

AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Community Room
Monday, April 13, 2015
Immediately following Regular Village Board Meeting

Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend.

The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

- 2.1 Acceptance of the March 23, 2015 Committee of the Whole Meeting Minutes

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

- 3.11 Preliminary Evaluation of proposed Annexation of 19.71 acres, Rezoning from the R1 to R4 Single-Family Residential Zoning District, and Special Use for a Planned Unit Development (PUD) for a proposed 52-unit townhome development at 14600 Riverside Road (KZF Stack, LLC).
- 3.12 Consideration and discussion of Architectural Review Board recommendation regarding text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs (Village of Lincolnshire).
- 3.13 Consideration and discussion of a Zoning Board recommendation regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, providing updates to the Village's off-street parking and loading regulations (Village of Lincolnshire)

3.2 Finance and Administration

3.3 Public Works

- 3.31 Consideration and Discussion of Acceptance of Proposal for Police Department Dispatch Area Remodel Submitted by Remond Construction Company, Glenview, Illinois in the Amount of \$46,955.00 (Village of Lincolnshire)
- 3.32 Consideration and Discussion of a Contract for the Construction of the Village's 2015 Road Resurfacing Project to Peter Baker and Sons in an Amount not to exceed \$496,550.26. (Village of Lincolnshire)

3.4 Public Safety

3.41 Consideration and Discussion of a Proposal to Create a New Liquor License Classification Permitting the Sale of Alcoholic Liquor in a Tavern for Consumption on Premises (Emporium Lake County)

3.42 Consideration and Discussion of a Request to Authorize Police Department Purchase of Two (2) Replacement Vehicles at a Cost of \$54,171 (Village of Lincolnshire)

3.5 Parks and Recreation

3.51 Receipt of Report Regarding Lincolnshire Sports Association (LSA) Plan to Install an Equipment Storage Structure at North Park (Lincolnshire Sports Association).

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**



MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, March 23, 2015

Present:

Mayor Blomberg	Trustee Brandt
Trustee Feldman	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Chief of Police Kinsey	Finance Director Peterson
Public Works Director Woodbury	Community & Economic Development Director McNellis
Village Planner Robles	Operations Superintendent Pippen
Economic Development Coordinator Zozulya	

ROLL CALL

Mayor Blomberg called the meeting to order at 7:26 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the March 9, 2015 Committee of the Whole Meeting Minutes.

The minutes of the March 9, 2015 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Preliminary Evaluation of a Special Use Permit to establish and operate a drinking establishment with live entertainment at 275 Parkway Drive, within the CityPark retail center (Emporium Lake County)

Economic Development Coordinator Zozulya provided a brief summary of the proposed Special Use Permit to establish and operate a drinking establishment with live entertainment in the former Chammps restaurant within the CityPark development along with a proposed new liquor license class.

Mr. Doug Marks introduced himself and his brother Danny Marks who currently own two Emporium bars located in the city. Mr.

Doug Marks provided background related to their existing Emporium bars and provided a presentation regarding their proposal for the new Emporium Lake County. Mr. Marks noted their concept is to offer quality craft beers and provide entertainment via vintage arcade and video games at their establishments. Mr. Marks noted they also offer live entertainment at their two existing locations in Chicago.

Trustee Feldman asked if the proposed Emporium Lake County would serve food. Mr. Doug Marks stated they were still trying to work out if they would serve food. Mr. Doug Marks noted some of the possibilities Emporium owners are contemplating include serving food in the bar, possibly leasing out the kitchen space currently available where they are proposing to locate, or working with local restaurants to have food delivered in the bar.

Trustee Brandt asked if there is enough room in the space to bring a food truck into the space as is the case in one of the other Emporium bars. Mr. Danny Marks stated having a food truck in the space was a possibility. A brief conversation regarding different possibilities to serve food at the proposed Emporium followed.

Trustee Brandt asked if the owners felt a 2:00 a.m. closing time during the weekdays would be needed. Mr. Doug Marks stated when asked for suggested hours, they used the current hours for their bars downtown. Mr. Doug Marks noted the hours they settle on for their Lincolnshire site will be a work in process since they do not know what will work until they open. Trustee Brandt asked who they were anticipating would be the targeted customers. Mr. Danny Marks stated the target customers are a wide range: from groups; to corporate parties; young adults; and everyone in between. Mr. Danny Marks noted the minimum age would be 21 and over to enter the bar.

Trustee Feldman asked about the liquor license needed. Chief of Police Kinsey stated there is no liquor license class that would fit the proposed business model at this time, so a new class would need to be created. Village Attorney Simon asked if the proposed Emporium would qualify as a restaurant and then the liquor license could be classified as a restaurant. Village Manager Burke noted if food was brought in, this would not qualify as a restaurant as liquor license provisions in the Village Code require food to be prepared on site.

Trustee Feldman asked if the games were free. Mr. Doug Marks noted tokens would be used for the games, which run .25 per token.

Mayor Blomberg asked what time frame they expected for opening. Mr. Doug Marks stated their goal would be to open this summer.

Trustee Servi asked if the owners would be on the premises a majority of the time. Mr. Doug Marks stated they would have trusted staff on the premises to manage the facility. Police Chief Kinsey stated the manager of the proposed Lincolnshire site would have to be a resident of Lake County to meet requirements of the Village's liquor licensing provisions.

Trustee Brandt mentioned the Village summer events and noted the Emporium may want to consider participation in events planned for this coming summer to get word out about this new business.

There was the consensus of the Board to refer this to the Zoning Board for consideration.

3.12 Public Hearing: Major Amendment to Special Use Ordinance No. 05-1954-18 granting Planned Unit Development for the Lincolnshire Commons development to permit the replacement of the Barnes & Noble designated retail use with a Physician's office use (NorthShore University Health System/CFNX Linshire, LLC)

Mayor Blomberg closed the Committee of the Whole meeting and opened a Public Hearing for a Major Amendment to Special Use Ordinance No. 05-1954-18 granting Planned Unit Development for the Lincolnshire Commons development to permit the replacement of the Barnes & Noble designated retail use with a Physician's Office use, NorthShore University Health Care Systems.

Community & Economic Development Director McNellis provided a summary of the proposed request for the space to change from a retail use to a non-retail use. Community & Economic Development Director McNellis noted the petitioner has withdrawn their request to sub-divide the development. Parking complies with Code and a parking study has been provided.

Mayor Blomberg swore in Mr. Steve Bauer, attorney representing NorthShore University Health Systems/CFNX Linshire, LLC and Luay Aboona, traffic consultant with KLOA.

Mr. Bauer, attorney with Melter Purtill & Stelle, representing CFNX Linshire, LLC. introduced the team working on the proposed project and provided a presentation regarding the proposed request for NorthShore University Health Care Systems.

Trustee Feldman asked if there are any concerns regarding medical waste. Mr. Bauer stated the waste would be handled in the secure way currently handled at NorthShore University Health Care Systems other existing medical facilities.

Mr. Luay Aboona, Principle with KLOA provided a presentation related to the parking study his firm prepared and provided for the site.

Mayor Blomberg noted the Code states two parking spaces for each exam room and wanted to know how this came to be. Community & Economic Development Director McNellis stated it was his understanding the Code was written this way with the thought that if a room was occupied and the next person arrived for a subsequent appointment who would be using the same room, the parking requirements would provide spaces to accommodate both patients.

Mayor Blomberg closed the Public hearing and re-opened the Committee of the Whole meeting at 8:02 p.m.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.13 Consideration and Discussion of Zoning Board recommendation regarding a Special Use to permit an Assembly Use for religious uses within Regal Lincolnshire Stadium 21 and IMAX Cinema Complex (Willow Creek Community Church)

Village Planner Robles noted this is a temporary Special Use and provided a brief summary of the Use and request.

Mr. Larry Friedman, representing Willow Creek Church provided information regarding the time line and request for the Special Use.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.14 Public Hearing: Amendment to Ordinance No. 00-1696-04 establishing a Special Use Permit for the operation of a religious institution in the R1 Single-Family Residence District, to revise the approved site development plans for proposed building expansion and site improvements and extend the Special Use Permit to include adjacent 1.92 acre property commonly addressed as 24325 Riverwoods Road upon annexation into the Village of Lincolnshire (Ascension of Our Lord Greek Orthodox Church)

Mayor Blomberg closed the Committee of the Whole meeting and opened a Public Hearing for an Amendment to Ordinance No. 00-1696-04 establishing a Special Use Permit for the operation of a religious institution in the R1 Single-Family Residence District, to revise the approved site development plans for proposed building expansion and site improvements and extend the Special Use Permit to include the adjacent 1.92 acre property commonly addressed as 24325 Riverwoods Road upon annexation into the Village of Lincolnshire.

Village Planner Robles provided background regarding Ascension of Our Lord Greek Orthodox Church and a summary of the proposed request Amendment establishing a Special Use Permit and extending the Special Use Permit upon annexation. Village Planner Robles noted this proposal was presented to the Architectural Review Board (ARB) and was approved with three conditions. Village Planner Robles noted the ARB asked the church to look at reducing the size of the turn-around area without compromising the emergency access and once this was looked at it was decided this could not be reduced.

Mayor Blomberg swore in Mr. Michael Firsel, attorney for Ascension of Our Lord Greek Orthodox Church, Mr. David Kuhlman with JNKA Architects, and Mr. Kevin Manning with JNKA Architects.

Mr. Firsel provided a presentation regarding the proposed Amendment to the existing Special Use Permit and extending the Special Use Permit upon annexation for Ascension of Our Lord Greek Orthodox Church. Mr. Firsel provided a background related to the past requests and stated this is an entirely different

plan than what was presented previously. Mr. Firsel continued with the presentation addressing highlights and differences from past submittals.

Trustee Feldman asked how much the building covers compared to the lot. Mr. Firsel noted the current total coverage of impervious surface is 83,000 S.F. out of 278,000 S.F., which is 30% and the maximum amount allowed in an R1 District.

A brief conversation regarding the landscaping and berm along Riverwoods Road followed. Mr. Firsel noted the recommendation made by staff and the ARB for the berms is what the Church now plans to build.

Trustee Feldman asked if the water flow concerns had been addressed. Mr. Firsel noted the amount of flow into the existing detention area is adequate and the Church will comply with all the requirements of Lake County Storm Water Management.

Trustee Brandt asked if the overall response from the project meeting conducted with the surrounding neighbors was productive. Mr. Firsel stated his belief from coming out of the meeting, is the Church has done as much as they can to satisfy the surrounding neighbors requests and requirements.

Trustee Servi asked if the parking request is what the Church feels they need and asked if it could be reduced. Mr. Firsel noted the request is what the Church believes is needed. A brief conversation regarding parking related to special events and holidays taking place at the church followed.

Mr. David Kuhlman provided a presentation related to the architecture, materials and elevations of the proposed church.

Mr. Firsel requested the Findings of Fact be entered into the record. A Special Use Findings of Fact was submitted and Affidavit of notice was submitted to the property owners and electors within 250' of the property.

Trustee Feldman noted the current building proposal has been scaled down significantly from the original and asked if the current building was sufficient for growth. Mr. Firsel noted the demographics have changed since 2008, other churches have been built, and they have excluded the parish activity center which was on a prior plan; so the church feels confident there is room for growth.

Village Attorney Simon noted there appears to be an extra curb cut to Riverwoods Road located south of the Church entrance. Mr. Firsel said this curb cut serves an existing access easement for the Banner Day Camp that cannot be eliminated.

Mayor Blomberg closed the Public hearing and re-opened the Committee of the Whole meeting at 8:39 p.m.

3.15 Public Hearing: Amendment to Ordinance No. 00-1694-02 authorizing an Annexation Agreement, to revise said agreement regarding future development of the subject property to reflect the proposed site development plans and consideration and discussion of annexation of a 1.92 acre property located at 24325 Riverwoods Road (Ascension of Our Lord Greek Orthodox Church).

Mayor Blomberg closed the Committee of the Whole meeting and opened a Public Hearing for discussion of an Amendment to Ordinance No. 00-1694-02 authorizing an Annexation Agreement, to revise said agreement regarding future development of the subject property to reflect the proposed site development plans and consideration and discussion of annexation of a 1.92 acre property located at 24325 Riverwoods Road, Ascension of Our Lord Greek Orthodox Church.

Village Planner Robles provided background and a brief summary of the request for an amendment authorizing an Annexation Agreement to revise said agreement to reflect the proposed site development plans of the 1.92 acre property for Ascension of Our Lord Greek Orthodox Church.

Mayor Blomberg swore in Mr. Michael Firsel, attorney for Ascension of Our Lord Greek Orthodox Church.

Mr. Firsel summarized changes and requests regarding the proposed Annexation Agreement which includes the request to waive a portion of Village permit fees.

Village Attorney Simon noted typically with a Special Use, the majority of construction is to be completed within three years and the Church is requesting to extend this time frame to five years. Mr. Firsel noted the reason for the extension is so the Church can raise funds. Mayor Blomberg asked if this was the stipulation in the first Annexation Agreement. Village Attorney Simon confirmed

this was a similar stipulation in the original Annexation Agreement.

Trustee Brandt asked if waiving permit fees was typical. Village Attorney Simon confirmed waiving a portion of the permit fees for a non-profit is typical and in accordance with Village Code provisions.

Ms. Jill Raizin, resident of 17 Farrington Circle was sworn in. Ms. Raizin asked what property the Annexation covered. Mr. Firsel noted the property lines of what was currently in the Village and highlighted the 1.92 parcel purchased by the Church in the last 10 years which is the request to be annexed. The additional lot was the sight of a residential structure which had been demolished in the last year.

Mayor Blomberg closed the Public hearing and re-opened the Committee of the Whole meeting at 8:57 p.m.

Trustee Brandt asked that items 3.14 and 3.15 be put under items of general business on the Regular Village Board Agenda and not the consent agenda at the next meeting due to the absence of three Trustees from tonight's meeting.

There was a consensus of the Board to place items 3.14 and 3.15 under Items of General Business for approval at the next Regular Village Board Meeting.

3.2 Finance and Administration

3.21 Consideration and Discussion of an Ordinance Authorizing the Sale and Disposal of Surplus Property (Village of Lincolnshire)

Village Manger Burke provided a summary of an Ordinance authorizing the sale and disposal of surplus property which is brought before the Board approximately twice a year. A list of property has been provided.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.3 Public Works

3.31 Consideration and Discussion of the Purchase of a Freightliner Single Axle 5-Ton Truck from Trans Chicago Truck Group, Elmhurst, IL, in an Amount not to exceed

\$148,471.00 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of the request for the purchase of a Freightliner single axle 5-ton truck with two add alternate options from Trans Chicago Truck Group. The truck is to be used primarily for snow removal and infrastructure repairs.

Mayor Blomberg asked if this is the first purchase of a 5-ton truck. Public Works Director Woodbury noted the Village owns one other 5-ton truck.

Village Attorney Simon asked for clarification regarding the price and trade-in amounts noting the bottom line appeared conflicting. Public Works Director Woodbury clarified the add-ons need to be included to get to the not to exceed amount of \$148,471 recommended by staff.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.32 Consideration and Discussion of a Contract for the 2015 Sanitary and Storm Sewer Lining Project with Hoerr Construction, Peoria, IL in an Amount not to Exceed \$75,362.00 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of a contract for the 2015 sanitary and storm sewer line project with Hoerr Construction which was part of a joint bid opportunity with the Village of Arlington Heights. Public Works Director Woodbury provided information regarding areas in the Village the project would cover, as well as information related to the contractor and how dollars are reflected in the budget.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.33 Consideration and Discussion of a Three (3) Year Contract (1 Year with 2 Annual Renewal Options) for the 2015 Closed Circuit Televising Project with American Underground, Glenview, IL in an Amount not to Exceed \$51,316.70 (Village of Lincolnshire)

Public Works Director Woodbury provided a summary of the

proposed three year contract with two annual renewal options for the 2015 closed televising project with American Underground which is part of a joint bid opportunity with the Village of Glenview.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.34 Consideration and Discussion of Rejection of Bid from L. Marshall Roofing Company, Glenview, IL, for Village Hall and Utility Building Roof Replacements (Village of Lincolnshire)

Operations Superintendent Phippen provided a summary of the request for rejection of the lowest bid for the Village Hall and Utility Building roof replacement from L. Marshall Roofing Company. The project was originally bid last fall and staff only received one bid which was approximately three times the amount budgeted. At that time, staff requested to reject the bid and re-bid in the current year with the hope of obtaining better pricing. For the current bid process, eight contractors attended the mandatory pre-bid meeting, but only two bids were received. Operations Superintendent Phippen stated staff followed up with the contractors who attended the pre-bid meeting, and the concern is joining of the Village Hall cedar shake roof with the flat roofs into a single contract. Operations Superintendent Phippen noted it appears contractors who work on cedar shake roofs typically are not equipped to repair or replace flat roofs. Staff contacted the roof consultants that originally provided budget numbers in order for them to take a second look. Feedback received is that the Village Hall roof is steep and more difficult and labor intensive than originally expected when preparing initial cost estimates. The roofing consultant recommends the flat roof portion of the bid be rejected and the Village accepts the Village Hall roof portion of the bid but in accepting this portion of the roof it would put the Village over budget for current year by \$120,000. Staff feels separating the roof into two bids would be beneficial for pricing and recommends rebidding both roof projects separately.

Trustee Brandt asked what material is being bid. Operations Superintendent Phippen stated the materials being bid are cedar shake, as well as an alternate for a cedar shake-like composite shingle similar to the material used on the Spring Lake Park pavilion and recent McDonald's restaurant renovation.

Village Attorney Simon asked if all the bids would need to be rejected. Operations Superintendent Phippen confirmed staff is

requesting all bids be rejected.

There was a consensus of the Board to place this item and to include rejection of all bids on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.4 Public Safety

3.5 Parks and Recreation

3.51 Consideration and Discussion of Changes to the Tennis Court Rules in Village Parks (Village of Lincolnshire)

Operations Superintendent Phippen provided a summary of the changes to the Tennis Court Rules. A resident came before the Park Board with the concern individuals are providing lessons for profit on Village tennis courts and is concerned the Village is not enforcing the Code. Operations Superintendent Phippen noted Police have had issues in response to enforcing the current rules. Staff worked with the Park Board to consider possible changes to the existing rules and the recommendation was to eliminate the rule regarding lessons being given by a Lincolnshire resident to family members since this is hard for the Police to enforce.

Trustee Brandt asked how much it would cost to get new signs. Operations Superintendent Phippen noted the current signs would be sent out and revised. Trustee Brandt noted concern for changing the rules due to one complaint. Operation Superintendent Phippen noted his opinion is the Police will benefit from changing the rules.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

Community & Economic Development McNellis provided an update for CDW noting representatives from Trammel Crow came before the Board in a past meeting to present the Parking Deck plan and a rendering for a 3 story glass connector for CDW. The 3 story glass connector went to the Architectural Review Board and the connector received approval.

6.0 **NEW BUSINESS**

Village Manager Burke stated an e-mail went out with regard to the Taste of Lincolnshire event asking for feedback for a potential name change for this

event. A brief discussion of possible event names followed. Village Manager Burke noted the new tenant for the Flatlander's location might not be able to participate this year but would be able to make a bigger presence next year. Staff plans to send out the top responses to the Board for feedback. A brief discussion followed regarding the name change. Trustee Brandt noted her opinion was to have the food trucks again to start the event.

7.0 **EXECUTIVE SESSION**

8.0 **ADJOURNMENT**

Trustee Feldman moved and Trustee Servi seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 9:17 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

**REQUEST FOR BOARD ACTION
Committee of the Whole
April 13, 2015**

Subject:	Riverside Road Townhome - PUD Proposal
Action Requested:	Preliminary Evaluation of a proposed Annexation of 19.71 acres, Rezoning from the R1 to R4 Single-Family residential Zoning District, and Special Use for a Planned Unit Development (PUD) for a proposed 52-unit townhome development located at 14600 Riverside Road
Petitioner:	KZF Stack, LLC
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Advisory Board Review:	Village Board, Architectural Review Board

Background:

- The subject property is located in Unincorporated Lake County, along the north side of Riverside Road, immediately east of the Rivershire residential community, as illustrated in the attached Location Map.
- The property has been involved in a variety of past annexation and development proposals. Most recently, a six-lot, single-family residential subdivision known as "Riverside Estates" was approved in 2007 (see attached final plat of subdivision). This Subdivision was reviewed and approved under Village Standards for development in the County and future annexation in the Village. The developer did not record the final plat with Lake County, and the approved subdivision was not developed. The subject site remains in its existing vacated condition, with no valid development approvals at this time.

Preliminary Evaluation Summary:

Note: As this is a request for Annexation of a property in Unincorporated Lake County, the Village Board is not required to refer the proposal for further action.

- The applicant seeks to annex the 19.71 acre property to develop a 52-unit townhome community intended for the "empty-nester" demographic (see attached presentation packet).
- Upon annexation, the subject property would be automatically zoned in R1 Single-Family Residence District. Therefore, the applicant also seeks a rezoning to R4 Single-Family Attached Residential zoning which permits "*single-family attached in structures containing not more than four dwelling units*", which is consistent with this request.
- Village Staff strongly recommended the petitioner consider reducing the density of the proposal by at least half prior to proceeding to the Board evaluation; however, the petitioner elects to present their initial concept to the Village Board, which does not respond to Staff's comments.
- Should this request be referred, the Zoning process would be as follows:
 1. Annexation of land into the Village, which may also involve an Annexation Agreement.
 2. Rezoning from R1 Single-Family District to R4 Single Family Attached District.
 3. Special Use for a Planned Unit Development (PUD) for the subject parcel.

The ARB would review preliminary development plans and the Village Board conduct the Public Hearing related to zoning, and make a final determination.

The following detailed comments are provided since the subject parcel is not within Village boundaries and there are important considerations to be discussed during the Board's preliminary consideration:

1. Density: The site is located in Critical Area 4 (South Sector) of the Update 2012 Comprehensive Plan which recommends "cluster residential" for the subject site, based on the existing woodland clusters and floodplain constraints. The Comp Plan suggests consideration may be given to an increase in unit density for this Critical Area based on further enhancements of surrounding natural features and centralization of the development area. However, the "cluster residential" designation is not to be utilized simply as an opportunity for density bonuses otherwise not supported.

In the 2007 "Riverside Estates" approval, the Village Board authorized a 6-lot single-family detached residential subdivision encompassing 5.096 acres (1.17 units/net acre). Given the amount of floodway on this property, the developable area of the site is significantly reduced to approximately 6.5 acres of the total 19+ acre property. Staff informed the applicant of previous Board discussions regarding acceptable development on this property and the desire to limit future development to the previously approved Riverside Estates subdivision (5.096 acres). The proposed townhome layout occupies 6.8 acres of the site, which requires a new stormwater detention facility within the floodplain, based on the initial assessment of the Applicant's civil engineer. The resulting density would be 7.64 units/net acre. By comparison, the Pulte townhome proposal currently in the review process for the 19 acre Sedgebrook parcel is 5.15 units/net acre.

2. School District Impact: Despite the proposed townhome development being marketed to "empty-nesters", Staff believes this proposal has the potential to generate additional student population to the Village's school districts. The parcel is located entirely in Stevenson High School District 125 and Lincolnshire-Prairie View District 103. Staff informed the applicant of recent Board discussions on the Pulte townhome proposal just west of this site, and the concerns of student generation and impacts to the school districts. A student yield report should be prepared for further Village review.

3. Annexation: The collection of property along the west bank of the Des Plaines River (see inset map) has long remained outside Village boundaries. Annexation of property anywhere in this unincorporated area will impact the timing of when the remaining land can be annexed if the Village intends to maintain control of this area. This will require further Staff research and analysis.

At the ARB meeting, Staff intends to raise and discuss the following items:

1. Site Layout: The development maximizes the developable land area of the site, with minimal curvature or articulation of building layout/massing. Consideration should be given to incorporating "blocks" into the site layout similar to Heritage Creek and Rivershire (single-family detached units) to disrupt the monotonous layout of the site. The site contains approximately 11 acres of open space, within the floodplain where no construction is permitted and will remain open regardless of development occurring on this site. Additional open space is limited to a passive open area along Riverside Road. Staff has expressed the need for increased functional open space given the site's disconnect from existing Village parks.



2. Housing Type: Staff questions the proposed townhome product as the most suitable for the target demographic (“empty-nesters”) and the site. Empty-nesters generally prefer single-floor unit layouts (condominium or ranch-style homes), with convenient access to services and goods. If empty-nesters are not the true target audience, then the housing product could attract younger families to the Village, per the Housing Element of the Comp Plan, which could support single-family detached cluster units, similar to adjacent Rivershire housing units.

3. Building Elevations: Based on the conceptual building elevations within the attached presentation packet, the architecture appears generally consistent with the Village’s residential character. Although conceptual, the elevations are repetitive in material and color scheme. A thoughtful balance of variation in color and use of materials should be incorporated into the building design to prevent monotonous architectural character, while maintaining consistency throughout the development.

Recommendation:

Preliminary Evaluation feedback from the Village Board and a determination whether or not to refer is requested. Should the request be referred, staff recommends there be further design enhancement prior to ARB review of Preliminary Development Plans and further analysis of land use and school impact considerations prior to a Public Hearing with the Village Board.

Reports and Documents Attached:

- Presentation Packet, prepared by KZF Stack LLC.
- Location Map, prepared by Staff

Meeting History	
Current Village Board Evaluation (COW):	April 13, 2015



April 6, 2015

VIA ELECTRONIC MAIL
Mr. Brett Bloomberg, Mayor
Village Board of Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

RE: 14600 Riverside Road, Lincolnshire, IL (the "Property")

Dear Mr. Mayor and Village Trustees:

We are very excited to submit this proposal for the development of the 14600 Riverside Road in Lincolnshire.

The Developer, which is a joint venture between KZF Development, LLC and Stack Real Estate, LLC, seeks to develop an R-4 Planned Unit Development on the Property. It is our vision to build housing aimed primarily at empty nesters. Given Lincolnshire's demographic trends (almost half the Village is over the age of 55) and age of its housing stock (approximately 50 years old), we believe the proposed project is not only both appropriate within the Village but will also be well received by the market. It is anticipated that all homes will be two-story with an estimated 2,200 to 3,100 square feet, with the majority of homes having a first floor master bedroom. This proposed development has been modeled after KZF's most recent project, Meadow Ridge in Northbrook. More information on Meadow Ridge can be found at: <http://meadowridgenorthbrook.net/>

We intend to improve less than 35% of the Property while leaving over 55% of the Property as open space, which will include walking trails to link residents to the Des Plaines River Trail. The remaining portions of the Property will consist of detention, existing wetlands and ponds. Detention below the floodplain is allowable within the Lake County SMC regulations.

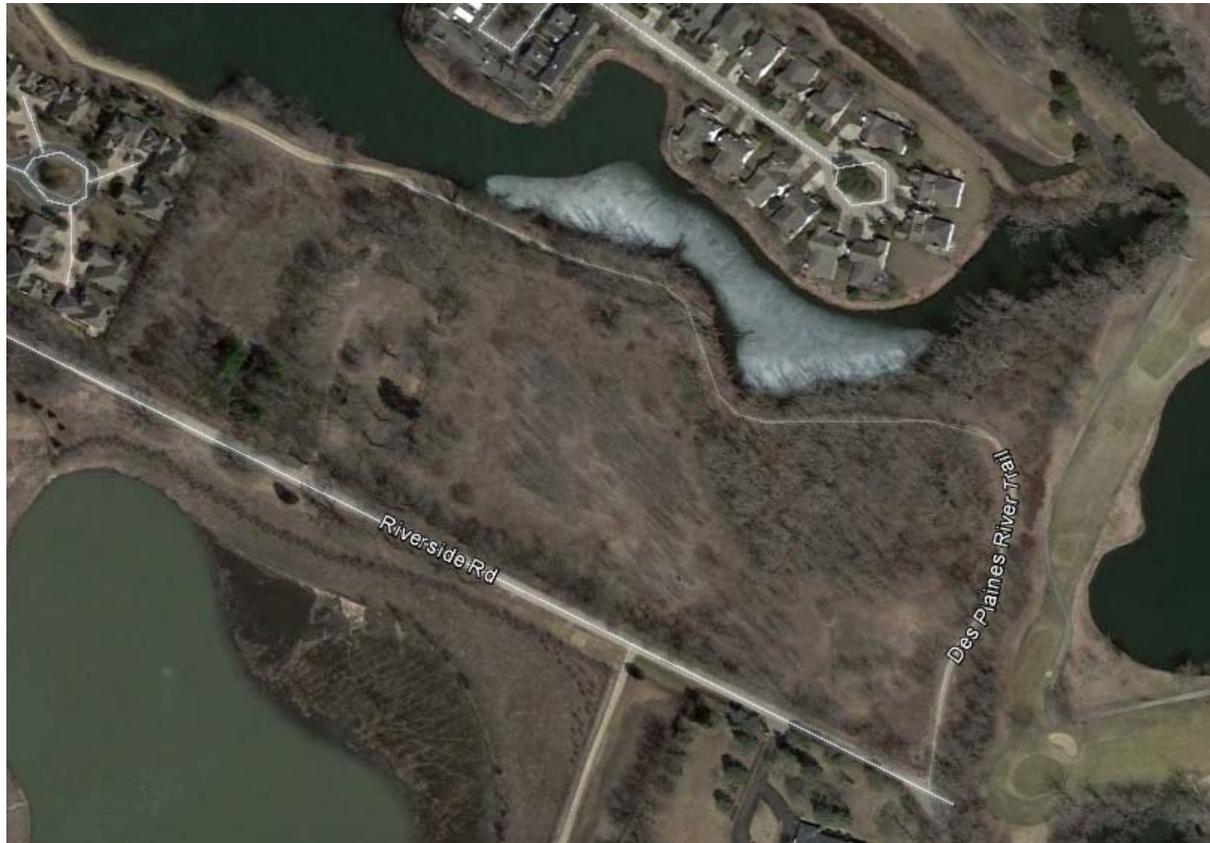
We are currently under contract to acquire the Property with such contract being contingent upon receipt of satisfactory zoning from the Village of Lincolnshire.

We believe the proposed development for the Property is in substantial conformance with the Village of Lincolnshire's vision for this site per the Village of Lincolnshire Comprehensive Plan Update 2012.

We look forward to working with you in the furtherance of this project.

Sincerely,

Jeff Rothbart



Lincolnshire “Empty Nester” Development

**14600 Riverside Road
Lincolnshire, IL 60069**

Q2 2015





PROJECT TEAM

Project Entity

KZF Stack, LLC (to be formed entity)

Project Developer

KZF Development, LLC

Steven Friedman	(847) 559-1546	sfriedman@kzfdev.com
Daniel Zivin	(847) 559-1546	dzivin@kzfdev.com
Suzy Kogan-Friedman	(847) 559-1546	suzy@kzfdev.com

Stack Real Estate, LLC

Jeff Rothbart	(312) 620-2124	jr@stackre.com
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THE “PROPERTY”

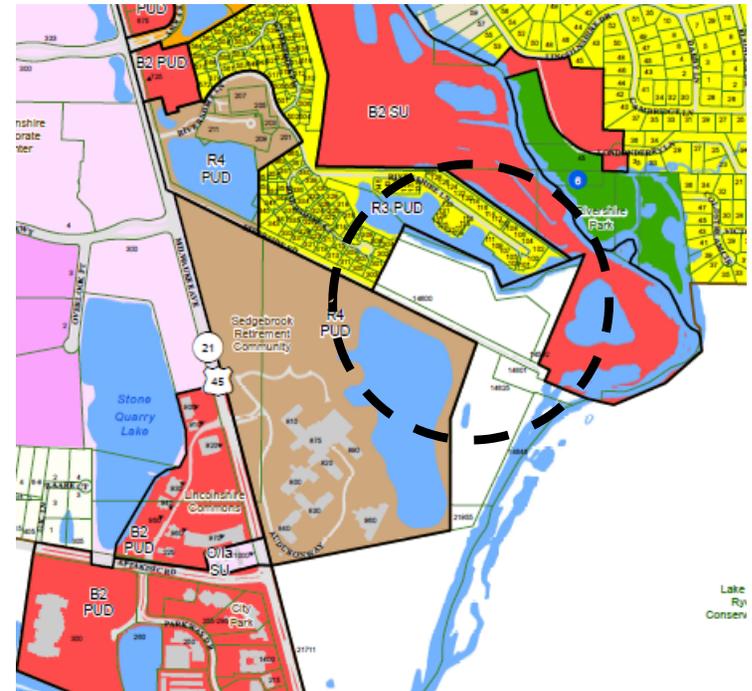
Address: 14600 Riverside Road
Lincolnshire, Illinois
60069

PIN: 15-23-300-018
15-23-300-019

Municipality: Unincorporated Lake
County

Improvements: None

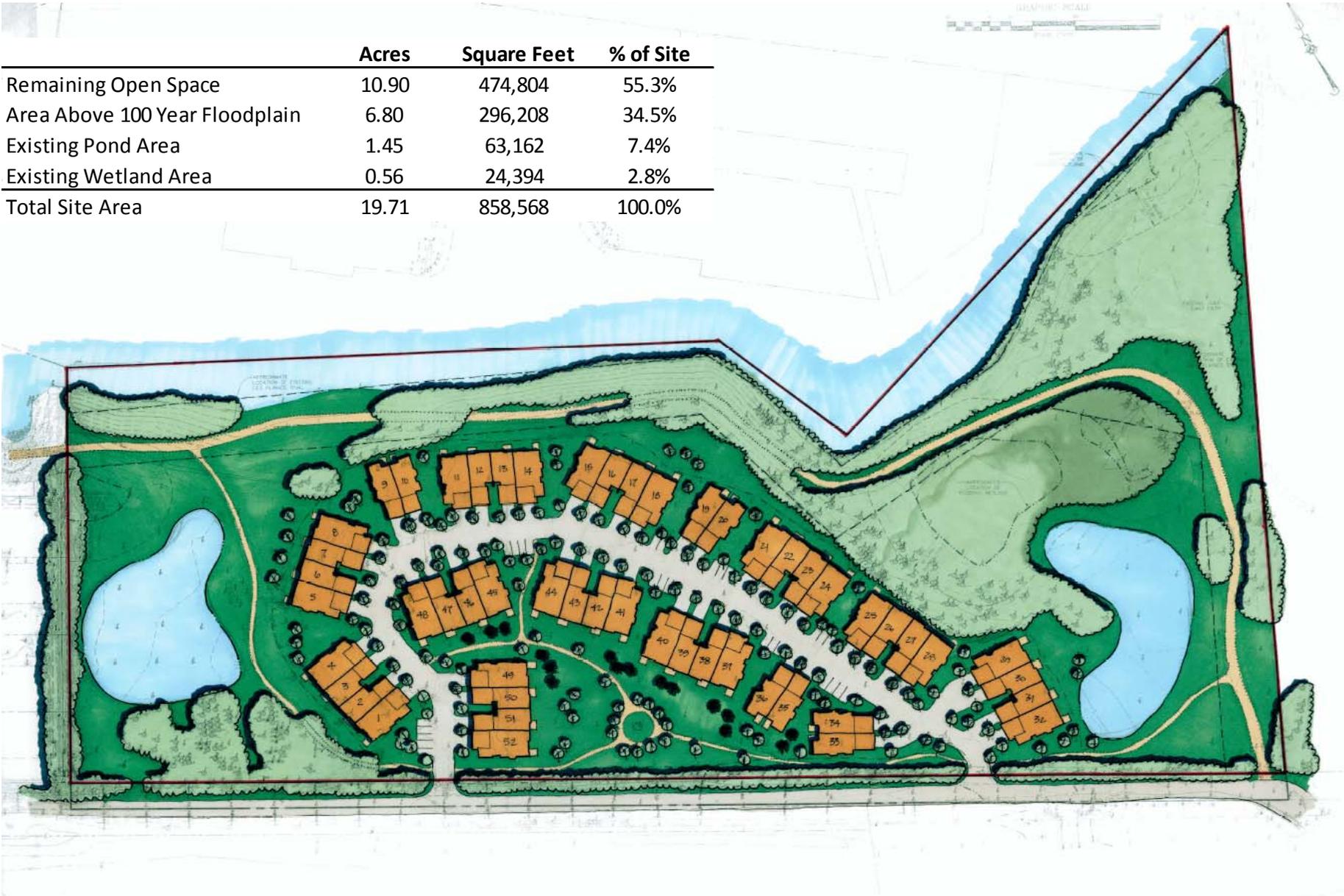
Current Zoning: R-1 (Lake County)



DEVELOPER'S VISION

- We believe the proposed concept plan is in substantial conformance with the Village of Lincolnshire's Comprehensive Plan – Update 2012.
- In furtherance of the proposed zoning, in its Updated 2012 Plan, the Village of Lincolnshire offered the following:
 1. Designated the Property for Cluster Residential per the Future Land Use Map;
 2. As a result of the tract's geographic location, as a gap in the Village's area of jurisdiction, and its immediate contiguity to the Rivershire community, it is highly desirable for future annexation.
 3. As most of the site is in the 100-year flood plain, the developable area has been placed within the "Cluster Residential" land use designation to facilitate residential development.
 4. Consideration may be given to permit an increase in dwelling unit density, with the enhancement of surrounding natural features and centralization of the developable area, to provide for a reasonable return for the property owner, while keeping building envelopes to a minimum.

CONCEPT PLAN



	Acres	Square Feet	% of Site
Remaining Open Space	10.90	474,804	55.3%
Area Above 100 Year Floodplain	6.80	296,208	34.5%
Existing Pond Area	1.45	63,162	7.4%
Existing Wetland Area	0.56	24,394	2.8%
Total Site Area	19.71	858,568	100.0%

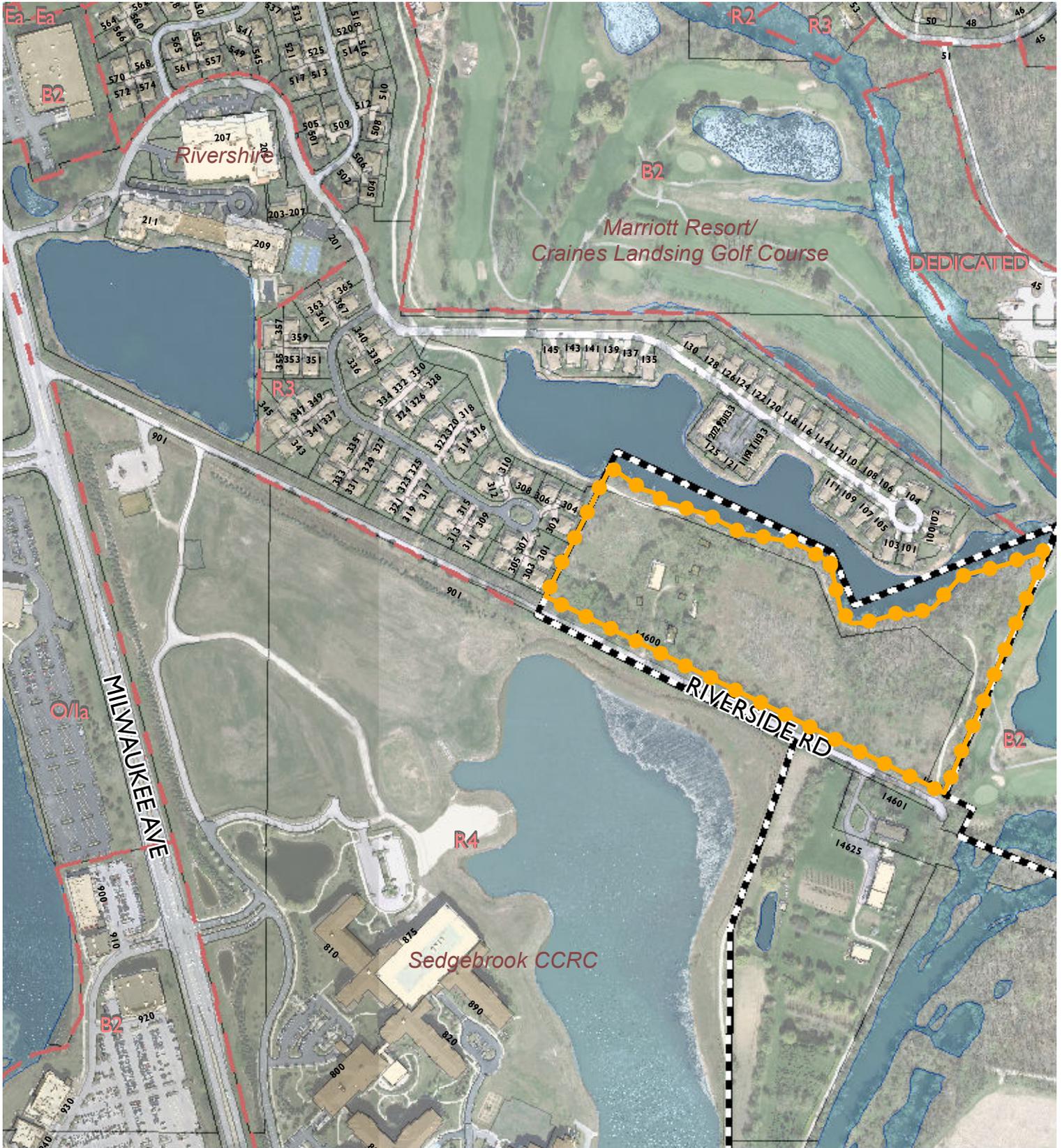
PROPOSED RENDERINGS



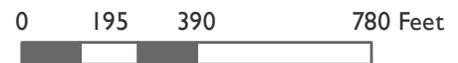
C_C FRONT ELEVATION

PROPOSED RENDERINGS





-  Village Boundary
-  Zoning Districts
-  Building
-  Water Feature
-  Parcel
-  Subject Location





**REQUEST FOR BOARD ACTION
Committee of the Whole
April 13, 2015**

Subject:	Text Amendments to Sign Code Regulations (Title 12)
Action Requested:	Consideration and Discussion of an Architectural Review Board recommendation regarding Text Amendments to Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs
Originated By/Contact:	Tonya Zozulya, Economic Development Coordinator Department of Community & Economic Development
Referred To:	Architectural Review Board

Background:

- In the fall of 2014, Staff initiated a Sign Code update contemplating minor revisions and cleanup regarding recently-approved multi-tenant office/warehouse buildings, as well as clarifications and permissibility for various sign types. During a subsequent in-depth Code review, Staff identified multiple items requiring comprehensive revisions.
- In the second part of 2014 and early 2015, the Architectural Review Board reviewed staff-proposed Sign Code amendments.
- On March 17, 2015 the Architectural Review Board unanimously recommended approval of proposed text amendments to Title 12, Sign Control, as presented.

