



**AGENDA**  
**REGULAR ARCHITECTURAL REVIEW BOARD MEETING**  
**Public Meeting Room, Village Hall**  
**Tuesday, October 21, 2014**  
**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.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

2.1 [Approval of the Minutes of the Regular Architectural Review Board Meeting held on Tuesday, September 16, 2014.](#)

**3.0 ITEMS OF GENERAL BUSINESS**

3.1 [CONTINUED Consideration and Discussion of a Site Plan, Landscape Plan, Building Elevations, Materials and Colors, and site lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center \(Trammell Crow Company/Principal Real Estate Investors\).](#)

3.2 [CONTINUED 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 \(Village of Lincolnshire\).](#)

3.3 [Consideration and Discussion regarding concepts and objectives for the Update to the Lincolnshire Design Guidelines \(Village of Lincolnshire\).](#)

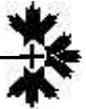
**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 CITIZEN COMMENTS**

**7.0 ADJOURNMENT**

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.



**UNAPPROVED** Minutes of the **REGULAR MEETING OF THE ARCHITECTURAL REVIEW BOARD** held on Tuesday, September 16, 2014, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairman Pro Tem Gulatee, Members Kennerley and Schlecht.

**ABSENT:** Chairman Grover, Member Hardnock and Trustee Liaison McDonough.

**ALSO PRESENT:** Stephen Robles, Village Planner and Steve McNellis, Community & Economic Development Director

**CALL TO ORDER:** Planner Robles noted that Chairman Grover would be absent and requested the ARB elect a Chairman Pro Tem for this meeting. After discussion Member Gulatee agreed to act as Chairman Pro Tem and called the meeting to order at 7:11 p.m.

#### 1.0 ROLL CALL

The roll was called by **Planner Robles** and **Chairman Pro Tem Gulatee** declared a quorum to be present.

#### 2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes of the Regular Architectural Review Board Meeting held Tuesday, June 17, 2014.

**Member Schlecht** moved and **Member Kennerley** seconded the motion to approve the minutes of the regular meeting of the Architectural Review Board held on June 17, 2014, as presented. The motion passed unanimously by voice vote.

#### 3.0 ITEMS OF GENERAL BUSINESS:

3.1 Consideration and Discussion regarding conceptual design plans for a proposed parking deck at 25/75 Tri-State International Office Center (Trammell Crow Company / Principal Real Estate Investors).

**Director McNellis** presented Staff's summary of the proposal and noted the ARB will be informed by the Petitioner this evening that the parking structure has increased from a split-level deck to four uniform stories. He also noted this is a conceptual review discussion and the basic design discussed tonight will be refined and detailed and will return to the October meeting for full review. This gives the Petitioner the opportunity to see if any big picture comments need to be addressed.

**Grady Hamilton** of Trammell Crow, represented the Petitioner and introduced other members of his team, including John Carlson of Trammell Crow, Roger Heerema and Aji Adebawale of Wright Heerema Architects and Kelly Morrissey of Colliers (Property Manager). Mr. Hamilton noted that 56% of his 550,000 sq. ft. property is leased today. He further noted that the office world has changed, due to a shift in



trends because of technology. As a result, companies use space differently. The company that Tri-State hopes to attract is a good example. They are not prepared to move forward with this project with the parking as currently situated, so we all need to be creative.

**Grady Hamilton** provided a powerpoint presentation of the Petitioner's proposal. He noted the parking easement is now moot and will be abandoned with Village approval. He also confirmed the parking deck will now be a full four stories. The reason for this, and the good news, is that the request of this tenant now includes Buildings 25, 75 and 100. The other good news is that the requirement for parking for the 100 building is less intensive so the overall parking requirement becomes more balanced.

**Member Schlect** asked what was driving the need for more parking. **Grady Hamilton** said the new office trends were for more densely occupied floor plates. Dead file storage is no longer a big requirement, as those needs are now satisfied through the use of technology. Also, the 70's culture of big offices and big conference rooms is no longer the norm. Now, companies are trying to reduce floor space requirements.

**Grady Hamilton** went on to note that in Chicago, offices get away without parking requirements because there are shared public garages and mass transit options. Suburban offices cant offer this and have had a hard time competing recently. Past tenants in the Tri-State office center have paid for expensive shuttles to train stations, but its not efficient. Suburbs need to realize that parking demands will increase and office space per employee will reduce, if they are to compete with Chicago. Four parking spaces per 1,000 sq. ft. will no longer be the case. In this case, allowing this parking deck at this location means the Village has the opportunity to bring 1700 employees into this office center and modernize the site.

**Member Schlect** asked if the 6/1,000 sq. ft. requirement of this tenant was happening in other communities? **Grady Hamilton** noted this is increasingly becoming the norm. Any new office in Chicago or new facilities in the suburbs look for this. **Member Schlect** inquired "with less cubicles and more bench tops?" to which Mr. Hamilton said "yes" and added this prospective company ahs a team atmosphere. Their need for private offices is less important. The office Center is under-parked now. So, doing this would be right for any new tenant at this location.

**Member Schlect** asked if this would be enough to get the Letter of Interest to get this company on-board. Mr. Hamilton answered it would, but they really have to have this parking deck. This is their top priority. The total square footage they take in this office center could be from 249,000 to 300,000.

**Member Kennerly** asked if the building of the deck would coincide with the tenant moving-in or be prior to their move-in. Mr. Hamilton said the deck construction would start in the Spring and the tenant would occupy by the end of next year. They're currently in leased space. The goal is to have their occupancy coterminous with their current lease expiration. So, the parking structure will be completed for their occupancy. Member Kennerly further inquired if Lincolnshire was their top



choice if this all moves forward. **Grady Hamilton** did not have an answer but stated there would likely be a parking improvement at this site, but it would be delayed if this tenant doesn't come.

**Chairman Pro Tem Gulatee** confirmed that if there are 1700 people coming with this tenant the deck will be four levels. **Director McNellis** confirmed that is the proposal. He further noted he wasn't aware at this time exactly how many parking spaces that would be. Mr. amilton noted there would be approximately 1,250 employees in the 25/75 building and 500 more in 100 Tri-State.

**Chairman Pro Tem Gulatee** asked if any traffic studies had been completed, and if there would be one main entry into the parking structure. **Grady Hamilton** said there would be one main entry. He further noted they will complete a traffic study, as was also discussed with the Village Board earlier. **Chairman Pro Tem Gulatee** asked if the Traffic Study would not just be on-site, but also on Westminster Way. **Director McNellis** stated the Village Board had requested a traffic study. He further noted traffic would be in and outbound the opposite of most traffic in the Village. He noted the traffic impact on the community could be minimal. However, a study is important and they will need to do one. He further noted there were also a few zoning matters regarding setbacks and height that will be addressed, along with the Traffic Study, in the proper zoning process, which will occur after the ARB review of this project in October.

**Member Schlect** asked if traffic was going to be reviewed during the zoning process with the Village Board. Director McNellis stated it would and that the ARB should keep in mind this Center was once full, at a time when Rt. 22 was two lanes, not the current four. Member Schlect further inquired about the neighbors at Sutton Place. Director McNellis noted the parking structure isn't next to the neighbors and they won't see any of it from their homes.

**Member Schlect** noted he feels traffic is the issue. **Grady Hamilton** said they will do outreach but the scale of this project isn't as big as some might think. Most ingress/egress is against the prevailing patterns. **Chairman Pro tem Gulatee** stated they should do the Traffic Study first to see if parking will even work. **Director McNellis** noted again that occupancy at this building was once 92%. There are around 500 people being added to that past scenario when there was an intersection on Rt. 22 that was only two lanes, not the current four. **Grady Hamilton** stated they have hired traffic consultants and believe there is enough capacity and that the Traffic Study will show there is sufficient capacity. **Member Kennerly** reiterated this is a zoning responsibility, not the ARB's so lets move on.

**Roger Heerema** of Wright Heerema Architects presented reasons for siting the deck, including views to and from the building and preserving circulation around the building. He noted the proposed deck provides an efficient layout without consuming a lot of land or height. He noted the building is a typical 1970's horizontal banded building. The deck would also be pre-cast concrete stained to match the building, so it will fit in well with the existing context. Signage is something they'll come back for later. It is an important factor.



**Chairman Pro Tem Gulatee** asked what the dimensions were. **Roger Heerema** said it was a typical 2-way 90 degree parking with 10' floor to floor height and a little taller on the ground floor to allow accessible vans.

**Member Schlect** noted that unfortunately the building lends itself to spancrete. He further noted setbacks are not just a zoning issue, they're also an aesthetic issue. The majority of the tenants will be looking at the deck. This is the Village's front door. He noted he would challenge the architects to make the deck look more like the building, with a base, a mid-section and a top. It seems like a massing study right now. He inquired if they had looked at burying the floor and if there was any other way to not put this at the Village's "front door". **Roger Heerema** stated they share the ARB's concerns. He noted the Landscape Plan will be creative to break down the length of the deck, but that this is the most logical place for the deck.

**Member Schlect** asked if they could at least enclose the deck on the Tri-State side with a panelized system/ He noted it is not aesthetically pleasing to "look through it". **Grady Hamilton** said the deck is sort of topographically concealed by the on-ramp and to put a structure further down the Tollway frontage would be even more conspicuous. **Member Schlect** stated he understood why it had to be located here. He inquired if they could have a 45 degree screen wall on the north and south side of the deck along the on-ramp, that captures the building character a little more. He wondered how you could make it look more like a building. He suggested they put in these angled walls and a panelized system.

**Grady Hamilton** noted if you incorporate glass around the stairtower so it looks more like the building maybe that would help. Perhaps spandrel or vision glass in the stairtower. **Member Schlect** stated they should draw more on the horizontals on the side facing the on-ramp. **Grady Hamilton** agreed improvement could be made to the building design without enclosing it. **Member Schlect** stated he wasn't proposing completely enclosing it, but how about a simple panel system at least on the on-ramp side to screen that side off? He further noted the buildings themselves are broken-up He asked if there could be a reveal on one side of the parking garage that breaks up the massing like that.

**Roger Heerema** stated the question is "what does this look like when you're driving down the ramp?" We can show that. **Member Schlect** noted the wing walls he is proposing would be a good place for a sign. **Chairman Pro Tem Gulatee** agreed that seeing a wing wall when you're driving north on the Tollway means you won't see the deck head-on. He further inquired if putting the deck here was adding value to the buildings. **Grady Hamilton** noted there was a lot of square footage in these two buildings that won't be impacted by the deck. **Chairman Pro tem Gulatee** further noted he is not in favor of using landscaping to resolve other issues.

**Grady Hamilton** noted once again this is the least obtrusive location for the parking deck. **Member Kennerly** asked with people parking in this deck along the Tollway have there been any thoughts about how windy and drafty it might be and whether or not this will create a wind tunnel. She also suggested making the parking structure look more like the building with glass. **Roger Heerema** stated he did not



think wind loads would be an issue. **Planner Robles** inquired if snow loads had been figured in, to which Roger Heerema responded yes.

**Member Schlect** asked if there were any other improvements they're considering at this time, to which Mr. Hamilton stated not at the moment. **Member Schlect** stated we're here to help, but keep in mind its our front door so we don't want to just dump a structure there.

- 3.2 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).

Due to lack of quorum, this item was not discussed.

- 3.3 Consideration and Discussion regarding Text Amendments to Chapter 2, Landscaping, of the Lincolnshire Village Code to revise and update the Village's landscaping requirements (Village of Lincolnshire).

**Village Planner Robles** presented Staff's memorandum and explained following direction from the Village Board, Staff was authorized to review the current landscaping requirements to balance the Village's aesthetic expectations with commercial developments' desire for openness and visibility. He continued that the landscaping requirements were located in Chapter 2 of Title 13 of the Village Code and applied to all properties in the Village. Since the landscape regulations were not zoning codes, a public hearing on text amendments was not required. However, since the ARB regularly reviews and enforces landscaping requirements, Staff and the Village Board sought ARB input. **Village Planner Robles** noted that the night's meeting was to be a general summary of big picture modifications being proposed based on Staff's review of the current Landscaping code. He noted minor revisions and updates were proposed throughout the Landscaping Title, with a detailed in summary provided in the memo. Before proposing new code language, Staff sought the ARB's input and direction.

**Village Planner Robles** continued, traditionally zoning regulations began with a purpose statement to identify the objectives of the given code regulations, which were absent. As a result, Staff proposed the following:

*This Landscaping Code is adopted for the following purposes:*

- A. *Promote and maintain the high quality visual appearance of the Village through landscaping and preservation of native vegetation in conjunction with new developments and redevelopment of existing properties.*
- B. *Encourage and promote the implementation of best management practices to minimize erosion and stormwater runoff in a manner which provides functionality and visual appeal.*
- C. *Provide natural buffers between neighboring properties to screen against noise pollution and the precipitation of dust and other airborne pollutants.*



- D. Minimize the visual and environmental impacts of paved surfaces and buildings, and aid in the reduction of air pollution through the removal of harmful carbon dioxide.*
- E. Balance the property rights of individual property owners with those of the overall health, safety and welfare interests of the Village.*
- F. Protect and increase property values in a manner that maintains each property owner's enjoyment of their property.*

**Member Schlecht** expressed the focus should be on positives of landscaping and less reliant on the legal requirements. **Member Kennerley** concurred and noted focus should also include enhancement of commercial and industrial buildings. She continued, the statement should be skimmed down to follow more of a vision statement format, or more of a broad statement of why landscaping is important component to the Village. The intent of the landscaping regulations should also note the importance of year-round landscaping.

**Village Planner Robles** proceeded, and explained the Landscape Screening section included regulations requiring a visual barrier to certain unattractive or monotonous elements; such as building walls, mechanical equipment, and parking lots. While landscape barriers of unattractive elements should continue, many of the requirements did account for the visual obstruction of customer areas that retailers rely on for increased traffic. Staff proposed to revise this section to achieve a balance in obscuring unsightly site elements while allowing parking areas and commercial buildings to remain visible to the public.

**Member Kennerley** noted the use of the word “barrier” was appropriate when addressing landscape screening of commercial properties adjacent to residential. **Member Schlecht** questioned the need for the current amount of detailed outlined by the Code, noting the extent of landscaping should be in the determination of the ARB and Staff. **Member Kennerley** responded the need to have guidelines for such. **Chairman Pro Tem Gulatee** expressed the landscaping regulations should be left to common sense. **Member Kennerley** reinforced the need for guidance offered by the Code.

**Village Planner Robles** continued his presentation and explained the Landscape Improvements to Private Property Section was intended for residentially zoned property and should be moved out of the General Landscape Requirements Section. He noted the Landscaping Code is absent of any basic planting requirements for residential properties, and Staff questioned if minimum requirements would be appropriate. Any requirements would establish very basic and minimal plantings, only applicable to new home construction.

**Member Schlecht** noted this absence was a big hole in the Code. **Member Kennerley** questioned what Staff was considering. **Village Planner Robles** provided an example, that for a newly constructed single-family lot, a minimum of three tree would be required by Code. Each tree would need to be planted in one of



the four yards; front, either side yards, or rear yard. There would not be any specification on the species of tree, just a minimum number to be easily achieved, but provide assurances the developer of a residential lot would not turn a lot over to a new resident without any trees. **Member Kennerley** pointed out the back yard was important as there was typically less landscaping investment in rear yards. She also recommended an evergreen-type tree was included on the list. **Member Schlect** offered that established neighborhoods within the immediate area of a new residence could establish what should be planted in a new lot and/or neighborhood. **Chairman Pro Tem Gulatee** verified if code required trees to be planted along the parkway. **Village Planner Robles** confirmed the Landscaping Code required parkway tree plantings, however, the proposed amendment would establish a minimum threshold for trees to be planted on private residential lots – new construction only.

**Village Planner Robles** continued his presentation with Landscape Improvement Deposits, which the deposit requirements of in that section were identical to the requirements of the Subdivision Code. Staff proposed to relocate the section to the Subdivisions Code for consistency with similar improvement deposit requirements.

The ARB concurred with this recommendation.

**Village Planner Robles** proceeded with Landscape Requirements for Commercial Developments, which were applicable to all new, non-residential developments. Included in the code was a tree distribution chart, which required 34 trees per acre. Staff analyzed a landscape plan from a 2008 project to determine suitability of the tree quantities. While this plan included 40 total trees, it failed to achieve the required tree diversity. Also sampled was a 2-acre commercial site, and the site was five trees short of the 68 tree requirement. In both samples, the number of trees, regardless of achieving code compliance, were more than abundant for the site. As a result, Staff questioned if the minimum tree quantities should be reduced to create better visual lines of sight to commercial properties. Staff also proposed to establish requirements for modifications to approved landscape plans to establish clear procedures missing from the Code.

**Chairman Pro Tem Gulatee** commented that when trees are first planted, the site is sparsely landscaped, but after some time, the landscaping becomes too overcrowded. **Member Kennerley** expressed landscaping in front of a building should be low growing trees and shrubs. **Member Schlecht** noted the code should not specify where to install landscaping, rather the minimum amount. **Village Planner Robles** responded the Code attempted to identify locations of required landscaping to ensure a balanced site. **Member Schlecht** expressed the challenges of such code requirements, which were very subjective, making it difficult to establish an appropriate number. **Village Planner Robles** noted Staff would continue to explore suitable options for required plantings of commercial developments, and return to the ARB for further analysis.

**Village Planner Robles** continued Staff's presentation of Landscape Requirements for Subdivisions, and noted the uncertainty of whether the section was intended for residential subdivisions or all types of land subdivisions. Staff proposed to conduct



an overall cleanup of this section to provide clarity in the application of such regulations.

The ARB concurred with this recommendation.

**Village Planner Robles** proceeded with landscape requirements for stormwater detention facilities and explained the section was to ensure detention facilities were designed, constructed, and maintained in a manner which provided functionality as well as visual appeal. As a result, all stormwater facilities must be planted with native landscaping, subject to the following framework; A) Design Plan, B) Construction/Establishment Plan, C) Maintenance and Monitoring Plan, and D) Enforcement. **Village Planner Robles** explained such subsections contained detailed regulations requiring substantial knowledge in the installation, monitoring and maintenance of native vegetation. Based on the Code language, Village Staff was responsible for the implementation and enforcement of the requirements, which required specific personnel with professional expertise no longer part of the administrative structure. A restructuring of the section was recommended to employ the services of a qualified environmental consultant to continue achieving code compliance.

**Member Kennerley** noted her awareness of certain high-visible stormwater detention ponds in the Village and the need to continue efforts of the landscaping requirements. **Member Schlecht** questioned if stormwater detention facilities could be used for active space. **Village Planner Robles** explained the Village is subject to the Lake County Watershed Development Ordinance (WDO) administered by Lake County Stormwater Management Commission (LCSMC) and any use of stormwater facilities for activity purposes would be subject to the WDO and LCSMC. **Member Kennerley** questioned who is responsible for the maintenance of the various stormwater facilities. **Village Planner Robles** identified that in residential subdivisions, maintenance is typically the responsibility of the homeowner's associations. In the commercial and office/industrial areas of the Village, he explained the property owners or business association were responsible for maintenance. **Member Kennerley** suggested the section in question could be revised to offer an "or" option so that Village Staff would not be the sole responsible party for establishment, maintenance and enforcement.

Following discussion of landscaping requirements for stormwater detention facilities, the ARB concurred with Staff's recommendation to revise the code section to utilize the services of outside consultants.

There being no further discussion, the ARB requested additional revisions to the proposed text amendments and for Staff to return at the next regularly scheduled ARB meeting for further consideration.

### 3.4 Consideration and Discussion regarding concepts and objectives for the Update to the Lincolnshire Design Guidelines (Village of Lincolnshire).

**Member Schlecht** noted his preference for the entire ARB Members to be present during the discussion of this agenda item, and requested this item be continued to



the October 21<sup>st</sup> ARB meeting. **Chairman Pro Tem Gulatee** concurred and tabled discussion to the October ARB meeting.

- 4.0 **UNFINISHED BUSINESS (None)**
- 5.0 **NEW BUSINESS (None)**
- 6.0 **CITIZENS COMMENTS (None)**
- 7.0 **ADJOURNMENT**

There being no further business, **Chairman Pro Tem Gulatee** sought a motion for adjournment. **Member Schlecht** moved, and **Member Kennerley** seconded the motion to adjourn. The meeting adjourned at 9:45 p.m.

Minutes submitted by Steve McNellis, Director of Community and Economic Development and Stephen Robles, Village Planner.

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
October 21, 2014**

<b>Subject:</b>	Tri-State International Office Center – Parking Deck
<b>Action Requested:</b>	Review of Site Plan, Landscape Plan, Building Elevations, Materials & Colors, and Site Lighting for a proposed four-level parking structure at 25/75 Tri-State International Office Center
<b>Petitioner:</b>	Trammell Crow Company/Principal Real Estate Investors
<b>Originated By/Contact:</b>	Steve McNellis, Director Department of Community & Economic Development
<b>Advisory Board Review:</b>	Architectural Review Board

**Background:**

- A preliminary design concept review of this proposal was conducted at the September 16<sup>th</sup> ARB meeting.
- At that meeting there was discussion regarding site location constraints, traffic impacts, traffic circulation, landscaping as an accent not as a “screen wall”, breaking-up the long façade of the deck along the Tollway on-ramp, opportunities to better sync the design of the deck with the glass and angular walls on the office buildings, and consideration of utilizing horizontal elements on open areas of the parking deck to mimic the horizontality of the office buildings.
- The Petitioner’s Architects were directed to revise the concept plans appropriately, add additional detail and complete the full set of Development Plans for ARB consideration.
- At the September meeting, Staff noted a Traffic Impact Study would be prepared for zoning review of this proposal, and discussed at the Public Hearing conducted by the Village Board in late October. The neighboring Sutton Place Townhome Association has been notified of the Public Hearing.

**Project Summary:**

- Trammell Crow Company, on behalf of property owner Principal Real Estate Investors, proposes a 907 space parking deck in the existing surface parking lot north and east of the 25/75 buildings in the Tri-State International Office Center.
- This parking deck would serve a large prospective tenant that would completely occupy the 25/75 Tri-State buildings and potentially all of the 100 building (a total of up to 300,000 square feet), which are currently primarily vacant. Total square footage in the five-building complex is approximately 559,000 sq. ft.
- The proposed parking deck consists of four levels, all above grade, though there is a difference in elevation from the adjacent Tollway on-ramp, which is elevated above the parking deck grade ranging from 2’ to 17’ (see attached Section depicting parking structure and on-ramp elevations). The larger grade difference occurs at the northern end of the parking deck and decreases toward the south end of the deck. The proposed design preserves views to and from the Tollway and westbound Rt. 22 to the southern two (75 & 100 Tri-State) of the three buildings.
- Taking into account existing surface parking spaces displaced by the proposed parking deck, the net gain in on-site parking resulting from the new deck will be approximately 524 spaces.

- The proposed parking deck structure is sited so it can be screened from view of adjacent residential neighborhoods and is over 400' from the nearest neighboring building (Homewood Suites Hotel)
- The subject site is in a PUD in the underlying B2 General Business Zoning District.
- As noted in the Petitioner's cover letter, signage locations are shown on the buildings as a reference point only. A separate sign package submittal will be made at a later date for ARB processing.

**Design Review Comments:****Site Plan**

- The parking structure has been designed with two entry points. The main entry on the west side of the deck will be entered primarily in the morning, through a new curb cut in the main entry roadway, permitting access via the west driveway. The traffic pattern will be regulated, and accelerated, through a dedicated left turn (with no stop) during the morning rush hour. The secondary deck entrance will likely be utilized primarily by visitors during the day, when traffic levels are lower.
- Parking lot islands have been reconfigured along the south east side of the deck, to facilitate a smoother traffic circulation pattern.
- Pedestrian circulation from the parking structure to the sidewalk system on the building side of the driveway has been facilitated in three locations; one primary access point in a stairtower at the center of the structure and two satellite stairtowers. An appropriately-located crosswalk has been provided from the primary stairtower, directly to the pedestrian walkways leading to building entries. The curbline has been altered to provide dedicated access across the aisle, from sidewalk to sidewalk.
- **Staff-Recommended Revision** – The south stairway crosswalk should be relocated via a sidewalk stub south from the exit from the parking structure to a point where the crosswalk can access a sidewalk directly on the building side of the drive aisle, rather than through the striped area of an accessible parking space.
- Handicapped-accessible parking spaces have been located in the closest accessible location to the building entries and the main parking lot pedestrian entry. Parking is split between outside spaces and interior parking structure spaces to permit an equal amount of covered spaces.

**Landscape Plan**

- The plan provides a variety of deciduous overstory trees, evergreen trees, and limited understory bushes, mixed-in with existing honeylocust trees (spaced 25-30' apart), along the Tollway on-ramp elevation. Elevation views are provided depicting trees at time of installation and with five years growth.
- **Staff-Recommended Revision** – Provide additional understory shrubs, with mature heights of 4-8' along the Tollway on-ramp elevation of the parking deck to provide a "landscape base" to the building, and help screen the first level of vehicles.
- Shrubs and columnar deciduous trees, with reduced canopies, are proposed along the building-side elevation of the parking deck, due to limited space.
- A "Snow Removal Zone", consisting of open lawn with no trees or shrubs, is provided west of the parking deck to facilitate snow dumping from the upper stories of the parking structure.
- The "Tree Requirements" table, summarizing the types and sizes of trees required per code and proposed for planting, confirms the green space added to the site contains more than a sufficient number and variety of plantings. Per Village Code, 15 new trees

would be required in the new green space. A total of 75 trees are proposed to be added. Taking into account 10 healthy trees proposed to be removed, there is still a significant increase in new tree numbers over Village requirements.

