

AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Board Room
Monday, November 28, 2016
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 November 14, 2016 Committee of the Whole Meeting Minutes

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

- 3.11 Preliminary Evaluation Regarding Proposed Sign Code Changes (Village of Lincolnshire)

3.2 Finance and Administration

3.3 Public Works

- 3.31 Consideration and Discussion of the Use of Village Streets by District 103 Parent-Teacher Organization for a 5K Walk/Run on May 20, 2017 (District 103 Parent-Teacher Organization)

- 3.32 Consideration of Proposed Village of Lincolnshire Tree Grant Program (Village of Lincolnshire)

3.4 Public Safety

3.5 Parks and Recreation

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, November 14, 2016**

Present:

Mayor Brandt	Trustee Feldman
Trustee Grujanac	Trustee Hancock
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	Assistant Village Manager/Community &
Economic Development Coordinator Zozulya	Economic Development Director Letendre
	Assistant Public Works Director/Village Engineer Dittrich

ROLL CALL

Mayor Brandt called the meeting to order at 7:50 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of the October 24, 2016 Committee of the Whole Meeting Minutes

The minutes of the October 24, 2016 Committee of the Whole Meeting were approved as submitted.

2.2 Acceptance of the October 26, 2016 Special Committee of the Whole Meeting Minutes

The minutes of the October 26, 2016 Special Committee of the Whole Meeting were approved as submitted.

2.3 Acceptance of the November 3, 2016 Special Committee of the Whole Meeting Minutes

The minutes of the November 3, 2016 Special Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Consideration and Discussion of Site Design, Building Elevations, Signs, Landscaping and Lighting for Proposed Children's Daycare Center (The Gardner School/Viking Development, LLC)

Economic Development Coordinator Zozulya provided a summary and background of the proposed site design, building elevations, signs, landscaping and lighting for proposed Children’s Daycare Center. The Zoning Board unanimously recommended approval of the special use with a few conditions in which Children’s Daycare Center has agreed. The Architectural Review Board (ARB) had a split recommendation on a vote of 3 in favor and 1 abstention. The ARB vote constitutes a negative recommendation as a minimum of 4 positive votes required by Village Code. Should the Village Board decide to take action to approve the petitioner’s proposal, approval will require a supermajority vote of the Village Board.

Mr. Bryan Slonski with NORR Architects and Mr. Jay Joiner with the Gardner School provided a presentation regarding the proposed site design, building elevations, signs, landscaping and lighting for proposed Children’s Daycare Center.

A conversation regarding the elevation of the proposed building and the discussions at the ARB meetings followed. Economic Development Coordinator Zozulya provided information regarding feedback from the ARB as requested by Trustee McDonough. Mayor Brandt asked why Gardner School chose the design presented. Mr. Joiner stated the team took all the input provided by the ARB and came up with three choices, then the Gardner School team chose the elevation presented.

Trustee McDonough noted the area the school will be built in is industrial and had some concern regarding how the proposed building went from a design that could be converted to some other use to something, which due to the architecture, will always be used as a school. Economic Development Coordinator Zozulya noted zoning allows for this type of usage in the center, and there is another school in the area. The Gardner School is purchasing the lot the school will be on which will be incentive for them to stay and remain in operation. Mr. Joiner noted they are very selective in securing sites and have done research on this location. Mr. Joiner explained they have not had any other school go out of business or had to sell. Trustee Hancock asked if the petitioner would like to go back to the original plan or would like to go with what is currently being proposed. Mr. Joiner stated he is comfortable with the plan currently being presented but would like to see some architectural upgrades.

A conversation regarding possible desired changes followed.

There was a consensus of the Board to keep the brick elevation as presented and have the petitioner bring back proposed minor architectural changes for review and discussion at the next Regular Village Board meeting.

3.12 Consideration of a Site Work Fee Waiver Request, per Section 5-3-2(A) of the Lincolnshire Village Code (The Lutheran Church of the

Holy Spirit)

Assistant Village Manager/Community and Economic Development (CED) Director Letendre provided a summary of the request for a fee waiver from the Lutheran Church of the Holy Spirit for site work fees.

Trustee McDonough asked if the improvements are replacements of fixtures or an increase of lighting. Assistant Village Manager/CED Director Letendre stated the improvements are to get the existing lights working.

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

3.2 Finance and Administration

3.21 Public Comment Regarding the Proposed Fiscal Year 2016 Budget (Village of Lincolnshire)

Village Manager Burke stated staff has not received any emails or feedback from the public. This is typical in the timeline of the budget process to have this listed on the agenda.

3.22 Consideration and Discussion of the 2017 Village Calendar and Meeting Schedule (Village of Lincolnshire)

Village Manager Burke provided a summary of the 2017 Village Calendar and Meeting Schedule noting some date changes due to holidays.

Mayor Brandt asked the Board to review the March dates for spring break and report back with any changes.

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

3.23 Consideration and Discussion of Supplemental Appropriation Ordinance of the Village of Lincolnshire, Illinois for the Fiscal Year Beginning January 1, 2016 and Ending, December 31, 2016 (Village of Lincolnshire)

Finance Director/Village Treasurer Peterson provided a summary of the proposed Supplemental Appropriation Ordinance for the Fiscal Year beginning January 1, 2016 and ending, December 31, 2016.

Village Manager Burke noted other than Police Protection, no other area of the Appropriation Ordinance of expenditures has exceeded the original appropriation adopted by the Board last February.

Trustee Hancock expressed concern with putting an additional line item into an existing tax structure that will give future Boards and staff the

ability to add more expenditures to the line item. Trustee Hancock asked if the costs administered in 2017 would hit the Lincolnshire Village taxing body as opposed to the Police Pension line item. Finance Director/Village Treasurer Peterson stated with this proposed change to the supplemental appropriation, the Village will be able to levy a property tax for Police Protection. Finance Director/Village Treasurer Peterson noted the additional property tax dollars are available from the \$40.5 million in assessed valuation growth that the County Clerk's office is projecting. Finance Director/Village Treasurer Peterson stated the proposed Police Protection line item opens up an opportunity for the Village if the state freezes property taxes. Finance Director/Village Treasurer Peterson noted there is talk the state would not freeze taxes for Police Protection so the Village would be able to increase revenues next year if there were ongoing fiscal challenges. Village Attorney Simon stated the Police Pension Board does not levy a tax to pay for operations of the Police Department. Trustee Hancock noted there is \$116,000 proposed in the Fiscal Year 2016 levy and asked if this was Police salaries. Finance Director/Village Treasurer Peterson stated the Village has to identify the appropriation line item the tax levy is supporting. The Village needs to adopt the Supplemental Appropriation to show the appropriated Police regular salaries to allow the Village to levy against that line item. Finance Director/Village Treasurer Peterson explained you cannot levy against the Departmental total. Trustee Hancock asked where those dollars were in the Lincolnshire budget previously. Finance Director/Village Treasurer Peterson stated the dollars were in the Police Department. Trustee Hancock stated if future Boards are not diligent, could staff start putting more and more Police salaries into the proposed tax levy. Finance Director/Village Treasurer Peterson stated staff is not changing the budget or the appropriation total but defining a line item within the total of the Police Department. Staff is taking the specific item out of the General Fund Police Department total and calling it out as Police Protection so the Village can levy against this item. Village Attorney Simon stated there is no increase or decrease to the budget or appropriation totals, just more detail. Village Attorney Simon stated the Finance Director is requesting to add additional detail in the 2016 budget so when Lincolnshire levies a tax for Police salaries, there is history to look back on to justify the amount the Board might levy for that purpose to be collected next year.