Summary of Proposed Revisions:

Following is a summary of major areas incorporated into the attached Draft Code (*for specific detail, please see attached Draft Code sections*):

- Master Sign Plan - Section 12-5-1: Section 12-5-1 clarified to indicate those Areas of Sign Control approved prior to June 2009 (rewrite of sign code) will be subject to the Administration and Enforcement chapters of the Village Code.” The Areas of Sign Control established prior to 2009 are: City Park, Village Green and Lincolnshire Commons.
- Items of Information - Section 12-8-1(H)(2): Permits display of telephone numbers and website addresses on *temporary signs* to make signs more user-friendly and meet applicant requests. The requirement regarding the maximum number of Items of Information permitted for display on temporary signs still applies.
- Ground Sign Setback – Section 12-9-1(A)(4): Clarify ground signs must be located on private property.
- Wall Sign Area - Section 12-9-1(B)(1): Clarify the lesser of the two existing requirements for calculating maximum permitted wall sign area shall apply (10% of the adjacent wall area and a specific number, based on the type of sign).
- Multi-Tenant Office Wall Signs - Section 12-9-1(B)(12): Permit one tenant sign per building frontage facing a parking lot or a public street with a minimum separation from the common edge of each building frontage equal to fifteen feet (15’) or one third (1/3) of the length of the respective building frontage, whichever is lesser. **At the March ARB meeting, Staff requested the ARB consider whether a minimum sign separation of 10’ or 1/3 of the**

building frontage (whichever is lesser) from the building edge would be a more appropriate placement for signage. This request for consideration was made in response to corporate tenants' preference to locate signs near building corners for enhanced visibility. The ARB stated they prefer a 15' separation to ensure two signs on adjacent elevations are appropriately spaced. Staff believes 15' may be too restrictive and would push signs too far away from building corners. Therefore, Staff recommends the Village Board consider a minimum sign separation of 10' or 1/3 of the building frontage, whichever is lesser. Attached is an example of existing wall signs, placed on adjacent elevations, on the Sysmex single-tenant office building (the distance between each sign and the building corner is 5'). There are no existing examples of multi-tenant office signs in Lincolnshire as multi-tenant office wall signs are currently prohibited.

- Multi-Tenant Industrial Wall Signs - Section 12-9-1(B)(13): Permit individual tenant wall signs for tenant spaces with individual entrances. Such signs would be placed either above or next to tenant entrances (the first sign to be installed will establish the placement pattern for the entire building). A minimum separation between two adjacent wall signs placed next to entrances is proposed to be 1'. The minimum separation between two adjacent wall signs above tenant entrances is proposed to be 5'. There are no existing examples of such signs in Lincolnshire. Attached is a photo of a multi-tenant industrial building in Buffalo Grove depicting an individual wall sign placed over the entrance.
- Awning/Canopy Signs - Section 12-9-1(C)(3):
 - Permit display of a message on the vertical part (valence) of an awning/canopy.
 - Permit display of up to 3 business products or services. Following the ARB meeting, Staff noticed the proposed code language does not have a limitation on the number of awnings permitted to contain a listing of products and services. This means a business with multiple awnings could potentially have 3 business products and/or services placed on every awning. Staff recommends the Board consider whether products and services should be allowed on every other awning.
 - Incorporate metal as a permitted awning/canopy material.
 - Remove requirement that only printed sign messages be permitted on awnings and canopies to allow both printed and non-printed signs (i.e., mounted letters/logos).
 - Revise current one-line sign copy requirement to allow a two-line sign message if it is part of a registered business name.
 - Clarify all requirements of this section apply to both awnings and canopies to address current inconsistencies and gaps.
- Blade Signs - Section 12-9-1(D): Permit two standards for blade sign size; one larger standard of 20 square feet for a single-tenant building and a smaller standard of the existing 4 square feet for multi-tenant buildings. In addition, clarify if an entrance is at the corner of a building, blade signs would be permitted on each of the two frontages.
- Umbrella Signs – Section 12-12-1(N): Permit the display of the business logo on umbrella signs in addition to the business name of the business operating on the premises where such signs are located.
- Window Signs - Section 12-12-1(O): Reduce the minimum sign separation requirement from the edge of the building/door from 1' to 6". Simplify the requirement for calculating the

maximum window sign area to 25% of each individual window/door area, while eliminating the current 35% cumulative window requirement.

- Window Wrap Signs – Section 12-12-1(P): Permit window wrap decals when used for decoration in non-public areas, and not for advertising purposes. A new definition is created.
- Balloon Signs - Section 12-12-1(Q): Allow up to 5 balloons, each limited to 9 square feet in area and displayed no higher than 8' from grade, be permitted per business in conjunction with special events during normal business hours. Such signs will be required to be removed after business close for multi-day special events. A new definition is created.
- A-Frame/Sandwich Board Signs - Section 12-12-1(R): Permit temporary A-Frame signs in the Downtown and Corridor Commercial Sign Districts without a permit. The signs are limited to 3' in height and 6 square feet in area, and must be located within 10' of the business entrance. Unlike other temporary signs, A-Frame signs would be permitted year-round, without a time limit. However, only one type of temporary sign (A-frame or a different type) per business will be permitted at any given time. Attached is a photo of a typical A-Frame sign.
- Carry-Out Parking Signs – Section 12-12-1(S): Permit up to 2 “carry-out” signs per business, not to exceed 6' in height. One Cheesecake Factory and Big Bowl/Wildfire carry-out sign will become legally nonconforming as the restaurants currently have 3 carry-out signs. Two Big Bowl signs (at the northern end) which are 6.5' tall will also become legally non-conforming. Staff will notify the restaurants of the code change and make them aware of the Code's regulations regarding legally non-conforming signs.
- Temporary Signs - Section 12-13-1 (A)(8): Incorporate a new prohibition regarding exposed framing on temporary signs.
- Project Announcement Signs - Section 12-13-1(B)(1): Expand the existing definition to permit advertisement of any project contractors (builders, engineers, architects) and tenants associated with new construction (e.g., “Coming Soon: Naf Naf Grill”).
- Community Banners - Section 12-13-1(B)(4): Expand the permissibility of banners to include display of seasonal or promotional banners in shopping centers and other areas. Retitle these types of banners to “Informational Banners” to better reflect their purpose.
- Residential Real Estate Signs - Section 12-13-1(B)(5)(b): Increase the maximum overall sign copy area from 4 square feet to 6 square feet and from 3' to 6' in height. These parameters would apply to all elements of the sign copy, including riders/add-ons. A new definition is created. Attached is a photo of a 6' tall residential real estate sign measuring 4 square feet in area (2 square feet less than proposed).
- Temporary Sign Advertisement - Section 12-13-1(B)(8)(b): Permit advertisement of products and services on *temporary signs* (used for special offers, menu specials, etc.). The current prohibition on the advertisement of products and services will continue to apply to permanent signs.

Recommendation:

Staff seeks the Village Board's feedback and direction, in order to further refine the code

revisions prior to Village Board action.

Reports and Documents Attached:

- Redlined Sign Control Code Section (Title 12), prepared by Staff, dated March 17, 2015.
- Sign Code survey conducted by the Northwest Municipal Conference.
- Chart of select residential real estate sign dimensions, as measured by Staff in the field.
- Carry-out parking lot sign survey, compiled by staff.
- Photos of existing Sysmex office wall signs; Buffalo Grove's Leica multi-tenant industrial wall sign; A-Frame and residential real estate signs.
- January 20, 2015, February 17, 2015 and March 17, 2015 ARB staff memoranda and ARB meeting minutes.
- Draft Ordinance, prepared by Village Attorney Simon.

Meeting History	
Village Board Referral	June 23, 2014
Architectural Review Board	October 21, 2014
Architectural Review Board	January 20, 2015
Architectural Review Board	February 17, 2015
Architectural Review Board	March 17, 2015
Current Consideration & Discussion (COW)	April 13, 2015

FINAL DRAFT

Title 12: Sign Control

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

12-1-1 PURPOSE

The following purposes are hereby adopted:

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

12-2-1 RELATIONSHIP TO OTHER ORDINANCES

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

12-3-1 DEFINITIONS

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



Typical A-frame sign

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

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

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

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

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

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

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

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



Blade sign or projecting sign

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

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

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

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

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

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



Typical canopy sign

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

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

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

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

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

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

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

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

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

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

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

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



Electronic display screen

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



Electronic message sign

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

Exempt Signs. Signs exempted from normal permit requirements.

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

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

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

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

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

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

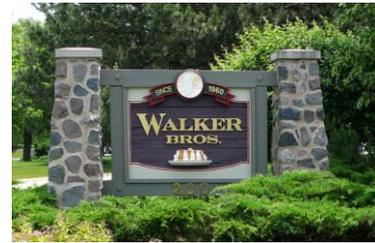
Ground Sign. A sign that is attached to a completely self-supporting structure, which is regulated as one (1) of the two (2) following types:

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



Monument sign

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



Double post sign

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Off-Premises Sign. Any sign which directs attention to a business, service, product or entertainment not sold or offered on the premises on which the sign is located. Also called a "billboard."

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

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

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

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

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

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

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

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

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

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

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

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

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

Roof Sign. Any sign located on or attached to and extending above the roof of a building.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12-4-1 SIGN PERMIT

A. Applicability

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

B. Authority and Execution

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

C. Permit Application

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

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

D. Permit Issuance

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

E. Approval of Electrified Signs

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

F. Permit to Alter Sign

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

G. Inspection

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

H. Sign Permit Void

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

I. Revocation of Permit

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

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

J. Sign Permit Fees

The fee to be charged for any permit issued for the erection or alteration of a sign shall be as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Any not-for-profit organization may file an application with the Village for a waiver of fees imposed by the Village as per section 5-3-2(A) of the Village Building Code.

K. Penalties

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

12-5-1 MASTER SIGN PLAN

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

B. Amendments to existing Areas of Special Sign Control, authorized by the Village Board prior to June 22, 2009 (the adoption of this Title), shall be subject to regulations of Title 6, Chapter 14.

12-6-1 ESTABLISHMENT OF SIGN DISTRICTS

A. Purpose

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

B. Sign Districts

1. Downtown Sign District

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

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

2. Corridor Commercial Sign District

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

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

3. Office/Industrial Sign District

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

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

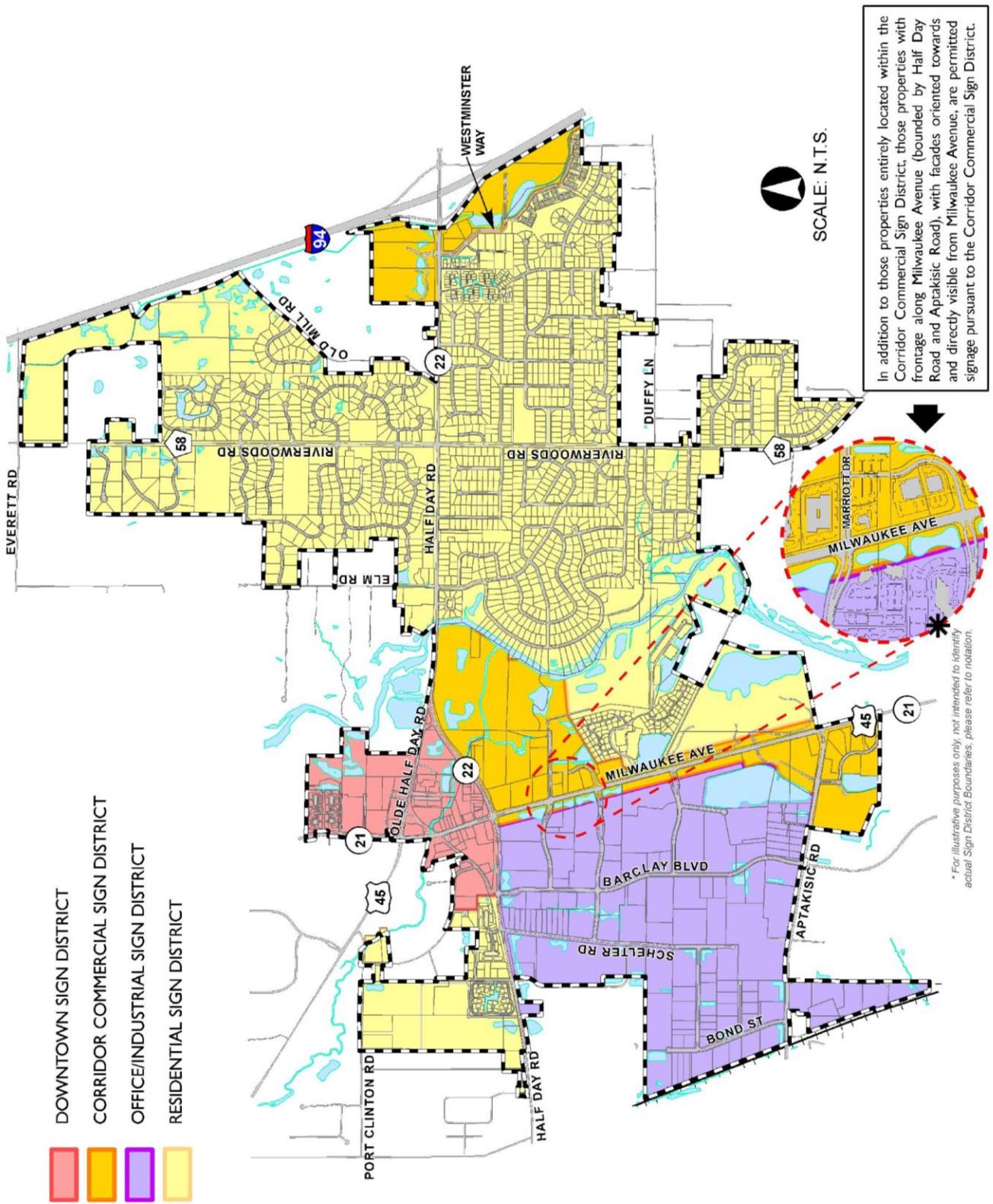
4. Residential Sign District

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

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

C. Sign District Location

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

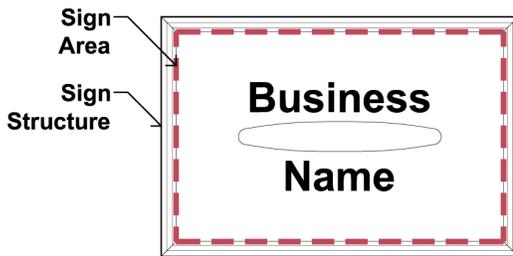


12-7-1 DIMENSION MEASUREMENT

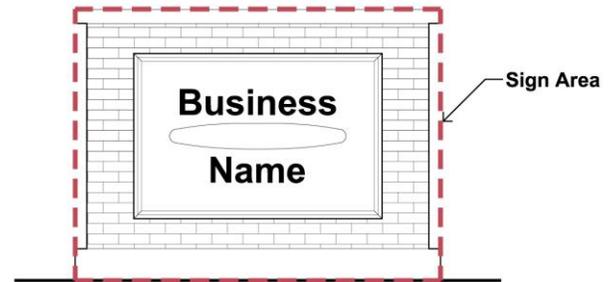
A. Computation of Sign Area

Sign area is calculated as described in this Section.

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



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



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

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

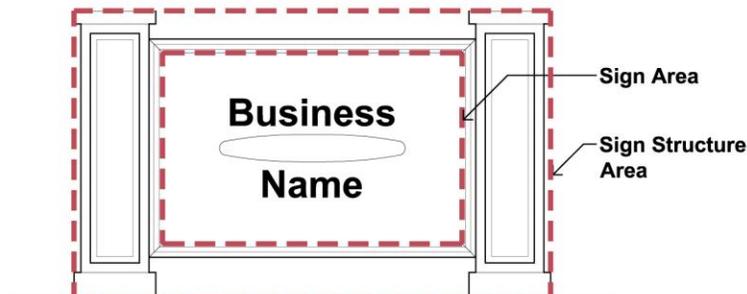


Illustration of double-post sign for 12-7-1-A-2

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

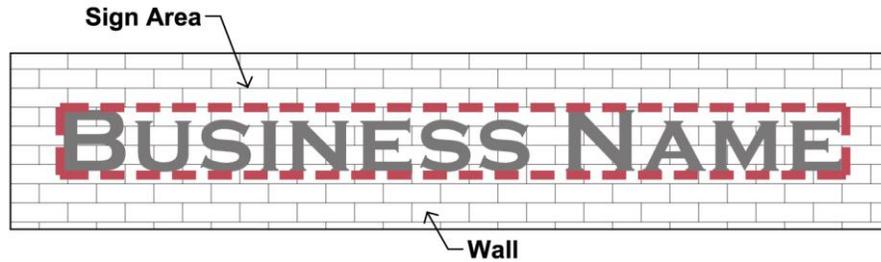


Illustration of sign area for 12-7-1-A-3

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

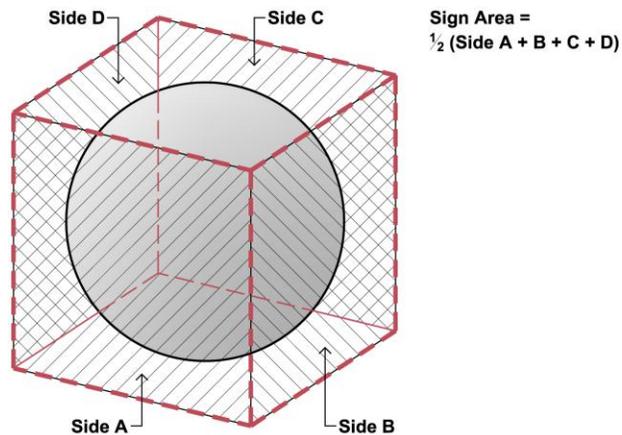


Illustration of sign area for 12-7-1-A-4

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

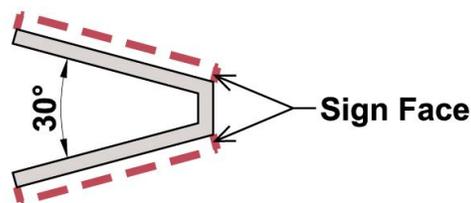
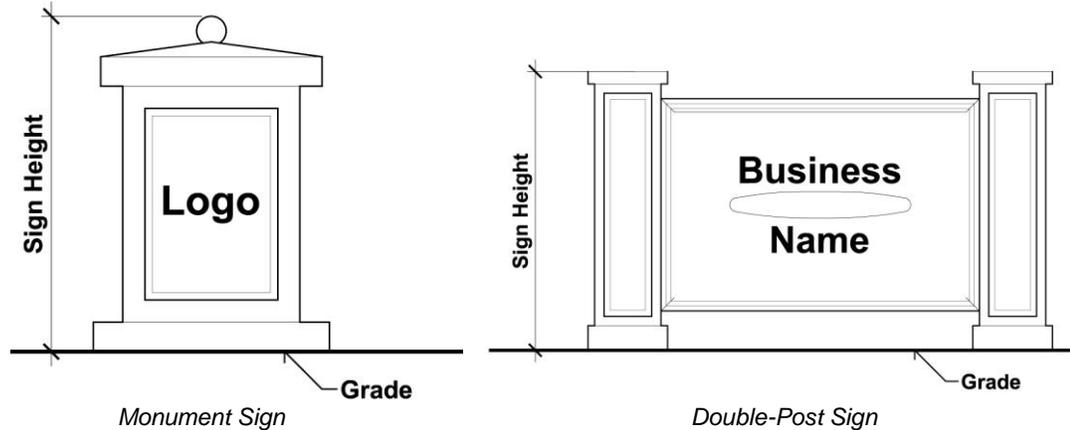


Illustration of double-faced sign for 12-7-1-A-5

B. Measurement of Sign Height

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

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



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

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

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

A. Location

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

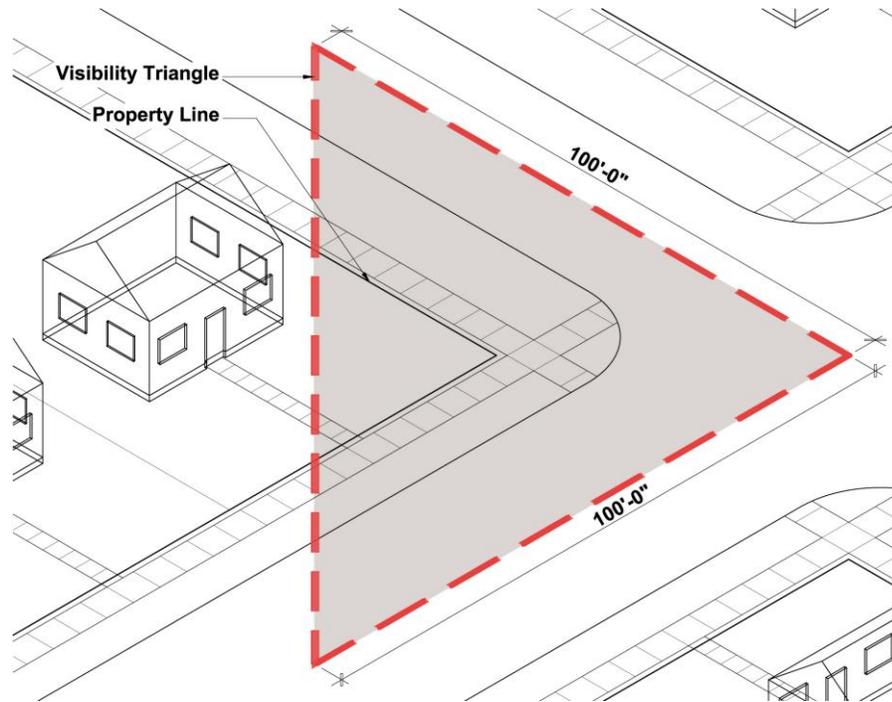


Illustration of vision triangle for 12-8-1-A-4

B. Sign Structure and Installation

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

C. Wind Pressure and Direct Load

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

D. Illumination

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

1. Illuminated signs located on a lot adjacent to or across the street from any residential district shall be turned off and not operated between the hours of eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M., unless the premises on which or for which the sign is specifically operating is engaged in the operation of its business later than eleven o'clock (11:00) P.M., in which event, the sign shall not be operated past the hour of one o'clock (1:00) A.M.
2. Lighting for signs shall be in harmony with the signs' and the project's design. If outside lighting is used, it should be arranged so the light source is shielded from view.

3. The maximum lighting shall be one-half (½) footcandle, as measured at the property line reflecting from a white background at the surface of the sign.
4. All illuminated signs shall be equipped with a safety shut-off switch.

E. Landscaping

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

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

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

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

F. Glass

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

G. Lettering

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

H. Items of Information

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



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

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

I. Maintenance

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

J. Design Criteria

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

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

1. Every sign shall have good scale and proportion in its design and in its visual relationship to buildings and surroundings.
2. Sign materials, size, color, lettering, location and arrangement shall be an integral part of site and building design.
3. The colors and materials of every sign shall be restrained and harmonious.
4. The number of graphic elements on a sign shall be held to the minimum needed to convey the sign's principle message, and shall be composed in proportion to the area of the sign face. Text should be kept to permitted items of information.
5. Supports and braces shall be an integral part of the sign design. Angle irons, chains or wires used for supports or braces shall be hidden from public view to the extent technically feasible.

K. Sign Face to be Smooth

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

L. Copy Area Appearance

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

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

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

A. Ground Signs

Ground signs are permitted subject to the following:

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

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

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

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

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

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

B. Wall Signs

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

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

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

- 23.** Wall signs are permitted for each building wall that faces a public street or parking lot, with n-No more than one (1) wall sign ~~shall be allowed~~ permitted on any wall, unless permitted by Section 12-9-1(B)(11) and Section 12-9-1(B)(13). Where there is a secondary customer entrance, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and shall only indicate the name of the business and the words “entrance,” “enter” or similar term.
- 34.** The total area of a side wall sign or signs shall not exceed five percent (5%) of the area of the side façade of the principal building, including doors and windows, or twenty-five (25) square feet, whichever is less. Any side wall sign must be located facing a side yard of twelve (12) feet or more in width on the same lot.
- 45.** Wall signs must be safely and securely attached to the building wall. Wall signs must be affixed flat against the building wall and must not project more than six (6) inches from the building wall. Illuminated wall signs shall not be permitted to extend more than twelve (12) inches beyond the sign face or sign structure.
- 56.** No wall sign affixed to a building, including sign support structure, may project beyond the ends or top of the wall to which it is attached. On buildings existing on the effective date of this Title, July 1, 2009, a parapet wall must not be constructed for the sole purpose of increasing the allowable height of a wall sign.
- 67.** Wall signs shall not cover windows, doors or architectural features.
- 78.** For buildings in commercial use, wall signs should be located on the sign frieze, or the portion of the building immediately above the first floor windows and below the second floor window sills in the case of a two-story building. For buildings in office use that are larger than two-stories, wall signs may be located on the top floor of the building no more than five (5) feet above the windows on the top floor and no portion of such wall sign shall extend above the roof line.
- 89.** Wall signs may be constructed of wood, metal or plastic.
- 940.** —Internally illuminated wall signs shall only consist of backlit/halo illumination and be designed so light does not filter through the face of individually cut letter sets. In the Corridor Commercial and Office/Industrial Sign Districts, internal illumination where light is filtered through the face of individual letter sets is permitted under the following conditions: a) the majority of gross floor area must be devoted to office use; b) the wall sign shall only identify the office occupant; c) the building height must be a minimum of forty (40) feet; and d) the wall sign shall be mounted a minimum of thirty-five (35) feet above grade. Gooseneck reflectors are permitted on all wall signs provided the reflectors concentrate the illumination upon the sign face only.
- 1044.** In no case shall any side wall or rear wall sign be permitted to contain any form of illumination if said wall is adjacent to a residential district.
- 1142.** Within a multi-tenant commercial buildingsdevelopment, all wall signs must be located at a generally uniform height on the building wall in similar proportion to one another. Wall signs identifying individual tenant spaces in multi-tenant structures shall be centered within each leaseable space unless otherwise approved by the Department of Community and Economic Development. Signs within a multi-tenant commercial development must be of a natural or white finish, however a logo or mark registered with the United States Patent and Trademark Office shall not be limited by color. Where a

single principal building is devoted to two (2) or more business or commercial uses, the operator of each such use may install a wall sign. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows, of the principal building occupied by each such use and applying such proportion to the total sign area permitted for the front wall of the building.

12. Within multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided signs have a minimum separation from the common edge of each building frontage equal to fifteen feet (15') or one third (1/3) of the length of the respective frontage, whichever is lesser.

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

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

154. Wall signs shall be attached to a building façade at a height of not less than eight (8) feet above any sidewalk, and may not extend over said thoroughfare and/or sidewalk.

165. Consistency must be provided between ground sign lettering for individual tenants and the corresponding lettering of wall signs on the façade of the building.

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

C. Awnings and Canopies

Awnings and canopies that are considered an architectural feature of a building ~~and are~~ not

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

1. Awnings and canopies are permitted ~~signs as a use~~ in any non-residential sign district.
2. All awnings or canopies must maintain a minimum eight (8) foot clearance from grade. Awnings and supports for canopies must not extend past a setback two (2) feet from the curb line, or if there is no curb line the property line.
3. ~~Printing~~ An advertising message on any individual awning or canopy is limited to twenty-five percent (25%) of the surface of the vertical face any side of the an awning or canopy on which it is placed. The advertising may contain the legal business name, logo or up to three (3) business products or services, all of a consistent color and font size.
4. Awning and canopy signs shall be permitted for each facade of a building or tenant space that has been designed to include a customer entrance, display or decorative window, or for which the architectural design treatment and details are the same as those used in the primary facade of the building, subject to review by the Architectural Review Board.
5. Awning or canopy signs shall be centered on the awning or canopy to which they are affixed and located parallel to the building facade upon which the awning or canopy is attached.
6. Awnings and canopies shall be constructed out of incombustible, non-reflective ~~canvas or canvas-like~~ material. Back-lit ~~and metal~~ awnings and canopies are prohibited.



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

7. Awnings and canopies must be securely attached to and supported by a building. All frames and supports must be made of metal or other similar rigid material and meet the requirements of Title 5, Chapter 4.
8. All awnings or canopies shall comply with the following design standards:
 - a. Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible with the overall color scheme of the façade.
 - b. Awnings and canopies shall be generally aligned with others nearby in order to maintain a sense of visual continuity.

- c. Awnings and canopies shall be tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
 - d. All awning and canopy signs located on an individual building shall be of a similar size with no more than one (1) line of horizontal sign copy permitted per awning or canopy sign. However, if the awning or canopy sign message is part of a business registered name displayed over two lines, two lines shall be permitted.
 - e. Awning or canopy signs ~~are restricted to the vertical face of an awning, and~~ will not be permitted on the sloped or curved face area of an awning or canopy.
9. The following maximum dimensions are permitted for awning and canopy signs:
- a. Letter Height: Twelve (12) inches.
 - b. Logo Height: Eighteen (18) inches.
 - c. Sign Face Height: Eighteen (18) inches.
 - d. Sign Length: Ten (10) feet.
 - e. Sign Surface Area: Ten (10) square feet.

D. Blade Signs

1. Location

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

2. Size

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

3. Quantity

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

4. Sign Design and Materials

- a. All blade signs located on an individual building shall be of a similar size and proportion.
- b. A blade sign shall not extend more than three (3) feet from the wall/ceiling to which it is attached.
- c. Blade signs shall be designed to relate to the architectural design of the building to which they are attached.

- d. Blade signs shall be constructed of wood, metal or similar materials, at the recommendation of the Architectural Review Board and approval by the Village Board.

E. Marquee Signs

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

1. Location

No marquee shall be erected in any residential district.

2. Construction Materials Required

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

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

3. Height above Sidewalk

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

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

4. Signs Attached to Marquees

No temporary sign as defined elsewhere within this Title, shall be attached to, or hung from a marquee except changeable copy affixed or illuminated directly upon the vertical

hanging fascias of the marquee. The Sign Face on any marquee shall be limited to fifty percent (50%) of the gross surface area of the vertical hanging fascias of the marquee.

F. Vehicle Fueling Station Signs

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

1. Wall signs limited to those which identify the brand name or logo of the fueling station.
2. Additional signage may be integrated into ground signs for the purpose of indicating the price of gasoline only, subject to the following criteria:
 - a. Manual Changeable Copy Sign: The sign area of such signs shall not exceed twelve (12) square feet, in surface area.
 - b. Electronic Message Sign:
 - i. Shall consist of L.E.D. panels that, at a minimum, utilize Multi-Segment L.E.D. Technology (MST) digit configuration displays.
 - ii. Not more than two (2) gasoline products shall be displayed per sign face.
 - iii. Digits shall not exceed twelve (12) inches in height and are limited to three (3) digit numerical displays, not including a 9/10th fractional digit or decimal point.



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

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

G. Directional Signs

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

1. One (1) sign may be erected to designate each entrance to or exit from a parking or driveway area. One (1) additional directional sign is permitted for each intersection of drive aisles within a site, to identify traffic routing, entrances and services, such as drive-in lanes. Each such sign shall not exceed three (3) square feet in area. Directional signs may be double-faced signs and placed no higher than four (4) feet above grade.
2. Directional signs must identify use only by means of a logo, shape, or color with the exception of words such as ENTRANCE or EXIT. Directional signs may also identify walkways, parking lot entrances and exits, and features of a similar nature.
3. When more than one (1) directional sign is located on a single site or unified development, each Directional Sign shall maintain a consistent sign design.
4. Directional signs must be located entirely on the property to which they pertain and must be located so as not to interfere with the safe sight distances of vehicles traveling into, out of, or throughout the site.
5. ~~The design of directional signs shall include sign copy with a combination of two (2) inch and one and one half (1½) inch letters.~~

12-10-1 ABANDONED OR UNSAFE SIGNS

A. Abandoned Signs

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

B. Unsafe Signs

When any sign becomes unsafe or insecure by reference to the regulations of Title 5, Chapter 4, or becomes a nuisance, or has been constructed, or is being maintained in violation of the provisions of this Title or other provisions of the Zoning Code, the owner thereof or the person or firm maintaining the sign shall, upon written notice of the Department of Community and Economic Development, within no more than fifteen (15) days, make such

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

12-11-1 PROHIBITED SIGNS

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

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

- K. Off-premise or billboard signs as defined in this Title.
- L. Any goods, wares, or merchandise suspended from, the exterior of any building or structure.
- M. Ground signs, wall signs and directional signs erected in any residential district, except as defined in this Title.
- N. Internally illuminated cabinet style ground and wall signs in which each letter is not individually articulated.
- O. Signs on fences, trees, utility poles, walls, or similar structures, which are not part of a building structure.
- P. Signs consisting of a cluster or series of lights, except on such clocks and weather gauges as may be authorized by other sections of this Title.
- Q. Home occupation signs.
- R. Pole type signs, temporary or permanent.
- S. Attachments to any advertising structure or real estate sign.
- T. Signs composed of exposed neon tubing, Electronic Display Screens, Electronic Message Signs, and similar technologies unless otherwise permitted by other sections of this Title.
- U. Temporary wall signs.
- V. ~~Multi-tenant wall signs for office buildings.~~
- W. Window signs for office buildings.

12-12-1 EXEMPT SIGNS

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

- A. Decorations and traditional lighting schemes displayed in connection with civic, patriotic or religious holidays.
- B. Directory signs no more than six (6) square feet in surface area.
- C. Institutional Bulletin Board. One (1) bulletin board sign with a Sign Area not more than twelve (12) square feet not to exceed a maximum height of six (6) feet for a place of worship, library, school or other public building, provided such sign shall be located on the same zoning lot as the principal building.
- D. Miscellaneous information signs. The following types of miscellaneous information signs shall be exempt from sign permit requirements:
 1. Matter appearing on newspaper vending boxes.
 2. Matter appearing on or adjacent to entry doors such as PUSH, PULL, OPEN and/or CLOSED.
 3. Matter appearing on display windows or doors denoting hours of operation, credit cards accepted, and similar information.

4. Information pertaining to the operating instructions, name or logo of vending machines and automatic teller machines. Such signs shall not exceed thirty (30) percent of that portion of the machine upon which the sign is placed and shall appear on only one (1) of its faces.
- E. Official federal, state or local government traffic, directional and informational signs and notices issued by any court, person or officer in performance of a public duty or any other sign that is required to be posted by any government agency, including but not limited to signs described in the Manual on Uniform Traffic Control Devices, the Illinois Vehicle Code and the Illinois Highway Code.
- F. Plaques or tablets, denoting names of buildings and date of erection cut into any masonry surface.
- G. Political signs are permitted only on private property and require consent of the property owner. Signs may be double-sided and shall be limited to six (6) square feet in area per side and a maximum height of four (4) feet.
- H. Residential street and/or house signs not exceeding one and one-half (1½) square feet in area, which are limited to address information.
- I. Signs placed or painted on parked vehicles for the sale of the vehicle. Signs for sale vehicles must be located on the owner's premises and only one (1) such sign may be displayed regardless of the number of vehicles for sale.
- J. Signs warning of construction, excavation or similar hazards so long as the hazard exists.
- K. Signs placed by utilities to show the location of underground facilities.
- L. The following alteration and maintenance operations are exempt from sign permit requirements:
 1. Changing of the advertising copy or message on an existing changeable copy sign or similar approved sign, whether illuminated or non-illuminated.
 2. Painting, repainting, cleaning, changing permitted items of information, or other normal maintenance and repair of a sign, not involving structural changes or changes in the electrical components of the sign.
 3. Subject to the sign owner's consent, a noncommercial message of any type may be substituted, in whole or in part, for any commercial message or any other noncommercial message provided that the sign structure or mounting device is permitted without consideration of message content. Such substitution of message may be made without any additional approval or permitting. This provision prevails over any more specific provision to the contrary within the Title. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. This provision does not create a right to increase the total amount of signage on a parcel, nor does it affect the requirement that a sign structure or mounting device be properly permitted.
- M. Warning sign. Warning signs, such as "no trespassing," "beware of dog," "no solicitation", etc., each not more than one (1) square foot in size and not to exceed two (2) per zoning lot.

- N. Umbrella signs may display only the name and logo of the business operating on the premises where the umbrella signs are located. ~~to which such signs belong.~~ Umbrella signs shall be of a color and appearance that is harmonious with the color and appearance of the business to which they belong, according to the Department of Community and Economic Development.
- O. Window signs for permanent display are permitted in the Downtown and Corridor Commercial Sign Districts, subject to the following standards.
1. Window signs affixed to, on the inside of, or within the interior of a window shall occupy no more than twenty-five percent (25%) of the surface of each window area and be located at least one (1) foot six (6) inches from the edges of any individual window area. "Window area" is counted as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are not considered an element that divides a window area. A "window pane" is each discrete piece of glass which is mounted in its own frame.

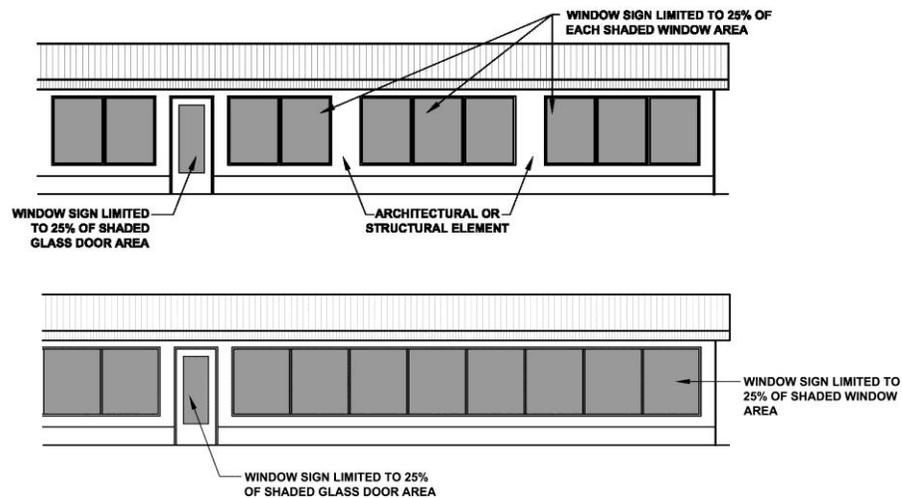


Illustration of window sign area 12-12-1-0-1

2. ~~The total area of all window signs must not occupy more than thirty-five percent (35%) of the total window area.~~
3. One (1) window sign shall be permitted for each facade of a building or tenant space that faces a street which includes a display or decorative window, or parking lot where there is a customer entrance or shared customer entrance for multi-tenant commercial development.
4. Permanent window signs shall be designed to read as individual letters, with the exception of logos, which may read as a single item. A company catchphrase or motto may be included on a window sign only if it is a part of the legal name of a business. Products, services, telephone number, or a website address shall not be permitted as part of the Copy on a window sign unless it is part of the legal name of a business. Individual letters and logos may be carved, etched or raised, and must be of a material that is compatible with the architectural style of the building. Logos may also be constructed of a hard synthetic material.

