



## **DESIGN REVIEW BOARD/SIGN BOARD OF APPEALS REGULAR VIRTUAL MEETING AGENDA**

**THURSDAY, OCTOBER 15, 2020 - 7:00 PM**

In accordance with social distancing requirements and Governor Pritzker's Executive Order 2020-55 and Senate Bill 2135, the Winnetka Design Review Board/Sign Board of Appeals meeting on Thursday, October 15, 2020 **will be held virtually**. The meeting **will be livestreamed via the Zoom platform**. In accordance, with Public Act 101-0640, at least one representative from the Village will be present at the Village Hall Council Chambers at 510 Green Bay Road, Winnetka, IL, and **the virtual meeting will be simulcast at Village Hall for members of the public who do not wish to view the virtual meeting from another location**. Pursuant to Executive Order 2020-55 issued by the Governor, the number of people who may gather at Village Hall for the meeting is limited due to the mandated social distancing guidelines. **Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a "first-come, first-served" basis.**

The public has the following two options **for virtually observing and participating during this virtual Design Review Board/Sign Board of Appeals meeting, including the ability to provide testimony or comments**. Persons wishing to participate are strongly encouraged (but not required) to complete the Sign-In form found at [www.villageofwinnetka.org/meetingsignin](http://www.villageofwinnetka.org/meetingsignin).

- 1) **Telephone (audio only)**. Call: 312-626-6799; when prompted enter the Meeting ID: 9213 992 2210 (Please note there is no additional password or attendee ID required.)
- 2) **Livestream (both audio and video feed)**. Download the Zoom meetings app to your smart phone, tablet, or computer, and then join Meeting ID: 9213 992 2210; Event Password: DRB101520

If you wish **to provide testimony or comments prior to the meeting**, you may provide them one of three ways:

- 1) By sending **an email** to [planning@winnetka.org](mailto:planning@winnetka.org);
- 2) By sending **a letter** to Community Development Department, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093, or
- 3) By leaving **a voice mail message** at the phone number 847-716-3524. All voicemail messages will be transcribed into a written format.

All comments received by 6:00 PM the day of the meeting will be read at the meeting by staff. Written public comment is limited to 200 words or less and should identify both (1) the subject of the comment being offered (such as property address or case number of the agenda item) and (2) the full name of the individual providing the comments. In addition, you may wish to include your street address, phone number, and the name of the organization or agency you represent, if applicable.

General comments for matters not on the agenda will be read at the end of the meeting under Public Comment. Comments specific to a particular agenda item will be read during the discussion of that agenda item.

All emails received will be acknowledged either during or after the meeting, depending on when they are received.

Persons seeking additional information concerning any of the applications, accessing the virtual meetings, or requesting alternative means to provide testimony or public comment are directed to email inquiries to [planning@winnetka.org](mailto:planning@winnetka.org) or by calling 847-716-3587.

**DESIGN REVIEW BOARD/SIGN BOARD OF APPEALS REGULAR VIRTUAL MEETING AGENDA  
THURSDAY, OCTOBER 15, 2020 - 7:00 PM**

**AGENDA ITEMS**

1. Call to Order & Roll Call.
2. Introductory Remarks Regarding Conduct of Virtual Meeting.
3. Approval of September 17, 2020 meeting minutes.
4. **Case No. 20-13: 894 Green Bay Road – Pedego – Sign Permit:** Sign Permit to allow the installation of window signs at 894 Green Bay Road.
5. Training Session Regarding the Conduct of Meetings.
6. Other Business.
  - a. November 19, 2020 Meeting - Quorum check.
7. Public Comment.
8. Adjournment

Note: Public comment is permitted on all agenda items.

**NOTICE**

All agenda materials are available at [www.villageofwinnetka.org/agendacenter](http://www.villageofwinnetka.org/agendacenter) .

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities contact the Village ADA Coordinator at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3543; T.D.D. (847) 501-6041).

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**Winnetka Design Review Board/Sign Board of Appeals  
September 17, 2020**

**Members Present:**

Kirk Albinson, Chairman  
Paul Konstant  
Brad McLane  
Maggie Meiners

**Members Absent:**

Brooke Kelly  
Michael Klaskin  
Michael Ritter

**Village President:**

Christopher Rintz

**Village Staff:**

David Schoon, Director of Community Development  
Brian Norkus, Assistant Director of Community  
Development  
Ann Klaassen, Senior Planner

**Call to Order:**

Chairman Albinson called the meeting to order at 7:00 p.m.

**Introductory Remarks Regarding Conduct of Virtual Meeting.**

Chairman Albinson read the Oral Declaration into the record.

**Roll Call:**

Ms. Klaassen took roll call of the Board Members present. Mr. Schoon noted there are no members of the public present. Chairman Albinson stated if anyone showed up, they can revisit remarks regarding the conduct of virtual meetings.

**Approval of August 20, 2020 Meeting Minutes:**

Chairman Albinson asked if there were any comments or a motion to approve the August 20, 2020 meeting minutes. A motion was made by Mr. Konstant and seconded by Mr. McLane to approve the August 20, 2020 meeting minutes. A vote was taken and the motion unanimously passed:

AYES: Albinson, Konstant, McLane, Meiners

NAYS: None

**Case No. 20-12: 886 Green Bay Road – Casa Spazio – Awnings, Wall Sign and Exterior Painting: Certificate of Appropriateness, Awning and Sign Permits to allow the installation of two new awnings, one wall sign and painting of the exterior front door, window frames and planter boxes.**

Ms. Klaassen stated the application was submitted by Casa Spazio, a high end furniture store, and described the request for 886 Green Bay Road. She stated the two existing retractable awnings would be replaced with rigid frames with black fabric and white copy on the valance. Ms. Klaassen described the location and size of the awnings for the Board and outlined the wording on the awnings. She then stated the proposed wall sign would replace the existing retractable awning over two windows on the east elevation and described the sign's construction, projection and wording copy. Ms. Klaassen stated the applicant also proposes to paint the exterior of the front door in Heritage Red as well as the window frames and planter boxes black.

