Village of Lincolnwood
Plan Commission

Meeting
Wednesday, March 6, 2019
7:00 P.M.

in the
Council Chambers Room
Lincolnwood Village Hall - 6900 North Lincoln Avenue

Agenda

1. Call to Order/Roll Call

2. Pledge of Allegiance

3. Approval of Minutes
   February 21, 2019 Meeting Minutes

4. Case #PC-04-19: 3900-3910 West Devon Avenue – Amendment to Ordinance No. 2018-3334 and a Zoning Variation Related to a Monument Sign and Wall Sign
   (Continued from February 6, 2019)
   Request: Consideration of a request by Petitioner, Sacred Learning NFP, to amend Ordinance No. 2018-3334 to allow for the relocation of a previously permitted monument sign and a Zoning Variation to allow for a building wall sign that is taller than the permitted signable wall area height of six feet and larger than the permitted maximum wall sign area, for the property at 3900-3910 West Devon Avenue.

   Request: Consideration of a Village Board Referral of Zoning Code Text Amendments proposed to modify the permissibility and requirements for certain signage including: 1) Permitting Electronic Message Signs, with specific regulations, for properties and/or developments deemed to be “large-scale”; 2) Amending existing regulations related to Temporary Signs for Special Events and Grand Openings; 3) Permitting Temporary Sign Coverings/Panel on Freestanding Signs; 4) Amending required setbacks for Temporary and Permanent Freestanding Signs; and 5) Amending existing regulations related to specific design limitations for Portable Signs.

6. Next Meeting: Thursday April 4, 2019

7. Public Comment

8. Adjournment

POSTED: March 1, 2019
I. Call to Order

Chairman Yohanna noted a quorum of four members and called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Motion to recommend approval of the February 6, 2019 Plan Commission Minutes was made by Commissioner Sampen and seconded by Commissioner Novoselsky.

Aye: Sampen, Novoselsky, Kohn, and Yohanna
Nay: None
Motion Approved: 4-0

Chairman Yohanna announced Case #PC-07-19 will be heard first. There were no objections.

IV. Case #PC-07-19: 7301 North Lincoln Avenue – Special Use for a Trade School

Chairman Yohanna announced Case #PC-07-19 for consideration of a request by Petitioner, Theodore Simmons, to approve a Special Use for a trade school in the O Office District. Chairman Yohanna swore in the witnesses.
Development Manager Hammel outlined the proposed request for a trade school which provides medical training for dialysis technicians, medical assistants, and certified nursing assistants. The building is an 87,000-square-foot 2-story office building with 1,400-square feet of existing medical office space (Suite 205) housing an office, classroom, resource center, and dialysis lab and 3,400-square feet of vacant office space (Suite 202) which will house three classrooms, a reception area, offices, and a café. The proposed use would increase the required on-site parking capacity by 13 spaces for a total of 235 spaces. Approximately 265 spaces are available to the property.

The Standards for granting Special Uses were presented for review and consideration.

There was discussion whether future development or sale of the property would have a negative impact on parking requirements.

According to Petitioner Theodore Simmons, training for dialysis technicians and medical assistants lasts roughly forty weeks with approximately sixty students at a time on a staggered schedule. CNA classes are about nine weeks in duration.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission. Let the record state that no one came forward. With no further discussion, Chairman Yohanna requested a recommended motion.

Motion to recommend approval of a Special Use for a Trade School in the O Office District was made by Commissioner Sampen and seconded by Commissioner Kohn. Case #PC-07-19 will be heard at the March 5, 2019 meeting of the Village Board.

Aye: Sampen, Kohn, Novoselsky, and Yohanna
Nay: None
Motion Approved: 4-0

V. Case #PC-05-19: Zoning Code Text Amendment – Permissibility of Banquet Halls/Banquet Facilities as a Special Use in the B-1, B-2, B-3, M-B, and O Zoning Districts

Chairman Yohanna announced Case #PC-05-19 to consider a Zoning Text Amendment regarding the permissibility of “banquet facilities/banquet halls” as a permitted Special Use in the B-1 Traditional Business Zoning District, B-2 General Business Zoning District, B-3 Village Center PUD Zoning District, M-B Manufacturing and Business Zoning District, and O Office Zoning District. Chairman Yohanna swore in the witnesses.

Development Manager Hammel provided the zoning definition for “banquet facilities/banquet halls”. The current definition does not specify in what districts this use is permitted. Approval of this proposed Text Amendment will determine the permissibility of the Petitioner’s request for a “banquet facility/banquet hall” in the M-B District.

Chairman Yohanna stated tonight’s discussion is related to the permissibility of this use in the M-B Zoning District only. The permissibility of this use in other non-residential districts will be discussed at a later date.
Chairman Yohanna and Commissioner Novoselsky each stated that they feel this is an appropriate use in this district. Commissioner Novoselsky stated that he feels this use presents issues in other zoning districts.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission. Let the record state that no one came forward. With no further discussion, Chairman Yohanna requested a recommended motion.

Motion to recommend approval to amend the Zoning Code for a Text Amendment regarding the permissibility of “banquet facilities/banquet halls” as a permitted Special Use in the M-B Manufacturing and Business Zoning District was made by Commissioner Novoselsky and seconded by Commissioner Sampen. Case #PC-05-19 will be heard at the March 5, 2019 meeting of the Village Board.

Aye: Novoselsky, Sampen, Kohn, and Yohanna
Nay: None
Motion Approved: 4-0

VI. Case #PC-06-19: 6421 North Hamlin Avenue – Special Use for a Banquet Hall/Banquet Facility and a Variation Related to On-Site Parking Capacity

Chairman Yohanna announced Case #PC-06-19 for consideration of a request by Benjamin and Mark Figueroa, Petitioners, to approve: 1) a Special Use for banquet hall/banquet facility in the M-B Manufacturing and Business Zoning District; 2) a Special Use for parking in the front yard; 3) a Special Use to operate a business after 11:00 p.m. within 150 feet of a residentially-zoned property; and 4) a Variation reducing required on-site parking by 32 spaces.

Development Manager Hammel stated any recommendation by the Plan Commission regarding this request is dependent upon Village Board approval for the proposed Zoning Code Text Amendment to include “banquet facility/banquet hall” as a Special Use in the M-B District.

The building is a 17,000-square-foot mix of office uses and a training institute. The banquet facility would occupy 5,000-square feet in the southeast portion of the building with a maximum capacity of 190 guests and 4 employees. Clients bring their own food and beverages as there is no on-site food preparation or beverages provided. No substantial building or site modifications are proposed.

The Petitioner is requesting a Special Use for a “banquet facility/banquet hall” in the M-B District, a Special Use for parking in the front yard, and a Special Use for hours of operation. A Special Use is required to operate after 11:00 PM and before 7:00 AM within 150 feet of residentially-zoned properties.

The requested Variation is to reduce the parking requirement by 30 spaces; 49 spaces are required. There are 19 legal qualifying spaces, but the Petitioner has indicated several non-
qualifying locations to provide additional parking totaling 64 spaces. The Petitioner is in discussions for these additional spaces, but has nothing in writing. Even though a permanent easement is required per Code, staff indicated the Petitioner is prepared to provide an annual report detailing parking access.

The Standards for granting Special Uses and Variations were presented for review and discussion.

Trustee Patel, who has an office in the area, confirmed the buildings in this vicinity are usually vacant after 5:00 p.m. Trustee Patel did request if the Commissioners would recommend specific hours of operation.