5. Permanent window signs are not limited by color, except for second floor window signs which shall be limited to white, black, silver, or gold and only one color shall be consistently used on the second floor windows per development.
6. No window sign shall be located above the second floor of a building or tenant space.
7. No sign shall be affixed directly to the exterior of a window surface. Window signs shall, with the exception of have professionally designed lettering or decals made of an adhesive material. All other signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness.
8. Any sign located within a building interior that is intended for viewing from the exterior of such a building is considered a window sign.
9. No sign may be attached to, placed upon or printed on the exterior of a window or door of a building.

P. Window Wrap. Window Wrap is permitted for a full window dimension for windows looking into areas where the public is not invited or at blank walls.

Q.

Q. A-Frame Signs. A-Frame signs shall have a maximum height of three (3) feet and a maximum sign area of six (6) square feet per sign face and may be double-sided. Signs shall be located on the nearest sidewalk no further than ten (10) feet from a public entrance to the said business with in the Downtown and Corridor Commercial Sign Districts. The sign must maintain a 3' clearance on either side to maintain accessible pedestrian access. The sign shall only be displayed during normal business hours and must be removed at the close of each business day. The sign shall not be displayed in conjunction with other temporary signs for the same business.

R. Carry-Out Signs. Parking lot signs designating specific parking spaces for patrons receiving carry-out or to-go orders from food establishments shall be displayed on a single rectangular panel not to exceed 18" in length and 12" in width and shall be no taller than 6 feet (6') in height. No more than 2 such signs shall be allowed per food establishment.

12-13-1 TEMPORARY SIGNS

A. General Regulations for all Temporary Signs

1. Except as set forth in Paragraph B, a temporary sign shall require a permit from the Department of Community and Economic Development, as identified in Sec. 12-4-1 (Sign Permits). The fee shall be paid upon the issuance of a permit for a temporary sign as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Any charitable organization may file an application with the Village for a waiver of fees imposed by the Village as per section 5-3-2(A) of the Village Building Code.
2. Temporary signs shall be displayed for a maximum of ninety (90) calendar days and not more than five (5) times per calendar year, with a minimum fourteen (14) calendar day period between the issuance of a subsequent temporary sign permit.
3. Except as set forth in Paragraph B, temporary signs shall not exceed twenty (20) square feet in area, shall have a height no greater than six (6) feet above the ground surface, shall be located entirely on private property and shall be placed a minimum of fifteen (15) feet from the back of the adjacent curb/edge of pavement.

4. Temporary signs on multi-tenant properties shall be limited to a maximum of two (2) at any one time and shall be placed a minimum of fifty (50) feet from any other temporary sign.
5. Any sign listed in Section 12-11-1 (Prohibited Signs) is prohibited.
6. Temporary off-premises signs are prohibited, except as set forth in Paragraph B.
7. No temporary sign may be illuminated, except as set forth in Paragraph B.
8. **No exposed framing shall be visible on temporary signs.** All temporary signs must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of the sign and/or support hardware.
9. No temporary sign shall extend over or into any Street, nor any sidewalk, or other public thoroughfare or right of way or a distance greater than four (4) inches from the wall to which it is attached, and shall not be placed or project over any wall opening. No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window or fire escape, nor shall any such sign be attached to any standpipe.
10. Certain types of temporary signs are controlled by the provisions of Section 12-12-1 (Exempt Signs). Those temporary signs not listed in Section 12-12-1 are controlled by these provisions.
11. Temporary signs shall not be attached to fences, trees, utility poles, or the like and shall not be placed in a position that will obstruct or impair vision or traffic or in any way or manner create a hazard or disturbance to the health and welfare of the general public.
12. Any violation of the conditions and restrictions of this section, including failure to procure a valid permit for erected signage, shall result in the loss of forty-five (45) days from the annual maximum duration for a temporary promotional sign permit. Should the violation occur after forty-five (45) days have been utilized in a calendar year, then the loss of forty-five (45) days shall apply to the next calendar year.
13. Temporary signs not immediately removed after the conclusion of the advertised event shall be subject to the provisions of Section 12-10-1.

B. Regulations by Temporary Sign Type

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

1. Project Announcement Signs

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

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

2. Construction Signs

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

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

3. Institutional Signs

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

4. Community Informational Banners

- a. ~~Community B~~banners shall not be more than eight (8) square feet in surface area and shall not exceed a height greater than four (4) feet. ~~Community B~~banners shall be hung not less than fifteen (15) feet above grade, or the minimum height necessary to allow the flow of vehicular or pedestrian traffic, whichever is less. ~~Community B~~banners shall include one (1) of the following:
 - i. Banners affixed to, or erected on, Village property on the public way, which identify a geographic business area within the Village, and represent said geographic business area.
 - ii. Parking lot orientation banners in commercial parking lots, ~~with a minimum of one thousand (1,000) surface parking spaces.~~
 - iii. Banners of a community-oriented nature that promote Village-wide events or themes and preserve the public health, safety and welfare of the Village.
- b. If the purchase of individual banners is funded by individual sponsors, the name of the sponsor may appear in no more than the lower twenty-five percent (25%) of the surface area of the banner, while no less than the top seventy-five percent (75%) of the surface area of the banner shall identify the subject general business area. Alternatively, a ~~community~~-banner may be permitted if the design meets the image standards of the district in which it is located, according to review and approval by the Architectural Review Board.
- c. Such banners are not subject to any other regulations in this Title, except as set forth in this Paragraph. The installation of such banners on the public way shall be subject to the requirements of the Village for the placement of objects in the public way.
- d. The Village reserves the right to require removal of such banners from the public way at any time including, but not limited to, those times when the Village deems it reasonably necessary to remove the banner for maintenance of the public way.

5. Real Estate Signs

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

- a. One (1) sign is allowed for each zoning lot, except any lot with more than one (1) frontage may have two (2) signs, one (1) displayed on each frontage.
- b. Residential real estate signs, including Real Estate Sign Riders, shall not exceed ~~four (4)~~ six (6) square feet in area, and shall not exceed ~~three (3)~~ six (6) feet in height, ~~and must be on a single panel.~~
- c. Commercial real estate signs may be double sided and shall not exceed sixteen (16) square feet in area and shall not exceed seven (7) feet in height.
- d. A sign indicating the location of the sales office for a real estate development shall be limited to four (4) square feet in area and a maximum height of four (4) feet.

6. Open House Signs

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

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

7. Rummage Sale or Garage Sale Signs

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

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

8. Temporary ~~Promotional Advertisement~~ Signs

- a. All promotional and advertisement signs of a temporary nature must be located on the premises of the event.
- b. ~~Sales of individual and/or specific products or services shall not be advertised through this medium.~~
- c. Each permit holder shall be limited to one (1) temporary sign per street frontage per promotional or advertised event.

9. Temporary Identification Signs

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

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

10. Temporary Window Signs

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

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

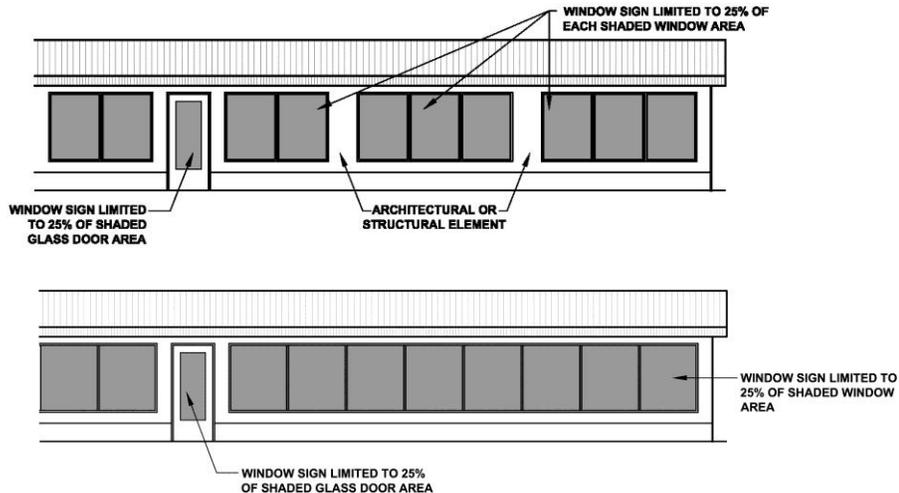


Illustration of window sign area 12-13-1-B-10(a)

- c. Temporary window signs are intended to be displayed on a limited basis and shall be removed immediately upon the completion of such temporary event in which the sign is advertising.

- d. No sign shall be affixed directly to the exterior a window surface. Temporary window signs, ~~with the exception of~~ shall have professionally designed lettering or decals made of an adhesive material. All other signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness.
- e. Any sign located within a building interior that is intended for viewing from the exterior of such a building is considered a window sign.
- f. No sign may be attached to, placed upon or printed on the exterior of a window or door of a building.

11. Balloon Signs

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

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

12-14-1 CLASSIC SIGNS

A. Eligibility

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

B. Application

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

3. The Architectural Review Board must make its recommendation to the Village Board. The Village Board may approve or deny the application.

C. Maintenance

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

12-15-1 NONCONFORMING SIGNS

Nonconforming signs may be maintained subject to the following regulations:

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

12-16-1 AMORTIZATION OF NONCONFORMING SIGNS

- A. All signs which become nonconforming by the provisions of this Title, shall be removed, altered or repaired to conform to the provisions of this Title, within an amortization period of ten (10) years after the effective date of the amendments to this Title, April 11, 2011.
- B. Approved signs in properties formally designated as Areas of Special Sign Control are now designated as Master Sign Plans and are exempt from amortization as of the effective date of this Title, July 1, 2009.
- C. Any existing Institutional Sign, Residential Development Sign located in the Residential Sign District, or sign which has been granted a variance from the Village Sign Control prior to the effective date of this Title, July 1, 2009, shall be exempt from amortization unless a change in occupancy, tenant, and/or signage occurs that results in the removal of the existing sign. Upon removal of any existing sign, the installation of any new sign shall be subject to the provisions of this Title. Repair and maintenance may be permitted to ensure signage is maintained in a safe, neat and orderly condition and appearance as per Section 12-8-1-I.

- D. The owner of any sign made nonconforming by this Title may apply for a variance from the amortization schedule as per Section 12-17-1, Sign Variance, upon showing that the schedule does not permit a reasonable depreciation of the investment in the sign.

12-17-1 SIGN VARIANCE

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

A. Determination of Need for a Variance

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

B. Conditions for Granting a Variance

A variance may be granted only when special circumstances involving size, shape, topography, location or surroundings affecting the property requiring a deviation from conformance with the provisions of this Title would not cause substantial injury to the value of other property in the vicinity or be detrimental to the public safety or welfare and the neighborhood in which it is located.

C. Procedure

1. Prior to filing a formal application for a Sign Variance, the applicant shall request a preliminary conference with the Community and Economic Development Department. At the pre-application conference, the applicant shall present all items as required in Paragraph E below.
2. An applicant for any sign permit that requires a variance shall apply to the Architectural Review Board for such variance through the Department of Community and Economic Development. The submittal shall include all items as required in Paragraph E below.
3. The Architectural Review Board shall schedule a public hearing for the request for a variance. Notice of public hearings on requests for variances shall be given no more than thirty (30) days nor less than fifteen (15) days before the hearing by publication in a newspaper of general circulation in the Village. Such notice shall include the time and place of the hearing, a general description of the contents of the request to be heard, and the address or location of the property to which the request applies.
4. The applicant shall provide written notice to all persons to whom the current real estate tax bills are sent, as shown on the records of the Vernon Township Assessor's office, for all lots any part of which lie within two hundred and fifty feet (250') of the property line of the lot for which an application has been filed.
 - a. Such written notice shall give the number, if any, assigned to the application, legal description, and common address of the parcel or parcels involved in the application, the place, and purpose (requested action) of the public hearing, and the date and time thereof. All such notices must be sent no more than thirty (30) days nor less than fifteen (15) days in advance of the public hearing. One (1) copy of the notice must be filed with the Department of Community and Economic Development.
 - b. Notices shall be sent by certified or registered mail, return receipt requested. The applicant shall file a sworn affidavit containing a complete list of the names and last

known addresses of all property owners entitled to notice and served, and attach thereto all United States Post Office receipts as documentation of compliance with this provision. Such affidavit shall be filed with the Department of Community and Economic Development not less than four (4) days in advance of the public hearing, exclusive of the date of the hearing itself.

5. Based upon the findings of fact in Paragraph D below, the Architectural Review Board shall render its recommendation within sixty (60) days of the conclusion of the hearing and shall notify the applicant of its recommendation. The Architectural Review Board may recommend approval, denial or approval with conditions the variance. The recommendation of the Architectural Review Board shall be in writing, may be comprised of one (1) or more parts, shall contain its findings of fact and be forwarded to the Village Board for a final decision.
6. Upon receipt of the Architectural Review Board's recommendation, the Village Board shall consider the application for a variance and, within sixty (60) days following the first regular meeting following its receipt of the recommendation, either approve, deny, approve with conditions or refer the application back to the Architectural Review Board for further deliberation consistent with directions from the Village Board. If the Village Board fails to act on an Architectural Review Board recommendation within the time prescribed herein, unless another time is mutually agreed to, the application shall be deemed denied.
7. Upon the granting of a variance, the exterior drawings, sketches, landscape and site plans, renderings and materials upon which the variance was granted shall be turned over to the Department of Community and Economic Development whose responsibility it shall be to determine, upon completion, that there have been no deviations from the approval. Such deviations shall constitute a violation of this Title, in which event the Department of Community and Economic Development may stop work on the project in the same manner as for a violation of the Village Code. Work may not be resumed until such deviations are corrected.
8. It shall be the duty of the person to whom a variance has been granted to comply with the requirements of the variance and to obtain such inspections as necessary to assure compliance. The Village's Building Official shall give notice to said person of any deficiencies found to exist. Failure to correct any deficiencies within twenty (20) days after receipt of notification of such deficiency shall constitute a violation of this Title.

D. Findings of Fact

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

1. The applicant's plans are substantially consistent with the design criteria of this Title.
2. The proposed exterior design features of the sign are suitable and compatible with the character of neighboring buildings and structures existing or under construction and with the character of the neighborhood and the applicable zoning district, and enhance the environment of the Village.
3. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
4. The exterior design features of the sign will not cause a substantial depreciation in the property values in the neighborhood.

5. The alleged difficulty or hardship is caused by this Title and has not been created by any persons presently having an interest in the property.
6. The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.

E. Submittal Requirements

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

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

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

All documents shall be drawn to scale.

F. Validity and Extension of Time

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

G. Amendments to Approved Variances

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

12-18-1 AMENDMENTS

A. Authority Declaration of Public Policy

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

B. Initiation of Amendments

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

C. Application Procedure for Amendment

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

D. Hearing on Application and Public Notice

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

E. Recommendation of the Architectural Review Board

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

F. Action by the Village Board:

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

G. Effect of Denial of Amendment

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

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

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

Residential Real Estate Signs: Lincolnshire Sample

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

Carry-Out Parking Lot Signs

Based on Staff Survey

Restaurant	Number	Height	Face size	Time limit
Cosi	2	6'	1.5 SF	5 minutes
Noodles	2	5'	1.5 SF	No limit
The Cheesecake Factory	3	6'	1.5 SF	No limit
Red Robin	2	4'	Less than 1.5 SF	No limit
Big Bowl (north)	2	6.5'	1.5 SF	No limit
Wildfire/Big Bowl (south)	3	4'	1.5 SF	5 minutes

Sysmex Wall Signs in an Office Building

Lincolnshire



Leica Wall Sign in a Multi-Tenant Industrial Building

Buffalo Grove



A-Frame/Sandwich Board Sign Example



Residential Real Estate Sign Example



REQUEST FOR BOARD ACTION
Architectural Review Board
January 20, 2015

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

Background:

- The current and most recent Sign Code rewrite was adopted in June of 2009.
- Since that time, a number of revisions (including wall, temporary, political and LED gas station monument signs, as well as sign landscaping) have been approved that clarify or refine code requirements as Staff learned of inconsistencies or regulations that did not work in the field as anticipated.
- On June 23, 2014, Staff discussed with the Village Board challenges and opportunities facing Lincolnshire's shopping centers. Signage was deemed as a crucial element for retaining existing and attracting prospective businesses. The discussion resulted in the Village Board referring to the ARB potential Sign Code revisions for review and recommendation.
- Staff has reviewed the current Sign Code and identified a number of areas that have either arisen as an issue or are anticipated to cause difficulty for businesses.
- Staff also conducted a survey of local communities through the Northwest Municipal Conference (NWMC) and received responses from 17 communities. In addition, Sign Codes in Lake Forest, Highland Park and Lake Bluff were reviewed.
- Notice of the current Public Hearing was published in the December 25, 2014 edition of the Lincolnshire Review.
- At the October 21, 2014 meeting, the ARB opened and continued the Public Hearing on this matter until a future ARB meeting, due to time constraints.

Research Summary & Staff Recommendations:

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

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

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

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

- Ground Sign Setback – Section 12-9-1(A)(4): Clarify any ground signs must be located on private property. This is simply a clarification of what has been the Village's standard requirement.
- Multi-Tenant Ground Signs – Section 12-9-1(A)(12): During a recent business roundtable meeting, staff learned several multi-tenant office property owners/managers are interested in relaxing the Sign Code requirement regarding the maximum number of panels on multi-tenant ground signs. The current code limits tenant panels to 4 (prior to 2009, multi-tenant office ground and wall signs were expressly prohibited).

The ARB should consider whether the code should be revised to allow more than 4 tenant panels on office ground signs based on the building size or other considerations, or whether the existing 4-panel limit should remain and consideration of more than 4 panels should be allowed by variation only. Staff will provide additional information on this matter at Tuesday's meeting.

- Wall Sign Area - Section 12-9-1(B)(1): The current Sign Code contains two separate requirements for maximum sign area computation (10% of the adjacent wall area and a specific number, based on the type of sign), creating confusion for Staff and applicants.

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

- Multi-Tenant Wall Signs – Section 12-9-1(B)(12) & Section 12-11-1(V): The current Code allows wall signs for multi-tenant *commercial* buildings while explicitly prohibiting wall signs for multi-tenant *office* buildings. No reference is made to multi-tenant industrial signs, making them prohibited. The Village's Zoning Code was recently amended to allow multi-tenancy in office and industrial buildings regardless of the building size. As more buildings can now be subdivided for more than one tenant, the ARB should determine whether the Code needs to be revised to allow wall signs for multi-tenant *office* and *industrial* buildings (in addition to commercial wall signs which are already permitted). If so, a determination should be made regarding whether or not such signs should be allowed with any restrictions tied to the building frontage or other factors to balance the need for tenant identification with building aesthetics.
- Awning Signs - Section 12-9-1(C)(3): The current Sign Code does not allow display of products and services on awning signs. Ten of the seventeen communities responding to the NWMC Survey allow a listing of services on awning signs, with additional communities requiring ARB or Village Board approval. Some communities (including Highland Park) limit a listing to 3-5 words.

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

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

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

- Exposed Neon Signs - Section 12-11-1(T): The current Sign Code prohibits exposed neon signs. The Village has allowed neon-like signs (such signs can be found at several Village restaurants, drycleaners and furniture stores). 3 of the 17 NWMC responding communities (including Deerfield and Highland Park) allow exposed neon signs mounted on the interior of the storefront. Highland Park allows only exposed neon signs that read “Open” and requires they be turned off at business close, and Deerfield regulates their size (8% of a window area or 20 square feet, whichever is less).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Residential Real Estate Signs - Section 12-13-1(B)(5)(b): Lincolnshire's current Sign Code allows residential real estate signs up to 4 square feet in area and 3' in height. Recently concerns have arisen regarding an inconsistent use of riders (i.e., add-ons) by different brokerages on residential real estate signs featuring information about the property's website, special features and agent's credentials. Surrounding communities allow signs ranging from 4 to 20 square feet in area. 35% of communities allow up to 6 square feet in overall area (with no additional provisions for riders). Staff measured the size and height of several actual residential real estate signs in the Village (see attached). The total sign copy area varies from 4-8 square feet (including up to 2 riders) and the pole height varies from 5.5'-6'.

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

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

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

Motion:

Having conducted a Public Hearing on January 20, 2015, the Architectural Review Board moves to approve and recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code, as presented in the Draft Redlined Sign Control Code Section, dated September 12, subject to...

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

Reports and Documents Attached:

- Redlined Sign Control Code Section (Title 12), prepared by Staff, dated January 16, 2015.
- Sign Code survey conducted by the Northwest Municipal Conference.
- Chart of select residential real estate sign dimensions, as measured by Staff in the field.

Meeting History

Village Board Referral	June 23, 2014
Architectoral Review Board	October 21, 2014
Architectoral Review Board (current)	January 20, 2015

**REQUEST FOR BOARD ACTION
Architectural Review Board
February 17, 2015**

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

At the January 20, 2015 meeting, the ARB conducted a public hearing regarding proposed comprehensive amendments to the Sign Code (see attached). The ARB expressed their support for all the amendments and associated code language. They also indicated support for revising the code regarding multi-tenant office and office/industrial wall signs to allow staff the opportunity to develop new language for ARB's further consideration at the continued public hearing on February 17, 2015. Since the January ARB meeting, Staff has conducted research into multi-tenant wall signs the results of which are summarized below.

Staff would also like to revisit the proposed regulations for "take-out" parking signs and balloon signs previously discussed with the ARB at the January meeting.

Multi-Tenant Building Signs – Section 12-9-1(B) (13) & (14)

Research Summary:

- Following the ARB meeting, staff conducted a community survey through the Northwest Municipal Conference regarding sign code permissibility for multi-tenant office and office/industrial buildings. Staff received 21 survey responses (see attached).
- 18 communities, including Vernon Hills and Northbrook, indicated they allow signs on multi-tenant office and office/industrial buildings (note: Glencoe does not regulate office/industrial buildings as none are present in the community). One community (Buffalo Grove) allows multi-tenant wall signs for office/industrial buildings only.
- Commonly used wall sign restrictions in these communities for multi-tenant office and multi-tenant office/industrial buildings are as follows:
 - One wall sign per building elevation/street frontage
 - One wall sign for a *principal* tenant
 - One wall sign for a *principal* tenant and one wall sign for a *secondary* tenant on a different building elevation
 - Each 1st floor tenant is permitted a wall sign
 - Each 1st floor tenant with an exterior entrance is permitted a wall sign

Staff Recommendations:

Based on additional research and analysis, Staff recommends the following:

- Multi-Tenant Office Buildings (Section 12-9-1(B)(13)): Staff recommends allowing one tenant sign per building frontage facing a parking lot or a public street. This signage can be either for the same tenant (similar to Sysmex-see attached rendering) or different tenants. **The ARB should consider how to best separate wall signs on adjacent building elevations. Is a proposed 10' separation between a wall sign and the edge of the building sufficient to maintain a visual distance between two wall signs placed on adjacent building elevations?**
- Multi-Tenant Office/Industrial Buildings (Section 12-9-1(B)(14)): Staff recommends allowing wall signs for tenants with individual entrances facing a public street or a parking lot (see attached Leica wall sign example in Buffalo Grove). As proposed, those building elevations without tenant entrances will not be permitted to have wall signage, regardless of whether or not the elevation is street facing. In addition, if each tenant is accessed from the common interior hallway and does not have an exterior entrance, they will not be eligible for a wall sign. Tenants seeking street visibility and identification will continue to be eligible for ground signs.

The current draft requires such signs be placed over individual tenant entrances. Staff requests the ARB consider if the Code should also allow such signs to be placed next to tenant entrances, as an alternative. In that case, the first wall sign would establish the future placement of wall signs for any subsequent wall sign requests to maintain consistency. Regardless of whether the first wall sign in any multi-tenant building is installed over the entry or next to the entry, that same placement type shall be required for any additional signs in the same building. In discussing this with the Village Attorney, he expressed concern about the importance of recordkeeping and complexity of regulations should both placement options be permitted. The Attorney recommends allowing one placement option only (over or next to entrances). Staff is prepared to undertake necessary record keeping if the ARB feels both sign placement options should be permitted.

“Take-Out” Parking Signs -Section 12-12-1(R)

The draft proposal reviewed by the ARB at the January meeting incorporated a requirement permitting no more than 2 “take-out” parking signs per restaurant. In further discussing this item, Staff believes the permissibility can be increased to 3 “take-out” signs. Currently, there are two businesses in the Village with more than 2 “take-out” signs (Cheesecake Factory has 3 such signs and Big Bowl has 4). If the Code requires up to 2 signs, then the two restaurants will have legally non-conforming signs. **Staff requests the ARB consider whether the Code should permit 2 or 3 “take-out” parking signs.**

Balloon Signs - Section 12-13-1(B)(11)

Per ARB recommendation at the January meeting, staff added a condition stating balloon signs are to be displayed during normal business hours only. In addition, in discussing proposed balloon sign regulations with the Village Attorney, Staff has relocated the proposed language from the Exempt Sign section to the Temporary Sign section since exempt signs may not have a time limitation imposed. As the ARB determined the Code should limit balloon signs to 5 displays per year, balloon signs need to be regulated outside the Exempt Signs code section. Balloon signs, would, however, be exempt from obtaining a sign permit.

Awning & Canopy Signs- Section 12-9-1(C)(3)

In the past week it has come to staff attention there are the following inconsistencies in the Awning & Canopies section: (1) The “canopy” definition lists metal as a canopy material example but prohibits metal canopies in the canopy regulations; (2) “Canopy” has been omitted from a number of regulations and only awning signs are referenced; and (3) Only printed sign messages are permitted on canopies, making other canopy signs prohibited. Staff would note the use of metal canopies is growing in popularity. There is a distinct trend toward metal canopies. **Staff requests ARB consideration of further staff review and research into awning/canopy regulations and further discussion on this requirement at the March ARB meeting.**

At the conclusion of the February 17th ARB discussion, Staff recommends the Public Hearing be continued to the March 17, 2015 ARB meeting to allow staff the opportunity to further research the Awning & Canopy section of the Code and develop recommendations for ARB consideration.

Reports and Documents Attached:

- Redlined Sign Control Code Section (Title 12), prepared by Staff, dated February 17, 2015.
- Multi-tenant Sign Code survey conducted by the Northwest Municipal Conference.
- Buffalo Grove’s Leica wall sign example in a multi-tenant office/industrial building.
- January 20, 2015 ARB staff memo.

Meeting History	
Village Board Referral	June 23, 2014
Architectural Review Board	October 21, 2014
Architectural Review Board	January 20, 2015
Architectural Review Board (current)	February 17, 2015

REQUEST FOR BOARD ACTION
Architectural Review Board
March 17, 2015

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

At the February 17, 2015 meeting, the ARB conducted a continued Public Hearing regarding proposed comprehensive amendments to the Sign Code (see attached). At that meeting, the ARB considered revised regulations for wall signs in multi-tenant office and office/industrial buildings and take-out parking signs. Staff also informed the Board of inconsistencies found in the Awnings and Canopies section of the Code. At the conclusion of the meeting, the Board provided feedback and requested staff bring new revisions to the March meeting.

Staff Recommendations:

*Since the February ARB meeting, Staff made the following revisions and developed new language as summarized below (recommended revisions in **bold**).*

Multi-Tenant Building Signs - Section 12-9-1(B) (13) & (14)

- Multi-Tenant Office Buildings (Section 12-9-1(B)(13)): Permit one tenant sign per building frontage facing a parking lot or a public street. In analyzing how to best separate signs, Staff proposes **where there are signs on adjoining building facades, they have a minimum separation from the common edge of each building frontage equal to fifteen feet (15') or one third (1/3) of the length of the respective building frontage, whichever is lesser.** As an example, for building frontages of 44' or less, the 1/3 rule would apply (since 1/3 of the frontage is less than 15'). For frontages 46' or greater, the 15' rule would apply.
- Multi-Tenant Industrial Buildings (Section 12-9-1(B)(14)):
Note: Staff renamed wall signs in "multi-tenant office/industrial" buildings to "multi-tenant industrial" to eliminate confusion with wall signs in multi-tenant office buildings, per Village Attorney recommendation.

Based on ARB recommendation, Staff refined the proposed language to indicate two possible locations (over or next to the entrance and provide for a minimum separation between adjoining signs): "**Within multi-tenant industrial buildings, individual tenant wall signs shall be permitted only for those tenant spaces that have individual entrances facing a public street or a parking lot. Such signs must be located over or next to a corresponding entrance at a uniform height on the building wall in similar proportion to one another. Regardless of whether the first wall sign in any multi-tenant building is installed over the entry or next to the entry, that same placement type shall be required for any additional signs in the same building. The maximum area of each such sign shall be determined by the proportionate**

share of the front façade, including doors and windows of the principal building occupied by each tenant space and applying such proportion to the total sign area permitted for the front wall of the building. Any two adjoining wall signs shall be located no closer than 1 foot (1') from each other.”

“Take-Out” Parking Signs - Section 12-12-1(R)

At the February meeting, the ARB discussed different approaches to regulating “take-out” parking signs. Potential approaches discussed were based on the size of the building, percentage of a restaurant’s take out business and time of day. Staff believes one standard regarding the number of allowed “take-out” signs should be incorporated into the code. Businesses would have the ability to request additional take-out signs by variation.

Attached is a summary of existing take-out signs in the Village. 6 restaurants in Lincolnshire Commons and CityPark have “take-out” signs, ranging from 2-3 signs per restaurant. Sign pole height for these signs varies between 4’ and 6.5’. Staff recommends Code **permit a maximum of 3 “take-out” parking signs per restaurant. In addition, the sign pole height should be limited to 6.’**

Following, are additional Code revisions, including: Awning and Canopy Sign clarifications (as discussed at the February ARB meeting) and an additional proposal to amend Temporary signs:

Awning & Canopy Signs - Section 12-9-1(C)

Staff proposes the following revisions to this section:

- **Incorporate metal as a permitted awning/canopy material.**
- **Remove requirement that only printed sign messages be permitted on awnings and canopies to allow both printed and non-printed signs (i.e., mounted letters/logos).**
- **Revise current one-line sign copy requirement to allow a two-line sign message if it is part of a registered business name.**
- **Revise Code language to clarify all requirements of this section apply to both types of signs.**

Temporary Signs - Section 12-13-1 (A)(8)

Based on a recent concern that has arisen regarding temporary signs with unsightly exposed framing, Staff recommends the following addition to the Temporary Sign section: **“No exposed framing shall be visible on temporary signs.”**

Motion:

Having conducted a Public Hearing on January 20, 2015, February 17, 2015, and March 17, 2015, the Architectural Review Board moves to approve and recommend to the Village Board for their approval of comprehensive Sign Code revisions to Title 12 of the Lincolnshire Village Code, as presented in the Draft Redlined Sign Control Code Section, dated March 17, 2015, subject to...

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

Reports and Documents Attached:

- Redlined Sign Control Code Section (Title 12), prepared by Staff, dated March 17, 2015.
- Take-out parking lot sign survey, compiled by staff.
- February 17, 2015 ARB staff memo.

Meeting History	
Village Board Referral	June 23, 2014
Architectural Review Board	October 21, 2014
Architectural Review Board	January 20, 2015
Architectural Review Board	February 17, 2015
Architectural Review Board (current)	March 17, 2015



Chairman Grover indicated his support of keeping the berm along the west property line. **Ms. Skelton** voiced her willingness to keep the berm intact to the west.

In regards to the proposed landscaping along the parking lot and truck rental parking spaces fronting Aptakisic Road, **Member Kennerley** agreed with Staff's recommendation that a single row of evergreen shrubs was not sufficient and expressed the need to add height and variety.

Member Gulatee noted his support of the berm reduction and the angled truck rental parking spaces. He questioned if **Ms. Skelton** was in agreement with Staff's recommendation to pave the gravel parking areas. **Ms. Skelton** indicated that U-Haul may not be in a position to perform the paving work within the first 30-60 days of occupancy, and may have to wait until the U-Haul operation turns a profit at the site. **Member Gulatee** also questioned if there were any plans to improve the building's exterior. **Ms. Skelton** explained many of the site improvements would be along the street frontage and within the building's interior. U-Haul's long-term vision for the site is to construct a purpose built self-storage facility, but the company has not established any specifics at the moment.

There being no further comment, **Chairman Grover** sought a motion for ARB consideration.

Member Gulatee moved and Member Hardnock seconded a motion to approve and recommend to the Village Board for their approval of modifications to the approved site plan, building elevations, and landscape plan approved by Special Use Ordinance 78-533-23 for a proposed U-Haul facility located at 200 Industrial Drive, subject to the following conditions:

- 1. Vehicular area north of the building be paved with concrete, asphaltic materials or permanent materials, in accordance with the Off-Street Parking regulations.*
- 2. Existing detached structures be removed prior to the issuance of a Certificate of Occupancy.*
- 3. The existing berm adjacent to the west property line shall remain.*
- 4. The landscape Plan shall be revised to provide landscaping compliant with Section 13-2-1(C)(3) of the Village Code*

The motion passed unanimously by voice vote.

3.3 PUBLIC HEARING regarding text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs (Village of Lincolnshire).

Chairman Grover recessed the ARB meeting and convened the Public Hearing.

Economic Development Coordinator Zozulya stated the current and most recent Sign Code rewrite was adopted in June of 2009. She noted since that time, a number of revisions regarding temporary signs, landscaping and others have been



approved that clarify or refine code requirements as Staff learned of inconsistencies or regulations that did not work in the field as anticipated. In the summer of 2014 staff discussed with the Village Board challenges and opportunities facing Lincolnshire's shopping centers and signage was noted as a crucial element for the Village's economic development efforts. The discussion resulted in the Village Board referring to the ARB potential Sign Code revisions for review and recommendation. **Economic Development Coordinator Zozulya** stated staff reviewed the current Sign Code and identified 19 topic areas that have either arisen as an issue or are anticipated to cause difficulty for businesses. Staff also conducted a survey of local communities through the Northwest Municipal Conference. The public hearing was properly noticed in the Lincolnshire Review.

Economic Development Coordinator Zozulya asked the ARB whether they would like staff to review each topic area proposed for revision item by item or whether they would like to focus on the most complex areas where they have questions or concerns.

It was the consensus of the ARB to focus on those areas of revision that require discussion.

Economic Development Coordinator Zozulya stated the first area of proposed revisions is multi-tenant ground signs. She noted during a recent business roundtable meeting a business representative inquired whether the Sign Code can be further relaxed to allow more than 4 tenant panels on a single ground sign. **Economic Development Coordinator Zozulya** stated there are two examples in the Village where a ground sign has 4 tenant panels: Millbrook Business Center and Spectrum Office Center with both centers housing multiple tenants. The ARB determined the existing permissibility of up to 4 tenant panels should be maintained, with any additional panels to be reviewed by the ARB as part of a variation request.

Economic Development Coordinator Zozulya noted the next area of revision is multi-tenant wall signs in office and office/industrial zoning districts in the Village. The current Code allows wall signs for multi-tenant commercial buildings while explicitly prohibiting wall signs for multi-tenant office buildings. No reference is made to multi-tenant industrial signs, making them prohibited. The Village's Zoning Code was recently amended to allow multi-tenancy in office and industrial buildings regardless of the building size. As more buildings can now be subdivided for more than one tenant, the ARB should determine whether the Code needs to be revised to allow wall signs for multi-tenant office and industrial buildings (in addition to commercial wall signs which are already permitted). If so, a determination should be made regarding whether or not such signs should be allowed with any restrictions tied to the building frontage or other factors to balance the need for tenant identification with building aesthetics.

The ARB noted their willingness to change the Code to allow permissibility of multi-tenant wall signs in office and office/industrial districts based on the building frontage, tenant entrances, etc.

They directed staff to research this item further and bring staff recommendations to the ARB for review. **Economic Development Coordinator Zozulya** noted staff will



survey local communities regarding this matter as this was not included in the original survey given the timing of the multi-tenancy code amendment.

Economic Development Coordinator Zozulya asked the ARB whether they are interested in allowing exposed neon signs in commercial areas which are currently prohibited. She noted no requests for such signs have been received as commercial businesses have been using neon-like (not exposed) “open” signs that have a similar appearance and are as effective as exposed neon signs.

It was the consensus of the ARB to leave the Code unchanged with regard to the prohibition of neon signs.

Economic Development Coordinator Zozulya stated the Sign Code prohibits balloon signs. Several communities surveyed allow them for special events. Staff proposes no more than 5 balloons, each limited to 9 square feet in area and displayed no higher than 8’ from grade, be permitted per business in conjunction with special events. She asked the ARB whether they find the regulations proposed reasonable.

Member Kennerley stated she is comfortable with the proposal but would recommend allowing balloon display during normal business hours and require balloons be taken inside and placed back out the next day if the special event takes more than one day. **Economic Development Coordinator Zozulya** stated it has been staff’s experience the vast majority of special events last one day only. She noted staff’s agreement to incorporate the ARB’s suggestion into the draft.

Economic Development Coordinator Zozulya asked the ARB if they feel the current temporary sign allowance of 90 days per calendar year is sufficient. She noted staff has not encountered cases where businesses have depleted their annual allotment and expressed a desire for more days. There are only a handful of businesses and non-profits in the Village that are regular users of temporary signage. In other communities that responded to the survey the maximum number of days permitted for temporary sign display varies from 30-180 days per year.

It was the consensus of the ARB to leave the Code unchanged with regard to the allowable temporary sign display period.

Member Gulatee inquired whether staff consulted with local real estate agents regarding the size of residential real estate signs they want to see allowed by Code. **Economic Development Coordinator Zozulya** noted staff did not see the need to contact them directly as the sample of signs in the field staff analyzed gave a good understanding of current practices among several real estate companies active in Lincolnshire.

With no further comments from the ARB and staff, the ARB decided to continue the public hearing on the Sign Code until the regularly scheduled ARB meeting on February 17, 2015, to allow staff the opportunity to develop code language regarding multi-tenant wall signs in office and office/industrial zoning districts for the ARB’s consideration.



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

Chairman Grover recessed the ARB meeting and reopened the public hearing.

Director McNellis summarized the staff report dated February 17, 2015. He stated at the January meeting the ARB agreed with staff-proposed changes. Multi-tenant wall signs were an item requiring additional research. Staff also revisited take-out parking signs and identified inconsistencies in the Awnings & Canopies section of the Sign Code. Director McNellis summarized the results of staff research regarding wall signs in multi-tenant office and office/warehouse buildings. He noted for multi-tenant office building wall signs, staff recommends one wall sign per frontage and that a decision regarding which business in that building gets a wall sign be left to the landlord. Staff does not believe we should allow wall signs for the largest business in terms of size or building area they occupy. He asked the ARB what separation between two signs on adjoining elevations they would like incorporate into the requirements. He said staff's memo proposes a 5' minimum separation between a sign and the edge of the building [clarification: the minimum separation was 10', not 5', from the edge of the building]. **Director McNellis** stated there are other ways to stipulate separation such as based on the length of the elevation on which the sign is displayed.

Member Hardnock stated he believes 5' separation is not sufficient and half frontage length of width should be considered.

Trustee Liaison McDonough expressed his agreement with staff's recommendation landlords need to decide which businesses should take signs.

Director McNellis noted for multi-tenant office/warehouse building wall signs, staff proposes allowing wall signs for those tenants who has a building entrance facing a street or a parking lot. Office/warehouse buildings are mostly located in Lincolnshire's Business Park, in the Bond/Heathrow area. The question staff has for the ARB is whether wall signs should be allowed over the entry, next to the entry or both? **Director McNellis** noted if the ARB likes both options, Staff recommends the first tenant placing a wall sign dictates future placement (for example, if the first tenant decided to place their wall sign over the entry, all other tenants will be required to have their signs placed over the entries too).

Member Hardnock noted the placement of wall signs will depend on the location of doors (there may be cases when two doors are located right next to each other), requiring a minimum separation between two adjoining signs.

Director McNellis stated staff will look into the separation and bring it back for the ARB's consideration at the next meeting.

Director McNellis noted as is the case with other code requirements, exceptions will be permitted by variance.