1 Ms. Klaassen noted the proposed wall signs and awnings comply with the code and stated the applicant  
2 asks that the Board find the proposed improvement appropriate and compatible with the design  
3 guidelines and approves the request as proposed. She then asked if there were any questions.  
4

5 Chairman Albinson asked the Board for a straw poll in terms of whether they would like to hear the  
6 applicant's presentation. The Board Members agreed there was no need to hear the presentation and  
7 described the request as straightforward. Mr. McLane made a motion to issue a Certificate of  
8 Appropriateness to approve the request as submitted. Mr. Konstant seconded the motion. A vote was  
9 taken and the motion unanimously passed:

10 AYES: Albinson, Konstant, McLane, Meiners

11 NAYS: None  
12

13 Chairman Albinson thanked the applicant, Carianne Brady, for attending the meeting.  
14

15 **Downtown Streetscape Graphic Identity Image and Signage:**

16 Jodi Mariana with Teska Associates introduced herself to the Board. President Rintz stated regarding the  
17 graphic identification, he worked on it for a long time and referred to Covid-related delays. He stated he  
18 also spent a lot of time discussing it with Ms. Mariano and Mr. Schoon in terms of options. President  
19 Rintz stated he was informed by the Village Manager that going through full community branding  
20 exercise would be a lengthy and time-consuming process requiring a lot of public and consultant input  
21 as well as expense. He then stated the Village has different images which are used differently  
22 throughout the Village and referred to the trail tree image. President Rintz stated as he discussed the  
23 matter with younger people and new residents, he found they cannot relate to the trail tree. He  
24 described it as dated and did not see the image as being connected to the Village's vision. Ms. Meiners  
25 confirmed there are a couple of them in the Village. President Rintz reiterated a process that yielded a  
26 new image would not be quick and easy and would go through an entire community process.  
27

28 President Rintz then stated he had been working hard to continue the Village's beautification process  
29 and referred to the streetscape process and the perception the Village has of not being able to get  
30 anything done. He then stated he hoped Ms. Mariano's presentation to the Board would get the process  
31 going.  
32

33 Mr. Schoon provided a brief overview of past discussions including the graphic identify image and  
34 signage design. He stated they worked on trying to refresh the trail tree image and based on input from  
35 the Board and the public about the community's connection, or lack of connection, to the trail tree, the  
36 Village is considering the use of the image of the sun rising over the lake from the Village seal. Mr.  
37 Schoon then stated regarding the sign design, the sign design came out of the master plan streetscape  
38 process that was tied to the tree element. Given that we are no longer considering the trail tree as the  
39 identifying graphic, they went back to the 2008 streetscape plan and signage design developed for that  
40 and looked at ways of incorporating the new graphic identity image into that sign.  
41

42 Ms. Mariano began by going over the materials in the packet and discussed graphic identifiers and  
43 options as well as signage options and where they would be located in the three business districts. She  
44 described Winnetka as being unique in having three business districts with signage being the most  
45 important element tying them together. Ms. Mariano referred to the existing graphics and the need for  
46 the new graphic to be clear and easy to read. She identified the differences in the graphics options  
47 presented for the sunrise over the water. Ms. Mariano then referred to an illustration of the different

1 sign designs that could be used in the Village which are the gateway signs, kiosk signs and business  
2 district directional signage.

3  
4 Ms. Mariano identified mockups of the business district gateway signs and materials to be used for the  
5 signs. She then referred to an illustration of the Village parking, regulatory and directional signs. Ms.  
6 Mariano identified which signs would be tavern market green and which signs would be black. She then  
7 referred to a table showing the different colors and treatments for the signs. Ms. Mariano noted the  
8 sign panels would be aluminum with a green frame and cream panel color. She stated they are  
9 recommending for the larger Village signs to have dimensional lettering which would be more  
10 pronounced. Ms. Mariano also stated the signs would be mostly one sided except for the kiosk signs.  
11 She then identified images of the signs positioned in different landscaped locations while identifying the  
12 minimum clearance around the signage. Ms. Mariano referred the Board to an image with a legend  
13 defining the type of signs in the different districts along with where the signs would be located.

14  
15 Ms. Mariano then referred to an image of Village gateway identifier signage at Green Bay Road and  
16 Scott Avenue as well as Green Bay Road at the south municipal boundary. She also identified a map of  
17 the municipal entry signs and referred to the different entryways to the Village. Ms. Mariano then asked  
18 if there were any questions.

19  
20 Mr. Konstant stated he has to leave the meeting soon. Mr. McLane referred to the image on page 19  
21 which contained the tree logo. Mr. Schoon stated that is an excerpt from the 2008 plan and noted it was  
22 included to be used as a comparison to the proposed signage plan. Mr. McLane identified his  
23 preferences.

24  
25 Chairman Albinson confirmed the Board is not voting but would only provide comment to be used at the  
26 Village Council meeting. Ms. Meiners commented she liked the logo and stated her biggest concern  
27 related to the number of signs and there are too many. She suggested reducing the amount of signs in  
28 terms of directional and parking signs. Ms. Mariano stated they hear that comment a lot and they  
29 normally suggest placing them on light poles so there no additional poles would be needed. She then  
30 stated communities usually put in the most important signs first which often relate to parking and  
31 suggested the Village move forward with parking signs first and then move on to wayfinding signage if it  
32 is needed. Ms. Meiners agreed with the recommendation to phase in the signs. She added she preferred  
33 logo Option B. Mr. Konstant agreed with Ms. Meiners' suggestion. Chairman Albinson stated he  
34 preferred the original flat logo which he commented is easier for people to see although he was fine  
35 with Option B. He then recommended that the Village staff, the Village Council or Teska further review  
36 the locations of wayfinding signage and consider reducing the number of proposed directional signs.