Village Manager Burke noted the Village is expected to receive additional tax revenue and maintain the same tax rate for the coming year because of the growth in the equalized assessed value the Village has seen either through appreciation of property values or new construction that has happened over the past year.

A conversation regarding tax rate and how this could affect revenues followed. Finance Director/Village Treasurer Peterson stated this levy could increase revenues with little impact to the residents.

Trustee McDonough asked if this item is being confused with Item 3.24

and is in agreement with Trustee Hancock regarding not wanting to break out a line item. Trustee McDonough asked if this appropriation would have the Village in compliance and enable us later to protect those revenues if something were to happen with the budget in Springfield. Finance Director/Village Treasurer Peterson stated we could not approve item 3.24 without approving item 3.23.

Village Attorney Simon stated Police Pension levy cannot go to pay salaries. The Police Pension levy only goes to pay the Village's share of the retirement obligations; salaries come out of the General Fund. Because there is fear the general assembly will freeze property taxes with a carve out for expenses for Police and Fire retirement obligations or Police and Fire salary obligations, the Village wants to get a foot in the door for the salary obligations by levying the Police Protection tax separate from the retirement obligation levies. Mayor Brandt stated this is something that needs to be managed with the budget from year to year.

The Consensus of the Board was to have further discussion at an upcoming meeting.

3.24 Consideration and Discussion of an Ordinance Levying Taxes for Corporate Purposes of the Village of Lincolnshire, Lake County, Illinois for Fiscal Year January 1, 2016 and Ending December 31, 2016 (Village of Lincolnshire)

Finance Director/Village Treasurer Peterson provided a summary of the proposed Ordinance levying taxes for corporate purposes of the Village of Lincolnshire for Fiscal Year January 1, 2016 and ending December 31, 2016 which is intended to raise the required funds to contribute to the Village's Police Pension Fund, Retirement Fund, as well as partially funding Police Protection.

The Consensus of the Board was to have further discussion at an upcoming meeting.

3.25 Consideration and Discussion of an Ordinance Abating and Reducing Certain Taxes Heretofore Levied to Pay Debt Service on Special Service Area (SSA) Bonds of the Village of Lincolnshire, Lake County, Illinois (Sedgebrook Special Service Area Number 1 Special Tax Bonds)

3.26 Consideration and Discussion of an Ordinance Abating Certain Taxes Heretofore Levied for the Westminster Way Transportation Special Service Area Number 1A (Village of Lincolnshire)

3.27 Consideration and Discussion of an Ordinance Abating the Tax Heretofore Levied for the Year 2016 to Pay Debt Service on Several Notes of the Village of Lincolnshire, Lake County, Illinois (Village of Lincolnshire)

Mayor Brandt opened up items 3.25 – 3.27 together.

Village Manager Burke provided a summary of the proposed Ordinances abating and reducing certain taxes heretofore levied to pay debt service on Special Service Area (SSA) Bonds, abating certain taxes heretofore levied for the Westminster Way Transportation Special Service Area Number 1A, and abating the tax heretofore levied for the Year 2016 to pay debt service on several notes.

Trustee McDonough asked if the Camberley property owners are being made aware of the Special Service. Village Manager Burke confirmed the Camberley property owners are being made aware of the Special Service and staff has had discussions with Pulte leadership team in terms of making sure their sales officials understand the Special Service Area. Trustee McDonough asked if there is anything the Village can do so potential buyers can be informed before they purchase property, that they have this liability. Village Attorney Simon stated the Village is allowed to inform the potential buyers of the subdivision, the fact that there is a special service area lien on the property would be disclosed to them when they receive title. Mayor Brandt suggested a letter be sent to Pulte to be included in the Camberley Club sales packets.

There was a consensus of the Board to place items 3.25 – 3.27 on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.3 Public Works

- 3.31 Consideration of Award of Bid to Chicagoland Paving, Lake Zurich, Illinois in the Amount of \$249,000.00 for Infrastructure Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements (Village of Lincolnshire)**
- 3.32 Consideration of an Amendment to the Easement Agreement with Lake County Forest Preserve District for Infrastructure Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements (Village of Lincolnshire)**

Mayor Brandt opened up items 3.31 and 3.32 together.

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the bid to Chicagoland Paving for the Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements and an Amendment to the Easement Agreement with Lake County Forest Preserve District for Infrastructure Transportation Enhancement Program (ITEP) Stage 2 – Olde Half Day Road Shared Use Path Improvements.

Trustee McDonough asked how long before the Village receives the 80% reimbursement from ITEP. Assistant Public Works Director/Village

Engineer Dittrich stated staff will submit for the reimbursement once the Village is done paying out the funds and typically IDOT reimburses within 60 – 90 days. Village Manager Burke noted the 2017 Budget reflects the reimbursement of the median project and staff anticipates reimbursement for both Stage1 & Stage 2 in 2017.

Trustee Hancock asked if the tree clearing is included in this portion of the project. Mayor Brandt confirmed the tree clearing is in Stage 2. Trustee Hancock stated he would like to keep the greenery remaining and recommended doing the clearing in portions while obtaining Board approval. A conversation regarding landscaping and clearing proposed followed.

Mayor Brandt asked staff to bring back the proposed landscape plans for discussion at the next Regular Village Board Meeting.

There was a consensus of the Board to place items 3.31 and 3.32 on the Regular Village Board Agenda for discussion at the next Regular Village Board Meeting.

- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

4.1 2017 Budget Considerations

Village Manager Burke passed out information to the Board regarding proposed budget revenue considerations discussed at previous Special Committee of the Whole meetings. Mayor Brandt recommended the Board review the information and bring any questions or comments to upcoming meetings.

5.0 NEW BUSINESS

6.0 EXECUTIVE SESSION

7.0 ADJOURNMENT

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:50 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

**REQUEST FOR BOARD ACTION
Committee of the Whole
November 28, 2016**

Subject:	Sign Code (Title 12) Revisions
Action Requested:	Preliminary Evaluation Regarding Proposed 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

Background:

- The current and most recent Sign Code rewrite was adopted in June 2009.
- Since that time, a number of revisions (including changes to wall, temporary, political and LED gas station monument signs, as well as sign landscaping) have been approved to clarify or refine code requirements.
- The most recent comprehensive changes to the Sign Code were adopted in April 2015 in response to challenges and opportunities facing Lincolnshire's shopping centers.
- Staff and the Village Attorney identified additional areas, presented below, where further amendments are warranted in response to recent requests and staff research.

Research Summary & Staff Recommendations:

- Definitions - Section 12-3-1:

1. *Off-Premise Sign* – The Sign Code currently prohibits off-premise single-tenant and multi-tenant ground identification signs, including those on unified commercial and mixed-use PUD properties with multiple parcels which are not under common ownership. This means a business must be located on the same lot as the sign identifying that business. There are currently four unified commercial/mixed-use PUD properties in the Village: Village Green, Lincolnshire Marketplace, Lincolnshire Commons and CityPark. As property subdivisions within commercial PUD developments become increasingly common, creating lots with multiple owners (e.g., CityPark or Lincolnshire Marketplace), this issue should be addressed to allow all tenants within a given PUD an opportunity to be identified via a ground monument or a ground double-post sign regardless of whether tenants are located on the same lot as the sign. This is especially important in those cases where a lot does not have street frontage with sufficient exposure.