Director McNellis noted regarding take-out signs staff's proposal was to regulate take out parking signs for restaurants. Staff recommends no more than two take-out signs be allowed per restaurant. Currently, the code does not address these types of signs. Historically, restaurants have installed take-out signs at their own discretion, without a Village permit. The Cheesecake factory has three take-out parking signs, Big Bowl-4. Staff seeks the ARB's input whether three take-out signs should be permitted. This would mean The Cheesecake factory signs will be compliant with regard to their number and Big Bowl will have one sign too many. Big Bowl's sign will become legally non-conforming if they decide to keep it.

Chairman Grover sought clarification regarding the concern such unregulated signs present. He noted it appears this is not a big issue for standalone restaurants.

Director McNellis noted take-out signs oftentimes consume a big portion of required parking in multi-tenant shopping centers. Take-out signs are dedicated parking although no one enforced it.

Trustee Liaison McDonough stated he feels each restaurant needs to determine how many take-out signs they need based on their business needs.

Director McNellis said the Village parking code calculated overall parking requirements based on the number of seats, not take-out needs of a business. It would be difficult to make a uniform standard as some restaurants rely heavily on take-out business (e.g., pizza and sushi restaurants) and some do not. Some restaurants want to have a few take-out signs as part of their business. He stated if a restaurant has a big carry-out business, they will have the ability to make their case to the Village and request additional take-out parking signs over what the code permits.

Trustee Liaison McDonough suggested imposing a specific window for take-out restaurant signs (e.g., 4-7 p.m.). Outside that window, those signs would be available for regular parking.

Member Hardnock inquired about the time limit on existing take-out signs at CityPark.

Director McNellis stated staff will research the time limits and bring back that information to the March ARB meeting.

Director McNellis stated the ARB agreed with staff's recommendation to limit balloons to 5 displays per year. In speaking with the Village Attorney further regarding these items following the February ARB meeting, balloon signs need to be relocated to the Temporary Sign section from the Exempt section for the display limit to be imposed.

Director McNellis noted since the February ARB meeting staff has identified a number of inconsistencies in the Awnings/Canopies section of the Code. Staff would like to revisit this section and bring revisions to the March ARB meeting.



With no further comments from the ARB, the ARB decided to continue the Public Hearing regarding the Sign Code until the regularly scheduled March 17, 2015 ARB meeting to allow staff the opportunity to further address proposed code revisions.

~~3.3 CONTINUED Consideration and Discussion regarding text amendments to Chapter 2 of Title 13, Landscaping, of the Lincolnshire Village Code to revise and update the Village's landscaping requirements (Village of Lincolnshire).~~

~~Staff requested this agenda item be continued to a future ARB meeting to allow the appropriate staff to present Staff's findings and recommendations.~~

1.0 UNFINISHED BUSINESS (None)

6.0 NEW BUSINESS

~~**Director McNellis** requested informal comments from the ARB regarding a proposed canopy for the proposed North Shore University medical facility in the current Barnes & Noble space at Lincolnshire Commons.~~

~~The ARB summarized their comments: Overall, the canopy design is acceptable, though some members felt it might be appropriate to "pre-patina" the copper to a certain color and then "arrest" it, so it remains that color over time. This was due to some concern over the color of the canopy as it ages, in relation to the building. There was agreement the letters on the wall signs should have a greater depth from the metal panel on which they are mounted. Overall, there was not a great appreciation for the unlit canopy sign, but no great outcry against it either. Finally, Member Gulatee requested information be provided regarding how the snow and water drainage would be handled from the canopy roof.~~

7.0 CITIZENS COMMENTS (None)

8.0 ADJOURNMENT

There being no further business, **Chairman Grover** requested an adjournment, to which **Member Hardnock** made a motion and **Member Kennerley** seconded. The meeting adjourned at 10:20 p.m.

Minutes submitted by Steve McNellis, Community & Economic Development Director.



headers has been simplified as requested. The problem is with the depiction on the plans due to problems with a printer. The ARB suggested photos be taken of this same treatment out in the field at existing Pulte properties to show how it really looks, to which Pulte agreed. 6c) regarding transition between materials, Pulte has agreed to add a trim board. 6d) regarding the material color on the rear gable dormers matching the siding below, the ARB agreed to the existing proposal per Pulte's statement that the colors will be compatible and not clash. 6e) regarding omitting the blue-toned siding, Pulte has agreed to this revision.

Director McNellis noted that Stipulations 2, 3 and 4 should be memorialized in any ARB motion, while all other Staff recommendations have been completed on plans shown this evening. There was continued discussion regarding Grading, about which the ARB ultimately agreed they did not have any issues or concerns. **Director McNellis** added a stipulation regarding Lighting. He noted a Photometric Plan that meets Village Code, in terms of its depiction of light intensity at the overall development property line boundaries, is necessary. The ARB requested Staff review such a plan for conformity with Code.

Chairman Grover asked if an ARB member was prepared to make a motion, to which Member Hardnock agreed.

***Member Hardnock** moved and **Member Kennerley** seconded a motion to recommend approval to the Village Board of Preliminary Development Plans for a proposed 102-unit Townhome PUD on Sedgebrook Lot 2, as presented in a presentation packet from Pulte Homes, dated March 17, 2015, subject to the following stipulations which are to be reviewed and approved by Staff: 1) Revise the landscaped traffic island design to improve vehicular access/movement; 2) Incorporate a combination of deciduous and evergreen trees and shrubs along the southern fence line of each lot to further screen the fence from residents; 3) Ensure the proposed grading of the berm along Riverside Road does not impact existing evergreen trees, with the exception of the cut in the berm to provide secondary emergency access, and 4) Provide a revised Photometric Plan which complies with Village Code.*

The motion passed unanimously by voice vote.

Chairman Grover noted time was approaching 10:30 P.M., and so he requested a motion to extend the ARB up to 30 minutes to complete work on the agenda.

***Member Hardnock** moved and **Member Gulatee** seconded the motion. The motion passed unanimously by voice vote.*

3.4 CONTINUED PUBLIC HEARING regarding text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs (Village of Lincolnshire).

Chairman Grover recessed the ARB meeting and reopened the public hearing.



Economic Development Coordinator Zozulya summarized the staff report dated March 17, 2015. She noted Staff has further refined new regulations for multi-tenant office and industrial wall signs. She asked the ARB whether they are comfortable with the proposed language that requires a minimum separation between multi-tenant office wall signs and the common edge of each building frontage. She stated in response to earlier ARB concerns, Staff incorporated a minimum separation of 15' or 1/3 of the length of the respective building frontage, whichever is lesser. She stated the ARB may consider whether 10' separation is sufficient to allow wall signs to be placed closer to the building edge while still preventing two adjoining signs from running up against each other visually as Staff is concerned 15' would be too prohibitive and would result in signs being placed too far away from building edges where they are typically preferred. It was the consensus of the ARB that 15' or 1/3 of the frontage length should be incorporated into the code to avoid signs being placed too close together on adjoining elevations. The ARB stated if the Village finds 15' does not stand the test of time and poses difficulty meeting business needs, the code can be amended at a future date or petitioners can seek a variation to reduce the minimum required wall sign distance.

Member Hardnock stated he would like to further refine the proposed language for multi-tenant industrial wall signs to state the 1' minimum separation applies to cases when wall signs are placed next to two adjacent doors. In all other cases, the minimum wall sign separation must be 5'.

Economic Development Coordinator Zozulya presented a summary of the "take-out" parking survey conducted by staff. She noted the majority of the restaurants in the Village have 2 "take-out" signs, with two restaurants having 3 signs. The ARB felt up to 2 take-out parking signs should be permitted. Additional sign requests can be reviewed by variance.

There being a consensus among the members, **Chairman Grover** sought a motion.

***Member Kennerley** moved and **Member Hardnock** seconded a motion to recommend approval to the Village Board, based on facts covered in a Public Hearing held on March 17, 2015, of text amendments to various sections of Title 12, Sign Control, of the Lincolnshire Village Code, to revise and clarify requirements for permanent and temporary signs.*

The motion passed unanimously by voice vote.

4.0 UNFINISHED BUSINESS (None)

5.0 NEW BUSINESS

6.0 CITIZENS COMMENTS (None)

VILLAGE OF LINCOLNSHIRE

ORDINANCE NO. _____

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

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

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

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

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

WHEREAS, following due publication of notice in the Lincolnshire Review on September 25, 2014, a public hearing concerning the proposed amendments to the Sign Code of the Village was convened by the Architectural Review Board on October 21, 2014, and continued indefinitely; and

WHEREAS, following due publication of notice in the Lincolnshire Review on December 25, 2014, a continued public hearing concerning the proposed amendments to the Sign Code of the Village was convened by the Architectural Review Board on January 20, 2015, and continued from time to time until finally adjourned on March 17, 2015; and

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

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

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

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

SECTION TWO: The Village of Lincolnshire Sign Code is hereby amended as follows:

- A. Global Changes. All references to "Director of Community Development" shall be replaced with "Director of Community and Economic Development."
- B. Section 12-3-1, Definitions, is amended by adding or changing defined terms as set forth in **Exhibit A**, attached hereto and incorporated by reference:
- C. Section 12-5-1, Master Sign Plan, is amended as set forth below:

12-5-1: MASTER SIGN PLAN:

- A. For new commercial development with multiple tenants, where ~~more than one (1) wall sign, awning or canopy is~~ multiple signs are proposed, the applicant must submit a Master Sign Plan for review and approval by the Architectural Review Board prior to final approval by the Village Board. The purpose of a Master Sign Plan is to coordinate signs on multi-tenant buildings, and create a plan that establishes a building or site's overall sign design, which then provides direction to future tenants. A Master Sign Plan must include, at a minimum, criteria and specifications for general appearance, location, lighting, and approved construction materials.
 - B. Amendments to existing Areas of Special Sign Control, authorized by the Village Board prior to June 22, 2009 (the adoption of this Title), shall be subject to regulations of Title 6, Chapter 14.
- D. Section 12-6-1(B)(2), Corridor Commercial Sign District, is amended as set forth below:
- 2. Corridor Commercial Sign District

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

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

E. Section 12-8-1(H)(2), Items of Information, is amended as set forth below:

2. Each descriptive or identifying word, set of words, icon, logo, symbol or image on a sign shall be defined as an “item of information”. For example, but not in limitation thereof, each of the following would be one (1) item of information: (a) the name of the business, even if multiple words, or (b) the business logo. The street number address of the business is not counted as an item of information. A company catchphrase or motto may be included on a sign only if it is a part of the legal name of a business. Products, services, telephone number, or a website address shall not be permitted as part of the Copy on a sign unless it is part of the legal name of a business. This prohibition does not apply to Awning/Canopy Signs and Temporary Signs.

F. Section 12-9-1, Sign Construction and Design: Specific Standards by Sign Type, is revised as set forth in **Exhibit B**, attached hereto and incorporated by reference.

G. Section 12-11-1, Prohibited Signs, is revised by striking Subsections F, H, and V, and renumbering the remaining subsections accordingly.

H. Section 12-12-1, Exempt Signs, is revised as set forth below:

1. Subsection N is revised to permit “the name and logo of the business operating on the premises where the umbrella signs are located ~~to which such signs belong~~”.
2. Subsection O is revised by striking subpart 2, renumbering the remaining subparts and as otherwise described below:
 1. Window signs affixed to, on the inside of, or within the interior of a window shall occupy no more than twenty-five percent (25%) of the surface of each window area and be located at least ~~one (1) foot six (6)~~ six (6) inches from the edges of any individual window area. “Window area” is counted as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are

not considered an element that divides a window area. A “window pane” is each discrete piece of glass which is mounted in its own frame.

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

3. Subsections P, Q and R are hereby added as follows:

“P. Window Wrap. Window Wrap is permitted for a full window dimension for windows looking into areas where the public is not invited or at blank walls.

“Q. A-Frame Signs. A-Frame signs shall have a maximum height of three (3) feet and a maximum sign area of six (6) square feet per sign face and may be double-sided. Signs shall be located on the nearest sidewalk no further than ten (10) feet from a public entrance to the said business with in the Downtown and Corridor Commercial Sign Districts. The sign must maintain a 3’ clearance on either side to maintain accessible pedestrian access. The sign shall only be displayed during normal business hours and must be removed at the close of each business day. The sign shall not be displayed in conjunction with other temporary signs for the same business.

R. Carry-Out Signs. Parking lot signs designating specific parking spaces for patrons receiving carry-out or to-go orders from food establishments shall be displayed on a single rectangular panel not to exceed 18” in length and 12” in width and shall be no taller than 6 feet (6’) in height. No more than 2 such signs shall be allowed per food establishment.

I. Section 12-13-1(B), Regulations by Temporary Sign Type, is revised as set forth in **Exhibit C**, attached hereto and incorporated by reference.

SECTION THREE: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, either facially or as applied, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof or any other application under which such provision is deemed permitted.

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

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

SO ORDAINED this _____ Day of _____, 2015, at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Brett Blomberg, Mayor

DATE:_____

ATTEST:

Barbara Mastandrea, Village Clerk

EXHIBIT A

Chapter 3 – Definitions

<u>BALLOON</u>	<u>A flexible container, generally made of rubber or mylar, inflated with air and then sealed at the neck, used for decoration.</u>
BALLOON SIGN	<u>A sign comprised of balloons. ny sign that is any lighter than air or gas filled balloon attached by means of a rope or tether to a definite or fixed location Displays designed to inflate or move by use of a fan or blower <u>shall be prohibited.</u> is also considered a balloon sign.</u>
CANOPY	Any structure, other than an awning moveable or stationary , made of cloth, metal, or other material, attached to and deriving its support from the side of a building or structure for the purpose of shielding a platform, stoop or sidewalk from the elements. This definition includes reference to the illustration of such sign on this page for explanatory, but not limiting, purposes.
PROJECT ANNOUNCEMENT SIGN	A Temporary Sign which functions to identify an upcoming construction project, architect, contractor, <u>builder, and/or engineer and/or tenants</u> related to new residential subdivisions or non-residential buildings and/or developments, placed on a lot that is the construction site whereon such architect, contractor and/or engineer is currently providing services or materials.
REAL ESTATE SIGN	A sign erected for purposes of advertising a parcel or building to be available for sale, rental or lease.
<u>REAL ESTATE SIGN RIDER</u>	<u>A sign panel attached to the main real estate sign structure displaying additional items of information.</u>
<u>TEMPORARY ADVERTISING SIGN</u>	<u>A sign advertising a temporary event or product/service and not intended or designed for permanent display.</u>
<u>WINDOW WRAP</u>	<u>A non-advertising design element comprised of a film or acetate bonded to the interior of a window that depicts either images that incorporate the exterior design elements/style of the building on which the window is located, or provides a graphic representation of elements of the business within. Lettering and company logos are prohibited.</u>

EXHIBIT B

Chapter 9 - Sign Construction and Design: Specific Standards by Sign Type

- A. Subsection A(4) is revised as follows:
4. Ground signs must be setback a minimum distance from the edge of the street, as shown in Table 1: Ground Signs – Monument and Table 2: Ground Signs – Double Post. All signs must be located entirely on private property. No part of any ground sign may be located within or over a street.
- B. Subpart 2 of Subsection B shall be stricken in its entirety and all remaining subparts of Subsection B shall be renumbered accordingly.
- C. The remaining subparts of Subsection B are revised as follows:
1. Wall signs are permitted only in districts listed in table 3, subject to the regulations of table 3 and this Title. ~~Within the Downtown Sign District, the Corridor Commercial Sign District and the Office/Industrial Sign District,~~ The maximum Sign Area of a wall sign shall be ten percent (10%) of the area of the wall to which it is attached, including doors and windows, or the maximum wall sign area listed in Table 3, whichever is less.
 2. Wall signs are permitted for each building wall that faces a public street or parking lot, with n. ~~No more than one (1) wall sign shall be allowed permitted~~ on any wall, unless permitted by Section 12-9-1(B)(11) and Section 12-9-1(B)(13). Where there is a secondary customer entrance, an additional wall sign is permitted but shall be limited to no more than sixteen (16) square feet and shall only indicate the name of the business and the words “entrance,” “enter” or similar term.
 11. Within a multi-tenant commercial buildings development, all wall signs must be located at a generally uniform height on the building wall in similar proportion to one another. Wall signs identifying individual tenant spaces in multi-tenant structures shall be centered within each leaseable space unless otherwise approved by the Department of Community and Economic Development. Signs within a multi-tenant commercial development must be of a natural or white finish, however a logo or mark registered with the United States Patent and Trademark Office shall not be limited by color. Where a single principal building is devoted to two (2) or more business or commercial uses, the operator of each such use may install a wall sign. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows, of the principal building occupied by each such use and applying such proportion to the total sign area permitted for the front wall of the building.
 12. Within multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided signs shall have a minimum separation from the common edge

of each building frontage equal to fifteen feet (15') or one third the length of the respective frontage, whichever is lesser.

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

D. Subsection C is revised as follows:

1. Awnings and canopies are permitted ~~as a use signs~~ in any non-residential sign district.
3. ~~Printing~~ An advertising message on any individual awning or canopy is limited to twenty-five percent (25%) of the surface of ~~at the vertical face any side of an~~ the awning or canopy on which it is placed. The advertising may contain. The legal business name of the business, logo or up to three (3) business products or services, all of a consistent color and font size.
4. Awning and canopy signs shall be permitted for each facade of a building or tenant space that has been designed to include a customer entrance, display or decorative window, or for which the architectural design treatment and details are the same as those used in the primary facade of the building, subject to review by the Architectural Review Board.
5. Awning or canopy signs shall be centered on the awning or canopy to which they are affixed and located parallel to the building facade upon which the awning or canopy is attached.
6. Awnings and canopies shall be constructed out of incombustible, non-reflective ~~canvas or canvas-like~~ material, including but not limited to canvas or metal. Backlit ~~and metal~~ awnings and canopies are prohibited.
8. All awnings or canopies shall comply with the following design standards:

- a. Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible with the overall color scheme of the façade.
- b. Awnings and canopies shall be generally aligned with others nearby in order to maintain a sense of visual continuity.
- c. Awnings and canopies shall be tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
- d. All awning and canopy signs located on an individual building shall be of a similar size with no more than one (1) line of horizontal sign copy permitted per awning or canopy sign. However, if the awning or canopy sign message is part of a registered business name displayed over two lines, two lines shall be permitted.
- e. ~~Awning or canopy signs are restricted to the vertical face of an awning or canopy, and~~ will not be permitted on the sloped or curved ~~area~~ face of an awning or canopy.

9. The following maximum dimensions are permitted for awning and canopy signs:

E. Subsection D is revised as follows:

- 2. **Size.** Blade signs are permitted up to a maximum surface area of four (4) square feet for tenants in multi-tenant buildings and twenty (20) square feet for free-standing businesses.
- 3. **Quantity.** One (1) blade sign shall be permitted for each public entrance into an individual tenant/business space. However, for tenant spaces or buildings with a corner building entrance orientation, one (1) blade sign shall be permitted per building frontage.

F. Subsection G is revised by striking subpart 5 in its entirety.

EXHIBIT C

Chapter 13 – Temporary Signs

- A. Subsection A(8) is revised as set forth below:
- a. No exposed framing shall be visible on temporary signs. All temporary signs must remain in good condition during the display period. Throughout the display period, corrective action must be taken immediately should there be any problems with the appearance, condition or maintenance of the sign and/or support hardware.
- B. Subsection B(4) is revised as set forth below:
4. ~~Community~~ Informational Banners
 - a. ~~Community B~~anners shall not be more than eight (8) square feet in surface area and shall not exceed a height greater than four (4) feet. ~~Community B~~anners shall be hung not less than fifteen (15) feet above grade, or the minimum height necessary to allow the flow of vehicular or pedestrian traffic, whichever is less. ~~Community B~~anners shall include one (1) of the following:
 - i. Banners affixed to, or erected on, Village property on the public way, which identify a geographic business area within the Village, and represent said geographic business area.
 - ii. Parking lot orientation banners in commercial parking lots. ~~with a minimum of one thousand (1,000) surface parking spaces.~~
 - iii. Banners of a community-oriented nature that promote Village-wide events or themes and preserve the public health, safety and welfare of the Village.
 - b. If the purchase of individual banners is funded by individual sponsors, the name of the sponsor may appear in no more than the lower twenty-five percent (25%) of the surface area of the banner, while no less than the top seventy-five percent (75%) of the surface area of the banner shall identify the subject general business area. Alternatively, a ~~community~~ banner may be permitted if the design meets the image standards of the district in which it is located, according to review and approval by the Architectural Review Board.
 - c. Such banners are not subject to any other regulations in this Title, except as set forth in this Paragraph. The installation of such banners on the public way shall be subject to the requirements of the Village for the placement of objects in the public way.

- d. The Village reserves the right to require removal of such banners from the public way at any time including, but not limited to, those times when the Village deems it reasonably necessary to remove the banner for maintenance of the public way.

B. Subsection B(5) is revised as set forth below:

5. Real Estate Signs

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

- a. One (1) sign is allowed for each zoning lot, except any lot with more than one (1) frontage may have two (2) signs, one (1) displayed on each frontage.
- b. Residential real estate signs, including Real Estate Sign Riders, shall not exceed ~~four (4)~~ six (6) square feet in area, and shall not exceed ~~three (3)~~ six (6) feet in height ~~and must be on a single panel~~.
- c. Commercial real estate signs may be double sided and shall not exceed sixteen (16) square feet in area and shall not exceed seven (7) feet in height.
- d. A sign indicating the location of the sales office for a real estate development shall be limited to four (4) square feet in area and a maximum height of four (4) feet.

C. Subsection B(8) is revised as set forth below:

8. Temporary ~~Promotional~~ Advertisement Signs

- a. All promotional and advertisement signs of a temporary nature must be located on the premises of the event.
- b. ~~Sales of individual and/or specific products or services shall not be advertised through this medium.~~
- be. Each permit holder shall be limited to one (1) temporary sign per street frontage per promotional or advertised event.

D. Subsection B(10) is revised as set forth below:

10. Temporary Window Signs

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

- a. Window signs affixed to, on the inside of, or within the interior of a window shall occupy no more than twenty-five percent (25%) of the surface of each window area and be located at least ~~six (6)~~ six (6) inches ~~from~~ from the edges of any individual window area. "Window area" is counted as a continuous surface comprised of one (1) or more window panes until divided by an architectural or

structural element. Mullions are not considered an element that divides a window area. A “window pane” is each discrete piece of glass which is mounted in its own frame.

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

E. Subsection B(11) is added as follows:

11. Balloon Signs

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

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

REQUEST FOR BOARD ACTION
Committee of Whole
April 13, 2015

Subject:	Text Amendments to Off-Street Parking & Loading zoning regulations
Action Requested:	Consideration and Discussion of a Zoning Board recommendation regarding Text Amendments to Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, providing updates to the Village's off-street parking and loading regulations
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Referred To:	Zoning Board

Background:

- On March 10, 2015, the Zoning Board unanimously recommended approval of text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village's off-street parking and loading regulations, subject to Staff review of the parking ratio for parks to determine compliance of current parking at Village parks/playgrounds.

Project Summary:

Following, is a summary of major areas incorporated into the attached Draft Code Language (*for specific detail, please see attached Draft Code Sections*):

1. General Requirements (Sec. 6-11-1) – This Section provides basic parking/loading requirements applicable to overall application of parking/loading requirements for all buildings in the Village. Overall, this Section remains applicable and only minor updates, including provisions regarding snow removal for parking facilities have occurred.
2. Off-Street Parking Facilities (Sec. 6-11-2) – This Section outlines specific parking layouts, space requirements and parking ratios based on land uses. This Section is proposed to be relocated from Section 6-11-3 to 6-11-2, as parking requirements are more commonly used than those for loading berths, which is moved back in the Code.
3. General Requirements, Off-Street Parking (Sec. 6-11-2(A)) – Regulations pertaining to parking spaces; such as location, ADA parking requirements, design and maintenance, etc., are currently located in this section. It has been reformatted to address general administration of parking, as follows:
 - *Use*
 - *Access*
 - *Computation*
 - *Shared Parking Facilities*
 - *Land Banking*

The remaining regulations regarding location, size, design and maintenance, parking lots, ADA parking, and specific parking ratios are now located into separate sub-sections to avoid getting lost within the General Requirements as is the current occurrence (see attached Draft

Code Sections).

3. Shared Parking Facilities, General Requirements (Sec. 6-11-2(A)(4), proposed) – Previously titled “Collective Provisions for Building and Uses”, this standard permits the collective use of parking spaces provided the sum of spaces for each separate use is provided. This method is not truly “collective use” of parking spaces, and requires more parking than necessary. The proposed revisions will permit the sharing of parking spaces for separate uses on the same lot, provided the use of spaces does not occur at the same time and the minimum number of parking spaces is based on the highest parking generating use.
4. Land Banking, General Requirements (Sec. 6-11-2(A)(5), proposed) – Land banking permits a reduction in the number of parking spaces required on a site, as such parking may be excessive for certain types of uses. The variance process is the current method for obtaining Village authorization for such parking reduction, which can discourage landbanking spaces and result in higher levels of paved surfaces than necessary. The proposed revisions will formalize the authorization process through Administrative (Staff) review and approval, subject to the same 5 conditions in the existing Code which must be satisfied as follows:
 - a. *No more than 50% of the required parking spaces shall be landbanked.*
 - b. *Prior to authorization of landbanked spaces, the lot owner or tenant must demonstrate that required parking spaces are excessive as applied to the use of the zoning lot, including but not limited to employee counts, lack of public customers, or similar scenarios.*
 - c. *Every request for landbanking of required parking spaces shall be accompanied by a detailed parking plan identifying the area(s) reserved for future parking and the landscape treatment of such open space.*
 - d. *The property owner shall file with the Zoning Administrator his/her unconditional agreement in form and substance satisfactory to the Village Attorney that the area(s) reserved for future parking shall be maintained as landscaped open space until and unless required to be used for off-street parking in compliance with this Chapter. Such agreement shall be recorded with the Lake County Recorder's Office.*
 - e. *The Zoning Administrator, in his/her sole discretion, shall have the authority to require the property owner or successor, at any time, to increase the number of parking spaces required by this Chapter.*
5. Surfacing, Design & Maintenance (Sec. 6-11-2(D)(1)(b), proposed) – Currently, all parking spaces must be improved with asphalt, concrete, or similar all weather, dustless material. While the durability of parking space surfaces needs to be sufficient to handle the daily use of vehicles, the use of impervious surfaces has significant environmental impacts on local stormwater management and water and wildlife habitat quality.

While Staff supports fully “greening” parking requirements, there must be incentives to stakeholders in installing green parking facilities or their construction is unlikely. There are minimal opportunities to incentivize green parking through Village Codes and permitting requirements (example; reduced parking ratios, permit fees, expedited review process, etc.). Ensuring minimum required parking spaces are provided on a lot continues to be a primary factor to the Village. In an effort to moderate parking facilities in excess of code requirements, parking facilities which provide greater than 10% of the required minimum parking space numbers would be required to incorporate stormwater best management practice (BMP) techniques into those parking spaces/areas in excess of minimum code requirements.

6. Specific Requirements (Sec. 6-11-2(G), proposed) – This section outlines parking space ratios based on land use, which follows the common approach of establishing minimum parking space requirements, rather than maximums (this is the approach the Village has always followed). The “minimum” approach also allows flexibility in the ever-changing climate of businesses operations, consumer shopping trends, etc. The corresponding parking requirements table has been updated to include permitted uses previously absent from the table, inclusion of new uses, and revisions to parking ratios to reduce minimum parking requirements where necessary. Following is a highlight of proposed revisions:

Use	Parking Requirement	Action
Single-Family Attached Dwelling, Townhome	2.5/dwelling	<i>Added (used existing parking for “single-family attached”)</i>
Single-Family Attached Dwelling, Duplex	2.5/dwelling	<i>Added (used existing parking for “single-family attached”)</i>
Continuing Care Retirement Campus (CCRC)	1/independent living unit + 1/employee + 4% of the total required parking for visitor parking	<i>Relocated to table from different section of the Code (used existing parking for CCRC)</i>
Multi-Family Dwelling/Condominium	1.5/efficiency studio and 1 bedroom units, 2.5/2 or more bedroom units	<i>Added, based on research of industry parking standards/neighborhood communities standards</i>
Golf Course	80/9 holes	<i>Revised (previously determined by Zoning Board, new parking based on research of parking trends)</i>
Park and playground	None for first acre. 5/1 to 5 acres + 5 for each acre in excess of 5 acres + 1/5 persons of design capacity of any structure or facility	<i>Added (based on research of parking standards)</i>
Forest preserve/nature preserve	By Village Board	<i>Added (based on research of industry parking standards/neighborhood communities standards)</i>
Personal fitness/instruction studio	1/4 persons based on maximum occupancy +1/employee	<i>Added (based on research of industry parking standards/neighborhood communities standards)</i>
Private or Public Recreation Facility and Community Buildings	1/3 persons based on maximum occupancy +1/employee + 1/100 sq. ft. of water surface area for any swimming pool facilities	<i>Revised (based on research of parking standards)</i>
Banks and Financial Institutions	1/250 SF + 2 stacking spaces/ATM + 3 stacking spaces/drive-up service window	<i>Revised (added stacking for ATM/drive-up services)</i>
General retail, convenience store, drinking establishment, food store, funeral home, pharmacy, etc.	1/200 SF	<i>Revised (previously 1/175 SF, based on research of industry parking standards/neighborhood communities standards)</i>

Per the Zoning Board's recommendation, Staff researched the resulting effect of the proposed parking ratio on Village parks/playgrounds. 3 of the 9 Village parks (Balzer, Bicentennial, and Memorial Park) would not comply with the proposed code required parking spaces. The intent of proposed Code revisions is to establish appropriate parking ratios for new land uses; all existing properties would remain legal non-conforming.

7. Off-Street Loading Facilities (Sec. 6-11-3) – This Section contains specific loading facility (loading dock) requirements; including quantity, size, location, and construction based on land use. The loading regulations are proposed to be relocated from Section 6-11-2 to Section to 6-11-3, as noted in Summary Point #2, above. Overall clean-up to improve sentence structure and formatting has occurred.
8. Specific Requirements, Off-Street Loading (Sec. 6-11-3(B), *proposed*) – This section outlines the number of loading berths and size based on land use. Staff added loading berth requirements for commercial retail/service uses currently absent and reformatted into a simplified table format.

Recommendation:

Consideration and discussion of text amendments to Chapter 11 of Title 6 – Zoning of the Lincolnshire Village Code to update the Village's off-street parking and loading regulations, and placement on the April 27th Consent Agenda.

Reports and Documents Attached:

- Draft Ordinance and Code Revisions, prepared by Village Attorney Simon and Staff.
- Staff Memoranda of the November 11, 2014 and March 10, 2015 Zoning Board.
- Staff Memorandum and Minutes of the January 20, 2015 ARB.

Meeting History	
Referral at Village Board (COW):	October 14, 2014
Zoning Board meeting:	November 11, 2014
Architectural Review Board meeting:	January 20, 2015
Zoning Board meeting:	March 10, 2015

VILLAGE OF LINCOLNSHIRE

ORDINANCE NO. _____

**AN ORDINANCE AMENDING
TITLE 6 (ZONING), CHAPTER 11 (OFF-STREET PARKING AND LOADING)
OF THE VILLAGE OF LINCOLNSHIRE MUNICIPAL CODE**

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

WHEREAS, the Corporate Authorities of the Village of Lincolnshire find it necessary for the promotion and preservation of the public health, safety and welfare of the Village that the regulation of off-street parking and loading be reviewed for legality, efficiency and predictability;

WHEREAS, the Board of Trustees referred to the Zoning Board (“Zoning Board”) a petition to research, consider and prepare proposed text amendments to the Zoning Code to clarify and amend the regulation of off-street parking and loading; and

WHEREAS, draft code revisions were reviewed at the January 20, 2015 meeting of the Architectural Review Board (ARB), and were supported by the ARB, with one recommended revision that has been incorporated in the Code adopted hereby; and

WHEREAS, following due publication of notice in the Lincolnshire Review on February 19, 2015, a public hearing concerning the proposed amendments to the Zoning Code of the Village was convened and finally adjourned on by the Zoning Board on March 10, 2015; and

WHEREAS, following deliberation and consideration on the evidence and testimony elicited during the public hearing and the recommendation of the Zoning Board, the Village Board desires for the Zoning Code to be amended as proposed by Staff to improve the Zoning Code regulations affecting off-street parking and loading; and

WHEREAS, the Village hereby finds that it is in the best interest of the Village and the public to amend its Zoning Code to promote the economic health and welfare of the Village.

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

SECTION ONE: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance as though fully set forth herein. The findings of the Zoning Board of the Village of Lincolnshire, attached hereto as **Exhibit A**, are herein incorporated by reference as the findings of the Village Board to the same effect as if fully recited herein at length. All references in the Zoning Board's findings are made the references of the Mayor and Board of Trustees of the Village of Lincolnshire.

SECTION TWO: Title 6 of the Village of Lincolnshire Municipal Code ("Zoning") is hereby amended by repealing Chapter 11 (Off-Street Parking and Loading) in its entirety and replacing it with a new Chapter 11 in the form described in **Exhibit B**, attached hereto and incorporated as though fully set forth herein.

SECTION THREE: If any section, subsection, sentence, clause, phrase or application of this Ordinance, or any regulations adopted hereby, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, either facially or as applied, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof or any other application under which such provision is deemed permitted.

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

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

SO ORDAINED this _____th Day of _____, 2014, at Lincolnshire, Lake County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Brett Blomberg, Mayor

DATE: _____

ATTEST:

Barbara Mastandrea, Village Clerk

EXHIBIT A

ZONING BOARD FINDINGS OF FACT

- ~~2. The Assembly Use for religious uses shall be limited to Sunday services only, at 8:30 a.m. and 10:00 a.m.~~
- ~~3. All religious use activities shall conclude by 12:00 p.m.~~

~~Chairman Pro Tem Leider sought any further questions or comments from the Zoning Board. Member Kalina questioned what would happen in the event the new site was not ready in time due to construction delays or similar. Village Planner Robles explained the Village Code allows the applicant to request a one-time extension of the Special Use, which would require additional consideration and discussion by the Village Board.~~

~~Member Van de Kerckhove sought clarification on additional meetings associated with the Church that would occur during the week. Mr. Wright clarified the Church has “small groups”, which meet at member’s houses rather than at their Church facilities.~~

~~There being no further questions, Chairman Pro Tem Leider closed the Public Hearing and reconvened the Zoning Board meeting.~~

~~Member Kalina expressed his concerns regarding the number of temporary signs proposed and noted it seemed excessive. He further noted if the signs were displayed too long, it could create confusion with the general public that the movie theater was now a church. Village Planner Robles concurred the temporary signage plan was excessive and would not be permitted by Village Code. He explained that Staff would ensure any temporary signage would follow Code requirements that apply to all properties in the Village.~~

~~Additional discussion ensued regarding temporary signage, which the Zoning Board concluding additional language could be incorporated into a recommendation clarifying temporary signage must also be removed by noon the day of the service.~~

~~There being a consensus among the members, Chairman Pro Tem Leider sought a motion.~~

~~Member Kalina moved and Member Van de Kerckhove seconded a motion, to recommend approval to the Village Board, based on facts covered in a Public Hearing held on March 10, 2015, of a Special Use to permit an Assembly Use operation within an existing cinema complex (Regal Lincolnshire Stadium 21 and IMAX Cinemas) for religious uses located at 300 Parkway Drive, subject to:~~

- ~~1. The Special Use shall be temporary and expire one year from the date of Village Board approval.~~
- ~~2. The Assembly Use for religious uses shall be limited to Sunday services only, at 8:30 a.m. and 10:00 a.m.~~
- ~~3. All religious use activities, including temporary signage, shall conclude by 12:00 p.m.~~

~~The motion passed unanimously by voice vote.~~

- 3.2 PUBLIC HEARING regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village’s off-street parking and loading regulations (Village of Lincolnshire).

Village Planner Robles presented that back at the November 11, 2014 Zoning Board meeting, Staff introduced a comprehensive review of the Village's parking requirements to determine appropriate code revisions where necessary. At that time, the Zoning Board agreed with Staff's recommendation to have the Architectural Review Board also review the proposed code revisions, since as off-street parking facilities are often part of their review of site plans. The ARB reviewed the proposed code revisions at their January 20th ARB meeting, and provided one recommended revision that has been incorporated in the attached Draft Code, specifically Item #6, which will be highlighted later. **Village Planner Robles** continued summarizing the General Requirements of Section. 6-11-1, and explained the Section provided overall application of parking and loading requirements for all buildings in the Village and only minor updates had occurred. The most notable addition was provision for snow removal for parking facilities and to ensure snow storage did not damage parking lot landscaping. He continued noting that the current Off-Street Parking Facilities regulations were located in Section 6-11-3 and contained specific parking layouts, space requirements and parking ratios based on land uses. The Section was proposed for relocation to Section to 6-11-2, since parking requirements are more commonly used.

Village Planner Robles moved onto to the General Requirements section within the Off-Street Parking regulations and identified such contained regulations for all parking facilities in the Village; such as location of parking spaces, ADA parking requirements, design and maintenance, etc. The Section had been re-formatted to highlight the most pertinent standards and the ADA Accessible Parking regulations had been moved into its own specific subsection for easier reference. He continued that the General Requirements Section contained standards for surface material for spaces and that all parking spaces must be improved with asphalt, concrete, or similar material. Although parking surfaces needed to be durable to handle daily use, **Village Planner Robles** explained that impervious surfaces have significant environmental impacts on local stormwater management, water quality, and wildlife habitat. To this point, he explained there were not significant opportunities to incentivize green parking through existing Village Codes and permitting requirements. In an effort to moderate parking facilities in excess of code requirements, parking facilities with greater than 110% of the required minimum parking standard would be required to incorporate stormwater best management practice (BMP) techniques into those parking spaces/areas. In the ARB's review of the draft code revisions, the ARB recommended the minimum 110% threshold be incorporated into the regulations. **Village Planner Robles** clarified the proposed requirement for BMP's would not apply to the entire parking lot, rather that portion in excess of the code required parking spaces. In addition, the proposed code regulations do not identify specific green practices that must be used for the excess parking areas, as there are many various methods and materials to achieve the new code requirements and Staff did not want to limit property owners' ability based on factors such as cost. **Member Bichkoff** sought clarification if this meant the planting of more trees within a parking lot. **Village Planner Robles** noted that was one of many BMP methods that could be applied, and could also include porous surface materials, lighter colored pavement to prevent heat build-up in the surface, and even bio swales.

Village Planner Robles continued with the shared parking facilities requirement within the General Requirements Section and identified that the current regulation of Collective Provisions permitted the collective use of parking spaces as long as the total number of spaces for each separate use is provided. He explained such method was not truly a collective use of parking spaces, which ultimately required more parking than necessary.

The proposed revisions allowed the sharing of parking for separate uses on the same lot, provided the spaces were not used at the same time. He continued with the land banking of parking spaces allowed for a reduction in required parking spaces in the event that parking was excessive based on the use of a lot, and was approved by variance. Staff felt the variance process discouraged property owners to landbank spaces and led to greater parking than necessary. The proposed revision would formalize the authorization process through Staff review and approval, subject to compliance with five conditions which existed within the current code. **Member Van de Kerckhove** sought clarification if an adjacent property owner could purchase the land banked spaces from the neighboring property for the adjacent property's use. **Village Planner Robles** clarified that such scenario would not be permitted as the authorization of landbanked parking would be specific to the individual lot of record. **Member Bichkoff** questioned if the proposed revisions to the landbanking of spaces would apply to existing properties or future developed properties. **Village Planner Robles** clarified the regulations would apply to future developed property and all existing parking lots would remain.

Village Planner Robles proceeded with the Specific Requirements section that contained the specific parking ratios based on land use, which followed the common approach of minimum parking requirements, rather than maximums. The parking ratio table has been updated to include permitted uses previously absent, addition of new uses, and revisions to parking ratios to reduce minimum parking requirements where necessary. Following review of the proposed revisions to the parking table, **Chairman Pro Tem Leider** requested Staff review the proposed parking requirement for parks/playgrounds to ensure the existing parking spaces for the Village parks remains compliant.

Village Planner Robles concluded with the Off-Street Loading Section, which outlined specific loading facility requirements, including quantity, size, location, etc. The loading berth requirements were proposed to follow the parking requirements as such requirements are not as heavily used. He noted that only minor revisions were proposed; with the most significant addition was the inclusion of loading facility requirements for commercial uses, absent from the existing code.