37  
38 Chairman Albinson asked for a motion to adjourn since Mr. Konstant has to leave the meeting. A motion  
39 was made by Mr. McLane and seconded by Mr. Konstant to adjourn the meeting. A vote was taken and  
40 the motion unanimously passed:

41 AYES: Albinson, Konstant, McLane, Meiners

42 NAYS: None

43  
44 Mr. Konstant left the meeting at this time which reduced the quorum.

45  
46 **Adjournment:**

47 The meeting was adjourned at 7:43 p.m.

48

1 Respectfully submitted,  
2  
3 Antionette Johnson  
4 Recording Secretary

DRAFT



# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD  
**FROM:** CHRISTOPHER MARX, ASSOCIATE PLANNER  
**DATE:** OCTOBER 9, 2020  
**SUBJECT:** 894 GREEN BAY ROAD – PEDEGO – WINDOW SIGNS (CASE NO. 20-13-DR)

### INTRODUCTION

On October 15, 2020, the Design Review Board is scheduled to conduct a virtual public meeting, in accordance with social distancing requirements, Governor Pritzker’s Executive Orders and Senate Bill 2135, to consider application submitted by Pedego (the “Applicant”), as the lessee of the first floor commercial space at 894 Green Bay Road (the “Subject Property”), for approval of a Sign Permit to allow the installation of window signs.

### PROPERTY DESCRIPTION

The Subject Property is located on the west side of Green Bay Road between Tower Road and Gage Street in the Hubbard Woods Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Overlay District. The Subject Property contains a three-story Tudor Revival mixed-use building with residential units on the upper floors and commercial tenants on the first floor. The space to be occupied by the Applicant was previously occupied by *Matt Camron Rugs*. *Spa Dabin Nails* is located in the same building towards the north while *State Farm Insurance, Rare Finds, Ltd.*, and *Casa Spazio* are neighboring businesses to the south. Figures 1 through 3 on the following pages identify the Subject Property.

### CURRENT REQUEST

The Applicant is proposing to install a series of window signs that provide advertisement and identification for their new electric bicycle business known as Pedego. The signs would be located on the windows and glass-door entryway of their storefront facade along Green Bay Road. On the entryway, the two glass doors would each receive a circular decal sign that features the company name and logo and measures 16 inches in diameter and 1.4 square feet in area. The text on the logo would say “Pedego” and “electric bikes.” For the storefront windows along the sidewalk, five windows would each have an orange rectangular decal sign at the bottom that measures 2.22 square feet in area with a total area of 11.1 square feet along the store’s frontage. The white text on each sign would individually read “SALES,” “RENTALS,” “ACCESSORIES,” “SERVICE,” and “hello, fun ...”. The combined area of the rectangular and circular window signs would be 13.9 square feet.

The Applicant has provided renderings of the proposed signs, which are included in the submitted application materials in Attachment A.

### SIGN CODE ANALYSIS

Section 15.60.120 of the Village Sign Code establishes standards for window signs in the commercial districts. The Sign Code describes the standards for window signs as follows:

*“Window signs may be displayed on the street exposure or nonstreet exposure windows of an occupant; provided that, the total area of window signs in any single window pane or any single section of window shall not exceed ten (10) percent of the area of a single window pane or single section of window on which it is located.”*

The proposed rectangular window signs would be each be 2.22 square feet in area and on a window pane of 22.16 square feet in area for a coverage of 10%. The proposed circular window signs on the doors would each be 1.4 square feet in area on a door space of 15.75 square feet for a coverage of 8.89%. The proposed window signs are compliant with the Sign Code. A staff analysis of the sign area with calculations is included as Attachment B.

### **DESIGN GUIDELINES ANALYSIS**

The Village’s Design Guidelines provide guidance on appropriate window signage placement. The Guidelines recommend that window decals be placed in the lower half of the storefront window area and occupy no more than 10% of the glass area of a single pane. The Guidelines also state that the signs should be limited to 6 inches in height and should harmonize with the building and reflect the character of the building style. The proposed rectangular window signs would be located on the bottom of the windows and occupy less than 10% of the window area while being 8.4 inches in height. The proposed circular window signs on the doorway would be located near the upper half of the doors and be 16 inches in height. An excerpt of the Design Guidelines pertaining to signs is included as Attachment C.

### **SUMMARY**

The Applicant requests that the DRB find the proposed window signs as appropriate and compatible with the Design Guidelines and approve as proposed. Should the DRB approve the proposed signs, the Applicant would first need to receive a sign permit from the Community Development Department.

### **ATTACHMENTS**

- Attachment A: Application Materials
- Attachment B: Staff Analysis of Sign Area
- Attachment C: Design Guidelines Excerpt



**Figure 1 – Subject Property – Street frontage along Green Bay Road**



**Figure 2 – Subject Property – Street façade along Green Bay Road**



**Figure 3 – Front entrance of Subject Property**

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

**SIGN PERMIT APPLICATION**

**Tenant/Lessee**

Name of Business		Primary contact name		Phone No. [REDACTED]
Street Address				
City	State	Zip Code	Email [REDACTED]	

**Sign Company**

Name of Sign Company		Primary contact name		Phone No.
Street Address				
City	State	Zip Code	Email [REDACTED]	

**Property Owner**

Name of Company		Primary contact name		Phone No. [REDACTED]
Street Address:				
City	State	Zip Code	[REDACTED]	

Sign type(s):  
(check all that apply)

window graphics     
 wall-mounted sign     
 ground-mounted sign  
 projecting sign     
 other \_\_\_\_\_

Additional description of sign type and materials \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY: PERMIT FEE (\$60/\$195 per sign) _____  CONDITIONS OF APPROVAL: _____
--

Pedego Window Decals



Building Front



**Description:**

Printed and cut vinyl window decals according to Pedego branding guidelines

**Dimensions:**

Banner size:  
38"W x 8.4"H

Logo Size:  
16"W x 16"H

**Colors:**

● PMS 1665C

All artwork is copyrighted and cannot be reproduced without Apex Signs & Graphics permission. It is illegal to duplicate or reproduce copyrighted artwork without prior written consent.

