projection technology and holographic displays. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Electronic display screen

B. Electronic Message Sign. Any sign, or portion of a sign, that uses changing lights to form a message or messages in text form wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic processes. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Electronic message sign

Erected. This term shall mean attached, altered, built, constructed, reconstructed, enlarged or moved, and shall include the painting of wall signs, but does not include copy changes on any sign.

Exempt Signs. Signs exempted from normal permit requirements.

Externally-Illuminated Sign. Any sign, any part of which is illuminated from an exterior artificial light source mounted on the sign, another structure or the ground.

Facade. The face of a building from grade to parapet in height and from side wall to side wall in width.

Frontage. All the property on one (1) side of a street between two intersecting streets measured along the street line, or, if the street is a dead-end, then all the property abutting on one (1) side between an intersecting street and the dead-end of the street.

Glare. A distinct light source within the visual field that is sufficiently brighter than the ambient level of brightness to which the eyes are adapted to cause a visual disturbance or nuisance.

Grade. The average level of the finished surface of the ground adjacent to the base of the sign.

Ground Floor. Any floor that is not more than three (3) feet above or below Grade.

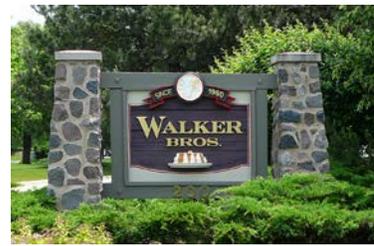
Ground Sign. A sign that is attached to a completely self-supporting structure, which is regulated as one (1) of the two (2) following types:

A. Ground Sign – Monument. Any sign, other than a double post sign, placed upon or supported by a foundation in the ground independent of any other supporting structure. As distinguished from a Pole Sign, the base of any monument sign must be a minimum of seventy-five percent (75%) or more of the width of the Sign Face that is to be situated upon the base. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Monument sign

B. Ground Sign – Double Post. A sign erected and maintained between two (2) freestanding supports and not attached to any building, but not including a ground monument sign. As distinguished from a ground monument sign, both supports of the sign must be identical in design and structure. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.



Double post sign

Home Occupation Sign. Any sign indicating an occupation or profession practiced by a person lawfully residing on the premises, which is clearly incidental and secondary to the residential use of the dwelling.

Identification Sign. Any sign which functions to identify the legal corporate or registered trade name of a business, an institution, occupant, apartment, residence, school or church, and not advertising any product or service.

Incombustible Material. Any material which will not ignite at or below a temperature of one thousand two hundred degrees Fahrenheit (1,200° F) and will not continue to burn or glow at that temperature.

Individual Letter Sign. Any sign made of self-contained letters, characters, icons, logos or symbols that are mounted on the face of a building, or on top of or below a marquee. For the purpose of this Title, a change, but not the replacement and repair of any character, icon, logo or symbol of an individual Letter Sign shall be deemed a change to the Sign Face regardless of whether the changed Sign comprises more, less or the same Sign Area.

Institutional Bulletin Board Sign. A sign which accommodates manually changeable copy and displays information on activities and events of a Village entity or community-oriented organization.

Institutional Sign. Signs erected by a Village entity, a community-oriented organization, religious institution, or public educational facility which advertises an event being sponsored by said entity or organization.

Internally-Illuminated Sign. A sign illuminated by a light source, either incandescent, fluorescent, neon or other light that is enclosed by the sign panel(s) or within the sign.

Lot. A Zoning Lot, except as the context herein shall indicate a Lot of Record.

Lot of Record. A lot shown on a plat properly recorded in the office of the Lake County Recorder of Deeds prior to the effective date of this Code.

Lot, Zoning. A parcel of land, at least one (1) lot line of which is a public street line, which is located within a single block, and which is or will be used, developed or built upon as a unit or as a lot within a planned unit development. A zoning lot may or may not coincide with a lot of record.

Lot Line. A boundary of a zoning lot.

Marquee. Any fixed hood other than a canopy or awning which is supported solely by the building to which it is attached, constructed of metal or other noncombustible material, and includes a sign or advertising announcements regarding entertainment and amusement.

Master Sign Plan. A plan that establishes and coordinates the overall sign design of a building or building site in order to provide direction for current and future tenants.

Menu Board. A device which functions to list items for sale at a drive-thru restaurant.

Message, Advertising. That copy on a sign describing products or services being offered to the public.

Message, Noncommercial. That copy on a sign which does not direct attention to a business or to a service or commodity for sale, and is typically of a political, religious, or ideological nature.

Moving Sign. A sign or other advertising structure with moving, revolving or rotating parts, or visible mechanical movement of any kind, including wind-activated signs. Clocks are not considered signs with moving parts.

Nit. A non-SI (International System of Units) unit of luminance equal to one candela per square meter (1 nit = 1 cd/m²) used to measure brightness of an Electronic Sign. For the purposes of measuring nits, a light meter which computes brightness in "luminance" shall be used per the instructions of the specific light meter used.

Nonconforming Signs. Any advertising structure or sign which was lawfully erected and continuously maintained prior to such time as it came within the purview of this Title and any amendments hereto, and which fails to conform to all applicable regulations and restrictions of this Title.

Off-Premise Institutional Sign. Any sign which directs attention to an event being sponsored by a Village entity or community-oriented organization, but is not located on the premises of such entity or organization.

Off-Premises Sign. Any sign which directs attention to a business, service, product or entertainment not sold or offered on the premises on which the sign is located. Also called a "billboard." Off-premises Identification signs in unified commercial/mixed-use developments granted a Planned Unit Development designation shall be permitted, regardless of property ownership, provided such signs are designed as Ground Monument or Ground Double-Post signs.

Owner. Any person who is the record title owner of any lot or parcel of land and all duly authorized agents of such owner, beneficiaries of a land trust which is the record owner of any such lot or parcel of land, any purchaser including contract purchasers, any person having a vested or contingent interest in the lot or parcel of land in question, or the legal representatives of any such persons. For the purposes of this Chapter, there shall be a rebuttable presumption that the person to whom tax bills have been sent for the past year, according to the records of the Lake County, is an Owner.

Parapet or Parapet Wall. That portion of a building wall that rises above the roof level.

Pennant Sign. Any geometric shaped cloth, fabric or other lightweight material normally fastened to a stringer, which is secured or tethered so as to allow movement of the sign.

Permanent Sign. A sign attached to a structure or the ground which is made of materials intended for long-term use, such that it is considered a fixture of such structure or property.

Person. Includes any individual, firm, partnership, association, corporation, company or organization of any kind, whether for profit or not for profit.

Pole Sign. A sign which is supported by one (1) pole extending from the ground.

Political Sign. A sign whose function is to draw attention to or communicate a position on any issue, candidate or measure that is the subject of national, state or local debate.

Portable Sign. A sign not permanently attached to the ground or a building that includes changeable copy.

Project Announcement Sign. A Temporary Sign which functions to identify an upcoming construction project, architect, contractor, builder, engineer and/or tenants related to new residential subdivisions or non-residential buildings and/or developments.

Real Estate Sign. A sign erected for purposes of advertising a parcel or building to be available for sale or lease.

Real Estate Sign Rider. A sign panel attached to the main real estate sign structure displaying additional items of information.

Residential Development Sign. A permanent identification Sign located at major entrances designed to identify a residential subdivision and containing no commercial advertising.

Roof Line. The top edge of the roof or the top of the parapet, whichever forms the top line of the building elevation.

Roof Sign. Any sign located on or attached to and extending above the roof of a building. For a building with a mansard roof, any sign affixed to the roof but which does not extend higher than the top of the roof shall be designated a wall sign.

Sign. Any visual device or representation designed or used for the purpose of communicating a message or identifying a product, service, person, organization, business or event, with the use of words or characters, visible from outside the premises on which such device is located.

Sign Area. The entire area of the sign background, including any material or color forming the background used to differentiate the sign from the backdrop or structure against which it is placed.

Sign Face. The visible sign proper including all characters and symbols, excluding essential structural elements which are not an integral part of the display.

Sign Height. The entire height of the sign, including decorative elements, as measured from grade.

Sign Structure. Any structure, or material which supports, has supported or is capable of supporting or keeping a sign in a stationary position, including foundation and decorative covers.

Street. A right-of-way dedicated or used as a public thoroughfare or easement that affords primary means of access to contiguous property.

Structure. Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Without limitation on the foregoing, a structure shall include buildings, fences, walls, billboards and signs.

Temporary Sign. A sign not intended or designed for permanent display.

Temporary Advertisement Sign. A sign advertising a temporary event or product/service and not intended or designed for permanent display.

Temporary Identification Sign. A sign cover not intended or designed for permanent display placed over an existing ground sign for a change in building occupancy that results in an immediate need to identify the legal corporate or registered trade of a new occupant.

Temporary Window Sign. A sign attached to or placed upon a window or door of a building intended for viewing from the exterior of such a building and not intended or designed for permanent display.

Under-Awning Sign. Any sign attached to and mounted under an awning.

Under-Canopy Sign. Any sign attached to and mounted under a canopy.

Variance. A relaxation of the terms of this Chapter where such relaxation will not be contrary to the public interest and where, due to conditions peculiar to the property and not the direct result of the actions of the owner, a literal enforcement of the Code would result in unnecessary hardship.

Vehicle Sign. Any sign that is displayed in or on an automobile, truck, bus, trailer or other vehicle that is being operated or stored in the normal course of business, such as signs indicating the name of the owner or business which is located on moving vans, delivery trucks, retail trucks and trailers, and the like provided that the vehicle is parked and stored in areas appropriate to their use and in compliance with other applicable Village ordinances.

Village. The Village, or Municipality of Lincolnshire, Illinois.

Wall Sign. A sign attached to or erected against a façade, the wall of a building or retaining wall with the face in a parallel plane of the wall to which it is attached.

Window Display. Any presentation of merchandise along with associated artwork placed behind a window. Window displays are not considered signs.

Window Identification Sign. A window sign that identifies the legal corporate name or registered trade name of the entity therein.

Window Sign. Any sign located within a building interior that is intended for viewing from the exterior of such a building.

Window Wrap. A non-advertising design element comprised of a film or acetate bonded to the interior of a window that depicts either images that incorporate the exterior design elements/style of the building on which the window is located, or provides a graphic representation of elements of the business within. Lettering and company logos are prohibited.

CHAPTER 8

SIGN CONSTRUCTION AND DESIGN: GENERAL STANDARDS

SECTION:

12-8-1 SIGN CONSTRUCTION AND DESIGN: GENERAL STANDARDS

The following standards apply to all signs, unless specifically noted otherwise.

A. Location

1. Only signs placed by federal, state and/or local government may be erected upon public property, including but not limited to rights-of-way.
2. No sign mounted on the exterior of a building shall cover any windows, doors or any architectural building features.
3. All portions of letters/logo shall be a minimum of three (3) feet from the building edge of any face, roof line, ground line or floor/ceiling/roof/wall lines which separate individual tenant spaces.
4. On a corner lot, no freestanding sign over two (2) feet tall may be placed within the visibility triangle. The visibility triangle is an area with one (1) point at the intersection of the intersecting streets' centerlines, and the other two (2) points located on each street's centerline one-hundred (100) feet away from the intersection of said centerlines. The clear sight area is illustrated below.

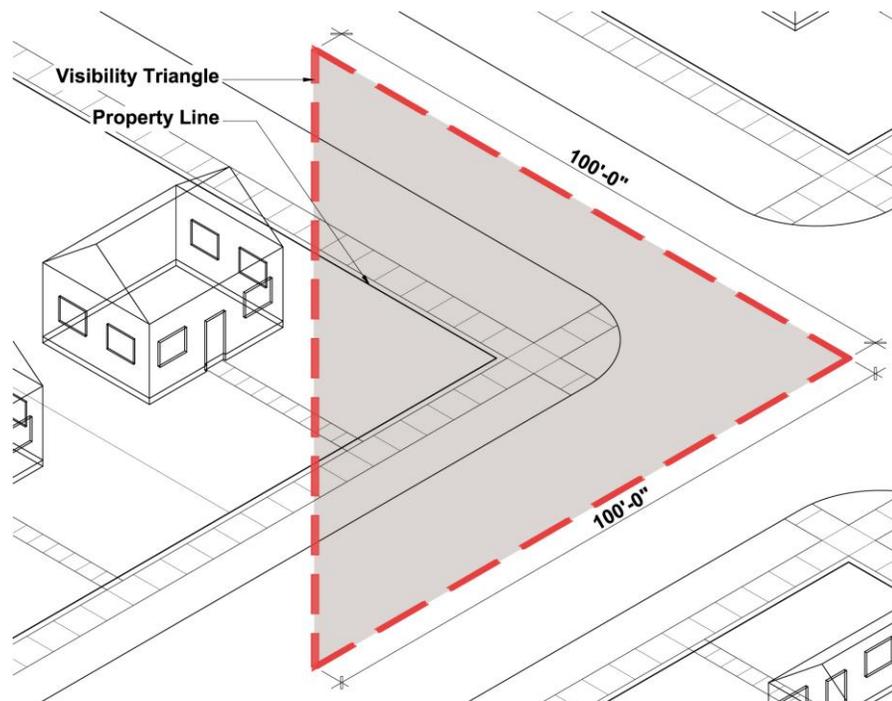


Illustration of vision triangle for 12-8-1-A-4

B. Sign Structure and Installation

Supports and braces shall be an integral part of the sign design. Angle irons, chains or wires used for supports or braces shall be hidden from public view to the extent technically feasible.

C. Wind Pressure and Direct Load

All signs must be designed and constructed to receive dead loads and withstand a wind speed of no less than ninety (90) miles per hour.

D. Illumination

Any sign illumination, including gooseneck reflectors must be designed, located, shielded and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, or to distract the operators of motor vehicle or pedestrians in the public right-of-way. In the case of internally illuminated signs, the sign face must function as a filter for any illumination.

1. Illuminated signs located on a lot adjacent to or across the street from any residential district shall be turned off and not operated between the hours of eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M., unless the premises on which or for which the sign is specifically operating is engaged in the operation of its business later than eleven o'clock (11:00) P.M., in which event, the sign shall not be operated past the hour of one o'clock (1:00) A.M.
2. Lighting for signs shall be in harmony with the signs' and the project's design. If outside lighting is used, it should be arranged so the light source is shielded from view.
3. The maximum lighting shall be one-half (½) footcandle, as measured at the property line reflecting from a white background at the surface of the sign.
4. All illuminated signs shall be equipped with a safety shut-off switch.

E. Landscaping

All Ground Signs must be landscaped at the base of the sign in accordance with the following:

1. For every one (1) square foot of gross sign area, there shall be provided a minimum of two (2) square feet of landscape area.
2. The sign landscape plan must be drawn to scale, and shall show the dimensions of the proposed landscape area. The sign landscape plan shall provide a species list which includes the common and scientific name, size, quantity, and period of flowering (annuals and perennials), for all proposed plant material.
3. The sign landscape plan will utilize a variety of plant types including, but not limited to; deciduous and evergreen shrubs, annual and perennial plants and grasses, and ground covers, to achieve both height variation and color interest throughout the four seasons. Ground signs must be landscaped with small shrubs a minimum of eighteen (18) inches in height at planting. The remainder of the landscaped area must be planted with perennials or other groundcover.

4. To provide diversity, at least two (2) different types of plant material must be installed, excluding turf and annual flowers, provided that at least one plant type shall consist of evergreen shrubs or groundcovers. If evergreen shrubs or groundcovers are not used at all, at least three (3) different types of plant material must be installed, one of which may be annual flowers.

If any portion of the required planting area is located less than fifteen (15) feet from the edge of the street, that portion shall be exempt from the evergreen requirement and shall include a minimum of two (2) different types of plant material, one of which may be annual flowers.

5. In addition to the plantings described above, the sign landscape plan shall also include soil protection such as, but not limited to, ground cover plants or organic hardwood mulch. However, no more than twenty-five percent (25%) of the total landscape bed may be void of plants at any one time.
6. All landscaping must be maintained in good condition, and free and clear of rubbish and weeds.
7. Sign landscaping must conform to the requirements of this section within one (1) year after the effective date of this Code.

F. Glass

Any glass forming a part of any sign shall be safety glass with a minimum thickness of one-fourth (1/4) inch.

G. Lettering

All letters, figures, characters or representations, in cut-out or irregular form, maintained in conjunction with, attached to, or superimposed upon any sign must be safely and securely built or attached to the sign structure.

H. Items of Information

1. All signs must limit the number of items of information on any single sign face to no more than two (2) items to prevent traffic hazards for passing motorists and to minimize the cluttered appearance of signs.
2. Each descriptive or identifying word, set of words, icon, logo, symbol or image on a sign shall be defined as an "item of information". For example, but not in limitation thereof, each of the following would be one (1) item of information: (a) the name of the business, even if multiple words, or (b) the business logo. The street number address of the business is not counted as an item of information. A company catchphrase or motto may be included on a sign only if it is a part of the legal name of a business. Products, services, telephone number, or a website address shall not be permitted as part of the Copy on a sign unless it is part of the legal name of a business. The display of either a website address or telephone number shall be permitted on Temporary Advertisement/Promotional and Institutional Signs, and such copy shall not count as an item of information for such signs. The prohibition against displaying the names of products or services shall not apply to Awning/Canopy Signs and Temporary Advertisement/Promotional Signs.



Illustration of number of items of information for 12-8-1-H-2

3. Changeable message signs where the items of information are changed manually or electronically, only as expressly permitted by other sections of this Title, are counted as one (1) item of information.
4. All signs on a zoning lot must be related to the resident or business located on such zoning lot, with the exception of non-commercial or political signs.
5. Ground signs for commercial developments with multiple tenants that advertise the names of the tenants located within the development are limited to one (1) item of information per tenant. Ground signs for multi-tenant developments shall have a total limit of four (4) items of information. The name of the multi-tenant development shall not be included as an additional item of information.
6. Directory signs are exempt from the items of information limitation.

I. Maintenance

1. All signs shall be kept and maintained in a safe, neat and orderly condition and appearance.
2. The owner and/or lessee of each sign shall maintain such sign to prevent corrosion or deterioration caused by the weather, age or any other condition, and otherwise to keep the same in a safe, neat and orderly condition and appearance.

J. Design Criteria

The purpose of these design criteria is to establish a checklist of those items relative to signs that affect the aesthetics of Lincolnshire's environment. Pertinent to signs is the design of the sign and its relation to buildings, structures, planting, street furniture and the distance to the nearest public street.

The following criteria are not intended to restrict imagination, innovation or variety, but rather to assist in focusing on design principles that can result in creative solutions that will develop a satisfactory visual appearance within the Village, preserve property values and promote the public health, safety and welfare.

1. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and surroundings.
2. Sign materials, size, color, lettering, location and arrangement shall be an integral part of site and building design.
3. The colors and materials of every sign shall be restrained and harmonious.

4. The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's principle message, and shall be composed in proportion to the area of the sign face. Text should be kept to permitted items of information.
5. Supports and braces shall be an integral part of the sign design. Angle irons, chains or wires used for supports or braces shall be hidden from public view to the extent technically feasible.

K. Sign Face to be Smooth

Any sign, other advertising structure, marquee, canopy or awning, as defined in this Title, which is within ten (10) feet of a street, shall have no nails, tacks, wires or other hazardous projections protruding therefrom.

L. Copy Area Appearance

The Copy on any sign must be legibly and professionally rendered on a suitable contrasting background, which enhances the visibility of the Copy and is consistent with the design criteria described herein.

CHAPTER 11

PROHIBITED SIGNS

SECTION:

12-11-1 PROHIBITED SIGNS

It is unlawful to erect or maintain any of the following signs:

- A. Signs which emit sounds including, but not limited to, voice, music, and similar methods of advertising.
- B. Any sign which is wholly or partially illuminated by flashing, blinking, or intermittent lights or other means not providing constant illumination, including strobe lights, spotlights and floodlights. A sign whereon the time and/or temperature is indicated by intermittent lighting shall be deemed to be a flashing sign.
- C. Moving signs. No sign or part of any sign shall move or give the illusion of movement in any manner.
- D. Banners, bunting, pennants and items of a similar nature, not including those permitted in accordance with this Title.
- E. Roof signs.
- F. Signs of an obscene nature.
- G. Signs which are not erected, placed or located by a governmental entity and that constitute a traffic hazard, including those signs that:
 - 1. Obstruct free and clear vision at any street, intersection, parking lot entrance or exit, or driveway.
 - 2. Interfere with, obstruct the view of, or may be confused with any authorized traffic sign, signal or device because of its position, shape or color, including signs illuminated in red, green or amber color to resemble a traffic signal.
 - 3. Make use of the words STOP, LOOK, DETOUR, DANGER or any other word, phrase, symbol or character in a manner that misleads, interferes with, or confuses traffic.
- H. Signs which obstruct the use of driveways, doors, windows, fire escapes, or any such opening intended to provide access or egress for any building or structure.
- I. Off-premise or billboard signs, except as permitted in Section 12-3-1 as part of a Master Sign Plan.
- J. Any goods, wares, or merchandise suspended from, the exterior of any building or structure.
- K. Ground signs, wall signs and directional signs erected in any residential district, except as defined in this Title.

- L.** Internally illuminated cabinet style ground and wall signs in which each letter is not individually articulated.
- M.** Signs on fences, trees, or utility poles, which are not required by State or Federal law.
- N.** Signs consisting of a cluster or series of lights, except on such clocks and weather gauges as may be authorized by other sections of this Title.
- O.** Home occupation signs.
- P.** Pole type signs, temporary or permanent.
- Q.** Attachments to any advertising structure or real estate sign.
- R.** Signs composed of exposed neon tubing, Electronic Display Screens, Electronic Message Signs, and similar technologies unless otherwise permitted by a Planned Unit Development or Master Sign Plan.
- S.** Temporary wall signs.
- T.** Window signs for office buildings.

CHAPTER 12

EXEMPT SIGNS

SECTION:

12-12-1 EXEMPT SIGNS

The provisions and regulations of this Title shall not apply to the following signs; however, said signs shall be subject to the provisions of Section 12-10-1.

- A. Decorations and traditional lighting schemes displayed in connection with civic, patriotic or religious holidays.
- A. Directory signs no more than six (6) square feet in surface area.
- B. Institutional Bulletin Board. One (1) bulletin board sign with a Sign Area not more than twelve (12) square feet not to exceed a maximum height of six (6) feet for a place of worship, library, school or other public building, provided such sign shall be located on the same zoning lot as the principal building.
- C. Miscellaneous information signs. The following types of miscellaneous information signs shall be exempt from sign permit requirements:
 - 1. Matter appearing on newspaper vending boxes.
 - 2. Matter appearing on or adjacent to entry doors such as PUSH, PULL, OPEN and/or CLOSED.
 - 3. Matter appearing on display windows or doors denoting hours of operation, credit cards accepted, and similar information.
 - 4. Information pertaining to the operating instructions, name or logo of vending machines and automatic teller machines. Such signs shall not exceed thirty (30) percent of that portion of the machine upon which the sign is placed and shall appear on only one (1) of its faces.
- D. Official federal, state or local government traffic, directional and informational signs and notices issued by any court, person or officer in performance of a public duty or any other sign that is required to be posted by any government agency, including but not limited to signs described in the Manual on Uniform Traffic Control Devices, the Illinois Vehicle Code and the Illinois Highway Code.
- E. Plaques or tablets, denoting names of buildings and date of erection cut into any masonry surface.
- F. Political signs are permitted only on private property and require consent of the property owner. Signs may be double-sided and shall be limited to six (6) square feet in area per side and a maximum height of four (4) feet.
- G. Residential street and/or house signs not exceeding one and one-half (1½) square feet in area, which are limited to address information.