Staff conducted a Northwest Municipal Survey regarding permissibility of multi-tenant off-premise signs in unified developments (see attached). Out of the ten communities which responded to the survey, three communities (Bartlett, Skokie and Hoffman Estates) indicated permissibility for off-premise tenant sign identification for unified developments. Staff also contacted Highland Park and Deerfield regarding their code requirements. Both Deerfield and Highland Park staff indicated ground signs approved as part of a PUD comprehensive sign package for a unified commercial development with shared access points are not subject to off-premise sign prohibition after the property is subdivided with different ownership.

Staff proposes the following revised definition (new language is shown in red): ***“Off-Premise Sign. Any sign which directs attention to a business, service, product or entertainment not sold or offered on the premises on which the sign is located. Also called a “billboard.” Off-premise identification signs in unified commercial/mixed-use developments granted a Planned Unit Development designation shall be permitted, regardless of property ownership, provided such signs are designed as Ground Monument or Ground Double-Post signs.”***

This permissibility could extend to single-tenant and multi-tenant commercial ground identification signs only with property owner consent. The revised code provision would allow the Village Board to approve off-premise ground identification signs either as part of the original PUD approval or with a PUD amendment without the need to grant a code exception. Off-premise ground signs within non-PUD commercial properties would continue to be prohibited by code and could be only approved by variation.

2. *Roof Sign* - A revised definition (new language is shown in red) is proposed to exempt certain mansard roof signs from being considered roof signs, and therefore, be prohibited. This came to light when the Village received a sign proposal for Oak Tree Corners Center with signs located on a mansard-style roof (those signs were reviewed as wall signs, rather than roof signs, in consultation with the Village Attorney): ***“Any sign located on or attached to and extending above the roof of a building. For a building with a mansard roof, any sign affixed to the roof but which does not extend higher than the top of the roof shall be designated a wall sign.”***
- Establishment of Sign Districts – Section 12-6-1 (C): The current Sign Code does not specify how newly annexed properties are assigned to a particular sign district. Staff became aware of this issue after the annexation of the former Cubby Bear property when the prospective purchaser requested a ground sign. At that time, staff assigned a sign district in consultation with the Village Attorney to allow the petitioner to move forward with their request. Staff proposes new language as follows: ***“Upon being annexed, the Zoning Administrator shall have the authority to assign properties not depicted on the Sign District map described in this Title to the appropriate Sign District based on the applicable zoning and the Sign District(s) to which the property is contiguous.”***

Staff also included an updated Sign District map incorporating the recently annexed Par-King and Cubby Bear properties.

- Sign Construction & Design: Specific Standards by Sign Type:
 1. *Section 12-9-1(A)(1), Ground & Double Post Sign Design* - Staff recommends clarifying residential sign district ground and double-post sign dimensions apply to all non-residential uses, such as schools and churches, and residential subdivision signs located in the Residential Sign District.
 2. *Section 12-9-1(A)(13), Sign Perimeter Setback* - The Code currently requires a minimum distance of 6” between any sign message and the perimeter of the sign structure. In reviewing a number of sign requests, staff became aware of the petitioners’ difficulty in meeting this requirement. Therefore, staff recommends the

minimum separation be reduced to 2" which will still maintain a clean sign appearance.

3. *Section 12-9-1(C), Awnings & Canopies* - The current Code requires the Village Board's approval of any awning or canopy containing an advertising message (i.e., sign), such as the name of a business or a logo. Staff recommends this requirement be eliminated for code-compliant awnings with a sign so only the Architectural Review Board can have the final authority to review and approve awning signs. Current restrictions regarding the awning sign number, location, area, items of information and illumination as well as the overall awning or canopy design will remain unchanged.

- Prohibited Signs - Section 12-11-1: Staff recommends refining the language in several instances to clarify the requirements.

Recommendation:

Staff seeks the Board's feedback and direction, as well as referral to the Architectural Review Board for a Public Hearing regarding the proposed changes.

Reports and Documents Attached:

- Redlined Chapters 3, 6, 9 and 11 of Title 12, Sign Control, prepared by Staff and Village Attorney Simon, dated November 28, 2016.
- Off-Premise Sign survey conducted by the Northwest Municipal Conference.

Meeting History	
Village Board Preliminary Evaluation	November 28, 2016

PROPOSED SIGN CODE CHANGES
November 28, 2016

CHAPTER 3

DEFINITIONS

SECTION:

12-3-1 DEFINITIONS

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



Typical A-frame sign

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

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

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

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

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

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

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

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



Blade sign or projecting sign

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

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

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

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

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

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



Typical canopy sign

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

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

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

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

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

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

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

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

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

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

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

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



Electronic display screen

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



Electronic message sign

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

Exempt Signs. Signs exempted from normal permit requirements.

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

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

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

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

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

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

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

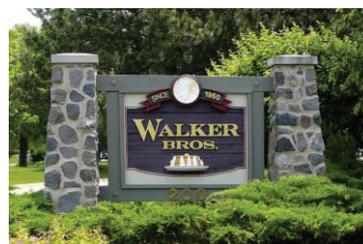
A. Ground Sign – Monument. Any sign, other than a double post sign, placed upon or supported by a foundation in the ground independent of any other supporting structure. As distinguished from a Pole Sign, the base of any monument



Monument sign

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.

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



Double post sign

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

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

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

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

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

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

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

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

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

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

Lot Line. A boundary of a zoning lot.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 6

ESTABLISHMENT OF SIGN DISTRICTS

SECTION:

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

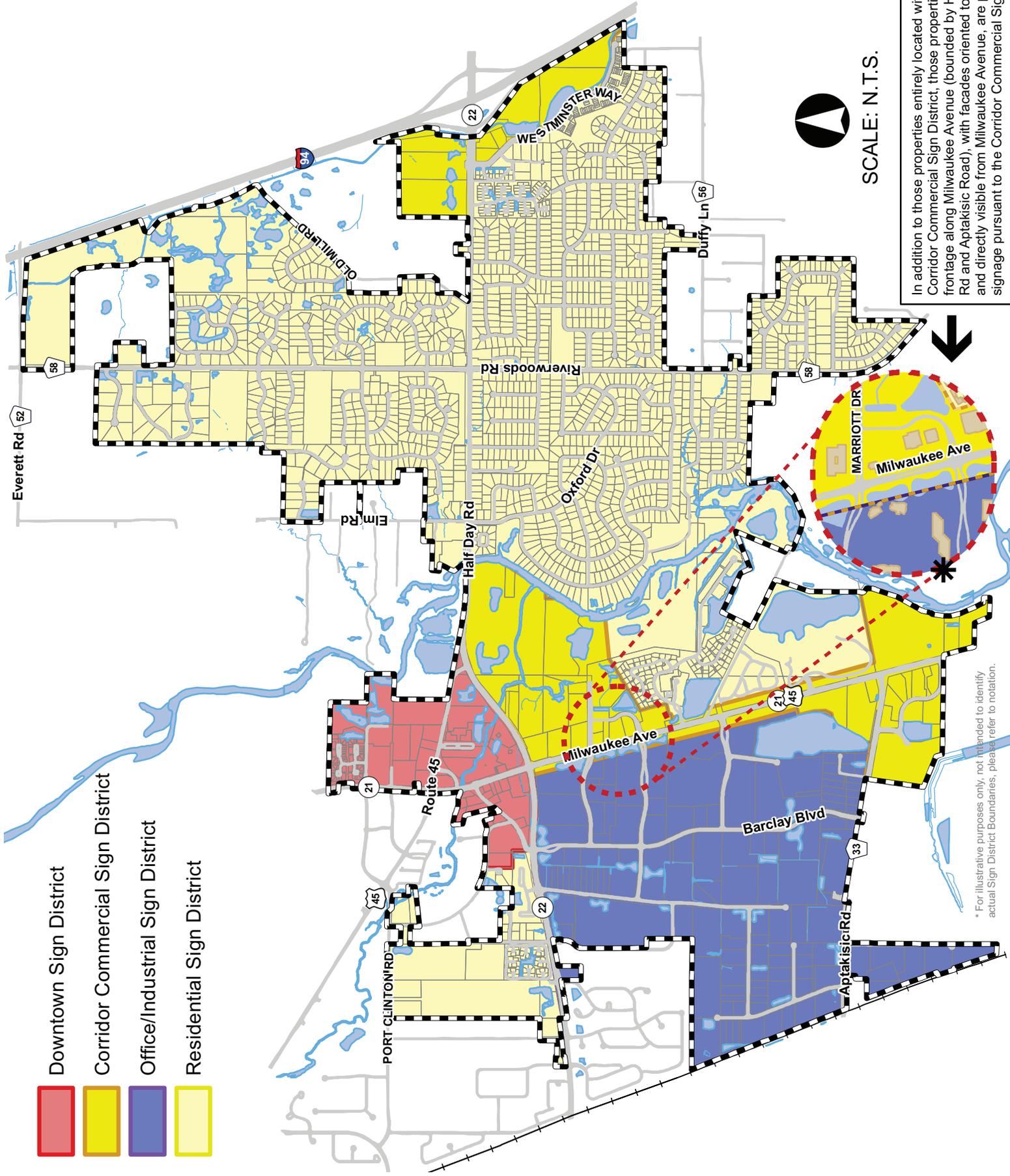
The purpose of the Residential Sign District is to ensure proper regulation of signs common to residential areas for both permitted non-residential uses that need to identify their location, and the variety of temporary and non-commercial signs residents may desire, provided they are not displayed in 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. Upon being annexed, the Zoning Administrator shall have the authority to assign For newly annexed properties not depicted on the Sign District map, described in this Title to the Director of Community & Economic Development shall have the authority to assign the appropriate Sign District to those properties based on the location of the existing or proposed uses, the applicable zoning and the Sign District(s) to which the property is contiguous.

- Downtown Sign District
- Corridor Commercial Sign District
- Office/Industrial Sign District
- Residential Sign District



SCALE: N.T.S.

In addition to those properties entirely located within the Corridor Commercial Sign District, those properties with frontage along Milwaukee Avenue (bounded by Half Day Rd and Aptakisic Road), with facades oriented towards and directly visible from Milwaukee Avenue, are permitted signage pursuant to the Corridor Commercial Sign District.

* For illustrative purposes only, not intended to identify actual Sign District boundaries, please refer to notation.

CHAPTER 9

SIGN CONSTRUCTION AND DESIGN: SPECIFIC STANDARDS BY SIGN TYPE

SECTION:

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 ~~may~~ **must** be illuminated by backlit/~~halo~~reverse channel or channel lighting or by external lighting fixtures such as -goosenecks and flood lights~~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 ~~two~~ six inches (26") from the perimeter of each Sign Face and shall not exceed a maximum of seventy percent (70%) of the Sign Area.

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

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

B. Wall Signs

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

1. Wall signs are permitted only in districts listed in Table 3, subject to the regulations of Table 3 and this Title. 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 no more than one (1) wall sign 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.
3. 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.
4. 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.
5. 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.

6. Wall signs shall not cover windows, doors or architectural features.
7. 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.
8. Wall signs may be constructed of wood, metal or plastic.
9. Internally illuminated wall signs shall only consist of backlit/halo illumination and be designed so light does not filter through the face of individually cut letter sets. In the Corridor Commercial and Office/Industrial Sign Districts, internal illumination where light is filtered through the face of individual letter sets is permitted under the following conditions: a) the majority of gross floor area must be devoted to office use; b) the wall sign shall only identify the office occupant; c) the building height must be a minimum of forty (40) feet; and d) the wall sign shall be mounted a minimum of thirty-five (35) feet above grade. Gooseneck reflectors are permitted on all wall signs provided the reflectors concentrate the illumination upon the sign face only.
10. In no case shall any side wall or rear wall sign be permitted to contain any form of illumination if said wall is adjacent to a residential district.
11. On multi-tenant commercial buildings, all wall signs must be located at a generally uniform height on the building wall in similar proportion to one another. Wall signs identifying individual tenant spaces in multi-tenant structures shall be centered within each leaseable space unless otherwise approved by the Department of Community and Economic Development. Signs within a multi-tenant commercial development must be of a natural or white finish, however a logo or mark registered with the United States Patent and Trademark Office shall not be limited by color. Where a single principal building is devoted to two (2) or more business or commercial uses, the operator of each such use may install a wall sign. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows, of the principal building occupied by each such use and applying such proportion to the total sign area permitted for the front wall of the building.
12. On multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided signs have a minimum separation from the common edge of each building frontage equal to ten feet (10') or one third (1/3) of the length of the respective frontage, whichever is lesser.
13. On multi-tenant industrial buildings, individual tenant wall signs shall be permitted only for those tenant spaces that have individual entrances facing a public street or a parking lot. Such signs must be located over or next to a corresponding entrance at a uniform height on the building wall in similar proportion to one another. Regardless of whether the first wall sign in any multi-tenant building is installed over the entry or next to the entry, that same placement type shall be required for any additional signs in the same building. The maximum area of each such sign shall be determined by the proportionate share of the front façade, including doors and windows of the principal building occupied by each tenant space and applying such proportion to the total sign area permitted for the front wall of the building. Any two adjoining wall signs placed next to entrances shall be located no closer than 1 foot (1') from each other. Any two adjoining wall signs placed above entrances shall be located no closer than 5 feet (5') from each other.

14. Within a single-tenant commercial development, signs utilizing carved, etched, or raised letters are not limited by color. Metal letters and logos shall have a non-reflective metal surface.
15. Wall signs shall be attached to a building façade at a height of not less than eight (8) feet above any sidewalk, and may not extend over said thoroughfare and/or sidewalk.
16. 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 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 [Architectural Review Board](#) ~~Village Board~~ and are subject to the following regulations:

1. Awnings and canopies are permitted signs 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. An advertising message on any individual awning or canopy is limited to twenty-five percent (25%) of the surface of the vertical face of the awning or canopy on which it is placed. The advertising may contain one (1) of the following items of information per awning or canopy: the legal business name, logo, or a business product or service; all of a consistent color and font size. No more than four (4) awning or canopy signs are permitted on each frontage described in Paragraph 4 below.
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 material. Back-lit 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 will not be permitted on the sloped or curved face 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.

CHAPTER 11

PROHIBITED SIGNS

SECTION:

12-11-1 PROHIBITED SIGNS

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

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

individually articulated.