PROJECT NUMBER

PROJECT MANAGER ZS

DESIGNER FG

This proof is for confirmation of content, placement, spelling, grammar and punctuation. Colors used for final production may not be exact match of colors shown here. Colors depicted on this drawing are simulations and are for visual illustrations of this design.

APEX SIGNS AND GRAPHICS, INC. RESERVES THE RIGHT TO BILL FOR UNRETURNED ARTWORK

UP TO 3 FREE PROOFS



CHANGES MADE AFTER 3<sup>rd</sup> PROOF  
REQUIRE PROOF DESIGN FEE.

CHECK BOX TO PROCEED



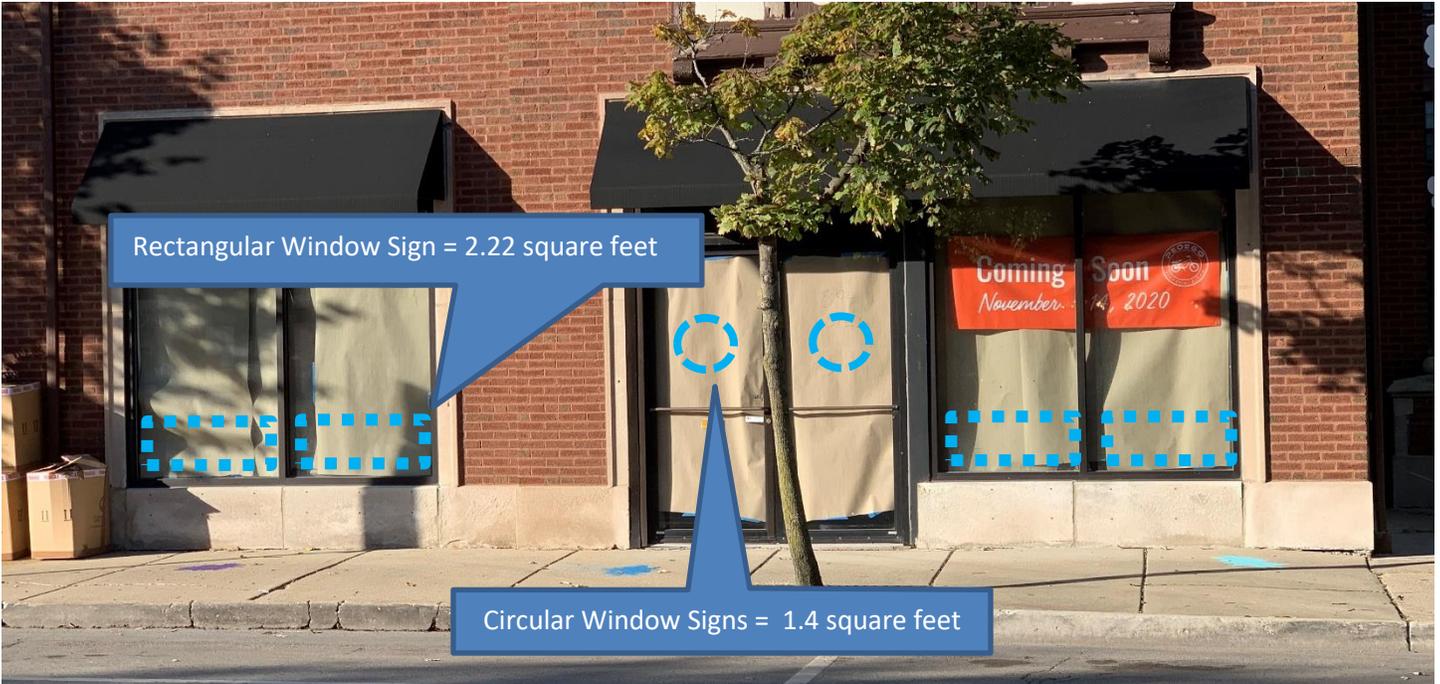
SIGNATURE DATE



37 Sherwood Terrace,  
Suite 124  
Lake Bluff, IL 60044  
apexsignsandwraps.com  
apexsignsandgraphics.com

847.604.4321

## Attachment B – Staff Analysis of Sign Area



Area of Glass Door: 7 feet x 2.25 feet = 15.75 square feet  
Proposed Circular Sign Area:  $(0.667 \text{ square feet})^2 \times \pi = 1.4 \text{ square feet}$   
Maximum Permitted Window Sign Area: **1.575 square feet (10%)**  
Proposed Circular Window Sign Area: **1.4 square feet (8.89%)**

Area of Window Section: 3.166 square feet x 7 square feet = 22.16 square feet  
Proposed Rectangular Sign Area: 3.166 square feet x 0.7 square feet = 2.22 square feet  
Maximum Permitted Window Sign Area: **2.22 square feet (10%)**  
Proposed Rectangular Window Sign Area: **2.22 square feet (10%)**



#### d. Building Signage

Commercial signs should reflect the character of the building style, while expressing each store's individuality. There are several prominent sign styles that are appropriate to Winnetka: surface mounted, pin-mounted, interior, decal and projecting blade signs. Sign materials are limited to painted wood, canvas, architectural glass and metal. Sign color must harmonize with the building upon which it is mounted and adjacent structures. Background colors for the body of the sign are limited to earth tones and primary colors, whereas pastels, neon and secondary colors are not allowed. Lettering color can be unique to the image of the retailer/user. Metal sign and plaque material such as brushed bronze, antique bronze, aluminum, stainless steel and painted cast iron or similarly appearing materials are preferred. Highly reflective metallic signs are not allowed. Signs should be lit by marquee or spot lighting; neon lighting is not permitted. Spot lighting should be minimal and unobtrusive and, per the Village Code, the source of illumination shall not be visible from any street, sidewalk or dwelling. Simplified industrial light fixtures are not permitted. Contextual solutions are recommended. The majority of the signs will be mounted within the building's sign band, defined as the wall area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" above grade and a maximum of 15'-0" above grade.