- H. Signs placed or painted on parked vehicles for the sale of the vehicle. Signs for sale vehicles must be located on the owner's premises and only one (1) such sign may be displayed regardless of the number of vehicles for sale.
- I. Signs warning of construction, excavation or similar hazards so long as the hazard exists.
- J. Signs placed by utilities to show the location of underground facilities.
- K. The following alteration and maintenance operations are exempt from sign permit requirements:
 - 1. Changing of the advertising copy or message on an existing changeable copy sign or similar approved sign, whether illuminated or non-illuminated.
 - 2. Painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair of a sign, not involving structural changes or changes in the electrical components of the sign.
 - 3. Subject to the sign owner's consent, a noncommercial message of any type may be substituted, in whole or in part, for any commercial message or any other noncommercial message provided that the sign structure or mounting device is permitted without consideration of message content. Such substitution of message may be made without any additional approval or permitting. This provision prevails over any more specific provision to the contrary within the Title. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision does not create a right to increase the total amount of signage on a parcel, nor does it affect the requirement that a sign structure or mounting device be properly permitted.
- L. Warning sign. Warning signs, such as "no trespassing," "beware of dog," "no solicitation", etc., each not more than one (1) square foot in size and not to exceed two (2) per zoning lot.
- M. Umbrella signs may display only the name and logo of the business operating on the premises where the umbrella signs are located. Umbrella signs shall be of a color and appearance that is harmonious with the color and appearance of the business to which they belong.
- N. Window signs for permanent display are permitted in the Downtown and Corridor Commercial Sign Districts, subject to the following standards.
 - 1. Window signs affixed to, on the inside of, or within the interior of a window shall occupy no more than twenty-five percent (25%) of the surface of each window area and be located at least six (6) inches from the edges of any individual window area. "Window area" is counted as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are not considered an element that divides a window area. A "window pane" is each discrete piece of glass which is mounted in its own frame.

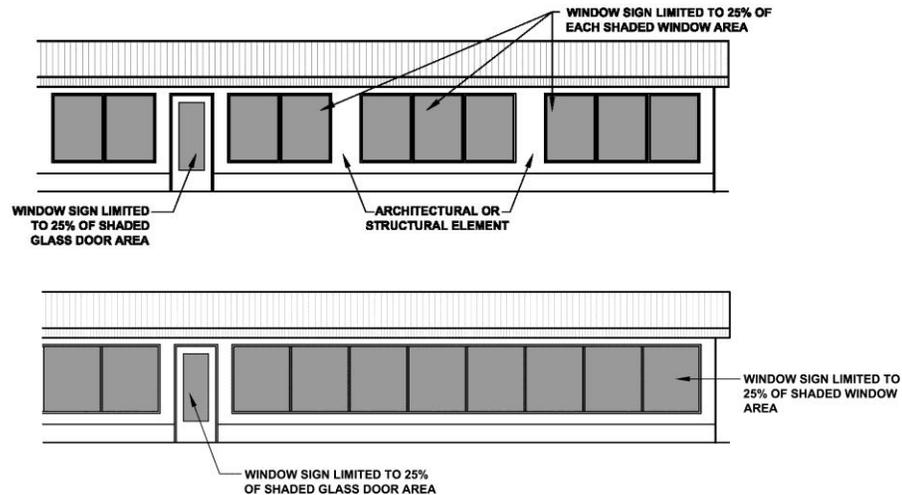


Illustration of window sign area 12-12-1-O-1

2. One (1) window sign shall be permitted for each facade of a building or tenant space that faces a street which includes a display or decorative window, or parking lot where there is a customer entrance or shared customer entrance for multi-tenant commercial development.
3. Permanent window signs shall be designed to read as individual letters, with the exception of logos, which may read as a single item. A company catchphrase or motto may be included on a window sign only if it is a part of the legal name of a business. Products, services, telephone number, or a website address shall not be permitted as part of the Copy on a window sign unless it is part of the legal name of a business. Individual letters and logos may be carved, etched or raised, and must be of a material that is compatible with the architectural style of the building. Logos may also be constructed of a hard synthetic material.
4. Permanent window signs are not limited by color, except for second floor window signs which shall be limited to white, black, silver, or gold and only one color shall be consistently used on the second floor windows per development.
5. No window sign shall be located above the second floor of a building or tenant space.
6. Window signs that are directly attached to the interior of a window surface shall have professionally designed lettering or decals. All other window signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness. No sign shall be affixed directly to the exterior of a window surface, unless otherwise permitted by Section 12-12-1.

7. Any sign located within a building interior that is intended for viewing from the exterior of such a building is considered a window sign.
 8. No sign may be attached to, placed upon or printed on the exterior of a window or door of a building.
- P. Window Wrap.** Window Wrap is permitted for a full window dimension for windows looking into areas where the public is not invited or at blank walls.
- Q. A-Frame Sign.** A-Frame signs shall have a maximum height of three (3) feet and a maximum sign area of six (6) square feet per sign face and may be double-sided. Signs shall be located on the nearest sidewalk no further than ten (10) feet from a public entrance to the said business with in the Downtown and Corridor Commercial Sign Districts. The sign must maintain a 3' clearance on either side to maintain accessible pedestrian access. The signs shall be professionally fabricated, be constructed with wood or metal frames, and contain either a blackboard or poster inserts for the advertising message, The sign shall only be displayed during normal business hours and must be removed at the close of each business day. The sign shall not be displayed in conjunction with other temporary signs for the same business.
- R. Carry-Out Sign.** Parking lot signs designating specific parking spaces for patrons receiving carry-out or to-go orders from food establishments shall be displayed on a single rectangular panel not to exceed 18" in length and 12" in width and shall be no taller than 6 feet (6') in height. No more than 2 carry-out signs shall be allowed per food establishment occupying less than 5,000 square feet of building area and not more than 3 such signs shall be permitted per food establishment occupying 5,000 square feet of building area or more. Food service establishments which operate primarily on carry-out service shall be permitted up to 3 carry-out signs, subject to approval by the Zoning Administrator, based on the availability of long-term parking for patrons of other occupants of the retail center, if any.

CHAPTER 13

TEMPORARY SIGNS

SECTION:

12-13-1 TEMPORARY SIGNS

A. General Regulations for all Temporary Signs

1. Except as set forth in Paragraph B, a temporary sign shall require a permit from the Department of Community and Economic Development, as identified in Sec. 12-4-1 (Sign Permits). The fee shall be paid upon the issuance of a permit for a temporary sign as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Any charitable organization may file an application with the Village for a waiver of fees imposed by the Village as per section 5-3-2(A) of the Village Building Code.
2. Temporary signs shall be displayed for a maximum of ninety (90) calendar days and not more than five (5) times per calendar year, with a minimum fourteen (14) calendar day period between the issuance of a subsequent temporary sign permit.
3. Except as set forth in Paragraph B, temporary signs shall not exceed twenty (20) square feet in area and six (6) feet in height above the ground surface. Signs shall be located entirely on private property and shall be placed a minimum of fifteen (15) feet from the back of the adjacent curb/edge of pavement.
4. Temporary signs on multi-tenant properties shall be limited to a maximum of two (2) at any one time and shall be placed a minimum of fifty (50) feet from any other temporary sign.
5. Any sign listed in Section 12-11-1 (Prohibited Signs) is prohibited.
6. Temporary off-premises signs are prohibited, except as set forth in Paragraph B.
7. No temporary sign may be illuminated, except as set forth in Paragraph B.
8. No exposed framing shall be visible on temporary signs. All temporary signs must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of the sign and/or support hardware.
9. No temporary sign shall extend over or into any Street, nor any sidewalk, or other public thoroughfare or right of way or a distance greater than four (4) inches from the wall to which it is attached, and shall not be placed or project over any wall opening. No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window or fire escape, nor shall any such sign be attached to any standpipe.
10. Certain types of temporary signs are controlled by the provisions of Section 12-12-1 (Exempt Signs). Those temporary signs not listed in Section 12-12-1 are controlled by these provisions.

11. Except as expressly permitted in Subsection B, temporary signs shall not be attached to fences, trees, utility poles, permanent ground signs or the like and shall not be placed in a position that will obstruct or impair vision or traffic or in any way or manner create a hazard or disturbance to the health and welfare of the general public.
12. Any violation of the conditions and restrictions of this section, including failure to procure a valid permit for erected signage, shall result in the loss of forty-five (45) days from the annual maximum duration for a temporary promotional sign permit. Should the violation occur after forty-five (45) days have been utilized in a calendar year, then the loss of forty-five (45) days shall apply to the next calendar year.
13. Temporary signs not immediately removed after the conclusion of the advertised event shall be subject to the provisions of Section 12-10-1.

B. Regulations by Temporary Sign Type

Temporary signs must comply with the regulations contained in Paragraph A (General Regulations for all Temporary Signs) above and the following:

1. Project Announcement Signs

One (1) Project Announcement sign made of wood with an overall height of seven (7) feet located twenty (20) feet from the edge of pavement and twenty (20) feet from an adjacent property line shall be permitted for residential subdivisions and non-residential developments. Project Announcement signs shall be professionally designed and painted in natural colors compatible with the primary structure on the property or adjacent property. One (1) two-sided sign per development frontage may be displayed. Project Announcement sign(s) must be immediately removed upon the issuance of the first certificate of occupancy or if construction is suspended for a period exceeding one hundred and eighty (180) calendar days.

- a. In the Residential Sign District one (1) project sign no more than sixteen (16) square feet in surface area for a development of less than five (5) acres.
- b. In the Residential Sign District one (1) project sign no more than thirty-two (32) square feet in surface area for a development of more than five (5) acres.
- c. In the Downtown, Corridor Commercial, and Office/Industrial Sign Districts, one (1) project sign no more than sixteen (16) square feet in surface area for lots less than or equal to two (2) acres.
- d. In the Downtown, Corridor Commercial, and Office/Industrial Sign Districts, one (1) project sign no more than fifty (50) square feet in surface area for lots greater than two (2) acres.

2. Construction Signs

One (1) Construction sign made of wood no more than twenty (20) square feet, with an overall height of six (6) feet, located fifteen (15) feet from the edge of pavement and fifteen (15) feet from an adjacent property line shall be permitted for residential subdivisions and non-residential developments. Construction signs may be located on the nearest reasonable adjacent off-premises property, provided construction work prohibits locating the sign on the property for which the sign is identifying. Construction

sign(s) must be immediately removed upon the restoration of the primary vehicular entrance or the completion of construction, whichever occurs first.

- a. Construction signs shall be professionally designed and painted to display only the name of the development in no more than two (2) natural colors compatible with the primary structure on the property or adjacent property. No logos shall be used to identify the development.
- b. One (1) two-sided sign per development frontage may be displayed.
- c. Construction signs may be externally illuminated only, subject to the authorization of the Department of Community and Economic Development.
- d. Signs designating a construction entrance, no trespassing and other reasonable messages related to the development of the site shall be limited to two (2) square feet in area and a maximum height of four (4) feet

3. Institutional Signs

- a. Temporary institutional signs shall not exceed four (4) square feet in area and shall not exceed a height of three (3) feet when located off the premises of the institution which advertises the event and may be located within the right of way.
- b. Institutions may display temporary signs a maximum of five (5) times per year. During each display period no more than twenty-four (24) signs may be displayed per institution.
- c. Temporary off-premises signs shall be displayed no more than seven (7) days prior to the start of the advertised event.

4. Informational Banners

- a. Banners shall not be more than eight (8) square feet in surface area and shall not exceed a height greater than four (4) feet. Banners shall be hung not less than fifteen (15) feet above grade, or the minimum height necessary to allow the flow of vehicular or pedestrian traffic, whichever is less. Banners shall include one (1) of the following:
 - i. Banners affixed to, or erected on, Village property on the public way, which identify a geographic business area within the Village, and represent said geographic business area.
 - ii. Parking lot orientation banners in commercial center parking lots with a minimum of 250 parking spaces.
 - iii. Banners of a community-oriented nature that promote Village-wide events or themes and preserve the public health, safety and welfare of the Village.
- b. If the purchase of individual banners is funded by individual sponsors, the name of the sponsor may appear in no more than the lower twenty-five percent (25%) of the surface area of the banner, while no less than the top seventy-five percent (75%) of the surface area of the banner shall identify the subject general business area. Alternatively, a banner may be permitted if the design meets the image standards of

the district in which it is located, according to review and approval by the Architectural Review Board.

- c. Such banners are not subject to any other regulations in this Title, except as set forth in this Paragraph. The installation of such banners on the public way shall be subject to the requirements of the Village for the placement of objects in the public way.
- d. The Village reserves the right to require removal of such banners from the public way at any time including, but not limited to, those times when the Village deems it reasonably necessary to remove the banner for maintenance of the public way.

5. Real Estate Signs

Real estate signs are permitted without a Sign Permit and shall specifically advertise the sale, rental or lease of the premises upon which said signs are located shall be placed on said premises only and must be removed immediately upon the sale, rental or lease of the subject premises. Attention getting devices of any kind, as defined in this Title, shall not be permitted on real estate signs.

- a. One (1) sign is allowed for each zoning lot, except any lot with more than one (1) frontage may have two (2) signs, one (1) displayed on each frontage.
- b. Residential real estate signs, including Real Estate Sign Riders, shall not exceed six (6) square feet in area, and shall not exceed six (6) feet in height.
- c. Commercial real estate signs may be double sided and shall not exceed sixteen (16) square feet in area and shall not exceed seven (7) feet in height.
- d. A sign indicating the location of the sales office for a real estate development shall be limited to four (4) square feet in area and a maximum height of four (4) feet.

6. Open House Signs

Open house signs are permitted without a Sign Permit and shall only be displayed during daylight hours and at those times when the open house is in progress.

- a. Open house signs shall not exceed four (4) square feet in area per side and four (4) feet in height, to the highest part of the sign, for any dwelling offered for sale by any person.
- b. Open house signs may be displayed only on Wednesdays, Saturdays and Sundays and for a period of time not to exceed six (6) hours per day.
- c. One (1) sign is allowed for each zoning lot, except any lot with more than one (1) frontage may have two (2) signs, one (1) displayed on each frontage.
- d. Off-premises directional signs may be displayed in the right of way; provided, that no portion of the sign is within five (5) feet of any roadway. Off-premises directional signs are limited to the minimum number required to direct motorists from the closest major arterial street. Attention getting devices of any kind, as defined in this Title, shall not be permitted on open house signs.

7. Rummage Sale or Garage Sale Signs

Rummage sale or Garage Sale signs are permitted without a Sign Permit and shall be displayed only on the premises where the garage sale is occurring.

- a. Only one (1) sign is allowed for any rummage or garage sale, except for any lot or parcel with more than one (1) frontage may have two (2) signs one (1) displayed on each frontage.
- b. Rummage sale or garage sale signs shall not exceed four (4) square feet in area and four (4) feet in height.
- c. Off-premises directional signs shall only be displayed between the hours of 7:00 a.m. and 6:00 p.m. on the days when the garage sale is being conducted and may be located in the right of way; provided that no portion of the sign is within five (5) feet of any roadway. Off-premises directional signs are limited to the minimum number required to direct motorists from the closest major arterial street.

8. Temporary Advertisement Signs

- a. Temporary promotional and advertisement signs shall be professionally fabricated of a rigid or semi-rigid material, such as wood or corrugated plastic, with a message printed or permanently applied directly onto the hard surface of the sign. Temporary signs shall contain a panel and two supporting posts. Signs shall have a maximum of 1:2 width to length or length to width ratio.
- b. All promotional and advertisement signs of a temporary nature must be located on the premises of the event.
- c. Each permit holder shall be limited to one (1) temporary sign per street frontage per promotional or advertised event.

9. Temporary Identification Signs

Temporary identification signs are permitted for non-residential developments whenever a change in occupancy occurs that results in an immediate need to identify the new occupant.

- a. Temporary Identification sign covers shall be professionally designed and painted in no more than two (2) colors compatible with the primary structure or the existing ground sign on the property.
- b. Sign covers may be constructed of vinyl, aluminum or wood, and shall only cover the existing permanent ground sign for a period not to exceed one hundred and twenty (120) calendar days. No such cover shall be permitted to increase the existing ground sign area or sign structure area.
- c. The items of information shall be limited to the provisions of Section 12-8-1(H).
- d. Sign covers shall be securely attached to the existing permanent identification ground sign to maintain a safe, neat and orderly condition and appearance.

10. Temporary Window Signs

Temporary window signs are permitted without a Sign Permit and shall be exclusively located within the Downtown and Corridor Commercial Sign Districts.

- a. Window signs affixed to, on the inside of, or within the interior of a window shall occupy no more than twenty-five percent (25%) of the surface of each window area and be located at least six (6) inches from the edges of any individual window area. "Window area" is counted as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are not considered an element that divides a window area. A "window pane" is each discrete piece of glass which is mounted in its own frame.
- b. No temporary window sign shall be located above the first floor of a building or tenant space.

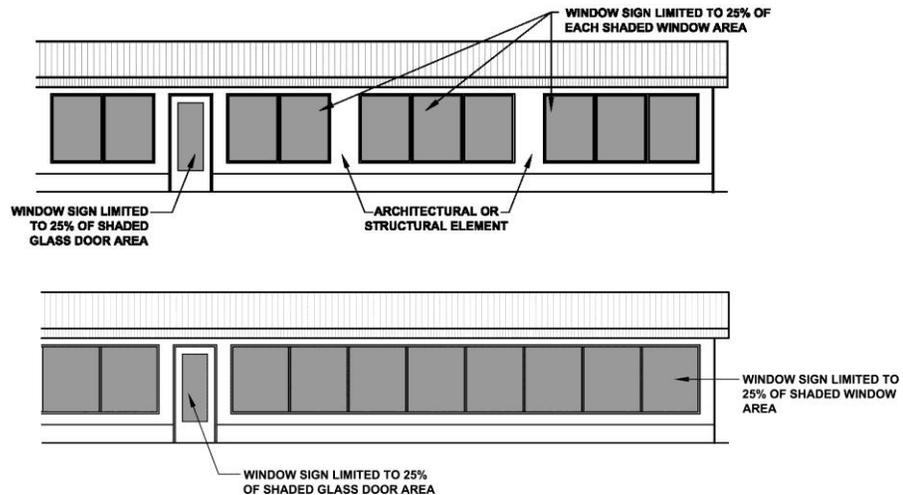


Illustration of window sign area 12-13-1-B-10(a)

- c. Temporary window signs are intended to be displayed on a limited basis and shall be removed immediately upon the completion of such temporary event in which the sign is advertising.
- d. Window signs that are directly attached to the interior of a window surface shall have professionally designed lettering or decals. All other window signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness. No sign shall be affixed directly to the exterior of a window surface, unless otherwise permitted by Section 12-12-1.
- e. Any sign located within a building interior that is intended for viewing from the exterior of such a building is considered a window sign.
- f. No sign may be attached to, placed upon or printed on the exterior of a window or door of a building.

11. Balloon Signs

Balloon Signs are permitted without a Sign Permit. Balloon signs shall be displayed in conjunction with a special event, subject to the following conditions:

- a. Signs comprised of up to 5 balloons comprising an area not exceeding 3 feet in height and 3 feet in width, mounted or floating no higher than 8 feet from grade.
- b. The balloons shall be displayed during normal hours of operation for the entity displaying the balloons.

B. Sign Structure and Installation

Supports and braces shall be an integral part of the sign design. Angle irons, chains or wires used for supports or braces shall be hidden from public view to the extent technically feasible.

C. Wind Pressure and Direct Load

All signs must be designed and constructed to receive dead loads and withstand a wind speed of no less than ninety (90) miles per hour.

D. Illumination

Any sign illumination, including gooseneck reflectors must be designed, located, shielded and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, or to distract the operators of motor vehicle or pedestrians in the public right-of-way. In the case of internally illuminated signs, the sign face must function as a filter for any illumination.

1. Illuminated signs located on a lot adjacent to or across the street from any residential district shall be turned off and not operated between the hours of eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M., unless the premises on which or for which the sign is specifically operating is engaged in the operation of its business later than eleven o'clock (11:00) P.M., in which event, the sign shall not be operated past the hour of one o'clock (1:00) A.M.
2. Lighting for signs shall be in harmony with the signs' and the project's design. If outside lighting is used, it should be arranged so the light source is shielded from view.
3. The maximum lighting shall be one-half (½) footcandle, as measured at the property line reflecting from a white background at the surface of the sign.
4. All illuminated signs shall be equipped with a safety shut-off switch.

E. Landscaping

All Ground Signs must be landscaped at the base of the sign in accordance with the following:

1. For every one (1) square foot of gross sign area, there shall be provided a minimum of two (2) square feet of landscape area.
2. The sign landscape plan must be drawn to scale, and shall show the dimensions of the proposed landscape area. The sign landscape plan shall provide a species list which includes the common and scientific name, size, quantity, and period of flowering (annuals and perennials), for all proposed plant material.
3. The sign landscape plan will utilize a variety of plant types including, but not limited to; deciduous and evergreen shrubs, annual and perennial plants and grasses, and ground covers, to achieve both height variation and color interest throughout the four seasons. Ground signs must be landscaped with small shrubs a minimum of eighteen (18) inches in height at planting. The remainder of the landscaped area must be planted with perennials or other groundcover.

- a. Drainage: The roof of all marquees shall be properly guttered and connected by downspouts to a storm sewer or other drainage that is acceptable to the Department of Community and Economic Development so that the water therefrom will not flow onto public property.
- b. Roofs: The roofs of all marquees shall be used for no other purpose than to form and constitute a roof, and shall be constructed of incombustible materials.
- c. Erection, Bracing, Anchorage and Supports: Marquees shall be supported solely by the building to which they are attached, and no columns or posts shall be permitted as support therefore.
- d. Roof Live Load Requirements: The roof of any marquee shall be designed and constructed to support a live load of not less than forty (40) pounds per square foot.
- e. Anchorage to Wood Structure Prohibited: No marquee shall be erected on any building of wood frame construction.

3. Height above Sidewalk

No portion of a marquee shall be permitted to be less than ten (10) feet above the level of walkway over which it extends.

- a. Setback from Curb Line: No marquee shall be permitted to extend beyond the property line or over a street.
- b. Width: No marquee shall be wider than the entrance or entrances of the building, plus five (5) feet on each side thereof, unless approval is recommended from the Architectural Review Board and approved by the Village Board.

4. Signs Attached to Marquees

No temporary sign as defined elsewhere within this Title, shall be attached to, or hung from a marquee except changeable copy affixed or illuminated directly upon the vertical hanging fascias of the marquee. The Sign Face on any marquee shall be limited to fifty percent (50%) of the gross surface area of the vertical hanging fascias of the marquee.