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

Municipality	Where unified developments (e.g. shopping centers, mixed use developments) have multiple parcels which are not under common ownership, do all of the tenants/owners have the right to be identified on multi-tenant monument signs regardless of whether the signs identify owners/tenants not located on the property where the sign is located?	Alternatively, do you treat this as off-premises advertising for the tenants/owners of the other parcels in the unified development which are not under common ownership?	Do any conditions apply to permitting such shared signs in a unified development?
Arlington Heights	No.	Yes.	No. A sign variation would be required to allow off-premises signage.
Bartlett	Yes, monument signs are put in place when the center is developed before it is broken into parcels.	No.	Yes, each center has its own unified sign plan with regards to height, color, size, etc.
Buffalo Grove	No, they would need a variance for an off premise sign.	Yes.	Only if they were put in place as part of the variance.
Des Plaines	No, only those tenants on the parcel with the multi-tenant sign may advertise on the sign.	Yes, we would consider this to be off-premises advertising and would not allow a tenant not located on the parcel with the multi-tenant sign to advertise on the sign (they would be permitted to have their own sign).	N/A.
Hoffman Estates	Such signs would require a Master Sign Plan review, which requires a public hearing process. The Village would generally encourage ground signs in a unified development to identify all properties. The Village does not require that all tenants of a shopping center be identified.	Such signs would technically be considered off-premise signs (prohibited), but would be reviewed via a Master Sign Plan process.	Master Sign Plans generally require higher quality materials / design (masonry, stone, etc.). Master Sign Plans require matching / cohesive / complementary sign designs for all properties included in the plan. The plans typically require other improvements such as landscaping around the base of the signs.
Niles	Only tenants on that property.	Off premise signs not permitted.	No.
Schaumburg	No.	Yes, if it were located on another parcel, we would consider it as an off-premise sign which is prohibited by Section 155.50 (attached).	Generally, no. In an instance such as a shopping center with an outlot(s), there are certain sections of our code that outline allowable shopping center ground signage in relation to restrictions for outlot signs. (Please see Section 155.96).
Skokie	Yes, the owner may present a list of tenants allowed on sign if not enough space for all.	No provided that the development is under site plan approval.	All the signs must look the same.

Municipality	Where unified developments (e.g. shopping centers, mixed use developments) have multiple parcels which are not under common ownership, do all of the tenants/owners have the right to be identified on multi-tenant monument signs regardless of whether the signs identify owners/tenants not located on the property where the sign is located?	Alternatively, do you treat this as off-premises advertising for the tenants/owners of the other parcels in the unified development which are not under common ownership?	Do any conditions apply to permitting such shared signs in a unified development?
Streamwood	No. We generally require signage for all parcels to be defined in any PUD agreement. A multi-tenant sign is only for units in any multi-tenant building upon which the sign sits. Individual lots may have individual signs, although generally style if predefined.	We would, which is prohibited.	
Vernon Hills	No.	Per the sign code this would be considered an identification sign and not off site advertising. A variation would be required for multi tenants to be displayed on one sign.	No.

**REQUEST FOR BOARD ACTION
Committee of the Whole Meeting
November 28, 2016**

Subject: Consideration and Discussion of the Use of Village Streets by District 103 Parent-Teacher Organization for a 5K Walk/Run on May 20, 2017 (District 103 Parent-Teacher Organization)

Action Requested: Consideration, Discussion and Placement on the December 12, 2016 Consent Agenda

Originated By/Contact: Bradford H. Woodbury, Public Works Director

Referred To: Mayor and Board of Trustees

Summary/Background:

The District 103 Parent-Teacher Organization (PTO) requests a permit to utilize Village streets for a 5K run on Saturday, May 20, 2017. The request is made pursuant to the "Village Street Use Policy" which requires Village Board approval prior to permit issuance. The District 103 PTO requests the \$1,000 bond be waived, which the Village has traditionally done in the past.

Budget Impact:

The Village's cost is limited to Police and Public Works personnel costs and the cost of temporary "No Parking" signs installed along the race course. The total estimated cost is \$3,000 and adequate funds are available in the General Fund Budget for 2017.

Service Delivery Impact:

The PTO proposes to use the same course as last year which necessitates closing Riverwoods Road between 8:00 A.M. to 9:00 AM. Cross streets will have limited access during the race to protect runners, but emergency access will be authorized. The PTO will need a permit from the Lake County Division of Transportation to close Riverwoods Road.

Recommendation:

Staff supports the requested waiver of the bond as it is consistent with past practice. Additionally, staff recommends approval of the permit subject to the PTO completing the following activities in conjunction with this permit:

- Send a letter to all properties between Route 22 on the south and Everett Road on the north which have direct or indirect access to Riverwoods Road notifying them of the event. The letter should be delivered to the properties via U.S. mail a minimum of 10 days but no more than 21 days prior to the event.
- Pick-up trash in the public parking areas at North Park and Village streets at the conclusion of the event.
- Inform all participants regarding designated parking locations and restrictions placed on residential streets on and around the race course.



**Agenda Item
3.31 COW**

Staff will place notice of the race in the Village's spring newsletter, website, e-news and various emails sent out prior to the race.

Reports and Documents Attached

- Letter from Lincolnshire Prairie View District 103 PTO requesting to utilize Village Streets
 - Village Street Usage Permit Application
 - Village Street Usage Policy
 - Required Certificate of Insurance
 - Map of Race Route and Road Closure

Meeting History	
Initial Village Board Review (COW):	November 28, 2016

November 9, 2016

Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

The Lincolnshire Prairie View District 103 Parent Teacher Organization is holding its 7th annual Run for D103 run/walk on May 20, 2017. We respectfully are requesting the temporary closure of Riverwoods Road by Lake County. We have submitted the proper forms to their office.

Please find Village Street Usage Permit application, Certificate of Insurance and a copy of the road closure map from 2016 enclosed.

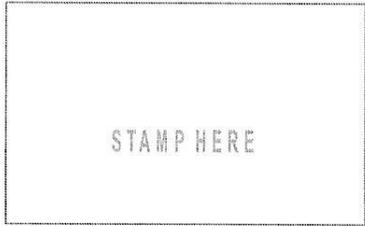
If you require anything in addition to these forms, please do not hesitate to contact me directly at 630-329-1774.

Thank you.

Angela Geiges
Run for D103 Race Director



One Olde Half Day Road
 Lincolnshire, IL 60069
 Ph: 847.883.8600 | Fax: 847.883.8608
 www.village.lincolnshire.il.us



VILLAGE STREET USAGE PERMIT APPLICATION

Permit # _____

APPLICANT INFORMATION

Name of Event: Run for D103 Group Sponsoring Event: District 103 PTO
 Name of Event Director: Angela Geiges
 Address: 14674 River Oaks Dr. Unit #: _____
 City: Lincolnshire State: IL Zip Code: 60069
 Telephone: (630) 329-1774 Business: () _____
 Email: geiges ang@gmail.com
 Date & Time Requested _____

Spring (March, April, May)	Summer (June, July, Aug.)	Fall (Sept., Oct.)
-----------------------------------	----------------------------------	---------------------------

Date of Event: May 20th 2017
 Starting Time: 8am
 Est. Number of Participants: 750-800 Runners / walkers with approximate 1,000 attendees
 Ending Time: 9am

Has your group held an event in Lincolnshire before? Yes No
 If so, when was the most recent event? _____

How many consecutive years has the event been held? 6

Medical personnel must be present during the entire event. Please list the names of the doctors who will be participating: Ambulance and EMT requested from Lincolnshire Fire Dept.

- A cash bond in the amount of \$1,000 is required and must be submitted at least 30 days prior to the event.
- A Certificate of insurance must be provided to the village showing the applicant has coverage of comprehensive general liability and automobile liability in a minimum amount of one (1) million dollars.
- There shall be a maximum of 1,000 participants and the event shall be limited to 3.1 miles or 5km.