### **Building Elevations**

- Parking structure elevations have been revised in multiple ways, per ARB comments:
  1. A new design element, incorporating a soldier course of vertical steel fins, is proposed to be installed in a horizontal pattern, along the Tollway on-ramp elevation. These fins, approximately 20' tall, will provide a visual screen, partially enclosing floors 2 and 3 of the parking structure. The proposed fins also reinforce the horizontal design in the office building facades, while adding visual interest.
  2. The north and south ends of the parking structure elevation facing the Tollway on-ramp incorporate a staggered series of window panes, similar to the edge treatment on most of the office building corners. This treatment is also incorporated into the southernmost stairtower of the parking structure.
  3. A flat glass panel system is proposed at two locations on the Tollway on-ramp elevation to assist in breaking up the long façade. These are false glass walls that serve a decorative purpose and mimic the glass-panel sizes and pattern in the staggered windows.
  4. Glass has also been incorporated into the two stairtowers across the drive aisle from the office buildings for aesthetic and security purposes.
  5. As noted in the Petitioner's cover letter, the height of the parking structure has been reduced to 40' (approximately 35' excluding the stairtower height).

### **Building Materials & Colors**

- The primary material of the parking structure is a gray concrete pre-cast panel, similar to the office building construction.
- The vertical steel fins on the Tollway on-ramp elevation are shown with two color options: dark blue and red. Staff prefers the blue option, which is more subtle and consistent with the blue-accented signage and "branding" of the site. However, the red option provides a bright playfulness arguably adding interest to the elevation.

### **Site Lighting**

- The proposed parking structure lighting plan specifies seven light poles on the top floor of the deck, including five double-head poles and 2 single-head poles, all 15' tall, in a color to match the existing light poles throughout the site.
- The photometrics plan demonstrates compliance with Village Code requirements for maximum light intensity at property lines.

### **Staff Recommended Revisions:**

Staff recommends the following two revisions (detailed above) be incorporated into the ARB recommendation:

1. **The south stairway crosswalk be relocated via a sidewalk stub south from the exit from the parking structure to a point where the crosswalk can access a sidewalk directly on the building side of the drive aisle.**
2. **Provide additional understory shrubs, with mature heights of 4-8' along the Tollway on-ramp elevation of the parking deck.**

**\*Staff recommends the ARB review the September meeting minutes, attached to the ARB packet for approval Tuesday night, as a refresher of the comments and direction given regarding the parking deck design.**

**Recommendation:**

*The Architectural Review Board moves to approve, and recommend to the Village Board their approval of the site development plans, including; Site Plan, landscape Plan, Building Elevations, Building Materials and Colors, and Site Lighting for a proposed four-level parking structure at the 25/75 Tri-State International Office Center, as presented in a presentation packet, dated October 16, 2014, and further subject to . . . . .*

*{Insert any additional conditions or modifications desired by the Architectural review Board}*

**Reports and Documents Attached:**

- Letter of Request and Presentation Packet, prepared by Trammell Crow Company, dated October 15, 2014.
- Staff Memorandum for the September 16<sup>th</sup> ARB meeting.

<b>Meeting History</b>	
Village Board Preliminary Evaluation (COW):	September 8, 2014
ARB Preliminary Design Review	September 16, 2014
Current ARB Review	October 21, 2014

October 15, 2014

**Trammell Crow Company**

Mr. Stephen McNellis  
Community & Economic Development Director  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

**RE: Tri-State International – Lincolnshire, IL – Proposed Parking Structure (ARB)**

Dear Stephen,

Trammell Crow Company, on behalf of Applicant, Principal Real Estate Investors, owner of Tri-State International, is pleased to submit the attached Architectural Review Board application, in advance of our presentation on October 21, 2014. Our team greatly appreciates the guidance we received from the ARB at our design preview on September 16, 2014. Since that time, we worked diligently and thoughtfully to address the comments from both the ARB and the Village staff. Most notably, we compressed the parking deck height from approximately 56 feet to approximately 40 feet, reducing the visual impact of the new structure.

The enclosed ARB application includes the following updated materials:

- Current Site Plan
- Proposed Site Plan
- Landscape Plan
- Tree Inventory and Tree Preservation Plan
- Floor Plans
- High-Resolution Perspective
- Elevations
- Sections
- Materials
- Pervious and Impervious Calculations
- Photometric Study
- Signage

Note: The signage exhibit should only be referenced to illustrate the four desired sign locations. We acknowledge the exact signs, including all required specifications, will be provided per separate cover, and are subject to additional entitlement procedures.

We look forward to working with the Village of Lincolnshire and community members throughout the process to meet the needs of the Village. Our goal is to deliver 524 additional parking stalls that will serve the Tri-State International tenant base.

Please let us know if you have any questions. Thanks!

Sincerely,



John Carlson  
Trammell Crow Company

# Tri-State

25/75/100 Tri-State International  
Lincolnshire, IL 60069

Architectural Review  
October 21, 2014



Trammell Crow Company

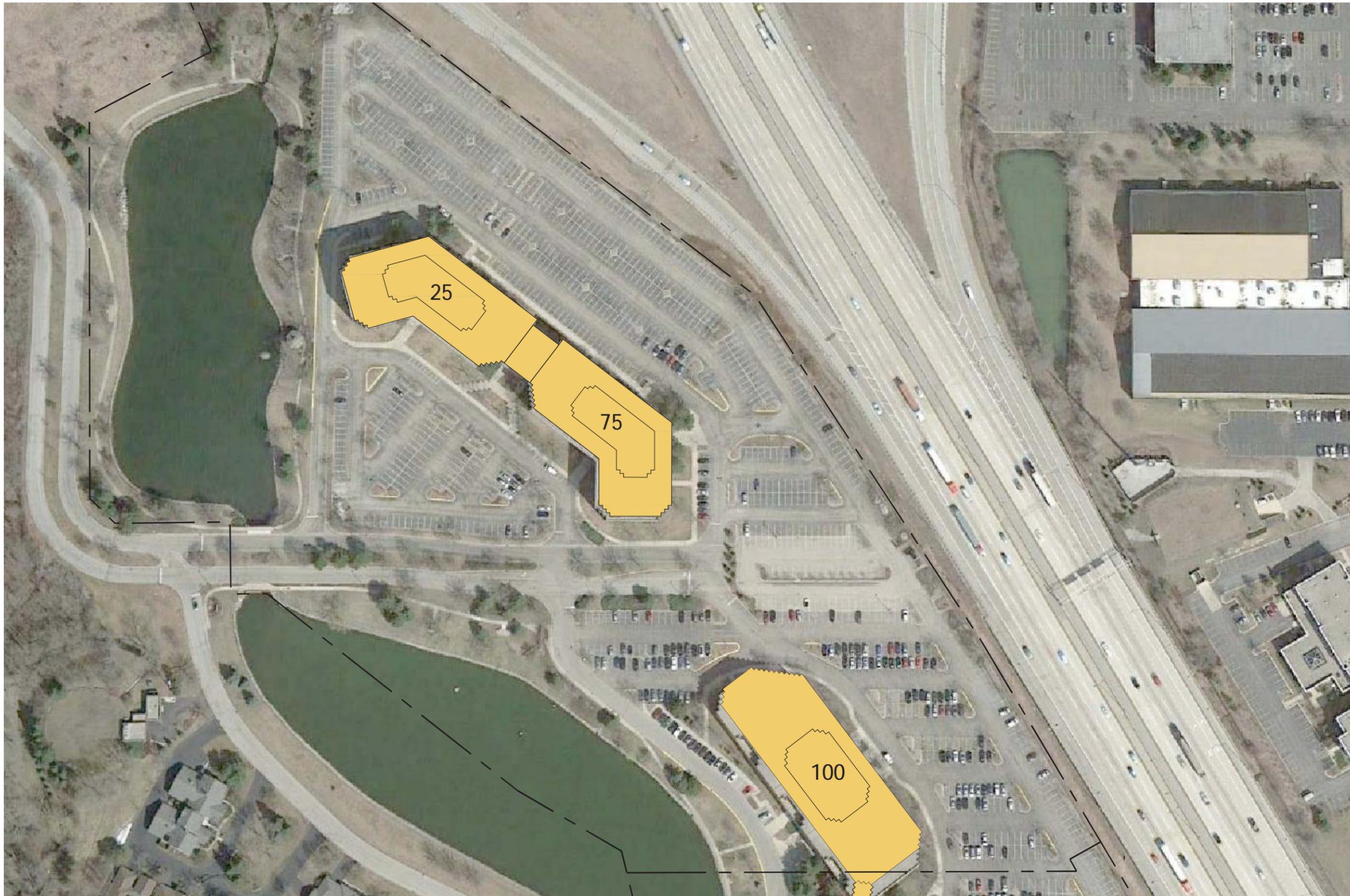
Kimley»Horn

McCALLUM  
ASSOCIATES

DAVID R. McCALLUM ASSOCIATES, INC.  
LANDSCAPE ARCHITECTS  
201 N. Michigan Avenue | Libertyville, Illinois 60089  
T 847.339.1100 | F 847.339.1101

WRIGHT HEEREMA | ARCHITECTS

140 S. Dearborn St. Suite 200  
Chicago, Illinois 60603  
312.913.1010 Fax 913.1917



**Current Site Plan**

Building RSF = 319,118  
 1,153 Surface Parking Spaces  
 Stalls/1000 = 3.61

SITE PLAN  
 CURRENT CONDITIONS  
 0 80ft 

**Existing Site Plan**

October 21, 2014



**Proposed Site Plan**

Building RSF = 319,118  
 Surface Parking  
 770 Parking Spaces

Parking Garage  
 907 Parking Spaces

Total Site Parking  
 1,677 Parking Spaces  
 Stalls/1,000 = 5.26



**Proposed Architectural Site Plan**

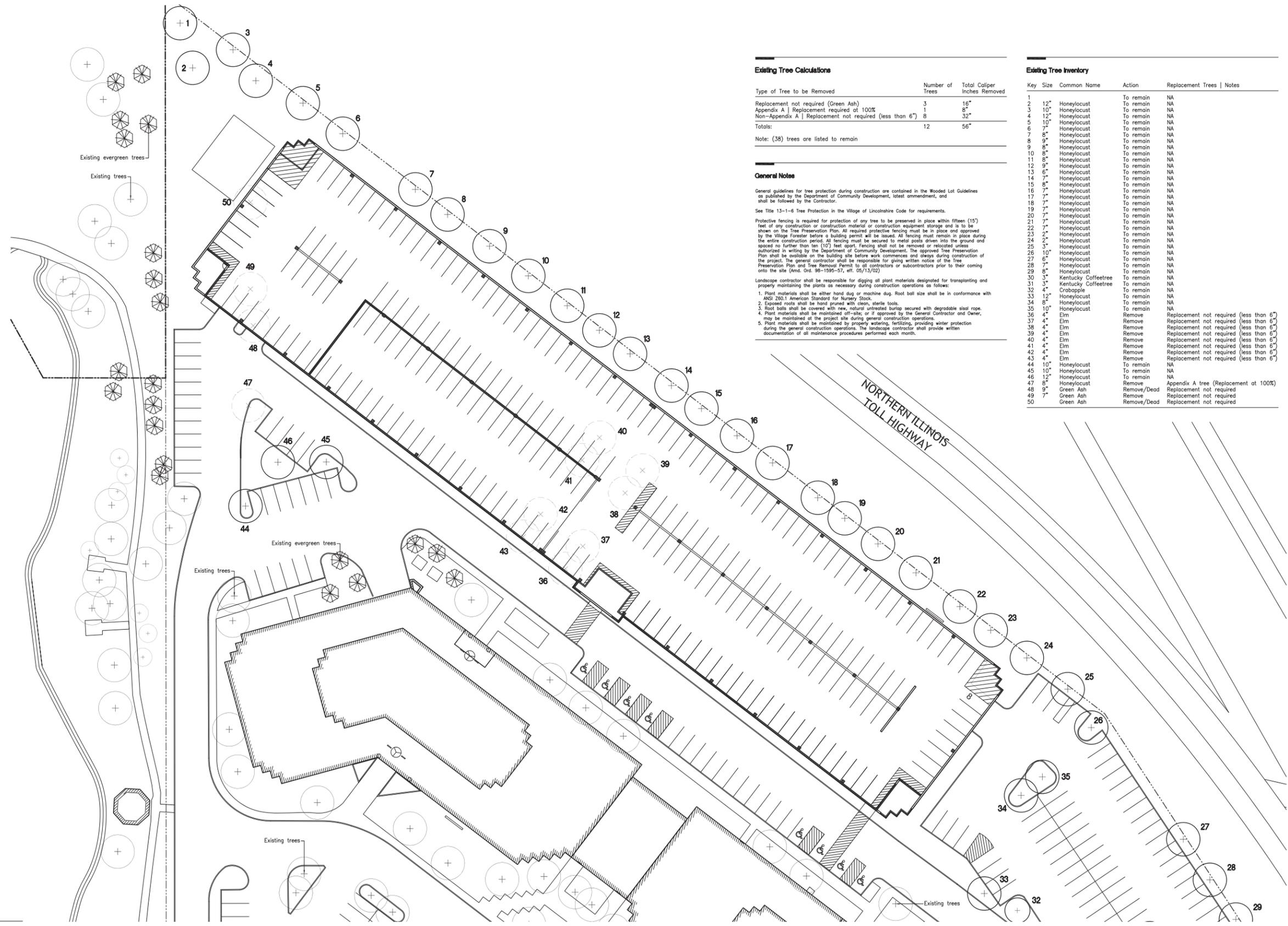
October 21, 2014



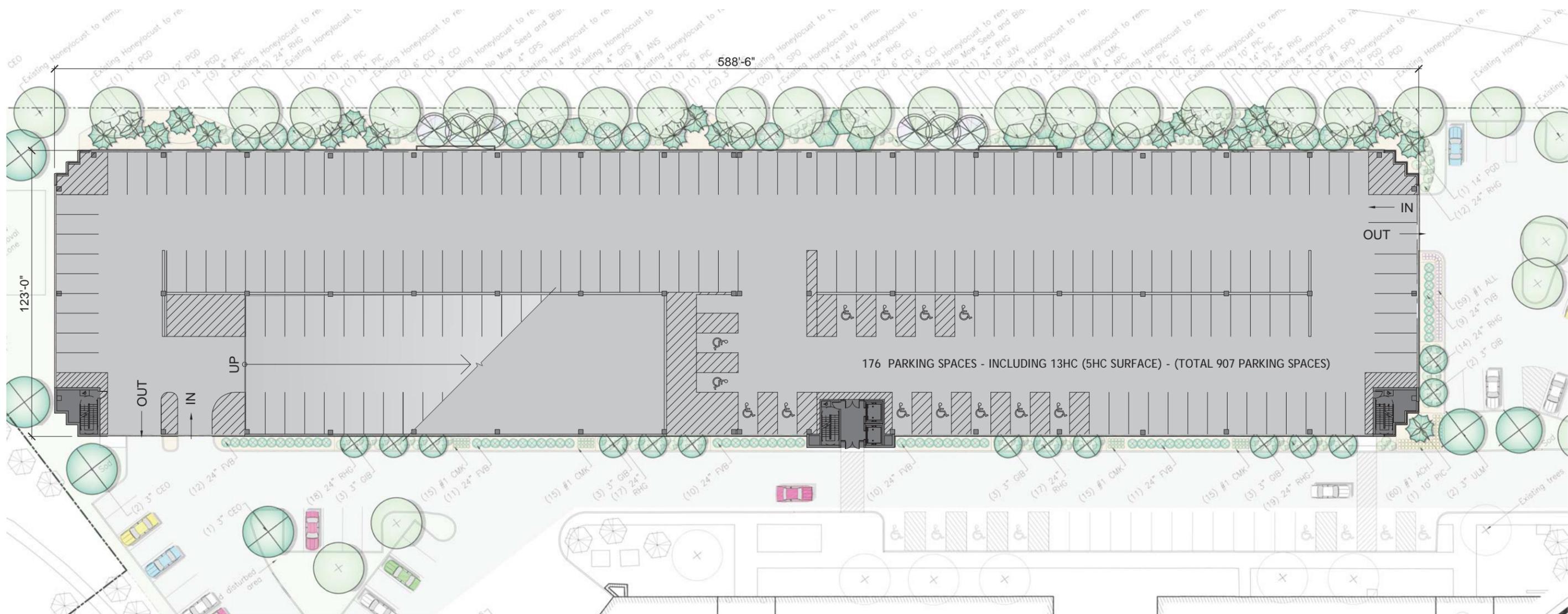
Landscape Plan  
Scale: 1" = 30'  
North

**Landscape Plan**

October 21, 2014

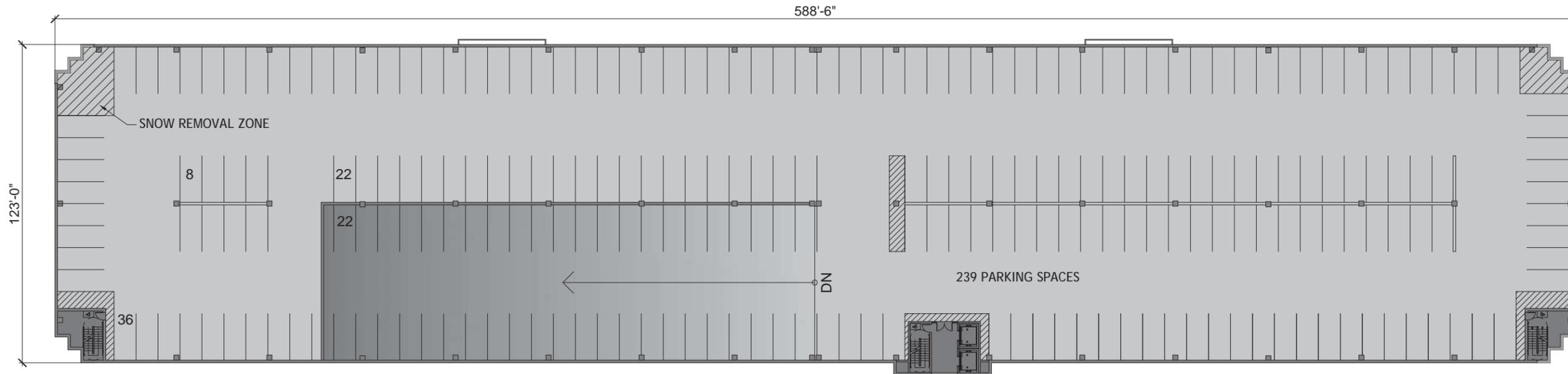


### Tree Inventory and Preservation Plan

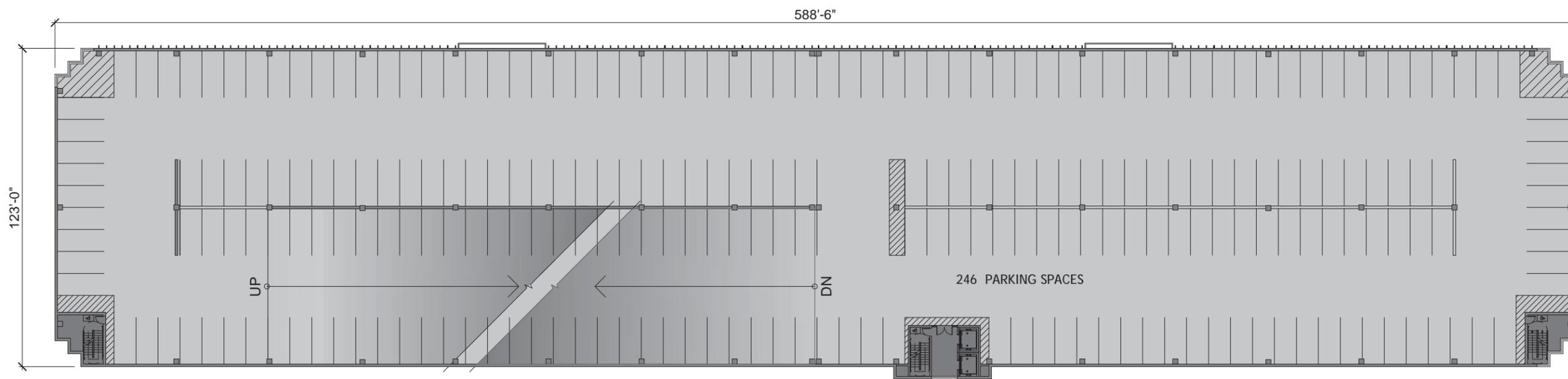


**Parking Garage Plans**

October 21, 2014



4th Level  
0 20ft



2nd-3rd Level  
0 20ft

### Parking Garage Plans

October 21, 2014



**View Looking South From 22 Overpass - RED FIN OPTION**



**View Looking South From 22 Overpass (5 year tree growth) - RED FIN OPTION**



**View Looking South From 22 Overpass - BLUE FIN OPTION**

**NOTE: Color selection for fins dependant on tenant**

October 21, 2014



**View Looking North From I-94**



**View Looking North-East from Westminster Road**

October 21, 2014



PROPOSED PARKING GARAGE SOUTH-WEST ELEVATION  
 0 20ft



PROPOSED PARKING GARAGE SOUTH-WEST ELEVATION - (5 YEAR TREE GROWTH)  
 0 20ft

**Elevations**

October 21, 2014



PROPOSED PARKING GARAGE NORTH-EAST ELEVATION  
 0 20ft



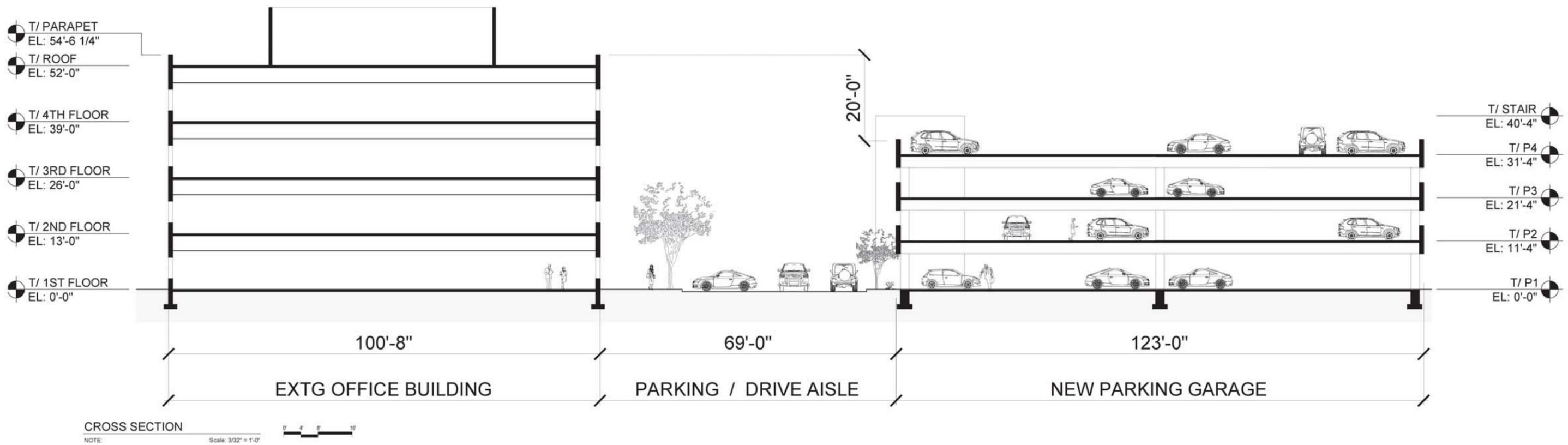
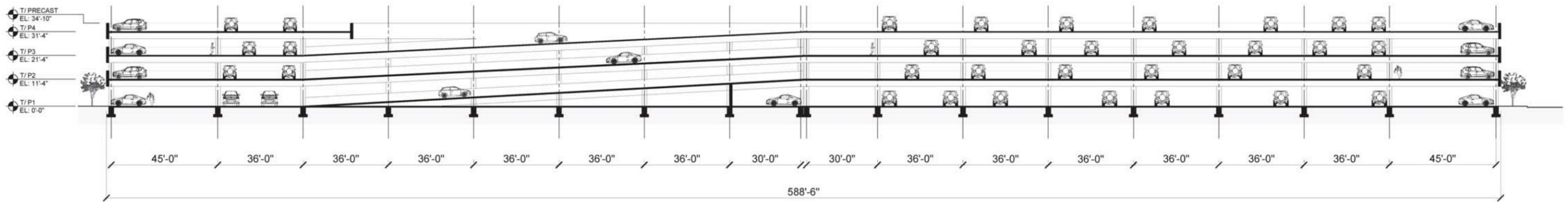
PROPOSED PARKING GARAGE WEST ELEVATION  
 0 20ft