Chairman Pro Tem Leider sought any comments from the audience. There being none, **Chairman Pro Tem Leider** closed the public hearing and reconvened the Zoning Board meeting.

There being no further comments, **Chairman Pro Tem Leider** sought a motion.

***Member Kalina** moved and **Member Van de Kerckhove** seconded a motion, to recommend approval to the Village Board, based on facts covered in a Public Hearing held on March 10, 2015, of text amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, subject to the Staff memorandum, and further subject to Staff to review the parking ratio for parks to determine compliance of current parking at Village parks and playgrounds.*

The roll call vote was as follows:

Ayes: Chairman Pro Tem Leider, Members Van de Kerckhove, Bichkoff, and Kalina.

Nays: None.

EXHIBIT B

TITLE 6, CHAPTER 11

OFF-STREET PARKING AND LOADING

TITLE 6: Zoning

CHAPTER 11: Off-Street Parking and Loading

Sections:

- 6-11-1: General Requirements
- 6-11-2: Off-Street Parking Facilities
- 6-11-3: Off-Street Loading Facilities

6-11-1: General Requirements

- A. General Applicability: Off-street parking and loading facilities for all existing and new structures and uses of land within the Village of Lincolnshire shall be in accordance with the provisions of this Chapter.
- B. Increase in Intensity: Whenever the intensity of use of any structure, or premises is increased through the addition of dwelling units, gross floor area, seating capacity, or other units of measurement specified herein for required parking or loading facilities, parking and loading facilities shall be required for such increases in intensity.
- C. Change in Use: Whenever a use existing on the effective date of this Chapter is changed to a new use, parking or loading facilities shall be provided as required herein for such new use.
- D. Responsibility: The duty to provide and maintain off-street parking spaces and/or loading facilities shall be the joint and several responsibility of the operator and/or owner of the use and/or owner of the land for which off-street parking spaces and/or loading facilities are required to be provided and maintained hereunder.
- E. Design Plan: Parking and loading facilities shall be illustrated on a site plan to be submitted with all applications for Building Permits or Certificates of Occupancy in accordance with the provisions of this Chapter.
- F. Snow Removal: Accommodations shall be made for the storage and/or removal of snow from all parking and loading facilities. Areas for snow storage shall be designated reasonably close to drains or catch basins. Snow storage within landscaped areas should be avoided to prevent damage to plant material.

6-11-2: Off-Street Parking Facilities:

- A. General Requirements
 - 1. Use: Required off-street parking facilities shall be solely for the parking of vehicles used for the transportation of occupants, patrons, employees or materials of the uses to which they are accessory. Each required parking space shall be kept available at all times for parking of such vehicles. No required parking space shall be rented, leased or used for any purpose other than that for which said space is required.
 - 2. Access: Off-street parking facilities shall be designed and located to provide appropriate means of vehicular access to adjacent streets or alley ways in a manner

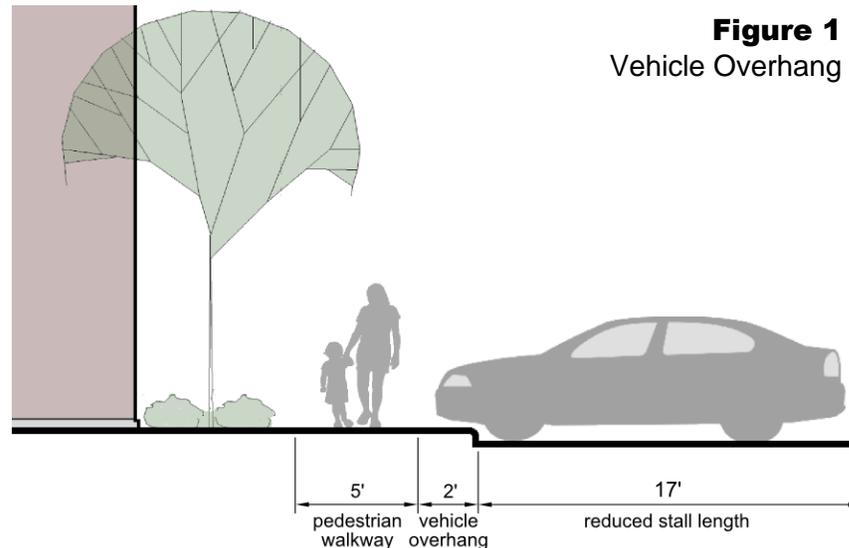
which will least interfere with traffic movements. Parking spaces shall open directly upon an aisle or driveway of such width and designed to provide safe and efficient means of vehicular access to such parking space at all times.

3. Computation: When the number of parking spaces required herein results in a fractional space, any fraction shall require one (1) additional parking space. Parking spaces required on a square footage basis shall be based on the gross square footage of the structure/leasable space. Parking spaces required on an employee basis shall be based on the maximum number of employees on duty or residing on the premises at any one time.
4. Shared Parking Facilities: Parking spaces required for separate structures and uses may be provided collectively on the same lot, provided use of such spaces shall not occur at the same time based on the operations of the uses they are serving. The minimum number of required parking spaces shall be established by the primary use or the highest parking generating use, whichever is more.
5. Land Banking: The Zoning Administrator may authorize a reduction in the total number of off-street parking spaces required herein, subject to the following:
 - a. No more than 50% of the required parking spaces shall be landbanked.
 - b. Prior to authorization of landbanked spaces, the lot owner or tenant must demonstrate that required parking spaces are excessive as applied to the use of the zoning lot, including but not limited to employee counts, lack of public customers, or similar scenarios.
 - c. Every request for landbanking of required parking spaces shall be accompanied by a detailed parking plan identifying the area(s) reserved for future parking and the landscape treatment of such open space.
 - d. The property owner shall file with the Zoning Administrator his/her unconditional agreement in form and substance satisfactory to the Village Attorney that the area(s) reserved for future parking shall be maintained as landscaped open space until and unless required to be used for off-street parking in compliance with this Chapter. Such agreement shall be recorded with the Lake County Recorder's Office.
 - e. The Zoning Administrator, in his/her sole discretion, shall have the authority to require the property owner or successor, at any time, to increase the number of parking spaces required by this Chapter.

B. Location:

1. All parking facilities shall be located in the same zoning lot as the structure or use to which they serve. Parking facilities of ten (10) or more parking spaces may be located on a separate lot provided said parking spaces are located within the development in which such parking spaces are serving.
2. Parking facilities solely for employees, may be located on a separate lot provided no such parking spaces shall be located in excess of six hundred feet (600') measured along a paved pedestrian circulation route to the nearest building entrance.

3. Residential zoning: Parking facilities containing three or more spaces shall not be located in a Front, Side, or Rear Setback, as defined in Chapter 2 of this Title, except when a garage structure is located within the Rear Setback. Surfaced driveways may be used as parking spaces in addition to the requirements herein.
 4. All Other Zoning Districts: Required parking spaces shall not be located in a Front or Side Setback, as defined in Chapter 2 of this Title, and shall be located a minimum of twenty five (25) feet from the property line of any adjoining residential zoning district, except as permitted in Section 6-8-11(B) of this Title.
- C. Size: Every parking space shall conform to the parking dimensions identified on the Off-street Parking Chart found at the end of this Chapter, exclusive of access drive aisles, ramps, etc., and have a minimum vertical clearance of seven (7) feet. For parking spaces adjacent to a curb, the parking space length shall be shortened by two (2) feet to provide sufficient vehicle overhang (see Figure 1). For parking spaces where vehicle overhang is adjacent to a pedestrian walkway, the walkway width shall be a minimum of seven (7) feet to provide unobstructed pedestrian access (see Figure 1).



D. Design and Maintenance:

1. Surfacing:

- a. Single-Family Residential: Off-street parking facilities accessory to single-family residential (attached or detached) shall be paved or otherwise surfaced with an all-weather dustless material. The portion of the driveway connecting from the curb line to the property line shall be paved with concrete, asphaltic materials or permanent materials, in accordance with Village Codes.
- b. All Other Uses: The minimum required off-street parking facilities, spaces and access drives shall be improved with a compacted macadam base, or equal, not less than six inches (6") thick, surfaced with asphaltic concrete or comparable all-weather, dustless material. Any portion of a parking facility containing parking spaces in excess of 10% of the minimum number required herein shall implement innovative stormwater management features (commonly identified as Best

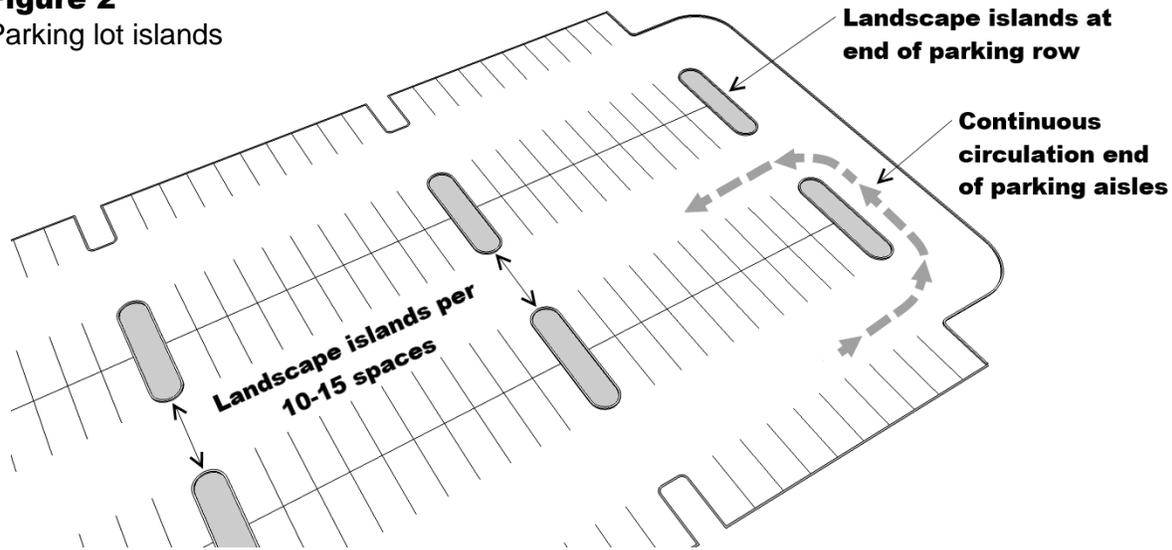
Management Practice techniques, BMP), including but not limited to alternate paving surface materials, use of light colored concrete, recycled asphalt permeable pavement materials, bioretention areas, swales, or similar techniques approved by the Village of Lincolnshire; unless it can be demonstrated no further increases in impervious surface coverage will be produced.

2. Drainage: All parking facilities shall be designed to prevent the drainage of stormwater onto adjoining property and to effectively manage stormwater and snowmelt on-site in accordance with Village Codes and the Lake County Watershed Development Ordinance (WDO), including the use of stormwater BMP techniques.
3. Screening and Landscaping: Parking facilities shall be landscaped in accordance with Section 13-2-4 of Title 13.
4. Illumination: Illumination of off-street parking facilities shall be in accordance with Section 6-3-15 of this Title. All lighting should create an identity for parking facilities and be appropriately designed for the location, context, and scale of the areas being illuminated.
5. Curbing: All parking facilities, drives, access roadways, and landscape islands must be bordered by a six (6) inch high concrete barrier curb. Such curbing shall not be required if essential to the design and implementation of stormwater BMP techniques, as approved by the Village and Lake County Stormwater Management Commission (SMC).

E. Parking Lot Standards:

1. Parking facilities containing twenty (20) spaces or more shall have one (1) landscape island for every ten (10) parking spaces (see Figure 2). Landscape islands shall be a minimum width of nine (9) feet and a minimum length of nineteen (19) feet. Landscaping shall be in accordance with Section 13-2-4 of Title 13.
2. Landscape islands shall be located at the end of every parking row and shall be landscaped in accordance with Section 13-2-4 of Title 13 (see Figure 2).
3. Parking facilities containing two (2) or more parking aisles shall provide continuous vehicular circulation at each end of the parking aisles and shall be landscaped in accordance with Section 13-2-4 of Title 13 (see Figure 2).
4. A minimum eight (8) foot landscaped area shall be required between all building façades and parking facilities, including parking spaces and circulation drives, and shall be landscaped in accordance with Section 13-2-4 of Title 13.
5. Parking facilities containing forty (40) parking spaces or more shall have one (1) landscape island for every fifteen (15) parking spaces (see Figure 2). Landscape islands shall be a minimum width of nine (9) feet and a minimum length of nineteen (19) feet. Landscaping shall be in accordance with Chapter 2, Landscaping, of Title 13.

Figure 2
Parking lot islands



F. Accessible (ADA) Parking Spaces: Off-street parking spaces required herein shall comply with the 2010 ADA Standards for Accessible Design and Illinois Accessibility Code, except for single-family dwellings, which shall be in accordance with the following requirements:

1. Required Accessible Spaces: ADA accessible parking spaces shall be included in the total number of required parking spaces as required in following table:

ACCESSIBLE PARKING SPACES	
Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1,000

2. Van Parking Spaces: For every six (6) or fraction of six (6) accessible parking spaces required by (B)(1) above, at least one (1) accessible space shall be a van parking space.

G. Specific Requirements: Off-street parking spaces shall be provided in accordance with the minimum requirements listed below. The format in identifying the minimum number of required spaces is as follows:

{Number of spaces} 10/1,000 {Per square footage, units, seats, etc.}

Unspecified Use: When the use of a structure or lot is known, but not identified in the following parking table, the minimum number of parking spaces required shall be determined based on a reasonably comparable and/or similar use identified.

Use	Minimum Number of Required Spaces
Residential	
Single-Family Detached Dwelling	2/dwelling
Single-Family Attached Dwelling, Townhome	2.5/dwelling
Single-Family Attached Dwelling, Duplex	2.5/dwelling
Continuing Care Retirement Campus (CCRC)	1/independent living unit + 1/employee + 4% of the total required parking for visitor parking
Multi-Family Dwelling/Condominium	1.5/efficiency studio and 1 bedroom units 2.5/2 or more bedroom units
Recreational	
Bowling Alley	4/lane + 12/1,000 sq. ft. of lounge or dining area
Golf Course	80/9 holes
Park and playground	None for first acre. 5/1 to 5 acres + 5 for each acre in excess of 5 acres + 1/5 persons of design capacity of any structure or facility
Forest preserve/nature preserve	By Village Board
Personal fitness/instruction studio	1/4 persons based on maximum occupancy +1/employee
Private or Public Recreation Facility and Community Buildings	1/3 persons based on maximum occupancy +1/employee + 1/100 sq. ft. of water surface area for any swimming pool facilities
Assembly Uses	
Art Galleries, Libraries and Museums	1/500 SF
Exhibition and Convention Facilities	1/100 SF
Meeting and Events Center	1/4 persons at max occupancy
Private clubs, Fraternal lodges	1/3 persons at maximum occupancy
Religious Institutions	1/4 seats
Theater	1/3 seats
Institutional	

College/University or Vocational, private educational institution, business or trade school	1/each employee + 1/3 students
Day Care center	1/500 SF
Elementary, Junior high School	1/each employee
High School	1 each employee + 1/4 students aged 16 years or older
Hospital	1/500 SF + 0.5/ employee
Municipal and Government Buildings	1/250 SF
Nursing/Rest Homes	1/1,000 SF
Urgent medical care center/clinic	1/200 SF + 1/employee, including doctors
Commercial	
Automotive repair facility, service facility	0.5/employee + 2/service bay
Banks and Financial Institutions	1/250 SF + 2 stacking spaces/ATM + 3 stacking spaces/drive-up service window
Catering Establishment	
Office, business or professional	
Printing, publishing, blueprinting and photocopying establishments	1/250 SF
Radio and television stations	
Day Spa	1/150 SF of gross leasable area
Dispensary Organization	1/175 SF of office space + 1/2,000 SF of warehouse/storage space
Hotels	1/unit + 0.5/employee + 1/50 SF of lounge or dining area
Convenience store	
Drinking establishment	
Food store, including candy/confectionery stores, dairy products and bakeries	
Funeral home	
General retail and service use	1/200 SF
Pharmacy/drug store	
Liquor sales, package goods	
Musical instrument sales and repair shop	
Motor vehicle sales	
Pet shop	

Shopping center	
Physician office	1/employee + 2/examination room
Restaurants (Fast Food w/ Drive-Through)	10/1,000 S.F. + 4 stacking spaces/drive-up service window + 2 stacking spaces for each additional ordering station
Restaurants (Fast Food)	13/1,000 SF
Restaurants (Table Service, Convenience Dining)	12/1,000 SF
Salon (hair, nails, makeup), barber shop	1/employee + 2/chair
Vehicle fueling station	1/fueling pump + 1/employee + 1/500 SF of convenience store area
Industrial	
Cargo and freight terminals	
Cartage and express facilities	
Laboratories or research and development facilities	
Light manufacturing, fabricating, processing, assembly, repairing, storing, servicing or testing of materials, goods or products	1/250 SF of Office Space + 1/1,000 SF of Manufacturing Space + 1/2,000 SF of Warehouse Space
Research Laboratories	
Warehouse and storage, distribution facilities	

Off-Street Parking Chart

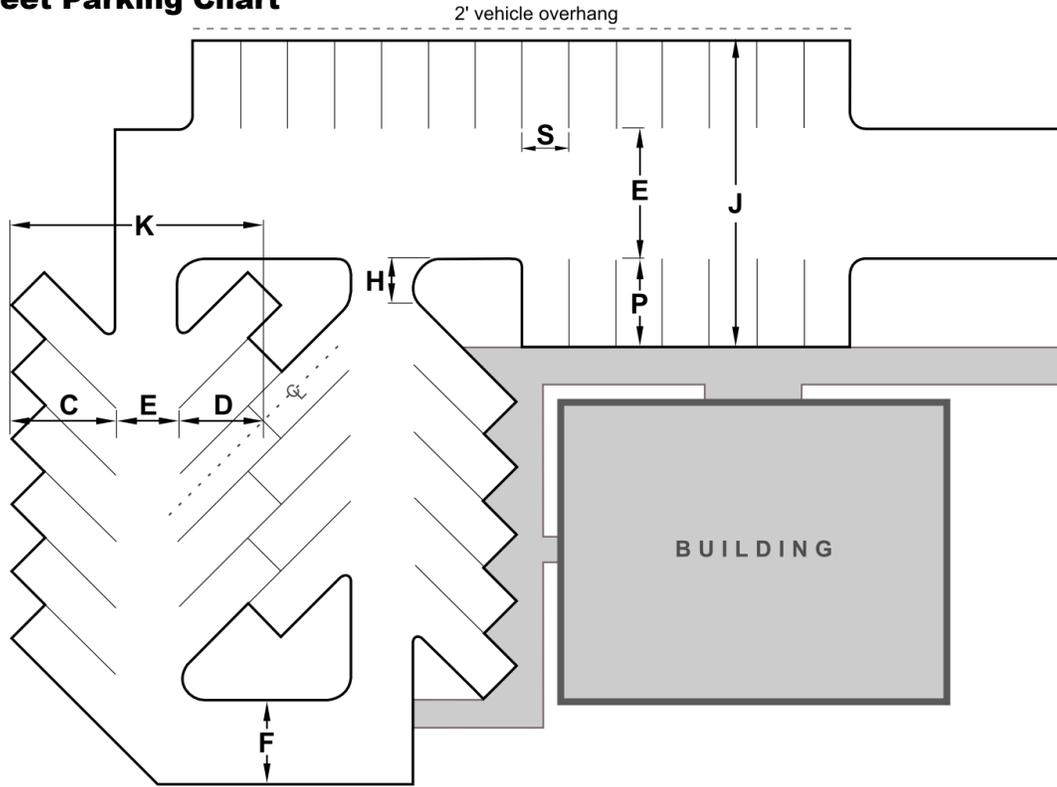


TABLE OF DIMENSIONS (IN FEET)

	S	P	C*	D	E	F	H	J	K*
0°	8.0	22.0	8.0	8.0	12.0			28.0	8.0
	8.0	24.0	8.0		11.0			27.0	8.0
	8.0	26.0	8.0	8.0	10.0			26.0	8.0
30°	8.5	19.0	16.9	13.2	10.0		6.0	43.8	40.1
	9.0	19.0	17.3	13.4	9.0		6.0	43.6	39.7
45°	8.5	19.0	19.4	16.4	10.8	15.5	9.5	49.6	46.6
	9.0	19.0	19.8	16.6	10.0	16.0	9.0	49.6	46.4
	9.5	19.0	20.1	16.7	9.5	16.5	8.5	49.7	46.3
	10.0	19.0	20.4	16.9	9.0	17.0	8.0	49.8	46.3
60°	8.5	19.0	20.8	18.7	18.0	15.0	12.5	59.6	57.5
	9.0	19.0	21.0	18.8	17.0	15.0	12.0	59.0	56.8
	9.5	19.0	21.3	18.9	15.5	15.0	11.5	58.1	55.7
	10.0	19.0	21.5	19.0	14.0	15.0	11.0	57.0	54.5
90°	8.5	19.0	19.0	19.0	27.0	20.0		65.0	65.0
	9.0	19.0	19.0	19.0	25.0	20.0		63.0	63.0
	9.5	19.0	19.0	19.0	24.0	20.0		63.0	62.0
	10.0	19.0	19.0	19.0	23.0	20.0		61.0	61.0

Notes:

$J = C + E + C$

$K = C + E + D$

*Except as shorten for 2 ft. vehicle overhang per Section 6-11-2(A)(3).

6-11-3: Off-Street Loading Facilities

A. General Requirements

1. Location: All required loading berths (docks) shall be located on the same zoning lot as the structure or use to be served. No loading berth shall be located within twenty five (25) feet of the nearest point of intersection of any two (2) public or private streets; nor shall it be located in a required front or side yard.
2. Design
 - a. Maneuvering: All loading berths shall be designed so that all maneuvering and standing of vehicles shall be performed on the zoning lot, except in parking lots with a capacity of less than fifty (50) cars in the O/Ic, O/Id and M Districts.
 - b. Screening: All loading berths shall be fully screened from view of any public or private street and any adjacent property zoned for residential use. Screening materials shall consist of landscaping, walls, berms or any other permanent material which will provide continuous screening throughout the entire year.
 - c. Access: All loading berths shall be accessed by appropriate means of vehicular access to a street, alley, or circulation drives which least interferes with traffic movements.
3. Surfacing: All open loading berths shall be improved with a compacted macadam base not less than seven inches (7") thick, or equal, surfaced with not less than two inches (2") of asphaltic concrete or comparable all-weather, dustless material. The use of alternate paving surface materials, including but not limited to the use of light colored concrete, recycled asphalt, and permeable pavements such as porous pavement and alternate pavers is encouraged.
4. Repair and Service: Storage of any kind shall be prohibited, unless such loading berth is located entirely within an enclosed structure. No vehicle repair work or service of any kind shall be permitted within any loading berth.
5. Space Allocated: Space allocated to a required loading berth shall not be used to satisfy off-street parking space requirements.

B. Specific Requirements: Off-street loading facilities shall be provided in accordance with the following minimum requirements:

Use	Gross Floor Area (Square Feet)	Number of Loading Facilities	Loading Berth Size
	Less than 10,000	1 loading/unloading area	N/A
Office, business or professional	10,001 – 100,000	1 loading berth	12' x 55'
	100,001 – 500,000	2 loading berths + 1 loading berth per each additional 500,000 SF or fraction in	12' x 55'

		excess of 500,000 SF	
Industrial and manufacturing	Less than 7,000	1 loading/unloading area	N/A
	7,000 – 40,000	1 loading berth	12' x 55'
	40,001 – 100,000	2 loading berths + 1 loading berth per each additional 100,000 SF or fraction thereof	12' x 55'
Warehouse	5,000 – 40,000	1 loading berth	12' x 55'
	40,000 – 100,000	2 loading berths +1 loading berth per each additional 100,000 SF or fraction thereof	12' x 65'
	Less than 5,000	1 loading/unloading area	N/A
Commercial	7,000 – 20,000	1 loading berth	12' x 30'
	20,001 – 35,000	2 loading berths	12' x 30'
	35,001 – 60,000	2 loading berths	12' x 55'
	60,001 – 100,000	3 loading berths	12' x 55'
	100,001 +	3 loading berths + 1 loading berth per each 200,000 SF or fraction thereof	12' x 55'

REQUEST FOR BOARD ACTION
Zoning Board
November 11, 2014

Subject:	Text Amendments to Off-Street Parking & Loading zoning regulations
Action Requested:	Consideration and Discussion regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village's off-street parking and loading regulations
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Referred To:	Zoning Board

Background:

- Staff proposes a comprehensive review of parking requirements to determine appropriate parking demands for today's uses and recommend appropriate revisions where necessary. This recommendation is in response to continually changing trends related to building use and occupancy.
- Anticipated code revisions will also address Goal #5 of the 2012 Economic Development Strategic Plan - "Update Village codes and policies to meet the needs of businesses", by establishing reasonable parking requirements to align with industry standards/expectations.

Summary:

- The Village's parking and loading regulations are housed in Chapter 11, *Off-Street Parking and Loading*, of the Zoning Code and apply to all properties within the Village.
- In preparing the proposed revisions, Staff has researched the Codes of comparable surrounding communities, analyzed current Planning standards, and researched "green" parking principles and concepts.
- Prior to the holding of a public hearing on draft code amendments, Staff is introducing the Off-Street Parking code regulations and highlighting the following proposed code revisions for Zoning Board consideration (see attached draft code revisions for additional details):

1. General Requirements (Sec. 6-11-1) – This Section provides overall application of parking/loading requirements for all buildings in the Village. Overall, this Section remains applicable and only minor updates to sentence structure and formatting are expected.

Provisions regarding snow removal for parking and loading facilities have also been included to ensure suitable storage areas are identified on site plans and discourage snow storage within landscapes areas to avoid damage to plant materials.

2. Off-Street Parking Facilities (Sec. 6-11-3) – This Section outlines specific parking layouts, space requirements and parking ratios based on land uses.

The off-street parking regulations are proposed to be relocated to Section to 6-11-2, as parking requirements are more commonly used compared to loading berths.

3. General Requirements, Off-Street Parking (Sec. 6-11-2(A), *proposed*) – This Section contains a series of regulations which apply to all parking spaces; such as location, ADA parking requirements, design and maintenance, etc. In its current state, there are nine

subsections within General Requirements. As a result, these regulations tend to become lost within the scope of this Section. Staff proposes re-formatting to highlight the most pertinent standards.

In addition to the overall clean-up of the subsections to improve sentence structure and formatting, Staff proposes moving the ADA Accessible Parking regulations into its own specific subsection given the importance of accessible parking accommodations.

4. Shared Parking Facilities (Sec. 6-11-2(8), *proposed*) – Currently titled “Collective Provisions for Building and Uses”, this regulation allows the collective use of parking spaces provided the sum of spaces for each separate use is provided. This method is not truly “collective use” of parking spaces, and requires more parking and paved surfaces than necessary.

This subsection has been revised to allow for the sharing of parking spaces for separate uses on the same lot, provided the use of spaces does not occur at the same time and the minimum number of parking spaces is based on the highest parking generating use.

5. Land Banking (Sec. 6-11-2(9), *proposed*) – Land banking permits a reduction in the number of parking spaces required on a site, as such requirement may be excessive based on the use of a lot. Reductions allow greater green space in place of paved surfaces that will not be regularly used. Traditionally, land banking has occurred within the Village’s industrial/warehouse sector given the large building footprints, with low employee levels. The variance process is the current method for obtaining Village authorization for parking reductions, which can discourage property owners to landbank spaces and result in higher levels of paved surfaces than necessary.

The addition of the proposed landbanking subsection formalizes the authorization process through Administrative (Staff) review and approval, subject to 5 conditions which must be satisfied (see attached draft code revisions).

6. Surfacing (Sec. 6-11-2(4)(a), *proposed*) – Currently, all parking spaces must be improved with asphalt, concrete, or similar all weather, dustless material. While the durability of parking space surfaces needs to be sufficient to handle the daily use of vehicles, the use of impervious surfaces has significant environmental impacts on local stormwater management and water and wildlife habitat quality. Municipal requirements for “green parking facilities” continue to increase nationally and internationally in efforts to reduce the environmental impacts caused by parking facilities

While Staff supports fully “greening” parking requirements, unless there are incentives to stakeholders in installing green parking facilities, there is little likelihood of their construction. There are minimal opportunities to incentivize green parking through Village Codes and permitting requirements (example; reduced parking ratios, permit fees, expedited review process, etc.). Ensuring minimum required parking spaces are provided on a lot continues to be a primary factor to the Village, often leading to excess parking above code (along with increased impervious surface coverage and infrequent use of spaces). This Code revision process presents the opportunity to require parking areas, spaces, and access drives in excess of the minimum required to be constructed of alternate paving materials and incorporate stormwater best management practice (BMP) techniques, as proposed in the attached draft text amendments.

7. Specific Requirements (Sec. 6-11-2(C), *proposed*) – This section outlines parking space ratios based on land use. Lincolnshire’s parking requirements follow the common approach of establishing minimum parking space requirements, rather than maximums. The “minimum” approach is often criticized by environmental advocates for requiring more parking than necessary on a daily basis – often requiring parking for the one major event of the year. However, the “minimum” approach also allows flexibility in the ever-changing climate of businesses operations, consumer shopping trends, etc.

The parking requirements table has been update to include permitted uses previously absent from the table, inclusion of new uses, and revisions to parking ratios to reduce minimum parking requirements where necessary.

An outcome of the 2008 economic crisis and increase in “telecommuting” is professional offices have adjusted their operations to increase their physical building occupancy to accommodate more employees within the same amount of office space, subsequently resulting in an increased quantity of employee parking spaces. This industry trend results in higher parking ratios from the current code requirements. Although a natural reaction is to increase the code required parking ratios to reflect a current industry trend, doing so would result in increases to the minimum number of required parking spaces, which may not be necessary. The Village’s goal is to require each lot to have the minimum number of parking spaces appropriate for the land use. Any need for an increase is permitted without penalty or special Village approval. However, as proposed in Item #6, parking spaces above the code minimum would require the use of stormwater BMP (green) techniques to counteract the increased environmental impacts. As presented, a stakeholder who desires to construct traditional parking facilities will have the ability to seek a variance from the “green” requirements.

8. Off-Street Loading Facilities (Sec. 6-11-2) – This Section contains specific loading facility (loading dock) requirements; including quantity, size, location, and construction based on land use. The loading regulations are proposed to be relocated to Section to 6-11-3, as they are not commonly used compared to parking requirements.
9. General Requirements, Off-Street Loading (Sec. 6-11-3(A), *proposed*) – This Section contains a series of regulations which apply to all loading facilities; such as location, design, surface materials, screening, etc.

Overall clean-up of the subsections to improve sentence structure and formatting has occurred.

10. Specific Requirements, Off-Street Loading (Sec. 6-11-3(B), *proposed*) – This section outlines the number of loading berths and size based on land use. Currently, loading berth requirements do not address commercial retail/service uses, which often require loading facilities. Additionally, the requirements are in narrative format, where a simplified table format would provide improved function of this section.

In addition to overall clean-up of this section, the uses requiring loading berths have been expanded and formatted into a user-friendly table, rather than narrative format.

Recommendation:

Input and direction from the Zoning Board of proposed text amendments to Chapter 2 and Chapter 11 of Title 6, Zoning Code prior to the holding of a Public Hearing in January. The Zoning Board may also consider whether or not these Code revisions should be referred to the Architectural Review Board for their review, as off-street parking facilities are often part of their consideration of site plans.

Reports and Documents Attached:

- Draft Chapter 11, Off-Street Parking and Loading, prepared by Staff.

Meeting History	
Referral at Village Board (COW):	October 14, 2014
Current Zoning Board meeting:	November 11, 2014

~~Office/Industrial Districts, of the Lincolnshire Zoning Code to revise and update the permissibility of Assembly Uses within the Village's zoning districts.~~

~~The motion passed unanimously by voice vote.~~

- 3.3 Consideration and Discussion regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village's off-street parking and loading regulations (Village of Lincolnshire)

Village Planner Robles proposed a comprehensive review of the Village's parking requirements to determine appropriate parking demands for today's uses and implement appropriate code revisions. The Village's parking and loading regulations are housed in Chapter 11 of the Zoning Code and apply to all properties within the Village. Prior to any public hearing on draft code amendments, Staff wanted to first introduce the Off-Street Parking regulations and highlight areas of proposed revisions for Zoning Board consideration.

Village Planner Robles proceeded with the General Requirements Section and noted it provides overall application of parking/loading requirements for all buildings in the Village. Only minor updates to sentence structure and formatting were expected. Provisions for snow removal had been added to ensure suitable storage areas are identified on site plans and discourage snow storage within landscaped areas. The Off-Street Parking Facilities Section outlines specific parking layouts, space requirements and parking ratios based on land use. He explained that section was proposed to be relocated further back in the Code to Section 6-11-2, since parking requirements are more commonly used compared to loading berths.

Village Planner Robles continued and explained that the Off-Street Parking Section includes general requirements specific to parking spaces and contains regulations for all parking spaces; such as location, ADA parking requirements, design and maintenance, etc. There are currently nine subsections, which become lost within the overall scope of this Section. Staff proposed re-formatting to highlight the more pertinent standards. An example would be moving the ADA Parking regulations into its own specific subsection based on the importance of accessible parking accommodations. Shared Parking Facilities is a subsection of the general requirements and was titled "Collective Provisions for Building and Uses", which allows the collective use of parking spaces provided the sum of parking spaces for each separate use is provided. He explained, this method was not truly "collective use" of parking spaces, and required more parking and paved surfaces than necessary. Said subsection was proposed to be revised to allow the sharing of parking spaces for separate uses on the same lot, provided the use of spaces does not occur at the same time and the minimum number of parking spaces is based on the highest parking use.

Moving on to land banking of parking spaces, **Village Planner Robles** explained such allows for a reduction in the number of parking spaces required on a site, when the requirements may be excessive based on the use of a lot, but was not a code regulation. Traditionally, land banking has occurred within the Village's industrial/warehouse sector given the large building footprints, with low employee levels. The variance process is the current method for obtaining approval for parking reductions, which can discourage landbanking and result in higher levels of paved surfaces than necessary. Formalizing the landbanking requirements to include Administrative Staff review and authorization

process allows a more streamlined process for approval. **Village Planner Robles** noted any landbanking request must satisfy five requirements in order to be approved.

Village Planner Robles continued with surfacing requirements of all parking spaces, which must be improved with asphalt, concrete, or similar material. He explained that while the durability of parking surfaces needed to be sufficient to handle the daily use of vehicles, the use of impervious surfaces has significant environmental impacts on local stormwater management and water and wildlife habitat quality. Staff supports fully “greening” the Village’s parking requirements, but unless there are incentives to installing green parking facilities, there is little likelihood of their construction. Unfortunately, Staff felt there are minimal opportunities to incentivize green parking through Village Codes and permitting requirements since ensuring minimum required parking spaces are provided continues to be a primary factor to the Village. However, he noted the opportunity to require parking areas in excess of the minimum required to be constructed of alternate paving materials and incorporate stormwater best management practice (BMP) techniques, which are proposed in the draft text amendments.

Village Planner Robles proceeded with specific requirements for parking and explained Lincolnshire’s parking requirements followed the common approach of establishing minimum parking space requirements, rather than maximums. The parking requirements table in the draft code had been updated to include uses previously absent from the table, the addition of new uses, and revisions to parking ratios to reduce minimum parking requirements where possible.

Transitioning to Off-Street Loading Facilities, **Village Planner Robles** noted this section contained specific loading facility, a.k.a. loading docks, requirements based on land use. The loading regulations were proposed to be relocated to Section to 6-11-3, as they are not commonly used compared to parking requirements. Similar to the parking section, there are specific requirements for off-street loading as well, which outlines the number of loading berths and size based on use. He explained that loading berth requirements did not address commercial retail/service uses, which often require loading facilities. Additionally, the requirements were in narrative format, where a simplified table format provided improved function of said section.

Village Planner Robles concluded that Staff was seeking any input and direction from the Zoning Board of the proposed text amendments prior to the holding of a Public Hearing. He further noted the Zoning Board should consider whether these revisions should also be reviewed by the Architectural Review Board, since parking facilities were often part of their review of site plans.

There was a consensus amongst the Zoning Board regarding Staff’s proposed text revisions and to forward to the ARB for their input.

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

There being no further business, **Chairman Manion** sought a motion for adjournment. **Member Leider** moved, and **Member Van de Kerckhove** seconded the motion to adjourn. The meeting adjourned at 8:53 p.m.

Minutes Submitted by Stephen Robles, Village Planner.

REQUEST FOR BOARD ACTION
Zoning Board
March 10, 2015

Subject:	Text Amendments to Off-Street Parking & Loading zoning regulations
Action Requested:	Public Hearing regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village’s off-street parking and loading regulations
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Referred To:	Zoning Board

Background:

- At the November 11, 2014 Zoning Board meeting, Staff introduced a comprehensive review of parking requirements to determine appropriate parking demands for today’s uses and recommend appropriate revisions where necessary.
- At the conclusion of the November 11th meeting, the Zoning Board recommended proposed Code revisions be reviewed by the Architectural Review Board as off-street parking facilities are often part of their consideration of site plans.
- The proposed code revisions were reviewed at the January 20, 2015 ARB meeting, and were supported by the ARB, with one recommended revision that has been incorporated in the attached Draft Code (see Item #6 below for further detail).

Following, is a summary of topic areas discussed at the November workshop and subsequently incorporated into the attached Draft Code Language (*for specific detail, please see attached Draft Code Sections*):

Summary:

1. General Requirements (Sec. 6-11-1) – This Section provides overall application of parking/loading requirements for all buildings in the Village. Overall, this Section remains applicable and only minor updates, including provisions regarding snow removal for parking facilities, have occurred.

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

2. Off-Street Parking Facilities (Sec. 6-11-3, existing) – This Section outlines specific parking layouts, space requirements and parking ratios based on land uses. Staff proposed this Section be relocated to Section to 6-11-2, as parking requirements are more commonly used than those for loading berths, which is moved back in the Code.

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

3. General Requirements, Off-Street Parking (Sec. 6-11-2(A), proposed) – This Section contains a series of regulations which apply to all parking spaces; such as location, ADA parking requirements, design and maintenance, etc. Staff recommended re-formatting to highlight the most pertinent standards and moving the ADA Accessible Parking regulations into its own specific subsection given the importance of accessible parking

accommodations.

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

4. Surfacing, General Requirements (Sec. 6-11-2(4)(a), proposed) – Currently, all parking spaces must be improved with asphalt, concrete, or similar all weather, dustless material. While the durability of parking space surfaces needs to be sufficient to handle the daily use of vehicles, the use of impervious surfaces has significant environmental impacts on local stormwater management and water and wildlife habitat quality. There are minimal opportunities to incentivize green parking through Village Codes and permitting requirements. In an effort to moderate parking facilities in excess of code requirements, parking facilities which provide greater than 110% of the required minimum parking standard would be required to incorporate stormwater best management practice (BMP) techniques into those parking spaces/areas.

The ARB recommended Staff establish a minimum threshold (10%) of parking spaces in excess of Code before requiring BMP techniques. Staff has incorporated the ARB's recommendation into the attached draft code revisions.

5. Shared Parking Facilities, General Requirements (Sec. 6-11-2(8), proposed) – The existing regulation titled “Collective Provisions for Building and Uses” permits the collective use of parking spaces provided the sum of spaces for each separate use is provided. This method is not truly “collective use” of parking spaces, and requires more parking than necessary. The proposed revisions intend to permit the sharing of parking spaces for separate uses on the same lot, provided the use of spaces does not occur at the same time and the minimum number of parking spaces is based on the highest parking generating use.

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

6. Land Banking, General Requirements (Sec. 6-11-2(A)(9), proposed) – Land banking permits a reduction in the number of parking spaces required on a site, as required parking may be excessive based on the use of a lot. The variance process is the current method for obtaining Village authorization for parking reductions, which can discourage property owners to landbank spaces and result in higher levels of paved surfaces than necessary. Staff proposed to formalize the authorization process through Administrative (Staff) review and approval, subject to 5 conditions which must be satisfied (see attached draft code revisions).

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

7. Specific Requirements (Sec. 6-11-2(C), proposed) – This section outlines parking space ratios based on land use, which follow the common approach of establishing minimum parking space requirements, rather than maximums. The “minimum” approach also allows flexibility in the ever-changing climate of businesses operations, consumer shopping trends, etc. The corresponding parking requirements table has been updated to include permitted uses previously absent from the table, inclusion of new uses, and revisions to parking ratios to reduce minimum parking requirements where necessary.