Recommended conditions for approval include a maximum capacity of 190 guests, events cannot be held within one hour of regular business hours for other properties where parking is utilized, parking or valet service if double parking is permitted to ensure access to all vehicles at all times; pursue permanent non-terminable parking easements, and provide a yearly update on the parking status with surrounding properties. If any of these parking agreements are terminated, the Petitioner will need to replace the lost spaces through other means.

Petitioner Ben Figueroa acquired the building in 2003. According to Mark Figueroa, the nursing school was opened in 2007. In 2008, they started renting out the banquet hall for seminars, continuing education, and graduations. They host approximately 25-35 events per year. There have been no complaints or parking issues from neighboring properties. Their other businesses are not affected by banquet facility events. Mr. Figueroa mentioned their events are typically held on Fridays, Saturdays, and Sundays only.

Chairman Yohanna announced, for the record, he met with the Petitioners prior to this Public Hearing. In 2008/2009, former Community Development Manager Aaron Cook proposed to Mr. Figueroa that he rent out the building to generate income for his other businesses. Mr. Cook provided Mr. Figueroa with maximum occupancy calculations. Development Manager Hammel verified that Mr. Cook provided calculations related to maximum capacity and suggested these calculations may have been perceived as an approval for this type of use.

The Commissioners discussed the proposed hours of operation and the impact on the surrounding properties.

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission. Let the record state that no one came forward. With no further discussion, Chairman Yohanna requested a recommended motion.

**Motion to recommend approval** of a Special Use for a “banquet hall/banquet facility” in the M-B Manufacturing and Business Zoning District, a Special Use for parking in the front yard, a Special Use to operate a business from 6:00 p.m. to 12:00 a.m. Monday through Friday and 11:00 a.m. to 12:00 a.m. on Saturday and Sunday, and a Variation to reduce the required on-site parking by 32 spaces was made by Commissioner Sampen and seconded by Commissioner Novoselsky. The recommendation included the conditions...
presented by staff, with revisions to the hours of operation as determined through discussion, and to state that, in the event that any off-site parking is no longer made available to the property, the Zoning Administrator will determine the appropriate reduction in capacity for banquet facility/banquet hall events at this location. Case #PC-06-19 will be heard at the March 19, 2019 meeting of the Village Board.

Aye: Sampen, Novoselsky, Kohn, and Yohanna
Nay: None
Motion Approved: 4-0

VII. Next Meeting

The next meeting of the Plan Commission is scheduled for Wednesday, March 6, 2019.

VIII. Public Comment

Chairman Yohanna asked if there was anyone from the audience who would like to address the Plan Commission. Let the record state that no one came forward.

IX. Adjournment

Motion to recommend adjournment was made by Commissioner Sampen and seconded by Commissioner Kohn. Meeting adjourned at 8:05 p.m.

Aye: Sampen, Kohn, Novoselsky, and Yohanna
Nay: None
Motion Approved: 4-0

Respectfully submitted,

Kathryn Kasprzyk
Community Development Coordinator
Subject Property:
3900-3910 West Devon Avenue

Zoning District:
B-2 General Business

Petitioner:
Sacred Learning NFP, Property Owner

Nature of Request:
Amendment to Ordinance No. 2018-3334 to permit a monument sign in a different location on the property and Variations to permit a wall sign with a sign area that is larger than what is permitted and an elevation that is higher than what is permitted.

Notification: Notice was published in the Lincolnwood Review on January 17, 2019, Public Hearing Signs were installed at 3900-3910 West Devon Avenue, and mailed legal notices dated January 16, 2019 were provided to properties within 250 feet.

Background
3900-3910 West Devon Avenue is currently under development by the Petitioner as a religious institution. Since 2015, the Petitioner has been granted the following approvals related to the subject property and its development:

- In 2015, the Village adopted Ordinance No. 2015-3159, which granted several Variations related to building location, parking lot location, landscaping, and a proposed monument sign. Specifically, that Ordinance permitted the monument sign to be located within 4.5 feet from the front lot line, rather than providing the required 10-foot setback;
- In 2018, the Village Board adopted Resolution No. R2018-2047, which approved the consolidation of the original development site (3900 West Devon Avenue) and a former catering facility (3910 West Devon Avenue). The purpose of the
consolidation was to allow for the redevelopment of 3910 West Devon Avenue as a parking lot that would support the operation of the religious institution; and

- Also in 2018, the Village Board adopted Ordinance No. 2018-3334, which included a Special Use approval for parking on the newly acquired property and Variations related to landscape screening and the location of a monument sign. Similar to Ordinance No. 2015-3159, the monument sign Variations allows the sign to be located within 4.5 feet of the lot line. However, exhibits attached to Ordinance No. 2018-3334 indicate a different location for the proposed monument sign, and, based on the language of that Ordinance, the approval of the location of the monument sign as shown in the 2015 Ordinance is no longer in effect.

The Petitioner recently approached staff regarding a sign permit for the monument sign and a wall sign, as work on the exterior of the building and site is nearing completion. The Petitioner stated that they would prefer to locate the sign according to the original 2015 approval, as it would more effectively notify westbound traffic on Devon Avenue of the location of the vehicular entrance to the property. (The Petitioner stated that there is little benefit to having the sign at the corner of Devon Avenue and Proesel Avenue since a median prohibits eastbound left-hand turns from Devon Avenue at that intersection.) The Petitioner also seeks approval for a wall sign that would be located on the primary façade of the structure.

Proposed Wall and Monument Signs

**Required Approvals**
The proposed signage improvements require the following approvals:

1. Amendment to Ordinance No. 2018-3334 modifying the permitted location of the monument sign.
   Ordinance No. 2018-3334 approves a monument sign generally near the corner of Devon Avenue and Proesel Avenue. Specifically, it reduces the required setback from 10 feet along each lot line to 5 feet from the Proesel Avenue lot line and 4.5 feet from the Devon Avenue lot line. The requested Amendment to Ordinance No. 2018-3334 would allow for the sign to be relocated at its location as approved in Ordinance No. 2015-3159 and would comply with the previously granted setback Variation of 4.5 feet from the Devon Avenue lot line.
2. Variation to reduce the monument sign setback to 4.5 feet from the front lot line. Section 11.04(1)v establishes a required ten-foot setback from monument signs. The proposed location for the monument sign would have a 4.5-foot setback. This is consistent with previous Variations granted for monument signs on this property.

3. Variation to allow a wall sign at an elevation higher than the second-story window line and at an elevation of more than 30 feet. Section 11.04(2)v states that “the maximum height of a wall sign shall be 30 feet from finished grade or the bottom sills of any second floor windows, whichever is less.” The entire proposed wall sign is located above the sill of the second-story window immediately to the right of it on the south elevation, and the top of the wall sign is at an elevation of 30 feet, 5-7/16 inches.

4. Variation to allow a wall sign with an area that is greater than what is permitted. Section 11.04(2)iiii.1 states that “the area of a wall sign shall not exceed 1/3 of the signable wall area or 10 square feet, whichever is greater...provided, however, that in no case shall the wall sign area exceed 100 square feet.” The Zoning Ordinance defines “signable wall area” as “the area within a rectangle which
encompasses a continuous portion of a building facade, unbroken by windows, doors, or major architectural interruptions of the building surface...." Section 11.04(2)ii further restricts sign location by establishing a maximum height of six feet for the signable wall area. When these parameters are applied to the portion of the building façade hosting the proposed “Sacred Learning Center” sign, the signable wall area has a total area of approximately 60 square feet (6-feet-tall signable wall area times an uninterrupted façade segment approximately 10 feet in width). The resulting maximum sign area (1/3 of the signable wall area) is 20-square feet. However, the total area of the proposed “Sacred Learning Center” sign is approximately 100-square feet, since the Zoning Ordinance requires that the architectural silhouette be considered part of the sign. It should be noted that the “Sacred Learning Center” text portion of the sign fits within the 6-foot-tall signable wall area and has an area of approximately 28-square feet.