PROPOSED PARKING GARAGE EAST ELEVATION  
 0 20ft

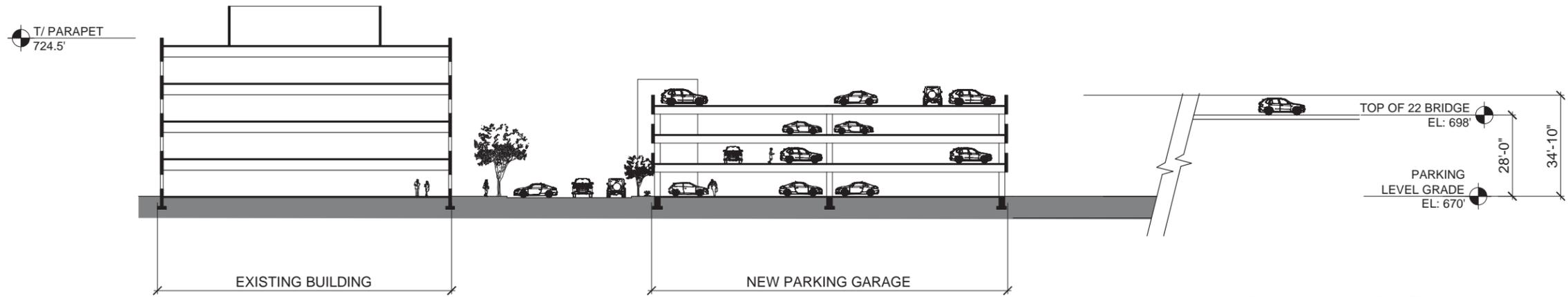
**Elevations**

October 21, 2014

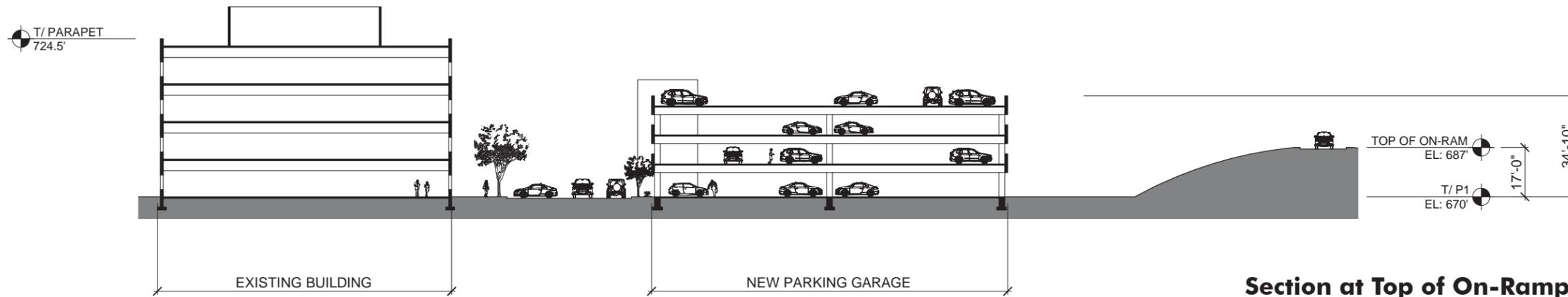
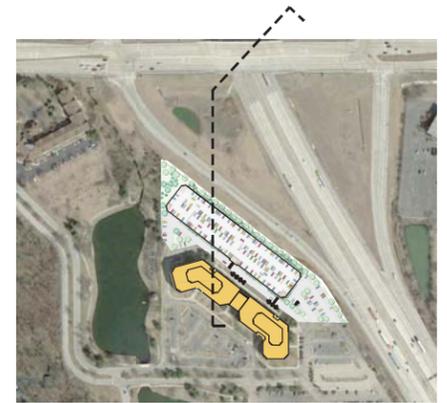


**Sections**

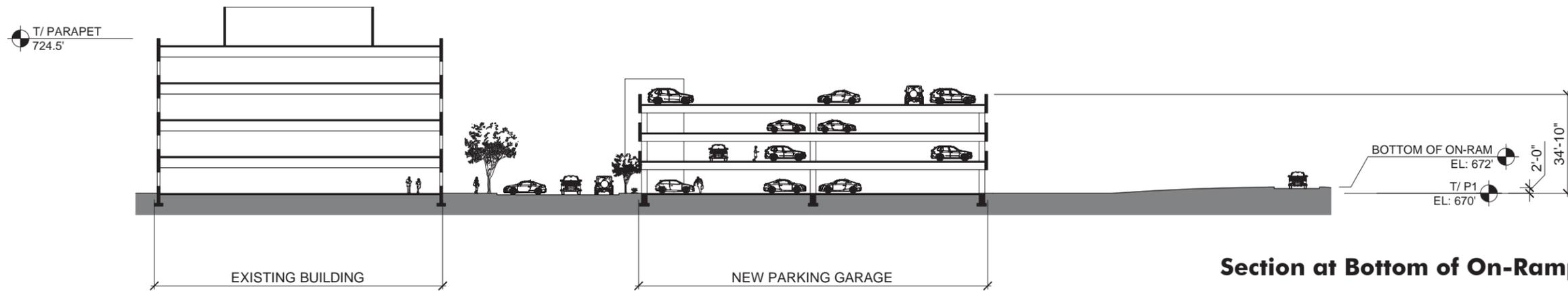
October 21, 2014



**Section at 22 Ramp**



**Section at Top of On-Ramp**



**Section at Bottom of On-Ramp**



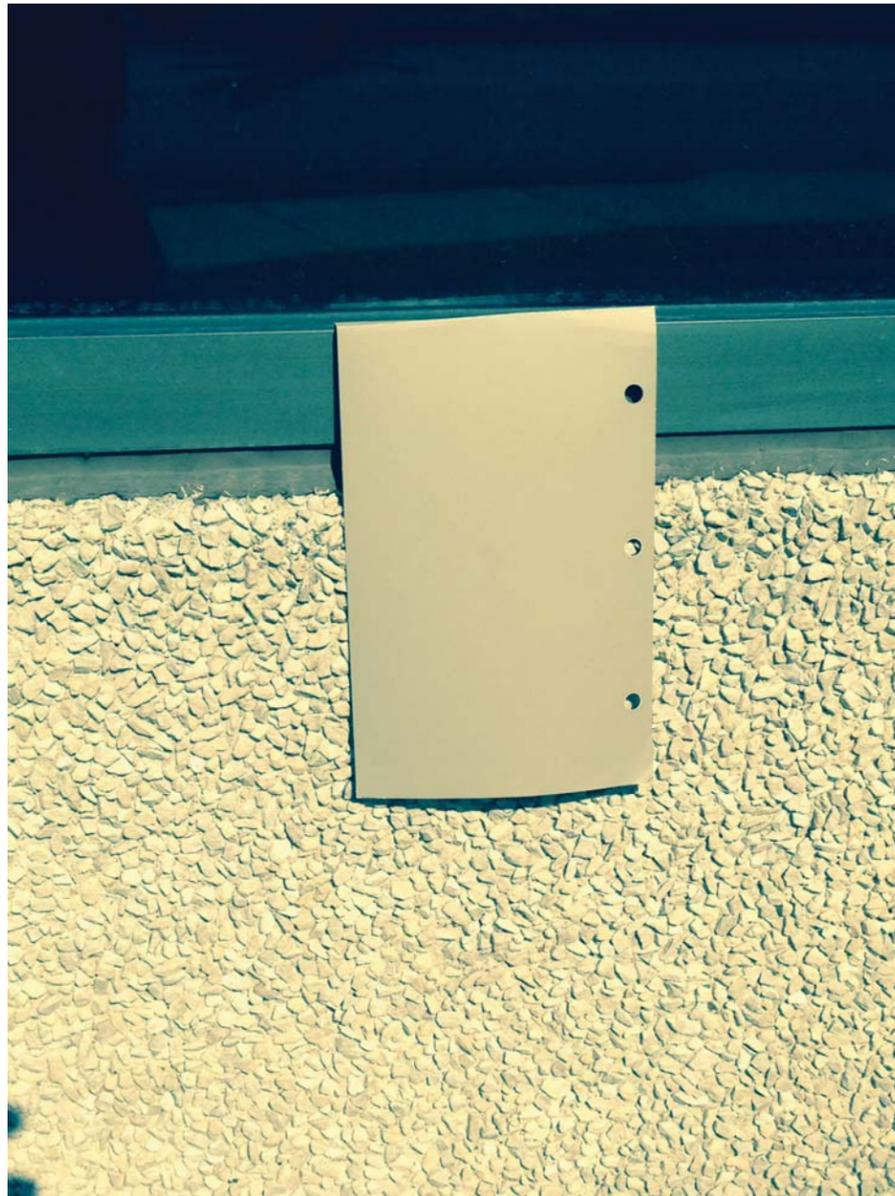
**Site Sections**

October 21, 2014

## PRE-CAST PANELS

Benjamin Moore HC-86

Kingsport gray



## Painted Aluminum Fins

Opt A: 2003-10 Million Dollar Red



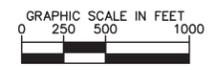
Opt B: Benjamin Moore HC-154 Hale Blue



**NOTE: Color selection for fins dependant on tenant**

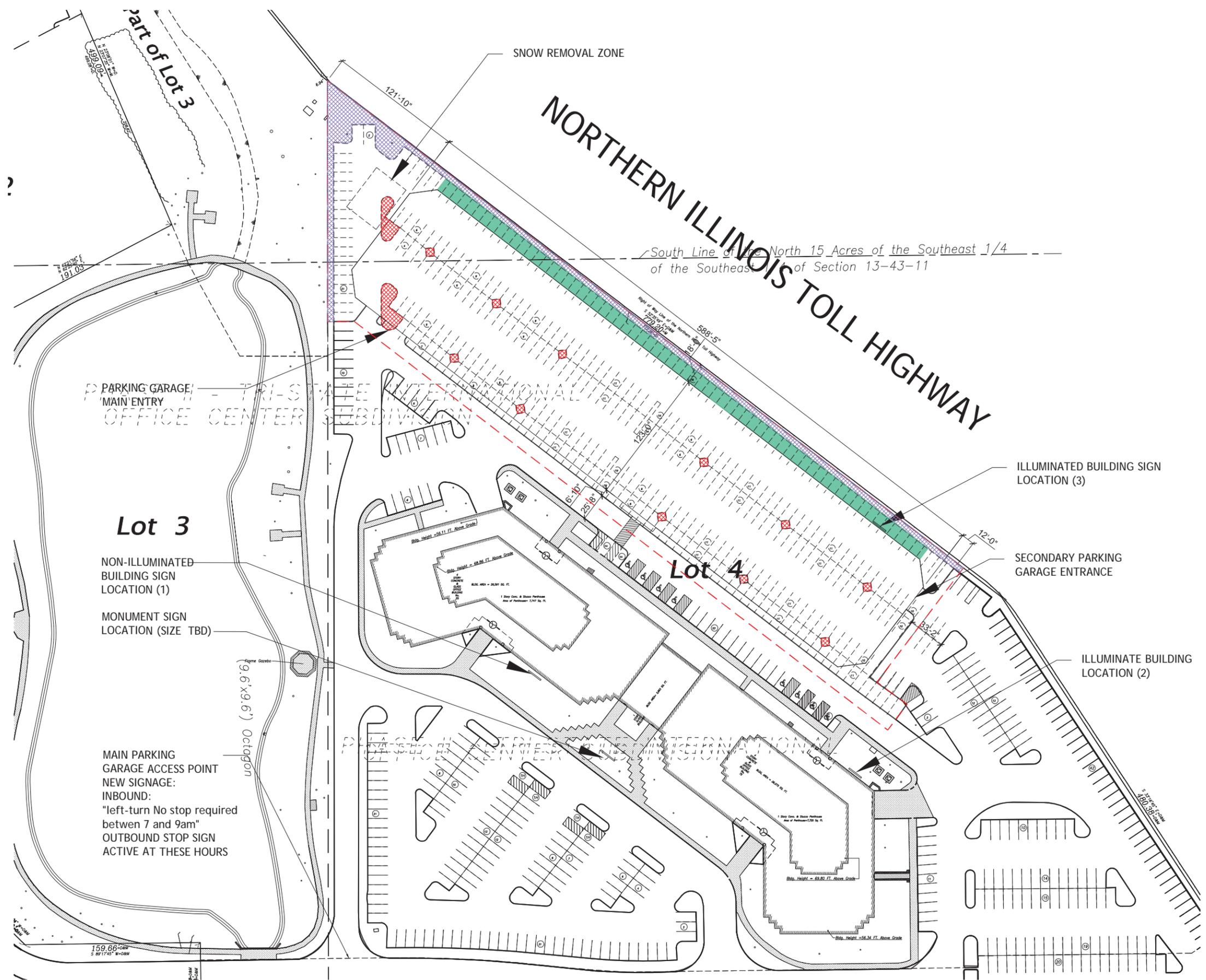
## Material Board

October 21, 2014



LEGEND	
	PROPOSED PERVIOUS AREA
	EXISTING PERVIOUS AREA TO REMAIN
	EXISTING PERVIOUS AREA TO BE REMOVED
	PROJECT LIMITS

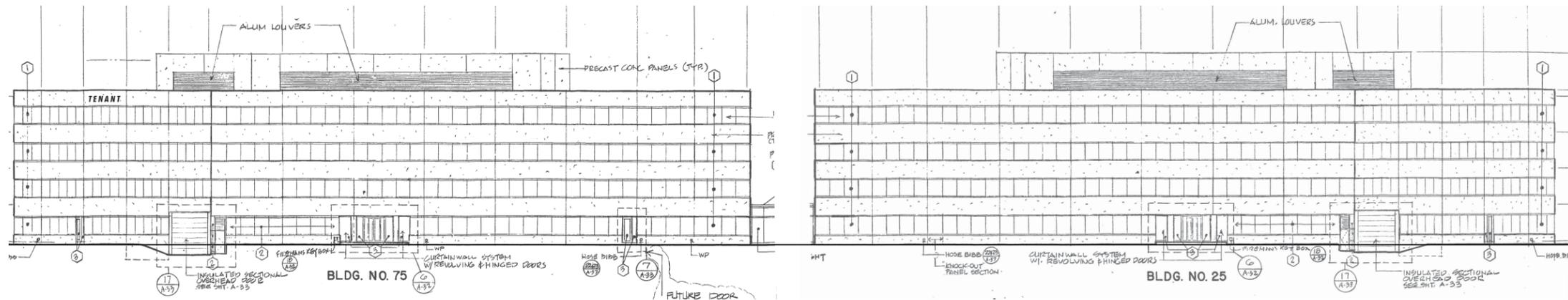
PERVIOUS VS. IMPERVIOUS AREA	
<b>PROJECT LIMITS</b>	
TOTAL AREA:	107,375.81 SF
<b>EXISTING</b>	
TOTAL IMPERVIOUS AREA:	99,819.61 SF
TOTAL PERVIOUS AREA:	7,556.20 SF
PERVIOUS AREA TO REMAIN:	6,169.15 SF
PERVIOUS AREA TO BE REMOVED:	1,387.05 SF
<b>PROPOSED</b>	
PERVIOUS AREA ADDED:	7,074.70 SF
<b>TOTAL</b>	
IMPERVIOUS AREA:	94,131.96 SF
PERVIOUS AREA:	13,243.85 SF



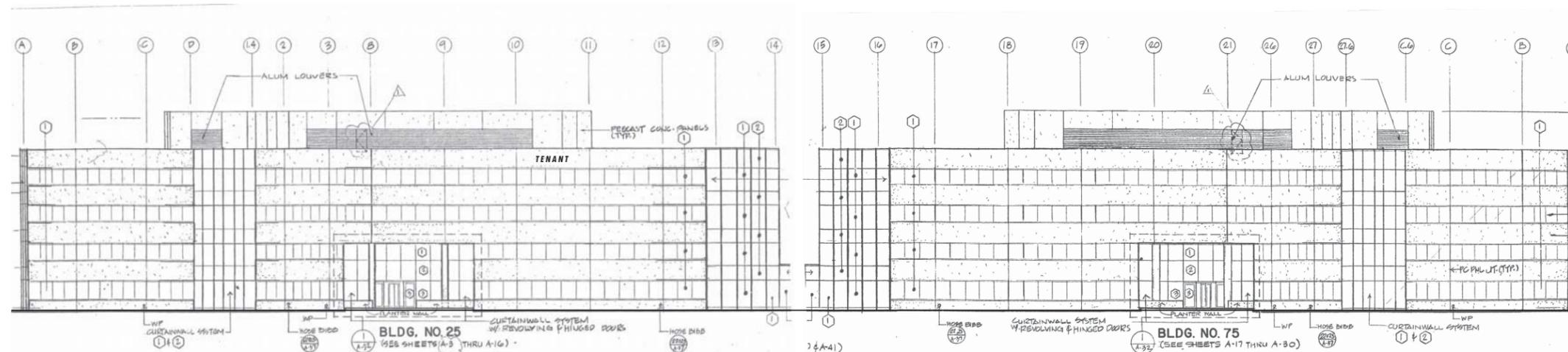
**Pervious and Impervious Area**

October 21, 2014





BUILDING 75 & 25- NORTH-EAST ELEVATION  
0 20ft



BUILDING 75 & 25- SOUTH-WEST ELEVATION  
0 20ft



PROPOSED PARKING GARAGE- SOUTH-WEST ELEVATION  
0 20ft

**Signage - For Location Purposes Only (To be submitted as separate approval)**

October 21, 2014

**REQUEST FOR BOARD ACTION  
Architectural Review Board  
September 16, 2014**

<b>Subject:</b>	Tri-State International Office Center – Parking Deck
<b>Action Requested:</b>	Preliminary Review of Architectural Concept & Design Features for a proposed parking deck at 25/75 Tri-State International Office Center
<b>Petitioner:</b>	Trammell Crow Company/Principal Real Estate Investors
<b>Originated By/Contact:</b>	Steve McNellis, Director Department of Community & Economic Development
<b>Advisory Board Review:</b>	Architectural Review Board

**Background:**

- The Tri-State International Office Center was approved in 1970, and the 100-300 Tri-State buildings on the south end of this property were developed as Phase 1 shortly thereafter.
- The 25/75 Tri-State Buildings represent Phase 2 of the Tri-State International Office Center and were developed after the 1986 annexation of the subject land.
- Total square footage in the five-building complex is approximately 559,000 sq. ft.
- Outside of site signage updates and minor parking lot revisions, the exterior of the five buildings in this complex and the site have remained generally unchanged since initial construction.
- The subject site is in a PUD in the underlying B2 General Business Zoning District.

**Preliminary Evaluation Summary:**

- Trammell Crow Company, on behalf of property owner Principal Real Estate Investors, proposes an 849 space parking deck in the existing surface parking lot north and east of the 25/75 buildings in the Tri-State International Office Center.
- This parking deck would serve a large prospective tenant that would completely occupy the 25/75 Tri-State buildings (a total of 209,000 square feet), which are currently primarily vacant.
- The proposed parking deck is designed as 3.5 levels, with 4 floors to the north and 3 floors to the south. The proposed design preserves views to and from the southern of the two buildings (75 Tri-State) from the Tollway and westbound Rt.22, rather than blocking the view entirely to the two-building complex.
- Taking into account 382 existing surface parking spaces displaced by the proposed parking deck, the net gain in on-site parking resulting from the new deck will be almost 500 spaces.
- The proposed parking deck structure is sited so it can be screened from view of adjacent residential neighborhoods and is over 400' from the nearest neighboring building (Homewood Suites Hotel)

**Design Review Comments:**

1. Parking Deck Design: Given the close proximity of the parking deck to the 25/75 buildings, design compatibility will be of primary importance. Materials and colors should be compatible and design concept should continue the simplicity and horizontal banding expressed in the 25/75 buildings.
2. Landscaping: Landscape screening should be emphasized to the North (Tollway on-ramp) and Northwest (facing Homewood Suites) of the parking deck to reduce visual impact on its surrounds. Screening such as planter boxes along deck walls, ivy screen walls and

columnar tree planting should all be considered, based upon predicted viability of plant materials in these locations and ability to provide an appropriate screen that softens the impact without creating a monolithic wall.

3. Additional Green Space: At the September 8<sup>th</sup> Preliminary Evaluation meeting, the Village Board requested the petitioner seek out opportunities to add more green space to the site. While the idea of the parking garage is to maximize parking within the existing impervious surface envelope, the use of existing impervious for new landscaping areas near the proposed parking deck should also be explored.

**Recommendation:**

Preliminary design review feedback from the ARB to be incorporated into full design plans (site plan, Building Elevations & materials, Landscaping, Parking Lot Photometrics, and any signage request) for consideration at the October ARB meeting.

**Reports and Documents Attached:**

- Letter of Request and Presentation Packet, prepared by Trammell Crow Company.

<b>Meeting History</b>	
Village Board Preliminary Evaluation (COW):	September 8, 2014
ARB Preliminary Design Review	September 16, 2014

# Trammell Crow Company

September 10, 2014

Mr. Stephen McNellis  
Community & Economic Development Director  
Village of Lincolnshire  
One Olde Half Day Road  
Lincolnshire, IL 60069

**RE: Tri-State International – Lincolnshire, IL – Proposed Parking Structure (ARB Preview)**

Dear Stephen,

Trammell Crow Company, on behalf of Applicant, Principal Real Estate Investors, owner of Tri-State International, is pleased to submit the attached ARB design package, in advance of our presentation on September 16, 2014. We acknowledge that we will still be required to formally submit a complete ARB design package at a later date, but are respectfully requesting your initial feedback to our proposed design.

The ARB preview will allow us to incorporate any comments into our formal ARB package that is estimated to be submitted on October 14, 2014, in advance of the October 21, 2014, ARB meeting. In the meantime, our team will be working diligently to complete all of the required materials included in a complete ARB submittal.

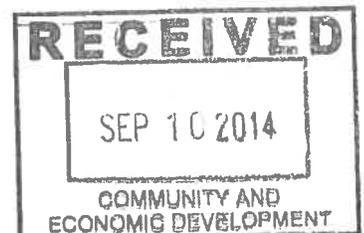
We look forward to working with the Village of Lincolnshire throughout the process to meet the needs of the community. Our goal is to deliver approximately 500 parking stalls that will serve the Tri-State International tenant base.

Please let me know if you have any questions. Thanks!

Sincerely,



Johnny Carlson  
Trammell Crow Company



**REQUEST FOR BOARD ACTION  
Architectural Review Board  
October 21, 2014**

<b>Subject:</b>	Sign Code (Title 12) Revisions
<b>Action Requested:</b>	Public Hearing regarding comprehensive changes to the Sign Code
<b>Petitioner:</b>	Village of Lincolnshire
<b>Originated By/Contact:</b>	Steve McNellis, Director Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- The current and most recent Sign Code rewrite was adopted in June of 2009.
- Since that time, a number of revisions (including wall, temporary, political and LED gas station monument signs, as well as sign landscaping) have been approved that clarify or refine code requirements as Staff learned of inconsistencies or regulations that did not work in the field as anticipated.
- On June 23, 2014, Staff discussed with the Village Board challenges and opportunities facing Lincolnshire's shopping centers. Signage was deemed as a crucial element for retaining existing and attracting prospective businesses. The discussion resulted in the Village Board referring to the ARB potential Sign Code revisions for review and recommendation.
- Staff has reviewed the current Sign Code and identified a number of areas that have either arisen as an issue or are anticipated to cause difficulty for businesses.
- Staff also conducted a survey of local communities through the Northwest Municipal Conference (NWMC) and received responses from 17 communities. In addition, Sign Codes in Lake Forest, Highland Park and Lake Bluff were reviewed.
- Notice of the Public Hearing was published in the July 31, 2014 and August 28, 2014 editions of the Lincolnshire Review.

**Research Summary & Staff Recommendations:**

- Master Sign Plan - Section 12-5-1: The current Sign Code does not contain provisions for amending existing Areas of Special Sign Control (ie. larger multi-tenant shopping centers such as City Park, Lincolnshire Commons, etc.), thereby effectively prohibiting amendments and requiring any revisions defer to the Sign Code. Since the intent is for Areas of Special Sign Control to have regulations that are different than Code, they should follow a separate amendment process.

*Staff recommends adding new language to section 12-5-1 of the current Sign Code clarifying any amendments to Areas of Special Sign Control, approved prior to the adoption of the current Title 12, be subject to the requirements of the Administration and Enforcement chapter of the Village Code (i.e., Special Use approval process).*

- Items of Information - Section 12-8-1(H)(2): The current Sign Code prohibits display of telephone numbers and website addresses on any sign.

*Staff proposes to allow this information on temporary signs to make them more user-friendly and legitimize what has become common practice for additional information finding. The requirement regarding the maximum number of information will still apply.*

- Multi-Tenant Ground Signs – Section 12-9-1(A)(12): During a recent business roundtable meeting, staff learned several multi-tenant office property owners/managers are interested in relaxing the Sign Code requirement regarding the maximum number of panels on multi-tenant ground signs. The current code limits tenant panels to 4 (prior to 2009, multi-tenant office ground and wall signs were expressly prohibited). The ARB should consider whether the code should be revised to allow more than 4 tenant panels on office ground signs based on the building size or other considerations, or whether the existing 4-panel limit should remain and consideration of more than 4 panels should be allowed by variation only. Staff will provide additional information on this matter at Tuesday's meeting.
- Wall Sign Area - Section 12-9-1(B)(1): The current Sign Code contains two separate requirements for maximum sign area computation (10% of the adjacent wall area and a specific number, based on the type of sign), creating confusion for Staff and applicants.