Staff seeks the Zoning Board's input on the sufficiency of the proposed parking

requirements/ratios based on land use.

8. Off-Street Loading Facilities (Sec. 6-11-2, existing) – This Section contains specific loading facility (loading dock) requirements; including quantity, size, location, and construction based on land use. The loading regulations are proposed to be relocated to Section to 6-11-3, as noted in Summary Point #2, above.

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

9. Specific Requirements, Off-Street Loading (Sec. 6-11-3(B), proposed) – This section outlines the number of loading berths and size based on land use. Staff added loading berth requirements for commercial retail/service uses currently absent and reformatted into a simplified table format.

The Zoning Board was in agreement with the proposed revisions presented at the November meeting.

Recommendation:

Staff recommends approval of text amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code to update the Village’s off-street parking and loading regulations.

Motion:

Having made findings based on facts covered in a Public Hearing held on March 10, 2015, the Zoning Board recommends approval to the Village Board of text amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, subject to the Staff memorandum, and further subject to. . . .

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

Reports and Documents Attached:

- Draft Chapter 11, Off-Street Parking and Loading, prepared by Staff.

Meeting History	
Referral at Village Board (COW):	October 14, 2014
Zoning Board meeting:	November 11, 2014
Current Zoning Board meeting:	March 10, 2015

REQUEST FOR BOARD ACTION
Architectural Review Board
January 20, 2015

Subject:	Text Amendments to Off-Street Parking & Loading zoning regulations
Action Requested:	Consideration and Discussion regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village's off-street parking and loading regulations
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Referred To:	Zoning Board and Architectural Review Board

Background:

- Staff is conducting a comprehensive review of parking requirements to determine appropriate parking demands for today's uses and recommend appropriate revisions where necessary.
- Generally, revisions to the Zoning Code are solely reviewed by the Zoning Board prior to final Village Board action. However, as off-street parking facilities are often part of ARB site plan review, the Zoning Board requested these proposed text amendments be reviewed by the ARB for comments. The ARB's comments will return to the Zoning Board for analysis in a Public Hearing prior to determining a recommendation to the Village Board.

Summary:

- The Village's parking and loading regulations are housed in Chapter 11, *Off-Street Parking and Loading*, of the Zoning Code and apply to all properties within the Village.
- In preparing the proposed revisions, Staff has researched the Codes of comparable surrounding communities, analyzed current Planning standards, and researched "green" parking principles and concepts.
- While the proposed revisions to the Off-Street Parking code are considerable, the following summary relates to areas that pertain directly to the ARB's purview of design and materials (see attached draft code revisions for additional details):

1. General Requirements (Sec. 6-11-1) – This Section provides overall application of parking and loading requirements for all buildings in the Village. Overall, this Section remains applicable and only minor updates are proposed.

Provisions regarding snow removal for parking and loading facilities have been included to ensure suitable storage areas are identified on site plans and discourage snow storage within landscaped areas to avoid damage to plant material (Sec. 6-11-1(F)).

2. Off-Street Parking Facilities (Sec. 6-11-3, existing) – This Section outlines specifications for parking layouts, space requirements, and parking ratios based on land uses.

The off-street parking regulations are proposed to be relocated to Section to 6-11-2, as parking requirements are more commonly used compared to loading berth standards.

3. General Requirements, Off-Street Parking (Sec. 6-11-2(A), proposed) – This Section contains regulations which apply to all parking spaces; such as location, ADA parking requirements, design and maintenance, etc. In its current state, the subsections tend to become lost within the scope of this Section. Staff proposes re-formatting to highlight the most pertinent standards, as described in Items #4, 5, 6, and 7 below.
4. Location, General Requirements (Sec. 6-11-2(A)(2), proposed) – Staff has retained the existing requirement that all parking must be located on the same zoning lot of the structure for which the spaces are serving. Parking continues to remain prohibited in the front and side yards of all properties in the Village.

Customer parking facilities of 10 or more spaces have been revised to permit their location on a separate lot, but must remain located within the same development in which the parking spaces are being served. This is common within the Village's planned commercial shopping centers, where the revised code language will now align with current practices. Additional revisions would permit employee only parking facilities to be located entirely on a separate lot, provided all spaces are within 600' from the nearest building entrance (current code permits employee parking on a separate lot only under the same ownership of the building requiring such parking).

5. Design & Maintenance – Surfacing, General Requirements (Sec. 6-11-2(A)(4)(a), proposed) – Currently, all parking spaces must be improved with asphalt, concrete, or similar all weather, dustless material. While the durability of parking space surfaces needs to be sufficient to handle the daily use of vehicles, the use of impervious surfaces has significant environmental impacts on local stormwater management and water and wildlife habitat quality. Municipal requirements for “green parking facilities” continue to increase nationally and internationally in efforts to reduce the environmental impacts caused by parking facilities.

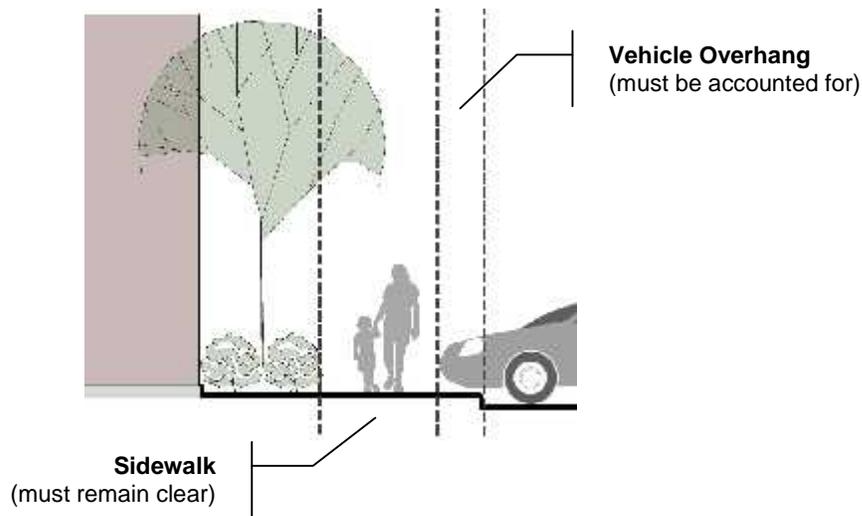
While Staff supports fully “greening” parking requirements, there must be incentives to stakeholders in installing green parking facilities or there is little likelihood of their construction. There are minimal opportunities to incentivize green parking through Village Codes and permitting requirements (example; reduced parking ratios, permit fees, expedited review process, etc.). Ensuring minimum required parking spaces are provided on a lot continues to be a primary factor to the Village. In an effort to moderate parking facilities in excess of code requirements, parking facilities in excess of the minimum required spaces would be required to be constructed of alternate paving materials and incorporate stormwater best management practice (BMP) techniques.

6. Design & Maintenance – Screening and Landscaping, General Requirements (Sec. 6-11-2(A)(4)(c), proposed) – Parking facilities containing 3 or more spaces currently require specific screening and landscaping.

Staff proposes to relocate parking lot landscaping requirements to the Village's Landscaping Code for consistency, which is also undergoing revisions. Parking lot screening has been significantly revised by establishing two categories: 1) residential zoning districts, and 2) non-residential zoning districts, with regulations appropriate for each type of parking lot. Landscaping provisions for parking lot islands has also been added to ensure adequate landscaping is provided (see attached draft code regulations from the Landscaping Title).

7. Design & Maintenance – Curbing, General Requirements (Sec. 6-11-2(A)(4)(e), proposed) – Staff has retained the existing regulations requiring curbing for all parking lots, drives, access roadways, and parking lot islands.

With the inclusion of stormwater BMP techniques (see Item #5 of this memorandum), an exemption from the curbing requirements has been added if the absence of curbing is essential to the design and implementation of such BMP's. Additional regulations have been included to require adequate vehicle overhang if adjacent to a curbed island or sidewalk, as illustrated below:



8. Off-Street Loading Facilities (Sec. 6-11-2, existing) – This Section contains specific loading facility (loading dock) requirements; including quantity, size, location, and construction based on land use. The loading regulations are proposed to be relocated to Section to 6-11-3, as they are not commonly u[
9. sed compared to parking requirements.

Overall clean-up of the subsections to improve sentence structure and formatting has occurred.

Recommendation:

Input from the Architectural Review Board of proposed text amendments to Chapter 2 and Chapter 11 of Title 6, Zoning Code.

Reports and Documents Attached:

- Draft Chapter 11, Off-Street Parking and Loading, prepared by Staff.
- Draft Section 13-2-4(C) of the Landscaping Chapter, related to landscape requirements for parking facilities, prepared by Staff.

Meeting History	
Referral at Village Board (COW):	October 14, 2014
Zoning Board meeting:	November 11, 2014
Current Architectural Review Board (ARB):	January 20, 2014



~~Village Planner Robles requested the ARB table Item 3.4 and proceed to Item 3.5, as the Zoning Board was awaiting the ARB's input of the code revisions related to Item 3.5 before conducting a public hearing.~~

- 3.5 Consideration and Discussion regarding Text Amendments to Chapter 2, Definitions, and Chapter 11, Off-Street Parking and Loading, of Title 6 – Zoning of the Lincolnshire Village Code, regarding updates to the Village's off-street parking and loading regulations (Village of Lincolnshire)

Village Planner Robles presented that Staff has conducted a comprehensive review of parking requirements to determine appropriate parking demands for today's uses to recommend appropriate revisions where necessary. While revisions to the Zoning Code are typically reviewed by the Zoning Board, **Village Planner Robles** explained that as off-street parking facilities were often part of ARB site plan review, the Zoning Board requested the proposed text amendments be reviewed by the ARB. He continued to note that while the proposed revisions to the Off-Street Parking code were considerable, highlights of those areas that pertained directly to the ARB's purview of design and materials would be presented.

Village Planner Robles identified that the general requirements section of the Code provided overall application of parking and loading requirements for all buildings in the Village. Only minor updates are proposed, with the biggest addition being the inclusion of provisions for snow removal to ensure storage areas are identified on site plans and to discourage snow storage within landscaped areas. He continued, that within the general requirements section is a surfacing subsection that currently required all parking spaces to be improved with asphalt, concrete, or similar all weather, dustless material. However, the use of impervious surfaces has significant environmental impacts on local stormwater management and water and wildlife habitat quality. **Village Planner Robles** explained that there were minimal opportunities to incentivize green parking through Village Codes and permitting requirements. Therefore, in an effort to moderate parking facilities in excess of code requirements, Staff proposed that parking facilities that exceeded the minimum code required spaces would be required to be constructed of alternate paving materials and incorporate stormwater best management practice (BMP) techniques.

Continuing with the general requirements for parking facilities, **Village Planner Robles** explained the proposed revisions to the screening and landscaping subsection. He elaborated that all parking facilities with three or more spaces currently required specific screening and landscaping. Staff proposed to relocate parking lot landscaping requirements to the Village's Landscaping Code for consistency, which was also undergoing revisions. Parking lot screening had been significantly revised by establishing two categories; 1) residential zoning districts, and 2) non-residential zoning districts, with regulations appropriate for each type of parking lot. Landscaping for parking lot islands had also been added into the draft code language to ensure adequate landscaping is provided.

Village Planner Robles continued with the design and maintenance subsection within the general requirements and noted that Staff had retained the existing regulations



requiring curbing for all parking lots, drives, access roadways, and parking lot islands. However, with the inclusion of stormwater BMP techniques, an exemption from the curbing requirements had been added if the absence of curbing is essential to the design and implementation of such BMP's. Additional regulations were also included to require adequate vehicle overhang if adjacent to a curbed island or sidewalk to ensure vehicles did not obstruct pedestrian access along the adjacent sidewalks. **Village Planner Robles** concluded that a substantial number of other code revisions were proposed; however, such were related to required parking ratios to be considered by the Zoning Board.

Member Gulatee pronounced that he believed there was a way to incentivize green parking lots in that a developer could reduce the size of stormwater detention ponds by installing green parking facilities. A reduction in detention ponds would amount to more land for development for the developer. **Village Planner Robles** agreed with **Member Gulatee's** statement; however, he noted that it has been Staff's experience that developer's prefer to construct larger stormwater detention ponds in order to provide traditional surface parking facilities. Further, he explained based on Staff's research, green parking lots require a change in the culture of constructing a parking lot all the way to maintaining the lot. An example by **Village Planner Robles** was given that if permeable pavers or grass-crete materials were used, the snow removal contractor would need to know that the plow blade must be raised a few inches above the surface to prevent damage to the surface materials. If such was not done, damage would occur and result in added maintenance expense that property owner's and/or developers are not willing to incur over a traditional impervious lot.

Chairman Grover suggested placing a minimum threshold, such as 10%, on parking spaces that exceeded the minimum required by Code based on the proposed requirement to construct excess parking utilizing BMP's. He elaborated that if a property owner exceeded the minimum parking totals by two spaces, it would be impractical to expect the two additional spaces to be "green". **Village Planner Robles** concurred and noted additional language would be incorporated in the draft code based on the suggestion.

Member Gulatee sought further information regarding parking ratios given the recent parking deck proposal at the Tri-State International Office Center, which was a result of increased staff occupancies within an existing office building. **Village Planner Robles** elaborated that there are two typical methods for parking requirements, minimum ratios and maximum ratios, with the Village following the minimum parking ratio approach. In regards to parking for office uses, after research, Staff recommended retaining the minimum ratio approach and the existing parking requirements for office uses. He explained that while some office uses may need additional parking based on increased occupancies, there was nothing within the proposed Code preventing an office from providing excess parking. **Village Planner Robles** noted Staff was cautious to make an impulsive increase in parking requirements based on one request, which would result in larger parking lots and impervious surfaces within the Village.

There being no further comments, **Chairman Grover** closed the ARB's discussion on this Item.

**REQUEST FOR BOARD ACTION
April 13, 2015 Committee of the Whole**

Subject: Consideration and Discussion of Acceptance of a Proposal for Police Department Dispatch Area Remodel Submitted by Redmond Construction Company, Glenview, Illinois in the Amount of \$46,955.00 (Village of Lincolnshire)

Action Requested: Consideration, Discussion, and Direct Placement on the April 27, 2015 Village Board Meeting Consent Agenda for Approval

Originated By/Contact: Peter Kinsey, Police Chief

Referred To: Village Board

Summary / Background:

This project was carried over from FY2014. With the outsourcing of dispatch services to the Village of Vernon Hills in 2013, the Lincolnshire Telecommunications Center was decommissioned. The proposed project renovates the space previously occupied by the Telecommunications Center to better suit Police Department needs. The proposed renovation is to create a larger interrogation/interview room and a file storage area for the Investigations Division. Additionally, the interrogation/interview room is to be equipped with audio microphones and video cameras to record interrogations of suspects in crimes as mandated by state statute. As a result of the proposed modifications, a new passageway to the telephone equipment/computer server room will need to be constructed. In addition to the base dispatch area remodel project, an add/alternate was included in the bid to reconstruct the police reception window to improve security. The proposed project contemplates making the existing opening smaller and using tempered glass to replace the current pull down gate. There will be a pass through window for reception to exchange documents with customers.

The bid notification for the remodeling of the Police Department dispatch area was published in the Pioneer Press on March 5, 2015. A mandatory pre-bid meeting was held on March 12th, and 10 contractors were in attendance. On April 2, 2015, staff received 5 sealed proposals for this work, and publicly opened the bids. Redmond Construction Company submitted a low bid price of \$37,200.00 and \$9,755.00 for the add/alternate totaling \$46,955.00 to complete this work.

Budget Impact:

The 2015 Capital Budget includes \$50,000.00 in the General Capital Fund – Police Expenses for this project. \$6,386.25 of this total has been spent on architectural services, fire and alarm panel relocation, and materials leaving \$43,613.75 to complete the remodeling project. Accepting the base proposal will complete this project at \$6,413.75 under budget. Including the add/alternate for the reception window renovation will result in an overage of \$3,341.25. Staff anticipates sufficient unexpended funds in other Police capital accounts to cover the overage.

Recommendation:

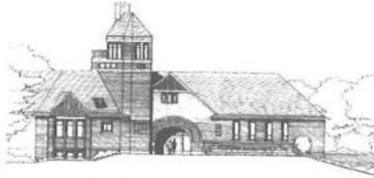
The current reception area configuration provides no barrier to keep the public from accessing the Police Department, and provides no protection to the Police Records staff. It is important to secure this area to maintain the security of all areas of the Police Department.

Redmond Construction is a reputable company with solid references. Staff recommends the Village Board accept the proposal for the Police Department dispatch area remodeling project including the reception counter add/alternate totaling \$46,955.00.

Reports and Documents Attached:

- Bid Report
- Construction Plans

Meeting History	
Committee of the Whole	April 13, 2015
Village Board	April 27, 2015



One Olde Half Day Road
Lincolnshire, IL 60069-3035
847•883•8600
847•883•8608 (FAX)



**Village of Lincolnshire
Bid Report**

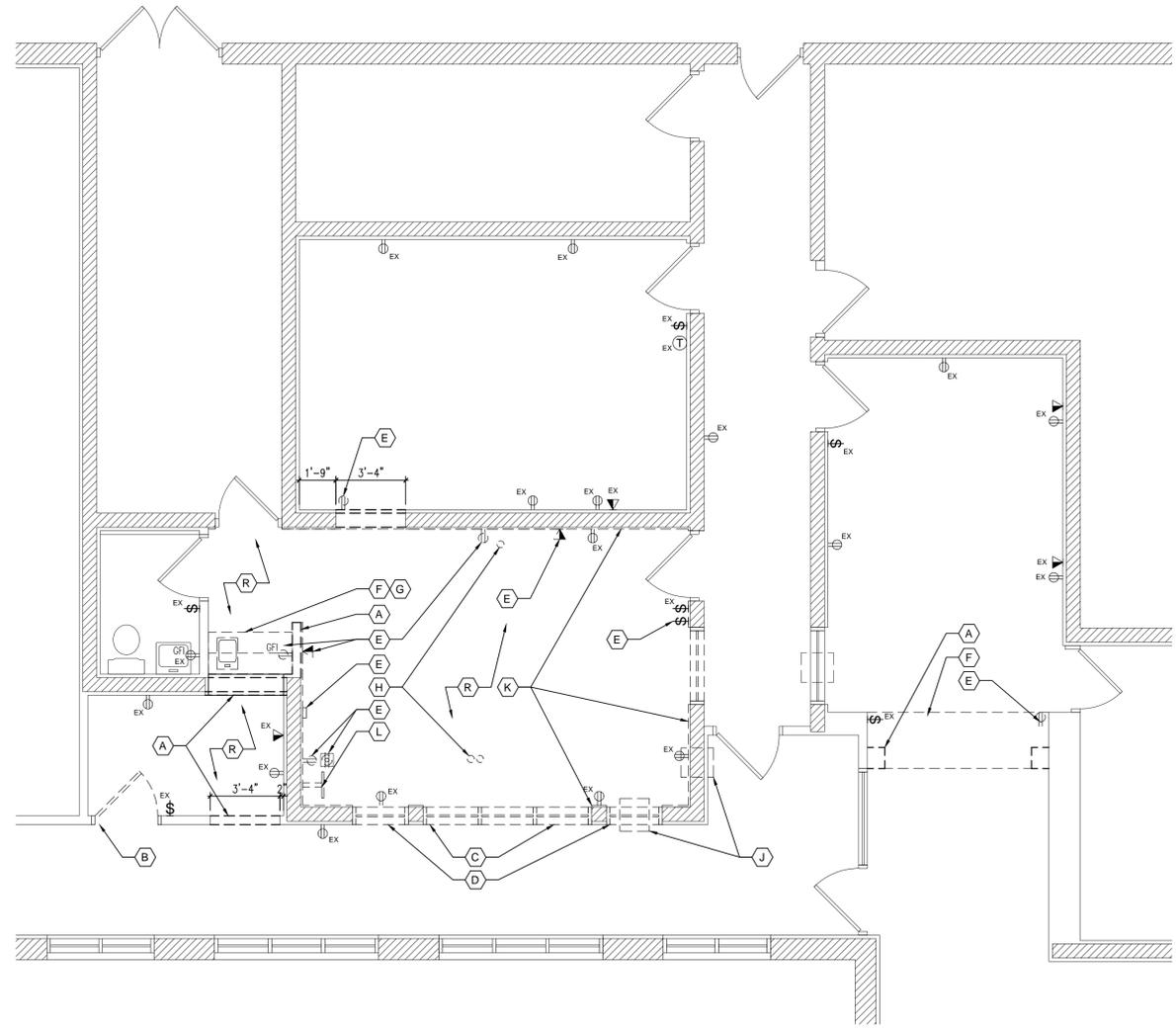
Project: Village Hall Police Department Interior Renovation Project

**Bid Opening Date: April 2, 2015
Time: 10:00am
Place: Lincolnshire Village Hall**

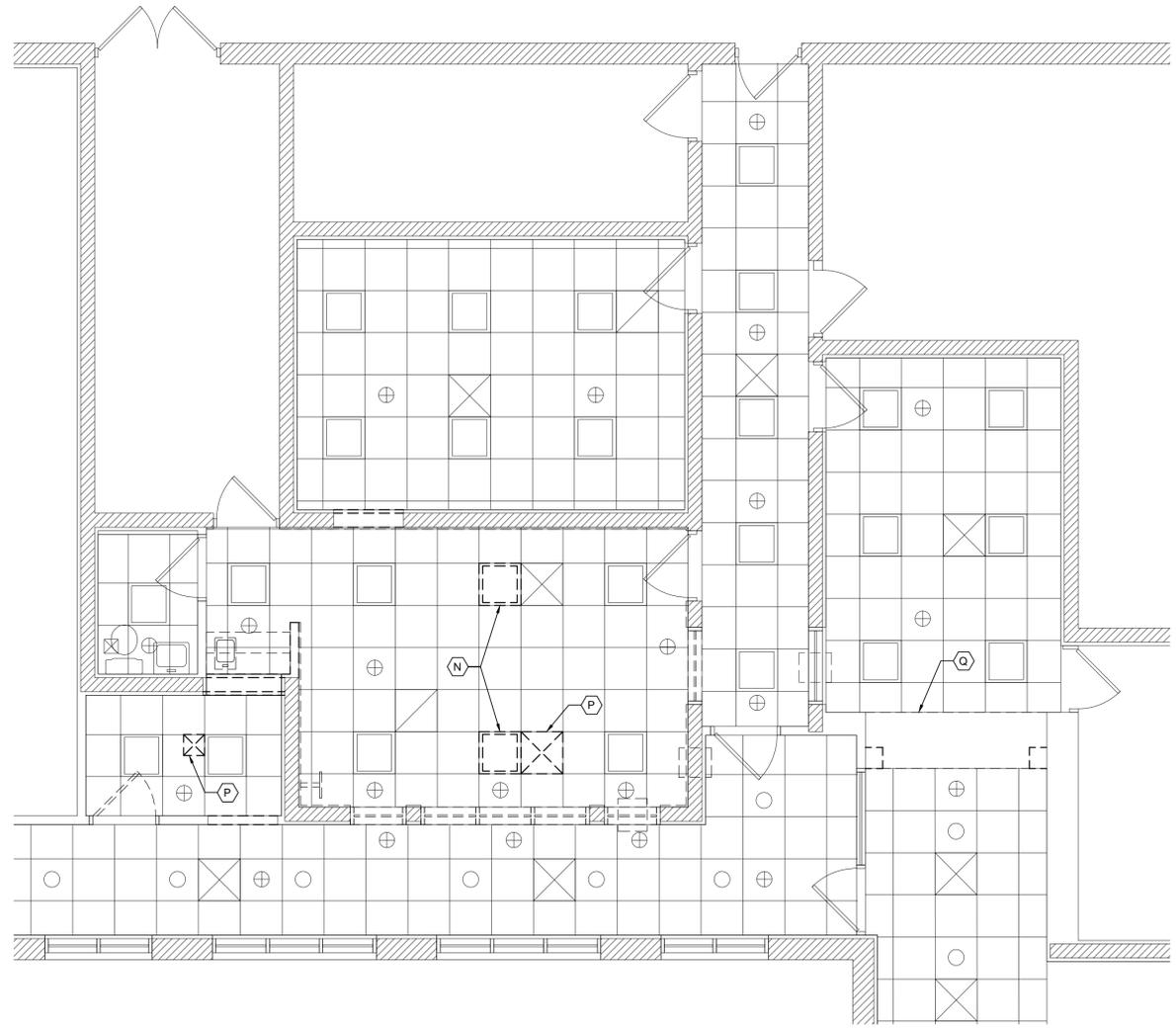
Five sealed bid proposals were received for this project.

Redmond Construction Corp, Glenview, IL	\$46,955.00
Orbis Construction Co, Inc. McHenry, IL	\$65,797.00
Manusos General Contracting Fox Lake, IL	\$74,810.10
Osman Construction Corp Arlington Heights, IL	\$91,400.00
J-MAC Associates, Inc Carol Stream, IL	\$107,520.00

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1 PARTIAL FIRST FLOOR DEMOLITION PLAN
1/4" = 1'-0"



2 PARTIAL FIRST FLOOR REFLECTED CEILING DEMOLITION PLAN
1/4" = 1'-0"

GENERAL DEMOLITION NOTES:

- BEFORE ANY WORK PERTAINING TO THE INFORMATION CONTAINED ON THIS SHEET AND FOLLOWING DRAWINGS IS COMMENCED EACH CONTRACTOR SHALL VISIT THE JOB SITE, VERIFY EXISTING CONDITIONS AND MAKE THEMSELVES THOROUGHLY FAMILIAR WITH THE EXISTING WORK SPACE.
- ALL HOLES IN WALLS, CEILING OR FLOOR SHALL BE PATCHED TO MATCH EXISTING ADJACENT MATERIALS AND SURFACES AND PREPARED TO RECEIVE NEW FINISHES.
- PATCH HOLES IN MASONRY, CONCRETE OR DRYWALL WHICH RESULT FROM THE DEMOLITION.
- UNLESS NOTED OTHERWISE, ALL DEMOLISHED MATERIALS BECOME PROPERTY OF THE CONTRACTOR AND DISPOSED OF LEGALLY.
- DURING CONSTRUCTION, APPROPRIATE PROTECTION AND FENCING SHALL BE PROVIDED AROUND THE AREAS OF WORK TO PREVENT THE GENERAL PUBLIC FROM ENTERING THE SITE.
- REMOVAL OF CONSTRUCTION ASSEMBLIES SHALL INCLUDE ASSOCIATED ELECTRICAL CONDUIT & WIRING TO PANEL OR J.B., PLUMBING TO UNION, AND DUCTWORK TO MAIN BRANCH OF RTU.
- WHEN WALLS ARE REMOVED NOTIFY ARCHITECT OF ANY STRUCTURAL ELEMENTS WITHIN BEFORE REMOVING
- REMOVE ALL PREVIOUS TENANT SIGNAGE & REPAIR ANY DAMAGE FROM SUCH REMOVAL.

INTERIOR DEMOLITION KEYNOTES:

- (A) EXISTING WALL TO BE REMOVED AS SHOWN
- (B) EXISTING DOOR/FRAME TO BE REMOVED AS SHOWN
- (C) EXISTING WINDOW TO BE REMOVED AS SHOWN. SALVAGE TO OWNER.
- (D) EXISTING WINDOW TO BE REMOVED AND RELOCATED - SEE FLOOR PLAN.
- (E) EXISTING ELEC/DATA DEVICES TO BE REMOVED.
- (F) EXISTING CABINETS/COUNTER TO BE REMOVED.
- (G) EXISTING PLUMBING FIXTURES AND ASSOCIATED PIPING TO BE REMOVED. REMOVE/CAP ALL PIPING BACK TO NEAREST JUNCTION.
- (H) EXISTING FLOOR CONDUIT STUBS/WIRE TO BE REMOVED. REMOVE WIRE BACK TO SOURCE. CUT PIPE BELOW SLAB AND CAP. PATCH CONC.
- (J) EXISTING PASS-THRU CABINET TO BE REMOVED. SALVAGE TO OWNER.
- (K) EXISTING FABRIC WRAPPED WALL PANELS TO BE COMPLETELY REMOVED.
- (L) EXISTING WALL MOUNTED TV BRACKET TO BE REMOVED.
- (M) NOT USED.
- (N) EXISTING LAY-IN LIGHT FIXTURES TO BE REMOVED. SEE ELECTRICAL DRAWING FOR DETAILS
- (P) EXISTING HVAC DIFFUSERS/ DUCTWORK TO BE REMOVED
- (Q) EXISTING SOFFIT TO REMAIN.
- (R) REMOVE ALL EXISTING FLOOR FINISHES INCLUDING ANY ASSOCIATED ADHESIVES FOR "LIKE NEW" CONC FLOOR FINISH.



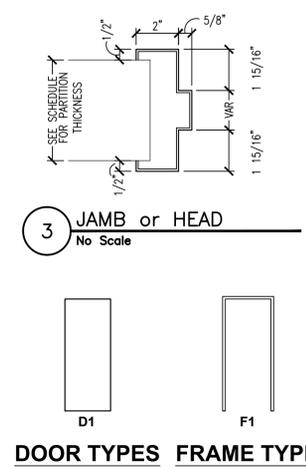
DATE: 27 FEB 2015
SHEET: A0
JOB NO. 2567

Village of Lincolnshire
 INTERIOR RENOVATIONS - POLICE DEPARTMENT
 ONE OLDE HALF DAY ROAD - LINCOLNSHIRE, IL 60069

JTS ARCHITECTS

459 E. Higgins Road - Suite 202
 Elk Grove Village, IL 60015
 P 817.352.0970
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 www.jtsarch.com

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OPENING SCHEDULE

FLOOR	OPNG NO	OPENING						FRAME			GLAZING	LABEL	NOTE KEY		
		TYPE	SIZE			MAT	HDW SET	TYPE	MAT	DETAILS					
			WIDTH	HT	THK					TRANS				HEAD	JAMB
FIRST FLOOR	118A	D1	3'-0"	7'-0"	1 3/4"	-	WD	H1	F1	HM					N1
	120A	D1	3'-0"	7'-0"	1 3/4"	-	WD	H2	F1	HM					

SCHEDULE INFORMATION

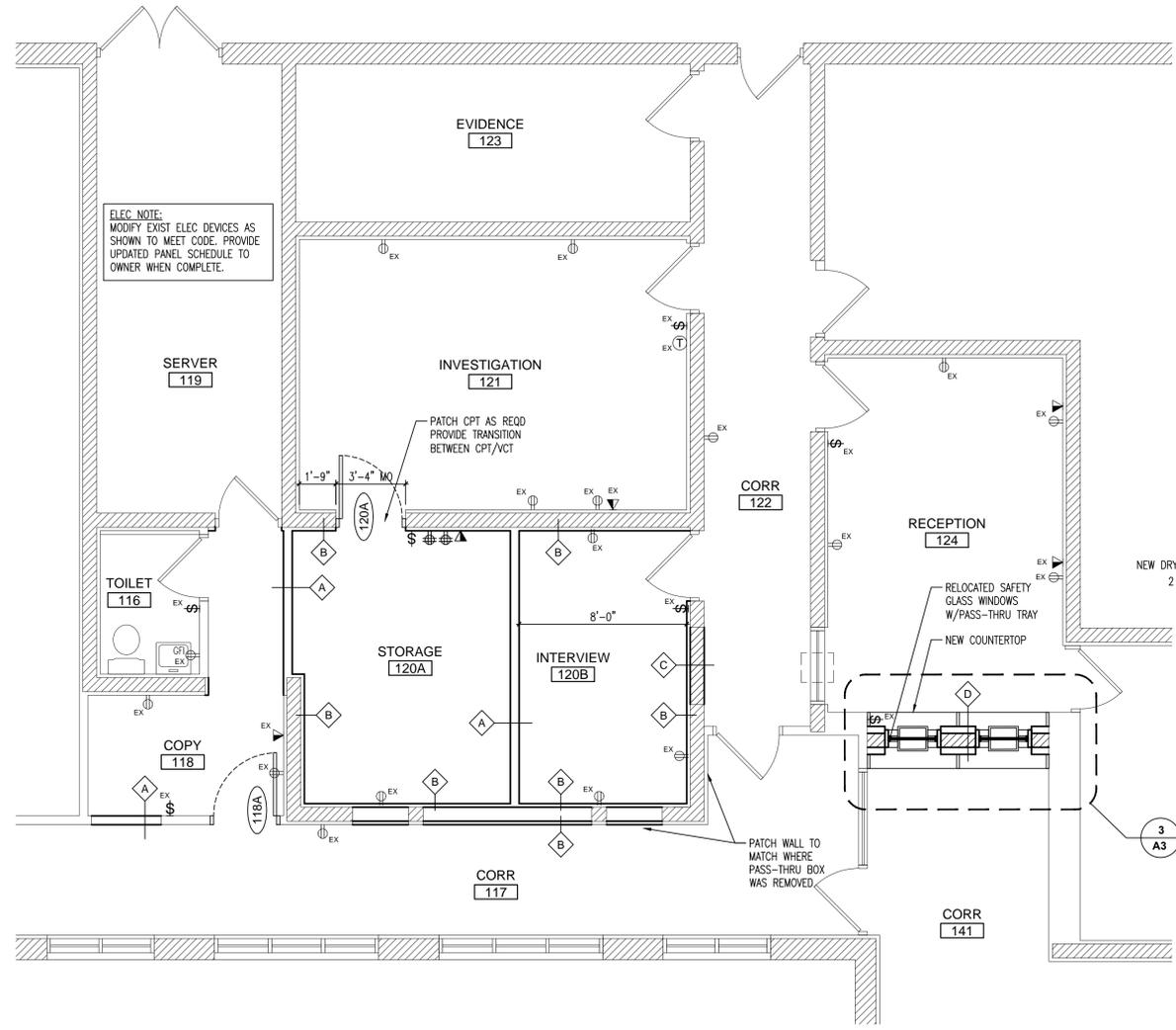
ABBREVIATIONS AL ALUMINUM HM HOLLOW METAL KDHM KNOCK DOWN HOLLOW METAL SS STAINLESS STEEL ST STEEL WD WOOD	LABEL A 3 HOUR B 1 1/2 HOUR *B 1 HOUR C 3/4 HOUR 20 MIN	HARDWARE SETS H1 OFFICE LATCHSET 1 1/2 PR HINGES SILENCERS 1 WALL STOP H2 STOREROOM LOCKSET CYLINDER 1 PR FLUSHBOLTS 3 PR HINGES SILENCERS 2 FLOOR STOPS
NOTE KEY N1 UNDERCUT DOOR 3/4" N2 PROVIDE METAL ASTRAGAL ON INACTIVE LEAF OF DOUBLE DOOR N3 WEATHER STRIPPING ON ALL SIDES N4 ACOUSTICAL SOUND SEAL ON ALL SIDES N5 AUTOMATIC DOOR BOTTOM N6 AUTOMATIC DOOR OPERATOR N7 MAGNETIC HOLD OPEN	GLAZING GL1 1" TEMPERED INSULATED GLASS GL2 1" INSULATED GLASS	NOTE: ALL HARDWARE MFR, STYLE AND FINISH TO MATCH EXIST.