F. Vehicle Fueling Station Signs

For vehicle fueling stations, regardless of which sign district each is located in, all signs must comply with the regulations contained in Paragraphs A (Ground Signs) or B (Wall Signs) above. In addition, the following permanent signs shall be permitted:

- 1. Wall signs limited to those which identify the brand name or logo of the fueling station.
- 2. Additional signage may be integrated into ground signs for the purpose of indicating the price of gasoline only, subject to the following criteria:
 - a. Manual Changeable Copy Sign: The sign area of such signs shall not exceed twelve (12) square feet, in surface area.
 - b. Electronic Message Sign:

- i. Shall consist of L.E.D. panels that, at a minimum, utilize Multi-Segment L.E.D. Technology (MST) digit configuration displays.
- ii. Not more than two (2) gasoline products shall be displayed per sign face.
- iii. Digits shall not exceed twelve (12) inches in height and are limited to three (3) digit numerical displays, not including a 9/10th fractional digit or decimal point.



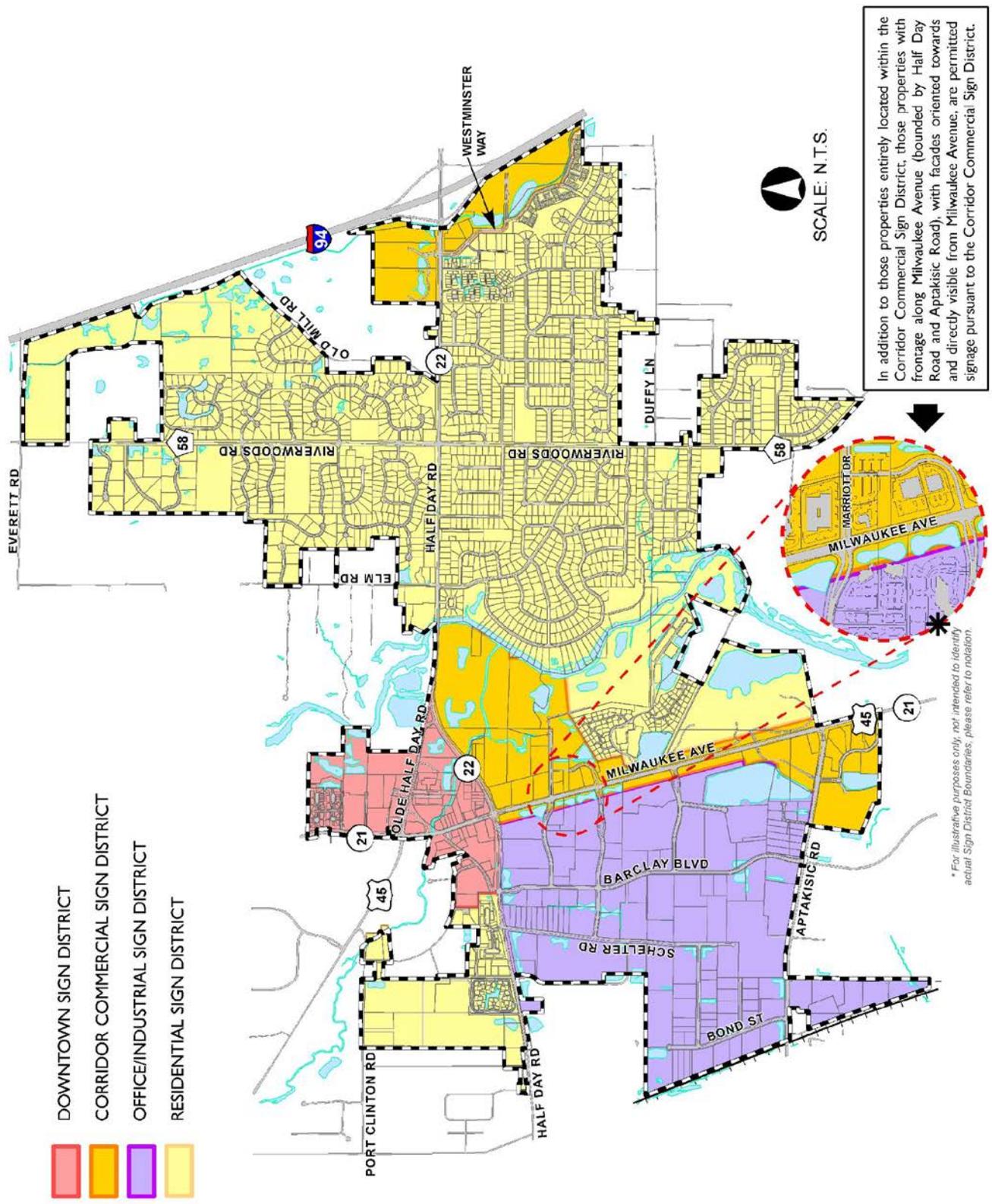
Illustration of three digit numerical display for 12-9-1-F-2-biii,

- iv. L.E.D. color shall be limited to one (1) color on black background and shall be the same color for each L.E.D. display used.
 - v. The maximum brightness permitted shall not exceed 3,250 nits during the day and 500 nits at night. Additionally, each L.E.D. panel shall include a circuit board equipped with light sensors per side to automatically adjust L.E.D. brightness based on ambient light level.
 - vi. Shall be turned off at the close of daily business operating hours, unless such vehicle fueling station operates 24 hours per day.
 - vii. All electronic images must remain static. No flashing, blinking, chasing, animations or other attention seeking effects shall be permitted.
3. One (1) sign over each pump stand not to exceed eighteen (18) inches in height with length governed by the length of the pump structure itself.

G. Directional Signs

Directional signs accessory to parking and driveway areas are permitted subject to the following regulations:

- 1. One (1) sign may be erected to designate each entrance to or exit from a parking or driveway area. One (1) additional directional sign is permitted for each intersection of drive aisles within a site, to identify traffic routing, entrances and services, such as drive-in lanes. Each such sign shall not exceed three (3) square feet in area. Directional signs may be double-faced signs and placed no higher than four (4) feet above grade.
- 2. Directional signs must identify use only by means of a logo, shape, or color with the exception of words such as ENTRANCE or EXIT. Directional signs may also identify walkways, parking lot entrances and exits, and features of a similar nature.
- 3. When more than one (1) directional sign is located on a single site or unified



Temporary Non-Banner Sign Regulations by Sign District								
Based on current sign types. Note the proposed code will no longer list any sign types								
	Max Annual Duration*		Max Items of Information		Max Size		Permitted Materials	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Residential Sign District								
Project announcement signs	Until first CO issuance or no activity of 180+ days	91 days	2	None	16-32 SF, 7' tall	16 SF, 6' tall	Wood	Corrugated plastic, wood or metal
Construction signs	During construction activity	91 days	2	None	20 SF, 6' tall	16 SF, 6' tall	Wood	Corrugated plastic, wood or metal
Off-premises institutional signs	7 days	91 days	2	None	4 SF, 3' tall	16 SF, 6' tall	None specified	Corrugated plastic, wood or metal
Real estate signs	During property sale	91 days	2	None	6 SF, 6' tall	Arterial: 16 SF, 6' tall; Non-Arterial: 2 SF, 4' tall	None specified	Corrugated plastic, wood or metal
Open house, rummage, garage signs	During event	91 days	2	None	4 SF, 4' tall	16 SF, 6' tall	None specified	Corrugated plastic, wood or metal
Advertisement signs	90 days	91 days	2	None	20 SF, 6' tall	16 SF, 6' tall	Rigid or semi-rigid materials (i.e., wood, corrugated plastic)	Corrugated plastic, wood or metal
Downtown Sign District								
Project announcements signs	Until first CO issuance or no activity of 180+ days	120 days	2	None	16-50 SF, 7' tall	20 SF, 6' tall	Wood	Vinyl, balloons, corrugated plastic, wood or metal
Construction signs	During construction activity	120 days	2	None	20 SF, 6' tall	20 SF, 6' tall	Wood	Vinyl, balloons, corrugated plastic, wood or metal

	Max Annual Duration*		Max Items of Information		Max Size		Permitted Materials	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Off-premises institutional signs	7 days	120 days	2	None	4 SF, 3' tall	16 SF, 6' tall	None specified	Vinyl, balloons, corrugated plastic, wood or metal
Informational banners	90 days	91 days	2	None	8 SF, 4' tall	8 SF, 8'-15' above ground	None specified	Vinyl or canvas
Real estate signs	During property sale	120 days	2	None	16 SF, 7' tall	20 SF, 6' tall	None specified	Vinyl, balloons, corrugated plastic, wood or metal
Advertisement signs	90 days	120 days	2 (plus phone number or website)	None	20 SF, 6' tall	20 SF, 6' tall	Rigid or semi-rigid materials (i.e., wood, corrugated)	Vinyl, balloons, corrugated plastic, wood or metal
Identification signs for change in occupancy/ownership (sign covers)	120 days	120 days	2	None	N/A	20 SF, 6' tall	Vinyl, aluminum or wood	Vinyl, balloons, corrugated plastic, wood or metal
Window signs	During an event	91 days	2	None	25% of window	25% of window	None specified	Plastic, corrugated plastic, wood or metal
Balloon signs	During an event	120 days	2	None	3' tall x 3' wide	20 SF, 6' tall	Balloons	Balloons
Corridor Commercial Sign District								
Project announcements signs	Until first CO issuance or no activity of 180+ days	120 days	2	None	16-50 SF, 7' tall	24 SF, 6' tall	Wood	Vinyl, balloons, corrugated plastic, wood or metal
Construction signs	During construction activity	120 days	2	None	20 SF, 6' tall	24 SF, 6' tall	Wood	Vinyl, balloons, corrugated plastic, wood or metal
Off-premises institutional signs	7 days	120 days	2	None	4 SF, 3' tall	24 SF, 6' tall	None specified	Vinyl, balloons, corrugated plastic, wood or metal

	Max Annual Duration*		Max Items of Information		Max Size		Permitted Materials	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Informational banners	90 days	91 days	2	None	8 SF, 4' tall	8 SF, 8'-15' above ground	None specified	Vinyl or canvas
Real estate signs	During property sale	120 days	2	None	16 SF, 7' tall	24 SF, 6' tall	None specified	Vinyl, balloons, corrugated plastic, wood or metal
Advertisement signs	90 days	120 days	2 (plus phone number or website)	None	20 SF, 6' tall	24 SF, 6' tall	Rigid or semi-rigid materials (i.e., wood, corrugated plastic)	Vinyl, balloons, corrugated plastic, wood or metal
Identification signs for change in occupancy/ownership (sign covers)	120 days	120 days	2	None	N/A	24 SF, 6' tall	Vinyl, aluminum or wood	Vinyl, balloons, corrugated plastic, wood or metal
Window signs	During an event	91 days	2	None	25% of window	25% of window	None specified	Plastic, corrugated plastic, wood or metal
Balloon signs	During an event	120 days	2	None	3' tall x 3' wide	24 SF, 6' tall	Balloons	Balloons
Office/Industrial Sign District								
Project announcement signs	Until first CO issuance or no activity of 180+ days	91 days	2	None		20 SF, 6' tall	Wood	Vinyl, balloons, corrugated plastic, wood or metal
Construction signs	During construction activity	91 days	2	None	20 SF, 6' tall	20 SF, 6' tall	Wood	Vinyl, balloons, corrugated plastic, wood or metal
Off-premises institutional signs	7 days	91 days	2	None	4 SF, 3' tall	20 SF, 6' tall	None specified	Vinyl, balloons, corrugated plastic, wood or metal

	Max Annual Duration*		Max Items of Information		Max Size		Permitted Materials	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Real estate signs	During property sale	91 days	2	None	16 SF, 7' tall	20 SF, 6' tall	None specified	Vinyl, balloons, corrugated plastic, wood or metal
Advertisement signs	90 days	91 days	2	None	20 SF, 6' tall	20 SF, 6' tall	Rigid or semi-rigid materials (i.e., wood, corrugated plastic)	Vinyl, balloons, corrugated plastic, wood or metal
Identification signs for change in occupancy/ownership (sign covers)	120 days	91 days	2	None	N/A	20 SF, 6' tall	Vinyl, aluminum or wood	Vinyl, balloons, corrugated plastic, wood or metal
Balloon signs	During an event	91 days	2	None	3' tall x 3' wide	20 SF, 6' tall	Balloons	Balloons



Diane Gelander & Edie Love


**BERKSHIRE
HATHAWAY**
HomeServices

Koenig-Robert
Realty Group
847.226.5597
Diane & Edie Team
DianeAndEdie.com

Post height - 6'
Panel area - 6 sq.ft.

Examples of Residential Real Estate Signs - Lake Bluff and Lake Forest (Panel - Up to 2 sq.ft.; Post - Up to 4' in height)

Lake Forest



Lake Forest



Lake Bluff



Lake Bluff





**REQUEST FOR BOARD ACTION
Architectural Review Board
January 16, 2018**

Subject:	Sign Code (Title 12) Revisions
Action Requested:	Public Hearing on Proposed Changes to Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs)
Petitioner:	Village of Lincolnshire
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Architectural Review Board

Background:

- The recent Sign Code rewrite was adopted in June 2009. Since that time, a number of revisions (including changes to wall, temporary, political and LED gas station monument signs, as well as sign landscaping) have been approved to clarify or refine Code requirements.
- The most recent changes to the Sign Code were adopted in March 2017 regarding off-premise monument signs for multi-tenant shopping centers, ground and awning signs and sign districts.
- Staff and the Village Attorney recently identified additional areas where further amendments are warranted in response to recent temporary sign requests and staff research. The Village Attorney recommended the Village consider making changes to Chapter 13, Temporary Signs, in light of the 2015 Supreme Court case, Reed vs. Town of Gilbert, Arizona, to make temporary sign regulations content neutral and not based on the sign message (see attached Ancel Glink summary of the case). Staff is also proposing amendments regarding permanent ground and wall sign illumination in Chapter 8 (Sign Construction & Design: General Standards), in response to a resident concern. In addition, changes are proposed to Chapter 11 (Prohibited Signs) to allow temporary banner signs with conditions.
- Attached is a draft Sign Ordinance, prepared by the Village Attorney, containing a full list of proposed changes.
- On September 11, 2017 and November 13, 2017, the Village Board conducted a preliminary evaluation and referred this request to the ARB for a Public Hearing and recommendations (see attached meeting minutes). The ARB's recommendations will be forwarded to the Village Board for final review and approval.
- Notice of the Public Hearing was published in the November 30, 2017 edition of the Lincolnshire Review, as required by Code.

Summary of Revisions:

Temporary Signs – Chapter 13:

- The Village Attorney and staff reorganized the entire Temporary Sign Code chapter to retain current general requirements regarding sign design while creating broad regulations by sign

**Agenda Item
3.2**

type and Sign District (note the existing Downtown, Residential, Corridor Commercial and Office/Industrial Districts will not change with the proposed amendment). As proposed, there would no longer be different regulations based on the specific purposes of temporary signs, such as promotional, real estate, project announcement, construction, etc. These specific temporary sign names would be removed from the Code. All types of temporary signs would be treated the same in each sign district, with regulations varying depending on whether it is a freestanding, banner, window or a light pole sign. For example, temporary garage sale signs are proposed to be treated the same way as temporary real estate signs in the Residential Sign District and temporary promotional signs would be treated the same as temporary commercial real estate signs in the Downtown, Corridor Commercial and Office/Industrial District.

- Signs in the Corridor Commercial District are proposed to be larger than signs in the Downtown and Office/Industrial Sign Districts because of higher speeds and need for larger sign messages expected along major arterials in that sign district. The only exception to the above is temporary off-premises institutional signs advertising non-profit events. This exception is based on the fact that these signs promote noncommercial speech and are regulated differently for the permitted maximum number of signs and their placement. Attached is a table comparing current and proposed sign regulations (please note, as stated above, unlike the current Code, the revised Code would not contain any individual sign types mentioned by name to keep regulations content neutral). The proposed size is recommended to adequately accommodate all types of signs. The maximum number of days for signs (except banners) was slightly increased for the Residential and Office/Industrial Sign Districts (from 90 to 91 to make the number divisible by 7 for easier tracking) and in the Downtown/Corridor Commercial District (from 90 to 245 to adequately accommodate all types of signs). Banner signs are proposed to have a shorter display period (14 days in the Residential Sign District and 91 days in all other Sign Districts).
- Staff conducted the attached Northwest Municipal Conference survey to obtain information from local communities on several temporary sign regulations. Ten communities responded. Two communities (Lake Zurich and Schaumburg) stated they have revised their Codes to make them more content-neutral based on the Reed case law. Staff also contacted Deerfield, Bannockburn, Lake Forest, Lake Bluff and Highland Park and received indication those communities have not revised their Codes since the Reed case. The City of Lake Forest is currently reviewing their Sign Code for potential changes. Highland Park indicated they will consider revisions based on the Reed case during future sign Code amendments.
- The attached draft Sign Ordinance proposes revisions to allow temporary window signs on the first and second floors of all buildings, including office buildings, with the current limitation regarding the window sign size and placement. The current Code does not allow permanent or temporary window signs on the first and second floor of all-office buildings (occupied by office users only, such as the two-story NorthShore University medical office building at Lincolnshire Commons) and on the second floor of all other types of buildings, such as Village Green, CityPark and Oak Tree Corners Centers with mixed uses. This relaxation would allow first- and second-floor offices and other second-floor businesses the ability to display temporary window signs. No temporary window signs would be allowed above the second floor regardless of the building use.
- The draft Sign Ordinance also establishes new regulations for temporary free-standing banner signs (defined as signs without a hard backing) which are currently prohibited. Staff recently received a request from Baseline Investments, the Village Green Shopping Center



owners, about allowing these signs. Baceline stated they believe hard backing signs are expensive to make and take up a significant amount of storage space. Baceline recently opted not to use signage to promote the Itty Bitty Pumpkin Patch special event for these reasons, noting they also plan to forgo sign advertisement for other events if the Village does not relax the code. Lincolnshire has historically prohibited banners for aesthetic reasons for all types of temporary signs. Besides Baceline, we have previously received requests for banner signs from local retailers, prospective businesses, corporations and festival organizers who are interested in the ability to display wall and free-standing banners for promotion/advertisement and project announcements (e.g., grand openings, anniversary sales, menu specials, festivals, "coming soon"). Banners attached to walls, fences or other structures, as well as feather and pennant signs, would remain prohibited.

- Staff contacted 9 North Shore communities to determine whether banner signs are allowed. Two communities (Lake Forest and Winnetka) stated they prohibit banners. Six (Highland Park, Lake Bluff, Northbrook, Glenview, Wilmette and Deerfield) allow them, with Deerfield's permissibility applicable only to public and religious institutions only (e.g., schools, libraries and churches). The Village of Glencoe did not respond to the survey.
- While referring the proposed Title 13 revisions to the ARB, the Village Board directed the Village Attorney and staff to provide for a shorter banner sign display period than other free-standing signs in each Sign District. They also expressed a desire for the current temporary real estate sign maximum size of 6' in height and 6 square feet in area in residential zones to remain the same or be reduced, and no more than one real estate sign be permitted per lot which includes corner lots with two frontages. The attached draft Sign Ordinance shows 16 square feet as the maximum sign size in residential zones, per the Village Attorney's recommendation. *Staff requests the ARB determine the appropriate size to be applied to all types of free-standing signs in the Residential Sign District. This means the maximum size for residential real estate signs recommended by the ARB will drive the maximum allowable size for all other free-standing temporary signs (except banners) in residential zones since all free-standing temporary signs constructed of the same materials are to be treated the same within the same Sign District regardless of the sign purpose/message.*

Sign Construction & Design: General Standards – Chapter 8:

- Staff proposes to relax the current "items of information" regulations for temporary signs only. Examples of "items of information" include business names, logos as well as message bites such as "Opening winter 2018", "Now hiring." The current restriction of no more than 2 items of information is proposed to be eliminated to allow greater message flexibility. Staff found the current limit to be very restrictive for temporary signs, with some types (real estate signs) sometimes needing to display as many as 10 items of information. The current 2-item of information restriction would continue to apply to all permanent signs.
- Staff also proposes to revise current permanent wall and ground sign illumination requirements, in response to a concern from a Village Green South condominium resident regarding certain signs remaining lit at night in the Oak Tree Corners Shopping Center at Milwaukee Avenue and Olde Half Day Road. The Sign Code currently states illuminated wall and ground signs adjacent to or across the street from residentially zoned properties must be turned off between the hours of 11 p.m. and 7 a.m. unless a business is open past 11 p.m. in which case signs need to be off between 1 a.m. and 7 a.m. There is an exemption for 24-hour gas station electronic message board signs which can stay lit at night (all three Lincolnshire gas stations are open 24 hours).

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- The following existing signs in the Village are subject to the current illumination regulations: Village Green Center businesses, Bank of America, Walgreens, Oak Tree Corners businesses, Strawberry Field Café, Lincolnshire Marketplace (including The Fresh Market, Culver's and any future signs), Greenview Homes building, Marathon Gas Station/Dunkin Donuts, McDonalds, BP Gas Station, Marriott, three furniture stores, Camberley Club, Sedgebrook, Loft 21, Par-King, CityPark businesses (including Regal and 444 Social Luxury Apartments), Shell Gas Station/Circle K, Lincolnshire Commons Center businesses, Lincolnshire Animal Hospital, Vernon Area Public Library, Lincolnshire Tennis Club, CDW Center, Medline property, schools and churches. The vast majority of these signs are located along Milwaukee Avenue and not in close proximity to any residential homes. These signs also provide security and illumination in addition to parking lot and building lights which are not required to be turned off at night.
- Lincolnshire Police Department personnel drove by our commercial centers at approximately 1:30 a.m. the week of October 16, 2017, and determined the vast majority of commercial signs remain lit throughout the night. Staff does not believe we had previously received complaints about night sign illumination, and have not enforced code regarding this matter.
- Staff conducted a Northwest Municipal Conference survey to determine night time sign illumination requirements in other communities. The attached survey results show 13 communities responded, including Highland Park and Buffalo Grove that do not have such requirements. Six (6) communities require signs to be turned off at night at different times, including "within an hour of business closing," 11 p.m. - 6 a.m., 11 p.m. - 7 a.m., 12 a.m. - 6 a.m. and 1 a.m. - 7 a.m., all enforced on a complaint basis only. These communities indicated the sign turn-off requirement does not apply to 24-hour businesses. Additionally, staff researched the surrounding communities of Lake Forest, Lake Bluff and Deerfield. All three communities indicated requiring signs to be turned off at night, and enforce it only when they receive complaints. Lake Forest's signs must be turned off after normal business closing; Lake Bluff's - between 11 p.m. and 6 a.m. and Deerfield's - between 11 p.m. or business close (whichever is later) and dusk. Deerfield's regulations apply to signs within 120' of residential zones.
- The attached draft Sign Ordinance, prepared by the Village Attorney, amends the current regulations to require only those signs that are located within 120' of the façade of the nearest residential building, and are visible to residents, be switched off at 11 p.m. or 1 a.m. The proposed 120' separation was modeled after the Deerfield Code to allow a greater number of signs to remain lit at night. Please note any sign in the Village would continue to be subject to the maximum 0.5 foot candle light intensity requirement so as not to adversely impact surrounding properties. *Staff requests the ARB consider whether the proposed changes are appropriate and whether the ground sign gas station exemption should be extended to all 24-hour businesses, including gas stations, for both ground and wall signs and whether any turned off signs should be allowed to be turned back on earlier than 7 a.m. to accommodate businesses that open early (e.g., breakfast venues that typically open at 5 or 6 a.m.).*

Prohibited Signs – Chapter 11:

- Staff proposes to remove the current prohibition against temporary window signs for all-office buildings.
- The prohibition regarding banner signs is proposed to be removed (see Chapter 13 discussion above).