Signs must comply with the general provisions of the Winnetka Sign Ordinance as well as design provisions contained within these Design Guidelines.

1. Surface mounted commercial signs are either fabricated from painted wood or cast metal plaques and are to be mounted within the sign band or within the storefront transom. The height of the sign is restricted to 75% of the area of the sign band or 14 inches - whichever is less. The sign band of a building consists of the area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" and a maximum of 15'-0" above grade. Refer to figures 28, 29, and 30 for location. Surface mounted or pin-mounted signs are not permitted on secondary elevations without a defined sign band.
2. Pin-mounted commercial signs consist of reverse channel, cast metal and flat cut metal letters mounted above the storefront in the masonry sign band or suspended in front of the storefront at the transom or recessed entry. The size of the lettering is restricted so that the height of the letters does not exceed 75% of the height of the sign band or 14 inches - whichever is less. The length of the lettering is to be contained within 75% of the length of the sign band. (See figure 38)



Figure 38

3. Interior signs floating independently are set behind the glass either at the transom or at the sill of the storefront and are lit from a separate source. This sign must adhere to the size limitations of the decal signs. (See figure 39)

4. Decal Signs are defined as painted or vinyl transfer letters and numbers. Decal signs can be mounted within the transom and at the lower section of the storefront window area so as not to interfere with the merchandising. The decal sign area at the lower section of the window can occupy up to 10% of the glass area of a single pane. Decals mounted at the transom are restricted to 50% of the area of the transom. Decals located at the lower section of the main display area are to be limited to 6” in height unless they contain store operation hours, which are restricted to 2”. (See figure 40)

*Figure 39*



*Figure 40*

5. Projecting blade commercial signs can be round, square or vertical, mounted from the face of the building at the second floor level between the windows or at the head of the storefront and are oriented to pedestrian scale. The signs are to be mounted on fixed hardware; no swinging or chain-mounted signs are allowed. The dimensions of the sign are not to exceed 6 square feet (36” high and 24” deep) (See figure 41). If illuminated, the signs should be lit with an unobtrusive light source.



*Figure 41*

6. Incidental wall signs such as building management identification and directory signs should be integrated into a single sign and be constructed of brushed bronze, antique bronze or painted cast iron. Such signs should not be placed on the prominent street front facade and should be directed to public residential entries.



# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO: DESIGN REVIEW BOARD**  
**FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR**  
**DATE: OCTOBER 9, 2020**  
**SUBJECT: DESIGN REVIEW BOARD COMMISSION TRAINING**

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On October 15, 2020, Village staff and the Assistant Village Attorney Ben Schuster will hold a training session with the Design Review Board. We have been holding these trainings sessions with each board and commission.

The schedule for the training includes the following:

- A. Design Review Board/Sign Board of Appeal Powers & Duties
- B. Certificate of Appropriateness Process/Sign Permit Process
- C. Training regarding the conduct of meetings.
  - a. Open Meetings Act
  - b. Procedures for Conducting Meetings
  - c. Freedom of Information Act
  - d. Board/Commission Ethics

### **ATTACHMENTS**

Attachment A: Chapter 3.12: Design Review Board

Attachment B: Chapter 3.28: Sign Board of Appeals

Attachment C: Chapter 15.40: Certificates of Appropriateness of Design

Attachment D: Chapter 15.60: Sign - Excerpts Related to Sign Permit Process

## Chapter 3.12

### DESIGN REVIEW BOARD

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Sections:

3.12.010 Design Review Board.

#### **Section 3.12.010 Design Review Board.**

A. **Creation; Members; Compensation.** There is created a Design Review Board for the Village. The Board shall consist of seven members appointed by the Village President, with the advice and consent of the Trustees, for staggered terms of five years. All members of the Design Review Board shall be residents of the Village and shall serve until their successors have been appointed and qualified. Members of the Design Review Board shall serve without compensation.

B. **Officers.** One of the members of the Board shall be designated by the Village President to be Chairperson of the Board and shall hold office as Chairperson until a successor is appointed. The Chairperson, or in the Chairperson's absence, an acting Chairperson elected by the Board, shall have power to administer oaths. The Board shall elect a Secretary, who need not be a member of the Board, and such other officers as it may desire.

C. **Vacancies.** Vacancies on the Board shall be filled for the unexpired term of the member whose place has become vacant, in the same manner as provided for the original appointment of a member.

D. **Meetings; Quorum.** Meetings of the Design Review Board shall be held at the call of the Chairperson. All meetings shall be open to the public and conducted in accordance with the Open Meetings Act and Chapter 3.02 of this code. The Board shall keep minutes of its proceedings and record the vote of each member on every question, and shall keep records of its examinations and other official actions. A majority of the members of the Board shall constitute a quorum for the conduct of business and the holding of any hearing. The Chairperson shall have power to vote.

E. **Powers and Duties.** The Design Review Board shall have the following powers and duties:

1. To hold hearings on the issuance of certificates of appropriateness of design in connection with applications for building permits pursuant to the provisions of Chapter 15.40 of this code;

2. To hold hearings on the issuance of certificates of appropriateness in connection with applications for sign permits pursuant to the provisions of Chapter 15.60 of this code;

3. Upon completion of hearings on the issuance of certificates of appropriateness that are part of applications that require any approval by the Village Council, to make findings and recommendations to the Council as to whether such certificate should be issued or denied;

4. Upon completion of hearings on the issuance of certificates of appropriateness that are not part of applications that require any approval by the Village Council, to make findings and to issue or deny such certificates;

5. To adopt and publish standards and criteria for the review of external architectural features associated with the issuance of certificates of appropriateness under subsection (E)(1) of this section;

6. To make recommendations to the Council or the Village Manager as to measures appropriate to improve the appearance of public buildings and public property;

7. To study plans and specifications for any proposed public works or public improvements and to make recommendations to the Council, the Board of Local Improvements, or the Village Manager, as the case may be, as to the architectural or aesthetic aspects of such plans and specifications;

8. To consult with and to cooperate with the Plan Commission, Village departments, and any other municipal or governmental bodies on matters affecting the appearance of the Village;

9. To formulate plans, measures or guidelines for improvement of the appearance of privately owned real estate in the Village and, with the approval of the Council, to consult with the owners or occupants of such real estate with a view to achieving improvement appearance through voluntary cooperation;

10. To adopt rules of procedure not inconsistent with this section; and

11. To perform such other duties and render such other services as may be specified by ordinance or resolution of the Village Council.