Considerations
The following may warrant discussion when considering the appropriateness of the requested approvals:

Consistency with Previously Approved Variations
As stated earlier in this report, the requested monument sign location is consistent with the original location approved as part of Ordinance No. 2015-3159, and the requested 4.5-foot setback is consistent with the Variations approved as part of both Ordinance No. 2015-3159 and Ordinance No. 2018-3334.

Variation Standards
The Village’s Zoning Ordinance includes standards that the Plan Commission is to use when assessing the appropriateness of requested Variations. The standards are provided in Attachment #6 of this report.

Public Input
Staff has received no public input regarding this matter.

Requested Action
Sacred Learning NFP seeks approval of the following:
1. Amendment to Ordinance No. 2018-3334 modifying the permitted location of the monument sign;
2. Approval of a Variation to reduce the monument sign setback from 10 feet to 4.5 feet from the front lot line;
3. Approval of a Variation to allow a wall sign at an elevation of 30 feet, 5-7/16 inches and higher than the second-story window line.
4. Approval of a Variation to allow a wall sign with an area of approximately 100-sqare feet rather than the permitted sign area of 20-square feet.

**Documents Attached**

1. Variation Application
2. Geometric Plan Showing the Proposed Monument Sign Location
3. Sign Plans
4. Relevant Excerpts from Ordinance No. 2015-3159
5. Relevant Excerpts from Ordinance No. 2018-3334
6. Relevant Code Sections
VILLAGE OF LINCOLNWOOD  
Community Development Department  

Public Hearing Application  
Variations

SUBJECT PROPERTY

Property Address: 3900 West Deveon Avenue

Permanent Real Estate Index Number(s): 10-35-325-011-000, 10-35-325-019 & 10-35-325-003-0000

Zoning District: B-2  Lot Area: 32,242

List all existing structures on the property. Include fencing, sheds, garages, pools, etc. 
See attached letter.

Are there existing development restrictions affecting the property?  □ Yes  □ No 
(Examples: previous Variations, conditions, easements, covenants) If yes, describe: See attached letter.

REQUESTED ACTION

☑ Variation - Residential  ■ Variation - Signs/Special Signs
☑ Variation - Non-Residential  □ Minor Variation
☑ Variation - Off-Street Parking  □ Other
☑ Variation - Design Standards

PROJECT DESCRIPTION

Describe the Request and Project: See attached letter.

PROPERTY OWNER/PETITIONER INFORMATION

Property Owner(s): (List all Beneficiaries if Trust)
Name: Sacred Learning NFP
Address: 3900 W. Devon Avenue
Telephone: (773) 619-3663  Fax: (___) ______  E-mail: sas@sacredlearning.org

Petitioner: (if Different from Owner)
Name: __________________________ Relationship to Property: __________________________
Address: __________________________
Telephone: (___) ______  Fax: (___) ______  E-mail: __________________________

NOTICE OF REASONABLE ACCOMMODATION PROCESS

An alternate process is provided by the Village for persons with disabilities or handicaps who seek a Reasonable Accommodation from the Zoning Code regulations in order to gain equal access to housing. If you seek a Reasonable Accommodation from the Zoning Code based on disability or handicap, do not complete this application form, but rather a separate application for Reasonable Accommodation. For more information on this process, consult Section 4.06(3) of the Zoning Code, or contact the Community Development Department at 847.673.7402.
REQUIRED ATTACHMENTS *

Check all Documents that are Attached:

- Plat of Survey ✓
- Site Plan ✓
- Proof of Ownership ✓
- Floor Plans
- Applicable Zoning Worksheet
- Photos of the Property ✓
- PDF Files of all Drawings ✓
- Elevations

*The above documents are required for all applications. The Zoning Officer may release an applicant from specific required documents or may require additional documents as deemed necessary.

COST REIMBURSEMENT REQUIREMENT

The Village requires reimbursement of certain out-of-pocket costs incurred by the Village in connection with applications for zoning approvals and relief. These costs include, but are not limited to, mailing costs, attorney and engineer costs, and other out-of-pocket costs incurred by the Village in connection with this application. In accordance with Section 5.02 of the Village of Lincolnwood Zoning Ordinance, both the petitioner and the property owner shall be jointly and severely liable for the payment of such out-of-pocket costs. Out-of-pocket costs incurred shall be first applied against any hearing deposit held by the Village, with any additional sums incurred to be billed at the conclusion of the hearing process.

Invoices in connection with this application shall be directed to:

Name: Sacred Learning NFP
Address: 3900 W. Davenport
City, State, Zip: Lincolnwood, IL 60712

ATTESTMENT AND SIGNATURE

I hereby state that I have read and understand the Village cost reimbursement requirement, as well as the requirements and procedures outlined in Article V of the Village Zoning Ordinance, and I agree to reimburse the Village within 30 days after receipt of an invoice therefor. I further attest that all statements and information provided in this application are true and correct to the best of my knowledge and that I have vested in me the authority to execute this application.

PROPERTY OWNER:

Signature
Print Name
Date: January 20, 2019

PETITIONER: (if Different than Property Owner)

Signature
Print Name
Date
VARIATION STANDARDS

To be approved, each Variation request must meet certain specific standards. These standards are listed below. After each listed standard, explain how your Variation request satisfies the listed standard. Use additional paper if necessary.

1. The requested Variation is consistent with the stated intent and purposes of the Zoning Ordinance and the Comprehensive Plan.

See attached letter.

2. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced.

See attached letter.

3. The conditions upon which the petition for the Variation is based would not be applicable generally to other property within the same Zoning District.

See attached letter.

4. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property.

See attached letter.
5. The alleged difficulty or hardship has not been created by any person presently having an interest in the property.

See attached letter.

6. 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.

See attached letter.

7. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property.

See attached letter.

8. The proposed Variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

See attached letter.
For all Sign Variation and/or Special Sign requests, the Applicant shall also complete Questions 9 through 12.

9. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.
   See attached letter.

10. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.
    See attached letter.

11. The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any.
    See attached letter.

12. The proposed sign conforms with the design and appearance of nearby structures and signs.
    See attached letter.
January 7, 2019

VIA HAND DELIVERY
Mark Yohanna, Esq.
Chair, Plan Commission
Village of Lincolnwood
c/o Doug Hammel
Development Manager
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, IL 60712

Re: Application for Sign Variation 3900-3910 W. Devon Avenue.