*Staff proposes to reword the requirement to state the lesser of the two shall apply while calculating the maximum permitted sign area.*

- Awning Signs - Section 12-9-1(C)(3): The current Sign Code does not allow display of products and services on awning signs. Ten of the seventeen communities responding to the NWMC Survey allow a listing of services on awning signs, with additional communities requiring ARB or Village Board approval. Some communities (including Highland Park) limit a listing to 3-5 words.

*Staff recommends commercial awnings be permitted to display a business name and registered logo (in lieu of a wall, window or blade sign). In addition, Staff recommends opening permissibility for a listing of core business products or services (limited to three) on an awning.*

- Blade Signs - Section 12-9-1(D): The current Sign Code permits blade signs to be no greater than 4 square feet in size. The only commercial blade sign currently erected is at The Fresh Market, where each of their two signs are approximately 20 square feet. Given the size of the building, with only one tenant, the blade sign size appears reasonable. The NWMC Survey demonstrates that community's vary in their permissibility from 3 square feet to 100 square feet, with 16-20 square feet being most common.

*Staff recommends permitting two standards for blade sign size; one larger standard of 20 square feet for a single-tenant building and a smaller standard of the existing 4 square feet for multi-tenant buildings. This is to recognize single-tenant buildings may use these signs for highway identification (i.e., The Fresh Market) while multi-tenant buildings should be limited to their use for pedestrian traffic. Staff also recommends clarifying if an entrance is at the corner of a building, blade signs would be permitted on each of the two frontages that define the corner.*

- Exposed Neon Signs - Section 12-11-1(T): The current Sign Code prohibits exposed neon signs. The Village has allowed neon-like signs (such signs can be found at several Village restaurants, drycleaners and furniture stores). 3 of the 17 NWMC responding communities

(including Deerfield and Highland Park) allow exposed neon signs mounted on the interior of the storefront. Highland Park allows only exposed neon signs that read “Open” and requires they be turned off at business close, and Deerfield regulates their size (8% of a window area or 20 square feet, whichever is less).

*Staff requests the ARB consider whether or not exposed neon signs should be allowed. Should the ARB find in the affirmative, Staff recommends their message be limited to “Open.”*

- Window Signs - Section 12-12-1(O): Currently, there are two separate and contradictory Sign Code requirements for calculating maximum window sign area (25% of each individual window/door area and 35% of the cumulative window/door glass area).

*Staff proposes to remove the cumulative requirement. In addition, Staff proposes relaxing the requirement regarding separation of permanent and temporary window signs from window edges, from the current 1’ to a proposed 6” as 1’ appears overly restrictive, especially for small windows.*

- Window Wrap Signs - Section 12-12-1(P): The current Sign Code does not address permissibility of window wrap decals, when they are used for decoration, and not for advertising purposes. In this case, the term “window wrap” relates to a graphic decal that covers an entire window. The NWMC Survey shows most communities do not address these decals unless they are being used for advertisement or business identification. The Village currently has this type of decorative window decal at City Park, in two locations. In both cases, these decals screen from view storage and/or “back-office” areas that are not open to the public. Neither has specific advertising material.

*Staff proposes a new definition of Window Wrap that describes this type of decorative decal, the type of graphics that are permissible, and specifically prohibits lettering and company logos. A section has also been added under Exempt Signs stating the permissibility to cover an entire window and describing the conditions behind windows (storage room, non-public areas, etc.) that would permit such “signage.”*

- Balloons - Section 12-12-1(Q): The current Sign Code prohibits balloon signs. The majority of the NWMC-surveyed communities do not allow balloons. Those that do (Barrington, Buffalo Grove, Mount Prospect, Niles and Rolling Meadows) limit their number, size and height.

*Staff proposes no more than 5 balloons, each limited to 9 square feet in area and displayed no higher than 8’ from grade, be permitted per business in conjunction with special events to offer businesses a decorative means to add a festive appearance (since the proposed maximum area limit is arbitrary, Staff requests the ARB determine whether or not it is too large). A new definition has been created. Inflatable displays will continue to be prohibited.*

- A-Frame/Sandwich Board Signs - Section 12-12-1(R): The current Sign Code does not allow portable (A-Frame signs) in any commercial district. 10 of the 17 NWMC surveyed communities allow portable signs with restrictions. Lake Forest, Deerfield and Highland Park do not permit such signs (Highland Park is considering allowing them in pedestrian areas at the request of businesses). Buffalo Grove allows these signs with restrictions.

*Staff recommends allowing A-frame signs, without a permit, to provide a better pedestrian-friendly temporary signage option. A business would continue to be allowed to have only one free-standing temporary sign per frontage (A-frame or a different type) at any given time.*

- Carry-Out Parking Signs – Section 12-12-1(S): The current Sign Code does not address signs designating parking spaces for customers picking up orders. There are currently a number of carry-out signs (of different sizes) throughout our commercial areas that were installed in conjunction with tenant build-out without Village approval. *Staff recommends allowing such signs (without a permit) and regulating their maximum height, overall single-panel design and number.*
- Temporary Sign Display Period - Section 12-13-1(A)(2): The current Sign Code permits up to 90 days per business per year for temporary signage (the previous limit pre-2009 was 60 days). Staff has not encountered cases where businesses have depleted their annual allotment and expressed a desire for more days. There are only a handful of businesses and non-profits in the Village that are regular users of temporary signage. In other communities that responded to the survey the maximum number of days permitted for temporary sign display varies from 30-180 days per year.

*Staff requests the ARB determine whether 90 days should remain as the maximum Code requirement or whether the allotment should be increased. Staff proposes A-Frame signs, if permitted with this amendment, be allowed without limitations regarding the number of days or display periods.*

- Project Announcement Signs - Section 12-13-1(B)(1): Currently, only project, architect, contractor and engineer information is permitted to be displayed on project announcement signs per their definition. However, during recent multi-tenant build-outs at Lincolnshire Commons a need arose to advertise the name of upcoming tenants.

*Staff recommends expanding the definition to permit advertisement of any project contractors (builders, engineers, architects) and tenants associated with new construction (e.g., “Coming Soon: Naf Naf Grill”).*

- Community Banners - Section 12-13-1(B)(4): The Sign Code allows banners for advertisement of community-wide events, identification of a geographic business area or parking lot orientation.

*Staff requests the ARB consider expanding the permissibility of banners to include display of seasonal or promotional banners in shopping centers and other areas. Staff recommends these types of banners be retitled to “Informational Banners” to better reflect their purpose.*

- Residential Real Estate Signs - Section 12-13-1(B)(5)(b): Lincolnshire’s current Sign Code allows residential real estate signs up to 4 square feet in area and 3’ in height. Recently concerns have arisen regarding an inconsistent use of riders (i.e., add-ons) by different brokerages on residential real estate signs featuring information about the property’s website, special features and agent’s credentials. Surrounding communities allow signs ranging from 4 to 20 square feet in area. 35% of communities allow up to 6 square feet in overall area (with no additional provisions for riders). Staff measured the size and height of several actual residential real estate signs in the Village (see attached). The total sign copy

area varies from 4-8 square feet (including up to 2 riders) and the pole height varies from 5.5'-6'.

*Staff recommends increasing the maximum overall sign copy area from 4 square feet to 6 square feet and 6' in height (which would apply to all elements of the sign copy, including riders). A new "real estate sign rider" definition has been created.*

- Temporary Sign Advertisement - Section 12-13-1(B)(8)(b): The current Sign Code does not allow advertisement of product and services on temporary signs. The NWMC survey indicated most communities do not regulate temporary sign content.

*Staff recommends advertisement of products and services be permitted on temporary signs. This will allow businesses to advertise their special offers and menu specials. The current prohibition on the advertisement of products and services will continue to apply to permanent signs.*

**Motion:**

*Having conducted a Public Hearing on August 19, 2014, 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, as presented in the Draft Redlined Sign Control Code Section, dated August 15, subject to...*

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

**Reports and Documents Attached:**

- Redlined Sign Control Code Section (Title 12), prepared by Staff, dated September 12, 2014.
- Sign Code survey conducted by the Northwest Municipal Conference.
- Chart of select residential real estate sign dimensions, as measured by Staff in the field.

<b>Meeting History</b>	
<b>Village Board Referral</b>	June 23, 2014
<b>Architectural Review Board:</b>	October 21, 2014

**DRAFT (September 12, 2014)**

## **Title 12: Sign Control**

- 12-1-1 PURPOSE**
  - 12-2-1 RELATIONSHIP TO OTHER ORDINANCES**
  - 12-3-1 DEFINITIONS**
  - 12-4-1 SIGN PERMIT**
  - 12-5-1 MASTER SIGN PLAN**
  - 12-6-1 ESTABLISHMENT OF SIGN DISTRICTS**
  - 12-7-1 DIMENSION MEASUREMENT**
  - 12-8-1 SIGN CONSTRUCTION AND DESIGN: GENERAL STANDARDS**
  - 12-9-1 SIGN CONSTRUCTION AND DESIGN: SPECIFIC STANDARDS BY SIGN TYPE**
  - 12-10-1 ABANDONED OR UNSAFE SIGNS**
  - 12-11-1 PROHIBITED SIGNS**
  - 12-12-1 EXEMPT SIGNS**
  - 12-13-1 TEMPORARY SIGNS**
  - 12-14-1 CLASSIC SIGNS**
  - 12-15-1 NONCONFORMING SIGNS**
  - 12-16-1 AMORTIZATION OF NONCONFORMING SIGNS**
  - 12-17-1 SIGN VARIANCE**
  - 12-18-1 AMENDMENTS**
- 

### **12-1-1 PURPOSE**

The following purposes are hereby adopted:

- A.** It is 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.
- B.** To balance the optimum conditions for meeting sign user's needs, with the legitimate public purpose of protecting the property and aesthetic values and physical appearance of the Village.
- C.** To establish aesthetics and property values as explicit components of the health, safety and welfare sought to be protected by the enforcement of the regulations contained in this ordinance.
- D.** To enhance the economy of the Village by promoting the reasonable, orderly and effective display of signs.
- E.** To address the need for adequate site identification and to encourage better communication with the public.
- F.** To assure the design, construction, installation and maintenance of signs such that they do not endanger pedestrians or vehicular traffic safety.
- G.** To assure the compatibility of exterior signs with surrounding land uses.
- H.** To protect the property values and economic well-being of the Village.

## 12-2-1 RELATIONSHIP TO OTHER ORDINANCES

- A. Nothing herein contained shall be deemed or construed to modify or alter the provisions of any other chapter of the Village Code. In the event of a conflict between the requirements of this Title and those of any other part of the Village Code, the later adopted ordinance shall prevail and control.
- B. If any section, paragraph, clause, phrase or part of this Title is, for any reason, held invalid, such decision shall not affect the validity of the remaining provisions of this Title and the application of these provisions to any persons or circumstances shall not be affected.

## 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. ~~ny sign that is any lighter than air or gas-filled balloon attached by means of a rope or tether to a definite or fixed location.~~ Displays designed to inflate or move by use of a fan or blower shall be prohibited. ~~is also considered a balloon sign.~~



*Blade sign or projecting sign*

**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.

**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 moveable or stationary, 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/m<sup>2</sup>) 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."

**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.

**Project Announcement Sign.** A Temporary Sign which functions to identify an upcoming construction project, architect, contractor, builder and/or engineer or tenants related to new residential subdivisions or non-residential buildings and/or developments, ~~placed on a lot that is the construction site whereon such architect, contractor and/or engineer is currently providing services or materials.~~

**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.

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

**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 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.

## 12-4-1 SIGN PERMIT

### A. Applicability

No sign, except those identified as exempt, shall be erected, constructed, altered or relocated without first obtaining a sign permit from the Department of Community and Economic Development.

### B. Authority and Execution

The Department of Community and Economic Development shall be responsible for determining compliance with this Title.

### C. Permit Application

An application for a sign permit shall be made upon forms provided by the Department of Community and Economic Development, signed by the applicant, and contain or have attached thereto the following information:

1. Name of person, firm, corporation or association constructing and erecting the sign.
2. Location of building, structure or lot to which or upon which sign is to be attached or erected.
3. Name, address, and telephone number of the applicant, and the name of a responsible party in the case of corporate applications.
4. Written consent of the owner of the building structure or land on which the sign is to be erected.
5. Site plan showing location of the sign upon the lot and copy of the sign.
6. Elevation of proposed sign showing size of sign and height of top of sign above grade.
7. Four (4) sets of plans and specifications showing the method of construction, location, support, attachment to the buildings or grounds, illumination and the lighting intensity. If not included therein, four (4) sketches showing the sign faces, exposed surfaces and proposed message, all accurately represented in scale as to size, proportion and color. If the sign is to be attached to a building, a drawing shall be submitted showing the sign on the facade of the building.
8. A Landscape Plan which meets the requirements of subsection 12-8-1-E of the Sign Ordinance.
9. If required by the Department of Community and Economic Development, a copy of stress sheets and calculations showing that the structure is designed for deadload and wind pressure in any direction, in the amount required by this and all other laws and ordinances of the Village.
10. Any electrical permit required for this sign.
11. Such other information that the Department of Community and Economic Development shall require to show full compliance with this and all other ordinances of the Village.

### D. Permit Issuance

1. Upon the filing of an application for a sign permit for erection, alteration or relocation of a sign, the Department of Community Development shall determine whether the application is complete. If the application is not complete, the Department of Community and Economic Development shall promptly notify the applicant of any deficiencies, and shall not process the application until the deficiencies are remedied.
2. The Department of Community and Economic Development shall examine the plans and specifications, and the premises upon which the proposed sign is to be erected to ensure compliance with the requirements of this Title and all other applicable ordinances of the Village. The Department of Community and Economic Development shall issue the sign permit if the Sign complies with the requirements of this Title and all other ordinances of the Village.
3. Applications for changes to existing sign faces and sign replacements shall be reviewed by the Department of Community and Economic Development.

#### **E. Approval of Electrified Signs**

The application for an electrical permit for the erection of an Electrical Sign shall be submitted to the Department of Community and Economic Development, who shall forward the specifications regarding all wiring and connections to the Village's Building Official. The Building Official shall examine the plans and specifications to determine compliance with the Electrical Code of the Village as a condition of granting the sign permit.

#### **F. Permit to Alter Sign**

Whenever a holder of a permit desires to enlarge or alter the Sign Area or Sign Face, he shall be required to submit an application for a new permit and pay the full fee. There shall be no refund or credit for fees previously paid, the existing permit will be canceled, and a new permit issued. However, the repairing, changing of parts, and preventive maintenance of a sign shall not be deemed to be alterations.

#### **G. Inspection**

The Village's Building Official may inspect, at such times as deemed appropriate, each sign regulated by this Title. The purpose of the inspection is to ascertain whether the structure is secure or not secure, in need of repair or removal, or in conformance with the permit and the provisions of this Title and Title 5, Chapter 4 of the Village Code, Building Codes.

#### **H. Sign Permit Void**

If there is no activity of the work authorized under a sign permit within six (6) months after the date of issuance, the permit becomes null and void. The building official is authorized to grant one (1) or more extensions of time for additional periods not six (6) months each. The extension shall be requested in writing and justifiable cause demonstrated.

#### **I. Revocation of Permit**

All rights and privileges acquired under the provisions of this section are licenses revocable at any time by the Village Manager if he/she finds noncompliance with this Title which is not corrected within twenty (20) days after written notice by the Department of Community and Economic Development to the permittee, with a copy to the Village Manager. Upon the termination or revocation of the sign permit, the licensee shall remove the sign within five (5) days without cost or expense to the Village. In the event of the failure, neglect or refusal on

the part of the licensee to do so, the sign shall be considered a nuisance and the Village may proceed to remove the same and charge the expense to the licensee.

#### **J. Sign Permit Fees**

The fee to be charged for any permit issued for the erection or alteration of a sign shall be as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Any not-for-profit 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.

#### **K. Penalties**

1. Any person violating any of the provisions of this Title shall be fined not less than twenty five dollars (\$25.00) nor more than seven hundred fifty dollars (\$750.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation continues or occurs.
2. If a person installs, permits to be installed, or begins to install, any sign without first securing a permit as required by this Title such installation shall cease until a sign permit is issued. In addition, the fee for such a building permit shall be twice the sign permit fee provided for by this Title.

#### **12-5-1 MASTER SIGN PLAN**

**A.** For new commercial development with multiple tenants, where ~~more than one (1) wall sign, awning or canopy is proposed~~ multiple signs are proposed, the applicant must submit a Master Sign Plan for review and approval by the Architectural Review Board prior to final approval by the Village Board. The purpose of a Master Sign Plan is to coordinate signs on multi-tenant buildings, and create a plan that establishes a building or site's overall sign design, which then provides direction to future tenants. A Master Sign Plan must include, at a minimum, criteria and specifications for general appearance, location, **lighting**, and approved construction materials.

**B.** Amendments to existing Areas of Special Sign Control, authorized by the Village Board prior to June 2009 (the adoption of this Title), shall be subject to regulations of Title 6, Chapter 14.

#### **12-6-1 ESTABLISHMENT OF SIGN DISTRICTS**

##### **A. Purpose**

The establishment of the following sign districts is based upon the dominant uses found in each district to ensure that signage is consistent with the unique development character maintained in each district. Regardless of sign district, signage in the Village shall be of the highest aesthetic standards and promote the Village as a unique destination with clear and specific requirements.

##### **B. Sign Districts**

###### **1. Downtown Sign District**

The purpose of the Downtown Sign District is to ensure that signs within the downtown are compatible with the character and image of the downtown, and provide businesses with a number of alternatives for advertising to pedestrian and automotive patrons.

In the interest of creating and maintaining an identity and character for the District, for each property or planned unit development located within the Downtown Sign District, three (3) of the five (5) types of building Identification Signs shall be selected for all of the buildings in the development: ground signs, wall signs, window signs, blade signs, awning signs. In addition, directional signs are permitted in the Downtown Sign District for each property or planned unit development.

## **2. Corridor Commercial Sign District**

The purpose of the Corridor Commercial Sign District is to ensure that signs located along major arterials provide an effective means of advertising, as well as presenting a positive and coordinated appearance of the Village along the roadway. Signs within the corridor commercial areas are primarily oriented toward the automobile.

In the interest of creating and maintaining an identity and character for the District, for each property or planned unit development located within the Corridor Commercial Sign District, three (3) of the five (5) types of building Identification Signs shall be selected for all of the buildings in the development: ground signs, wall signs, window signs, blade signs, awning signs. In addition, directional signs are permitted in the Corridor Commercial Sign District for each property or planned unit development.

## **3. Office/Industrial Sign District**

The purpose of the Office/Industrial Sign District is to ensure that signs located within the Village's Office/Industrial Districts provide an effective means of identifying the location and services of the businesses in the District, as well as presenting a positive and coordinated appearance of the Village along the roadway. Signs within the Office/Industrial areas are primarily oriented toward the automobile.

In the interest of creating and maintaining an identity and character for the District, for each property or planned unit development located within the Office/Industrial Sign District, two (2) of the following types of building Identification Signs shall be selected for all of the buildings: ground signs, or wall signs. In addition, directional signs are permitted in the Office/Industrial Sign District for each property or planned unit development.

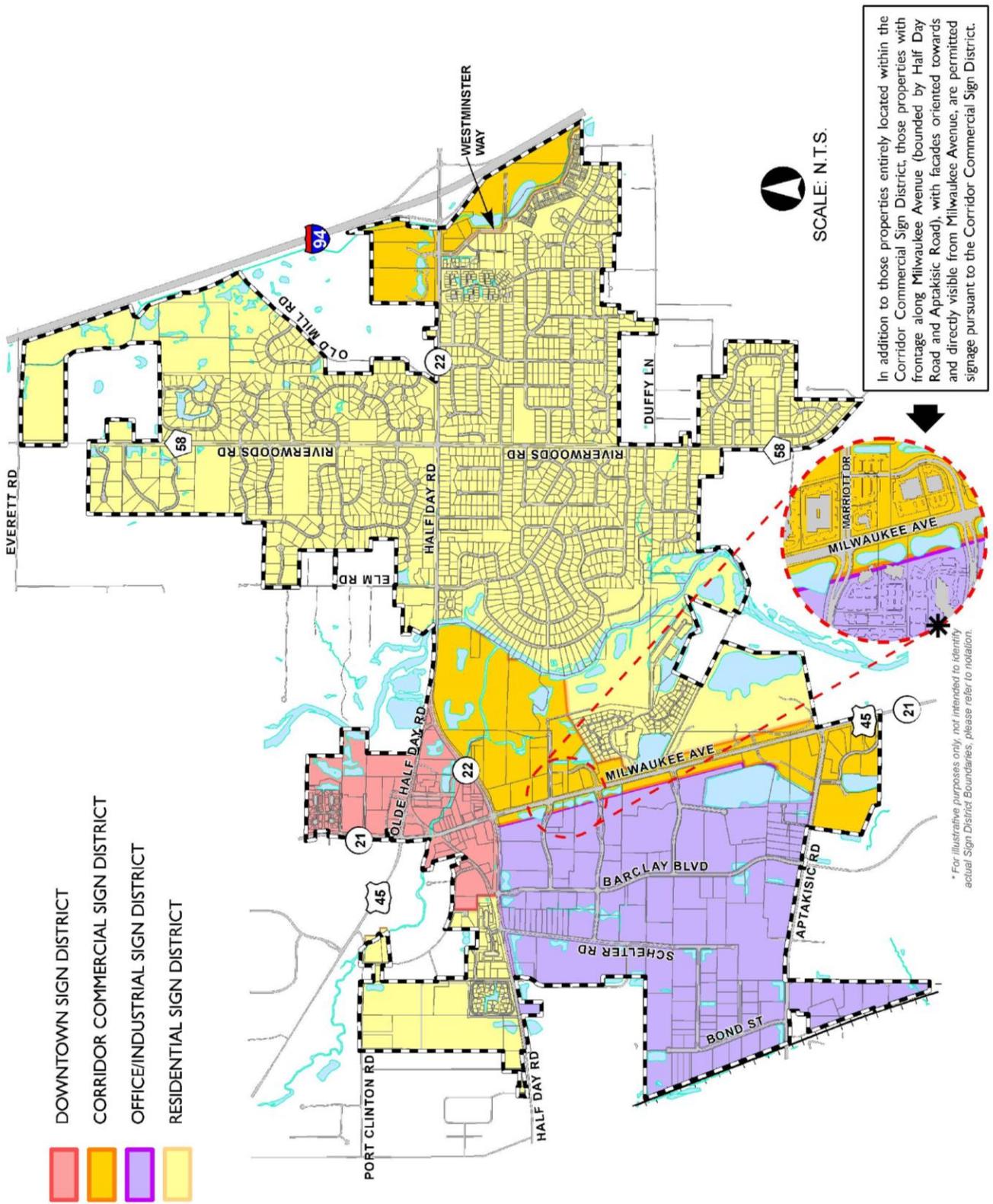
## **4. Residential Sign District**

The purpose of the Residential Sign District is to ensure proper regulation of signs common to residential areas for both permitted non-residential uses that need to identify their location, and the variety of temporary and non-commercial signs residents may desire, provided they are not displayed in a manner that is contrary to the predominant residential character of the district.

In the interest of creating and maintaining an identity and character for the District, for each non-residential property or planned unit development located within the Residential Sign District, one (1) of following types of building Identification Signs shall be selected for all of the buildings in the development: ground sign, or wall sign. In addition, directional signs are permitted in the Residential Sign District for each non-residential property or planned unit development.

## **C. Sign District Location**

The locations of the Village of Lincolnshire's Sign Districts are indicated on the following page.

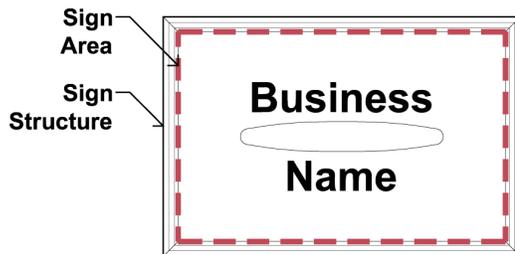


## 12-7-1 DIMENSION MEASUREMENT

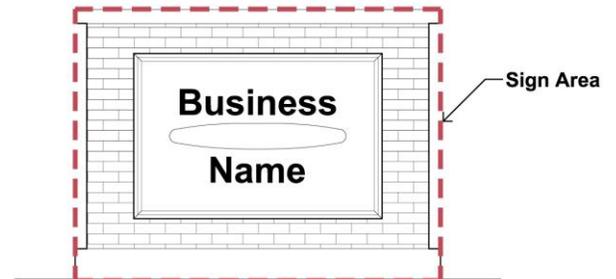
### A. Computation of Sign Area

Sign area is calculated as described in this Section.

1. For signs on a background, the entire area of the background shall be calculated for sign area, including any material or color forming the Sign Face or background used to differentiate the sign from the backdrop or structure against which it is placed. For Monument Signs, Sign Area includes any supporting framework, bracing or structure. For all other sign types, Sign Area does not include any supporting framework or bracing, unless such framework, bracing or structure contains part of the message, Sign Face or Copy.