(Ord. MC-228-99 § 4 (part), 1999; Ord. MC-192-97 § 4 (part), 1997; prior code § 6.04)

(MC-8-2007, Amended, 06/05/2007, Subsection D)

## Chapter 3.28

### SIGN BOARD OF APPEALS

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Sections:

3.28.010 Sign Board of Appeals.

#### **Section 3.28.010 Sign Board of Appeals.**

A. **Creation; Members; Compensation.** There is created a Sign Board of Appeals for the Village. The Board shall consist of seven members appointed by the Village President with the advice and consent of the Trustees for staggered terms of five years. All members shall be residents of the Village and in the absence of unusual circumstances, as determined by the Village President with the advice and consent of the Council, they shall be the same persons appointed as members of the Design Review Board of the Village. All members of the Sign Board of Appeals shall serve until their successors have been appointed and qualified. All members of the Board shall serve without compensation.

B. **Officers.** One of the members of the Board shall be designated by the Village President to be Chairperson of the Board and shall hold office as Chairperson until a successor is appointed. The Chairperson, or in his or her absence, an acting Chairperson elected by the Board, shall have the power to administer oaths. The Board shall elect a Secretary, who need not be a member of the Board, and such other officers as it may desire.

C. **Vacancies.** Vacancies on the Board shall be filled for the unexpired term of the member whose place has become vacant in the same manner as provided for the original appointment of a member.

D. **Meetings; Quorum.** Meetings of the Sign Board of Appeals shall be held at the call of the Chairperson. All meetings shall be open to the public and shall be conducted in accordance with the Open Meetings Act and Chapter 3.02 of this code. The Board shall keep minutes of its proceedings and record the vote of each member on every question, and shall keep records of its examinations and other official actions. A majority of the members of the Board shall constitute a quorum for the conduct of business and the Board may act by a majority of those present. The Chairperson shall have power to vote.

E. **Powers and Duties.** The Sign Board of Appeals shall have the following powers and duties:

1. To hear and decide appeals and to receive and act upon applications for variations as provided in Chapter 15.60 of this code; and

2. To adopt rules of procedure not inconsistent with this chapter.

(Ord. MC-228-99 § 4 (part), 1999; prior code § 6.05)

(MC-8-2007, Amended, 06/05/2007, Subsection D)

## Chapter 15.40

### CERTIFICATES OF APPROPRIATENESS OF DESIGN

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Sections:

15.40.010 Certificate of appropriateness of design.

#### **Section 15.40.010 Certificate of appropriateness of design.**

A. Certificate Required. Except as provided in this chapter, no construction activity, including ordinary repairs, shall be begun, and no building permit for any construction activity shall be approved for issuance, if the work to be performed affects or involves an external architectural feature of a building or structure, including the style, nature or general arrangement of associated site improvements, unless the Design Review Board of the Village has first issued a certificate of appropriateness of design for the work proposed. Where appropriate, the issuance of such a certificate shall be coordinated with the issuance of a certificate of appropriateness for signage as provided in Chapter 15.60 of this code.

B. Exceptions to Certificate Requirement. No certificate of appropriateness of design shall be required for any single-family dwelling or any accessory structure to such a dwelling. A building permit may be approved for issuance without such certificate of appropriateness if, in the Director's opinion, the work proposed in the construction documents will not alter an external architectural feature. A certificate of appropriateness of design shall not be required for incidental exterior maintenance not requiring a building permit if the Director determines that the scope of such maintenance will not alter any external architectural feature.

C. Application Requirements. No application for a certificate of appropriateness of design shall be accepted for review or scheduled for hearing unless it is complete. In addition to the permit application and construction documents, the application for a certificate of appropriateness of design shall be submitted on a form provided by the Director and shall be accompanied by all applicable fees and deposits and by detailed existing and proposed renderings depicting each elevation upon which external architectural features, including site improvements, will be installed or altered, and such other additional information and documentation as may be required by the Design Review Board or which the applicant deems necessary for the Board's consideration and disposition of the particular request. Such additional information requested by the Design Review Board may include, without limitation, material samples, paint chips, fabric swatches and the like.

D. Notice of Application. Upon receiving a completed application for a certificate of appropriateness of design, the Director shall promptly transmit such application to the Design Review Board. The Director shall also issue written notice of the time and place of the hearing required by subsection F of this section and, where applicable, written notice of the time and place of any proceedings before the Village Council, to the applicant and to all persons to whom the latest general real estate tax bills were sent for all property situated within two hundred fifty (250) feet of the property that is the subject of the application. The notice shall be addressed to such persons in the names and at the addresses to which the latest general real estate taxes were sent, and shall be so sent by first class mail, postage prepaid, not less than ten (10) days prior to the date of such hearing or Council proceeding.

(MC-6-2001, Amended 07/17/01)

E. Hearing Required. The Design Review Board shall fix a time for a hearing within forty-five (45) days of the date of the filing of the application. The hearing may be adjourned or continued for lack of a quorum. Any meeting or hearing may be postponed at the applicant's request, or with the applicant's consent.