ROOM FINISH SCHEDULE

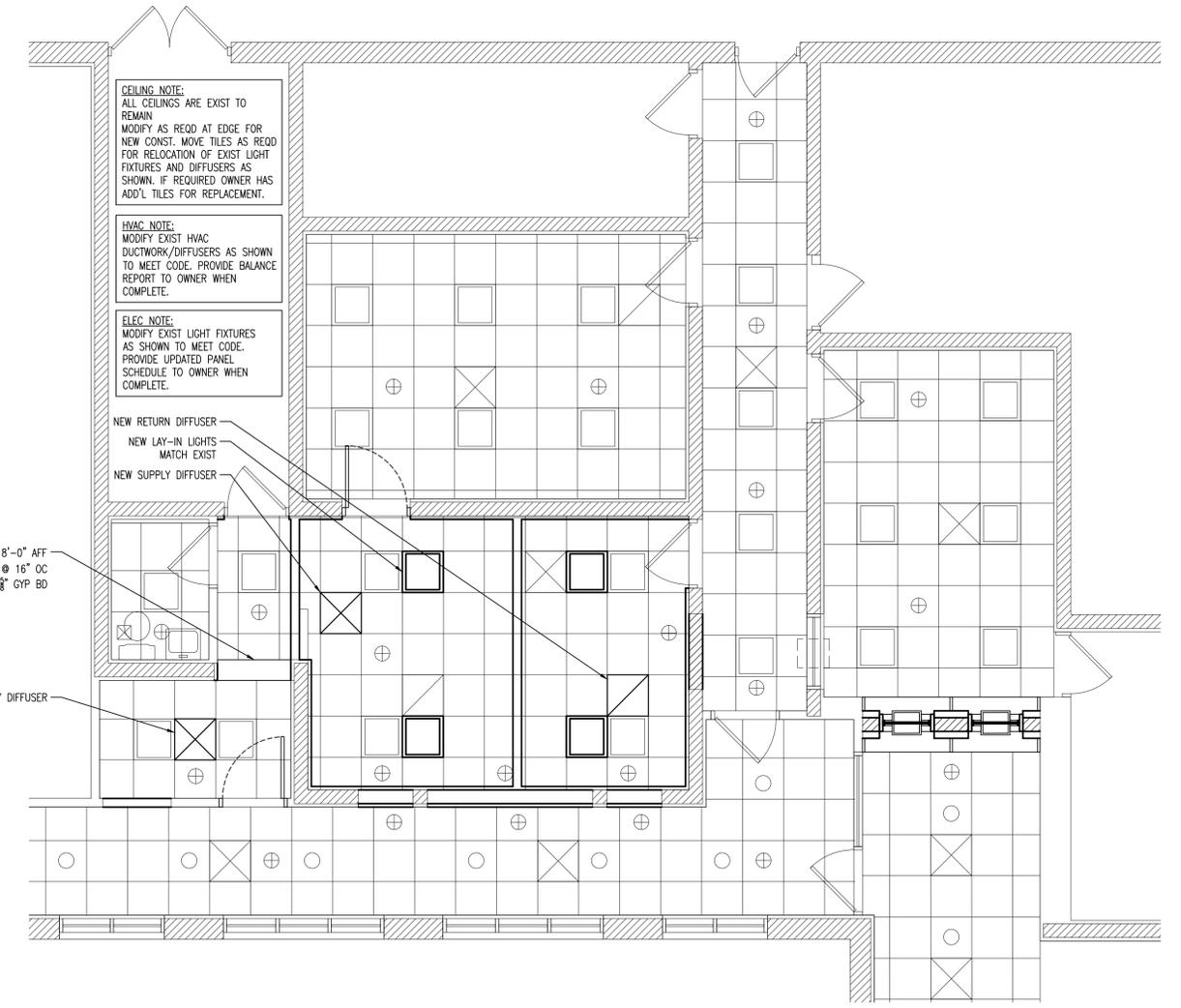
FLOOR	ROOM NO	ROOM NAME	FLOOR		WALL				CEILING	NOTE KEY		
			BASE		NORTH	EAST	SOUTH	WEST				
			MAT - FIN	MAT - FIN								
FIRST FLOOR	116	TOILET	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-	
	117	CORRIDOR	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-	
	118	COPY	EXIST	CPT-1	EXIST	VWB-1	EXIST	PNT-1	EXIST	PNT-1	EXIST	-
	119	SERVER	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-
	120A	STORAGE	EXIST	VCT-1	EXIST	VWB-1	EXIST	PNT-1	EXIST	PNT-1	EXIST	-
	120B	INTERVIEW	EXIST	CPT-1	EXIST	VWB-1	EXIST	PNT-1	EXIST	PNT-1	EXIST	-
	121	INVESTIGATION	EXIST	EXIST	EXIST	EXIST	EXIST	PNT-1	EXIST	PNT-1	EXIST	-
	122	CORRIDOR	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-
	123	EVIDENCE	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-
	124	RECEPTION	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-
	141	CORRIDOR	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	EXIST	-

ROOM FINISH LEGEND

ABV	DESCRIPTION	MATERIAL
VCT1	VINYL COMPOSITION TILE	ARMSTRONG 51911 - 12"x12" CLASSIC WHITE
CPT1	CARPET SQUARES	PROVIDED BY OWNER / INSTALLED BY CONTRACTOR
P1	PAINT	SHERWIN WILLIAMS - COLOR TBD (SATIN FINISH)
VWB1	VINYL WALL BASE	4" HIGH COVED VINYL BASE (MATCH EXIST)
PL1	PLASTIC LAMINATE	TBD

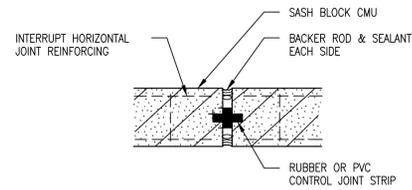


1 PARTIAL FIRST FLOOR PLAN
1/4" = 1'-0"

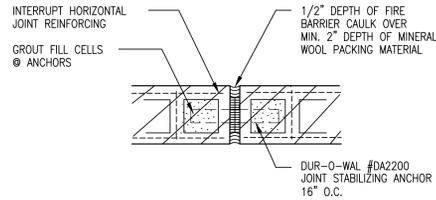


2 PARTIAL FIRST FLOOR REFLECTED CEILING PLAN
1/4" = 1'-0"

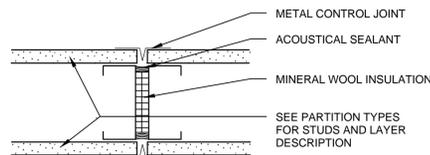
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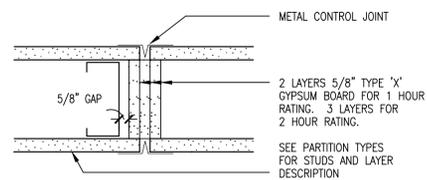
1 MASONRY WALL CONTROL JOINT (NO RATING)
 (TYPICAL CONDITIONS)
 - PROVIDE MAXIMUM 25'-0"



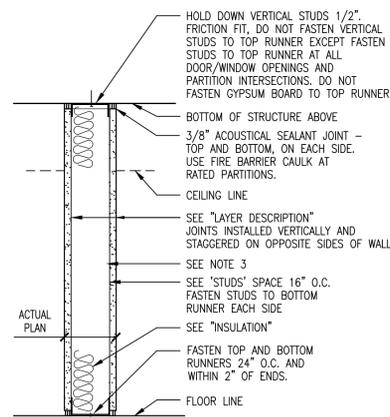
2 MASONRY WALL CONTROL JOINT (1-2 HR RATING)
 (TYPICAL CONDITIONS)
 - PROVIDE MAX. 25'-0" O.C.
 - UL SYSTEM WW-S-0028



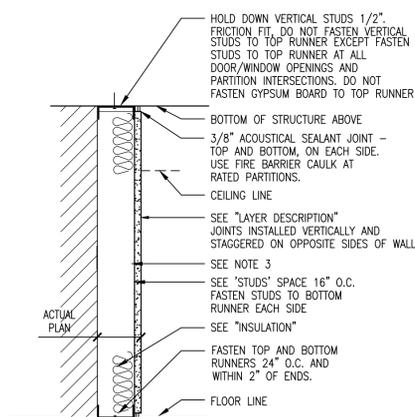
3 WALL CONTROL JOINT (NO RATING)
 (TYPICAL CONDITIONS)
 PROVIDE MAX. 30'-0" O.C., LOCATE AT DOOR OR WINDOW JAMBS WHERE POSSIBLE



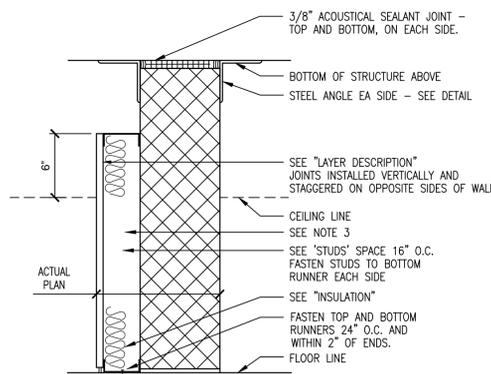
4 WALL CONTROL JOINT (1-2 HR RATING)
 (TYPICAL CONDITIONS)
 PROVIDE MAX. 30'-0" O.C., LOCATE AT DOOR OR WINDOW JAMBS WHERE POSSIBLE



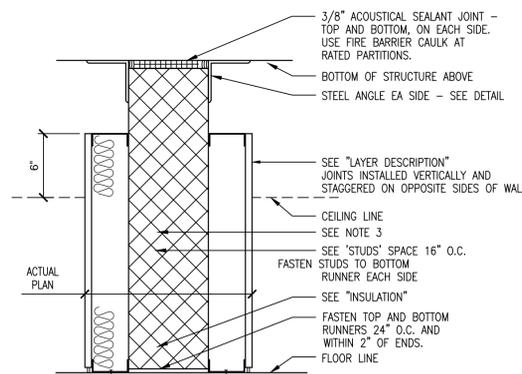
A PARTITION TYPE
 NOT TO SCALE



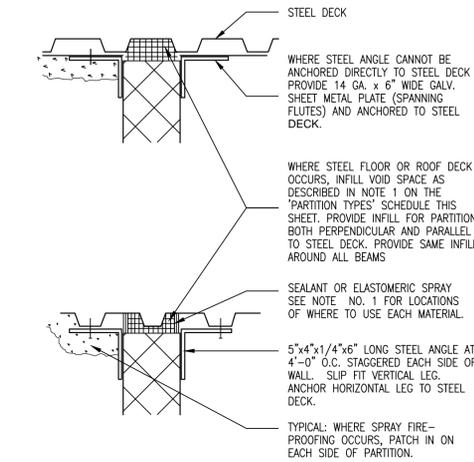
B PARTITION TYPE
 NOT TO SCALE



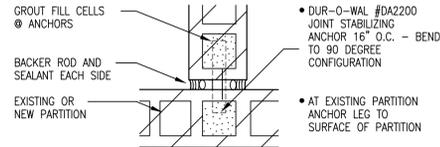
C PARTITION TYPE
 NOT TO SCALE



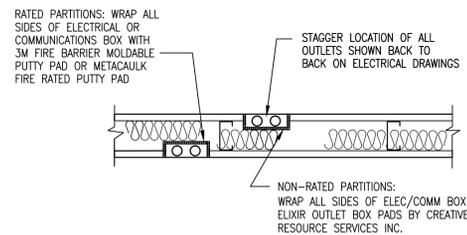
D PARTITION TYPE
 NOT TO SCALE



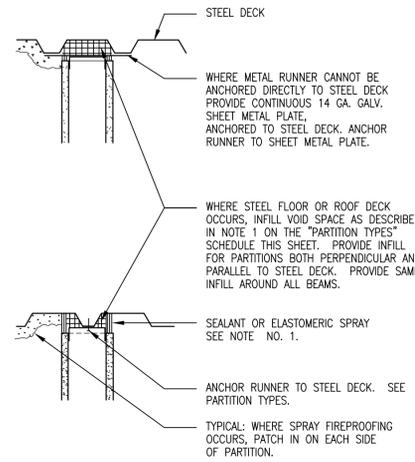
5 MASONRY PARTITION TO STEEL DECK
 (TYPICAL CONDITIONS)



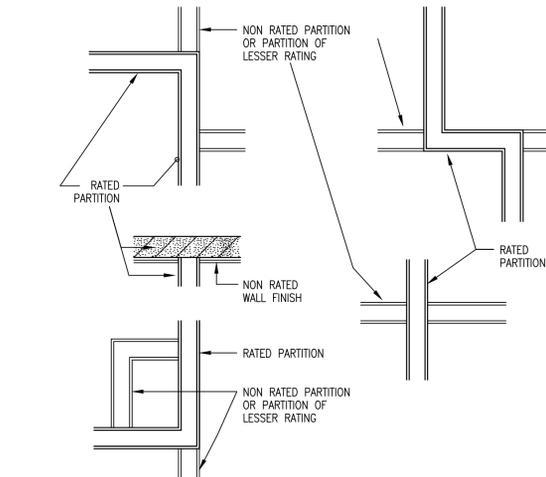
6 CONTROL JOINT @ INTERSECTIONS
 (TYPICAL CONDITIONS)



7 PLAN @ ELECTRICAL / COMM. BOXES
 (TYPICAL CONDITIONS)



8 STUD PARTITION TO STEEL DECK
 (TYPICAL CONDITIONS)



9 TYPICAL PLANS @ RATED PARTITIONS
 MAINTAIN CONTINUITY OF RATED FIRE/SMOKE RESISTIVE PARTITIONS AT INTER SECTIONS WITH NON RATED OR LESSER RATED PARTITIONS.

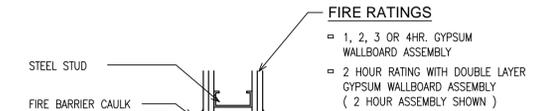
PARTITION TYPES						
TYPE	LAYER DESCRIPTION	THK. A=ACTUAL P=PLAN	STUDS	INSULATION	RATING	U.L. NUMBER
A	1 LAYER 5/8" GYPSUM BOARD, EACH SIDE (FULL HEIGHT)	A=4 7/8" P=5"	3 5/8" (22 GA) METAL C	2" MINERAL FIBER BLANKET	NONE	NONE
B	1 LAYER 5/8" GYPSUM BOARD	A=3 1/8" P=3"	2 1/2" (22 GA) METAL C	2" MINERAL FIBER BLANKET	NONE	NONE
C	1 LAYER 5/8" GYPSUM BOARD	A=10 1/8" P=10"	2 1/2" (22 GA) METAL C 8" CMU	2" MINERAL FIBER BLANKET	NONE	NONE
D	1 LAYER 5/8" GYPSUM BOARD, EA SIDE	A=12 5/8" P=12"	2 1/2" (22 GA) METAL C 2 1/2" (22 GA) METAL C	2" MINERAL FIBER BLANKET	NONE	NONE

NOTE 1. PROVIDE THE FOLLOWING AT ALL LOCATIONS:
 AT FIRE RATED/SMOKE BARRIER PARTITIONS, CLOSE THE VOID BETWEEN PARTITIONS AND UNDERSIDE OF FLOOR OR ROOF DECK WITH MINERAL WOOL (SAFING INSULATION) AND FIRE DAM SPRAY OR SPEC SEAL ELASTOMERIC SPRAY ON EACH SIDE OF THE PARTITION FOR A 1- OR 2-HOUR RATING. USE UL SYSTEM HW-D-0020 OR HW-D-0043 FOR GYPSUM BOARD PARTITIONS. USE UL SYSTEM HW-D-0022 OR HW-D-0088 FOR CMU PARTITION.
 AT INTERIOR SIDE OF EXTERIOR WALLS TO BOTTOM OF FLOOR OR ROOF DECK AND AT ALL OTHER PARTITIONS, CLOSE THE VOID BETWEEN PARTITION AND UNDERSIDE OF DECK WITH MINERAL WOOL (SAFING INSULATION) AND FIRE DAM SPRAY OR SPEC SEAL ELASTOMERIC SPRAY ON EACH SIDE OF THE PARTITION USING SAME UL SYSTEM (1 HOUR) AS NOTED ABOVE.

NOTE 2. AT METAL STUD PARTITIONS, PROVIDE DOUBLE METAL STUDS AT ALL DOOR OR BORROWED LITE JAMBS. STUDS ARE TO EXTEND FROM FLOOR TO UNDERSIDE OF FLOOR OR ROOF DECK ABOVE AND SHALL BE ANCHORED AT EACH END.

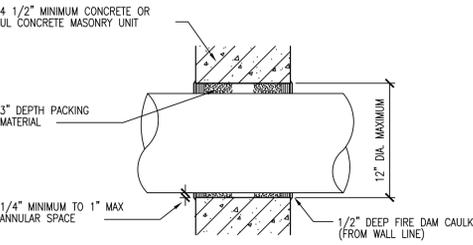
NOTE 3. TYPICAL ALL STUD PARTITION TYPES: PROVIDE CONTINUOUS 2X8 TREATED WOOD BLOCKING, REINFORCING SUPPORT, FOR ALL WALL HUNG ITEMS INCLUDING HANDRAILS, GRAB BARS, MILLWORK, USE 1X8 TREATED WOOD BLOCKING AT METAL FURRING.

NOTE 4. FOR ALL FIRE RATED PARTITIONS REFER TO TYPICAL FIRESTOPPING DETAILS.



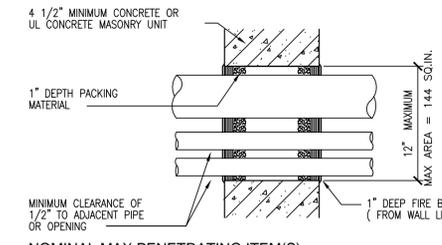
10 SINGLE MTL PIPE/CONDUIT THRU GB ASSEMBLY
 1, 2, 3 & 4-HOUR FIRE RATING
 UL SYSTEM WL 1001

NOMINAL MAX PENETRATING ITEM(S)
 = 12" STEEL, 12" CAST IRON, 6" CONDUIT
 6" EMT, 6" COPPER



11 SINGLE MTL PIPE/CONDUIT THRU CONC/CMU WALL
 3-HOUR FIRE RATING
 UL SYSTEM CAJ 1017

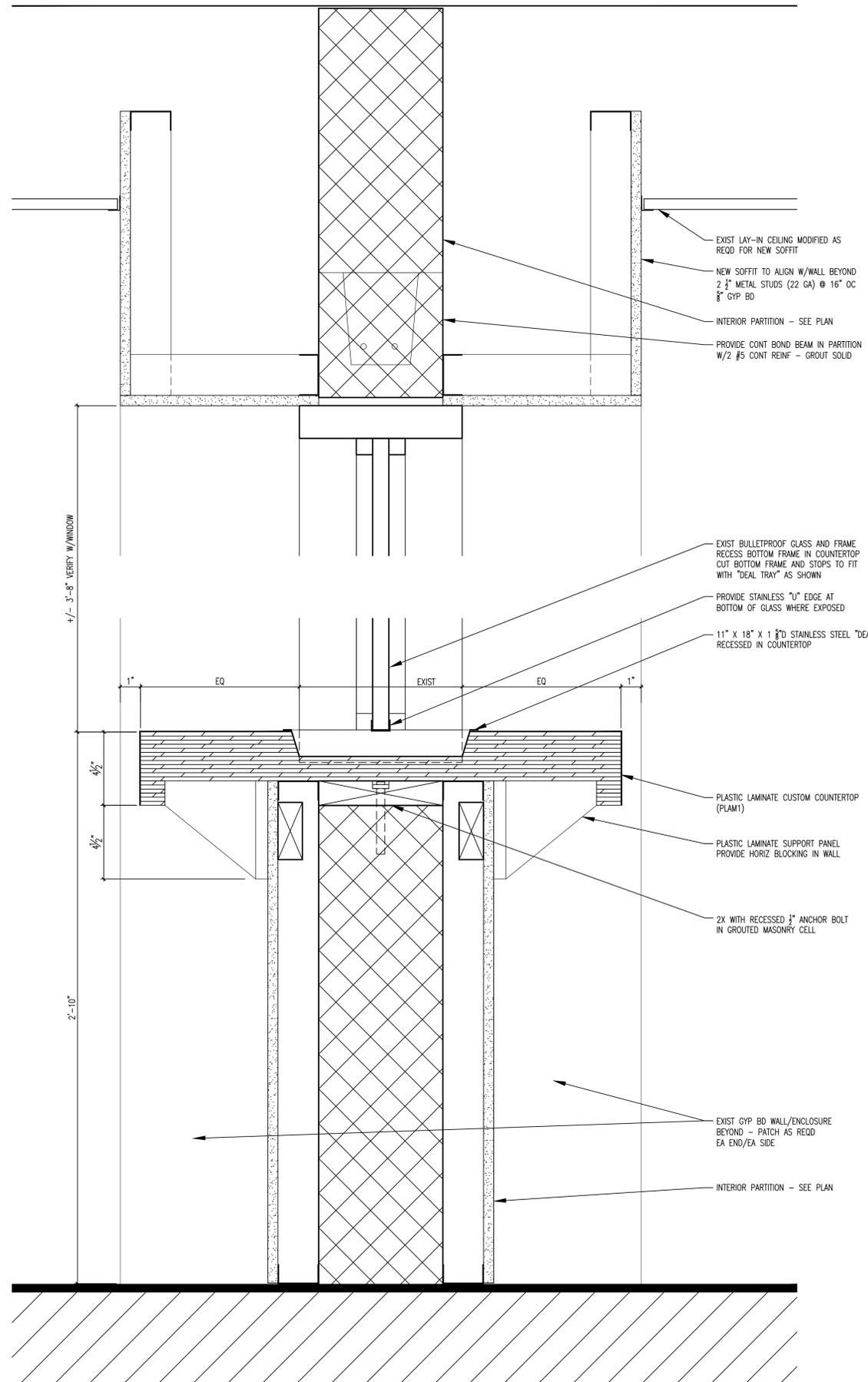
NOMINAL MAX PENETRATING ITEM(S)
 = 10" STEEL, 6" EMT, 4" COPPER



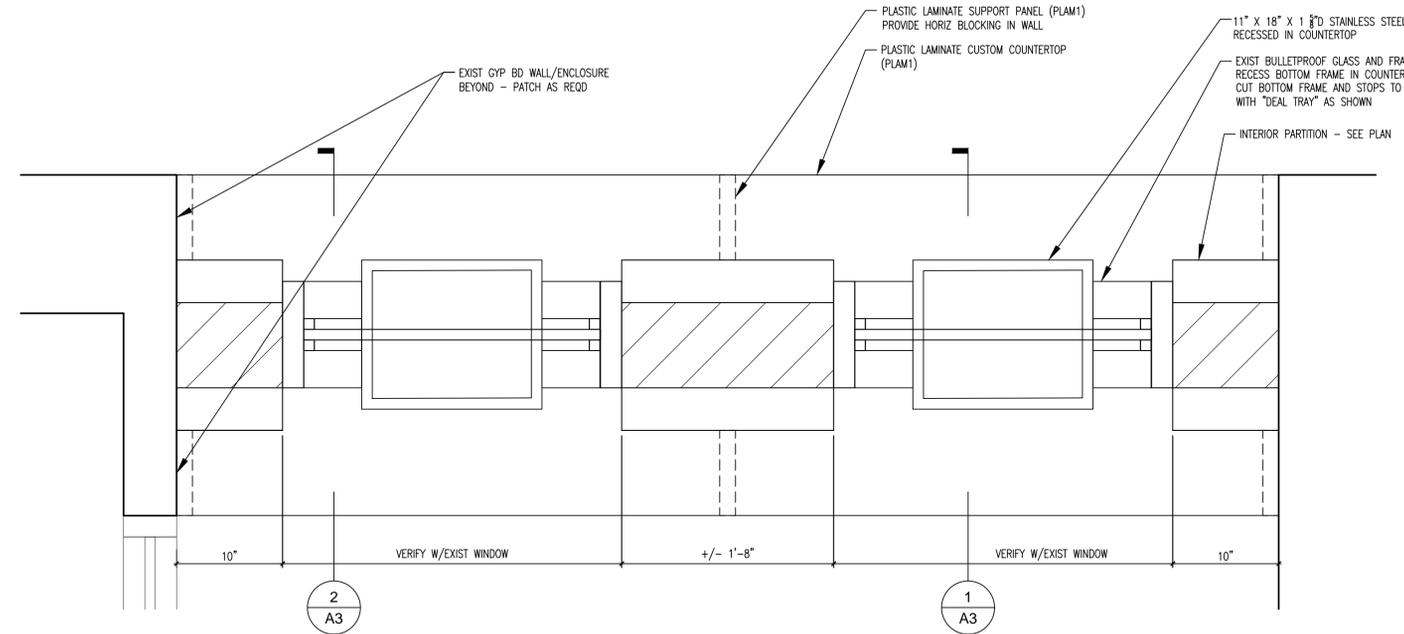
12 MULTIPLE MTL PIPE/CONDUIT THRU CONC/CMU WALL
 2-HOUR FIRE RATING
 UL SYSTEM CAJ 1092

NOMINAL MAX PENETRATING ITEM(S)
 = 6" STEEL, 4" EMT, 4" COPPER

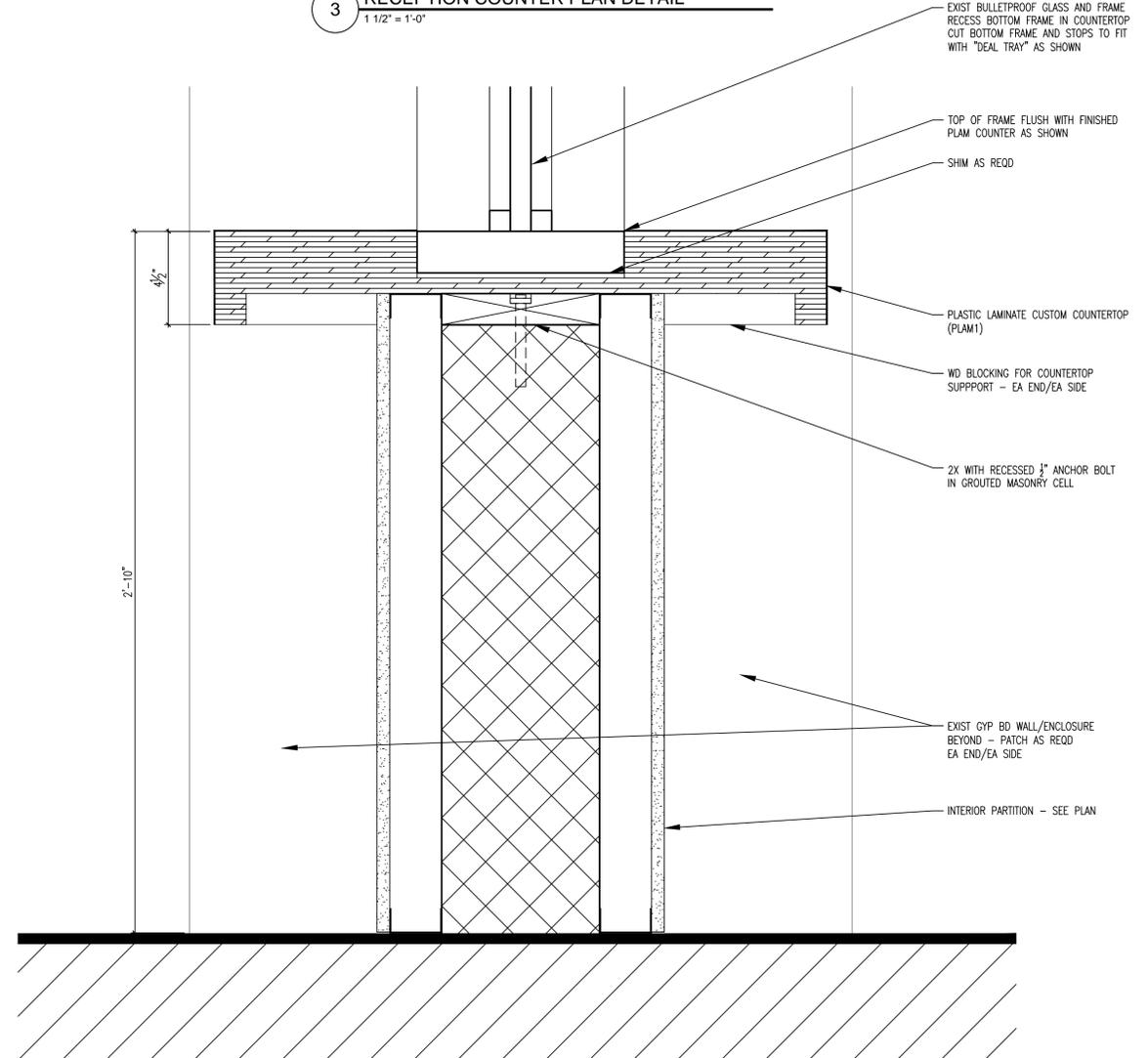
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1 RECEPTION COUNTER DETAIL
3" = 1'-0"



3 RECEPTION COUNTER PLAN DETAIL
1 1/2" = 1'-0"



2 RECEPTION COUNTER DETAIL
3" = 1'-0"

450 E. Higgins Road, Suite 202
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 www.jtsarch.com

JTS ARCHITECTS

Village of Lincolnshire
 INTERIOR RENOVATIONS - POLICE DEPARTMENT
 ONE OLDE HALF DAY ROAD - LINCOLNSHIRE, IL 60069

NO.	DATE	DESCRIPTION
1	02/27/15	BD/PERMIT
2	02/16/15	OWNER REVIEW

DATE
27 FEB 2015

SHEET
A3

JOB NO.
2567



REQUEST FOR BOARD ACTION
April 13, 2015 Committee of the Whole Meeting

Subject: 2015 Road Resurfacing Project
Action Requested: Consideration and Discussion of a Contract for the Construction of the Village's 2015 Road Resurfacing Project to Peter Baker and Son's in an amount not to exceed \$596,550.26 (Village of Lincolnshire)

Originated By/Contact: Robert Horne, Engineering Supervisor

Referred To: Mayor and Board of Trustees

Summary / Background:

The Village budgeted \$491,500 for the Annual Road Resurfacing Project. The total budget consists of \$316,500 from the General Capital Fund and \$175,000 from the State Motor Fuel Tax (MFT) Fund. The project includes the resurfacing of Victoria Lane, Coldstream Circle, Kensington Drive, and Coventry Lane.

The Engineering Firm of Gewalt Hamilton opened three bids for this Municipal Partnering Initiative project on March 26, 2015, on behalf of the City of Highland Park and the Villages of Lincolnshire and Bannockburn. The low bidder, Peter Baker and Sons, placed a bid of \$1,977,573.47. The Village of Lincolnshire's share of the project (\$596,550.26) is \$105,550.26 or 21.5% higher than originally budgeted. Staff has reviewed the bids and determined the project is over budget largely due to the escalating cost of concrete. Below are two tables for the Village Board's review. **Table A** is a comparison of prices between concrete items bid on last year's contract, the original estimate, and the bids on this year's contract. **Table B** reflects the specific costs from the bid tab directly impacted by the concrete shortage.

TABLE A

Pay Item	2014 Awarded Price	2015 Engineer's Estimate	2015 Awarded Price	% Difference 2014 - 2015
Inlet, Type A	\$1,150.00	\$1,173.00	\$2,779.11	58.6%
Catch Basin, Type C	\$1,350.00	\$1,377.00	\$3,250.00	58.5%
Storm Sewers, Class A, Type 2 12"	\$50.00	\$52.02	\$113.46	55.9%
Manhole, Type A, 4'-Diameter	\$3,250.00	\$3,315.00	\$8,825.00	63.2%
Comb C&G, R&R, (Intermittent)	\$17.00	\$17.34	\$21.00	19.0%

system. Rather they are identified system failures, many of which are under the roadway segments to be improved. Putting off these repairs can have negative impacts on the new roadway and will extend future construction impacts in the neighborhood. Staff can also work with the contractor to revise the pipe material proposed outside of the roadway limits in hopes of reducing the cost for these items. Staff recommends acting on this option at this time, if additional funds are available.

Option 2 - Award Contract, Maintain Budget, Adjust Scope of Work

Removing the storm sewer from the project will reduce the project by approximately \$200,000. Eliminating and/or adjusting the quantities will reduce the project cost to approximately \$398,000. However, since this change could be perceived as a substantial change in the character of the work required under the contract, a provision in the IDOT specifications may be triggered which allows the contractor to adjust other unit prices due to the change of scope.¹ Therefore, the exact final adjusted price cannot be known at this time.

Staff has spoken to IDOT in the past regarding the necessary procedures to award the contract. If this option is selected, Staff will prepare a report to IDOT which presents the Village’s belief that it has just cause to award the project even though the award is over the estimate. With the adjusted scope of work, Staff will work with the Contractor to bring the project in near the budget allocation.

The award must be made for the amount of the bid, based upon the quantities provided in the request for bids. The quantities may be adjusted after the contract is awarded. Staff does not recommend pursuing this option for similar reasons listed in Option 1.

Option 3 - Reject Bids, Re-advertise Project

The third option restarts the bidding process. However, since there is no indication the increased cost in concrete prices is a temporary condition, it is more likely the project will be significantly more costly than cheaper if rebid. Therefore, Staff does not recommend this option. Should the Board choose to pursue this contract, Peter Baker and Sons has traditionally performed work as both a subcontractor and a prime contractor for both public and private projects within the Village. Staff has been very satisfied with the work of Peter Baker and Sons and has no objection to securing their services on this project.

The project start date has still not been determined but is tentatively scheduled for mid-May. Staff will work with Highland Park, Bannockburn, and the contractor to ensure work is done in a timely manner with as little disruption to Village residents as possible. As always, the contractor will not be permitted to work during long holiday weekends.

The project includes resurfacing, curb repair and drainage improvements along the streets listed below.

Street	Limits	Length (Miles)	Length (Feet)
Victoria Lane	All	.30	1,577
Kensington Drive	All	.16	871
Coventry Lane	All	.12	657
Coldstream Circle	All	.14	750
Totals		.73	3,855

¹Standard Specifications for Road and Bridge Construction, Adopted January 1, 2012, latest revision, Illinois Department of Transportation; Article 104.02.

Budget Impact:

The Village's share of the contract (\$596,550.26) will be \$105,550.26 or 21.5% higher than originally budgeted. A supplemental appropriation will not be needed at this time.

Service Delivery Impact:

No Change

Recommendation:

If the Board agrees to move forward with the project, Staff requests the Mayor and Board of Trustees place this item on the April 27, 2015, Consent Agenda for approval.

Reports and Documents Attached:

- *2015 MFT Resurface Project- Composite Bid Tab*
- *2015 MFT Resurface Project – Lincolnshire Only Bid Tab*
- *2015 Project Location Map*

Meeting History	
Initial Referral to Village Board (COW):	April 13, 2015
Regular Village Board Meeting:	April 27, 2015

City of Highland Park, Village(s) of Lincolnshire and Bannockburn
2015 Road Maintenance Program
Bid Tabulation
March 26, 2015

Item No.	Description	Unit	Qty	Peter Baker & Sons Co. Lake Bluff, IL		A Lamp Concrete Cont. Schaumburg, IL		J.A. Johnson Paving Arlington Heights, IL	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	VV, MH, Inlets, CB to be Adjusted	EA	67	\$450.00	\$30,150.00	\$400.00	\$26,800.00	\$450.00	\$30,150.00
2.	VV, MH, Inlets, CB to be Reconstructed	EA	11	\$1,500.00	\$16,500.00	\$1,000.00	\$11,000.00	\$1,500.00	\$16,500.00
3.	Valve Boxes to be Adjusted	EA	1	\$350.00	\$350.00	\$250.00	\$250.00	\$350.00	\$350.00
4.	Class B Patches, Type III-IV, 8"	SY	440.8	\$59.00	\$26,007.20	\$90.00	\$39,672.00	\$72.00	\$31,737.60
5.	VV, MH to be Adj (SPECIAL)	EA	9	\$900.00	\$8,100.00	\$500.00	\$4,500.00	\$900.00	\$8,100.00
6.	Manholes, Type A, 4'-Diameter, Type 1 Frame, Open Lid	EA	4	\$8,825.00	\$35,300.00	\$3,500.00	\$14,000.00	\$8,825.83	\$35,303.32
7.	Aggregate for Temporary Access	TN	51	\$20.00	\$1,020.00	\$1.00	\$51.00	\$20.00	\$1,020.00
8.	PCC Sidewalk, R&R, 5"	SF	1690	\$5.65	\$9,548.50	\$6.50	\$10,985.00	\$8.00	\$13,520.00
9.	Detectable Warnings	EA	49	\$185.00	\$9,065.00	\$350.00	\$17,150.00	\$75.00	\$3,675.00
10.	Class D Patches, Type III 4 Inch	SY	735	\$30.00	\$22,050.00	\$35.00	\$25,725.00	\$33.00	\$24,255.00
11.	Class D Patches, Type IV, 4 Inch	SY	840	\$30.00	\$25,200.00	\$30.00	\$25,200.00	\$30.00	\$25,200.00
12.	Class D Patches, Type III 8 Inch	SY	466.4	\$50.00	\$23,320.00	\$45.00	\$20,988.00	\$60.00	\$27,984.00
13.	Class D Patches, Type IV, 8 Inch	SY	1542	\$50.00	\$77,100.00	\$40.00	\$61,680.00	\$57.00	\$87,894.00
14.	Aggregate Shoulders, Type B	TN	368.5	\$56.00	\$20,636.00	\$45.00	\$16,582.50	\$40.00	\$14,740.00
15.	HMA Surf Removal, 2.25" - 3.5"	SY	41885	\$3.27	\$136,963.95	\$3.70	\$154,974.50	\$6.00	\$251,310.00
16.	Hot-Mix Asphalt Surface Removal, 4"	SY	6400	\$3.40	\$21,760.00	\$4.50	\$28,800.00	\$7.25	\$46,400.00
17.	Comb C&G, R&R, (Intermittent)	FT	7781	\$21.00	\$163,401.00	\$23.00	\$178,963.00	\$24.00	\$186,744.00
18.	Comb C&G, R&R (Continuous)	FT	8799	\$19.85	\$174,660.15	\$23.00	\$202,377.00	\$21.00	\$184,779.00
19.	Expansion Anchor Ties 5/8"	EA	112	\$5.00	\$560.00	\$1.00	\$112.00	\$10.00	\$1,120.00
20.	HMA Driveway, R&R	SY	750.8	\$43.00	\$32,284.40	\$45.00	\$33,786.00	\$45.00	\$33,786.00
21.	PCC Driveway, R&R	SY	578.3	\$55.00	\$31,806.50	\$65.00	\$37,589.50	\$63.00	\$36,432.90
22.	Bituminous Materials (Prime Coat)	PND	27120	\$0.01	\$271.20	\$0.01	\$271.20	\$0.70	\$18,984.00
23.	Leveling Binder (Machine Method), N50	TN	3305.7	\$71.75	\$237,183.98	\$82.00	\$271,067.40	\$85.00	\$280,984.50
24.	Area Reflective Crack Control Treatment	SY	38559	\$1.28	\$49,355.52	\$1.50	\$57,838.50	\$1.17	\$45,114.03
25.	HMA Surface Course "D" N50 (MOD)	TN	3746.7	\$77.30	\$289,619.91	\$82.00	\$307,229.40	\$80.00	\$299,736.00
26.	Raised Reflective Pavement Marker	EA	7	\$255.00	\$1,785.00	\$600.00	\$4,200.00	\$255.00	\$1,785.00
27.	Topsoil Furnish and Place, 4"	SY	1910	\$5.00	\$9,550.00	\$3.00	\$5,730.00	\$4.00	\$7,640.00
28.	Seeding, Class I	SY	1910	\$2.00	\$3,820.00	\$6.00	\$11,460.00	\$4.00	\$7,640.00
29.	Earth Excavation	CY	287.8	\$44.00	\$12,663.20	\$50.00	\$14,390.00	\$63.00	\$18,131.40
30.	P.G.E. Subgrade (3" recycled)	CY	201.1	\$41.00	\$8,245.10	\$15.00	\$3,016.50	\$60.00	\$12,066.00
31.	Subbase Granular Material, Type B 4"	SY	195	\$9.40	\$1,833.00	\$6.00	\$1,170.00	\$5.50	\$1,072.50
32.	Pavement Removal (6-8")	SY	440.8	\$6.80	\$2,997.44	\$10.00	\$4,408.00	\$77.00	\$33,941.60
33.	Geotechnical Fabric For Ground Stabilization	SY	1,400	\$0.50	\$700.00	\$0.10	\$140.00	\$1.00	\$1,400.00
34.	Protective Coat	SY	2,156.1	\$0.50	\$1,078.05	\$1.20	\$2,587.32	\$1.00	\$2,156.10
35.	Traffic Control and Protection, Standard 701501	LS	1	\$132,085.00	\$132,085.00	\$154,000.00	\$154,000.00	\$186,200.00	\$186,200.00
36.	Thermoplastic Pavement Marking - Line 4"	FT	7815	\$0.65	\$5,079.75	\$1.60	\$12,504.00	\$0.65	\$5,079.75
37.	Thermoplastic Pavement Marking - Line 12"	FT	290	\$1.80	\$522.00	\$6.05	\$1,754.50	\$1.80	\$522.00
38.	Thermoplastic Pavement Marking - Line 24"	FT	151	\$3.50	\$528.50	\$10.00	\$1,510.00	\$3.50	\$528.50
39.	Mix for Cracks, Joints and Flangeways	TN	27.4	\$575.00	\$15,755.00	\$1.00	\$27.40	\$50.00	\$1,370.00
40.	Concrete Surface Removal, Variable Depth	SY	766.7	\$10.15	\$7,782.01	\$9.00	\$6,900.30	\$11.00	\$8,433.70
41.	Pipe Culvert Removal	FT	90	\$18.43	\$1,658.70	\$10.00	\$900.00	\$18.43	\$1,658.70
42.	Inlets, Type A, Type 1 Frame, Open Lid	EA	3	\$2,779.11	\$8,337.33	\$1,350.00	\$4,050.00	\$2,779.11	\$8,337.33
43.	Catch Basin, Type C, Type 1 Frame, Open Lid	EA	2	\$3,250.00	\$6,500.00	\$2,000.00	\$4,000.00	\$3,250.00	\$6,500.00
44.	Storm Sewers, Class B, Type 2 12"	FT	15	\$116.25	\$1,743.75	\$90.00	\$1,350.00	\$116.25	\$1,743.75
45.	Storm Sewers, Class A, Type 2 12"	FT	222	\$113.46	\$25,188.12	\$90.00	\$19,980.00	\$113.46	\$25,188.12
46.	Storm Sewers, Class A, Type 2 18"	FT	447	\$118.59	\$53,009.73	\$135.00	\$60,345.00	\$118.59	\$53,009.73
47.	Storm Sewers, Class A, Type 2 24"	FT	130	\$126.71	\$16,472.30	\$155.00	\$20,150.00	\$126.71	\$16,472.30
48.	Storm Sewers, Class A, Type 2 Equivalent Round-Size 15"	FT	175	\$132.84	\$23,247.00	\$220.00	\$38,500.00	\$132.84	\$23,247.00
49.	Precast Reinforced Concrete Flared End Sections - Elliptical, Equivalent Round Size 15"	EA	1	\$1,395.79	\$1,395.79	\$3,000.00	\$3,000.00	\$1,395.79	\$1,395.79
50.	Catch Basin, Type A, 4'-Diameter, Type 1 Frame, Open Lid	EA	2	\$5,983.05	\$11,966.10	\$2,750.00	\$5,500.00	\$5,983.05	\$11,966.10
51.	Cobblestones, Special	TN	2	\$200.00	\$400.00	\$850.00	\$1,700.00	\$150.00	\$300.00
52.	Brick Driveway Removal and Replacement	SF	570	\$14.50	\$8,265.00	\$17.00	\$9,690.00	\$12.00	\$6,840.00
53.	Raised Reflective Pavement Marker Removal	EA	4	\$10.00	\$40.00	\$50.00	\$200.00	\$1.00	\$4.00
54.	Hot-Mix Asphalt Binder Course, IL-19.0, N50	TN	1,110	\$68.00	\$75,480.00	\$75.00	\$83,250.00	\$72.00	\$79,920.00
55.	Stone Riprap, Class A4	SY	100	\$28.00	\$2,800.00	\$90.00	\$9,000.00	\$111.50	\$11,150.00
56.	Filter Fabric	SY	100	\$0.75	\$75.00	\$10.00	\$1,000.00	\$16.25	\$1,625.00
57.	Grading and Shaping Ditches	FT	550	\$16.20	\$8,910.00	\$10.00	\$5,500.00	\$10.00	\$5,500.00
58.	Hot-Mix Asphalt Surface Removal - Butt Joint	SY	15	\$3.40	\$51.00	\$10.00	\$150.00	\$1.00	\$15.00
59.	Class D Patches, Type I, 6 Inch	SY	55	\$40.00	\$2,200.00	\$40.00	\$2,200.00	\$54.00	\$2,970.00
60.	Class D Patches, Type II, 6 Inch	SY	55	\$40.00	\$2,200.00	\$40.00	\$2,200.00	\$52.00	\$2,860.00
61.	Class D Patches, Type III, 6 Inch	SY	55	\$40.00	\$2,200.00	\$40.00	\$2,200.00	\$48.00	\$2,640.00
62.	Class D Patches, Type IV, 6 Inch	SY	55	\$40.00	\$2,200.00	\$40.00	\$2,200.00	\$47.00	\$2,585.00
63.	Aggregate Wedge Shoulder, Type B	TN	30	\$71.00	\$2,130.00	\$65.00	\$1,950.00	\$50.00	\$1,500.00
64.	Sanitary Manholes to be Adjusted	EA	2	\$800.00	\$1,600.00	\$500.00	\$1,000.00	\$800.00	\$1,600.00
65.	Pipe Culverts, Special, 4"	FT	40	\$121.73	\$4,869.20	\$40.00	\$1,600.00	\$121.73	\$4,869.20
66.	Pipe Culverts, Special, 14"	FT	90	\$151.19	\$13,607.10	\$100.00	\$9,000.00	\$151.19	\$13,607.10
67.	Hot-Mix Asphalt Surface Course, Mix 'D', N50 (Special)	TN	740	\$73.50	\$54,390.00	\$80.00	\$59,200.00	\$88.00	\$65,120.00

Total Bid: \$1,977,573.47 \$2,121,205.02 \$2,346,410.02

CITY OF HIGHLAND PARK - PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION - Bid Tabulation

2015 Road Maintenance Program

15-00000-01-GM

Bid Opening Date: March 26, 2015

Held at Gewalt Hamilton Inc.