Exempt Signs – Chapter 12:

- The regulation for “car for sale” signs is proposed to be revised to specify no more than one such sign may be placed on the interior of a car owned by the owner/tenant of the property where the car is advertised for sale.

Definitions – Chapter 3:

- The definitions of “Institutional Sign” and “Off-Premise Institutional Sign” are proposed to be revised as shown on the attached to clarify the entities eligible for such signs.

Recommendation:

Public hearing, review and recommendations regarding the proposed Sign Code changes to the Village Board.

Motion:

Having conducted a Public Hearing on January 16, 2018, the Architectural Review Board moves to approve and recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code regarding permanent and temporary signs, as presented in the draft Sign Ordinance prepared by the Village Attorney, subject to...

{Insert any additional conditions or modification desired by the ARB}

Reports and Documents Attached:

- Draft Sign Code ordinance containing revisions to Chapters 3, 8, 12 and 13 of Title 12, Sign Control, prepared by Village Attorney Simon.
- A summary of the Reed vs. Town of Gilbert Supreme Court case, prepared by Ancel Glink Attorney Julie Tappendorf.
- Current Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs).
- A table comparing current and proposed temporary sign regulations, prepared by staff.
- Northwest Municipal Conference temporary sign and permanent sign illumination survey results.
- Minutes of the September 11, 2017 and November 13, 2017 Committee of the Whole discussion regarding proposed amendments.

Meeting History	
Village Board Preliminary Evaluation (initial):	September 11, 2017
Village Board Preliminary Evaluation (continued):	November 13, 2017
Architectural Review Board (current):	January 16, 2018



**REQUEST FOR BOARD ACTION
Architectural Review Board
March 20, 2018**

Subject:	Sign Code (Title 12) Revisions
Action Requested:	Continued Consideration and Discussion on Proposed Changes to Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs)
Petitioner:	Village of Lincolnshire
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Architectural Review Board

Background:

- On January 16, 2018, the Architectural Review Board held a Public Hearing on the proposed Sign Code revisions. At the conclusion of the meeting, the ARB closed the Public Hearing and continued consideration and discussion to a future meeting. They also requested revisions and additional information to be brought to their next meeting.
- Attached is a revised Draft Sign Code Ordinance with highlighted changes.

Revisions Requested at the January 16, 2018 ARB Meeting:

Below is a list of the ARB comments from the January 16, 2018 meeting and the current proposal:

1. Do not remove the current prohibition against temporary window signs for all-office buildings and above the first floor of all other buildings.

The prohibition remains in the current Code and is no longer part of the attached Draft Ordinance.

2. Reduce the display period for temporary signs in the Downtown and Corridor Commercial Sign District from the proposed 245 days to 180 days.

This has been addressed in the Draft Ordinance.

3. Consider reducing the size of residential real estate signs (the current dimensions are 6 sq.ft. in area and 6 feet in height). Provide examples of Lake Forest and Lake Bluff real estate signs. Discuss with the Village Attorney the Village's ability to classify residential real estate signs as a separate category.

Attached are photos of typical residential real estate signs from Lake Forest and Lake Bluff. Both communities limit the overall size of residential real estate signs to 2 sq.ft. in area and the height of sign panels/posts to 4 feet.

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3.4 ARB**

The Village Attorney has created two categories of requirements for arterial and non-arterial temporary non-banner signs which will include real estate signs (see attached Draft ordinance). For arterial signs, the size is proposed to be 16 sq.ft. in area and 6' in height given higher speed limits. For non-arterial signs, the size is proposed to be 2 sq.ft. in area and 4' in height.

4. Clarify with the Village Attorney whether the Code can require permanent wall and ground signs to be "dimmed" at night.

Staff spoke with the Village Attorney and a local sign company about identifying a measurable method for sign dimming. The sign company stated the vast majority of signs, especially LED signs, cannot be dimmed automatically by a certain percentage or an intensity level. They can be only completely turned on and off automatically at a certain time if they are equipped with a timer. Therefore, no dimming requirement has been incorporated into the Draft Ordinance.

5. For permanent signs within the 120' buffer, all signs must be turned off at business close or 1 a.m. and turned back on at the earlier of business opening or 6 a.m.

The current draft reflects the ARB's direction with one change. The Village Attorney recommends the turn-off be required at 1am or one hour after the business closes, whichever is earlier, to allow for janitorial service and other housekeeping matters to be completed before the business closes for the night.

6. Exempt 24 hour businesses from the permanent sign turn off requirement if they fall within the minimum 120' buffer area. Research if Lincolnshire hotels currently turn off their signs at night.

The current Draft Ordinance reflects the ARB's direction. Examples of current 24-hour businesses in the Village include gas stations and hotels. The Police Department visited Lincolnshire hotel locations after 1:30 a.m. the week of January 22nd and saw the signs were on at night (please note Hampton Inn does not have illuminated signs).

7. Clarify with the Attorney how to avoid staggering of display time periods for banner and non-banner temporary signs.

The current draft provides new language to prevent staggering of time periods for banner and non-banner temporary signs.

8. Remove canvas from permitted banner materials.



Canvas has been removed from the current Draft Ordinance.

Recommendation:

Continued consideration and discussion and recommendations regarding the proposed Sign Code changes to the Village Board.

Motion:

Having conducted a Public Hearing on January 16, 2018 and having held further consideration and discussion on March 20, 2018, the Architectural Review Board moves to approve and recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code regarding permanent and temporary signs, as presented in the draft Sign Ordinance prepared by the Village Attorney, subject to...

{Insert any additional conditions or modification desired by the ARB}

Reports and Documents Attached:

- Draft Sign Code Ordinance containing revisions to Chapters 3, 8, 12 and 13 of Title 12, Sign Control, prepared by Village Attorney Simon.
- Current Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs).
- A table comparing current and proposed temporary sign regulations, prepared by staff.
- Photos of residential real estate signs in Lake Forest and Lake Bluff.
- January 16, 2018 staff memo to the ARB on the Sign Code.

Meeting History	
Village Board Preliminary Evaluation (initial):	September 11, 2017
Village Board Preliminary Evaluation (continued):	November 13, 2017
Architectural Review Board:	January 16, 2018
Architectural Review Board (continued):	March 20, 2018



REQUEST FOR BOARD ACTION
Architectural Review Board
May 31, 2018

Subject:	Sign Code (Title 12) Revisions
Action Requested:	Continued Consideration and Discussion on Proposed Changes to Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs)
Petitioner:	Village of Lincolnshire
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Architectural Review Board

Background:

- On January 16, 2018, the Architectural Review Board held a Public Hearing on the proposed Sign Code revisions. At the conclusion of the meeting, the ARB closed the Public Hearing and motioned to continue consideration and discussion at a future meeting. They also requested revisions and additional information to be brought to that next meeting.
- On March 20, 2018, the ARB continued discussion and requested several items be further revised and/or researched and presented at a future meeting. These items are described below.
- Attached is a revised Draft Sign Code Ordinance with highlighted changes.

Revisions Requested at the March 20, 2018 ARB Meeting:

Below is a list of the ARB comments from the March 20, 2018 meeting and the current proposal, with Staff's response in **bold**:

1. Chapter 13 - Reduce the display period for temporary signs in the Downtown and Corridor Commercial Sign District from the proposed 180 to 120 days.

This has been addressed in the Draft Ordinance.

2. Chapter 13 - Create a separate category for real estate signs for all sign districts, with each district having different regulations regarding sign dimensions. Do not limit the display period in any district as long as the property is marketed for sale or lease. Consider leaving residential real estate sign dimensions unchanged (6 sq.ft. in area and 6' in height).

In consultation with the Village Attorney, a separate category for real estate signs cannot be created as it would be in conflict with the content neutrality premise of the proposed Code. Therefore, the current draft contains the version previously reviewed by the ARB. Staff requests the ARB to determine the appropriate dimensions for residential real estate signs. At the last meeting, some members wanted to decrease the size to 2 sq.ft. in area and 4' in height using the Lake Forest/Lake Bluff model while others felt those dimensions were going to be too small and wanted to keep the current size of 6 sq.ft. in area and



Agenda Item
3.2 ARB

6' in height which includes any attachments/riders that advertise special amenities (e.g., indoor pool) or the fact the property is under contract. Attached are photos to assist the ARB's review.

3. Chapter 8 - Develop standards for sign dimming.

Staff conducted additional research at the ARB's request. Staff learned fluorescent and older LED-technology signs cannot be dimmed. The sign types that are conducive to dimming are those with new LED-technology. Staff is concerned any new dimming regulations would make a portion of existing signs non-conforming. Staff would need to review approved sign permits and/or contact sign vendors to determine the technology used for specific signs to determine the degree of potential non-conformance. Staff requests the ARB's further direction regarding this item.

4. Chapter 8 - For permanent signs within the 120' buffer, all signs must be turned off at business close or 1 a.m. and turned back on at the earlier of business opening or 6 a.m.

The current draft reflects the ARB's direction.

Recommendation:

Continued consideration and discussion and recommendations regarding the proposed Sign Code changes to the Village Board.

Motion:

Having conducted a Public Hearing on January 16, 2018 and having held further consideration and discussion on March 20, 2018 and May 31, 2018, the Architectural Review Board moves to approve and recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code regarding permanent and temporary signs, as presented in the draft Sign Ordinance prepared by the Village Attorney, subject to...
{Insert any additional conditions or modification desired by the ARB}

Reports and Documents Attached:

- Draft Sign Code Ordinance containing revisions to Chapters 3, 8, 12 and 13 of Title 12, Sign Control, prepared by Village Attorney Simon.
- Current Chapter 3 (Definitions), Chapter 8 (Sign Construction & Design: General Standards), Chapter 11 (Prohibited Signs), Chapter 12 (Exempt Signs) and Chapter 13 (Temporary Signs).
- A table comparing current and proposed temporary sign regulations, prepared by staff.
- Photos of Lincolnshire, Lake Forest and Lake Bluff residential real estate signs.
- January 16, 2018 and March 20, 2018 staff memos to the ARB on the Sign Code.

Meeting History	
Village Board Preliminary Evaluation (initial):	September 11, 2017
Village Board Preliminary Evaluation (continued):	November 13, 2017
Architectural Review Board:	January 16, 2018
Architectural Review Board (continued):	March 20, 2018
Architectural Review Board (continued):	May 31, 2018

**Sign Brightness Inspection w/Light Meter & Drone - All Readings are in Foot Candles
Conducted by Staff on July 19, 2018**

Sign	Property Location	At Sign Source	10' Distance	30' Distance	Property Line	Notes
Bright Stars Kids University wall sign (south)	Village Green Center	34.9	0.57	0.02	0	Adjacent light pole interference
Half Day Brewing wall sign (south)	Village Green Center	14	0.33	0	0	
Egg Harbor ground sign (Olde Half Day Road)	Village Green Center	2.61	0	0	0	
Village Green multi-tenant ground monument sign (Olde Half Day Road)	Village Green Center	14.4	0.06	0	0	
Athletico wall sign (north)	Oak Tree Corners	61.7	1.7	0	0	
Athletico wall sign (east)	Oak Tree Corners	80	3.3	0.5	0	Monument sign interference
Bonta wall sign (east)	Oak Tree Corners	55	0.88	0.05	0	
Oak Tree Corner multi-tenant ground monument sign (Milwaukee Avenue)	Oak Tree Corners	40	1.2	0	0	
Sport Clips wall sign (east)	Lincolnshire Commons	132	1.3	0.25	0	Wall sconce interference
Lincolnshire Commons multi-tenant ground monument sign (Milwaukee Avenue)	Lincolnshire Commons	13	0	0	0	
Regal Cinema wall sign (east)	CityPark	12	1.2	2.3	0	Light pole interference
CityPark multi-tenant ground monument sign (Milwaukee Avenue)	CityPark	6.8	0.17	0	0	
Lincolnshire Marriott Resort ground monument LED sign (Milwaukee Avenue)	Marriott Resort	111 (highest)	4 (lowest); 18 (highest)	5 (highest)	0 (lowest); 0.7 (highest)	Reading depends on the LED screen slide. The property line reading is approximate as the lot line was not verified
Culver's wall sign (west)	Lincolnshire Marketplace	42	3.7	0.4	0	Wall signs are externally lit from building fixtures
Culver's ground monument LED sign (Milwaukee Avenue)	Lincolnshire Marketplace	62	1.7	0.2	0	



**REQUEST FOR BOARD ACTION
Architectural Review Board
September 4, 2018**

Subject: Single-Family Residential Design Guidelines and Bulk Regulations

Action Requested: Discussion and Direction to Staff

Originated By/Contact: Ben Gilbertson, Assistant Village Manager/CED Director

Advisory Board Review: Architectural Review Board

Background:

The Architectural Review Board (ARB) discussed single-family residential bulk regulations at its November 21, 2017 and January 16, 2018 meetings (see Documents 4 and 5), after referral from the Village Board earlier in 2017. The ARB has considered a number of factors that play into residential design including “neighborhood character”, front door orientation, landscaping requirements, and “lantern effect”. The ARB was also presented with residential design guidelines used by the Village of Glencoe to consider Lincolnshire’s ability in adopting similar guidelines. At the end of the January 16, 2018 meeting, the ARB directed staff to draft high-level design guidelines for single-family residential homes using the Village of Lincolnshire code as well as other residential design guideline examples.

Discussion:

Using several resources, including residential guidelines for the Village of Glencoe and the Village of Arlington Heights (see Documents 2 and 3), staff have prepared similar guidelines for Lincolnshire (see Document 1). The guidelines have been built to reflect concerns raised during previous meetings of the ARB and the Zoning Board (ZB). Below are five categories staff have developed to assist property owners and developers when building new and remodeling single-family homes:

- 1) Conformance with Village of Lincolnshire Codes
- 2) Respect for “Neighborhood Character”
- 3) Sense of the Architecture and Building Materials of Adjacent Homes
- 4) Appreciation for Landscaping
- 5) Awareness of Site Dimensions, Building Orientation, and Building Scale

Conclusion:

Staff believes these guidelines provide high-level direction to those looking to build single-family homes in Lincolnshire without being overly prescriptive. The Village code provides adequate regulatory authority in home construction such that additional layers of review by the ARB, ZB, and Village Board are not warranted at this time. These guidelines can be further refined the ARB, ZB, and Village Board. Once finalized, they will be shared with property owners or developers looking to build new or remodel single-family homes to maintain and enhance the high-quality residential design already established in Lincolnshire.

Reports and Documents Attached:

- Document 1: Village of Lincolnshire Residential Design Guidelines (DRAFT - September 2018),
- Document 2: Village of Glencoe Residential Design Guidelines.
- Document 3: Village of Arlington Heights Residential Design Guidelines.



**Agenda Item
ARB 3.4**

- Document 4: Minutes from the November 21, 2017 Architectural Review Board meeting.
- Document 5: Minutes from the January 16, 2018 Architectural Review Board meeting.

Meeting History	
Committee of the Whole Meeting:	August 27, 2018
Architectural Review Board:	September 4, 2018

Document 1

Village of Lincolnshire Residential Design Guidelines (DRAFT - September 2018)

“The pursuit of desirable neighborhoods and communities is a collective effort and requires cooperation of all parties, including neighborly etiquette in co-developing beautiful homes with a true sense of place.”
- *The New Bungalow* by Matthew Bialecki, Christian Gladu, Jill Kessenich, Jim McCord, and Su Bacon

In 2015, the Village of Lincolnshire adopted design guidelines for non-residential development along the Village’s main commercial corridors. Within that plan, it recognizes the “distinctive site design, high-quality architecture, and preservation of the natural environment...evident in the original custom-built single-family homes of the Ladd’s Lincolnshire Subdivision.” The homage paid to Lincolnshire’s first residences has endured since then as the Village has grown and neighborhoods have evolved over the last six decades – albeit without formal residential design guidelines.

The decisions a property owner makes regarding the siting and architectural features of his or her home has impacts beyond a single lot. As such, design guidelines are valuable tools for directing the aesthetic character of a community. For residential areas, design guidelines can preserve the authenticity of an already-established neighborhood, integrate new construction/remodeling with the homes that served as the first architectural cornerstones, or institute the character of new residential community altogether. Guidelines are not intended to stifle architectural creativity and best practices, but rather provide parameters for residential development that may include – but are not limited to – the following:

- 1) Conformance with Village of Lincolnshire codes
- 2) Respect for “neighborhood character” (i.e., a look and feel of an area; elements that give an area its distinct personality)
- 3) Sense of the architecture and building materials of adjacent homes
- 4) Appreciation for landscaping
- 5) Awareness of site dimensions, building orientation, and building scale

In an effort to maintain Lincolnshire’s standards for single-family residential construction, as well as allow flexibility in architectural and site design, the following guidelines are recommended to residents and developers looking to build new or remodel existing homes.

CONFORMANCE WITH VILLAGE OF LINCOLNSHIRE CODES

Village codes for Building (Title 5), Zoning (Title 6), Subdivisions and Land Development (Title 7), and Tree Preservation and Landscaping (Title 13) provide a framework for what property owners may do with their homes. These codes must be followed so that residential remodeling and construction is done safely and with consideration for the physical and aesthetic impact a home may have on adjacent properties and throughout a neighborhood. The design guidelines are advisory and non-prescriptive and are not meant to supersede Village codes. They seek to amplify the quality of residential development. Refer to <https://lincolnshireil.gov/i-want-to/view/village-code> for Village codes and share them with your architect before proceeding with design. Village staff are also great resources for answering questions you might have about what is allowed on your specific property and within the zoning district.

RESPECT FOR “NEIGHBORHOOD CHARACTER”

“Neighborhood character” is not easy to articulate, but we have a good sense of it when it’s consistent (or inconsistent for that matter). Another way to explore neighborhood character is by identifying themes across individual lots and homes. As part of your pre-construction process, take time to walk,

ride, or drive through the neighborhood. Take a survey of the existing homes and ask yourself the following questions:

- What era were existing homes built?
- What is the typical lot size?
- How tall are existing homes?
- How close are homes to one another?
- How close are homes to the street?
- Are there consistent roof lines?
- How prominent are the garages?
- What types of building materials are used?
- Would my new home or remodeling project “fit” within the neighborhood?

These are just a few examples of questions you should consider before building a new or remodeling an existing home. Contracting with an architect ahead of time might allow you to know what to look for in other home, as well as give you confidence in knowing what you want your home to look like and how it can positively contribute to a neighborhood.

SENSE OF THE ARCHITECTURE AND BUILDING MATERIALS OF EXISTING HOMES

The variety of residential styles affords developers and homeowners a great deal of design creativity. The assortment of residential designs in Lincolnshire is evident throughout the Village’s neighborhoods such as the Ranch, Tudor, Colonial or Contemporary styles. Residential features can be pronounced or subtle, so it is important to understand the features of adjacent homes before you begin construction. Some features to look for might include:

- Front entry design and porches
- Presence of dormers
- Roof lines and pitches
- Garage location
- Height and number of stories
- Chimneys
- Window shutters and interior screening
- Landscaping materials

You should also consider the building materials used in the architectural design such as siding, roof, soffit, and gutters. Are the homes around you built with brick? Do the roofs have cedar shingles? The number of materials you use can also impact the design of your home, so be mindful of the consistency of building materials as well as how they complement one another.

APPRECIATION FOR LANDSCAPING

Another important aspect of residential design is proper landscaping. The type, position, and number of trees and plants on a property can accentuate or minimize certain residential elements. For example, evergreen trees provide year-round color and screening, while deciduous trees can provide shade and vibrant colors in the spring, summer, and fall seasons. Shrubs and floral plantings at the base of your home can also visually reduce mass and bulk. Landscaping is often disrupted during construction and remodeling, which can force property owners to make this the last priority. It can also be costly, depending on the extent of landscaping that is needed. When a project is completed, homeowners

should strive to execute a complete landscaping plan as soon as the weather (and your pocket book) allows for it.

AWARENESS OF SITE DIMENSIONS, BUILDING ORIENTATION, AND BUILDING SCALE

Lot dimensions – be they narrow, shallow, wide, or irregular – will determine where a house can be built. To encourage neighborhood camaraderie, homes should be positioned in an approximately similar location on their lot. For example, if houses are set back from the street, property owners should build in a similar location. Relatedly, homes should be positioned so as to not “encroach” on their neighbors. While side yard setbacks allow you build within certain “lot latitudes,” consider how close your home or addition will be to your neighbors’ homes. With respect to building orientation, home entrances should face the street and not be tucked away. If you live on a corner lot, consider how the entrance of your home would appear to houses next to and across from you. The scale of home should also be a prime consideration. If you consolidate two lots, think about the square footage and stories you’d like in your new home. Would it be consistent with the homes around you? If you live in a neighborhood of Ranch or Split-Level homes, can you still have the desired square footage without building up? The “bulk” or “mass” of a home can be mitigated by considering lot size, dimensions, and setbacks.

Village of Glencoe

Residential Design Guidelines

CONTEXTUAL DESIGN REVIEW COMMISSION

Village of Glencoe

Residential Design Guidelines

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Contextual Design Review Commission
August 2006

INTRODUCTION

Background on Contextual Design Review

In response to community concerns related to the increased number of demolitions of existing residences and the appearance of the replacement structures, members of the Village Board in October of 2000 authorized the establishment of an Ad Hoc Committee to study a residential appearance review process. The creation of this Committee followed Policy Option #4 of the 1999 Teardown Report, a policy to initiate a voluntary design review process, with incentives. As stated in the Teardown Report, "This option will reflect a community policy that seeks to encourage good design."

The Ad Hoc Committee, known as the Appearance Review Task Force, held its first meeting on May 16, 2001. Over the course of their 4-year study, members of the Task Force met with new construction and rehab developers, the co-authors of the Teardown Report, the Village Planner, and members of the public. Additionally, the Task Force worked closely with the Village Attorney to create the structure for the Contextual Design Review Commission, including the process, procedures, and incentives under which it would operate. During their study, members of the Task Force presented four status reports to the Village Board. Following a public hearing on February 7, 2005, the Zoning Commission endorsed a recommendation to approve Zoning Code amendments related to contextual design review. On April 21, 2005, the Village Board adopted an ordinance to establish a new commission – the Contextual Design Review Commission. The first official meeting of the newly formed commission was held on September 19, 2005.

Purpose of the Commission

The Contextual Design Review Commission was formed to provide a voluntary means for single-family residential design review. In exchange for the review, and the applicant's agreement to incorporate recommended design changes, the Commission has the authority to grant a series of adjustments, or incentives, which provide zoning and floor area ratio (FAR) benefits to the applicant. Since the process is purely voluntary, applicants may withdraw at any time, however, withdrawal forfeits all adjustments allowable through contextual design review. By agreeing to participate in the design review process, applicants must follow all procedures and submit all necessary plans as outlined in Section Four of this document. Applicants may not receive FAR relief from the Zoning Board of Appeals after accepting FAR adjustments from the Contextual Design Review Commission.