Dear Chairman Yohanna and Members of the Plan Commission:

I am writing on behalf of Sacred Learning NFP. As you may recall, Sacred Learning NFP is a registered 501(c) (3) non-for-profit religious organization focusing on Islamic spiritual development. In 2014, Sacred Learning acquired the lot at 3900 W. Devon and in 2015, it sought variations from the Village of Lincolnwood in order to construct a new two-story building housing a mosque and center of learning for the local Muslim community. Although religious institutions are a Permitted Use in the B-2 Business District, Sacred Learning sought variations relative to height and bulk regulations, landscape standards, a monument sign and for off-street parking. Pursuant to Ordinance 2015-3159 adopted June 16, 2015, the Village of Lincolnwood granted the request for variations including the monument sign. On or about December 19, 2017, Sacred Learning acquired the adjacent property located at 3910 W. Devon Avenue. On February 5, 2018, Sacred Learning filed its Application seeking approval for a Plat of Consolidation of the lot at 3910 W. Devon and the lot at 3900 W. Devon into a single parcel to serve the religious institution. In doing so, Sacred Learning sought to construct additional off-street parking on that lot for the religious institution at 3900 W. Devon. Sacred Learning sought and was granted a
Special Use Permit for this parking. In addition to the Special Use Permit to permit parking, Sacred Learning also sought several variations related to signage specifically: 1) Variation from Section 11.04(i). 1 of the Village Zoning Ordinance that states that no more than one monument sign is permitted per lot; 2) Variation from Section 11.04 (1)x of the Village Zoning Ordinance that requires a minimum of two-square feet of landscaping for every square foot of sign area on the monument sign; and 3) Variation from Section 11.04(1)y of the Village Zoning Ordinance that requires a minimum setback of ten feet from any exterior lot line. On April 17, 2018, The Village Board granted several of the requested variations. With respect to the monument sign, Ordinance 2018-3334 provided a variation from “Section 11.04(l) v of the Zoning Ordinance to decrease the minimum exterior property line setback for the Proposed monument Sign, from 10 feet to 4.5 feet along Devon Avenue, and from 10 feet to five feet along Proesel Avenue.” (Section 3 B). Section 6 (C) of Ordinance 2018-3334 prohibited any additional monument signs. Finally, the Section 7 of Ordinance 2018-3334 states “in the event of a conflict between this Ordinance and Ordinance No. 2015-3159, this Ordinance will control.” As a result of these provisions, Sacred Learning has the right to locate one (1) monument sign on the Property near the intersection of Devon Avenue and Proesel Avenue.

I. Variation for Monument Sign.

By this application, Sacred Learning seeks a Variation to effectively Amend Ordinance 2018-3334 and place a single monument sign (the “Monument Sign”) in the original location permitted by Ordinance No. 2015-3159 (see site plan attached as Exhibit A).

In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, the Zoning Officer shall take into consideration the extent to which the following facts are established:

a. The requested Variation is consistent with the stated intent and purposes of the Zoning Ordinance;

b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;

c. The conditions upon which the petition for Variation is based would not be applicable generally to other property within the same zoning district;

d. The Variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;

e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;

f. 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;

g. The Variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property; and

h. The proposed Variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.
For all Variations sought pertaining to Signs, the Applicant must also provide evidence that:

i. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance.

j. The proposed sign complies with any additional standards or conditions set forth in Article XI of the Zoning Ordinance.

k. The proposed sign will substantially enhance the architectural integrity of the building or structure to which it will be attached, if any.

l. The proposed sign confirms with the design and appearance of nearby structures and signs.

Sacred Learning meets these standards for the Monument Sign in the following ways:

a. The purpose of the Monument Sign in the proposed location is to maximize aesthetics and reduce confusion. Given that Sacred Learning is a new development and is boarded at length by two streets, Devon Avenue and Proese Avenue, the Monument sign serves to identify the use of the property and clarify where and how to properly access the house of worship.

b. The setback and landscaping serve to limit the identification of the property and how best to access the property. The Monument Sign in the proposed location will help to further Sacred Learning’s intent to provide worshippers and visitors a clear understanding of the location of the mosque and the entrance(s) to parking.

c. Given the size of the property, its location in a business district and the unique nature of the house of worship, this site would seem to be unique to other properties in the district.

d. The Monument Sign would serve to identify the property and direct traffic to the main entrances and functionality along Devon Avenue. It would not be for the purpose of enhancing the value of or increasing the revenue from the property.

e. The hardship in not having a Monument Sign is that an eastbound motorist would see the sign after the entrance to the parking lot and if so would have to make an unprotected U-turn or travel to an intersection with a signal to make a protected U-turn.

f. The granting of the Variation to permit a Monument Sign will not be detrimental to public welfare or injurious to other property or improvements in the neighborhood in which the property is located. It is Sacred Learning’s intent that the placement of the Monument Sign in this location will assist with the identification of the house of worship and adjacent on-site parking.

g. The sign is consistent in size with the Monument Sign approved by Ordinance 2015-2159.

h. The proposed Monument Sign will not impair light or air to adjacent property, increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

i. The proposed Variation is consistent with the statement of purpose set forth in Section 11.01 of the Zoning Ordinance. Specifically, the Monument Sign serves to support that portion of the ordinance that “enables the public to locate goods, services and facilities in the Village without confusion,” and “reduce distractions.”
j. Except for the requested Variation as to location, the proposed Monument Sign complies with the standards and conditions set forth in Article XI of the Zoning Ordinance.

k. The Monument sign will be a stand-alone sign and not attached to any building, therefore it will not "enhance the architectural integrity of the building." The sign, however, is consistent with the design elements used throughout the parcel and in that way, it will maintain or enhance the architectural integrity of the development.

l. The Monument Sign conforms to the design and appearance of the nearby structures and signs.

Most importantly, the proposed Monument Sign is to be in the exact same location approved by the Village Board in 2015.

II. Variations for Wall Signage.

In addition to the Monument sign, Sacred Learning also seeks variations arising from its proposed wall signage (the "Wall Sign"). Because the house of worship is set back approximately 200 feet from Devon Avenue, the wall signage must be sized to be readable by motorists. Moreover, the wall signage included the arch element, a distinctive feature of Islamic architecture for centuries and identifies the building as a house of worship to the public. For these reasons, Sacred Learning seeks approval for the proposed Wall Sign.

The relevant provision of the Sign Ordinance as it relates to the wall sign are as follows:

- Section 11.04(2)i. Sign location. Each wall sign shall be located within a permitted signable wall area. The vertical dimensions of such signable wall area shall not exceed six feet. Signable wall area shall not extend above the top of the fascia or parapet of a building or beyond the premises of a particular business establishment.

- Section 11.04(2)ii. The area of a wall sign shall not exceed 1/3 of the signable wall area or 10 square feet, whichever is greater (See also Subsection 11.08(18) of this article); provided, however, that in no case shall the wall sign area exceed 100 square feet.

- Section 11.04(2)iii. Height. The maximum height of a wall sign shall be 30 feet from finished grade or the bottom sills of any second-floor windows, whichever is less. (See also Subsection 11.08(8) of this article.)

- Section 11.04(2)ix. Bonus for individual letters. A ten-percent sign area bonus may be granted for a wall sign which consists of individual letters mounted directly on the building surface.

In light of these provisions, Sacred Learning seeks several variations for the Wall Sign:
(i) a variation from Section 11.04(2)ii for a vertical wall sign exceeding six feet (the height of the proposed sign is twelve feet); (ii) a variation from Section 11.04(2)iii requiring that the area of the wall sign "not exceed 1/3 of the signable wall area...and in no case exceed 100 square
feet” (the proposed wall sign is 99.60 square feet and the signable wall area is 92.62 square feet
less the bonus for individual letters) and (iii) a variation from Section 11.04(2)(v) requiring that
the maximum height of the wall sign shall not exceed 30 feet from finished grade (the maximum
height of the proposed sign is 30 feet, 5 and 7/16th inches). (A copy of the proposed Wall Sign
with dimensions is attached as Exhibits B and C.)