Three Bids received

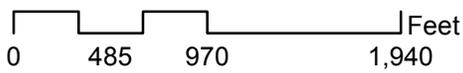
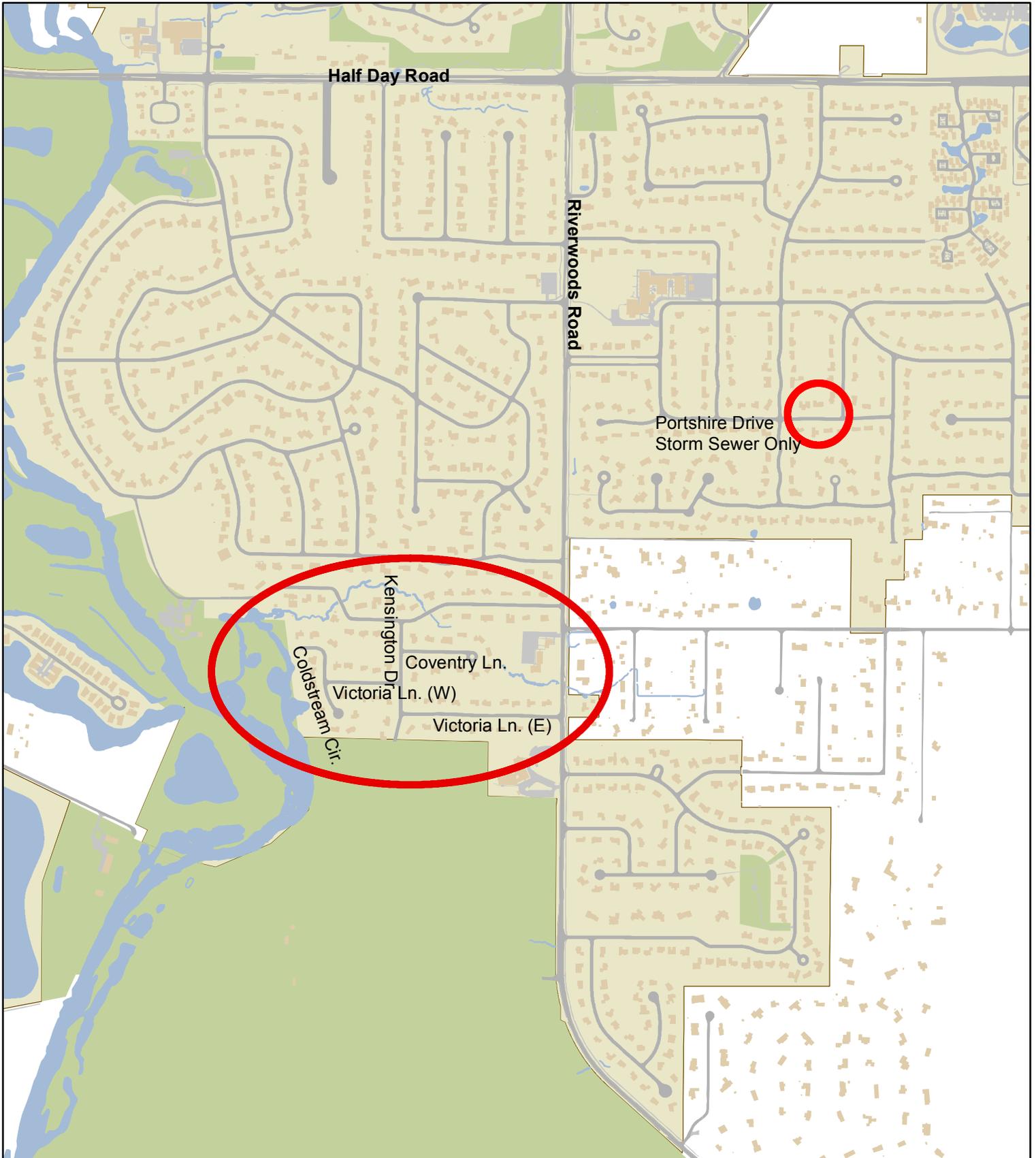
Joint Bid and Contract with Villages of Lincolnshire and Bannockburn

ITEM	ITEM DESCRIPTION	UNIT	Lincolnshire Quantity	Engineer's Estimate		Peter Baker & Son Company Lake Bluff, IL		A Lamp Concrete Cont. Schaumburg, IL		J.A. Johnson Paving Arlington Heights, IL		Low	Average	High	Engineer's Estimate	
				EXTENDED		EXTENDED		EXTENDED		EXTENDED		Bid Per	Bid Per	Bid Per		
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	Item	Item	Item		
1	VV,MH,Inlets,CB to be Adjusted	EA	20	\$ 290.70	\$ 5,814.00	\$ 450.00	\$ 9,000.00	\$ 400.00	\$ 8,000.00	\$ 450.00	\$ 9,000.00	\$ 400.00	\$ 433.33	\$ 450.00	\$ 290.70	\$ 2,852.67
2	VV, MH, Inlets, CB to be Reconstructed	EA	5	\$ 1,377.00	\$ 6,885.00	\$ 1,500.00	\$ 7,500.00	\$ 1,000.00	\$ 5,000.00	\$ 1,500.00	\$ 7,500.00	\$ 1,000.00	\$ 1,333.33	\$ 1,500.00	\$ 1,377.00	\$ (218.33)
3	Valve Boxes to be Adjusted	EA	1	\$ 204.00	\$ 204.00	\$ 350.00	\$ 350.00	\$ 250.00	\$ 250.00	\$ 350.00	\$ 350.00	\$ 250.00	\$ 316.67	\$ 350.00	\$ 204.00	\$ 112.67
5	VV, MH to be Adj (SPECIAL)	EA	1	\$ 290.70	\$ 290.70	\$ 900.00	\$ 900.00	\$ 500.00	\$ 500.00	\$ 900.00	\$ 900.00	\$ 500.00	\$ 766.67	\$ 900.00	\$ 290.70	\$ 475.97
6	Manhole, Type A, 4'-Diameter, Type 1 Frame, Open Lid	EA	4	\$ 3,315.00	\$ 13,260.00	\$ 8,825.00	\$ 35,300.00	\$ 3,500.00	\$ 14,000.00	\$ 8,825.83	\$ 35,303.32	\$ 3,500.00	\$ 7,050.28	\$ 8,825.83	\$ 3,315.00	\$ 14,941.11
10	CL D Patch, Type III 4"	SY	735	\$ 34.68	\$ 25,489.80	\$ 30.00	\$ 22,050.00	\$ 35.00	\$ 25,725.00	\$ 33.00	\$ 24,255.00	\$ 30.00	\$ 32.67	\$ 35.00	\$ 34.68	\$ (1,479.80)
11	CL D Patch, Type IV, 4"	SY	840	\$ 30.60	\$ 25,704.00	\$ 30.00	\$ 25,200.00	\$ 30.00	\$ 25,200.00	\$ 30.00	\$ 25,200.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.60	\$ (504.00)
12	CL D Patch, Type III 8"	SY	125	\$ 51.00	\$ 6,375.00	\$ 50.00	\$ 6,250.00	\$ 45.00	\$ 5,625.00	\$ 60.00	\$ 7,500.00	\$ 45.00	\$ 51.67	\$ 60.00	\$ 51.00	\$ 83.33
13	CL D Patch, Type IV, 8"	SY	125	\$ 45.90	\$ 5,737.50	\$ 50.00	\$ 6,250.00	\$ 40.00	\$ 5,000.00	\$ 57.00	\$ 7,125.00	\$ 40.00	\$ 49.00	\$ 57.00	\$ 45.90	\$ 387.50
15	HMA Surf Removal, 2.25" - 3.5"	SY	10717	\$ 2.96	\$ 31,722.32	\$ 3.27	\$ 35,044.59	\$ 3.70	\$ 39,652.90	\$ 6.00	\$ 64,302.00	\$ 3.27	\$ 4.32	\$ 6.00	\$ 2.96	\$ 14,610.84
17	Comb C&G, R&R, (Intermittent)	LF	5783	\$ 17.34	\$ 100,277.22	\$ 21.00	\$ 121,443.00	\$ 23.00	\$ 133,009.00	\$ 24.00	\$ 138,792.00	\$ 21.00	\$ 22.67	\$ 24.00	\$ 17.34	\$ 30,804.11
20	HMA Driveway, R&R	SY	154	\$ 29.07	\$ 4,476.78	\$ 43.00	\$ 6,622.00	\$ 45.00	\$ 6,930.00	\$ 45.00	\$ 6,930.00	\$ 43.00	\$ 44.33	\$ 45.00	\$ 29.07	\$ 2,350.55
21	PCC Driveway, R&R	SY	3	\$ 45.90	\$ 137.70	\$ 55.00	\$ 165.00	\$ 65.00	\$ 195.00	\$ 63.00	\$ 189.00	\$ 55.00	\$ 61.00	\$ 65.00	\$ 45.90	\$ 45.30
22	Bituminous Material (Prime Coat)	PND	1050	\$ 0.01	\$ 10.50	\$ 0.01	\$ 10.50	\$ 0.01	\$ 10.50	\$ 0.70	\$ 735.00	\$ 0.01	\$ 0.24	\$ 0.70	\$ 0.01	\$ 241.50
23	Level Binder (MM), N50	Ton	441	\$ 75.99	\$ 33,511.59	\$ 71.75	\$ 31,641.75	\$ 82.00	\$ 36,162.00	\$ 85.00	\$ 37,485.00	\$ 71.75	\$ 79.58	\$ 85.00	\$ 75.99	\$ 1,584.66
24	Area Refl Crack Control Treatment	SY	10503	\$ 1.28	\$ 13,443.84	\$ 1.28	\$ 13,443.84	\$ 1.50	\$ 15,754.50	\$ 1.17	\$ 12,288.51	\$ 1.17	\$ 1.32	\$ 1.50	\$ 1.28	\$ 385.11
25	HMA Surface Course "D" N50 (MOD)	Ton	882	\$ 78.03	\$ 68,822.46	\$ 77.30	\$ 68,178.60	\$ 82.00	\$ 72,324.00	\$ 80.00	\$ 70,560.00	\$ 77.30	\$ 79.77	\$ 82.00	\$ 78.03	\$ 1,531.74
27	Topsoil, F&P 4"	SY	100	\$ 2.04	\$ 204.00	\$ 5.00	\$ 500.00	\$ 3.00	\$ 300.00	\$ 4.00	\$ 400.00	\$ 3.00	\$ 4.00	\$ 5.00	\$ 2.04	\$ 196.00
28	Seeding, Class I	SY	100	\$ 2.04	\$ 204.00	\$ 2.00	\$ 200.00	\$ 6.00	\$ 600.00	\$ 4.00	\$ 400.00	\$ 2.00	\$ 4.00	\$ 6.00	\$ 2.04	\$ 196.00
30	P.G.E. Subgrade (3" recycled)	CY	15	\$ 55.00	\$ 825.00	\$ 41.00	\$ 615.00	\$ 15.00	\$ 225.00	\$ 60.00	\$ 900.00	\$ 15.00	\$ 38.67	\$ 60.00	\$ 55.00	\$ (245.00)
35	Traffic Control and Protection	LS	0.25	\$ 100,000.00	\$ 25,000.00	\$ 132,085.00	\$ 33,021.25	\$ 154,000.00	\$ 38,500.00	\$ 186,200.00	\$ 46,550.00	\$ 132,085.00	\$ 157,428.33	\$ 186,200.00	\$ 100,000.00	\$ 14,357.08
48	Inlet, Type A, Type 1 Frame, Open Lid	EA	4	\$ 1,173.00	\$ 4,692.00	\$ 2,779.11	\$ 11,116.44	\$ 1,350.00	\$ 5,400.00	\$ 2,779.11	\$ 11,116.44	\$ 1,350.00	\$ 2,302.74	\$ 2,779.11	\$ 1,173.00	\$ 4,518.96
49	Catch Basin, Type C, Type 1 Frame, Open Lid	EA	2	\$ 1,377.00	\$ 2,754.00	\$ 3,250.00	\$ 6,500.00	\$ 2,000.00	\$ 4,000.00	\$ 3,250.00	\$ 6,500.00	\$ 2,000.00	\$ 2,833.33	\$ 3,250.00	\$ 1,377.00	\$ 2,912.67
44	Storm Sewers, Class B, Type 2 12"	LF	15	\$ 56.10	\$ 841.50	\$ 116.25	\$ 1,743.75	\$ 90.00	\$ 1,350.00	\$ 116.25	\$ 1,743.75	\$ 90.00	\$ 107.50	\$ 116.25	\$ 56.10	\$ 771.00
45	Storm Sewers, Class A, Type 2 12"	LF	397	\$ 52.02	\$ 20,651.94	\$ 113.46	\$ 45,043.62	\$ 90.00	\$ 35,730.00	\$ 113.46	\$ 45,043.62	\$ 90.00	\$ 105.64	\$ 113.46	\$ 52.02	\$ 21,287.14
46	Storm Sewers, Class A, Type 2 18"	LF	447	\$ 89.25	\$ 39,894.75	\$ 118.59	\$ 53,009.73	\$ 135.00	\$ 60,345.00	\$ 118.59	\$ 53,009.73	\$ 118.59	\$ 124.06	\$ 135.00	\$ 89.25	\$ 15,560.07
47	Storm Sewers, Class A, Type 2 24"	LF	130	\$ 89.25	\$ 11,602.50	\$ 126.71	\$ 16,472.30	\$ 155.00	\$ 20,150.00	\$ 126.71	\$ 16,472.30	\$ 126.71	\$ 136.14	\$ 155.00	\$ 89.25	\$ 6,095.70
48	Storm Sewers, Class A, Type 2 Equivalent Round-Size 15"	LF	175	\$ 100.00	\$ 17,500.00	\$ 132.84	\$ 23,247.00	\$ 220.00	\$ 38,500.00	\$ 132.84	\$ 23,247.00	\$ 132.84	\$ 161.89	\$ 220.00	\$ 100.00	\$ 10,831.33
49	Precast Reinforced Concrete Flared End Sections-Elliptical, Equivalent Round Size 15"	EA	1	\$ 4,100.00	\$ 4,100.00	\$ 1,395.79	\$ 1,395.79	\$ 3,000.00	\$ 3,000.00	\$ 1,395.79	\$ 1,395.79	\$ 1,395.79	\$ 1,930.53	\$ 3,000.00	\$ 4,100.00	\$ (2,169.47)
50	Catch Basin, Type A, 4'-Diameter, Type 1 Frame, Open Lid	EA	2	\$ 3,315.00	\$ 6,630.00	\$ 5,983.05	\$ 11,966.10	\$ 2,750.00	\$ 5,500.00	\$ 5,983.05	\$ 11,966.10	\$ 2,750.00	\$ 4,905.37	\$ 5,983.05	\$ 3,315.00	\$ 3,180.73
51	Cobblestone, Special	TN	2	\$ 550.00	\$ 1,100.00	\$ 200.00	\$ 400.00	\$ 850.00	\$ 1,700.00	\$ 150.00	\$ 300.00	\$ 150.00	\$ 400.00	\$ 850.00	\$ 550.00	\$ (300.00)
52	Brick Driveway Removal and Replacement	SF	80	\$ 137.70	\$ 11,016.00	\$ 14.50	\$ 1,160.00	\$ 17.00	\$ 1,360.00	\$ 12.00	\$ 960.00	\$ 12.00	\$ 14.50	\$ 17.00	\$ 137.70	\$ (9,856.00)
57	Grading and Shaping Ditches	LF	50	\$ 40.00	\$ 2,000.00	\$ 16.20	\$ 810.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 500.00	\$ 10.00	\$ 12.07	\$ 16.20	\$ 40.00	\$ (1,396.67)
Total					\$ 491,178.10		\$ 596,550.26		\$ 610,497.90		\$ 668,919.56					

Certificate of Eligibility	Yes	Yes	Yes
BLR 12210 - Contract Cover	Yes	Yes	Yes
BLR 12220 - Notice To Bidders	Yes	Yes	Yes
BLR 12221, BLR 12222 & 12223 - Proposal Signed	Yes	Yes	Yes
Addendum(s), noted/attached	Yes	Yes	Yes
Affidavit of Availability	Yes	Yes	Yes
Apprenticeship or Training Program Certification - BLR 12325	Yes	Yes	Yes
Substance Abuse Prevention Program Certification - BC 261	Yes	Yes	Yes
BLR 12230 - 5% Bid Bond Enclosed	Yes	Yes	Yes

I hereby certify that the bid tabulations shown above are a true and actual representation of the actual bids opened March 26, 2015 for the 2015 Road Maintenance Program.

Robert Horne
Engineering Supervisor



**REQUEST FOR BOARD ACTION
APRIL 13, 2015 COMMITTEE-OF-THE-WHOLE MEETING**

Subject: Consideration and Discussion of a Proposal to Create a New Liquor License Classification Permitting the Sale of Alcoholic Liquor in a Tavern for Consumption on Premises (Emporium Lake County)

Action Requested: Advance proposed Village Code amendments to April 27, 2015 Regular Village Board Meeting Consent Agenda for approval.

Originated By/Contact: Peter D. Kinsey, Chief of Police

Referred To: Village Board

Summary / Background:

At the March 23, 2015 Committee-of-the-Whole Meeting representatives from Emporium Lake County requested the Village Board create a new liquor license class which would permit the retail sale of alcoholic beverages for consumption on the specified premises with no requirement for the sale of food. Currently, the Village of Lincolnshire does not have a liquor license class which fits a strictly tavern-type business model. The petitioners currently own two Emporium locations in Chicago in the Wicker Park and Logan Square neighborhoods. The Wicker Park location is the original “arcade bar” in Chicago and opened as a tavern. The Logan Square location also has a food truck permanently parked inside the bar that is operated by a rotation of licensed food truck operators in Chicago. Both locations feature live entertainment.

The proposed model for Emporium Lake County, which would be located at 275 Parkway Drive in the City Park retail center, is a hybrid of the two existing Emporium bars. Video arcade games and live entertainment will be featured. While the petitioners are open to the idea of having food available for sale on the premises, they do not want to be obligated to that requirement as part of their liquor license. However, even if they chose not to offer food, they have expressed a desire to work with local restaurants to provide food for their customers and/or allow customers to bring in food.

Attached is a draft ordinance amending the Village Code to create a new liquor license class which permits the retail sale of alcoholic liquor for consumption on the premises in taverns for Village Board consideration. Since the new liquor license class provides for the sale of alcoholic liquor with no food requirement, the proposed code amendment establishes a beverage alcohol sellers and servers education and training (BASSET) program requirement for Class Q licensees.

Budget Impact: Not Applicable.

Service Delivery Impact: Not Applicable.

Recommendation: Staff has no recommendation.

Reports and Documents Attached:

Draft Ordinance Amending Section 3-3-2-5 of Title 3, Chapter 3 (Liquor Control) and Section 1-15-9 of Title 1, Chapter 15 (Comprehensive Fee Schedule) of the Lincolnshire Village Code.

Meeting History	
Initial Referral to Village Board (COW):	March 23, 2015
	April 13, 2015

VILLAGE OF LINCOLNSHIRE

ORDINANCE NO. 15-

AN ORDINANCE AMENDING SECTION 3-3-2-5 OF TITLE 3, CHAPTER 3 (LIQUOR CONTROL) AND SECTION 1-15-9 OF TITLE 1, CHAPTER 15 (COMPREHENSIVE FEE SCHEDULE) OF THE LINCOLNSHIRE VILLAGE CODE

WHEREAS, the Village of Lincolnshire (hereinafter, the “Village”), is an Illinois home rule municipal corporation organized and operating pursuant to Article VII of the Illinois Constitution of 1970; and

WHEREAS, the Village of Lincolnshire has adopted certain liquor license regulations designed to protect the health, safety and welfare of the residents of the Village, which regulations are codified at Title 3, Chapter 3 of the Lincolnshire Village Code (the “Liquor Code”); and

WHEREAS, the Illinois Liquor Control Act, 235 ILCS 5/1-1. et seq. (the “Act”), describes the minimum regulation of liquor license establishments in the State of Illinois; and

WHEREAS, Section 4-1 of the Act, 235 ILCS 5/4-1, empowers the Mayor and Board of Trustees to establish such conditions, regulations and restrictions upon the issuance of local liquor licenses not inconsistent with law as the public good and convenience may require; and

WHEREAS, the Mayor and Board of Trustees desire to update and revise the Village’s Liquor Code and add a new liquor license class.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, in exercise of its home rule authority, as follows:

SECTION 1. RECITALS. The foregoing recitals represent the purpose and intent of this Ordinance and as such shall be incorporated as though fully set forth herein. In the event of any ambiguity or invalidity regarding the enforcement of this ordinance it is the intent of the corporate authorities that this ordinance be liberally construed or reformed to accomplish the purpose and intent so described.

SECTION 2. AMENDMENTS.

- A. Section 3-3-2-5 of the Code is hereby amended by adding new liquor license class "Q" as set forth below:

CLASS Q (Taverns)

Issued to authorize the retail sale of alcoholic liquor for consumption on the licensed premises only.

- B. Section 3-3-6-3 of the Code is hereby created as set forth below:

3-3-6-3: TRAINING: A Class Q licensee must only employ persons for the purpose of serving, drawing, pouring or mixing any alcoholic liquor who have completed a state-certified and police department approved beverage alcohol sellers and servers education and training (BASSET) program within 90 days of commencing employment. Prior to completing a BASSET program, all new employees shall work under the supervision of an employee who has completed the BASSET program. The original or renewal license application shall be accompanied with proof of completion of BASSET training for the manager of the licensee. The Licensee shall be required to maintain records demonstrating proof of completion of the BASSET training for each applicable employee for the term of their employment and a period of one year thereafter. It shall be unlawful for any employee of a licensee, to serve, draw, pour or mix any alcoholic liquor unless such employee either has completed the BASSET program or is working under the supervision of an employee who has completed the BASSET program.

- C. Section 1-15-9 of the Code is hereby amended as set forth below:

1-15-9: LICENSE FEES:

<u>LIQUOR CONTROL</u>	<u>AMOUNT OF FEE</u>	<u>CODE SECTION</u>
Liquor License – Class Q	\$3,000.00	3-3-2-6

SECTION 3. EFFECTIVE DATE. This Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this _____ day of _____, 2015, by the Corporate Authorities of the Village of Lincolnshire on a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED This _____ day of _____, 2015.

Brett Blomberg, Mayor

ATTEST:

Barbara Mastandrea, Village Clerk

**REQUEST FOR BOARD ACTION
APRIL 13, 2015 COMMITTEE-OF-THE-WHOLE**

Subject: Consideration and Discussion of a Request to Authorize Police Department Purchase of Two (2) Replacement Vehicles for the Police Department at a cost of \$54,171 (Village of Lincolnshire)

Action Requested: Consideration of Recommendation and Advance purchase request to April 27, 2015 Regular Village Board Meeting Consent Agenda for approval.

**Originated
By/Contact:** Peter D. Kinsey, Chief of Police

Referred To: Village Board

Summary / Background:

The Village's FY 2015 budget provides funding for the purchase of two (2) replacement vehicles for the Police Department. The department plans to replace the Community Service Officer's 2009 Ford Expedition (Squad 97) and a marked 2007 Ford Crown Victoria Police Interceptor Sedan (Squad 85). Both squads are nearing the end of their cost-effective service life and will be ready for retirement by the time the replacement vehicles are delivered.

The Police Department recommends purchase of a 2015 Ford Expedition 4x4 through the State of Illinois' Joint Purchasing Program to replace the Community Service Officer's current Ford Expedition. The state contract for the 2015 Ford Expedition 4x4 has been awarded to Landmark Ford of Springfield, Illinois. The Village of Lincolnshire may utilize the state's Joint Purchasing Program contract as the vehicle purchase has been competitively bid. The base price for the Expedition 4x4 is \$27,190. With the desired options, the total purchase price for this vehicle will be \$27,977.

Staff recommends purchase of a 2015 Chevrolet Caprice Sedan through the Suburban Purchasing Cooperative to replace the 2007 Ford Crown Victoria. The Suburban Purchasing Cooperative has awarded a contract for the 2015 Chevrolet Caprice Sedan to Currie Motors of Frankfort, Illinois. The Village of Lincolnshire may utilize the Suburban Purchasing Cooperative contract as a member of the Northwest Municipal Conference and given the vehicle purchase has been competitively bid. The base price for the Chevrolet Caprice is \$25,917. With the desired options, the total purchase price for this vehicle is \$26,194.

The total expenditure for the purchase of both vehicles is \$54,171.

Budget Impact:

\$53,000 is budgeted in the Police Department's Capital Budget Motor Vehicle Replacement Account (#51-05-80-7001) for this purchase in Fiscal Year 2015. Staff anticipates sufficient unexpended funds in other Police capital accounts to cover the \$1,171 difference.

Service Delivery Impact:

Both of these vehicles will replace aging vehicles currently in the Police Department's fleet.

Recommendation:

Staff recommends approval of this purchase.

Reports and Documents Attached:

- Landmark Ford 2015 Ford Expedition 4x4 (State Contract #4017600)
- Suburban Purchasing Cooperative 2015 Chevrolet Caprice Patrol Vehicle (SPC Contract #138)

Meeting History	
Initial Referral to Village Board (COW):	April 13, 2015
Regular Village Board Meeting:	



STATE CONTRACT WINNER

PSD# 4017600

2015 Expedition 4X4

SPECIAL SERVICE PACKAGE

Call **LYLE SNOW (800) 798-9912**

Email lylesnow@msn.com

STANDARD PACKAGE

\$27,190.00

3.5L V6 EcoBoost Engine
6 Speed automatic transmission
Brakes 4-wheel disc (ABS)
Brake assistance
Traction control
P265/70R17 OWL All Terrain
Advance trac w/roll stability control
Air Conditioning
AM/FM Radio
Rear child safety locks
Left Side 6" Spotlight
Dual power heated mirrors
3.73 Axle ratio
Column Shifter
Floor console delete
Fog lamps
Solar tinted glass
Privacy glass rear
Power points (1) front (1) rear
Rear window defroster

Intermittent wipers front & rear
Dual stage front air bags
Air bags Safety canopy side impact
Tilt steering wheel
Power windows driver one touch up/down
Front seats cloth
Rear seat vinyl 40-20-40 folding
Vinyl floor covering
Door handles mold-in-color
Black Grille
Skid Plates
Tire pressure monitoring system
Securilock passive anti-theft system
Steering-variable-assist power
Suspension-multilink independent rear
Keyless-entry remote
Securicode (keypad)
Cruise control
Easy fuel (capless refueling)

ORDER CUT OFF DATE May 1, 2015

WE WILL GIVE TOP DOLLAR FOR YOUR USED VEHICLES"

ADDITIONAL OPTIONS AND ORDER FORM

PLEASE ENTER THE FOLLOWING

FORD FLEET NUMBER Q4288

CONTACT NAME LINCOLNSHIRE POLICE, JAMIE WATSON

PHONE NUMBER 942 883-9900

PURCHASE ORDER NUMBER _____

STATE TAX EXEMPT NUMBER E9995-7612-07

Quantity

1

Check desired options

Check desired options

<input type="checkbox"/>	Delivery one unit		275.00	<input checked="" type="checkbox"/>	Running Boards	186	430.00
<input type="checkbox"/>	Delivery Multiple units each		225.00	<input type="checkbox"/>	Delete Left Hand Spotlight		(-200.00)
<input checked="" type="checkbox"/>	Ignition Override		149.00	<input type="checkbox"/>	Skid Plates	41K	100.00
<input checked="" type="checkbox"/>	Cloth 2 nd row seat	21F	120.00	<input type="checkbox"/>	Heavy duty trailer tow package	536	555.00
<input type="checkbox"/>	Vinyl 3 rd row seat	875	864.00	<input type="checkbox"/>	Day time running lights	43D	45.00
<input type="checkbox"/>	Cloth 3 rd row seat	875	864.00	<input type="checkbox"/>	4 Strobe Led Lights two in grille		621.00
<input type="checkbox"/>	Rustproof & undercoating		289.00	<input type="checkbox"/>	Engine Block Heater	41H	35.00
<input type="checkbox"/>	16" black push bumper		615.00	<input type="checkbox"/>	Extra key no remote		20.00
<input type="checkbox"/>	Power code remote start		564.00	<input type="checkbox"/>	CD Rom service manual		245.00
<input checked="" type="checkbox"/>	All-weather floor mats		88.00	<input type="checkbox"/>	Undercoat Only		195.00
<input type="checkbox"/>	* Fleet convenience package	50F	395.00	<input type="checkbox"/>	License Title & Fees Police Plate		175.00
<input type="checkbox"/>	**SSV Upgrade Package	65C	1020.00	<input type="checkbox"/>	License Title & Fees Municipal Plate		175.00
<input type="checkbox"/>	Exterior Colors			<input type="checkbox"/>	License Title Transfer & Fees		190.00
<input type="checkbox"/>	Ruby Red Metallic Clearcoat	RR	390.00	<input type="checkbox"/>	EL 4X4 Expedition		4955.00
<input type="checkbox"/>	Vermillion Red	F1	N/C	<input type="checkbox"/>	Exterior Colors		
<input type="checkbox"/>	Blue Jeans Metallic	N1	N/C	<input type="checkbox"/>	Green Gem Metallic	JW	N/C
<input type="checkbox"/>	Tuxedo Black Metallic	UH	N/C	<input type="checkbox"/>	Interior Colors		
<input type="checkbox"/>	Magnetic Metallic	J7	N/C	<input type="checkbox"/>	Ebony	CH	N/C
<input type="checkbox"/>	Ingot Silver	UX	N/C	<input type="checkbox"/>	Dune	CD	N/C
<input checked="" type="checkbox"/>	Oxford White	Z1	N/C	<input type="checkbox"/>			
<input type="checkbox"/>	Bronze Fire Metallic	H7	N/C	<input type="checkbox"/>			

***Includes Power adjustable pedals, Reverse sensing system**

****Includes 4.10 axle, 20" Bright Aluminum Wheel w/Magnetic painted windows
(275/55R20 AT BSW)**

CALL ABOUT MUNICIPAL FINANCING

Payment Required At Time of Delivery



2015 Chevrolet Caprice Patrol Vehicle
SPC Contract #138



Currie Motors Fleet

“Nice People To Do Business With”

Your Full-Line Municipal Dealer
www.CurrieFleet.com

Order Cutoff: TBD
Contact Dealer for Availability



If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500



Currie Motors Chevrolet
SPC Contract #138
2015 Chevrolet Caprice Patrol
Vehicle
Call Tom Sullivan (708) 562-4500

Standard Package: \$25,916.50

Warranty 3 Years 36,000 miles Bumper to Bumper/ 5 Years 100,000 Power train

Air bags, dual-stage frontal, pelvic-thorax side-impact, head curtain and knee, driver and front passenger, includes Passenger Sensing System

Air conditioning, dual-zone automatic climate control with pollen air filtration

Audio system, Chevrolet MyLink radio, AM/FM stereo with CD player and MP3 playback, includes 7" diagonal color touch-screen display

Audio system feature, standard speaker system with 2 speakers and 2 tweeters

Bluetooth for phone and music, personal cell phone connectivity to vehicle audio system, voice recognition

Cruise control, electronic with set and resume speed

Defogger, rear-window electric

Engine-3.6LSIDI DOHC V6

Door locks, power programmable with lockout protection

Door locks, rear child security

Driver Information Center, monochromatic display with customization features

Glove box, passenger-side, non-lockable

Ignition, 110-amp main power supply wiring at instrument panel & auxiliary 120-amps in trunk

Instrumentation, "certified" analog, 160 mph, 1 mph increments digital display, trip odometer, warning lamps & Driver Information Center with Oil Life Monitor

Key, folding blade fob

Lighting, interior with center-mounted dome and rear reading lights

Lighting, trunk courtesy lamp

Visors, driver and front passenger vanity mirrors, covered

Windows, power with driver and front passenger Express-Down and rear passenger lockout

Antenna, roof-mounted, fixed mast, radio

Rear Vision Camera

Daytime Running Lamps, reduced intensity low beam

Door handles, Black

Fascias, front and rear body-color

Glass, Solar-Ray light-tinted, windshield, driver and front passenger, light-tinted rear back glass

Headlamps, halogen with automatic exterior lamp control

Horn, dual-note high and low

Lamp, center high-mounted stop/brake (CHMSL)

License plate bracket, front

Lock cylinders, driver and front passenger doors

Lock cylinder, trunk

Mirrors, outside power-adjustable, Black, manual-folding

Tires, P235/50R18 all-season blackwall, Goodyear

Wheel, compact spare

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Mirror, inside rearview manual day/night
Monitor, engine hours and idle hours, displayed in Driver Information Center
Power outlet, 1 located on instrument panel, 12-volt
Remote vehicle starter system, includes Remote Keyless Entry
Retained accessory power, power windows & audio system remain operational after ignition is switched off for 10 minutes or until a door is opened
Safety belt pretensioners, front row seats
Safety belts, 3-point, all seating positions
Seat adjuster, driver 6-way power, tilt, height and lumbar with manual recline and fore/aft
Seat adjuster, front passenger 6-way power, tilt, height and lumbar with manual recline and fore/aft

Wheels, 18" (45.7 cm) heavy-duty steel
Wheel center cap, bolt-on, forged aluminum
Wipers, front intermittent, variable
Alternator, 170 amps with idle boost
Battery, 700 cold-cranking amps, located in trunk with Battery Rundown Protection
Brake/transmission shift interlock
Brake, parking, foot apply
Brakes, 4-wheel antilock, 4-wheel disc, heavy-duty
Cooling, transmission oil cooler

Factory Order Cutoff Date: To be determined

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Additional Options and Order Ford

Please enter the following:

Contact Name JAMIE WATSON

Phone Number 847-883-9900

Purchase Order Number _____

State Tax Exempt Number _____

PLEASE SUBMIT P.O. TO:

Currie Motors
8401 W. Roosevelt Rd
Forest Park, IL 60130
PHONE: (708)562-4500 FAX: (815) 464-7500
Contact Person: Tom Sullivan
CurrieFleet@gmail.com
www.CurrieFleet.com

Options:

<input type="checkbox"/>	Air bags-Standard plus Front/Rear Outboard Seating Position	66.00
<input type="checkbox"/>	Trunk Cargo Mat-HD Vinyl	83.60
<input type="checkbox"/>	Door Locks-Single Key Locking System Unique to 2014 Caprice only	22.00
<input checked="" type="checkbox"/>	Floor Mats-Carpeted Front and Rear na with Vinyl Rear Seat	70.40
<input type="checkbox"/>	Keys-6 Cut with Integrated Remote Keyless Entry (Unprogrammed)	132.00
<input type="checkbox"/>	Lamps-LED Red and Blue Flashing Trunk	374.00
<input type="checkbox"/>	Lighting-Red and White Auxiliary Dome	171.60
<input type="checkbox"/>	Rear Window Switches Inoperative	61.60
<input type="checkbox"/>	Rear Door Locks/Handles Inoperative	58.08
<input type="checkbox"/>	Cloth Front Bucket w/Vinyl Rear	96.80
<input type="checkbox"/>	Speed Limiter	83.60
<input type="checkbox"/>	Wiring-Grill Lamps and Siren Speaker	149.60
<input type="checkbox"/>	Wiring-Horn and Siren Circuit	57.20
<input checked="" type="checkbox"/>	Daytime Running Lamps and Automatic Headlamps Delete	22.00
<input type="checkbox"/>	Flasher System-Headlamp and Tail lamp	330.00
<input type="checkbox"/>	Mirrors-Outside Heated Power Adjustable	52.80
<input type="checkbox"/>	Roof Hole-On Center Line	171.60
<input type="checkbox"/>	Roof Hole-Passenger Side	171.60
<input type="checkbox"/>	Spot Lamp-Drivers Side	404.80
<input type="checkbox"/>	Spot Lamp-Drivers and Passenger Side	721.60
<input type="checkbox"/>	Spot Lamp Provision-Drivers Side	250.80
<input type="checkbox"/>	Spot Lamp Provision-Drivers/Passenger Side	457.60
<input checked="" type="checkbox"/>	Wheel- Full Size Spare and Tire	149.60

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

<input checked="" type="checkbox"/>	Wheel Cover-Full	35.20
<input type="checkbox"/>	Battery-Auxiliary Trunk Mount	220.00
<input type="checkbox"/>	Differential-Limited Slip	171.60
<input checked="" type="checkbox"/>	6.0L V-8	N/C
<input type="checkbox"/>	Prisoner Partition-Loose Shipped	799.00
<input type="checkbox"/>	Push Bumpers-Installed	665.00
<input type="checkbox"/>	Road-Ready Value Package *Code 3 2100 LED Light Bar *LED Hideaway Strobes *Remote Siren/Light Controller *100 Watt Siren Speaker *Equipment Console *Dual Cup Holders *3-Outlet 12v Power Accessory *Sliding Partition	4322.00
<input type="checkbox"/>	Rustproofing and Undercoating	395.00
<input type="checkbox"/>	Municipal Police Plates	105.00
<input type="checkbox"/>	Secure Idle Over-Ride	285.00
<input type="checkbox"/>	Delivery-Beyond 50 Miles	150.00

Options – Exterior

<input checked="" type="checkbox"/>	Silver Ice Metallic	N/C
<input type="checkbox"/>	Red Hot	N/C
<input type="checkbox"/>	Phantom Black Metallic	N/C
<input type="checkbox"/>	Mystic Green	N/C
<input type="checkbox"/>	Heron White	N/C
<input type="checkbox"/>	Hugo Blue –Orders Less than 20 Will Be Delayed	440.00

Options – Interior

<input type="checkbox"/>	Jet Black Front Cloth Buckets with Rear Cloth Bench	N/C
<input type="checkbox"/>	Jet Black Front Cloth Buckets with Vinyl Rear Bench	96.80

Please contact us if we have missed an option

CurrieFleet@gmail.com

Please submit P.O. with Vehicle Order

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

**REQUEST FOR BOARD ACTION
Committee of the Whole
April 13, 2015**

Subject:	Receipt of Report Regarding Lincolnshire Sport Association (LSA) Plan to Install an Equipment Storage Structure at North Park
Action Requested:	Informational Materials – No Action Required
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Referred To:	No Referral

Summary:

- The Lincolnshire Sports Association (LSA) seeks to install a 100 square foot (10'x10') storage shed at North Park to consolidate equipment storage.
- Based on the lack of storage space at North Park, LSA currently utilizes unused space in the concessions building and a storage pod located in a parking space. The proposed new storage structure would permit removal of the storage pod from the parking lot and free space in the concessions building.
- Staff has reviewed the Special Use approving the Park and Zoning Code requirements for accessory structures and determined no zoning or design approvals are necessary.
- CED and PW Staff have worked with LSA to ensure the storage shed complies with (Accessory) storage structure regulations and to appropriately site the structure to minimize visual impacts to park users (see attached Location Plan).
- LSA narrowed the storage structure appearance to two designs (shown below). Their preferred design incorporates a "porch" extension (left photo) in an effort to reduce the visual appearance of a storage shed. However, Staff encourages the traditional design (right photo), which we believe fits better with the adjacent concession building and is less visually obtrusive.



- The structure will be painted to match the current color scheme of the concessions building for consistency. Evergreen shrubs will also be planted along the north and south elevations to provide year-round screening of the structure.
- Staff will present this information to the Park Board at their April 20th meeting.

Budget Impact:

Lincolnshire Sports Association plans to cover all expenses related to construction and installation of proposed storage shed and landscaping.

Recommendation:

As the storage structure complies with Village regulations, no action is required by the Board. This information is provided for informational purposes.

Reports and Documents Attached:

- Location Plan, prepared by Staff.

Meeting History	
Current Village Board meeting:	April 13, 2015
Park Board meeting:	April 20, 2015