F. Scope of Hearing, Findings of Fact. At the hearing, the Board shall consider the application materials, including construction documents, and any additional evidence including, in the Board's discretion, testimony given under oath, regarding the following issues: (1) whether the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood; (2) whether the proposed external architectural features and site improvements are appropriate to and compatible with adopted Village plans for and improvements in the immediate neighborhood, and including both urban design and site arrangement considerations; (3) whether the proposed external architectural features and site improvements are consistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board; and (4) the probable effect of the proposed external architectural features on the integrity of the immediate vicinity.

G. Decision of Design Review Board. The Board shall render its decision, or issue its recommendation to the Village Council, no later than ten (10) days after the completion of the hearing. The Board's decision shall include specific factual findings on each issue considered, and may include recommendations to the applicant or, where applicable, to the Village Council, as to changes in the plans and specifications which, in the judgment of the Board, would tend to further the general purpose of this section.

H. Issuance of Certificate.

1. Time Limitations. If consideration of an application for certificate of appropriateness of design by the Board has not been initiated within forty-five (45) days, or having been initiated, has not been concluded within forty-five (45) days following the owner's submission of additional evidence required by the Board, the Director shall, if the application is in order and the construction documents are in compliance with this code, approve the construction documents and issue the required permits or, where the matter is within the final jurisdiction of the Village Council, shall forward the complete record and supporting documentation to the Village Council for final determination.

2. Vote Required. A certificate of appropriateness of design shall be issued by the Board upon a concurring vote of a majority of its members present. If fewer than two-thirds of the members present vote to grant the certificate of appropriateness, the certificate shall not be issued until the time for the notice of appeal provided in subsection J of this section has lapsed, or if an appeal has been taken, until a final decision on the appeal has been reached by the Village Council. On matters within the final jurisdiction of the Village Council, a recommendation shall be issued by the Board upon the concurring vote of a majority of its members present.

I. Denial of Certificate.

1. Criteria. The Board or, where applicable, the Village Council, may deny a request for a certificate of appropriateness of design only upon findings that external architectural features of the proposal when completed will be: (a) so inconsistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board for the review of such external architectural features and site improvements as to be inappropriate and incompatible with the character of the immediate neighborhood; or (b) so inappropriate and incompatible with adopted Village plans or public improvements in the immediate neighborhood as to cause substantial depreciation in the effectiveness and value of such plans or improvements; or (c) so inappropriate and incompatible with the existing character of the immediate neighborhood as to cause substantial depreciation in property values in such neighborhood.

2. Vote Required. The Board shall not deny or recommend denial of a certificate of appropriateness of design except upon the concurring vote of a majority of its members present. Upon a determination or recommendation by the Board that no certificate should be issued, the Board shall so notify the Director of the Board's findings of facts and the Director shall thereupon either deny the permits applied for if the matter is within the final jurisdiction of the Board or shall forward the recommendation to the Village Council.

J. Action by Council.

1. Appeals. The applicant or any other person entitled to notice under subsection D of this section may take an appeal to the Council from any final decision of the Board. The appeal shall be requested in writing and shall be submitted to the Director within seven days of the Board's decision denying or granting the certificate.

2. Properties in C-1 Zoning District. In addition to considering appeals, the Council shall consider all matters pertaining to properties located within the C-1 (Limited Retail) Zoning District established by the Zoning Ordinance, in which case, the Design Review Board's decision shall be advisory only. The record and final recommendation of the Board shall be forwarded to the Council by the Director within seven days of the Board's recommendation.

3. Any matter appealed or referred to the Council under this subsection shall be placed on the Council's agenda within thirty (30) days from the date the written appeal is filed or the Board's recommendation is delivered to the Village Clerk. The Council's decision in the matter shall be final.

(Ord. MC-219-99 §§ 8--12, 1999: prior code § 23.36)(MC-6-2001, Amended 07/17/01)

## Chapter 15.60

### SIGNS\*

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Sections:

- 15.60.010 Title. Excerpts Related to Sign Permit Procedures
- 15.60.020 Scope.
- 15.60.030 Intent.
- 15.60.040 Rules of construction.
- 15.60.050 Definitions.
- 15.60.060 Prohibited signs.
- 15.60.070 Exempt signs.
- 15.60.080 Signs allowed without a permit.
- 15.60.090 Permitted temporary signs.
- 15.60.100 Signs on residential properties.
- 15.60.110 Signs of religious, charitable, educational, and other specified organizations.
- 15.60.120 Commercial signs.
- 15.60.130 General standards.
- 15.60.140 Sign permit procedures.
- 15.60.150 Certificate of appropriateness.
- 15.60.160 Amendment to permit work.
- 15.60.170 Expiration and revival of permits.
- 15.60.180 Failure to complete work.
- 15.60.190 Review of existing permanent signs.
- 15.60.200 Nonconforming signs.
- 15.60.210 Unlawful display deemed nuisance.
- 15.60.220 Enforcement, penalties and revocation of permit.
- 15.60.230 Violation of regulations.
- 15.60.240 Appeals.
- 15.60.250 Variations.
- 15.60.260 Liability for damages.

\* Prior ordinance history: Ord. MC-192-97.

#### **Section 15.60.140 Sign permit procedures.**

A. Applicability. Any nonexempt sign for which a permit is required shall comply with the procedures established by this section.

B. Permit Application Requirements. No sign permit application shall be accepted unless it is complete. Application for a sign permit shall be submitted to the Director on forms provided by the Director and shall be accompanied by all applicable fees, deposits and bonds in the amounts set from time to time by resolution of the Village Council. An application for a sign permit shall at a minimum contain or have attached to such application the following information and material, in sufficient detail to illustrate clearly the design for which approval is being sought and its relationship to the structure it serves:

1. Name, address and telephone number of the owner of the property;
2. Name, address and telephone number of the applicant (owner of the sign);
3. Name, address and telephone number of the sign contractor, and where applicable, the name, address and telephone number of the electrical contractor;
4. Address or location of building, structure or lot to which, or upon which, the sign is to be attached or erected;
5. Application for certificate of appropriateness and, where applicable, application for building permit;
6. Illustrated calculations of the aggregate size of all signs existing on the premises at the time of making such application;
7. Such other information as the Director or the Board shall require to show full compliance with this chapter;
8. Ten (10) copies of the following materials or information:
  - a. Drawings showing the position of a proposed sign in relation to adjacent signs, buildings and structures,
  - b. Information, drawings, samples, or other materials regarding the design and size, structural details, materials and colors, and placement on the premises of a proposed sign or sign structure,
  - c. Current color photographs showing existing signs on the premises and adjacent property, and the date that the photographs were taken.