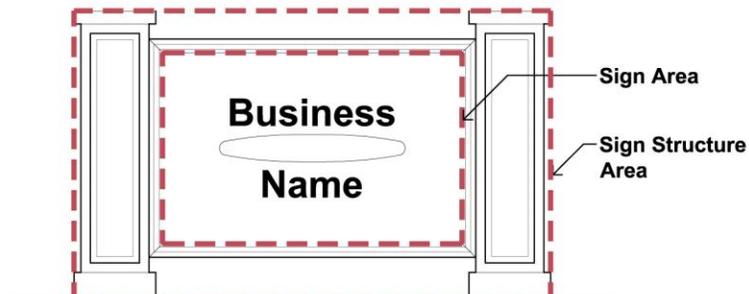


*Illustration of sign area for 12-7-1-A-1,  
Non-monument sign*



*Illustration of sign area for 12-7-1-A-1,  
Monument sign*

2. For a double-post sign, two (2) separate area calculations are necessary, one (1) for the sign area and one (1) for the total area of the structure including both sign posts. The sign area includes the entire area of the sign, including any material or color forming the sign face or background used to differentiate the sign from the backdrop or structure against which it is placed. Sign area does not include any supporting framework or bracing, unless such framework or bracing is part of the message or sign face. The area of the sign structure is calculated by means of the smallest rectangle that will encompass the extreme limits of the supporting posts, framework or bracing of the sign.



*Illustration of double-post sign for 12-7-1-A-2*

- For signs consisting of freestanding letters or logos, the area of a sign face ("sign area") is calculated by means of the smallest rectangle that will encompass the extreme limits of the writing, representation, emblem or other display. Sign area does not include any supporting framework or bracing, unless such framework or bracing contains part of the message, Sign Face or Copy.

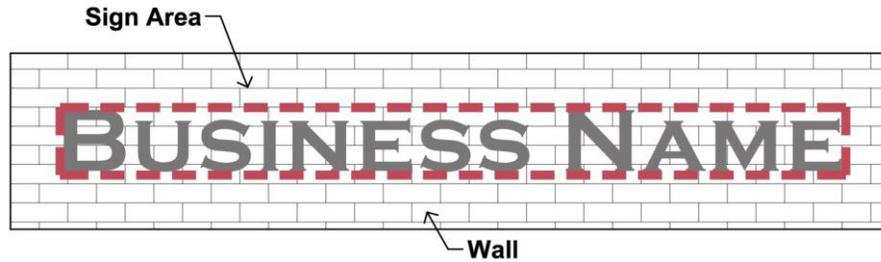


Illustration of sign area for 12-7-1-A-3

- The sign area of free-form or sculptural (non-planar) signs is calculated as fifty percent (50%) of the sum of the area of the four (4) vertical sides of the smallest cube that will encompass the sign.

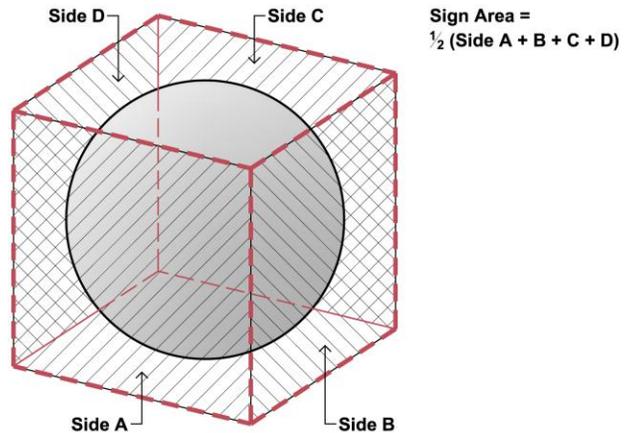


Illustration of sign area for 12-7-1-A-4

- For a Double-Faced Sign, the sign area is computed as the area of one (1) face only. For a Sign where the angle between two (2) sign faces is greater than 30 degrees (30°), the sign area is computed as the sum of the areas of the two (2) faces.

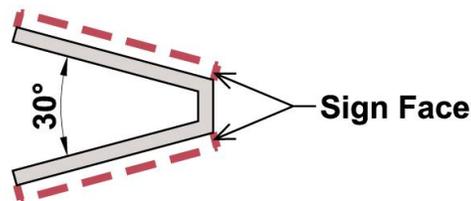
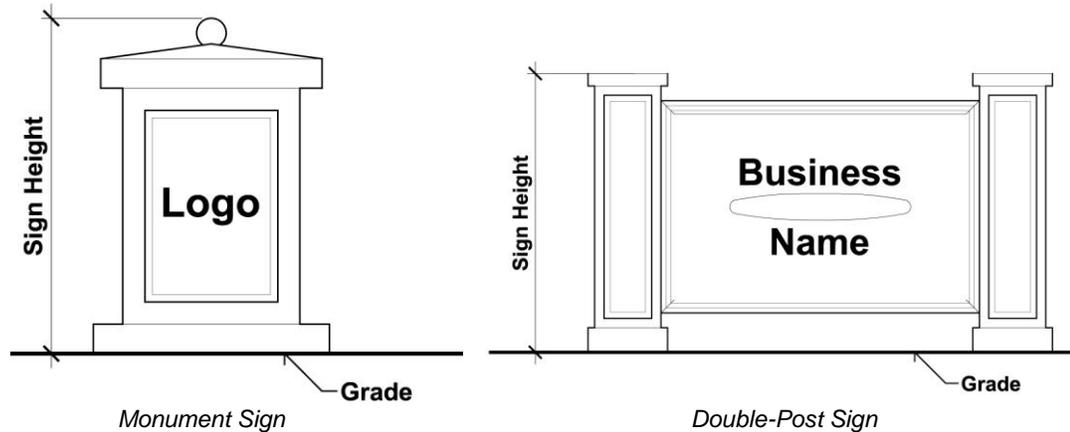


Illustration of double-faced sign for 12-7-1-A-5

## B. Measurement of Sign Height

Sign height is measured as described below. In terms of measuring sign height, the height of the entire structure, including decorative elements, must be included.

1. Ground Signs: The vertical distance measured from grade to the highest point of the sign, which shall also include any berming or mounding at the base of the sign.



*Illustration of sign height for 12-7-1-B-1*

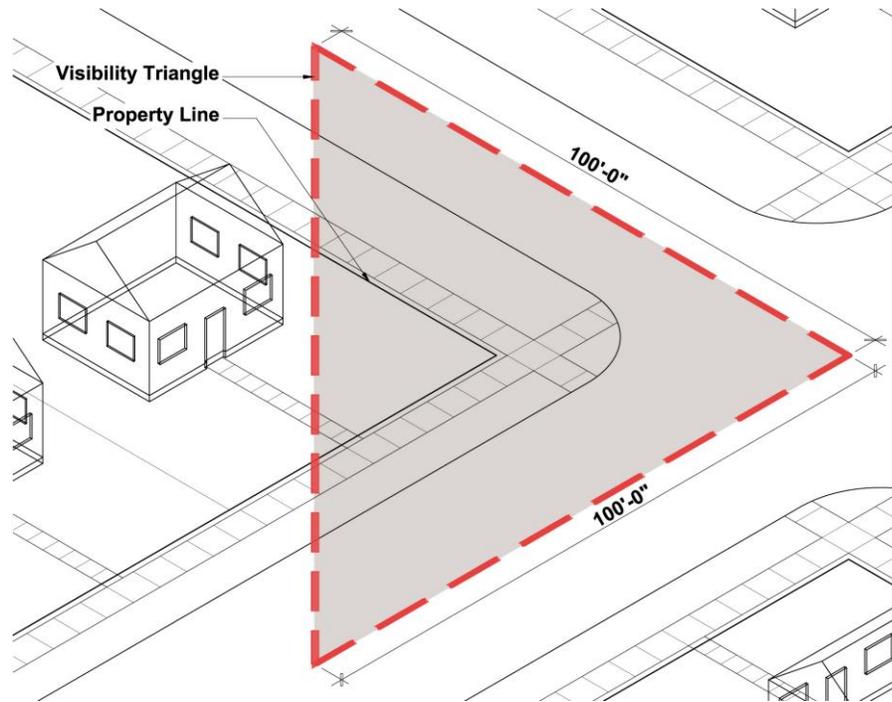
2. Signs attached to buildings: The vertical distance from the grade, as used to measure Building Height in Title 6, of the building to which a sign is attached to the highest point of the sign structure.

### 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 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. This prohibition does not apply to Awning Signs and Temporary 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.

## **12-9-1 SIGN CONSTRUCTION AND DESIGN: SPECIFIC STANDARDS BY SIGN TYPE**

The following signs are the only types of permanent signs permitted in the Village.

### **A. Ground Signs**

Ground signs are permitted subject to the following:

1. Ground signs are permitted only in the districts listed in Tables 1 and 2, subject to the regulations of Tables 1 and 2 and this Title.
2. One (1) ground sign is permitted per street frontage of a zoning lot with a maximum of two (2) sign faces, except that any lot or parcel with a frontage of eight hundred (800) feet or more may have two (2) ground signs located not less than four hundred (400) feet apart. If a zoning lot has frontage on more than one (1) street then said lot will be allowed

one (1) ground sign per frontage, provided there is sufficient frontage to place the two (2) signs no closer than one hundred (100) feet apart.

3. In addition to a ground sign, drive-through establishments are permitted one (1) menu board sign, whether constructed as a ground sign or double post sign, no more than forty (40) square feet in sign area, no more than six (6) feet in height and no less than twenty (20) feet from any lot line.
4. Ground signs must be setback a minimum distance from the edge of the street, as shown in Table 1: Ground Signs – Monument and Table 2: Ground Signs – Double Post. No part of any ground sign may be located within or over a street.
5. All ground signs shall be approved by the Department of Community and Economic Development as being in compliance with Title 5, Chapter 4 of the Village Code and shall be constructed of incombustible or approved combustible materials as defined in Section 12-3-1 Definitions.
6. Externally illuminated ground signs must be illuminated by backlit/halo lighting or from external lighting fixtures, with lighting color restricted to shades of white. Internally illuminated ground signs shall be designed so light is filtered through the face of individually cut letter sets. Within the Downtown Sign District, internal illumination shall be limited to multi-tenant ground signs only.
7. The sign structure and sign face of ground signs shall exhibit good scale and proportion; and shall be an integral part of the site and building design by sharing architectural features with the principal structure, including one or more building materials, colors, or design elements.
8. The sign material of ground signs shall consist of materials such as wood, stone, brick, copper, bronze, steel, brushed aluminum, iron, concrete, or similar. Synthetic plaster shall be permitted if it is used as a primary exterior material on the approved principal structure.
9. Letters and logo(s) are limited to no more than two (2) colors and must be individually carved, etched, or raised and may consist of plastic, wood, or metal letters, with a non-reflective surface, on a contrasting background. Multiple colors used on a logo or mark registered with the United States Patent and Trademark Office are permitted. Consistency must be provided between ground sign lettering and the accompanying wall signs on the building.
10. All ground signs in the Downtown District must be constructed of natural materials, such as wood, stone or masonry, including composite materials that give the impression of such materials.
11. All monument ground signs in the Downtown District shall be composed of three (3) parts: base, sign area and cap.
12. Ground signs for multi-tenant buildings shall exhibit the same design characteristics; including materials, color, fonts, lighting, tenant panels, etc, and shall be consistent in design where there are multiple ground signs on a single property. Ground signs for multi-tenant buildings are limited to four (4) tenants per sign face and a development name. The development name must be larger than the name of individual tenants. In addition, the development name may be distinguished from the individual tenants by font, color or material.

13. The Copy Area shall be a minimum of six inches (6") from the perimeter of each Sign Face and shall not exceed a maximum of seventy percent (70%) of the Sign Area.

TABLE 1 GROUND SIGNS – MONUMENT				
SIGN DISTRICT	Maximum Sign Area	Maximum Height of Monument	Maximum Length of Monument	Minimum Setback
Downtown Sign District - Single Tenant	54 sq. ft.	6 ft.	9 ft.	15 ft.
Downtown Sign District - Multi Tenant	67.5 sq. ft.	7.5 ft.	9 ft.	15 ft.
Corridor Commercial Sign District - Single Tenant	60 sq. ft.	6 ft.	10 ft.	15 ft.
Corridor Commercial Sign District - Multi Tenant	75 sq. ft.	7.5 ft.	10 ft.	15 ft.
Office/Industrial Sign District	72 sq. ft.	6 ft.	12 ft.	15 ft.
Residential Sign District - Non-residential Subdivision Use	30 sq. ft.	5 ft.	6 ft.	15 ft.

TABLE 2 GROUND SIGNS – DOUBLE POST					
SIGN DISTRICT	Maximum Sign Area	Maximum Structure Area	Maximum Structure Height	Maximum Structure Length	Minimum Setback
Downtown Sign District	24 sq. ft.	66 sq. ft.	5.5 ft.	12 ft.	15 ft.
Corridor Commercial Sign District	30 sq. ft.	72 sq. ft.	6 ft.	12 ft.	15 ft.
Office/Industrial Sign District	30 sq. ft.	72 sq. ft.	6 ft.	12 ft.	15 ft.
Residential Sign District - Non-residential Subdivision Use	20 sq. ft.	44 sq. ft.	5.5 ft.	8 ft.	15 ft.

**B. Wall Signs**

Permanent wall signs are permitted in the Downtown Sign District, the Corridor Commercial Sign District, the Office/Industrial Sign District and for non-residential uses in the Residential Sign District, subject to the following standards.

- ~~1. Wall signs are permitted only in districts listed in table 3, subject to the regulations of table 3 and this Title. Within the Downtown Sign District, the Corridor Commercial Sign District and the Office/Industrial Sign District, the maximum Sign Area of a wall sign shall be ten percent (10%) of the area of the wall to which it is attached, including doors and windows, or the maximum wall sign area listed in Table 3, whichever is less.~~
- ~~2. Within the Residential Sign District, the maximum Sign Area of a wall sign shall not exceed ten percent (10%) of the area of the wall to which it is attached, including doors and~~

~~windows, provided that the total Sign Area of the wall signs on the front and side facades shall not exceed twenty-four (24) square feet.~~

3. Wall signs are permitted for each building wall that faces a public street or parking lot, with n- ~~shall be allowed- permitted~~ on any wall. Where there is a secondary customer entrance, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and shall only indicate the name of the business and the words “entrance,” “enter” or similar term.
4. The total area of a side wall sign or signs shall not exceed five percent (5%) of the area of the side façade of the principal building, including doors and windows, or twenty-five (25) square feet, whichever is less. Any side wall sign must be located facing a side yard of twelve (12) feet or more in width on the same lot.
5. Wall signs must be safely and securely attached to the building wall. Wall signs must be affixed flat against the building wall and must not project more than six (6) inches from the building wall. Illuminated wall signs shall not be permitted to extend more than twelve (12) inches beyond the sign face or sign structure.
6. No wall sign affixed to a building, including sign support structure, may project beyond the ends or top of the wall to which it is attached. On buildings existing on the effective date of this Title, July 1, 2009, a parapet wall must not be constructed for the sole purpose of increasing the allowable height of a wall sign.
7. Wall signs shall not cover windows, doors or architectural features.
8. For buildings in commercial use, wall signs should be located on the sign frieze, or the portion of the building immediately above the first floor windows and below the second floor window sills in the case of a two-story building. For buildings in office use that are larger than two-stories, wall signs may be located on the top floor of the building no more than five (5) feet above the windows on the top floor and no portion of such wall sign shall extend above the roof line.
9. Wall signs may be constructed of wood, metal or plastic.
10. 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.
11. 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.
12. Within a multi-tenant commercial development, 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.

13. 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.
14. Wall signs shall be attached to a building façade at a height of not less than eight (8) feet above any sidewalk, and may not extend over said thoroughfare and/or sidewalk.
15. Consistency must be provided between ground sign lettering for individual tenants and the corresponding lettering of wall signs on the façade of the building.

TABLE 3 WALL SIGNS					
SIGN DISTRICT	Maximum Sign Area	Maximum Sign Length	Maximum Height of Sign Face	Maximum Height of Letters	Maximum Height of Logo
Downtown Sign District	10% of the area of the wall to which the sign is attached	15 ft.	2 ft.	18 in.	24 in.
Corridor Commercial Sign District	10% of the area of the wall to which the sign is attached	18 ft.	3 ft.	24 in.	30 in.
Office/Industrial Sign District	10% of the area of the wall to which the sign is attached	20 ft.	3 ft.	24 in.	30 in.
Residential Sign District - Non-residential Use	10% of the area of the wall to which the sign is attached, or 24 sq. ft., whichever is less	8 ft.	2 ft.	12 in.	18 in.

### C. Awnings and Canopies

Awnings and canopies that are considered an architectural feature of a building ~~and are~~ not used for advertising are not considered a sign. Awnings and canopies containing an advertising message shall be considered a sign, subject to review by the Village Board and are subject to the following regulations:

1. Awnings and canopies are permitted as a use in any non-residential sign district.
2. All awnings or canopies must maintain a minimum eight (8) foot clearance from grade. Awnings and supports for canopies must not extend past a setback two (2) feet from the curb line, or if there is no curb line the property line.
3. ~~Printing~~ An advertising message on any individual awning or canopy is limited to twenty-five percent (25%) of the surface of a vertical face any side of an awning or canopy. The legal business name of the business, logo or up to three (3) business products or services, all of a consistent color and font size. If the name of the business is displayed on a window, wall or blade sign, it shall not be used on the awning.
4. Awning signs shall be permitted for each facade of a building or tenant space that has been designed to include a customer entrance, display or decorative window, or for which the architectural design treatment and details are the same as those used in the primary

facade of the building, subject to review by the Architectural Review Board.

5. Awning signs shall be centered on the awning to which they are affixed and located parallel to the building facade upon which the awning is attached.
6. Awnings and canopies shall be constructed out of incombustible, non-reflective canvas or canvas-like material. Back-lit and metal awnings and canopies are prohibited.



*Examples of awnings that meet the standards of 12-9-1-C*

7. Awnings and canopies must be securely attached to and supported by a building. All frames and supports must be made of metal or other similar rigid material and meet the requirements of Title 5, Chapter 4.
8. All awnings or canopies shall comply with the following design standards:
  - a. Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible with the overall color scheme of the façade.
  - b. Awnings and canopies shall be generally aligned with others nearby in order to maintain a sense of visual continuity.
  - c. Awnings and canopies shall be tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
  - d. All awning signs located on an individual building shall be of a similar size with no more than one (1) line of horizontal sign copy permitted per awning sign.
  - e. Awning signs are restricted to the vertical face of an awning, and will not be permitted on the sloped area of an awning.
9. The following maximum dimensions are permitted for awning signs:
  - a. Letter Height: Twelve (12) inches.
  - b. Logo Height: Eighteen (18) inches.
  - c. Sign Face Height: Eighteen (18) inches.
  - d. Sign Length: Ten (10) feet.

- e. Sign Surface Area: Ten (10) square feet.

#### D. Blade Signs

##### 1. Location

Blade signs shall be erected perpendicular to the structure to which they are attached. Signs erected at the corner of a building may be placed at a one-hundred-thirty-five (135°) degree angle to the facade of the building used for customer entrance. No portion of a blade sign shall be permitted to be less than ten (10) feet above the level of the walkway or predominant grade over which it extends.

##### 2. Size

Blade signs are permitted up to a maximum surface area of four (4) square feet for tenants in multi-tenant buildings and twenty (20) square feet for free-standing businesses.

##### 3. Quantity

One (1) blade sign shall be permitted for each public entrance into an individual tenant/business space. However, for tenant spaces or buildings with a corner building entrance orientation, one (1) blade sign shall be permitted per building frontage.

##### 4. Sign Design and Materials

- a. All blade signs located on an individual building shall be of a similar size and proportion.
- b. A blade sign shall not extend more than three (3) feet from the wall/ceiling to which it is attached.
- c. Blade signs shall be designed to relate to the architectural design of the building to which they are attached.
- d. Blade signs shall be constructed of wood, metal or similar materials, at the recommendation of the Architectural Review Board and approval by the Village Board.

#### E. Marquee Signs

Marquee signs shall be restricted to a position over the main entrance into a building.

##### 1. Location

No marquee shall be erected in any residential district.

##### 2. Construction Materials Required

All marquees, including the anchors, bolts, supports, rods and braces thereof, shall be constructed of incombustible or approved combustible materials, shall be designed by a structural engineer and shall be approved by the Department of Community and Economic Development as being in compliance with the Village Building Code. If appropriate, an electrical inspection shall be made to determine if the marquee is in compliance with all electrical provisions of this Code.

- 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

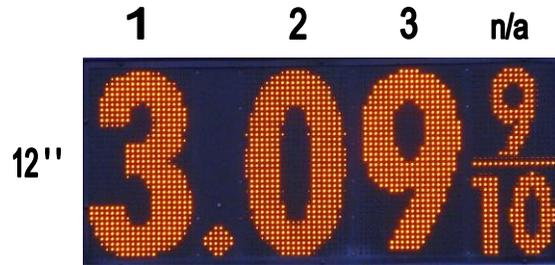
No temporary sign as defined elsewhere within this Title, shall be attached to, or hung from a marquee except changeable copy affixed or illuminated directly upon the vertical hanging fascias of the marquee. The Sign Face on any marquee shall be limited to fifty percent (50%) of the gross surface area 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 9/10<sup>th</sup> 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 development, each Directional Sign shall maintain a consistent sign design.
4. Directional signs must be located entirely on the property to which they pertain and must be located so as not to interfere with the safe sight distances of vehicles traveling into,

out of, or throughout the site.

- ~~5. The design of directional signs shall include sign copy with a combination of two (2) inch and one and one half (1½) inch letters.~~

## 12-10-1 ABANDONED OR UNSAFE SIGNS

### A. Abandoned Signs

1. Any sign, whether existing on or erected after the effective date of this Title, which advertises an event which has already occurred, a business no longer being conducted or a product no longer being sold from the premises to which the sign relates, shall be considered abandoned. Notwithstanding anything in the Title to the contrary, this provision shall apply to both exempt and non-exempt signs.
2. In the event the owner or permittee fails to remove an abandoned sign within five (5) days after written notice from the Department of Community and Economic Development, each additional day the sign remains shall be considered a separate violation and a fine shall be rendered for each additional day in accordance with the fee schedule in Chapter 15 of Title 1 of this Code. This is the joint and several obligation of the property owner and permittee.
3. Any sign for which a permit is required and such permit has expired and is not renewed within sixty (60) days after the expiration thereof shall be considered abandoned.
4. Abandoned signs shall be removed within three (3) business days of the sign being deemed abandoned.

### B. Unsafe Signs

When any sign becomes unsafe or insecure by reference to the regulations of Title 5, Chapter 4, or becomes a nuisance, or has been constructed, or is being maintained in violation of the provisions of this Title or other provisions of the Zoning Code, the owner thereof or the person or firm maintaining the sign shall, upon written notice of the Department of Community and Economic Development, within no more than fifteen (15) days, make such sign conform to the provisions of this Title, or the applicable provision of the Village Code, or remove it. The Village Manager or his designee may declare any sign which is an immediate peril to persons or property a nuisance and cause it to be removed with or without prior notice, at the owner's expense. Notice will then be sent to the owner of the sign within three (3) days after its removal describing the owner's rights to redeem the sign and prompt post-deprivation hearing. The Village shall keep and store the removed sign for up to ninety (90) days; provided the owner may redeem the sign by reimbursing the Village the full cost of its removal and storage. Upon written petition of the owner of the sign, filed thirty (30) days and no later than sixty (60) days after the removal of the sign, the Village Board may hold a hearing to determine whether removal of the sign was warranted and, if appropriate, establish conditions for reconstructing the removed sign, however in no case shall a sign permit be granted for such reconstruction unless all provisions of this Ordinance and all other Village ordinances are met.

## 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. ~~A-frame or portable signs.~~
- G. Signs of an obscene nature.
- H. ~~Balloon signs.~~
- I. 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.
- J. Signs which obstruct driveways, doors, windows, fire escapes, or any such opening intended to provide light, air, access or egress for any building or structure.
- K. Off-premise or billboard signs as defined in this Title.
- L. Any goods, wares, or merchandise suspended from, the exterior of any building or structure.
- M. Ground signs, wall signs and directional signs erected in any residential district, except as defined in this Title.
- N. Internally illuminated cabinet style ground and wall signs in which each letter is not individually articulated.
- O. Signs on fences, trees, utility poles, walls, or similar structures, which are not part of a building structure.

- P. 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.
- Q. Home occupation signs.
- R. Pole type signs, temporary or permanent.
- S. Attachments to any advertising structure or real estate sign.
- T. Signs composed of exposed neon tubing, Electronic Display Screens, Electronic Message Signs, and similar technologies unless otherwise permitted by other sections of this Title.
- U. Temporary wall signs.
- V. Multi-tenant wall signs for office buildings.
- W. Window signs for office buildings.

### 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.
- B. Directory signs no more than six (6) square feet in surface area.
- C. 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.
- D. 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.
- E. 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.

- F. Plaques or tablets, denoting names of buildings and date of erection cut into any masonry surface.
- G. 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.
- H. Residential street and/or house signs not exceeding one and one-half (1½) square feet in area, which are limited to address information.
- I. 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.
- J. Signs warning of construction, excavation or similar hazards so long as the hazard exists.
- K. Signs placed by utilities to show the location of underground facilities.
- L. 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.
- M. 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.
- N. Umbrella signs may display only the name of the business and logo to which such signs belong. Umbrella signs shall be of a color and appearance that is harmonious with the color and appearance of the business to which they belong, according to the Department of Community and Economic Development.
- O. 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 one (1) foot 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.