Organization of Document

This document is composed of four sections. Section One, entitled Village Character Analysis, provides an overview of the history, development, and architecture that together defines Glencoe's many neighborhoods. Section Two, entitled Neighborhood Context, describes the elements to be considered as part of a neighborhood context analysis. Section Three, entitled Design Guidelines, includes an outline of the residential design guidelines to be followed when preparing architectural plans for new construction, additions, and alterations. Lastly, Section Four includes information on the contextual design review process, a listing of required submittals, and a listing of the authorized adjustments.

SECTION ONE

VILLAGE CHARACTER ANALYSIS

Early History

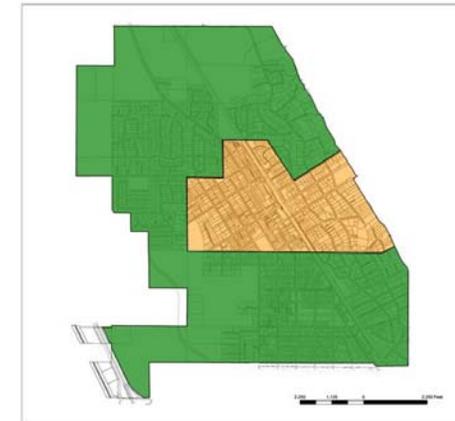
The earliest inhabitants of the area today known as Glencoe were Potawatomi Indians who settled what were then forested lands plentiful of wild game. The Potawatomis eventually fled west, in accordance with the Black Hawk Treaty of 1832, just as the first non-native settlers began to arrive in the area. Primarily of English and German decent, the early settlers were farmers who established homesteads on former Indian land. One of the most notable, Anson Taylor, purchased 160 acres in 1835 in what is today known as southeast Glencoe, then known as Taylorsport. Others soon followed the Taylors. In 1838 farming brothers William and Thomas Turnbull settled the area that is today northwest Glencoe. Robert Daggitt acquired 1,000 acres east of the Turnbuls where the Turnbull Woods and Glencoe Golf Club are now located. Michael Gormley settled on the corner of today's South and Grove Streets, a portion of which is now the Skokie Country Club. In 1839 Veit Diettrich bought an 80-acre farm in the vicinity of today's Vernon and Green Bay Roads. August Beinlich arrived in 1855 and settled a 20-acre tract adjacent to Diettrich's and also purchased 60 additional acres of land along today's Dundee Road. In 1853 Walter Gurnee bought 520 acres from his father-in-law, Mathew Coe, in what is now the central business district and surrounding neighborhoods. The area became known as Coe's Glen, or Glencoe ("glen" means narrow secluded valley, or ravines in Scottish).

Town Planning and Incorporation

With the arrival of the railroad in 1855 came a new wave of residents, primarily wealthy Chicagoans who no longer needed to live close to their businesses. This phenomenon created a demand for real estate along the North Shore. Dr. Alexander Hammond, a wealthy retiree

from the medical profession, ultimately purchased the 520-acre Gurnee holdings in 1866. Dr. Hammond envisioned a utopian village and formed the Glencoe Company along with nine other investors in order to develop and improve the land. Each of the investors was to contribute an initial amount of \$5,000, provide additional funds for a church and school, and build two homes – one for his family and a second for sale.

With the assistance of Charles E. Browne, one of the 10 investors and a successful Evanston real estate man, Glencoe was platted in 1868, one year before its official date of incorporation. At the time, Glencoe included 50 blocks roughly bounded on the north by Central (Beach), Green Bay, and Dundee Roads and on the south by South Avenue. Streets east of the tracks were laid out to follow the curved terrain of the ravines while streets west of the tracks were laid out in a grid pattern. Residential lots were restricted in width to no less than 132 feet in the east and no less than 66 feet in the west. One square block at the end of Park Avenue was planned for a park to be protected in perpetuity (today's Lakefront Park). There were only 120 people and 26 residences in the Village when it was incorporated.



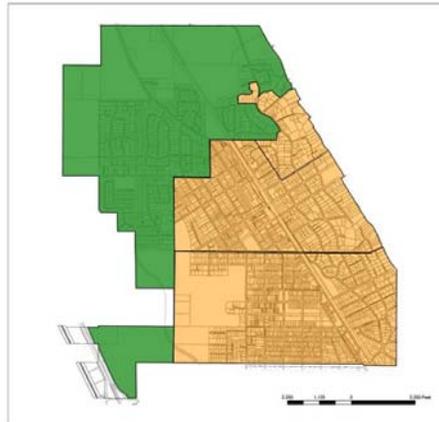
Original Plat 1868

SECTION ONE

VILLAGE CHARACTER ANALYSIS

Annexation and Subdivision

Following its 1869 incorporation, the original boundaries of Glencoe expanded significantly during the years of 1871 to 1891, primarily to the south and southeast. Incorporated areas, referred to as "additions" included Culver & Johnson's, Gormley's, Uthe's, Ira Brown's, and Hartwell's. Also incorporated were the settlements of Taylorsport, Lakeview, located south of Taylorsport, and the Chicago North Shore Land Company's subdivision. The annexed areas noted above were documented on Gormley's "Glencoe Queen of Suburbs Map" (circa 1874). Following the expansion from 1871-1891, substantial parcels of land continued to be subdivided and annexed into Glencoe (see below).



1868 to 1900

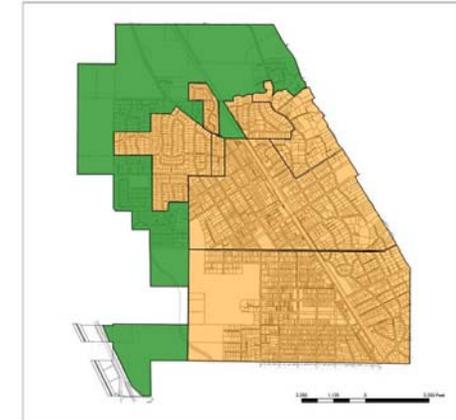
1909 – Sylvan Newhall's Subdivision was platted and included Maple Hill Road, Forest Avenue, Franklin Road, and part of Sheridan Road. The subdivision name was derived from brothers Frank and Sylvan Newhall who voluntarily collaborated, as independent landowners, with the Glencoe Company enterprise.

1914 – Ravine Bluffs Subdivision (Sylvan and Meadow Roads)

1922 – Skokie Heights Subdivision (Bluff and Eastwood Roads and Sunset Lane, south of Green Bay Road and north of Dundee Road)

1924 – Dunas Forest Crest Subdivision (roughly Park Place north to Terrace Court, later referred to as Keck and Keck neighborhood)

1925 – Glencoe Gardens Subdivision (roughly bounded by Hohlfelder Road west to Longmeadow Lane and Sunset Lane north to Orchard Lane, previously Jake Hohlfelder's farm)



1900 to 1950

1927 – Skokie Ridge Subdivision (Oak Ridge, Skokie Ridge, and Elm Ridge Drives and Sunset Lane, south of Green Bay Road and north of Dundee Road)

1927 – Glencoe Woods Subdivision (roughly Dundee Road south to Chestnut Lane and Forestway Drive east to and including Elm Place)

1947 – Green Meadows Subdivision on Old Elm Lane

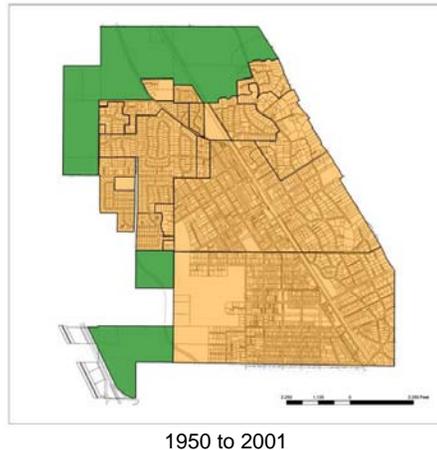
1952 – Westwood Acres Subdivision (north of Glencoe Gardens Subdivision between Mayfair and Longmeadow Lanes)

1953-1956 – Significant westward development to accommodate Glencoe's growing population included the Strawberry Hill Subdivision (south of Dundee Road and west of Forestway Drive) and neighboring subdivisions to the south and southwest, including Glencoe Park, Glencoe Estates, and Forest View

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1954-1990 – During this time, multi-acre estate properties were divided up into smaller subdivisions that often followed the lot pattern of surrounding previously developed areas. The majority of subdivisions of this type were located between Sheridan Road and the lakefront. Examples include the Dolores Ron Estate Subdivision (Aspen Lane), Lake Shore Estates (Estate Drive, Hillcrest Drive, and Brentwood Lane), M.A. Pancoe Subdivision (Surfside Place and Sunrise Circle), and Rockgate Colony (Rockgate Lane). Others, not fronting on the lake, include Timber Lane Subdivision, Northgate Subdivision (Northwood Drive), Lagoon Manor Subdivision (Pebblewood Lane), and Julia Ct. Subdivision.



1950 to 2001

General Neighborhood Layout

The Village neighborhoods are located in the following five general areas: (see Page 5 for map)

East Glencoe comprises that portion of the Village east of the railroad tracks. Mature landscape features are abundant and a defining element of the area. Streets are primarily curvilinear in form and follow the natural terrain of the ravines. Typically the largest lots, and therefore largest residences found in the Village, are located in this

area. Sheridan Road winds through east Glencoe serving as the primary north-south artery.

The boundaries of Central Glencoe are Dundee Road south to South Avenue and west of the railroad tracks to the east boundary line beginning at Prairie Street and continuing straight north back to Dundee Road. The heart of the area is the central business district surrounding the intersection at Park and Vernon Avenues. The existing residential pattern of the area ranges from the smaller lots with a higher density surrounding the central business district to the largest lots with the least density adjacent to the Skokie Country Club. The combination of densities in this area follows a rational order with the most compact development adjacent to the central business district and the least dense development at the periphery.

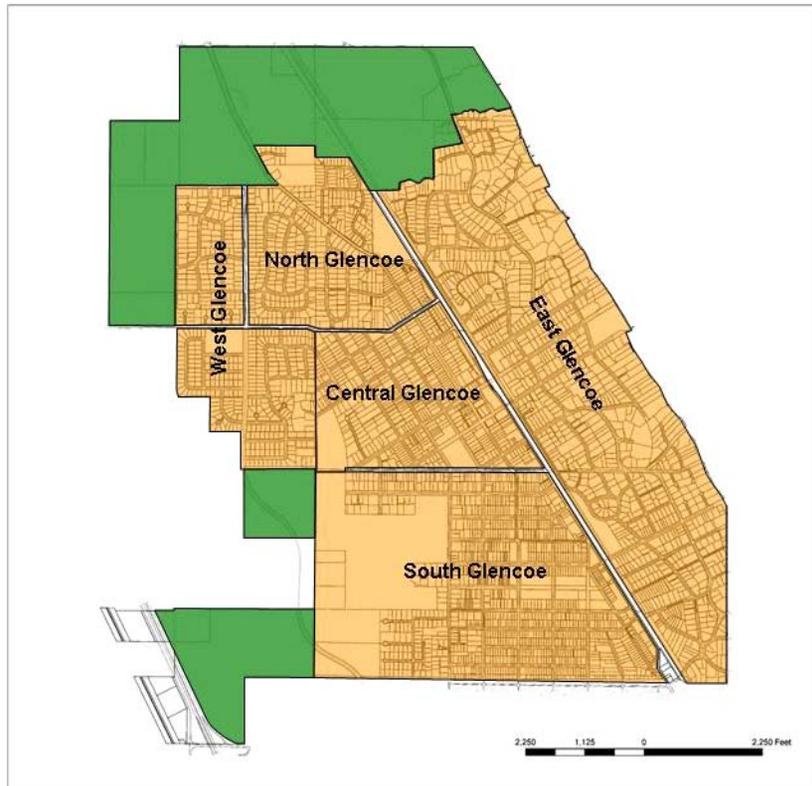
The boundaries of North Glencoe are Dundee Road north to the Forest Preserve and the railroad tracks west to Hohlfelder Road. This area of the Village includes predominantly medium sized lots fronting on gentle curving streets. Two regional arterials, Dundee Road and Green Bay Road, are located in this area of the Village.

South Glencoe includes those portions of the Village south of South Avenue and west of the railroad tracks. The area is defined by its formal street grid pattern, with Grove Street, Greenwood Avenue, and Vernon Avenue serving as the primary north-south arterials. The area was originally platted with 20-foot alleys that were vacated in the 1920's for the purpose of "making Glencoe clean". While there is some diversity in lot size, primarily the smallest, narrowest lots of the Village are located in this area. Because of the lot size, residences are located closer together with minimal side yards. Another defining element of the area is the open space flanking both sides of Vernon Avenue that serves as a physical divider. In the late 1920's the Park

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District established this open space through its power of eminent domain, which required the clearing of tar shacks that housed a significant portion of the African American and Italian communities. Portions of South Glencoe abut some of the most dense land uses in the Village, such as the multiple-family properties along Green Bay Road.



Village Neighborhoods

West Glencoe includes those areas north of Dundee Road, west of Hohlfelder Road, and south of Dundee Road, west of the western boundary of the Skokie Country Club. The primary arterials are Hohlfelder Road and Forestway Drive (north-south) and Dundee Road (east-west). This area represents Glencoe's westward expansion, which occurred at varying rates between 1925-1956. A network of open space, including the Glencoe Golf Club, Chicago Botanic Gardens, and Skokie Lagoons, surrounds the medium to large-sized lots that dominate this area, which also serves as the western gateway into Glencoe.

Notable Subdivisions

1. **Greenleaf Avenue** – Greenleaf Avenue takes its name from Luther L. Greenleaf, one of the initial 10 investors of the Glencoe Company. Greenleaf Avenue, which extends one block north of Beach Road meandering south to Mortimer and Fairview Roads, includes the original segment platted in 1868 and portions of eight re-subdivisions of adjacent land that occurred between the years 1875 and 1930. According to the Village's 2002 Architectural Survey of the Greenleaf Historic Area, Greenleaf Avenue is an architecturally distinctive street, containing fine examples of a broad variety of architectural styles, built from 1860 to 1948. The earliest residences on the street were built in the Italianate, Second Empire, and Queen Anne styles. Twentieth century historic revival styles are also prominent, including Colonial,



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Georgian, Tudor, Italian Renaissance, French Eclectic, and Dutch Colonial Revival. Other notable architectural styles present include, Prairie School, Craftsman, International, Contemporary, and Post-Modern. In addition to the architecture, the meandering street route, generous front yards, and mature landscaping all contribute to the distinctive character of the area.

2. **Ravine Bluffs** – Located in northeast Glencoe, and distinguished by its natural setting between two ravines, the Ravine Bluffs subdivision was platted in 1914 by Sherman Booth, Sr. The subdivision is notable because it contains a collection of six residences designed by

Frank Lloyd Wright, giving Glencoe the third largest collection of Wright homes in the world. Five of the six residences are all variations of the same plan, Wright's famous "Fireproof House for



\$5,000", published in the 1907 Ladies Home Journal. Each of the residences represents the key design principles of Wright's Prairie Style. The subdivision is also notable because it includes geometric entrance markers and the only bridge designed by Wright.

3. **Skokie Heights & Skokie Ridge** – In 1922 the McGuire and Orr Real Estate Company platted Skokie Heights and in 1927 Baird/Warner platted Skokie Ridge. The Skokie Heights subdivision is notable because the firm of George W. Maher & Son, Architects and City Planners, designed the layout. Maher, a well-known architect in his own right, became a vocal proponent of community planning after

WWI and prepared development plans for communities such as Glencoe. Both subdivisions together represent the earliest examples of modern subdivisions developed in Glencoe, offering electricity link-ups and water and sewer lines. The layout of both Skokie Heights and Skokie Ridge is unique in that a curvilinear street pattern was used that follows the natural terrain. Only one-fourth of the lots were initially sold and developed because of the 1930s depression. Renewed interest did



not occur until the 1950s triggered by Glencoe's expanding population. Because of this gap in development, both subdivisions are characterized by two very distinct and different architectural styles. The earliest residences were designed in the Tudor Revival style, a style popular after WWI, while the latter development of the 50s included primarily ranch and split-level homes.

4. **Keck and Keck** – Originally platted in 1924, though not developed until the 1950s, the subdivision is located in North Glencoe between Green Bay Road and Lake Shore Country Club. Brothers George and William Keck were pioneers in passive solar architecture and their firm designed 26 moderately priced residences grouped together in this tightly knit subdivision.



Typical design features of the residences include single-story

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construction, flat roofs, skylights, and floor to ceiling windows. The innovative residences were geared toward free flow of air, maximum light, and uninterrupted views.

5. **Strawberry Hill** – As Glencoe's population soared following WWII, so too did the demand for housing in the Village. In 1956, 50 acres of land southwest of Dundee Road and Forestway Drive were annexed to the Village, representing the last large-scale subdivision to develop in Glencoe. Architect-Developer Greta Lederer's Strawberry Hill subdivision featured a collection of bi- and tri-level residences. Split-level residences, as they are generally referred to, were designed to maximize the use of space on several floors with utility and recreational uses below ground level and primary living spaces above. The general theme of this common architectural style throughout the subdivision makes it distinctive.



Notable Architecture and Village Character

There is a direct correlation between the years a particular area of the Village developed and the defining or dominant residential architectural styles found in that area. As noted above, the Village developed at varying paces beginning in 1868 when it was officially platted continuing through to the present point in time. The result is an exceptionally rich and varied collection of architecture. According to the



Village's 1996 Comprehensive Plan, "the variety of architectural styles forms the character of Glencoe's neighborhoods." Also contributing to Glencoe's character is the extensive list of well-known American architects that designed residences throughout the community, including David Adler, Howard Van Doren Shaw, Solon Beman, Jr., George Maher, Ralph Stoetzel, Robert Seyfarth, Loebel & Schlossman, Frank Lloyd Wright, Talmadge & Watson, Barry Bryne, and Keck & Keck. Below is a summary of architectural styles along with a timeframe noting their prominence in the United States¹.



1820 to 1880	Romantic – (types: Italianate, Gothic)
1860 to 1900	Victorian – (types: Queen Anne, Second Empire, and Stick)
1880 to 1910	Chateausque
1880 to 1955	Colonial Revival
1885 to 1930	Beaux Arts
1890 to 1935	Italian Renaissance
1890 to 1940	Tudor
1895 to 1950	Neoclassical
1900 to 1940	Prairie, Craftsman, Four Square, Bungalow
1915 to 1945	French Eclectic, Spanish Eclectic
1920 to 1940	Modernistic, International
1940 to 1965	Modern – (types: Ranch, Split-level, and Minimal Traditional)
1965 to 2006	Neoelectic – (types: Mansard, Neo- Colonial, French, Tudor, Classical Revival, and Victorian)

¹ (Source: A Field Guide to American Homes, by Virginia & Lee McAlester, © 1984)

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The longstanding tradition of accepting a diverse mix of architectural styles throughout the Village will continue to be welcomed into the future.

Current Development Trends

The fixed boundaries of the Edens Expressway (I-94) to the west, Lake Michigan to the east, the Chicago Botanic Gardens and Forest Preserves to the north, and the Skokie Lagoons and Village of Winnetka to the south, limited Glencoe's expansion. Following the substantial growth to the west in the 1950s and 60s, Glencoe virtually ran out of available, undeveloped land. Beginning in the 1980s and continuing to the present, the few remaining large parcels in the west and east were subdivided. The following "in-fill" subdivisions resulted.

1996 Sheesley Estate Subdivision – Located east of Sheridan Road and North of Harbor Street, this 12-lot subdivision encompasses two cul-de-sacs – Shoreline and Keystone Courts. The aesthetics of both cul-de-sacs are quite different. Shoreline Court fronts Lake Michigan and its residences are modern in design featuring clean lines, flat roofs, and abundant windows capitalizing on the lake views. Keystone Court, on the other hand, features much more traditional architectural forms and styles. Unique features of the subdivision include a stone garden wall adjacent to Sheridan Road, an abundance of mature trees and landscaping, generous lot sizes, and the lakefront location.

1999 Rasmussen's Subdivision – Located west of Hohlfelder Road, this subdivision includes 12 lots fronting on Sunset Lane, Astor Place, and Hohlfelder Road. The residences feature

mostly traditional architectural forms and styles and are comprised primarily of brick, stone, and stucco.

2001 Beinlich Estates Subdivision – Located north of Dundee Road, this 5-lot subdivision includes four lots on Beinlich Court and one fronting on Dundee Road. The residences feature traditional architectural forms and styles and are comprised primarily of brick, stone, and stucco. The residences appear large in relationship to their respective lot sizes, which limit the appearance of open space. There are minimal mature trees that define the landscape.

Development continues in the Village today, although in much different forms. Beginning around 1990, the Village began to experience significant redevelopment, through teardowns, in all of its neighborhoods.

The Village has also encountered the tendency of landowners to re-subdivide larger properties into two to three lot subdivisions or to consolidate several smaller properties into one large lot.

The challenge is to balance these forms of redevelopment while also ensuring the maintenance of the Village's unique character.



SECTION TWO NEIGHBORHOOD CONTEXT

The previous section, entitled Village Character Analysis, provides a history of the growth and development of the Village. The information garnered from the previous section will help the applicant in understanding the historical context of a subject neighborhood (e.g. date of subdivision, date residence built, and prominent architectural styles of the time).

It is required that the applicant not only knows and understands the historical context, but also the physical (built) context as well. As part of the application package, the applicant is required to submit a *Neighborhood Context Analysis* for the block face consisting of:

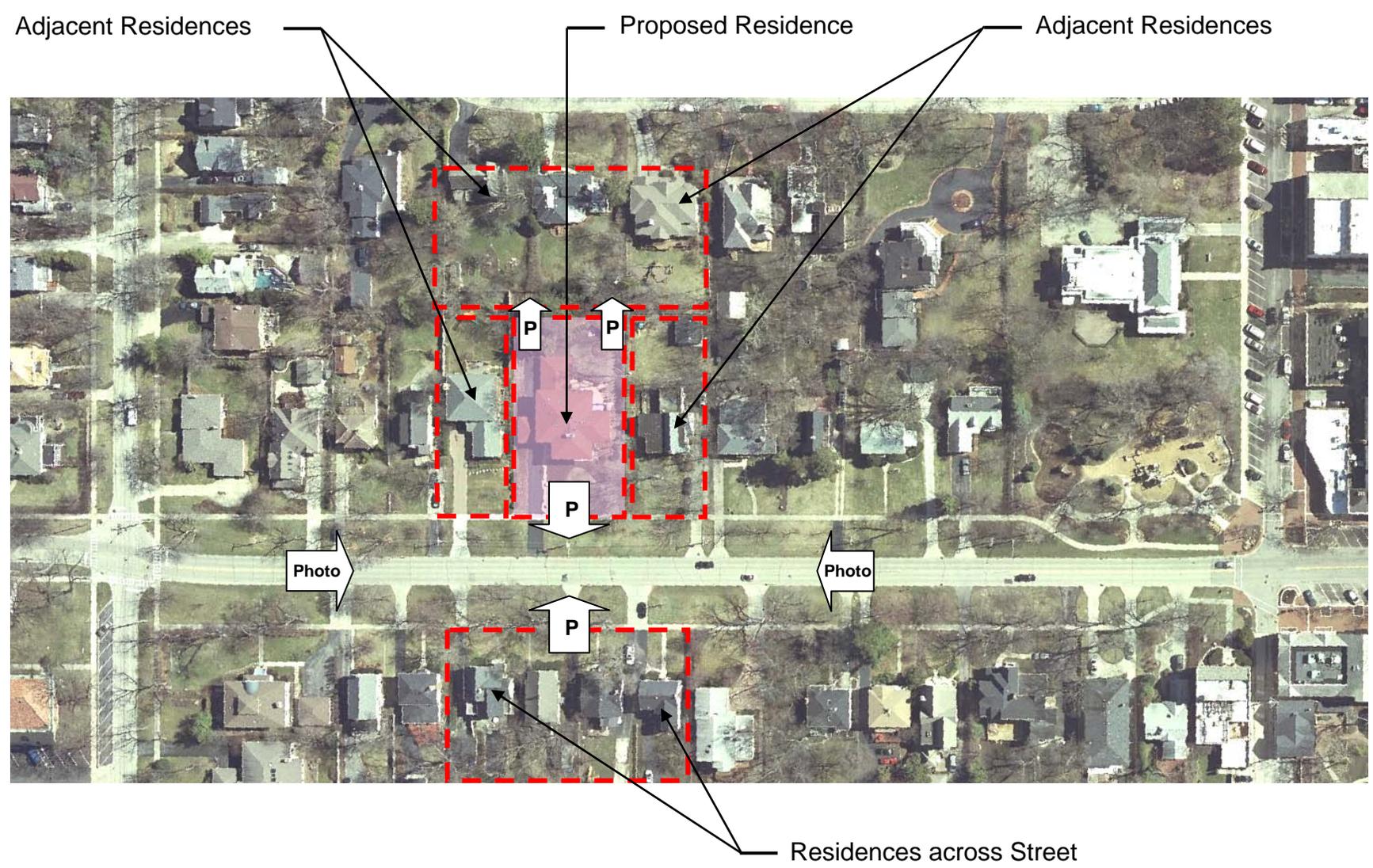
1. A Table of Existing Neighborhood Conditions (sample table is provided to right)
2. Neighborhood Context Plan utilizing a GIS plat provided by the Village, indicating applicant's property and adjacent residences.
3. Neighborhood Context Photographs showing applicant's property and adjacent properties, demonstrating the proposed residence in-scale with its environs. (See Section Four for more specifics.)