SIGNATURE

Angela Geiges Signature of Applicant
Angela Geiges Race Director Printed Name and Title

The permit for the event proposed is hereby approved, based upon the information contained in this application and the provisions of the Village Code and Village Street Usage Policy. THIS PERMIT MAY BE REVOKED FOR DUE CAUSE OR IN CASE OF AN EMERGENCY AT THE SOLE DISCRETION OF THE VILLAGE

Date Approved: _____

 Public Works Director



VILLAGE STREET USAGE POLICY January 2012

Policy Statement

To provide limitations to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up and clean-up process.

Criteria for Use

The following are the criteria that an organization must meet in order to be considered for approval:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:
 - A. Having a membership of which 55% or more reside within the corporate limits of the Village.
 - B. Having a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.
 - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

Friends of Ryerson Woods/River Committee of Lincolnshire
Lincolnshire Community Association
Lincolnshire Garden Club
Lincolnshire Community Nursery School
Lincolnshire Sports Association
Lincolnshire Swim Club
Riverside Foundation Auxiliary
Greater Lincolnshire Chamber of Commerce
School District #103 Foundation
School District #103 Parent-Teacher Organization
School District #125 Foundation
Village Club of Lincolnshire

Houses of Worship
Homeowners association management offices that serve residential developments in Lincolnshire
Cub Scouts, Boy Scouts and Eagle Scouts
Brownies & Girl Scouts
Y Princesses and Y Guides
League of Women Voters
Lincolnshire Morningstar Rotary Club
Toastmaster of Lincolnshire

2. Being one of the following taxing bodies serving Village residents:

Lincolnshire-Riverwoods Fire Protection District
School District #103
School District #125
Vernon Area Public Library
Vernon Township
West Deerfield Township

3. Being one of the following entities serving the Village:

Federal, State and Local Representatives for purposes of holding Town Meetings, which will not be allowed within 30 days of an election if the representatives are running for office.

Being an organization of Lincolnshire business whose purpose is to support and encourage business within the Village

4. Being an organization which provides a recreational service within Lincolnshire
5. Being an organization which provides services for people with special needs:

Special Recreation Association of Central Lake Count (SRACLC)
Riverside Foundation

If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

Number of Events

There shall be an opportunity for three (3) events to be held on Village streets per year. Each event will be limited to 1,000 participants. One each in the Spring, Summer and Fall. The Spring designation will be the months of March, April and May. The Summer will be June, July

and August, and the Fall will be September and October. There shall not be any activities allowed during November, December, January and February. This is due to the leaf collection and snow and ice control programs. The awarding of a Spring, Summer and Fall time slot shall be on a first come, first served basis. However, the previous year's event shall have priority over any new applicant.

Example: If an organization has held a run/walk in Lincolnshire for ten consecutive years in the summer and normally approaches the Village for approval in January and a new organization requests the summer time slot and their request is given to staff prior to the 10 year organization, then the Village would contact the incumbent group and inform them of the potential competition and secure a commitment. If the ten year organization declines to request a reservation, then the new group would take over that time slot and have first right of refusal power the following year.

Approval

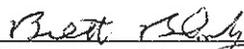
The organization must present to the Mayor and Board of Trustees in writing its intent and ability to meet the criteria as set forth. This information will be discussed at a Committee of the Whole meeting and voted on at a subsequent Village Board meeting.

- A. The organization will be required to provide the Village with a Certificate of Insurance in the amount of one (1) million dollars to cover any liability.
- B. A cash bond in the amount of \$1,000.00 will be required for maintenance.

Pre Race and Race Day Coordination

There shall be a single contact person the Village can communicate with during the entire process. This person will make a presentation to the Mayor and Board of Trustees, hold a minimum of one meeting with the Lincolnshire Police and Public Works Departments and Lincolnshire - Riverwoods Fire Protection District personnel and be present on the race day for the event and final clean up. **The start/finish and race course area shall be returned to its original condition within 8 hours of the completion of the event.**

There shall be no advertising signage allowed and disruption of the neighborhood should be held to an absolute minimum.


Brett Blomberg, Mayor

CERTIFICATE OF INSURANCE

DATE: 11/9/2016

CERTIFICATE NUMBER: 20161026478011

AGENCY:

ESIX 3 LLC
d/b/a Entertainment & Sports Insurance eXperts (ESIX)
d/b/a Entertainment and Sports Insurance Agency (California)
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc. District 103 PTO
132 East Washington Street, Suite 800
Indianapolis IN 46204

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co.
INSURER B: Philadelphia Indemnity Ins. Co.

EVENT INFORMATION:

Run for D103 (5/20/2017 - 5/21/2017)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1569618	11/1/2016 12:01 AM	11/1/2017 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB561340	11/1/2016 12:01 AM	11/1/2017 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE (Applies Per Event) \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured as required by written contract or written agreement, but only for liability arising out of the negligence of the Named Insureds per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01).

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

CERTIFICATE HOLDER:

The Village of Lincolnshire
One Olde Half Day Road
Lincolnshire IL 60069

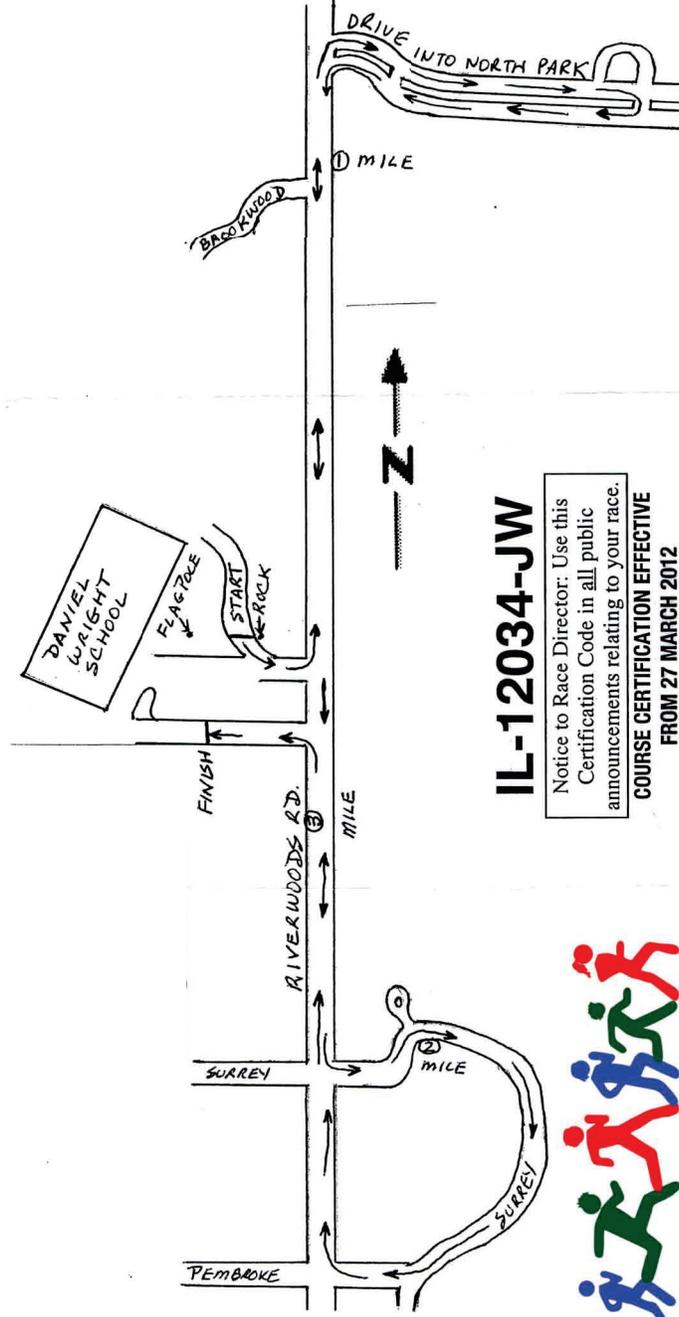
NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

ROAD CLOSURE ALERT

Dear local residents: the District 103 PTO is hosting a 5K Run/Walk in or near your neighborhood. Please be advised that Riverwoods Roads/22 North to Riverwoods Road/Everett and the other roads on the race course (primarily East Surrey and Pembroke) will be **closed**. The relevant portions of the course map and street closures are indicated on the map below. There will be no street parking allowed on the race course. Please plan accordingly. We appreciate your understanding and apologize for the inconvenience. We hope that you will join us as a race spectator or race participant on Saturday morning. We expect it to be a fun community day where we all join together in support of our local school district. Race Day Registration is open to the public. Please email pto@d103.org with questions.