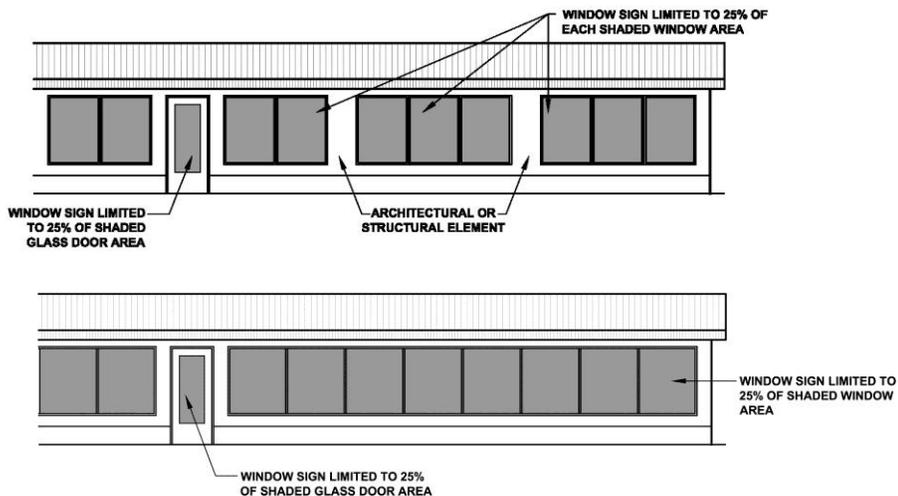


Illustration of window sign area 12-12-1-O-1

2. ~~The total area of all window signs must not occupy more than thirty-five percent (35%) of the total window area.~~
3. 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.
4. 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.
5. 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.
6. No window sign shall be located above the second floor of a building or tenant space.
7. No sign shall be affixed directly to the exterior of a window surface and shall, with the exception of have professionally designed lettering or decals made of an adhesive material. All other signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness.
8. Any sign located within a building interior that is intended for viewing from the exterior of such a building is considered a window sign.

9. 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. Balloon Signs. Signs comprised of up to 5 balloons per business in conjunction with a temporary special event, comprising an area not exceeding 3 feet in height and 3 feet in width, mounted or floating no higher than 8 feet from grade. No more than 5 display periods shall be permitted.
- R. A-Frame Signs. 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 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. A-Frame signs shall not be subject to the display time regulations of Section 12-13-1 (2) of this Title.
- S. 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 5 feet (5') in height. No more than 2 such signs shall be allowed per food establishment.

## 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, shall have a height no greater than six (6) feet above the ground surface, 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. 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. Temporary signs shall not be attached to fences, trees, utility poles, 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. Community-Informational Banners

- a. Community-Bbanners shall not be more than eight (8) square feet in surface area and shall not exceed a height greater than four (4) feet. Community-Bbanners 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. Community-Bbanners 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 parking lots, ~~with a minimum of one thousand (1,000) surface 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 ~~community~~ 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 four (6.4) square feet in area, and shall not exceed ~~three (3)~~ six (6) feet in height and must be on a single panel.
- 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 ~~Promotional Advertisement~~ Signs

- a. All promotional and advertisement signs of a temporary nature must be located on the premises of the event.
- b. ~~Sales of individual and/or specific products or services shall not be advertised through this medium.~~
- 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.

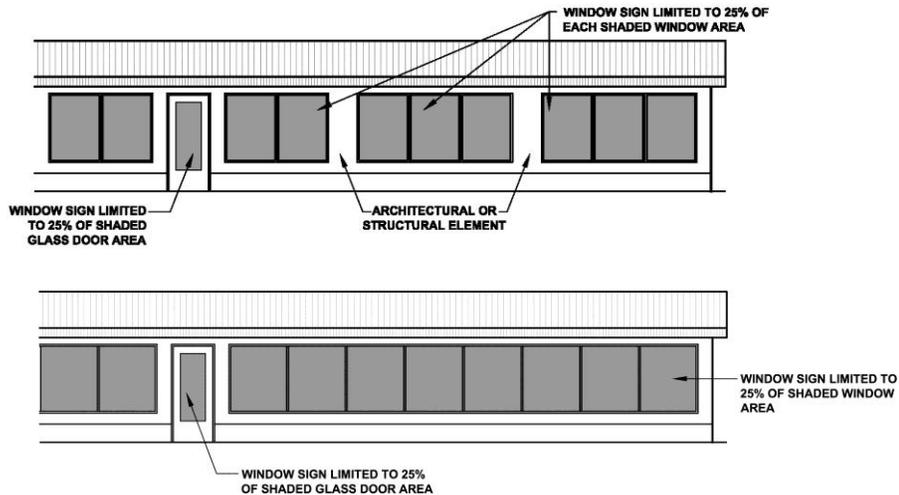
- a. Temporary Identification sign covers shall be professionally designed and painted in no more than two (2) colors compatible with the primary structure or the existing ground sign on the property.

- 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 ~~sixteen~~ (64) 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. No sign shall be affixed directly to the exterior a window surface, with the exception of and shall have professionally designed lettering or decals made of an adhesive material. All other signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness.

- 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.

## 12-14-1 CLASSIC SIGNS

### A. Eligibility

1. Any person may apply for designation of an existing sign, as of the date of adoption of this Code, as a classic sign. Classic signs are exempt from all requirements of this Title except those regulating unsafe signs.
2. To qualify for designation as a classic sign, the sign must:
  - a. Be at least twenty-five (25) years old or an exact duplicate of an original sign where the combined age of the exact duplicate and original sign is at least twenty-five (25) years.
  - b. Possess unique physical design characteristics, such as size, configuration, message, color, texture, etc.
  - c. Be of extraordinary significance to the Village, regardless of the use identified by the sign.

### B. Application

1. An application for classic sign status must include plans for sign maintenance, renovation or possible reconstruction, acceptable to the Department of Community and Economic Development.
2. Application for classic sign status must be made to the Department of Community and Economic Development, or his/her designee, who schedules a public hearing of the Architectural Review Board and presents his/her recommendations to the Architectural Review Board at a public hearing.
3. The Architectural Review Board must make its recommendation to the Village Board. The Village Board may approve or deny the application.

### C. Maintenance

The owner of a classic sign must ensure that the sign is not structurally dangerous, a fire hazard, an electrical shock hazard, or any other kind of hazard. If a classic sign is damaged or destroyed to the extent of fifty percent (50%) of its replacement value, the sign may not be replaced unless it is in conformance with all of the provisions of this Title.

## 12-15-1 NONCONFORMING SIGNS

Nonconforming signs may be maintained subject to the following regulations:

- A. No nonconforming sign shall be expanded or altered to prolong the life of the sign.
- B. No nonconforming sign structure shall be changed to another nonconforming sign structure except that the copy, message or graphic of a nonconforming sign may be changed.

- C. The nonstructural component of a multi-tenant sign on which the copy, message or graphic is displayed, such as a plastic or metal panel or insert, may be replaced to accommodate a change in tenant.
- D. If the copy, message or graphic of a nonconforming sign cannot be changed without altering a structural component, then such change is not permitted. Structural components include any part of a sign attached directly to the ground or to a building or structure, any part of the supporting structure of a sign without which the sign fails to maintain its structural integrity, and any part of a sign's electrical or lighting equipment.
- E. No nonconforming sign shall be relocated in whole or in part unless, when relocated, it conforms to all of the provisions of this Title.
- F. If a nonconforming sign is damaged or destroyed to the extent of fifty percent (50%) of its replacement value, the sign may not be replaced unless it is in conformance with all of the provisions of this Title.

#### **12-16-1 AMORTIZATION OF NONCONFORMING SIGNS**

- A. All signs which become nonconforming by the provisions of this Title, shall be removed, altered or repaired to conform to the provisions of this Title, within an amortization period of ten (10) years after the effective date of the amendments to this Title, April 11, 2011.
- B. Approved signs in properties formally designated as Areas of Special Sign Control are now designated as Master Sign Plans and are exempt from amortization as of the effective date of this Title, July 1, 2009.
- C. Any existing Institutional Sign, Residential Development Sign located in the Residential Sign District, or sign which has been granted a variance from the Village Sign Control prior to the effective date of this Title, July 1, 2009, shall be exempt from amortization unless a change in occupancy, tenant, and/or signage occurs that results in the removal of the existing sign. Upon removal of any existing sign, the installation of any new sign shall be subject to the provisions of this Title. Repair and maintenance may be permitted to ensure signage is maintained in a safe, neat and orderly condition and appearance as per Section 12-8-1-I.
- D. The owner of any sign made nonconforming by this Title may apply for a variance from the amortization schedule as per Section 12-17-1, Sign Variance, upon showing that the schedule does not permit a reasonable depreciation of the investment in the sign.

#### **12-17-1 SIGN VARIANCE**

The Architectural Review Board shall hear and recommend requests for variances from the Village Sign Code.

##### **A. Determination of Need for a Variance**

It shall be the duty of the Department of Community **and Economic** Development, after an application for any sign permit, to determine and advise the applicant whether a sign variance is required for the application to be eligible for the issuance of a sign permit.

##### **B. Conditions for Granting a Variance**

A variance may be granted only when special circumstances involving size, shape, topography, location or surroundings affecting the property requiring a deviation from conformance with the provisions of this Title would not cause substantial injury to the value of

other property in the vicinity or be detrimental to the public safety or welfare and the neighborhood in which it is located.

### C. Procedure

1. Prior to filing a formal application for a Sign Variance, the applicant shall request a preliminary conference with the Community and Economic Development Department. At the pre-application conference, the applicant shall present all items as required in Paragraph E below.
2. An applicant for any sign permit that requires a variance shall apply to the Architectural Review Board for such variance through the Department of Community and Economic Development. The submittal shall include all items as required in Paragraph E below.
3. The Architectural Review Board shall schedule a public hearing for the request for a variance. Notice of public hearings on requests for variances shall be given no more than thirty (30) days nor less than fifteen (15) days before the hearing by publication in a newspaper of general circulation in the Village. Such notice shall include the time and place of the hearing, a general description of the contents of the request to be heard, and the address or location of the property to which the request applies.
4. The applicant shall provide written notice to all persons to whom the current real estate tax bills are sent, as shown on the records of the Vernon Township Assessor's office, for all lots any part of which lie within two hundred and fifty feet (250') of the property line of the lot for which an application has been filed.
  - a. Such written notice shall give the number, if any, assigned to the application, legal description, and common address of the parcel or parcels involved in the application, the place, and purpose (requested action) of the public hearing, and the date and time thereof. All such notices must be sent no more than thirty (30) days nor less than fifteen (15) days in advance of the public hearing. One (1) copy of the notice must be filed with the Department of Community and Economic Development.
  - b. Notices shall be sent by certified or registered mail, return receipt requested. The applicant shall file a sworn affidavit containing a complete list of the names and last known addresses of all property owners entitled to notice and served, and attach thereto all United States Post Office receipts as documentation of compliance with this provision. Such affidavit shall be filed with the Department of Community and Economic Development not less than four (4) days in advance of the public hearing, exclusive of the date of the hearing itself.
5. Based upon the findings of fact in Paragraph D below, the Architectural Review Board shall render its recommendation within sixty (60) days of the conclusion of the hearing and shall notify the applicant of its recommendation. The Architectural Review Board may recommend approval, denial or approval with conditions the variance. The recommendation of the Architectural Review Board shall be in writing, may be comprised of one (1) or more parts, shall contain its findings of fact and be forwarded to the Village Board for a final decision.
6. Upon receipt of the Architectural Review Board's recommendation, the Village Board shall consider the application for a variance and, within sixty (60) days following the first regular meeting following its receipt of the recommendation, either approve, deny, approve with conditions or refer the application back to the Architectural Review Board for further deliberation consistent with directions from the Village Board. If the Village Board fails to act on an Architectural Review Board recommendation within the time

prescribed herein, unless another time is mutually agreed to, the application shall be deemed denied.

7. Upon the granting of a variance, the exterior drawings, sketches, landscape and site plans, renderings and materials upon which the variance was granted shall be turned over to the Department of Community and Economic Development whose responsibility it shall be to determine, upon completion, that there have been no deviations from the approval. Such deviations shall constitute a violation of this Title, in which event the Department of Community and Economic Development may stop work on the project in the same manner as for a violation of the Village Code. Work may not be resumed until such deviations are corrected.
8. It shall be the duty of the person to whom a variance has been granted to comply with the requirements of the variance and to obtain such inspections as necessary to assure compliance. The Village's Building Official shall give notice to said person of any deficiencies found to exist. Failure to correct any deficiencies within twenty (20) days after receipt of notification of such deficiency shall constitute a violation of this Title.

#### **D. Findings of Fact**

After hearing and considering the evidence and the testimony presented, the Architectural Review Board shall grant a variance if it finds that all of the following requirements are met:

1. The applicant's plans are substantially consistent with the design criteria of this Title.
2. The proposed exterior design features of the sign are suitable and compatible with the character of neighboring buildings and structures existing or under construction and with the character of the neighborhood and the applicable zoning district, and enhance the environment of the Village.
3. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
4. The exterior design features of the sign will not cause a substantial depreciation in the property values in the neighborhood.
5. The alleged difficulty or hardship is caused by this Title and has not been created by any persons presently having an interest in the property.
6. The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.

#### **E. Submittal Requirements**

A uniform filing fee shall be paid to the Village Clerk upon filing of each application for variance as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Additionally, all expenses incurred by the Village as a result of a request for a variance to the requirements contained herein shall be fully paid by the applicant for said variance.

At the time of the filing the application, the applicant shall provide copies as directed by the Department of Community and Economic Development of the following documents depicting exterior design features:

1. Fully dimensioned drawings which shall include the site plan, with the proposed location of the sign, and elevation site plans with.
2. Landscaping and screening plans, when appropriate.
3. Architectural renderings, in color, and specifications/dimensions for signs.
4. A statement as to kind, color, type and texture of materials.

All documents shall be drawn to scale.

#### **F. Validity and Extension of Time**

1. No order granting a variance shall be valid for longer than one (1) year from the date the approval was granted unless an application for building permit is filed with the Village's Building Official within such period or the use is commenced within such period.
2. The Village Board may grant one (1) extension of time not exceeding one (1) year, upon written application made within the initial one (1) year period, without further notice or hearing. The right to so extend said time shall not include the right to grant additional relief by expanding the scope of the variance.

#### **G. Amendments to Approved Variances**

Amendments to a variance may be obtained by application in the same manner as provided for an original variance.

### **12-18-1 AMENDMENTS**

#### **A. Authority Declaration of Public Policy**

For the purpose of promoting the public health, safety, and general welfare, protecting the aesthetic value of the Village, conserving the value of property throughout the community, and lessening or avoiding congestion in the public streets and highways, the Village Board may, from time to time, in the manner hereinafter set forth, amend the regulations of this Title or amend district boundary lines.

#### **B. Initiation of Amendments**

Text Amendments may be proposed by the Village Board, Architectural Review Board, other Village officials or any interested person or organization.

#### **C. Application Procedure for Amendment**

An application for an amendment to this Title shall be filed with the Department of Community and Economic Development in such form and accompanied by such information as required by the Department. The Department, upon receiving an application for amendment, shall transmit the application along with all pertinent data, to the Architectural Review Board for review, public hearing and recommendation to the Village Board.

#### **D. Hearing on Application and Public Notice**

The Architectural Review Board shall schedule a public hearing and give the applicable notice for on any proposed amendment in accordance with procedures set forth for Amendments in the Zoning Code.

#### **E. Recommendation of the Architectural Review Board**

The Architectural Review Board shall submit written recommendations to the Village Board at the conclusion of the public hearing. The Architectural Review Board shall not recommend the adoption of a proposed amendment if it finds that the adoption of such amendment is detrimental to the health, safety and welfare of the public.

**F. Action by the Village Board:**

1. The Village Board shall not act upon a proposed amendment to this Title until it shall have received a written report and recommendation from the Architectural Review Board on the proposed amendment.
2. The Village Board shall grant or deny any application for an amendment, or refer it back to the Architectural Review Board for further consideration, provided that the Village Board may only approve an application which has failed to receive a favorable recommendation from the Architectural Review Board by the favorable vote of two-thirds (2/3) of all elected members of the Corporate Authorities. The Village Board may deny any application by a simple majority vote.

**G. Effect of Denial of Amendment**

No application for a text amendment which has been denied by the Village Board shall be resubmitted for a period of one (1) year from the date of the denial.

4841-2497-1548, v. 6

Municipality	Do you regulate temporary sign content?	Is there a maximum number of days any business/ organization is allotted per year to use for temporary signage?	Do you allow products and services to be advertised on temporary signs?	Do you allow the display of balloons for special events?	Do you allow exposed-neon tube window signs?	Do you permit awning signs? If so, do you allow listing of business services on awning signs?	Do you regulate A-frame signs (i.e., portable sandwich boards)?	What is the maximum permitted area for a residential real estate sign and any associated riders (i.e., additional small panels off the main sign panel)?
Arlington Heights	Only that temporary signs shall not advertise or promote any business or event not conducted on the same lot.	No.	Yes, except that product advertising is not allowed in the Downtown District.	No.	Yes, if mounted on the interior of the building.	Yes. Only name of business, address, logo, or type of business is allowed.	Yes. Allowed in the Downtown District only.	8 sq. ft. per face. No guidelines regarding riders.
Barrington	No, sign content is not regulated for temporary signage.	Businesses are allowed to display temporary promotional signs for 60 days and temporary event signs are limited to being displayed 7 days prior to the event and 1 day following the event.	Yes.	Yes.	One neon sign is allowed per business.	Awning signs are permitted. They must conform to the sign content regulation for permanent signs which is business name, logo, and one of the following items; address, phone number, website, or 3 word business description.	No, they must abide by other temporary promotional sign regulations.	16 square feet on lots less than 1 acre.
Buffalo Grove	No.	Yes. 60 days in total per year.	Yes.	Not to exceed 27 cubic feet.	Yes.	We allow awning signs – Do not regulate content.	Yes. Allowed with an annual permit and following regulations.	One sign per parcel not to exceed 6 square feet.

Municipality	Do you regulate temporary sign content?	Is there a maximum number of days any business/ organization is allotted per year to use for temporary signage?	Do you allow products and services to be advertised on temporary signs?	Do you allow the display of balloons for special events?	Do you allow exposed-neon tube window signs?	Do you permit awning signs? If so, do you allow listing of business services on awning signs?	Do you regulate A-frame signs (i.e., portable sandwich boards)?	What is the maximum permitted area for a residential real estate sign and any associated riders (i.e., additional small panels off the main sign panel)?
Carpentersville	No.	Yes, depending on the type of temporary signage.	Yes.	No.	No.	Yes, Carpentersville permits awning signs. Yes, listing of business services is allowed on awning signs.	Yes.	Real estate signs in residential districts shall not exceed six square feet in area.
Deerfield	See attached.	30 day permit - no more than 4 permits in one calendar year.	Temporary window signs: yes. Temporary sign, permit required: generally no.	No.	8% of a window area or 20 sq. ft., whichever is less may be exposed neon.	The Permitted wall sign may be located on an awning and the listing of services are generally unacceptable - subject to Appearance Review Commission's approval.	Deerfield does not have any sign provisions that allow portable signs.	10 sq. ft. per face, double sided - no other provisions for add ons.
Des Plaines	No.	Yes. 30 days max allowed per permit, 60 days in between permits (max 4 permits per year).	Yes.	No.	Yes.	Yes. No advertising shall be placed on any awning, except that the name of the owner and the business, industry or pursuit conducted within the premises.	Prohibited (portable signs).	8 square feet.
Elk Grove	Yes.	30 days, twice a year, nonconsecutive months.	Yes.	No.	Exterior, no. Do not regulate interior signs facing out.	Yes, and yes as long as it meets the sq.ft. requirements.	Not permitted in the Village.	10 sq.ft. total surface area.

Municipality	Do you regulate temporary sign content?	Is there a maximum number of days any business/ organization is allotted per year to use for temporary signage?	Do you allow products and services to be advertised on temporary signs?	Do you allow the display of balloons for special events?	Do you allow exposed-neon tube window signs?	Do you permit awning signs? If so, do you allow listing of business services on awning signs?	Do you regulate A-frame signs (i.e., portable sandwich boards)?	What is the maximum permitted area for a residential real estate sign and any associated riders (i.e., additional small panels off the main sign panel)?
Lake Zurich	See attached.	Temporary sign permits are good for 60 days. Businesses are allowed 2 permits per year.	Yes.	No.	No.	We allow awning signs but limit them to only the name and address of the business.	Yes we regulate them. However, they are allowed without a permit provided they meet certain provisions.	Total sign area for residential real estate signs (including all riders) is 6 sq. ft.
Mount Prospect	Temporary signs can have a maximum of 14 items of information. See Section 7.325 E. of the Village code. "Item of information" is defined in Section 7.801.	Temporary signs are permitted for a period of one year.	Yes.	Yes (Section 7.325 E.2).	Yes (Section 7.205 K and Section 7.501).	Yes (Section 7.305 E). As primary signage, a maximum of 50% of the gross surface area of the awning can be used as signage. As secondary signage, a maximum of 15% or 4 sq.ft., whichever is less.	Yes (Section 7.325 H.)	A maximum of 10 sq ft in area; a permit is not required (Section 7.205 D.)
Niles	Yes.	4 months regular business 6 months restaurant .	Yes.	Yes.	No.	Only if there is no wall sign along the frontage.	Yes must be with in 10 feet of entrance.	9 square feet.

Municipality	Do you regulate temporary sign content?	Is there a maximum number of days any business/ organization is allotted per year to use for temporary signage?	Do you allow products and services to be advertised on temporary signs?	Do you allow the display of balloons for special events?	Do you allow exposed-neon tube window signs?	Do you permit awning signs? If so, do you allow listing of business services on awning signs?	Do you regulate A-frame signs (i.e., portable sandwich boards)?	What is the maximum permitted area for a residential real estate sign and any associated riders (i.e., additional small panels off the main sign panel)?
Palatine	No, other than that it must pertain only to the business conducted on site.	Max. 4 permits per year, up to 7 days per permit.	Yes, per question #1.	No.	Yes.	Yes. Yes.	They are regulated the same as temporary signs.	Max. 6 square feet.
Park Ridge	No.	90 days per calendar year.	Yes.	No.	Yes, for permanent window signs.	Yes. No, only business name, service, logo & address.	Yes. No permits required, 12 sq. ft. per side.	6 square feet, no permit required.
Rolling Meadows	Yes.	45 days.	Only during construction on site.	Yes with permit.	Yes.	Only after City Council approval.	Not allowed.	9 square feet.
Skokie	No.	30 days for promotions / special displays.	Yes.	No.	Yes.	Yes - name & address allowed.	Yes.	4 square feet.
Vernon Hills	Not content.	30 days per calendar year.	Yes.	No.	No.	Not permitted.	Not permitted.	6 square feet.
Wheeling	Yes, the sign must fall into one of four different sign types: 1) public interest /non profit event,; 2) grand opening; 3) special event; or 4) construction project.	Public interest = 14 days; Grand opening = 60 days; Special event = 28 days/4 times per year, with a minimum of 30 days between events.	Yes, if it qualifies for one of the temporary sign types.	No.	Yes, not to exceed 25% of window surface area coverage.	Yes and yes.	Not allowed.	12 square feet.
Wilmette	Yes.	Temp window signs – 30 days per sign, Banners – 4 times per year for 30 days	Yes.	No.	Yes.	Yes, we permit up to seven items of information. Only amount of content is regulated.	Yes.	One sign per lot. Lots < 60 feet in width allowed 10 sq ft sign. Lots ≥ 60 feet in width allowed 20 sq ft sign.

Municipality	Do you permit blade signs?	If so, are there limitations on illumination or sign content?	What is the maximum permitted size for a blade sign?	Do you permit window wrap (vinyl or acetate film) signs?	If so, are there any content limitations?	What, if any, is the maximum permitted size of a window wrap graphic?	Please attach applicable Sign Code regulations for all of the above.
Arlington Heights	Yes Downtown District only.	External illumination is permitted, but neon and internal illumination are not allowed.	6 square feet.	Yes.	No limitations, except for obscene, indecent or immoral matter.	20% of glass area in the Downtown District. 40% of glass area in all other districts.	<a href="http://dms.vah.com/weblink8/0/doc/16118/Page1.aspx">http://dms.vah.com/weblink8/0/doc/16118/Page1.aspx</a>
Barrington	Yes.	Illumination is based on zoning district - external illumination is allowed in A-1,B-4,M-A zoning district. Internal illumination is not permitted. Content is limited to business name, logo, and two other items of information from the following: address, phone number, website, or three word business description.	A-1,B-4, M-A Districts - 6 sq. ft. B-R District - 4 sq. ft.	Yes.	Content is limited to business name, logo, and two other items of information from the following: address, phone number, website, or three word business description.	Maximum sign area must not exceed 50% of the total area of the window or 24 square feet, whichever is less.	See attached.
Buffalo Grove	No.			Yes.	Do not regulate content.	Window signage, including graphics, cannot exceed 40% coverage of total window area per elevation.	<a href="https://library.municode.com/index.aspx?clientId=16229">https://library.municode.com/index.aspx?clientId=16229</a>

Municipality	Do you permit blade signs?	If so, are there limitations on illumination or sign content?	What is the maximum permitted size for a blade sign?	Do you permit window wrap (vinyl or acetate film) signs?	If so, are there any content limitations?	What, if any, is the maximum permitted size of a window wrap graphic?	Please attach applicable Sign Code regulations for all of the above.
Carpentersville	No.			Yes.	No.	See attached.	See attached.
Deerfield	No.			No. Unless an unsightly view, such as into a storage room, exits and then in order to opaque or cover an entire window, a request must be made to the Appearance Review Commission - permit required.	Typically, the ARC favors a neutral colored film, without text, to cover a window area/ unsightly view.	Just the window are that would cover the unsightly view.	See attached. Window Sign Ordinance and Temporary Signs.
Des Plaines	No.			Yes.	No.	Max 2 signs per window. Total sign area not to exceed 50% of window surface area.	See attached.
Elk Grove	Yes.	36" from the building.	Not specified.	Yes.	No, case by case, must be able to see inside the window.	Full window dimension permitted, interior of window only.	