The intent of this exercise is to help the applicant understand those characteristics that contribute to the subject neighborhood's identity, which should be taken into account, as architectural plans are prepared.

TABLE OF EXISTING NEIGHBORHOOD CONDITIONS

1. **History of Subdivision Development:**
 - Date of Subdivision _____
 - Date(s) of Residential Construction _____
2. **General Topography:**
 Flat Sloped
 Ravine Lakefront
3. **Overall Lot Characteristics:**
 Shallow Irregular
 Narrow Wide
4. **Characteristics of Public Open Space:**
 - Street Layout
 Grid Cul-de-sac
 Curve Other
 - Street Pavement Width (back of curb to back of curb) _____
 - Street R-O-W Width (property line to property line) _____
 - Ave. Distance Between Facing Houses along Block _____
 - Ave. Distance between Adjacent Houses _____
 - Mature Trees & Landscaping
 Few Many
5. **Streetscape Characteristics:**
 (note any special features _____)
 Sidewalks Driveways
 Lighting Trees
6. **Zoning District:**
 R-A R-B
 R-C R-D
7. **Zoning Requirements:**
 - Front Yard Setback _____
 - Side Yard Setback _____
 - Maximum Building Height _____
8. **Predominant Number of Stories per Residence:**
 1 1 1/2
 2 3
9. **Architectural Characteristics:**
 - Predominant Style (if applicable) _____
 - Predominant Façade Materials _____
 - Predominant Roof Pitch, Type, & Material _____

SECTION TWO NEIGHBORHOOD CONTEXT



Typical Exhibit - Neighborhood Context Plan

SECTION TWO NEIGHBORHOOD CONTEXT



Typical Exhibit - Neighborhood Context Photographs

SECTION THREE

DESIGN GUIDELINES

I. NEIGHBORHOOD DESIGN CONTEXT

A. **Height Compatibility** – The intent of the guidelines is to have residences similar in height to provide cohesiveness to the neighborhood. Residences that are too tall will create a barrier to the rhythm of the massing while residences that are too short will create a void or space. Abrupt changes in height between adjacent residences should be avoided.

- The proportions between the height and width of the new residence can impact the perception of the height of the residence.
- The roof profile is an important component of the perception of height.

B. **Rhythm of Spacing and Structures on Streets** – The topography, location of the project site, and the position of the residences on the site guide the most basic decisions about design.

- The residence location, front yard setbacks, and side yard setbacks are particularly important to setting the context of the adjacent neighbors.
- New construction should follow the rhythm of the existing residences established by the overall open or solid feeling of the neighborhood.

C. **Horizontal and Vertical Elements** – The horizontal and vertical elements determine the perceived scale of a residence and how it relates to the horizontal and vertical expression of the neighboring residence facades. The overall scale, shape and massing of the

residences is significant in defining the character of a street, a block, or a neighborhood. In order to retain the character of the neighborhood, maintaining a balance between the residential scale in relation to the lot space available and the landscaping is essential.

D. **Maintenance of Distinguishing Original Qualities and Character of the Neighborhood, Property, Structure, or Site** - New residential construction should be integrated with the landscape and original distinguishing character elements of the neighborhood. Examples of distinguishing character elements include topography, trees, ravines, decorative fences, and garden walls.

SECTION THREE

DESIGN GUIDELINES

II. ARCHITECTURAL DESIGN

A. **Scale and Massing of a Structure** – Traditional architecture is rooted in simplicity of form, massing, and in a hierarchy of spaces which are cohesive, rational and sensible. While the styles may range from Colonial to Tudor, the common basis for the origins of traditional architecture are based in necessity and economy.

Contemporary, or "modern", design is based on these same principles, but takes advantage of technological advances such as larger window openings, materials which allow a flat roof, and greater structural spans which often lead to more open, flowing spaces and which also can shape the exterior form.

Whether traditional or contemporary, privacy, sunlight orientation and view orientation should be the determining planning and design factors. A successful dialog between traditional and contemporary design certainly is possible and can in fact transcend stylistic differences.

- The scale and proportions of new construction should be compatible with adjacent residences and the surrounding area.
- The appearance of large mass can be minimized through the use of design elements, such as porches, porticos, bay windows, and dormer windows.
- Scale and its perception is a function of the size of the windows, bays, entry doors, and dormers as they relate to the overall composition. For example, small windows can make the mass of the residence seem larger because of the abundance of surface area.

- Chimneys are essential features of a residence's overall design as a counterpoint to the roof shape. Chimneys often represent the strongest vertical element of a design.

B. **Roof Shapes** – Roof shapes are important to defining residential architectural styles. Roof form, or the lack thereof (i.e. flat roof design), is often the significant factor in determining the massing, scale, and proportions of all residences. The intent of the guidelines is to have roofs compatible with the structure below and with those neighboring residences to which they visually relate. This is particularly important in small lot neighborhoods where residences are spaced closer together.

New construction should contain simple, well-articulated roof forms. Inappropriate use of overlapping gables is discouraged. They should only be used when the smaller gable is part of a balcony, porch, or entrance, or in rare instances when they are appropriate for the style.

C. **Proportions of the Front Façade** – A clear hierarchy of massing is important when residences are composed of more than a single volume. For traditional and modern architecture, the most significant functions are typically located prominently near the front entrance. Less public functions occur in the wings, often located to the side or rear. Typically massing and fenestration illustrate that "form follows function" as the renowned Chicago architect Louis Sullivan believed.

D. **Rhythm and Balance** – Each individual residence contains a rhythm established by the arrangement of windows and doors versus solid wall sections.

SECTION THREE

DESIGN GUIDELINES

Successful architecture almost always places openings in a manner that while sometimes not regular, is nonetheless simple and rational. Openings should be placed according to a rational system. Use of openings centered between regularly spaced columns is one obvious strategy.

E. Entrance Porches, Recesses, and Other Projections – Front entryways are comprised of doorways, porches, overhangs, and other elements that help relate the residence to the street, offer temporary shelter and contribute to the sense of arrival into the residence. These elements express where one enters the residence and what purpose the various entryways serve.

F. Proportions of Windows and Doors – Typically, openings such as windows and doors make up the largest and most distinctive elements of a residence's façade.

- Window openings and windowpanes should be proportioned according to the style of the residence and to the part of the façade where they are located. Simple shapes and a limited number of shapes contribute to cohesive design.
- The style of the front door should match the style of the residence, as should the style of the windows.
- The front door in its width, height, and construction should be indicative of the quality and stature of the design.

G. Relationship of Materials and Texture – Materials provide the visual diversity and architectural character to the neighborhood. Continuity of architectural character should be provided by using materials that represent the neighborhood or the street and of the family of materials that have been used in Glencoe historically.

- New construction should use materials, colors, and textures compatible with those of neighboring residences and appropriate to the chosen architectural style to reinforce the neighborhood's image. Where context seems limited, more attention should be paid to the materials and their use.
- Restraint in materials visible on any exterior wall should be exercised. The palette of materials chosen should be appropriate for a particular style. Limiting the number of materials focuses attention on design composition and detailing quality.
- Ornamentation can often enrich architectural expression. When used, it should be stylistically accurate and as a reinforcement of other architectural features.
- The unit sizes of the siding height, brick size, cut stone, and windowpanes also contribute to successful scale and horizontal / vertical expression of the design.

H. Garages (Integration with Residence, Scale, and Overhead Doors) - Some residences in the Village have attached garages and some have detached garages behind the residence and at the rear of the property. Benefits from the Village's zoning regulations should be counterbalanced with appropriate planning and should relate to the main residence and surrounding neighborhood.

SECTION THREE

DESIGN GUIDELINES

III. SITE AND LANDSCAPE DESIGN

A. **Location of Residence and Other Structures** – The scale and placement of the structures on the site should meet the criteria listed below:

- Be appropriate to the site and in compliance with current Village ordinances regarding side and rear yard setbacks;
- Preserve the existing physical character of the site;
- Maintain the existing pattern and rhythm in relation to adjacent neighbors within the neighborhood; and
- Be non-injurious to the existing trees on-site or those on adjacent properties.

B. **Planting: Quality and Type** – The schematic landscape plan should list all plant materials appropriate to the scale and architectural character of the residence. Plantings should be selected for their hardiness and seasonal interest. It is recommended that a registered landscape architect prepare such plan.

C. **Trees: Location and Protection** – The schematic landscape plan should identify all existing and proposed trees 8" or more in diameter by location, species and condition. Additionally, the landscape plan should identify the following:

- Those trees to be preserved and those to be removed;
- Proposed grading, drainage, utilities, and driveway layout;
- Location of tree protection fencing; and
- Location of trees on adjacent properties over 8" in diameter whose roots encroach on the subject property.

D. **Site Amenities** – Amenities such as fences, patios, terraces, arbors, pergolas, swimming pools, garden walls, etc. should meet the following criteria:

- Be appropriate in scale and in architectural character with the residence;
- Harmonize with the existing site conditions and the surrounding neighborhood;
- Be compatible with existing on-site and adjacent property trees; and
- Comply with the Village's Zoning Code requirements.

E. **Driveway: Design and Materials** – Driveways should meet the following criteria:

- Be aesthetically integrated with the site;
- Be in harmony with the architectural character of the residence;
- Be the subordinate feature of the property;
- Accomplish a desirable transition from the streetscape;
- Accommodate the safety of pedestrian movement; and
- Avoid impacts to existing on-site and adjacent property trees.

SECTION FOUR

PROCESS, SUBMITTALS, AND ADJUSTMENTS

Review Process

Applications for contextual design review are required to follow the procedures listed in the steps below:

1. Pre-Application Meeting with Staff
↓
2. Determination of Historical/Landmark Status
(Designated Glencoe Landmarks first require favorable advisory review by Glencoe Historic Preservation Commission)
↓
3. Submit Application and Materials for Contextual Design Review
↓
4. Mail Meeting Notice to Neighbors within 250 Feet of Subject Property
↓
5. Hold Contextual Design Review Commission Public Meeting
↓
6. Approve, Approve with Conditions, or Deny Application within 35 Days of Conclusion of Public Meeting

It is expected that completed applications will be fully reviewed and acted upon within 60 days after filing.

Required Submittals

All applications for Contextual Design Review are required to include at least the following information and materials:

1. Existing and proposed site plan of the subject property;
2. Aerial neighborhood context plan with required information utilizing Geographic Information Systems (GIS) plat provided by the Village (see Page 10);
3. Rendered elevations (front, sides, & rear) of the proposed residence on the subject property indicating materials, colors, and three dimensional relief;
4. Photographic composite of the proposed residence in scale with its environs (the street frontage elevations of all adjacent residences on both sides of the street or corner as shown on Page 11);
5. Schematic landscaping plan showing existing and proposed trees and landscaping on the subject property, including species and size of existing and new material to be provided;
6. Schematic floor plans for the proposed residence provided in 1/4" scale including all levels and roof plan; and
7. When necessary, three-dimensional representations of the proposed residence and surroundings may be required (perspective studies or massing models).

SECTION FOUR

PROCESS, SUBMITTALS, AND ADJUSTMENTS

Authorized Adjustments

For those applicants who incorporate design excellence into their proposed development plans, and who successfully demonstrate that the proposed development plans will contribute to and maintain the character of the neighborhood without adversely affecting adjacent properties, the Contextual Design Review Commission may grant the following adjustments:

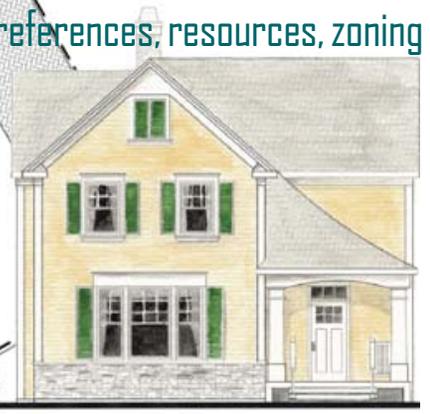
1. Chimney projections into side yard setback up to 6'-0" in width and 2'-0" in depth;
2. 5% increase in the maximum gross floor area limits, but such increase may only be applied to the principal single family dwelling on the subject property;
3. For lots having a lot width of at least 80 feet, reductions in the side yard setback for a detached garage to a minimum of five feet; provided that such approval shall be subject to the terms and conditions set forth in Subparagraph 3-111G20(b) and 3-111G20(c) of this Code;
4. In lieu of the exclusions authorized pursuant to Subparagraph 3-111G12(a) or 3-111G12(b), exclusions from the calculation of maximum gross floor area of either: (a) 400 square feet for an attached garage located in the rear half of the lot, but not for any garage along a corner building front; or (b) 600 square feet for a detached garage;
5. Bay projection into side yard setback up to 8'-0" in width and 2'-0" in depth;
6. An exclusion from the calculation of maximum gross floor area of 400 square feet for attic space in the principal single family dwelling on the subject property;
7. In lieu of the exclusions authorized pursuant to Subparagraph 3-111G12(e), exclusions from the calculation of maximum gross floor area of under-bay or under-eave areas when determined to be a defining element of the architectural style (i.e. Prairie style);
8. An exclusion from the calculation of maximum gross floor area of a basement when a raised first floor is determined appropriate for the architectural style of the dwelling; and
9. For pre-FAR single-family dwellings only, reduced interior stair width, reduced stair height clearance, and/or reduced handrail height for porches, notwithstanding any provision to the contrary in the Zoning Code or the Village Code.

Note: Total adjustments related to FAR may not exceed twenty percent (20%) of the maximum gross floor area permitted for the subject property.

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1 introduction

The Design Guidelines were prepared by the Village of Arlington Heights Planning & Community Development Department with input from the Ordinance Review Committee on Teardowns, Design Commission, local residents, and local architects. These guidelines have been approved by the Design Commission and the Ordinance Review Committee on Teardowns.

The guidelines have been developed to respond to the recent increase of single family re-development occurring in the Village. It is the intent of the guidelines to serve as an educational tool early in the design process of a residential project. It is critical to utilize the guidelines prior to commencing a residential project in Arlington Heights. The guidelines are to assist the Design Commission and the Village staff towards providing creative positive design solutions to improve the aesthetic quality of single family residences in Arlington Heights.

The guidelines are not intended to take the place of the Arlington Heights Municipal Code.

The guidelines are divided into sections beginning with a larger discussion of defining a neighborhood. The first sections focus on the overall neighborhood and surveying of the neighborhood. It then leads into the block and the character of the block. The guidelines examine issues such as volume, bulk and scale. Also covered are areas specific as good detailing. Finally, there is a section on garages and the relationship to the site, successful additions, and landscaping of the frontyard.

For all non-single family developments please refer to the separate Design Guidelines dated Spring 1995.

jurisdiction

All work undertaken by a public agency and privately owned properties within the Village of Arlington Heights, are covered by these Design Guidelines.

approval

No approval shall be given for the development, rehabilitation, or exterior modification of any building, structure, or improvement on any parcel subject to a building permit until the proposed development or redevelopment conforms to the Design Guidelines.

questions

If there are questions on the guidelines or the Design Commission process, please give the Department of Planning and Community Development a call at 847-368-5200.

purpose

The purpose of the Design Guidelines is to provide professional standards to evaluate improvements in the Village of Arlington Heights. Neighborhood and architectural elements include, but are not limited to:

- *evaluation of how the proposed home fits in with the character of the existing neighborhood*
- *relationship of the proposed structure to its site and adjacent homes*
- *site plan and building orientation, site treatment including site layout*
- *review of the elevations*
- *external architectural features of buildings and structures, including bulk, massing & volume*
- *evaluation of materials*

The guidelines are provided to assist developers, architects, residents, Design Commission members and staff in the Planning and Community Development Department work towards creative design solutions to heighten the visual appearance throughout the Village of Arlington Heights.

evaluation criteria

The following factors and characteristics relating to a development govern the Design Commission's evaluation of a design submission:

- *conformance to current ordinances of the Village of Arlington Heights*
- *conformance to the Comprehensive Plan*
- *logic of the design*
- *architectural character as it relates to the neighborhood*
- *overall composition and balance of the elevation*
- *material selection*
- *harmony and compatibility to adjacent structures*

2 fitting in with the neighborhood

step 1: analyze your neighborhood

Begin by analyzing your neighborhood.

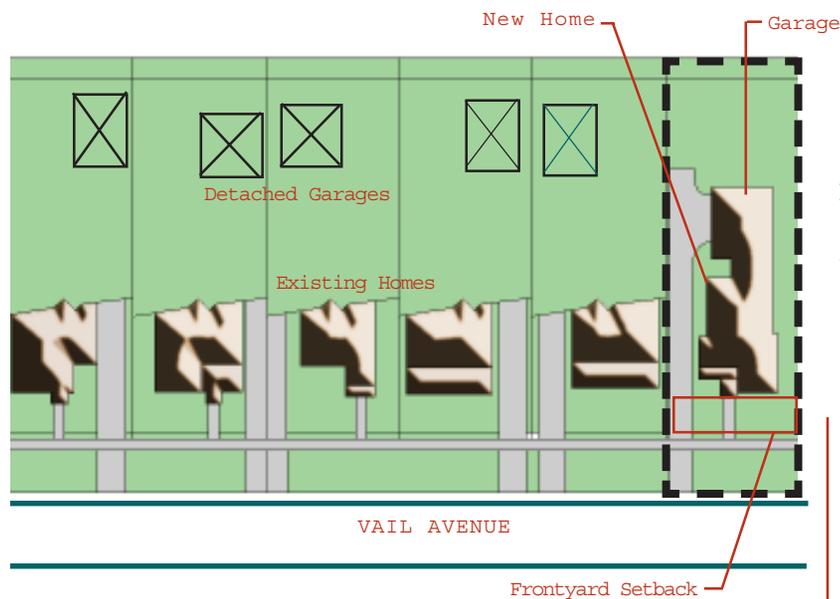
Map out each of the homes, with photo documentation. What is the history and evolution of your neighborhood? Evaluate general characteristics such as heights, setbacks for the front and side yards. What is the character to the street? Is the street wide and open with the homes predominantly setback or is it narrow and tight with homes coming up close to the street?

step 2: scale of homes

What are the scale of the homes? Are the homes of a modest mass, with one story entries? Are the homes on the block of a larger character? Are there newer homes in the neighborhood, and how do they appear to fit in?

step 3: architectural elements

Take a closer look at architectural elements in your neighborhood. Are there enclosed or open porches? Does the overall neighborhood have detached or recessed garages? Is there a roof pitch that prevails in the neighborhood?



This aerial diagram shows a typical neighborhood close to the downtown on Vail Avenue. This neighborhood is characteristic of narrow lots with detached garages located to the rear of the property. The frontyard setback is also a definitive feature in this neighborhood, and helps to reinforce the narrow street with houses coming up close to the street.

The new home on the street respects the setback line created by the existing homes, by taking in the average frontyard setback. Although the home does not have a detached garage to the rear, it locates the garage attached and to the rear of the home. Placing the garage to the rear of the property places emphasis on the front elevation of the home, allowing porches to characterize the street, thus respecting a strong character of the neighborhood.

deferring to the neighborhood

"Siting a house in an existing neighborhood or subdivision ultimately has implications beyond your own property line. This doesn't mean that every house in the neighborhood has to be the same---that would be boring. It's more that each house seems to be speaking in the same language, using the same vocabulary. In architecture, like the spoken word, you can speak the same language but say different things.

Even in a densely packed neighborhood, a house can simultaneously fit in and stand out on a site.

The houses are *variations* on a theme."

*Jeremiah Eck
The Distictive Home*



b. 1904, 2 story, frame construction



b. 1920, 2 story, frame construction



b. 1925, 1-1/2 story, frame construction

east side

VAIL AVENUE

west side



b. 1904, 2 story, frame construction



b. 2002, 2 story, frame & masonry construction



early 1900s, 1-1/2 story, frame construction with stucco

A photo documentation and historical analysis of the neighborhood reveals its evolution over the last 100 years. Although the neighborhood has seen many changes, there are consistent architectural qualities present in the existing neighborhood. For example, the roof slope and the domer. Although each domer is not the same size or style, the overall presence of domers adds character and charm to the street. Another distinctive quality are the raised front porches. The porches lend to a strong dialogue between the street and the homes. Often on a nice summer day, you can see people relaxing on the front porch talking to their neighbors.

3 visual preference survey

step 4: architectural elements

Take a survey of your proposed design and how it would blend into the existing neighborhood. Many established neighborhoods have a fabric that can be worked with. For example, the homes built below are on the same street, but have been built over the last 80 years. Although some are newer, they have similar features such as the roof line and the porch which helps to integrate the homes. Other neighborhoods in Arlington Heights have been built as subdivision ranch homes in the post war years. A new home in this type of neighborhood may try to mimic the low roofline or soften the edges or shoulders of the design. The survey should be utilized as a tool before embarking on your project and should be used to fairly critique and self-evaluate your project.



overall neighborhood

Is the house appropriate for the neighborhood?	1	2	3	4	5
Does the house negatively impact adjacent homes?	1	2	3	4	5
Is the house too big for the lot?	1	2	3	4	5
Is the house too close to the next house?	1	2	3	4	5
Would 2 teardowns next to each other with the same massing be out of character for the neighborhood?	1	2	3	4	5
Does the back of the home extend into the rear lot beyond adjacent homes?	YES			NO	
If YES to the above statement, is this a problem?	1	2	3	4	5

design characteristics

Does the roofline vary?	1	2	3	4	5
Is the height appropriate with neighborhood?	1	2	3	4	5
Does the house use details borrowed from neighborhood?	1	2	3	4	5



neighborhoods

Consistency in design and detailing is always important but is imperative when designing for a neighborhood; views are often territorial. To create visual value and character, all elevations of a home must be designed as if they were the front door. The pursuit of desirable neighborhoods and communities is a collective effort and requires cooperation of all parties, including neighborly etiquette in co-developing beautiful homes with a true sense of place.