Run for D103

DISTRICT 103 PTO 5K RUN/WALK

For more information go to www.RunForD103.org

**REQUEST FOR BOARD ACTION
COMMITTEE OF THE WHOLE
November 28th, 2016**

Subject: 50/50 Village Tree Grant Program

Action Requested: Consideration of a Proposed Village Tree Grant Program

**Originated
By/Contact:** Bradford H. Woodbury, Public Works Director

Referred To: Mayor and Board of Trustees

Summary / Background:

In the late 1990's the Village of Lincolnshire created a Tree Bank Account for the purposes of holding funds generated by code-required tree replacement. Funds were generated as a result of tree planting requirements which were not satisfied on any given private property where protected trees were removed. The Village recognized some property owners cannot, or will not, meet Code-required tree replacement. In those cases, the cash value of the required tree replacement was paid by the property owner and deposited in the Tree Bank account. The Village uses Tree Bank funds for the sole purpose of planting trees on public property, thus ensuring all code required tree replacement is eventually satisfied within the Village limits.

At the time the Village's Tree Bank system was originally put in place it, a program called the Private Property Tree Adoption program was also created which offered trees to residents for planting on private property, completely free of charge, as long as they cared for the tree. The Village's Tree Adoption program was unique. Staff has found no other programs in Illinois where communities offer trees free of charge to residents. While originally intended to assist residents with plantings, it is Staffs opinion the program is not functioning as it was originally intended. Staff research has found that certain applicants have received as many as 6-7 trees on their property in short time duration. In some instances, past practices have created an expectation that the Village will supply multiple trees to applicants each and every year free of charge. Historically, the Village has encouraged residential property owners to replant on private property via this program. However, there has been no effort to encourage businesses to replant on commercial properties, and the corporate community has an extremely large amount of dead and hazardous trees that are not being addressed.

The photos below detail the condition of many trees located in the corporate center:



Figure1. – Commercial Property



Figure2. – Commercial Property



Figure3. – Commercial Property

In an effort to continuously improve and advance the Village policies and programs to promote and enhance the Village of Lincolnshire's urban forest, staff has pursued the potential creation a new 50/50 Tree Grant Program where the Village would share the cost of both tree removals and new tree plantings. This program would be offered to both residential and commercial applicants and would be implemented in lieu of the current Tree Adoption program. Through this program the Village would allocate a percentage of Tree Bank funds, each year to help offset the shared cost of removals and plantings of trees on private and commercial properties.

The 50/50 Tree Grant Program would operate as follows:

1. Applicants would fill out an application to apply for the 50/50 Tree Grant Program prior to March 1st of each calendar year.
2. Village sends letters to applicant letting them know they are approved or not approved for the 50/50 Tree Grant Program.
3. Village contacts applicant and confirms their desire to participate in the 50/50 Tree Grant Program.
4. Applicant indicates their top two tree species priorities from the tree list provided in application brochure.
5. Applicant would place a flag in area where tree planting is desired. Village would then confirm location with applicant and offer a few choices of trees with a Village recommended tree identified.
6. Village would inspect each applicant's property paying particular attention to space limitations, surrounding tree species and surrounding obstacles for plantings and verifying dead trees for plantings and verifying that trees are dead for removals.
7. Village planting takes place. Village then bills applicant for 50% of the planting with a maximum amount of \$1,000.00 credit towards planting per applicant.
8. Applicant provides Village receipts for removals. Village verifies removals. Village reimburses up to 50% of removals at a maximum of \$2,000.00 per applicant.

Such a program would benefit the Village in the following ways:

The program could encourage reforestation on both private and commercial properties - the areas most impacted by tree removal would be reforested. Additionally, Staff has included incentives for both residential and commercial properties related to the removal of dead and hazardous trees on the respective properties.

Trees would be cared for by property owners who truly desire trees- Staff anticipates tree survival and life expectancy would increase a result of an increased sense of ownership.

A healthier urban forest- The Village continues to make progress on the removal of dead Ash tree infested by the Emerald Ash Borer. The Village has also taken an aggressive approach replanting trees to maintain the urban forest. Since 2014, the Village has removed 940 trees from the residential parkways, Village parks and other Village owned and maintained properties. During this time period, the Village has planted 328 trees in these areas as well as assisting residents with replanting on their private properties. The Public Works Department has identified 58 trees remaining on residential parkways for removal in 2017. This will complete the Village's program for the removal of all current dead or infested Ash trees. Implementing this program would provide an incentive to both homeowners and commercial properties to remove dead and hazardous trees on their property while also enhancing the Village's community forest.

A 50/50 Cost Share would supplement Village tree care costs- including a cost share option would extend the lifespan of the program based off current funding balances in the Village's Tree Bank. Through the 50/50 Tree Grant Program, the Village would share the cost of planting and removing trees with homeowners and/or businesses. Residential applicants would receive a maximum annual credit of \$1,000.00 towards plantings and/or removals. Commercial applicants would receive a maximum annual credit of \$2,000.00 towards plantings and/or removals. This program would continue on an annual basis with planting will occurring in the spring of each year.

Budget Impact:

The Village would fund 50% of the tree replacements. With a 50% funded program, the Village would be establishing a limit of how many trees can be planted in any given year based on the available funding. The Village would plan to utilize funds from the tree bank to cover costs associated with this program. The current balance in the Village tree bank is \$237,000. With regards to tree planting, Village funding has included \$50,000 annually which has yielded between 100-120 tree replacements per year at an average cost of \$450.00 per tree planted. With regards to tree removals, Village funding has included between \$50,000-\$100,000 annually which has yielded between 150-200 tree removals per year at an average cost of \$350.00 per tree removed.

Recommendation: At this time, Staff is seeking direction from the Village Board regarding the 50/50 Village Tree Grant Program as presented.

Reports and Documents Attached:

- 50/50 Village Tree Grant Application (sample)
- Tree Grant Program General Guidelines
- Tree Planting Waiver Form

Meeting History	
Committee of The Whole Meeting	November 28, 2016

Village of Lincolnshire 50/50 Tree Grant Program Order Form

The Village of Lincolnshire is excited to offer a 50/50 Tree Grant Program to both residential and commercial applicants.

New trees will be 2 1/2" diameter-inches or about 8 feet tall. A property owner's cost share will be 50% of the cost per tree ordered, regardless of variety or size. Multiple trees may be ordered, providing there is adequate room within the public and/or private area.

The trees will be scheduled for planting during the months of April thru May, as weather permits.