C. Review of Sign Permit Applications; Requests for Additional Information. Permit applications shall be examined by the Director to determine if the application materials meet the requirements of this code. The Director may request such additional information or clarification as is necessary to complete review of the sign permit application. If it appears that a proposed sign is in compliance with the minimum requirements of this chapter, and with other laws and ordinances of the Village, the Director shall promptly refer the application materials to the Board for consideration of the granting or denial of a certificate of appropriateness.

D. Issuance of Permit. Except as provided in Section 15.60.150(D) of this chapter, no sign permit shall be issued by the Director prior to the granting of a certificate of appropriateness by the Board, or on appeal by the Village Council as provided for in Section 15.60.150(E) of this chapter.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.14)

#### **Section 15.60.150 Certificate of appropriateness.**

A. Application for Preliminary Consideration. If requested in writing by a prospective applicant for a sign permit, the Board shall give preliminary consideration to a specific project before a formal application is filed, and shall provide recommendations on matters pertaining to the purpose, intent, standards and criteria of this chapter it may deem appropriate to guide the prospective applicant in developing a plan for signage that will comply with this chapter. The preliminary consideration is advisory only and no approval or denial shall be given during such preliminary consideration.

B. Final Approval. Upon receipt of a complete application, the Board shall, as soon as practicable, consider whether a certificate of appropriateness should issue.

C. Recommendation for Changes. The Board may, prior to making its decision, make recommendations to the applicant as to changes in the signage plans which, in the Board's judgment, would tend to effect the general intent and purpose of this chapter. If the Board recommends changes in the signage plan, the applicant shall notify the Board within fifteen (15) days in writing of the applicant's acceptance or reasons for rejection of such recommendations. If the applicant does not respond in writing to the Board's recommendations within the specified time period, it shall be assumed that the applicant has rejected such recommendations.

D. Issuance of Certificate.

1. A certificate of appropriateness shall be issued by the Board upon the concurring vote of a majority of the members

present. However, if fewer than two-thirds of the members present vote to grant the certificate of appropriateness, the certificate shall not be issued until the time for the notice of appeal provided in subsection E of this section has lapsed, or if an appeal has been taken, until a final decision on the appeal has been reached by the Village Council.

2. If consideration of an application for certificate of appropriateness by the Board has not been initiated within forty-five (45) days following referral of the application by the Director to the Board, or having been initiated has not been concluded within forty-five (45) days following the submission by the applicant of additional evidence required by the Board, the Director shall, if the application is in order and the plans are in compliance with the minimum technical standards and requirements set forth in this chapter, issue a sign permit to the applicant for the work specified within such application and plans.

3. The Board, in its discretion, may extend the time limits of the preceding subsection, provided the applicant consents to such a continuance.

E. Appeal to Council. If a certificate of appropriateness is granted or denied by a concurring vote of fewer than two-thirds of those Board members present, the applicant or any person affected by the Board's decision may take a written appeal to the council within thirty (30) days from the date of such granting or denial. No appeal may be taken unless written notice of intent to file such appeal is made to the Director within seven days of the board's decision denying or granting the certificate. The Village Council shall render its decision within thirty (30) days from the date of such written appeal and its decision shall be final.

F. Standards and Criteria for Issuance. The following factors and characteristics relating to the safety and appearance of signage, shall govern the board's evaluation of design submittals:

1. The sign area shall not exceed the maximum permitted area and shall be in proportion and scale to the building or to other buildings or signs in the surrounding area;

2. Projects which include a number of signs and graphics shall have an overall plan;

3. The amount of information contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;

4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings and the neighborhood, and shall be designed so as not to adversely affect adjacent structures. In this respect the sign shall be related to its building, structure and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, lighting, and the like;

5. Colors shall be used with restraint and excessive brightness shall be avoided;

6. External lighting shall be arranged so that the light source is screened from view;

7. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.15)

**Section 15.60.240 Appeals.**

A. An appeal may be taken to the Sign Board of Appeals from any order, requirement, decision or determination made by the Director in the enforcement of this chapter, which appeal shall act as a stay of all proceedings in furtherance of the action appealed from until a final decision by the Sign Board.

B. All final decisions of the Sign Board under this section shall be subject to judicial review pursuant to the provisions of the Administrative Review Act approved May 8, 1945 and all amendments and modifications (735 ILCS 5/3-101, et seq.).

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.24)

**Section 15.60.250 Variations.**

A. Any person may apply to the Sign Board for a variation from the terms of this chapter and a permit to construct or alter or maintain any sign which does not conform to the requirements of this chapter.

B. No variation application shall be accepted unless it is complete. Variation applications shall be made on forms provided by the Director. Variation application fees shall be set from time to time by resolution of the Village Council.

C. Variations shall be permitted only if:

1. They are in harmony with the general purpose and intent of this chapter; and
2. The plight of the petitioner is due to unusual circumstances; and
3. There are practical difficulties or particular hardship in the way of carrying out the strict requirements of this chapter;  
and
4. The variation will not alter the essential character of the locality.

D. Every variation granted by the Sign Board shall be accompanied by findings and facts specifying the reasons for granting the variation.

E. Notwithstanding the provisions of this section, the Sign Board shall not have the power to:

1. Permit signs that are prohibited;
2. Waive permit requirements;
3. Permit signs which violate the safety and maintenance provisions of Section 15.60.130;
4. Vary the nonconforming sign provisions of Section 15.60.150 as applied to any given sign.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.25)