Does the garage take up a large percentage of the front?	1	2	3	4	5
Does the impervious coverage constitute a large portion of the site?	1	2	3	4	5
Is the massing of the home articulated?	1	2	3	4	5
Is the front entry well designed?	1	2	3	4	5
Are there elements such as a front porch, dormers, & bay windows which contribute to the scale?	1	2	3	4	5
Are the materials used on the home appropriate?	1	2	3	4	5
Does landscaping contribute to neighborhood quality?	1	2	3	4	5
How is the overall appearance?	1	2	3	4	5

The New Bungalow
 Essays by Bialecki, Gladu, Kessenich,
 McCord, Bacon

4

mass, bulk & volume



An example of a newer two story home in a one story neighborhood.



a new home in an existing neighborhood: although this is a two story home in an existing one story neighborhood the entry is a one story element and brings the mass of the home down.

size versus design

Creating a home appropriate to the neighborhood and using space thoughtfully and purposefully can happen on any scale. It is how you break the sum of the parts. For example, a new two story home with walls that go straight up, with some windows punched in to allow light and a gable roof may provide the square footage and bulk but may not fit in with the existing neighborhood. The same home with the garage pushed back, a porch on the front, a variety of roof lines and upper story setbacks will start to fit in better with its neighbors.

good neighbors

“Making the new house an exact replica of neighboring homes was not the goal. But by duplicating certain stylistic traits, such as roof slope, window alignments, and the scale of the house facade, the new home would seem a natural and integrated part of the existing fabric of the community. ...The exterior has an understated confidence that lets it blend in with its neighbors while still maintaining its own distinctive character.”

*Sarah Susanka
Creating The Not So Big House*

entry as a focal

An entry is not only our first point of contact with the home but is the welcoming area into the home. The architect on this home has designed the entry so that it is a human scale. In this example the entry, garage and porch establish a horizontal datum line. This line helps to visually relate to the adjacent single story homes.

one story elements

A two story home can break up a large mass by introducing one story elements. These elements are:

- front porch
- bringing the roofline down
- scaled down entry
- projecting bays

What may visually appear as a large volume, is now more enunciated and expressive. In other words, the bulk of the home is broken into smaller parts. Notice how the large windows on the first floor relate to the porch as well as the street.



a two story home with a one story impression



the front porch wraps to the side

materials

A house can be enlivened by variations in materials and colors. Using a combination of materials such as masonry, siding, shingles helps a good composition and breaks up a potentially large bulky home.



side elevation with a projecting bay

articulation

A newer home can become a better neighbor by breaking up the side elevations. Articulation can occur at many levels of design. The front elevation can have relief, but the sides of the home can be scaled down as well. On this home, a front porch is wrapped around the side. The mass above the garage has a shed dormer on the side elevation. In addition, windows have been added to the garage side.



side elevation above the garage

5 roof form & height



A variety of roof forms is introduced; hip roof, gable roof

The roof is proportioned to the overall home

An eyebrow dormer adds interest & breaks up a large roof span

A sloping roof line helps to relate to adjacent neighbors by coming down to the one story level.

The main living mass is broken into three smaller components



height and neighborhood context

The height of the proposed building or addition should be determined by neighboring homes and neighborhood character. If there is a uniform height for all or most of the block, the new home or addition should be compatible with it. The new building or addition need not always be the same height as its neighbors but it should visually relate to the established roof line.

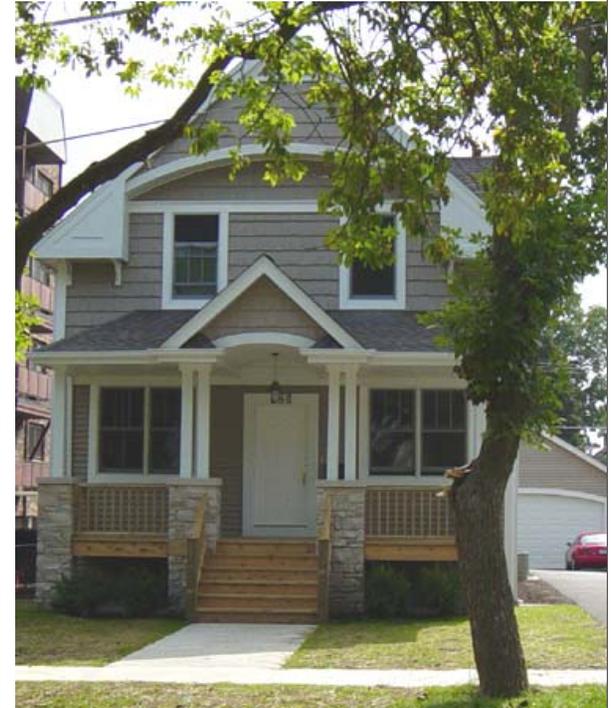
height as an impression

In a neighborhood of modest homes, a home which is taller than its adjacent neighbors may create an overpowering statement. Height is measured in two ways:

- as defined by the Village code
- and the overall perception of height and how it relates to the character of the existing neighborhood

The home in this example has a gable roof form with many details and moldings:

- wide horizontal trim to add interest and to visually break-up the roof form
- crafted wood trim on the end of the gable with cantilevering supports



The prairie style example uses a low pitched roof with large overhangs. The overall impression is on the form of the home rather than the roof. Gutter & trim details are used to carry the eye across rather than up.

This home has a combination of forms, hip and gables to break up a large volume. A wide horizontal trim piece between the 1st and 2nd floor helps break-up the form. The house is at the existing grade to relate to adjacent homes.

This teardown home successfully relates to the adjacent ranch style homes by sloping the roof line to appear as a one story. Dormers and trim detail are incorporated to add interest and character.



6 garages & relationship to the site

siting the garage

In planning a layout for the site, there are many options for garage placement on the site. Early in the design process, a homeowner and the architect can evaluate the neighborhood for :

- Is the placement of the garage compatible to the neighborhood?
- Does the garage take up a large portion of the front elevation?
- How will the placement of the garage have a bearing on existing trees?



The garage is attached and towards the rear, placing emphasis on the home.



The garage is side loaded, with appropriately placed landscaping to de-emphasize the garage mass.

wider lots:

The homeowner took advantage of the width of the lot, 100' wide, to design a side loaded garage. From the front elevation, the garage seems a part of the house, with generous placement of windows. To further break-up the garage mass, a series of domers are placed over the garage which match the detailing of the rest of the house.

narrow lots

On a small narrow lot, this homeowner detached the garage. The details of the garage match the details of the principal home. The homeowner carefully located the driveway so as to protect and preserve the existing trees in the neighborhood.



courtyard style garage

This home incorporates a 3 car garage as a courtyard style, so that only one garage is visible from the street. The remaining two garages are incorporated as side-loads in the mass of the home. Additional care has been taken on the selection of a wood frame carriage style garage door with lites.

garage options:
tandem garage,
side loaded garage,
front load garage,
detached garage,
attached to the rear,
courtyard style garage

front load garage

The garage in this example is a front load 2 car garage. The garage is incorporated in the volume of the home, thus minimizing its appearance.



garage proportion to the facade

Garages which take up a large portion of the front facade should be avoided. The emphasis should be on the entry and home rather than the garage.

relationship to elevation

The garage is incorporated as a portecochere; a carriageway with a dormer above leads through the house to a courtyard in the rear where a detached garage is located.



7

additions

successful elements

This addition introduces a second story directly above, while keeping the modest character of the neighborhood.

The shed roof element ties the masonry on the first floor with the new dryvit material on the second floor.

Since this is a corner lot with two street frontages, the home elevations respond to both streets.

Care has been taken to bring the landscaping to the side yard and the frontyard.

Although portions of the new addition are evident, there is detail and transitioning between varying materials. This helps the house turn the corner and in essence gives the home two well thought out elevations.



new addition: a well balanced new facade and elevation



Relationship of buildings to the site & adjacent areas

Buildings will reflect and improve the character of the site and the neighborhood upon which they are located. New additions will look like they belong and not dominate or change the character of the original building.

Designers shall demonstrate a harmony in texture, lines and masses between adjacent buildings. Monotony will be avoided.

Height, scale, and proportion of each building will be compatible with its site and adjoining buildings.



character & quaintness

The existing neighborhood for this home is eclectic, with homes ranging from ranches to french country to colonials. Although the owner grew out of the existing 900 square foot ranch, they used the existing foundation to build a second story addition. The homeowner has sensitively placed the new addition into the existing neighborhood by employing:

- an enhanced entry feature
- incorporating the garage into the home mass
- preserving existing trees on the lot
- applying materials that fit into the context

the driveway is linked to the entry through landscaping & pavement

the entry is made prominent with the use of repetitive columns

the turret above the entry carries your eye vertically and makes the entry a distinct feature



before: a typical ranch home



dormer details

a contrasting trim on the dormer sets off the siding
additional crafted trim pieces break up the dormer



after: a well articulated and composed front elevation

8 front yard landscaping



Use plantings near the proposed home in order to highlight architectural features and character such as an entry. Utilize groundcover, vines, and perennials balanced with turf, which offer texture and interest to the landscaping. Consider views from the neighbors and use a hedge to soften the impact of the home. You can often define the scale of the home through the use of landscaping and minimize the overall mass.

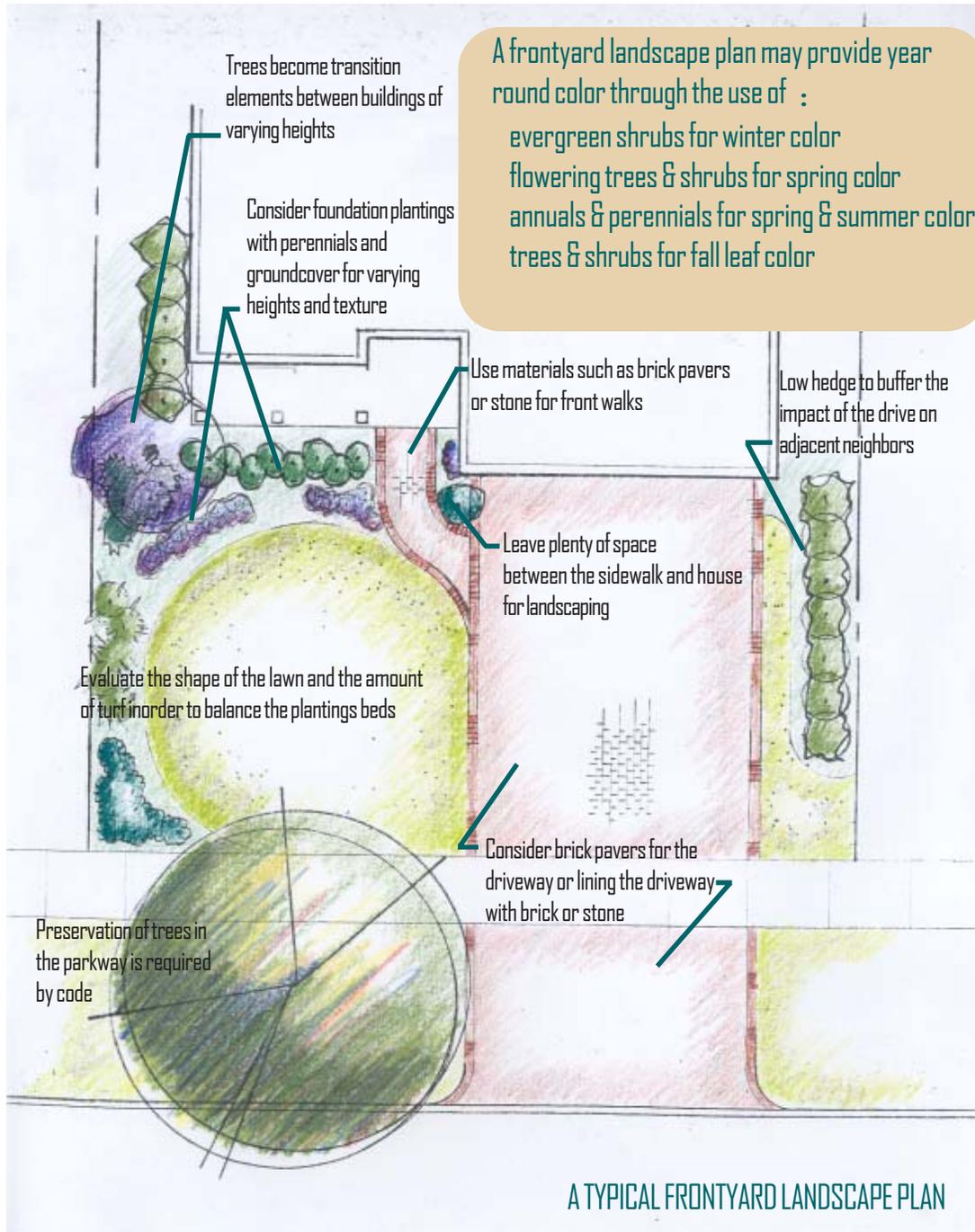
winter color

Who says there is no color in winter?..looking in my neighborhood reminded me that there is a lot of color in the winter landscape that we just don't think about. ...look at the barberries and spireas with their red-black and red-brown stems, respectively and of course, willows, kerrias, and colored-stemmed dogwoods are easily recognized. Evergreens may be taken for granted, but they, too, add colors such as blue, silver, yellow, bronzed, and naturally green!

Take some time to recognize those winter shapes and colors that keep the landscape marching along in a progression of change.

*Pam Duthie
Continuous Color*

good landscaping will provide a setting for a house and will help knit the new home into an existing neighborhood. When designing front yard landscaping, various plant material should be utilized which include, trees, shrubs and perennials. Materials such as brick or stone, which complement the exterior of the home, should be considered for the front walk and driveway. Conservation of existing trees, along with new plantings, is an essential element in good planning and a successful landscape design.



It is recommended that the front yard landscape plan include and identify:

- proposed plantings, including the species, quantities, and installed sizes on a site plan
- existing & proposed fences & retaining walls, including heights and type of material
- identify hardscape material

tree preservation

Protecting existing trees on the lot can minimize the effects of a new home. The trees can provide a buffer and better help the new home fit into the neighborhood.

The location of the existing trees should be considered when locating the house, garage, driveways and any hard surfaces. To help mitigate the loss of trees, consider changing the footprint of the building, angling the structure, curving the driveway or walkway.

In order to avoid root damage and preserve trees avoid the following:

- altering the existing grade
- severing of the roots
- removing nutrient rich topsoil
- drying out roots by reduced soil depth
- smothering roots by increased soil depth

protection during construction:

Prior to construction, barriers such as snow fencing should be employed to keep construction equipment outside of the root zone or a drip line must be implemented. When it is not feasible to use fencing due to space constraints, spread several inches of wood chips. Avoid storage or movement of equipment, material, debris or fill within the fenced tree protection area.

adding value & enhancement:

Trees and shrubs contribute to property values by enhancing the appearance, screening unsightly views, and cutting energy. Careful planning and coordination with a tree-care specialist and the builder can reduce damage to existing trees, allowing trees to be incorporated into the overall design.



The garage is carefully landscaped to provide a screen to the side-loaded garage.



The homeowner of this residence took care to preserve existing trees by building the home around the existing trees. The trees soften the effect of a new home and help to frame views to and from the home.

coordinating your project

9

Preliminary steps

Begin with a survey of your neighborhood and documenting your site.

Obtain code requirements for your zoning district.

Meet with an architect and develop options for site plans.

Have an architect do sketch elevations. Do the sketches blend in with the neighborhood? Evaluate your design with the code and these guidelines.

Does the design you are proposing need fine tuning to fit in with the neighborhood and the code?

Feedback & Review

Set up a preliminary meeting with Design Commission liaison for feedback on the design.

A preliminary meeting with the Design Commission may also be requested.

Obtain the Design Commission application & procedures.

Does the design meet the zoning codes or will a variance be required?

If a variance is required, meet with the Zoning Board of Appeals liaison.

DC approval is required to be completed prior to ZBA review of variations.

Involve your neighbors in the process. Let them know about your project and design.

Design Development

Review building permit procedures with the Building Department.

Submit your application & design development drawings for Design Commission review. The Design Commission will review the project for compatibility.

The Design Commission may require modifications to the design for better compatibility with the existing neighborhood. Revisions to the design may be required as well as a re-review.

A Certificate of Appropriateness will be issued if the design meets the intent of the design guidelines.

Develop construction documents & submit the drawings for permit review to the Building Department.

For code requirements please refer to the Municipal Code which is available on line at www.vah.com. or for purchase through the Finance Counter.

10 references & resources

architecture & construction references

Fundamentals of Building Construction
Materials & Methods
Autor: Edward Allen
Published by John Wiley & Sons, Inc.

Building Construction Illustrated
Autor: Francis Ching
Published by: Van Nostrand Reinhold

The Distinctive Home: A Vision of Timeless Design
Autor: Jeremiah Eck
Publisher: Taunton Press, Incorporated

The Good Home
Autor: Dennis Wedlick & Philip Langdon
Publisher: Harper Collins

Workbook for Successful Redevelopment
Community First, Naperville

Creating the Not So Big House
Autor: Sarah Susanka
Publisher: The Taunton Press

The New Bungalow
Essays by Bialecki, Gladu, Kessenich,
McCord, Bacon
Publisher: Gibbs Smith

landscape references

Landscaping Your Home
Autor: WM. R. Nelson Jr.

The Garden Book
Autor: John Brookes

Continuous Color
Autor: Pam Duthie
Published by: Ball Publishing

Chicago Botanic Garden
1000 Lake Cook Road
Glencoe IL 60022
847 . 835 . 5440
www.chicago-botanic.org

The Morton Arboretum
4100 Illinois Route 53
Lisle, IL 60532-1293
630 . 968 . 0074
www.mortonarb.org

University of Illinois Extension
395 Algonquin Road
Des Plaines, Illinois 60016
847 . 818 . 2901
www.urbanext.uiuc.edu

If you have any questions about the Design Guidelines or the Design Commission process, you may call the Department of Planning & Community Development at 847-368-5200.

zoning definitions

The intent of this section is to provide some of the more commonly used zoning terminology as it refers to single family homes. This is not intended to be a complete summary of zoning terms, nor is it intended to replace the zoning ordinance. Wherever a discrepancy exists, the zoning ordinance will take precedence.

Building Height. The vertical distance measured from the sidewalk level or its equivalent established grade opposite the middle of the front of the building to the highest point of the roof in the case of a flat roof; to the deck line of a mansard roof; and to the mean height level between eaves and ridge of a gable, hip or gambrel roof; provided that where buildings are set back from the street line, the height of a building may be measured from the average elevation of the finished lot grade at the front of the building.

Deck. A raised platform over 16 inches above grade, open to the sky, which may or may not be directly attached to the principal building. If not directly attached to the principal building, it should be connected by stairs, walkway, or some other distinct means. The height of any deck shall not exceed the height of the first full story above grade.

District or Zoning District. A section or sections of the Village of Arlington Heights for which regulations governing the use of buildings and premises, the heights of buildings, the size of yards, and the intensity of use, are uniform.

Dwelling, Detached. A dwelling which is entirely surrounded by open space on the same lot designed exclusively for occupancy by one family.

Floor Area. (For determining floor area ratio). The floor area of a building is the sum of the gross horizontal areas of the several floors of the building measured from the exterior walls or from the centerline of walls separating two buildings.

The Floor Area of a building shall include basement floor area when more than one-half of the basement height is above the established curb level or above the finished lot grade level where curb level has not been established; elevator shafts and stairwells at each floor; floor space used for mechanical equipment, open or enclosed, located on the roof; penthouses; attic space having headroom of seven feet, ten inches or more; interior balconies and mezzanines; and enclosed porches, and floor area devoted to accessory uses. However, any space devoted to off-street parking or loading shall not be included in Floor Area.

Floor Area Ratio (F.A.R.). The floor area ratio of the building or buildings on any zoning lot is the total floor area of the building or buildings on that zoning lot divided by the area of such zoning lot, or in the case of planned unit developments, by the net site area. Measured from the exterior faces of the exterior walls or from the centerline of walls separating buildings.

Garage. A building or structure, or part thereof, used or intended for the parking and storage of vehicles.

Impervious Surface Coverage: Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to buildings, patios, paved parking and driveway areas, walkways, sidewalks and paved recreation areas (e.g. basketball court, tennis court, swimming pools). This would exclude public sidewalks on private property.

Lot. A designated parcel, tract or area of land established by plat, subdivision or as otherwise permitted by law, to be used, developed or built upon as a unit.

Lot Area. The net area of any lot shall be the area bounded by the lot lines, the right-of-way line of any street adjoining the lot, and the centerline of the right-of-way of any private access road adjoining the lot.

Ratio. A level landscaped and/or surfaced area directly adjacent to a principal building not to exceed 16 inches above grade and open to the sky.

Porch. A covered protection from a wall of a building that may or may not use columns or other ground supports for structural purposes and which is primarily used to provide an extension of the living area.

Principal Building. A building in which the residence or permitted primary use of the lot is conducted. The principal building on the lot must be greater in area than the total of all other buildings on the premises.

Yard, Exterior Side. That part of the yard, on a corner lot, lying between the exterior side lot line and the nearest principal building and extending from the required front yard (or from the front lot line, if there is no required front yard) to the required rear yard. On a corner lot, the larger of the two dimensions adjacent to the street shall be considered the exterior side yard.

Yard, Front. A yard extending across the full width of the zoning lot and lying between the lot line which fronts on a street and the nearest line of the principal building. On a corner lot, the smaller of the two dimensions adjacent to a street shall be considered the front yard.

Yard, Rear. A yard extending across the full width of the zoning lot and lying between the rear line of the lot and the nearest line of the principal building.

Yard, Side. That part of the yard lying between the nearest line of the principal building and a side lot line, and extending from the required front yard (or from the front lot line, if there is no required front yard) to the required rear yard.



APPROVED Minutes of the regularly scheduled **ARCHITECTURAL REVIEW BOARD** held on Tuesday, November 21, 2017, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Chairperson Kennerley, Members Orzeske, Jensen and Baskin

ABSENT: Trustee-Liaison Hancock and Member Tapia.

ALSO PRESENT: Tonya Zozulya, Economic Development Coordinator and Adam Letendre, Assistant Village Manager/Director of Community and Economic Development

CALL TO ORDER

1.0 ROLL CALL

The roll was called by **Tonya Zozulya, Economic Development Coordinator**, and **Chairperson Kennerley** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the November 8, 2017, Minutes of the Architectural Review Board. **Adam Letendre, Assistant Village Manager/Director of Community Economic Development** noted some semantic corrections and the following substantive changes to the minutes:

- Page 3-first bullet point at last sentence to add “how much of any one material may be used before being considered primary”.
- Page 4-third paragraph in which Member Orzeske questioned about the size of the lot; sentence to include “and size of the home” will be considered....
- Page 5-Adjournment time to be changed to 8:20 p.m.