For the Wall Sign Variation, the standards that must be met are the same as for the
Monument Sign stated above. Sacred Learning meets these standards for the Wall Sign in the
following ways:

a. The purpose of the Wall Sign in the proposed location is consistent with the intent and
purposes of the Zoning Ordinance in that the Wall Sign seeks to maximize aesthetics and reduce
confusion. Given that Sacred Learning is a new development, is boarded at length by two streets,
Devon Avenue and Proesel Avenue, and is located a great distance from these streets, the Wall
Sign serves to identify the use of the property and clarify where and how to properly access the
Center.

b. The setback of the house of worship from Devon Avenue and Proesel Avenue serve to
limit the identification of the property and how best to access the property. The Wall Sign in the
proposed location will help to further Sacred Learning’s intent to provide worshippers and
visitors a clear understanding of the location of the Center and the entrances.

c. Given the size of the property, its location in a business district and the unique nature
of the Center as opposed to a commercial property, this site is unique in comparison to other
properties in the district.

d. The Wall Sign serves to identify the Center and direct traffic to the main entrances.
The Wall Sign is not for the purpose of enhancing the value of or increasing the revenue from the
property.

e. The hardship in not having a Wall Sign is that the general public will not know what is
the use of the Center. The distinctive arch will identify to the public and the worshippers that the
building is a site for members of the Islamic faith.

f. The granting of the Variation to permit a Wall Sign will not be detrimental to public
welfare or injurious to other property or improvements in the neighborhood in which the
property is located. It is Sacred Learning’s intent that the placement of Wall Sign in this location
will assist with the identification of the Center.

g. The Wall Sign variation is the minimum change to the Zoning Ordinance standards
since the intent of the Wall Sign of this size and shape is to allow the name of the Center to be
visible to the general public and worshippers who are traveling more than 200 feet away from the
entrance on Devon Avenue.

h. The proposed Wall Sign will not impair light or air to adjacent property, increase the
danger of fire or otherwise endanger the public safety or substantially diminish or impair
property values within the neighborhood.

i. The proposed Variation is consistent with the statement of purpose set forth in Section
11.01 of the Zoning Ordinance. Specifically, the Wall Sign serves to support that portion of the
ordinance that “enables the public to locate goods, services and facilities in the Village without
confusion,” and “reduce distractions.”
j. Except for the requested Variation as to size, the proposed Wall Sign complies with the standards and conditions set forth in Article XI of the Zoning Ordinance.

k. The Wall Sign will “enhance the architectural integrity of the building.” The sign, however, is consistent with the design elements used throughout the centuries of Islamic architecture and in that way, it will maintain or enhance the architectural integrity of the house of worship.

l. The Wall Sign conforms to the design and appearance of the nearby structures and signs that it reflects the name of the building. The Wall Sign is, however, distinct from other signs in this commercial area in that it reflects the architectural element of Lincolnwood’s first Islamic masque and learning Center.

Once you have reviewed the Application, please let us know if you need any additional information. We look forward to the opportunity to appear at the Public Hearing on the application for Variations and answer any questions the Plan Commission may have. Thank you for your consideration of this request.

Very truly yours,

[Signature]

Christopher S. Canning
SIGN SPECIFICATIONS

AI - NON-ILLUMINATED LETTERS
Description: Fabricated
Material: Aluminum
Depth: 2" 
Face Color: Paint MAP Brushed Aluminum
Returns: Paint MAP Brushed Aluminum
Installation: Flush to Wall

POBLOSKI
1101 N. Michigan Ave., Suite 1700
Chicago, IL 60611

P.O. Box 30
Lincolnwood, IL 60712

Scale: 1/4"=1'
Original size 18" x 12"
SIGN SPECIFICATIONS

[A] - GLASS PANELS
Material: 1 1/16" Viraco Optiwhite Laminated Glass FT/FT - (2) 1/2" Optiwhite Fully Tempered Glass Panels & 1/16" White Inner Layer
Installation: Mount to Masonry Base

[B] - GRAPHICS
Material: 3M Vinyl
Color: 7725-22 Black

[C] - COLUMN
Material: Aluminum
Color: Paint to Match Building Brick (TBD), Texcote Finish

[D] - BASE SHOE
Material: CRL High Strength Extruded Aluminum Base Shoe w/ Stainless Steel Cladding and End Caps

[E] - CAP
Material: Stone [By Others]

[F] - BASE
Material: Brick [By Others]
Color: Brampton Brick Wheatland Velour

Project
Sacred Learning Center
Lincolnwood, IL

Revisions
REV DESCRIPTION BY DATE
01 colors, materials msh 11/15/18
02 preprod rl 11/20/18
03 resize base/cap rl 12/12/18
04 change to glass mon rl 01/08/19

Notes
COLOR TBD
Excerpt from 2015 Ordinance

EXHIBIT F

MONUMENT SIGN AND LANDSCAPE PLAN
Excerpt from 2018 Ordinance

EXHIBIT B

GEOMETRIC SITE PLAN

Exhibit B-1
Attachment #6. Relevant Regulations

5.15 Major Variations
(7) Standards. In determining whether in a specific case there are practical difficulties or particular hardships in the way of carrying out the strict letter of this Zoning Ordinance, there shall be taken into consideration the extent to which the following facts are established:

a. The requested major variation is consistent with the stated intent and purposes of this Zoning Ordinance and the Comprehensive Plan;

b. The particular physical surroundings, shape or topographical conditions of the subject property would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of this Zoning Ordinance is enforced;

c. The conditions upon which the petition for the variation is based would not be applicable generally to other property within the same zoning district;

d. The variation is not solely and exclusively for the purpose of enhancing the value of or increasing the revenue from the property;

e. The alleged difficulty or hardship has not been created by any person presently having an interest in the property;

f. 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;

g. The variation granted is the minimum change to the Zoning Ordinance standards necessary to alleviate the practical hardship on the subject property;

h. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood; and

i. For variations from Article XI of this Zoning Ordinance:
   (1) The proposed variation is consistent with the statement of purpose set forth in Section 11.01 of this Zoning Ordinance;
   (2) The proposed sign complies with any additional standards or conditions set forth in Article XI of this ordinance;
   (3) The proposed sign will substantially enhance the architectural integrity of the building or other structure to which it will be attached, if any; and
   (4) The proposed sign conforms with the design and appearance of nearby structures and signs.
11.04 Permitted on premises signs.

(1) Monument signs.
   v. Setback. No monument sign shall be located closer than 10 feet to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line.

(2) Wall signs.
   ii. Sign location. Each wall sign shall be located within a permitted signable wall area. The vertical dimensions of such signable wall area shall not exceed six feet. Signable wall area shall not extend above the top of the fascia or parapet of a building or beyond the premises of a particular business establishment. (See Section 11.08 of this article.)

   iii. Sign area.
   1. The area of a wall sign shall not exceed 1/3 of the signable wall area or 10 square feet, whichever is greater (See also Subsection 11.08(18) of this article.); provided, however, that in no case shall the wall sign area exceed 100 square feet.

   v. Height. The maximum height of a wall sign shall be 30 feet from finished grade or the bottom sills of any second floor windows, whichever is less.