Municipality	Do you permit blade signs?	If so, are there limitations on illumination or sign content?	What is the maximum permitted size for a blade sign?	Do you permit window wrap (vinyl or acetate film) signs?	If so, are there any content limitations?	What, if any, is the maximum permitted size of a window wrap graphic?	Please attach applicable Sign Code regulations for all of the above.
Lake Zurich	Yes.	Blade signs are considered temporary signs and must meet the same regulations that any temporary sign must comply with. No illumination is allowed.	See attached.	No.			<p><a href="http://www.sterlingcodifiers.com/codebook/index.php?book_id=373">A link to our signage regulations is below:</a>  <a href="http://www.sterlingcodifiers.com/codebook/index.php?book_id=373">http://www.sterlingcodifiers.com/codebook/index.php?book_id=373</a>                      You can find the signage regulations in Title 8 (Building Regulations), Chapter 10.</p>
Mount Prospect	Yes.	In general, illuminated signs must have a light source within the sign or if external, must be directed to and concentrated on the sign. (Section 7.501). Content is not regulated.	A maximum of 16 sq ft (Section 7.330 F and 7.335 B).	Yes.	No.	Permanent window signage can cover no more than 20% of the window surface area (Section 7.205 K).	<p><a href="http://www.sterlingcodifiers.com/codebook/index.php?book_id=802&amp;section_id=945155">Below is a link to the Village code which contains the information you requested.</a>  <a href="http://www.sterlingcodifiers.com/codebook/index.php?book_id=802&amp;section_id=945155">http://www.sterlingcodifiers.com/codebook/index.php?book_id=802&amp;section_id=945155</a></p>
Niles	Yes.	They would fall under temporary signs.	32 square feet.	Yes.	No.	No specific size but would count against total allowed amount of signage.	<p><a href="https://library.municode.com/HTML/11092/level2/COOR_CH78SI.html">https://library.municode.com/HTML/11092/level2/COOR_CH78SI.html</a></p>

Municipality	Do you permit blade signs?	If so, are there limitations on illumination or sign content?	What is the maximum permitted size for a blade sign?	Do you permit window wrap (vinyl or acetate film) signs?	If so, are there any content limitations?	What, if any, is the maximum permitted size of a window wrap graphic?	Please attach applicable Sign Code regulations for all of the above.
Palatine	Yes.	No.	Depending on the Zoning District. Most would be a max. 100 sf.	Yes.	No.	Palatine does not regulate signs on the interior of a structure.	See attached.
Park Ridge	No.			Yes.	No.	25% - of windowpane, 50% of total window area.	
Rolling Meadows	No.		0		50% of window area 30 days only on inside.		cityrm.org - Code of Ord. Section 122 Zoning.
Skokie	Yes.	No illumination.	10 square feet.	No.			See attached.
Vernon Hills	No.			Yes.	No.	20% of window area.	
Wheeling	No.			Yes.	No.	25% of the window surface of all windows facing the roadway and no single window may be covered more than 50%.	See attached.
Wilmette	Yes.	Exterior illumination only.	6 square feet.	No.			<a href="http://www.wilmette.com/assets/1/community_development/Zoning_Ordinance_April_1_2014_FINAL.pdf">http://www.wilmette.com/assets/1/community_development/Zoning_Ordinance_April_1_2014_FINAL.pdf</a>

## Residential Real Estate Signs: Lincolnshire Sample

	Pole Height	Sign Copy Area	Rider Area	Total Copy Area	Number of Riders	Rider Description
AtProperties	5.5'	7 sq ft	1 sq ft	8 sq ft	1	Brokerage address
Coldwell Banker	5.5'	4 sq ft	1 sq ft	5 sq ft	1	Property website address
Berkshire Hathaway	5.5'	5 sq ft	1 sq ft & 1.5 sq ft	7.5 sq ft	2	Names of agents & Property Website address/QR Code
ReMax	6'	4 sq ft	0	4 sq ft	0	N/A

**REQUEST FOR BOARD ACTION**  
**Architectural Review Board**  
**October 21, 2014**

<b>Subject:</b>	Lincolnshire Design Guidelines Update
<b>Action Requested:</b>	Consideration and Discussion of Lincolnshire Design Guidelines concept and objectives
<b>Originated By/Contact:</b>	Stephen Robles, Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

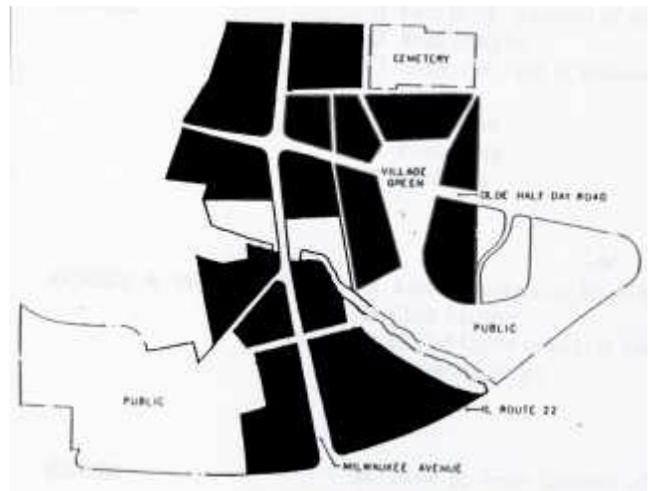
**Background:**

- A goal of the 2014 Budget is for the Community & Economic Development Department is to update the “Lincolnshire Village Center Design Guidelines” (Guidelines). The existing guidelines were established in the early 1990’s, through the services of external consultants, and have not been updated in over 20 years.
- The objective of the update is to modernize the Guidelines to identify and illustrate the current desired visual character for Lincolnshire’s built environment, both for new construction and redevelopment. The update will further provide the opportunity to incorporate design and development methods proven successful in site/building design, while avoiding/eliminating demonstrated design pitfalls.

**Summary:**

- **Intent:** The original intent of the Guidelines focused solely on the Village Center referred to as the “Half Day Area” (see inset map). Staff proposes to expand the application of the Guidelines to the highly-visible and traveled thoroughfares of Route 22, Milwaukee Avenue and Aptakisic Road. Development along these primary arterials should exemplify the best in quality design and character ([see attached Draft Corridor Map](#)).

Additionally, Staff believes a more well-defined development character in the “Downtown” area should continue to apply, but at a more basic level of establishing common design themes that should be continued through new construction.



- **Objectives:** The objectives in the Guidelines are to be revised based on the expanded focus areas, as follows:
  - Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village’s commercial corridor.
  - Create a contextual relationship with the existing Village character, while avoiding repetitive and uninteresting environments.
  - Establish reasonable expectations regarding architecture and landscape design balancing quality with the economic realities of site development.

- iv. Create safe and efficient pedestrian and vehicular networks linking developments and public spaces along the Village's commercial corridors.
- Identification of Character: A key element missing from the current Guidelines is the identification of Lincolnshire's character. Identifying design character establishes the expectations of the Village and aims to avoid repetition and oversaturation of similar building designs. Staff believes the Village's commercial architectural style generally falls into one of the three following design styles: 1) Traditional, 2) Postmodern, and 3) Prairie School.
- Application of Guidelines: The update will identify the stakeholders who apply these Guidelines (Village Board, ARB, Staff, developers, architects, etc.), which is absent from the current document.
- Guideline Elements: The current Guidelines describe "building use, placement, height, parking and other issues relating to the definition of public space" in a very specific manner ([see current Urban Design Guidelines, attached](#)). Such approach can limit design flexibility and creativity, resulting in monotonous development patterns. Updates will aim to convey the main elements of quality site and building design, without inhibiting architectural creativity or impeding the implementation of best practices.

The "Downtown" area will continue to have a special focus on development character. Rather than outlining specific design standards, Staff proposes to identify common design elements/themes that characterize the Downtown area. Development would be encouraged to incorporate such common elements/themes within the Downtown area to establish cohesion, while allowing architectural creativity.

- Architectural Style: The current document addresses only the architectural style within the Village Green center, whereas the update will illustrate the variety of architectural design and concepts appropriate for the expanded focus area.
- Building Materials: A key element to building design is the use of exterior materials. The identification of exterior building materials will be expanded to include new synthetic materials, such as cement fiber siding ("hardiboard") and composite roofing shingles. The update will also reinforce that EIFS materials should be limited and only used for secondary accent materials.
- New Elements: Site furniture and lighting, service areas, façades, roofs, and awnings/canopies will be introduced into the updated Guidelines as each element plays a key role in the overall character of a building/development.

**Recommended Action:**

Input and direction from the Architectural Review Board on the proposed outline for updates to Lincolnshire Design Guidelines. Staff recommends returning to the September meeting with a completed Draft Guideline document, incorporating ARB comments, for review.

**Reports and Documents Attached:**

- [Current Lincolnshire Urban Design Guidelines.](#)
- [Draft Design Guidelines Corridor Map and Sample Pages, prepared by Staff.](#)
- [Design Guidelines 2014 Update Outline, prepared by Staff.](#)

<b>Meeting History</b>	
Initial Referral at Village Board (COW):	July 28, 2014
ARB (Cancelled):	August 19, 2014
ARB (Tabled):	September 16, 2014
Current ARB:	October 21, 2014

LINCOLNSHIRE VILLAGE CENTER DESIGN GUIDELINES  
GENERAL PROVISIONS

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INTENT

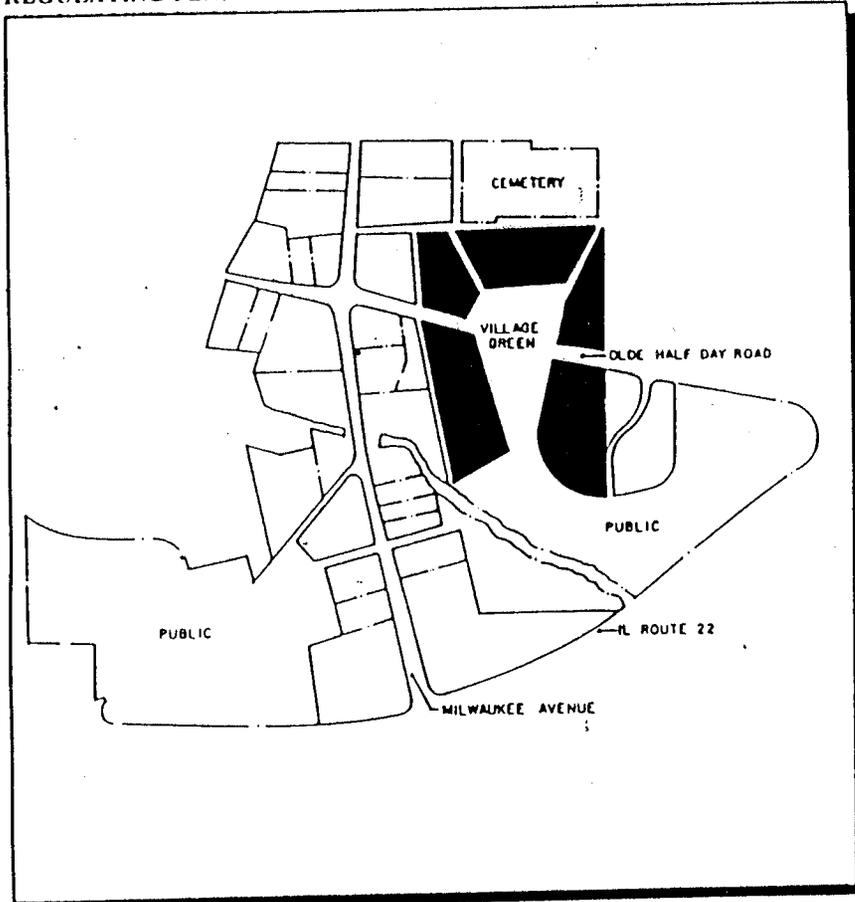
- A. These guidelines represent the aspirations of the Village of Lincolnshire for development of the Half Day area. They are intended as a tool for use by the Village in evaluating proposed development. Likewise, they provide the potential developer with an idea of the type of development desired by the community.
- B. The primary objectives of these guidelines are as follows:
1. Encourage the development of a traditional Village Center for the community of Lincolnshire.
  2. Achieve a uniform identity for the Village Center through a consistency in architecture and landscape.
  3. Create active public space.
  4. Create pedestrian and vehicular networks linking development and public spaces within the Village Center and with surrounding areas.
- C. As implied by the title, these are intended as guidelines and may be modified by the Village to best serve their needs. Additionally, if during the course of using these guidelines it becomes obvious that they are in some way unworkable or present an undue burden to potential developers in the judgement of the Village, then they may be modified accordingly.
- D. The scope of these guidelines encompass the proposed Village Center roughly bounded by the cemetery on the north, the new Village Hall on the east, Illinois Route 22 on the south and the new Library on the west. These parameters may be expanded or contracted as seen fit by the Village.
- E. The scope of these guidelines encompasses some property already developed. Future improvements to these properties shall conform to these guidelines as closely as can be reasonably expected.

GENERAL REQUIREMENTS

- A. These Design Guidelines are comprised of the following:
1. **Urban Guidelines** which describe building placement, height, parking and other issues relating to the definition public space. Urban Guidelines are divided in to three (3) areas:
    - a. **Village Green** for buildings fronting this space.
    - b. **Transitional Village Green/Highway Commercial**, for the buildings near the intersection of Milwaukee Avenue and Olde Half Day Road.
    - c. **Highway Commercial**, primarily for buildings fronting Milwaukee Avenue.
  2. **Architectural Guidelines** which describe building forms and materials.
  3. **Landscape Guidelines** which describe plant materials and arrangements.
  4. Illustrative site plan and building elevation.
- B. Development shall conform to the following diagrams in the **Downtown Redevelopment Implementation Program**:
1. **Land Use**, figure 6.
  2. **Open Space**, figure 7.
  3. **Pedestrian Network**, figure 8.
  4. **Traffic Network**, figure 9.
- C. Development shall conform to the Village of Lincolnshire Zoning Ordinances and Building Codes.
- D. Building service areas shall be located so as not to be seen from major street frontages.

# LINCOLNSHIRE URBAN GUIDELINES VILLAGE GREEN

## REGULATING PLAN



### GENERAL

Development of this area must result in the creation of a public Village Green defined through the placement of buildings on all sides. The Village Green shall have a minimum area of one and a half (1.5) acres; at least one third (1/3) of this area must be located both north and south of Olde Half Day Road.

The main entrance for all buildings shall face onto the Village Green.

### BUILDING USE

Retention, Entertainment, Residential, Office

Minimum 75% of first floor in area designated Mixed Use in Land Use diagram, Fig. 6, shall be Retail or Entertainment.

### BUILDING PLACEMENT

Buildings shall have a facade facing the Village Green which is at least 70% the length of the property parallel to the Village Green.

Buildings shall be placed on lots within shaded areas.

Setbacks measured from curb at street frontages and from property lines elsewhere.

### BUILDING HEIGHT

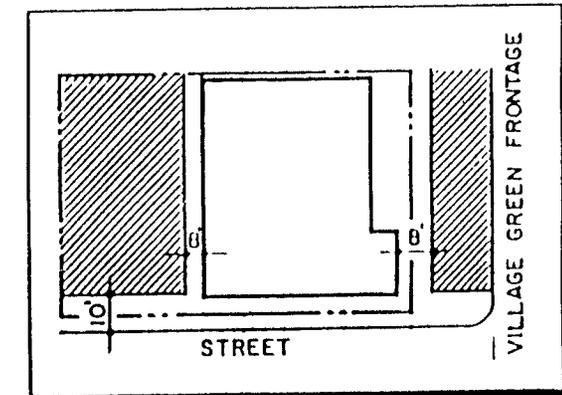
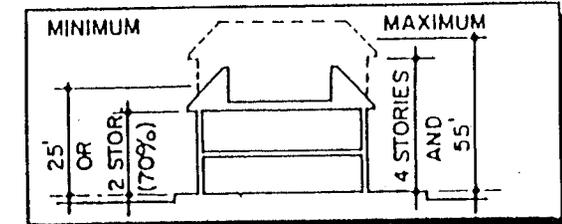
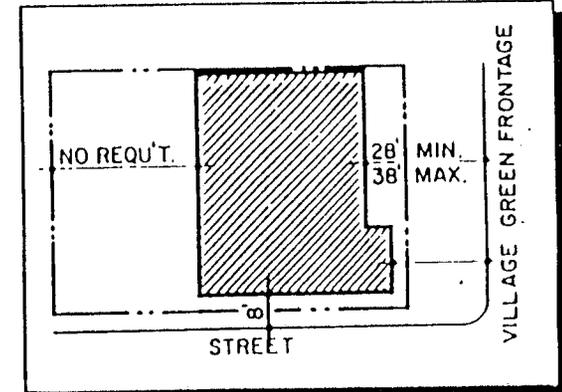
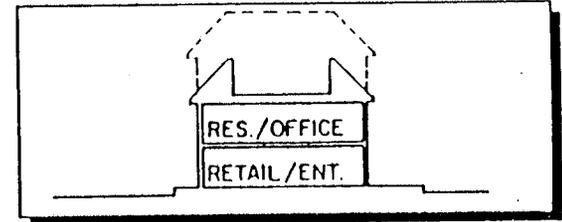
Dimensional heights measured in accordance with Zoning Ordinances; story heights based 13 feet maximum floor to floor.

Measured relative to grade on Village Green side.

### PARKING

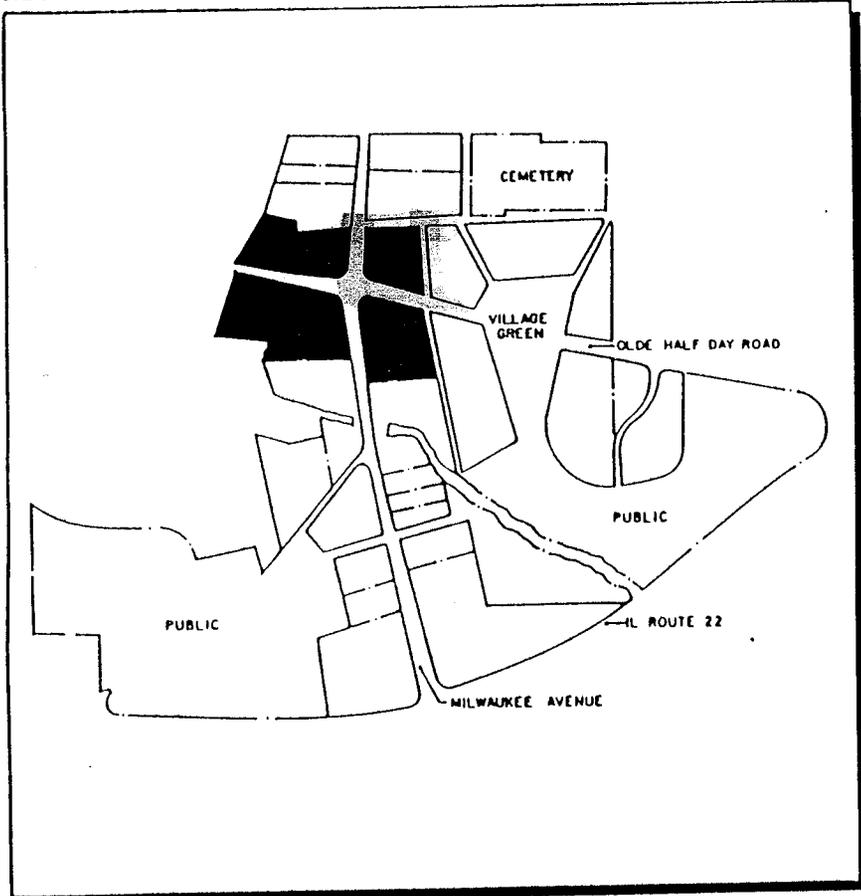
Parking and associated circulation roads shall be located in shaded areas.

Parking and road dimensions per Zoning Ordinances.



# LINCOLNSHIRE VILLAGE CENTER URBAN GUIDELINES TRANSITIONAL: MILWAUKEE/OLDE HALF DAY CORNER

## REGULATING PLAN



### GENERAL

Development of this area is intended as a transition between highway commercial development and the Village Green.

At least one entrance of each building shall face onto either Milwaukee Avenue or Olde Half Day Road.

### BUILDING USE

Retail, Entertainment, Commercial, Residential or Office uses permitted on all floors.

### BUILDING PLACEMENT

Buildings shall be placed on lots within the shaded areas.

Setbacks measured from curb at street frontages and from property lines elsewhere.

### BUILDING HEIGHT

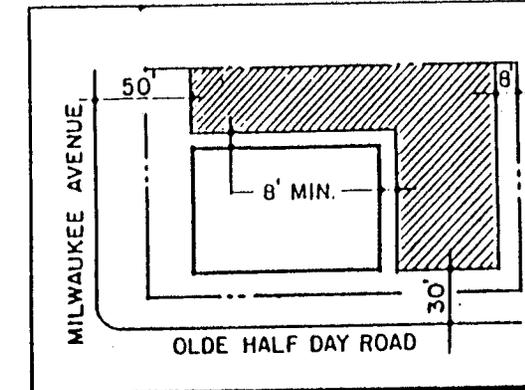
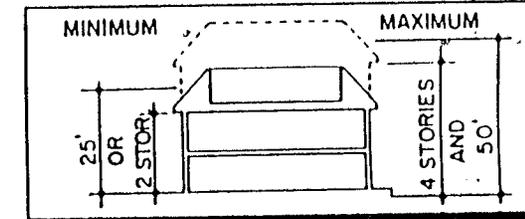
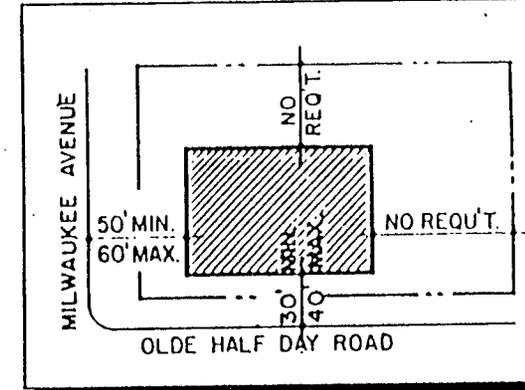
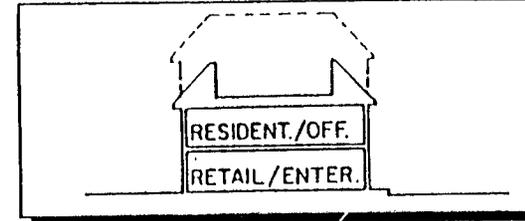
Measured relative to average of grades between major street frontages.

Dimensional heights measured in accordance with Zoning Ordinances; story heights based on 13 feet maximum floor to floor.

### PARKING

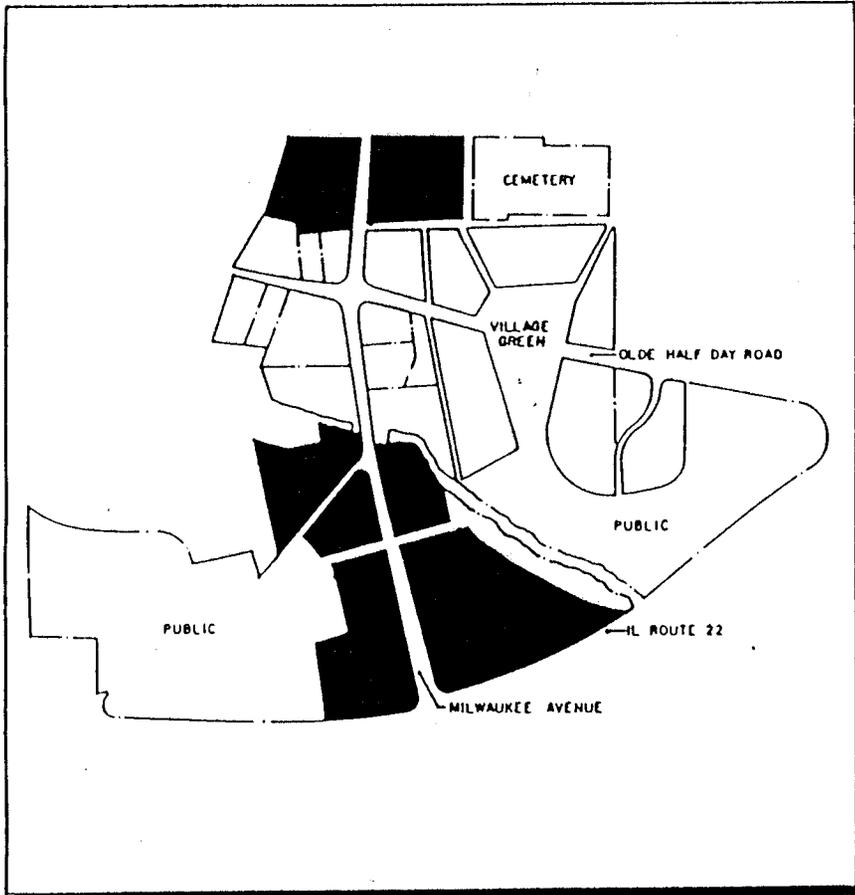
Parking and associated circulation roads shall be located in shaded areas shown.