Member Baskin moved and **Member Orzeske** seconded the motion to approve the minutes as amended for the November 8, 2017, Architectural Review Board. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Consideration and Discussion of New Exterior Building Siding Material for Church and Annex Buildings, 240 and 250 Olde Half Day Road (Holy Mountain Church).

Lee Choe, Board Member of Holy Mountain Church addressed the Architectural Review Board. **Lee Choe** stated the church council closed on the property in July 2017 and started doing some repairs and remodeling; including a new roof. During the repairs; they noted the siding was in need of replacement; the existing siding on the church is cedar shake and cedar siding on the annex. She further stated they have no idea how old the siding is or what the original color was but added it is currently dark brown. They plan to



replace the siding and remaining windows on both the church and annex buildings; presenting slides of the facades of both buildings. She added they were able to keep the stained glass windows, installing protective glass over them; the front entry doors were replaced as well, keeping the original style. In addition, she said they will be replacing the gutters, downspouts and will be capping the windows frames; she stated they are trying to maintain the historical exterior of the church.

Tonya Zozulya, Economic Development Coordinator stated in addition to the church building and annex, there is a detached barn/shed on the property which will be under the purview of the Zoning Board as part of the special use permit process. **Tonya Zozulya** added since the original church was developed over a hundred years ago, the Village Attorney has advised staff the new owners will now have to come into zoning compliance. She further added if the Architectural Review Board wants to include the exterior elements of the detached shed/barn, they can but will be subject to approval on zoning by the Zoning Board and Village Board. **Lee Choe** said if they can keep the barn/shed, they will be prepared to repair and match the resided buildings.

Member Jensen noted this may be one of the oldest buildings in the county and may have historical value; is there any type of funding the community or the county can offer to assist with renovation versus applying vinyl siding over it? **Tonya Zozulya** stated the Village does not have a historic preservation commission and staff does not believe any state or federal agencies oversee this property regarding historic preservation. **Member Jensen** said this site seems to create an opportunity for preservation; the Village tries to make new buildings look "old" and here we have one and we side over it; adding there does not seem to be an opportunity for the owners to do renovations without some help. **Chairperson Kennerley** said there would have to be a significant historic value or event tied to it which this building does not have. **Tonya Zozulya** said the Village did speak with the local historian at the library, Lisa Marie Smith who stated she was not aware of any historical significance for the site; but added she was glad the new owner is willing to keep the buildings and repair them in which **Member Jensen** agreed.

Member Baskin asked if the dimensions and profile of the siding will match the existing wood siding. **Lee Choe** said she was not sure about the size. **Member Baskin** said he would like to have more information to make sure they are keeping the integrity of the church exterior. **Member Orzeske** asked about the age of the building and the shake siding; **Lee Choe** said the building was built in the early 1900's, with the current siding being in disrepair. In regards to the bell tower, **Lee Choe** said they were going to remove the bell and donate it, but it was built very well and they decided to keep it in place. **Member Baskin** asked about the details of the brackets above the windows; **Lee Choe** said the contractor could reside those, but they are looking at other options to keep with the style. **Member Baskin** suggested in order to keep this moving along; the Architectural Review Board could recommend some conditions such as keeping the exterior residing as close in style and color as possible with the



desired end result being as close to the existing profile and dimensionality of the building. **Chairperson Kennerley** responded they do not necessarily need to keep existing profiles as this is not a designated historic building; adding the profile of both buildings, with the same siding material and dimensions, would be a benefit or improvement. **Member Baskin** agreed the styles should match and the scale of the horizontal wood shake should be in keeping with existing. There was discussion about the various styles of the siding, Classic versus Dutch. In response to questions, **Lee Choe** said the existing shake siding will have to be removed and wall insulation added due to condition issues; the annex building siding will probably have to be removed as well. **Member Orzeske** asked for clarification on the woodwork and brackets; will they be scraping and painting or cladding it; **Lee Choe** replied they would try to clad it if it can be; otherwise they will replace the woodwork. She added the bell tower is just plain wood trim. **Member Baskin** said it is difficult to make a recommendation without having some details, specifics or drawings from an architect that details the scope of work. **Lee Choe** said they are preserving as much as they can; adding the shake siding cannot be saved; you can see through it, stating some foam insulation and Tyvek will have to be installed. **Member Jensen** noted their options are limited as to what they can do to preserve the exterior due to conditions; they are improving it. There was some discussion regarding building code requirements and requiring building permit and plans for review for this project; since possibly water entered the building; would there be structural damage; **Lee Choe** replied structurally the building is in good condition; only the shake siding was deteriorated. **Member Baskin** stated this Board either requires plans to be submitted or be clear in the scope of work in regards to the siding and what it should include.

Chairperson Kennerley said the Board can move forward with a recommendation with some stipulations which were brought up about the trim on the bell tower and other exterior elements of the building.

Member Baskin moved, seconded by **Member Jensen** the Architectural Review Board moves to approve new exterior siding material for the Holy Mountain church and annex buildings at 240 and 250 Olde Half Day Road, as presented in the presentation packet dated November 21, 2017 subject to the following conditions:

1. The Royal Woodland Classic vinyl siding profile shall be used.
2. Existing building dimensions and shapes shall be maintained.
3. The integrity of brackets and other architectural details shall be maintained to the extent possible.
4. The siding profiles of the church and annex buildings shall match (as well as the detached shed if it is permitted to be kept through the Special Use process).

The motion passed unanimously by voice vote.



3.2 Single Family Residential Design and Bulk Regulations – Continued Workshop Session (Village of Lincolnshire).

Adam Letendre, Assistant Village Manager/CED Director addressed the members, reviewing the four items the Village Board has directed the Architecture Review Board (ARB) to consider and discuss:

1. Architectural elements; the direction from the Village Board is to limit the exterior elements to two primary siding materials; anything beyond would require approval by the Architectural Review Board. **Adam Letendre** added the Village Board would like to hear the Architectural Review Board weigh in on this directive.
2. Front Exterior Landscaping Requirements. The Village Board is asking the ARB to consider establishing some minimum code requirements which can be reviewed by staff and secondly, should the ARB be required to review landscaping plans for all new, teardowns and renovations for single family homes.
3. Front Door Orientation. Village Board directing code requirements requiring all main entry doors to the home be oriented toward and visible from the addressed frontage; on a corner lot, owner or builder will choose front door orientation.
4. Lighting, Glare and Window Screening. **Adam Letendre** noted Village Board has some concerns about the “lantern effect”; spill over from homes with large windows. He added staff has researched other towns whose code requirements are the same as our commercial code requirements; possibly have our commercial standards be applied to residential; again looking for some comments and direction from the ARB.

Adam Letendre reviewed the minutes from the November 8, 2017 ARB meeting and the discussion regarding the exterior architectural elements review; saying the ARB was considering allowing more than two primary siding materials based upon the size of the lot and size of the home. **Chairperson Kennerley** reminded members this is still a workshop session and the ARB would review each of the four elements noted above one at a time with tonight’s discussion being architectural exterior elements.

Member Baskin said this is a challenging issue; there are many instances where an architect can design exteriors very well with multiple materials; scaling the exterior and elevation down to a more human scale should be considered. **Member Baskin** noted the illustration of the newer larger house built next door to single story houses; no matter what the materials are or how you limit them, the house will look out of place. **Member Jensen** agreed, citing the example of the recently built Mediterranean house next door to a single family ranch house built decades ago; adding what is being built up by North Park would not necessarily blend in the with the homes by the swim club. **Adam Letendre** noted the discussion by ARB member Eric Tapia at the last meeting about neighborhood character; adding the direction from the Village Board stemmed



from a discussion of the R-3 District; the older section of Lincolnshire where there are tear downs with new construction of a 4800-square-foot house next to a much smaller older home built in the 50's and 60's. **Adam Letendre** noted there was discussion with the Village Board about bulk regulation changes; but with some districts such as the R-2A, with many of these lots having designated conservancy areas; changing the bulk regulations on these would result in creating non-conformance issues.

Member Jensen said the question is how the Village will create restrictions to prevent very large houses or numerous exterior materials; adding we may be overanalyzing and this may not even be in the ARB purview. **Adam Letendre** said the ARB may decide to not get into this discussion and if so, the Village Board would like to hear this reasoning as well. **Member Baskin** said the notion of reflecting on the neighborhood should be taken into consideration; not necessarily match the neighbors, but at least a "tip of the hat" to existing elements. **Member Jensen** agreed; saying the ARB should not get too specific ending up with cookie cutter like neighborhoods; but if the design is so out of character, the ARB should look at the design in the early stages; this might be something the ARB should review. **Member Baskin** added he would be looking at harmony, scale, texture with the adjacent properties; but would not be too concerned about front door orientation. There was discussion about where and how to limit the number of exterior elements. **Member Orzeske** noted this can become very subjective, the Village should have a baseline of what we want to have; what did the Village Board want in which **Adam Letendre** stated the number of materials was the initial discussion. **Chairperson Kennerley** asked if every new construction or renovation would have to come before the ARB. **Member Baskin** noted the Village of Skokie does require a review on new construction and renovations. **Member Jensen** noted his concerns about what the ARB would base their review on; what did Skokie do in which **Member Baskin** said Skokie has specific written guidelines. **Adam Letendre** stated he would reach out to Skokie for their requirements. There was discussion about modern style homes versus traditional style homes and also the lantern effect. **Member Baskin** noted if this particular issue had come before the ARB they could have asked questions and made some comments to the designer; he added he does not want to stifle creativity but when the style is so out of place that the design fights with existing houses, it should be considered. There was also some discussion about residents designing and building very specific style houses; in the future; they cannot be easily resold and they sit vacant. There was also discussion on very large houses; in which **Adam Letendre** stated this issue will be dealt with by the Zoning Board in regards to bulk regulations but **Member Orzeske** said the fenestration issue and lantern effect might be reviewed the ARB.

Member Baskin asked if the Village Board considered any celebration or recognition of sustainability and use of materials such as passive solar design in which **Adam Letendre** asked if the ARB would treat these as "credits" in the design; further adding there are code limits to restrict this. **Chairperson Kennerley** said this item is not being considered here. **Adam Letendre** added



this should be taken into consideration for amendments to the Building Code in the future in which the members agreed.

In closing, **Adam Letendre** said he will research both Village of Skokie, City of Highland Park and other municipalities and report back to the Architectural Review Board.

4.0 UNFINISHED BUSINESS (None)

5.0 NEW BUSINESS.

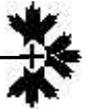
Tonya Zozulya said the next scheduled meeting will be on December 19, 2017.

6.0 CITIZEN COMMENTS (None)

7.0 ADJOURNMENT

There being no further business, **Chairperson Kennerley** adjourned the meeting at 8:33 p.m.

Respectfully Submitted,
Carol Lustig
Administrative Assistant, Community & Economic Development Dept.



APPROVED Minutes of the regularly scheduled **ARCHITECTURAL REVIEW BOARD** held on Tuesday, January 16, 2018 in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

PRESENT: Chairperson Kennerley, Members Jensen, Tapia and McCall.

ABSENT: Trustee-Liaison Hancock and Members Orzeske and Baskin.

ALSO PRESENT: Tonya Zozulya, Economic Development Coordinator and Adam Letendre, Assistant Village Manager/Director of Community and Economic Development

CALL TO ORDER

1.0 ROLL CALL

The roll was called by **Tonya Zozulya, Economic Development Coordinator**, and **Chairperson Kennerley** declared a quorum to be present.

2.0 APPROVAL OF MINUTES

2.1 Approval of the November 21, 2017 Minutes of the Architectural Review Board.

Member Tapia moved and **Member Jensen** seconded the motion to approve the minutes as written for the November 21, 2017, Architectural Review Board. The motion passed unanimously by voice vote.

3.0 ITEMS OF GENERAL BUSINESS. **Chairperson Kennerley** welcomed **Member Mike McCall** to the Architectural Review Board; adding he has served in the past on this Board as Chairman.

3.1 Consideration and Discussion of a Minor Amendment to the Lincolnshire Marketplace Planned Unit Development regarding Center-Wide Ground Sign and Landscaping Revisions, 475 Milwaukee Avenue (Lincolnshire Marketplace C-1 LLC).

Michael Mallon, Senior Vice President of Draper & Kramer introduced members of the Culvers development team and presented to the Architectural Review Board the request for changes to the previously approved plan; stating during construction they came across a two issues which need to be addressed.

Michael Mallon stated the first issue involves monument ground signs along Half Day Road and Milwaukee Avenue. He stated the sign on Milwaukee needs to be moved approximately 3 feet to the north to accommodate an existing sidewalk. In regards to the sign on Half Day, he stated they encountered significant underground utilities; requiring moving the sign 35 feet to the west. The sign width on both monument signs will also be reduced from the original 12 foot width to 10 feet in width to accommodate the relocations. The second issue



involves the landscape along the spine road and Indian Creek; stating due to grading, sidewalk and flood plain issues they encountered during construction, modifications to the landscape plan are needed. He added their development team met with Village staff and determined the best option is to relocate plants to a more level area and provide shade trees in the sloped area.

In response to question by **Chairperson Kennerley** about the reduction in the sign width, **Michael Mallon** responded the reduction was necessary to accommodate the existing underground utilities and field conditions; they can only fit a 10 foot width sign rather than the originally approved 12 foot wide sign; design features and architectural elements of the sign will remain. **Chairperson Kennerley** questioned why the existing grade along the creek was not taken into consideration during the landscape design stage in which **Michael Mallon** responded the focus was more on the building pad site; not taking into consideration the field conditions along the creek side of the site. **Member Jensen** asked if there was any grading issues along the spine road/creek in which **Michael Mallon** indicated this is in a flood plain and they were limited in what permits would allow them to do.

Chairperson Kennerley requested the petitioner address in more detail what landscape items were changed; Kathryn Talty, KL Talty Landscape Design responded. She said the original intent with the shade trees along the northern edge of the spine road was to blend in with existing vegetation, but the grade challenges required relocation to the south end of the spine road and also elimination of two low multi stem trees as well as some ornamental shrubs as they did not fit with the new plan.

Member Tapia moved, seconded by **Member Jensen** The Architectural Review Board approve new locations and width for the two center wide ground signs along Milwaukee Avenue and Half Day Road, and a revised landscape plan for the Lincolnshire Marketplace Center at 475 Milwaukee Avenue, as presented in the presentation packet dated January 16, 2018 and as recommended by staff in the January 16, 2018 memorandum with the condition none of the relocated trees shall conflict with the future sidewalk extension that will be constructed during subsequent phases of the development.

In closing, **Michael Mallon** noted the target grand opening date for the Lincolnshire Culvers should be in early March.

- 3.2 A Public Hearing regarding text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs (Village of Lincolnshire).

Tonya Zozulya, Economic Development Coordinator, provided some background stating the current code was adopted in June 2009 with recent changes adopted in March 2017. She stated the Village Attorney recommended they look into Sign Code revisions given a 2015 Supreme Court case in Arizona in regards to temporary signs and content neutrality on temporary signs.



Tonya Zozulya directed the Boards attention to the Temporary Sign Code-Chapter 13. She noted the Village Board conducted a preliminary evaluation in 2017 and then referred to the Architectural Review Board for public hearing and recommendations and also to take into consideration the Village Attorney recommendations for content neutrality.

In regards to the temporary free standing signs in residential sign districts, **Tonya Zozulya** queried if the Architectural Review Board would consider an increase to the allowable size and duration. **Tonya Zozulya** presented photos of sample real estate signs in residential sign districts. **Chairperson Kennerley** asked what other applications besides real estate signs would there be in residential districts in which **Tonya Zozulya** noted as example church services, holiday bazar or rummage sale signs would be posted between posts/poles and installed on private property. She added the Village Board, in reference to real estate signs, did not want bigger but possibly smaller signs such as 6 square feet in Residential Districts. **Member Jensen** asked if they go smaller on the free standing signs, would temporary banner signs be used in place and is this something the Village wants to have in residential districts. After further discussion regarding size and height of non-banner type signs and poles versus sign frames (a-frame type) on the ground in residential districts;

- The recommendation to staff is to provide some sign samples from Lake Forest and other type of signs in residential districts for further consideration by the Architectural Review Board.

As to temporary signs in business sign districts, there was discussion regarding the proposed duration of 245 days being too long; **Mike McCall** noted it seems like a lot but maybe businesses need time to advertise specials. **Tonya Zozulya** clarified in the proposed changes; the temporary free standing signs could be up for 245 days straight and asked Board Members if they feel this is too generous given the current code allows for only 90 days. She added the Village Board did not have a recommendation on duration. **Chairperson Kennerley** stated 245 days almost makes this a permanent sign.

- There was discussion about proposing 180 days duration for downtown and corridor commercial sign districts; the 180 day limit would be acceptable to the Architectural Review Board.

In regards to temporary free standing banner signs, photos were presented indicating temporary banners being supported by two posts and single pole feather banners. **Tonya Zozulya** stated the Village Board would not approve banner signs on buildings or the single pole feather type sign in which the Architectural Review Board concurred. She added as part of the permit process for temporary signs; specifics such a sign material type (canvas or vinyl) and requiring two support structures to prevent the sign from degrading or sagging. The Architectural Review Board recommends canvas be removed from the proposal; with vinyl being the preferred material. There was discussion about the 91 day total duration; other municipalities have varying durations. **Member Tapia** felt the proposed sizes are huge; **Tonya Zozulya** noted current code



allows 20 square feet and they look large. **Chairperson Kennerley** asked what would prevent real estate signs of this nature up to 16 square feet for 14 days in residential districts to bypass the requirements of temporary free standing signs; this could become a problem; staff to consult attorney on this potential issue.

- **Member Tapia** asked if the banner sizes should be the same as the temporary freestanding signs requirement; this would be discussed with the attorney as well.

In regards to Chapter 8-Items of Information on Signs for Temporary Signs, **Tonya Zozulya** reviewed the current regulations: 2 items of information plus phone or web site address allowed for promotional signs only, the recommendation is to remove the limits on items of information for temporary signs but work within the allowable square footage. She added this code requirement has been the most challenging for staff and businesses. **Member Tapia** agreed with removing the limits on the information as long as they stay within the allowable size parameters. **Adam Letendre, Assistant Village Manager/Community & Economic Development Director** reiterated what the Village Attorney has communicated to staff; we can regulate size, materials, lighting and other aspects which have nothing to do with the sign message. The sample sign for the Gardner School submitted for a "project announcement sign" was viewed as an example by the members; the sign included the schools name, opening soon statement, 2 additional lines of preschool age information and the web site which was denied by Village staff as it exceeded the 2 line limit.

- Members agreed this requirement needs to change and agrees with staff recommendations to remove the current limit on the items of information.

In regards to temporary window signs for office buildings, current code does not allow it on office buildings or above the first floor of all other buildings; staff is recommending removing this prohibition. This would include decals, and would still have to comply with the window covering requirement of not more than 25% of the window area. **Tonya Zozulya** said the prohibition currently applies to office buildings only; noting Northshore University building at 900 Milwaukee wanted to add a window sign, but the Village could not allow. Is this something the Architectural Review Board would consider allowing window signs in office buildings and would they want to add restrictions to height but not going beyond the second floor? She added this is not a frequent request, but wants the Architectural Review Board to discuss it.

- **Chairperson Kennerley** noted with the changes to the temporary free standing banner signs; this should satisfy local office businesses; members agreed and it was the consensus to leave the restriction in place for office buildings.

In regards to the Chapter 8 General Standards for permanent wall and ground sign illumination, **Tonya Zozulya** stated a Lincolnshire resident brought an issue to her attention in regards to the Athletico wall and monument signs on Milwaukee Ave. This resident noted the code states illuminated signs across the street from residential zoned properties, regardless which direction the sign faces, must be turned off between 11 p.m. and 7:00 a.m. unless the business is



open past 11 p.m. in which case it is to be turned off between 1 a.m. and 7 a.m. **Tonya Zozulya** said staff began to research the subject; contacted surrounding communities about their requirements. She added in Lincolnshire, most of our commercial properties are across from residential zoned properties. Deerfield limitations direct commercial properties within 120 feet of residential zones to be regulated. Staff is asking the Architectural Review Board to consider allowing a specific distance separation of 120 feet from the illuminated sign to the nearest residential unit, also, should there be different standards for allowing the signs to be turned on earlier than 7:00 a.m. She further noted upon her request, the Lincolnshire Police Department drove by the commercial centers at approximately 1:30 a.m. in October 2017 and noted the vast majority of the signs were on.

Chairperson Kennerley asked if lights could be dimmed versus full power between midnight and 6:00 a.m., not necessarily supporting full turnoff but there was some discussion if all signs in Lincolnshire have such technology. **Member McCall** asked staff to check to see if local hotels are turning off their signs. Member **Tapia** feels lights should be turned off, **Adam Letendre** said enforcement could become an issue. **Tonya Zozulya** noted how the code is currently written; this could affect 99% of the businesses in Lincolnshire.

- After further discussion, the Architectural Review Board directed staff to review with Village Attorney adding a 120 foot distance requirement from façade of nearest residential building and inquire about dimming sign lights; time frame between business closure and the earliest of business opening and to exempt 24 hour businesses.

There being no further testimonies or questions from the Architectural Review Board, **Chairperson Kennerley** closed the public hearing with continuance to Tuesday, February 20, 2018 for further discussion.

3.3 Single Family Residential Design and Bulk Regulations – Continued Workshop Session (Village of Lincolnshire).

Adam Letendre reviewed the direction from the last meeting including review of other municipalities' ordinances and also Village of Skokie Appearance Review Commission. In regards to the Skokie's Appearance Review Commission, Adam Letendre noted staff size and number of staff liaisons assigned to this Commission is much larger than Village of Lincolnshire CED staff and would not be feasible here.

Adam Letendre presented a power point presentation on the Village of Glencoe Residential Design Guidelines; adding Glencoe's design guidelines are voluntary, but involve unique guidelines that are designated by area which are based upon a village character analysis, very similar to the discussion this board had in relation to neighborhood character. He added that Glencoe, in the case of a teardown, reviews the character of the existing homes on both sides of the street and use those existing characteristics to review the plans for the new home.



The immediate surrounding homes setbacks, building heights, side yard requirements are taken into consideration for the new home. Based upon Glencoe's program, while voluntary, an applicant who meets most if not all the guidelines, are given additional exemptions to do other things with the new house. Staff believes the Glencoe guidelines provide a decent framework for the Village to consider. Staff will review our current regulations and create something workable for the Village. **Chairperson Kennerley** noted this process takes the approach of working with residents, providing alternatives rewarding them in return for designing a home with "neighborhood character" in mind.

The members of the Architectural Review Board recommended staff continue to review the Glencoe guidelines, provide some indications of what Village of Lincolnshire neighborhood character would include and come back for further discussion.

4.0 UNFINISHED BUSINESS (None)

5.0 NEW BUSINESS. **Tonya Zozulya**, on behalf of the Village Staff, welcomed Mike McCall to the Architectural Review Board.

6.0 CITIZEN COMMENTS (None)

7.0 ADJOURNMENT

There being no further business, **Chairperson Kennerley** adjourned the meeting at 9:05 p.m.

Respectfully Submitted,
Carol Lustig
Administrative Assistant, Community & Economic Development Dept.