2.02 Definitions.

SIGNABLE WALL AREA: The area within a rectangle which encompasses a continuous portion of a building facade, unbroken by windows, doors, or major architectural interruptions of the building surface. For signs located completely within a gable, signable wall area may be triangular in shape.
Subject: Consideration of Text Amendments to Modify the Permissibility of Electronic Signs, Certain Temporary Signs, and the Location of Permanent/Temporary Signs on Non-Residential Properties

Requested Action: Text Amendments to Article XI, Signs, of the Village Zoning Code to modify the permissibility of Electronic Signage, Permanent Signage and Temporary Signage.

Petitioner: Village Board

Summary:
At the December 5, 2017 and January 2, 2018 Committee of the Whole meetings, staff presented the Village Board with a series of proposed Sign Code Amendments for consideration in order to reduce unnecessary restrictions and provide more business-friendly regulations. The goal of these Amendments is to: 1) provide appropriate flexibility for commercial signage, especially for larger properties that require a certain level of visibility; and 2) reasonably expand opportunities for commercial businesses to promote their products and services. The Village Board was in agreement that additional consideration and discussion was warranted and referred this matter to the Plan Commission for a Public Hearing.

The Plan Commission subsequently held a Workshop at the March 7, 2018 meeting. It was the consensus of the Plan Commission, at that time, that discussion of electronic signs should be tabled in favor of concentrating on amendments to temporary signage requirements first. For the discussion on Temporary Signs, staff was directed to survey surrounding communities, analyze those areas where existing Village requirements could reasonably be amended, and schedule a Public Hearing for consideration of new and amended Code requirements. A Public Hearing was subsequently held at the June 6, 2018 meeting, and was continued throughout the fall, until the matter was taken up again at the November 7, 2018 meeting.

At the November 7, 2018 meeting, the Plan Commission reviewed proposed Code amendment language and provided feedback, including requested revisions, in the following areas:

1. Definition of a Temporary Sign;
2. Minimum setbacks for monument signs;
3. Maximum permissible area for temporary sign covers;
4. Permissible number of temporary signs on a single-user property;
5. Permissible number of temporary signs on a multi-user property; and
The Village Attorney and staff worked to draft the attached proposed Code revisions, incorporating recommendations by the Plan Commission. A summary of those revisions for your consideration is as follows:

**Temporary Sign Definition**
Per Plan Commission direction, the definition of a Temporary Sign has been revised to include a caveat that these signs are only permitted for events, products, or services offered on the property on which they are located. As discussed, the Plan Commission wanted to ensure that temporary signs advertise only what is being offered on-site, as opposed to off-site real estate, miscellaneous online advertising, etc.

**Monument Sign Setbacks**
The proposed Code Amendment language has been revised to clarify that not only must a Temporary Sign be set back one foot from an exterior property line, but also be located no less than five feet from the curb line of a street. This was proposed by the Plan Commission to ensure that in those locations where a right-of-way may be significantly smaller than the typical ten-foot setback, there would always be a minimum setback for signs of five feet from an adjacent street.

**Maximum Area of Temporary Sign Covers**
At the November 7, 2018 Workshop, the Plan Commission recommended Temporary Sign covers be permitted to be larger than the sign which they are covering, so long as the Temporary Sign cover does not project beyond the maximum permitted sign height or area, as dictated per the Sign Code. This caveat was added to the attached Draft Code Amendment to allow temporary covers to be greater in size in the event the monument sign beneath the cover does not currently reach the maximum permitted dimensions dictated by the Sign Code.

**Terminology for Single Versus Multiple Businesses on a Property**
Per the request of the Plan Commission, the terms “single-tenant” and “multi-tenant” have been revised to make it clear that the ownership of the property is irrelevant when it comes to applying these regulations. As a result, the terms “single-user” and “multi-user” are now utilized.

**Number of Temporary Signs on a Single-User Property**
The proposed Code language previously reviewed by the Plan Commission has been revised to permit single-user properties, that are at least one acre in size, to have two temporary signs, if those properties are located on more than one street frontage. This would permit businesses such as Liberty Bank, Zeigler Buick/GMC, and Lowe’s to maintain one sign on each street upon which they front, rather than the single sign previously proposed for single-user properties.

**Number of Temporary Signs on a Multi-User Property**
The proposed Code language previously reviewed by the Plan Commission has been revised so that the number of temporary signs permitted on multi-user properties will be regulated by the size of the lot. All multi-user properties will be allowed two temporary signs, assuming those signs maintain a minimum fifty-foot separation. However, the attached Draft Code Amendment does not regulate the maximum number of signs on a multi-user property. Rather, it regulates the separation of those signs, requiring a five-hundred-foot separation for any additional Temporary Signs over the default amount of two signs. In practice, there are not many lots that could provide such separation which would naturally reduce possible sign proliferation.
However, this would allow a limited number of properties, such as Town Center Mall, District 1860, and the Wal-Mart/Planet Fitness Center, to have more than two signs.

**Area of a Temporary Sign**
As directed by the Plan Commission at the November 7, 2018 meeting, the proposed Draft Code Amendment has been revised to tie the size of a Temporary Sign to the size of the property on which it is located. If a property is one acre or greater in size, it is permitted a sign up to sixteen-square feet in area. If, however, the property is smaller than one acre, the maximum permitted sign size is nine-square feet. This ensures that larger signs are only permitted on larger properties where it is more likely they are spaced further apart, reducing visual clutter.

**Staff Recommendation**
Staff recommends approval of the attached Draft Code Amendment, as presented.

**Documents Attached**
1. Proposed Draft Code Amendment
2. Proposed Draft Code Amendment (Redlined Version)
3. November 7, 2018 Plan Commission Staff Report
Proposed Draft Code Amendment – February 6, 2019

Amend Sec. 2.02

2.02 Definitions.

TEMPORARY SIGN: Any sign that advertises a temporary event, product, or service occurring or offered on the property on which the sign is located, and is not intended or designed for permanent display.

Amend Sec. 11.04

11.04 Permitted on premises signs.

Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the non-Residential districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

(1) Monument signs.

*   *   *   *

v. Setback. No monument sign shall be located closer than five feet to a street curbline, nor closer than one foot to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line. No monument sign may project into any public right-of-way.

*   *   *   *

xiii. Temporary monument sign covers. Monument signs may be covered with temporary materials, but only upon issuance of separate permits therefor, and in accordance with the following:

1. Temporary covers may display either: (a) only the name and logo of a new occupant of a commercial property; or (b) if no real estate sign has been installed on the property pursuant to Section 11.05(17) of this Code, information identifying that all or a portion of the property is for sale or lease.

2. Temporary covers must be professionally designed, and may be constructed only of vinyl, canvas, or a similar material.

3. Temporary covers installed pursuant to Section 11.04(1)(xiii)(1)(a) of this Code may not be displayed for a period exceeding 120 days. Temporary covers installed pursuant to Section 11.04(1)(xiii)(1)(b) of this Code may
be displayed until such time as the property or portion thereof has been sold or leased.

4. Temporary covers must be securely and tightly attached to the existing monument sign, in order to maintain a safe, neat, and orderly condition and appearance.

5. If the existing monument sign complies with the size and area requirements set forth in this Article XI, then the temporary cover may be larger than the existing monument sign, but in no event in excess of the size and area requirements set forth in this Article XI. If the existing monument sign does not comply with the size and area requirements set forth in this Article XI, the temporary cover must completely cover and conform to the underlying sign shape, and may neither increase the size of the monument sign face to which they are attached, nor cover an area greater than such sign face.