Parking and road dimensions per Village requirements.



# LINCOLNSHIRE VILLAGE CENTER URBAN GUIDELINES HIGHWAY COMMERCIAL

## REGULATING PLAN



## GENERAL

Development of this area is generally intended to follow the precedents for design guidelines set by the Village in the development of the Amoco and McDonald's at the northwest corner of Milwaukee Avenue and IL Route 22.

The main entrance for all buildings shall face onto Milwaukee Avenue.

## BUILDING USE

Retail, Entertainment, Commercial, Office

## BUILDING PLACEMENT

Buildings shall be located within shaded areas.

Setbacks shall be measured from the curb line at street frontages and from property lines elsewhere.

## BUILDING HEIGHT

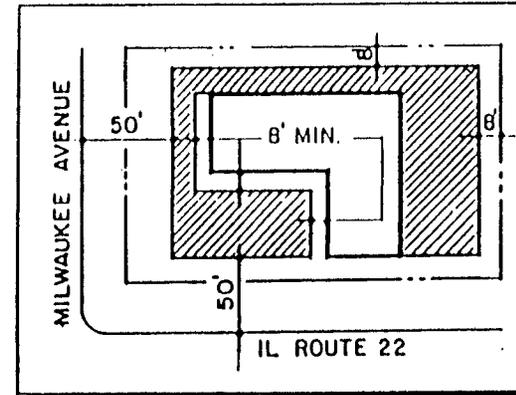
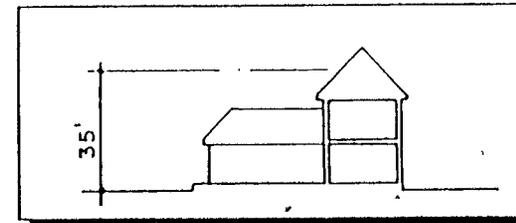
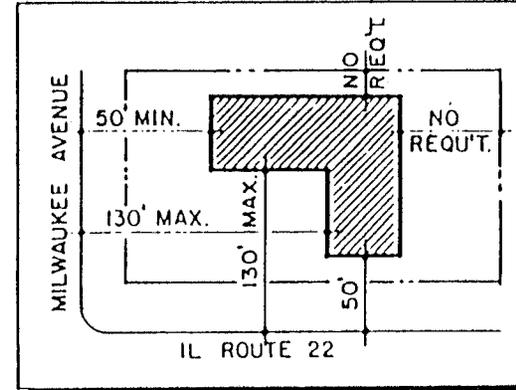
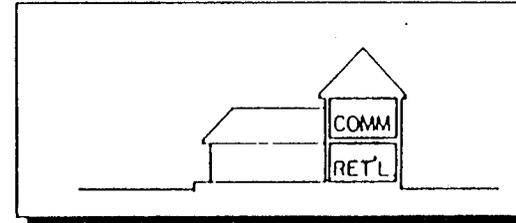
Measured relative to grade on Milwaukee Avenue side.

Dimension heights measured in accordance with Zoning Ordinances; story heights based on 13 feet maximum floor to floor.

## PARKING

Parking and associated roads shall be located in shaded areas.

Parking and road dimensions per Village requirements.



**LINCOLNSHIRE VILLAGE CENTER  
ARCHITECTURAL GUIDELINES**

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**MATERIALS**

**FORMS**

**WALLS**

- Face Brick: standard or modular size
- Wood Shingles
- Stone: cut, cast or squared
- Stucco
- Glass Brick
- Wood Siding
- Wood Trim

- Masonry Coursing: running bond, soldier, rowlock, herringbone
- Wood Shingles above eave line only.
- Wood Siding to be clapboard or shiplap type.
- Wood Trim to finish flush with shingles and siding
- Shingle and Siding Exposure: 3.5" to 6"
- Vary elevations of horizontal datum lines.
- Materials to be used in horizontal bands.

**DOORS & WINDOWS**

- Wood, Aluminum or Vinyl/Aluminum Clad
- Clear Glazing
- Divided Lights to be true divided type or similar to Pella Architectural Series

- Window proportions to be vertical or square.
- Not more than six (6) windows in series in a single opening.
- Total Glazed Area above the first floor shall not exceed 30% of the facade area.

**ROOFS**

- Slate or cedar shingles all buildings fronting Village Green; wood or asphalt shingles allowed elsewhere.

- At least 80% of all visible roof lines shall be pitched
- Roof Pitch, except shed dormers: 9:12 min., 14:12 max.
- Roof Pitch, shed dormers: 4:12 min.
- Pitched Roof Surfaces to be broken by wall surfaces, such as gables, or by dormers at least every 50 ft
- Gables and hips shall be symmetrically pitched.
- Flat Roofs shall be enclosed by a parapet; minimum height per Zoning Ordinance.

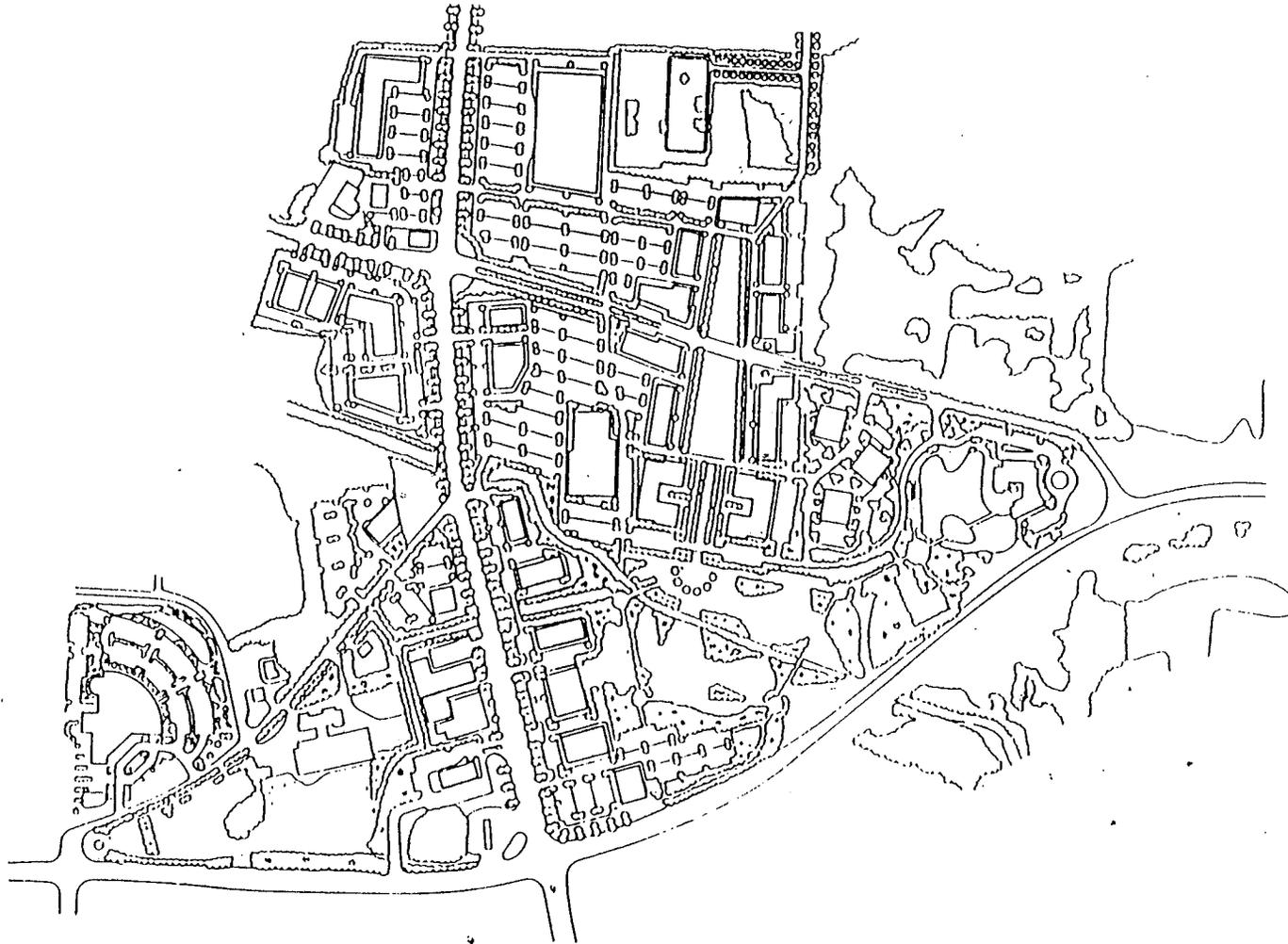
**OTHER ELEMENTS**

- Screen Wall and Chimney materials shall match dominant wall material.
- Visible Mechanical Openings shall be covered with ornamental metal grilles.
- Handrails shall be of metal; no members larger than 2" square.

- Arches shall be no less than 12" deep.
- Piers shall have a minimum dimension of 12".
- Bays shall project no more than 3 feet from wall

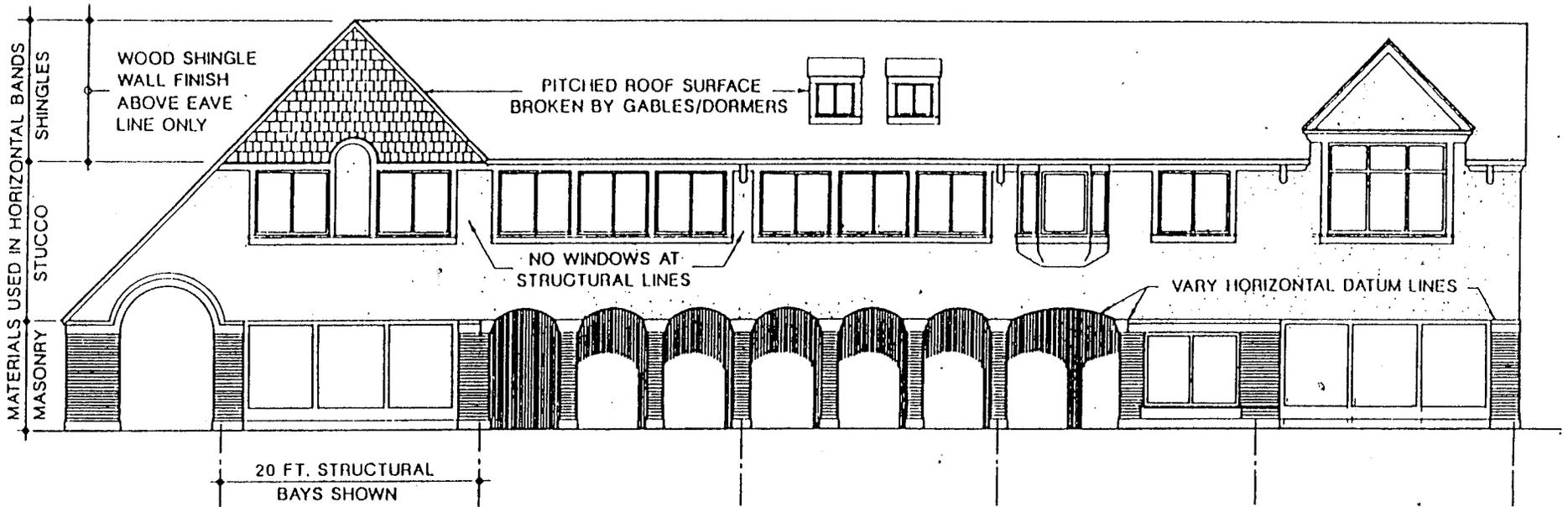
LINCOLNSHIRE VILLAGE CENTER  
ILLUSTRATIVE SITE PLAN

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This site plan is intended as an illustration only of one possible plan for the Village Center.

LINCOLNSHIRE VILLAGE CENTER  
ILLUSTRATIVE ELEVATION



This elevation is intended as an illustration only of some of the architectural guidelines.

**DRAFT**

# 1 A. Purpose of Design Guidelines

INSERT FINAL NARRATIVE

## Primary Objectives of Guidelines:

1. Further the vision of the Update 2012 Comprehensive Plan by providing design & aesthetic standards for commercial, mixed-use & office development within the Village's commercial corridor.
2. Create a contextual relationship with the existing Village character, while avoiding repetitive & uninteresting built environments.
3. Establish reasonable expectations regarding architecture & landscape design to strengthen the Village's economic tax base.
4. Create safe & efficient pedestrian & vehicular networks linking development & public spaces along the Village's commercial corridors.



*Lincolnshire Commons Retail Development*

# 1 C. Desired Character & Development Pattern

**DRAFT**

INSERT FINAL NARRATIVE

**Lincolnshire Corridor Map**



**Lincolnshire Downtown Area Map**

## 2 B. Architectural Style

3. Buildings should incorporate a three-component façade design, including:
  - 1) Base element, through materials and design,
  - 2) A main building field, and
  - 3) Varied roofline.

The mother art is architecture. Without an architecture of our own we have no soul of our own civilization.

**Frank Lloyd Wright**



**3** Varied Roofline

**2** Main Building Field

**1** Base Element

# DESIGN GUIDELINES 2014

## Outline V.4

### CHAPTER 1

#### A. Purpose of Design Guidelines

- Since incorporation in 1957, the Village of Lincolnshire has established itself as a community that emphasizes the importance of the built environment through distinctive site design, high-quality architecture, and preservation of the natural environment. This mindset is evident in the original custom-built single-family homes of the Ladd's Lincolnshire Subdivision and continues through every new development proposal requested in Lincolnshire.
- The purpose of these Guidelines is to represent the design objectives of the Village for non-residential development along Milwaukee Avenue and Half Day Road, the main commercial corridors within Lincolnshire. These two corridors serve as the main thoroughfares throughout the community and are travelled by numerous residents and visitors on a daily basis. As a result, the visual character of the Lincolnshire's built environment is "front and center" and sets the tone of the community's identity. While high-level development design is a goal throughout the entire community, these highly-visible corridors are the focus of the Design Guidelines and should exemplify the best in quality design and character.
- [Add Downtown focus area.](#)
- The Design Guidelines are intended as a tool for use by the Village in evaluating proposed developments and may also be used in the expansion of existing buildings. These guidelines are aimed to convey the main elements of quality site and building design, and should not inhibit architectural creativity or impede the implementation of best practices.
- The primary objectives of these Guidelines are as follows:
  - i. Further the vision of the Update 2012 Comprehensive Plan by providing design and aesthetic standards for commercial, mixed-use and office development within the Village's commercial corridor.
  - ii. Create a contextual relationship with the existing Village character, while avoiding/without creating repetitive and uninteresting environments.
  - iii. Establish reasonable expectations regarding architecture and landscape quality to strengthen the Village's economic tax base.
  - iv. Create safe and efficient pedestrian and vehicular networks linking development and public spaces along the Village's commercial corridors.

#### B. Village of Lincolnshire Character

- Having been established in 1957, through the original "Ladd's" Lincolnshire subdivision, the Village's architectural style is indicative of the post-War era. Although the Village isn't defined by one dominant style, Postmodern influences, mixed with regional Prairie style elements, combined with Traditional themes are characteristic of Lincolnshire.
- The Village's commercial buildings are strongly influenced by the use of high-quality materials such as brick, stone, limestone, and cedar shake roof shingles. Building detailing plays a contributing role in enhancing the aesthetic character and is as fundamental as the building's design or use of materials.

- The manner in which commercial buildings are landscaped reflects strongly on the Village's image and commitment to the natural environment. As a result, the landscaping expectations for commercial developments is to achieve and maintain sustainable and functional landscapes, which emphasize the use of plants native to this area and to provide vegetation color and interest throughout the entire year.
- Application/Use of Guidelines
  - Staff, ARB, MBOT, Developers
    - These Guidelines are to be used by Village Staff, the Architectural Review Board and Village Board of Trustees as a reference in reviewing plans and development proposals for new construction and redevelopment of the Village's commercial corridor.
    - These Guidelines are also to serve developers, architects, land owners, business owners, etc. as a reference guide of the high quality development sought by the Village of Lincolnshire.

### **C. Desired Character & Development Pattern**

- The highly traveled regional roadways of Milwaukee Avenue and Half Day Road (IL Route 22) provide Lincolnshire with the opportunity to reinforce its commitment to quality architecture and design. Construction should be complimentary to the established architectural character, but careful to establish a unique identity and place within Lincolnshire.
- Development should consist of exceptional design and quality building materials reflective of the Village's built environment. Where appropriate, the use of quality building materials on every building façade should be accomplished.
- Development must also enhance Lincolnshire's economic vitality beyond the sole inspiration of aesthetics. The Village of Lincolnshire's expectation must be realistic to the economic climate and the effects of a business's operation. Design and aesthetic recommendations/requirements should not serve as obstructions or without due consideration to the economic impacts on the developer/operator, rather to achieve a balance of quality architecture appropriate for Lincolnshire and attainable to the developer.

## **CHAPTER 2 DESIGN GUIDELINES**

### **A. Placement & Orientation:**

1. Buildings should be oriented towards the street frontage to establish a vibrant street presence. Based on the adjacent buildings/properties, it may be appropriate to position buildings with minimal front setbacks to maintain the existing development pattern. Off-street parking areas do not need to be located entirely behind buildings and hidden from public/street view, rather be distributed to the side and rear of buildings. Positioning entire parking fields in front of a building should be avoided.
2. Buildings on corner lots should be positioned appropriately to take advantage of the double street frontage and establish a prominent focal point, both in building location and architectural features at the corner. Thoughtful site design to locate main parking fields away from the intersection should be conducted.
3. Vehicle drive-thru facilities, including service windows and access lanes, should be positioned to minimize the visual impact from the street frontage to

the greatest extent possible. Creative site design techniques, such as detached drive-thru facilities or integration of the drive-thru facility into the site/building design to conceal the facility may be appropriate.

4. Parking areas should be designed to provide safe and logical navigation throughout the parking areas. When possible, sidewalk connectors from the parking lot to the building pad should be provided to minimize pedestrians having to walk within the vehicle drive aisles. Vehicular ingress and egress to a site should focus on maximizing vehicle stacking opportunities so there is minimal impact on internal circulation and parking.
5. Parking spaces immediately adjacent to a building should be separated with adequate foundation landscape planting areas to establish a refined transition between parking areas and the building. For parking spaces fronting a curb line, the parking space length can be shortened by 2 feet where a vehicle overhang can be provided. Parking spaces where vehicle overhang is adjacent to a sidewalk, the sidewalk width should be increased to 7 feet to provide sufficient/unobstructed pedestrian access.

#### **B. Architectural style:**

- The architectural tone of Lincolnshire's commercial area is generally classified as traditional, where Postmodern design of reference and ornament are emphasized on the façade is the most commonly implemented architectural style in the Village. Commercial settings have recently expanded the architecture pallet to include Prairie School design elements, colors and materials. New construction should be mindful of the existing architectural context, but must establish its own unique identity and place within Lincolnshire to avoid producing undistinguishable environments.
1. One-story commercial buildings should have their height accentuated through varied roof heights or architectural tower elements to provide presence.
  2. Tower elements are encouraged and should be incorporated into the building design, where appropriate. Roof and building façade materials for such elements can incorporate distinctive materials separate from the main building field, but should be complementary to the overall building design and scale.
  3. Buildings should incorporate a three-component façade design, including 1) base element, through materials and design, 2) a main building field, and 3) varied roofline.

#### **C. Building materials:**

- Beyond architectural style, a key element of a building's identity is the application of quality exterior materials. A variety of materials, such as stone, brick, granite, steel, wood, etc, is encouraged to create an enduring appearance.
1. Synthetic materials such as Exterior Insulation and Finishing Systems (EIFS) and Dryvit® should not be used as the principal building material, but can be an acceptable application for secondary accent elements and features. However, materials such as cement fiber siding ("hardiboard") and composite roofing shingles that give the impression of natural materials can be an acceptable substitute for primary exterior building materials.
  2. Exterior materials that are coordinated with adjacent buildings establish a harmonized character. However, repetitive use of like materials and colors can create a monotonous environment which could lead to a lack of identity amongst developments/buildings.

3. Rooftop equipment screens, rain gutters, downspouts, exhaust vent/screens, and similar ancillary components should coordinate with the building colors to appear as unobtrusive as possible.

#### **D. Façades:**

1. To achieve a strong architectural setting, it is essential building facades be well articulated, with special attention to street-facing facades. Multiple building façades visible from the public way, parking lots, etc. must also display equal attention to detail and design as the primary façade, in which the material palette should be carried through on all visible façades of the building.
2. Building façades should feature articulation to avoid flat, nondescript façades.
3. Architectural detailing and ornamentation (e.g., windows, cornices, lintels, medallions, columns, etc.) are encouraged to provide visual interest.
4. Blank walls facing public ways are discouraged and should incorporate architectural detailing and ornamentation even if not a customer entry. False storefronts or other detailing that gives the impression of an active elevation should be utilized.

#### **E. Roofs:**

1. Roof styles need to be compatible with the building's architectural design character.
2. Roof design elements (e.g., dormers, "eyelids", etc.) are encouraged to break up long roofs sections. However, use of such elements should be implemented consciously so that elements do not appear forced.
3. Roofs should be designed to permit rooftop-mounted mechanical equipment to be placed within a well or behind parapet walls to be screened from surrounding properties.
4. Roof materials should consist of slate shingles, architectural-grade asphalt shingles, or synthetic shingles which give the appearance of slate or cedar or natural materials. Cedar shake roofing shingles are also acceptable; however, the long term maintenance and associated costs may not outweigh the visual appeal of such material. Roof materials for tower elements can incorporate distinctive materials separate from the main roof, such as standing seam metal, but should be complementary to the overall roof design.
5. Roof heights should be varied, where appropriate

#### **F. Awnings & canopies:**

1. Awnings and canopies should be an integral architectural feature of the building design, tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
2. Materials should consist of incombustible, non-reflective canvas or canvas-like material. Metal awnings and canopies can be appropriate based on compatibility with the specific building architectural style.
3. Colors and patterns of awnings need not match the overall color scheme of the building to which they are attached, but should complement the building design.

#### **G. Service & Site Amenities:**

1. Site lighting should reflect the architectural tone of the development and maintain a compatible style/design throughout. Building illumination should extend beyond aesthetics and serve a functional purpose for safety. Architectural building elements and ornamentation can be highlighted through the use of thematic lighting, but should be carried out tastefully.
2. Beyond building and parking lot lighting, pedestrian-oriented lighting fixtures and bollard lighting should be included in the site development.
3. Site amenities such as flower baskets, sculptures, water fountains, children's play areas, etc., are encouraged to introduce a sense of place and character to developments.
4. Site furniture (e.g., benches, trash containers, drinking fountains, bike racks/stations, etc.) locations need to be strategically positioned to be functional. Materials should be weather-resistant to reduce wear and tear.
5. Trash enclosures and service areas need to be concealed with a solid enclosure constructed of consistent building materials and colors to blend with the surroundings. For those portions of the enclosure which are open to public view, landscaping to soften the visual effect of enclosures and service areas is necessary.
6. Every effort should be taken to locate service areas in the rear of the site's layout and limit visibility from the street frontages.

#### **H. Landscaping:**

1. Landscaping should be comprehensive to serve the individual building/site and also complement the surrounding landscape character. Although it is routine practice to encourage dense landscaping and tree clusters along the street frontage to visually obscure commercial buildings, site landscaping should be implemented to contribute in creating a sense of place, not as a visual blocking tool.
2. Non-linear arrangement of landscape beds is preferred and should contain a variety of landscape species to present a diverse palate of height, color and texture. Plantings should also be selected to take advantage of the region's seasonal schedule to provide a range of color and texture throughout the year.
3. To the greatest extent possible, native plantings should be incorporated into the landscape design.
4. A soldier-course of landscape materials should generally be avoided.
5. Screening of equipment should be accomplished through plantings that work into the natural rhythm of the landscape design, rather than introducing an evergreen soldier-course of material not present elsewhere on the site.
6. Stormwater detention basins often occupy a significant amount of open space and can be located in high-profile areas of a site. It is important detention areas are visually appealing and should be designed in a non-uniform shape. Expanses of linear shoreline should be reduced in favor of a gradually undulating perimeter, creating a more natural appearance, rather than engineered. The shorelines should be properly sloped to prevent erosion and facilitate native plantings.
  - o If providing a large un-structured naturalized planting area, insure a minimum 5' wide mowed lawn border between native landscaped area and any curblines