*    *    *

(8) Temporary signs. Temporary signs may be installed in accordance with the following:

i. Number.

1. Each single-user property may have one temporary sign; provided, however, that single-user properties that consist of more than one acre and that are located on two or more street frontages may have up to two temporary signs, each of which must be located on a different street frontage, and separated by a distance of at least 50 feet.

2. Each multi-user property may have either: (a) up to two temporary signs, separated by a distance of at least 50 feet; or (b) three or more temporary signs, but only if each temporary sign is separated by a distance of at least 500 feet from all other temporary signs on the property.

ii. Sign setback. Temporary signs must comply with the setback regulations applicable to monument signs, as set forth in Section 11.04(1) of this Code; provided, however, that no portion of any temporary sign may be located within a sight triangle.

iii. Sign area. The maximum area of a temporary sign is 16 square feet for properties of one acre or greater, and nine square feet for all other properties.

iv. Height. The maximum height of a temporary sign is six feet above finished grade.

v. Sign duration.
1. No temporary sign may be displayed for a period longer than 20 days, except that temporary signs advertising a grand opening or anniversary date may be displayed for a period of up to 30 days.

2. No property may display temporary signs for more than 45 days during any calendar year.

3. No property may display temporary signs for more than nine special events during any calendar year.

vi. Sign type. Temporary signs must be freestanding, except that temporary signs advertising a grand opening may be secured to a building wall.

* * *

Amend Sec. 11.05

11.05 Exempt signs.

The following signs, while subject to any other Village ordinance which may apply, are exempt from the permit requirements set forth in this article.

* * *

(17) Real estate sign: one sign used to offer for sale, lease or rent the land or buildings upon which the sign is located, in compliance with the following:

i. In residential district:

1. A ground sign shall not exceed six square feet in area per side, five feet in height above finished grade and shall not be closer than one foot to any property line; or

2. A wall sign shall not exceed six square feet in area and shall not exceed six feet in height from the finished floor elevation of any relevant space.

ii. In business and manufacturing districts:

1. A ground sign shall not exceed 16 square feet in area per side for a property with 50 feet or less of lot frontage, or 32 square feet in area per side for a property with more than 50 feet of lot frontage. Ground signs shall not exceed six feet in height above finished grade and shall not be closer than one foot to any property line.

2. A wall sign shall not exceed 16 square feet in area for a property with 50 feet or less of lot frontage, or 32 square feet in area per side for a property with more than 50 feet of lot frontage. Wall signs shall not exceed 20 feet in height above finished grade.
Noncommercial opinion signs: In addition to all other signs permitted under this article, each privately owned lot may contain one noncommercial opinion sign for each street frontage. Such signs may be placed only upon approval of the property owner, may not exceed six square feet in area or four feet in height, may not be located closer than seven feet to the public right-of-way and must be at least one foot from any property line.

Portable signs. Portable signs, such as A-frame signs or sandwich boards, are permitted in front of business or commercial establishments on private property only, subject to the following limitations:

v. Portable signs, or changeable copy board for use in connection with portable signs, must be professionally printed and must not be written by hand, except for chalkboards, dry-erase boards, and other similar sign types;

Amend Sec. 11.08

11.08 Sign design.

(7) Shape and silhouette:

i. Freestanding signs. The silhouette and outlined shape of freestanding signs shall be simple and compatible with the building to which it relates. Signs of excessively complicated outline or composed of many different connected shapes are unacceptable. Freestanding signs should have an attractive combination of pole skirts, landscaping, berms and/or similar treatments to provide a visual base for the sign and integrate the sign into the overall architecture, landscaping and topography on the site. Brick, wood, stone walls or properly treated metal will be acceptable materials to be used for pole skirts and must be compatible with the material used in the sign. Freestanding signs may not obstruct or limit the sight distance of motorists within any sight triangle, and may not exceed three feet in height within any sight triangle.
Proposed Draft Code Amendment (Redlined Version) – February 6, 2019

Amend Sec. 2.02

Highlighted = New Text
Highlighted = Deleted Text

2.02 Definitions.

TEMPORARY SIGN: Any sign allowed for a limited period of display that advertises a temporary event, product, or service occurring or offered on the property on which the sign is located, and is not intended or designed for permanent display.

Amend Sec. 11.04

11.04 Permitted on premises signs.

Upon issuance of a permit therefor pursuant to Section 11.09 of this article, the following signs shall be permitted in the business and manufacturing non-Residential districts of the Village as accessory structures, subject to all applicable standards and the following additional regulations:

(1) Monument signs.

* * *

v. Setback. No monument sign shall be located closer than five feet to a street curbline, nor closer than ten feet one foot to an exterior property line, nor closer than 50 feet to an interior property line. For a monument sign constructed at a unified business center, under multiple ownerships, interior lot lines shall only pertain to the outermost lot line. No monument sign may project into any public right-of-way.

* * *

xiii. Temporary monument sign covers. Monument signs may be covered with temporary materials, but only upon issuance of separate permits therefor, and in accordance with the following:

1. Temporary covers may display either: (a) only the name and logo of a new occupant of a commercial property; or (b) if no real estate sign has been installed on the property pursuant to Section 11.05(17) of this Code, information identifying that all or a portion of the property is for sale or lease.

2. Temporary covers must be professionally designed, and may be constructed only of vinyl, canvas, or a similar material.
3. Temporary covers installed pursuant to Section 11.04(1)(xiii)(1)(a) of this Code may not be displayed for a period exceeding 120 days. Temporary covers installed pursuant to Section 11.04(1)(xiii)(1)(b) of this Code may be displayed until such time as the property or portion thereof has been sold or leased.

4. Temporary covers must be securely and tightly attached to the existing monument sign, so that they completely cover and conform to the underlying sign shape, all in order to maintain a safe, neat, and orderly condition and appearance.

5. If the existing monument sign complies with the size and area requirements set forth in this Article XI, then the temporary cover may be larger than the existing monument sign, but in no event in excess of the size and area requirements set forth in this Article XI. If the existing monument sign does not comply with the size and area requirements set forth in this Article XI, the temporary cover must completely cover and conform to the underlying sign shape, and temporary covers may neither increase the size of the monument sign face to which they are attached, nor cover an area greater than such sign face.

* * *

(8) Special event/grand opening signs. The following temporary, special event signs shall be permitted on private property only for a total of two nonconsecutive events per year, but shall not be erected or maintained for a period exceeding 15 consecutive days per event, and must be removed if wind gusts exceed safety guidelines or design standards for the sign, or the standards for safety tie-downs to or by which they are affixed or secured:

Temporary signs. Temporary signs advertising special events may be installed in accordance with the following:

i. Pennant/streamer signs;

ii. Temporary banner signs; and

iii. Other temporary signs for special events not requiring a special sign permit, and as may be approved by the Zoning Officer.

i. Number.

1. On single-tenant properties, a maximum of one temporary sign may be installed at any time.

2. On multi-tenant properties, a maximum of two temporary signs may be installed at any time.
1. Each single-user property may have one temporary sign; provided, however, that single-user properties that consist of more than one acre and that are located on two or more street frontages may have up to two temporary signs, each of which must be located on a different street frontage and separated by a distance of at least 50 feet.

2. Temporary signs on each multi-user property must be may have either: (a) up to two temporary signs, separated by a distance of at least 50 feet; or (b) three or more temporary signs, but only if each temporary sign is separated by a distance of at least 500 feet from all other temporary signs on the property.

ii. Sign setback. Temporary signs must comply with the setback regulations applicable to monument signs, as set forth in Section 11.04(1) of this Code; provided, however, that no portion of any temporary sign may be located within a sight triangle.

iii. Sign area. The maximum area of a temporary sign is 16 square feet for properties of one acre or greater, and nine square feet for all other properties.

iv. Height. The maximum height of a temporary sign is six feet above finished grade.

v. Sign duration.

1. No temporary sign may be displayed for a period longer than 20 days, except that temporary signs advertising a grand opening or anniversary date may be displayed for a period of up to 30 days.

2. No property may display temporary signs for more than 45 days during any calendar year.

3. No property may display temporary signs for more than nine special events during any calendar year.

vi. Sign type. Temporary signs must be freestanding, except that temporary signs advertising a grand opening may be secured to a building wall.

* * * 

Amend Sec. 11.05

11.05 Exempt signs.

The following signs, while subject to any other Village ordinance which may apply, are exempt from the permit requirements set forth in this article.
Real estate sign: one sign used to offer for sale, lease or rent the land or buildings upon which the sign is located, in compliance with the following:

(i) In residential district:
1. A ground sign shall not exceed six square feet in area per side, five feet in height above finished grade and shall not be closer than five feet to any property line; or
2. A wall sign shall not exceed six square feet in area and shall not exceed six feet in height from the finished floor elevation of any relevant space.

(ii) In business and manufacturing districts:
1. A ground sign shall not exceed 16 square feet in area per side for a property with 50 feet or less of lot frontage, or 32 square feet in area per side for a property with more than 50 feet of lot frontage. Ground signs shall not exceed six feet in height above finished grade and shall not be closer than 10 feet to any property line.
2. A wall sign shall not exceed 16 square feet in area for a property with 50 feet or less of lot frontage, or 32 square feet in area per side for a property with more than 50 feet of lot frontage. Wall signs shall not exceed 20 feet in height above finished grade.

Noncommercial opinion signs: In addition to all other signs permitted under this article, each privately owned lot may contain one noncommercial opinion sign for each street frontage. Such signs may be placed only upon approval of the property owner, may not exceed six square feet in area or four feet in height, may not be located closer than seven feet to the public right-of-way and must be at least five feet from any property line.

Portable signs: Portable signs, such as A-frame signs or sandwich boards, are permitted in front of business or commercial establishments on private property only, subject to the following limitations:

v. Portable signs, or changeable copy board for use in connection with portable signs, must be professionally printed and must not be written by hand, except for chalkboards, dry-erase boards, and other similar sign types.

v. Similarly, commercial opinion signs: In addition to all other signs permitted under this article, each privately owned lot may contain one noncommercial opinion sign for each street frontage. Such signs may be placed only upon approval of the property owner, may not exceed six square feet in area or four feet in height, may not be located closer than seven feet to the public right-of-way and must be at least five feet from any property line.
11.08 Sign design.

(7) Shape and silhouette:

i. Freestanding signs. The silhouette and outlined shape of freestanding signs shall be simple and compatible with the building to which it relates. Signs of excessively complicated outline or composed of many different connected shapes are unacceptable. Freestanding signs should have an attractive combination of pole skirts, landscaping, berms and/or similar treatments to provide a visual base for the sign and integrate the sign into the overall architecture, landscaping and topography on the site. Brick, wood, stone walls or properly treated metal will be acceptable materials to be used for pole skirts and must be compatible with the material used in the sign. Freestanding signs may not obstruct or limit the sight distance of motorists within any sight triangle, and may not exceed three feet in height within any sight triangle.
Subject: Consideration of Text Amendments to Modify the Permissibility of Electronic Signs, Certain Temporary Signs, and the Location of Permanent/Temporary Signs on Non-Residential Properties

Requested Action: Text Amendments to Article XI, Signs, of the Village Zoning Code to modify the permissibility of Electronic Signs, certain Temporary Signs, and the location of Permanent/Temporary Signs on Non-Residential Properties.

Petitioner: Village Board

Summary:
At the December 5, 2017 and January 2, 2018 Committee of the Whole meetings, Staff presented the Village Board with a series of proposed Sign Code Amendments for consideration in order to reduce unnecessary restrictions and provide more business-friendly regulations. The goal of these Amendments is to: 1) provide appropriate flexibility for commercial signage, especially for larger properties that require a certain level of visibility; and 2) reasonably expand opportunities for commercial businesses to promote their products and services. The Village Board was in agreement that additional consideration and discussion was warranted and referred this matter to the Plan Commission for a Public Hearing.

The Plan Commission subsequently held a Workshop at the March 7, 2018 meeting. It was the consensus of the Plan Commission that staff should survey surrounding communities, analyze those areas where existing Village requirements could reasonably be amended, and schedule a Public Hearing for consideration of new and amended Code requirements (see attached memo from the June 6, 2018 Plan Commission meeting for a summary of results from the survey of surrounding communities). A Public Hearing was held at the June 6, 2018 meeting. At that time, the Plan Commission determined that it was most appropriate to defer consideration of revisions to permit electronic signs until after a recommendation had been made on the remainder of the proposed Code revisions related to signs. The Plan Commission then requested staff survey local businesses for feedback on the proposed Code revisions and work with the Village Attorney on Code language for further Plan Commission review. This matter has since been continued throughout the Summer and Fall, as the Plan Commission’s time has been spent on the District 1860 proposal.

The specific Amendments for consideration at this time include the following:

1. Temporary Signs for Special Events/Grand Openings
2. Temporary Sign Covers/Panels
3. Sign Location
4. Portable Sign Design

Survey of Local Businesses
Per Plan Commission direction at the June 6, 2018 meeting, staff compiled a list of 22 businesses/property owners, who are representative of different business types in different areas of the Village, all of which could be impacted from the proposed Code amendments. The respondents and responses are summarized in the attached report. In general, the comments were focused on the following:

- Timeframe for Temporary Signs
- Permitted size of Temporary Signs
- Permissibility of Temporary & Portable Signs on multi-tenant properties
- Permitted materials for temporary sign covers/panels
- Lack of permissibility for feather signs

Universally, there was a positive response regarding the proposed reduced setback requirement for monument/ground signs, as well as the proposal to permit temporary sign coverings/panels for sale/lease information and to identify new businesses (on a short-term basis) prior to fabrication of their permanent signage.

Given the comments received, staff recommends the Plan Commission reconsider the following:

- Increase the duration of Temporary Signs (advertising Special Events) from the current 30 to 45 (instead of the 60 days previously discussed at the June 6, 2018 meeting). This is reflected in the attached proposed Code Language;
- Tie the size of a Temporary Sign (advertising Special Events) to the size of a property, e.g. properties over one acre in area are permitted a sixteen-square-foot sign, whereas properties under one acre in area are permitted a nine-square-foot sign. This is not reflected in the attached proposed Code language; and
- Remove “shrink wrap” as a permitted material for Temporary Sign covers/panels. This is reflected in the attached proposed Code Language.

Proposed Code Language
The Village Attorney worked with staff to draft the attached proposed Code revisions incorporating staff recommendations from the June 6, 2018 Plan Commission memo for Plan Commission consideration.

Staff Recommendation
Staff recommends approval of the attached Draft Code language, with direction regarding an appropriate methodology for determining the size of Temporary Signs for advertising special events.

Documents Attached
1. Survey of Local Businesses
2. Proposed Draft Code Language
3. June 6, 2018 Staff Memorandum