Tree Plantings

- plantings must be 25' from other trees
- plantings must be 10' from a driveway or street light
- plantings must be at least 5' from manholes, fire hydrants and b-boxes

Tree Removals

- obtain a Village approved tree removal permit
- submit receipt within 30 days of removals
- tree removals must be declining, dead or hazardous.
- Village will reimburse up to 50% of submitted receipts

*** Please see guidelines on reverse side of this document

Trees and funding towards removals will vary from year to year.
Applications are considered on a first come, first serve basis.

Orders must be submitted by March 1, 2017.

Name: _____

Address: _____

Daytime Phone: _____

E-Mail: _____

Please indicate the number of trees next to each tree description you would like to order on the reverse page.

No Payment is required at this time. Bills will be sent to successful program requests.

Should your first choice be unavailable by the time your application is processed, please check one for alternate tree instructions:

___ Please have Village staff select alternate tree if first choice is not available

___ Please have Village staff call me to discuss an alternate tree if first choice is not available

- Village makes final determination on planting locations, species selection and tree condition.
- Orders are processed on a first come, first serve basis.
- Trees may not be refused, moved or exchanged for any reason.

Return order form to:

Wendy Moderhack, Administrative Assistant
Lincolnshire Public Works
205 Schelster Road
Lincolnshire, IL 60069

Questions? Contact Wendy Moderhack at: 847.913.2380 or wmoderhack@lincolnshireil.gov



Please draw a sketch in the box with an "X" indicating where you want the tree planted and an arrow pointing north. Include landmark reference points for easy field identification

50/50 Tree Grant Program Guidelines

The program is offered on a 1st-come, 1st-served basis subject to available annual funding amounts.

- Participants must complete and submit the Program Request Form by March 1st of each year.
- No payment is required at this time. Bills will be sent to successful Program Requests.
- Trees will be 2½ inches caliper, unless stated otherwise. **Trees will be quality nursery stock but not specimen plants.**
- The Village reserves the right to disapprove requests based on conflicts, safety, or proper spacing.
- Applicants will be eligible for up to 50% reimbursement towards plantings with a maximum amount of \$1000.00
- Applicants will be eligible for up to 50% reimbursement towards removals with a maximum amount of \$2000.00
- Applicants must provide receipts to the Village within 30 days of removals to receive reimbursement.
- Participants will be given the opportunity to mark the desired location for the tree; however, the village retains the right to change or alter the final location, if necessary.
- The Village anticipates the total cost of each 2½ inch caliper tree planted will range between \$300 and \$400, with the applicant paying 50% of this amount.
- Trees will be guaranteed for one year. Participants are responsible for all watering.
- The applicant's property shall not be for sale at the time of planting.
- The tree planting waiver form must be completed. The property owner is responsible for locating all irrigation systems or other private underground amenities. The Village and its contractor will not be responsible for any damage to these systems.

Village of Lincolnshire 50/50 Tree Grant Program

The information provided below is general in nature.
Residents are encouraged to conduct their own research.

Aristocrat Flowering Pear **Quantity**_____

Mature Height: 30-40 ft. Mature Spread: 20-30 ft.

Growth Rate: Fast Soil Type: Adaptable

Spring: White flowers Fall: Reddish-Purple leaves

The Aristocrat Flowering Pear is pest/disease resistant; low maintenance.



Cleveland Select Pear **Quantity**_____

Mature Height: 30-40 ft. Mature Spread: 15-20 ft.

Growth Rate: Fast Soil Type: Adaptable

Spring: White flowers Fall: Reddish-Purple-Orange

It is a fruitless tree which has few pest problems, tolerates urban conditions, and heavy clay soils.



Swamp White Oak **Quantity**_____

Mature Height: 50-60 ft. Spread: 25-30 ft.

Growth Rate: Moderate to fast Soil Type: Adaptable

Fall Color: Yellow to Purple

Grows well in either upland or swampy areas; tolerant of poorly drained sites and frequently is found in heavy mucky soils.

The trees can grow well in areas that are dry, poorly drained and wet, or even occasionally flooded, and will tolerate significant soil compaction.



Northern Red Oak **Quantity**_____

Mature Height: 60-75 ft. Mature Spread: 45 ft.

Growth Rate: Fast Soil Type: Widely adaptable

Colors: Summer Green Fall Red

Bristle-tipped leaves have 7—11 waxy lobes.

Tolerates compacted soil and pollution.



Skyline Honey Locust **Quantity**_____

Mature Height: 70 ft. Mature Spread: 25 – 30 ft.

Flower Color: White – fragrant Fall Color: Yellow

Growth Rate: Fast

A fast-growing tree with fragrant spring flowers. Its delicate, open silhouette lets grass grow underneath. Tiny leaflets turn yellow or yellow-green in fall.

Pollution, salt and drought tolerant. Adapts to a wide range of soils.



Village of Lincolnshire One Olde Half Day Road Lincolnshire, IL 600069
www.lincolnshireil.gov 847-883-8600

OVER

Village of Lincolnshire 50/50 Tree Removal/Replacement Program

The information provided below is general in nature.
Residents are encouraged to conduct their own research.

Autumn Blaze Maple Quantity _____

Mature Height: 40–50 ft. Mature Spread: 30–40 ft.

Growth Rate: Fast

Soil Moisture: Adaptable/Drought tolerant

Colors: Summer Green; Fall Red

These trees are very disease-resistant. Autumn Blaze Maples are strong trees that resist ice damage and high winds. They adapt to a large range of soil conditions and climates.



Red Sunset Maple Quantity _____

Mature Height: 40–50 ft.

Mature Spread: 25–40 ft.

Growth Rate: Fast

Soil Moisture: Adaptable/Drought tolerant

Colors: Summer Green; Fall Crimson Orange

Red sunset maple trees prefer full sun, but will also grow in full shade.

They are widely adaptable in the soils in which they grow. The flowers are small and red, appearing in dense clusters during mid spring; does produce seeds.



Triumph Elm Quantity _____

Mature Height: 50-60 ft. Mature Spread: 40-50 ft.

Growth Rate: Fast

Soil Moisture: Adaptable/Drought Tolerant

Colors: Summer Green; Fall Bright Yellow

Impressive ascending limbs and favorable branch attachment.

The structure is reminiscent of the large old upright elms, with the tall broad canopy that enhances character and adds a sense of longevity to established neighborhood. This is a Dutch Elm

Disease resistant tree, drought tolerant, and resistant to Elm Yellows and the Elm Leaf Beetle.



VILLAGE OF LINCOLNSHIRE 50/50 TREE GRANT PROGRAM APPLICATION

One Olde Half Day Road, Lincolnshire, IL. 60069
Phone: 847-913-2380 Fax: 847-913-0869
email: wmoderhack@lincolnshireil.gov

ACKNOWLEDGEMENT

- I acknowledge and agree that
- I have been provided with a copy of the rules applicable to the Village of Lincolnshire Tree Grant Program and the General Conditions;
- I have carefully read such rules and conditions and the release described below;
- I understand them fully and completely; and
- I have had all my questions arising from such rules, conditions and release and related to my participation in the Program, if any, answered to my satisfaction.

APPLICANT

AUTHORITY

I hereby swear or affirm that I have full and complete authority, by whatsoever means granted, to execute this Application and bind myself, my family and my successors and assigns to the terms and conditions described in the rules applicable to the 50/50 Tree Grant Program and the General Conditions. I hereby further swear or affirm that no further consents or approvals are needed from any person, trustee, corporation, partnership, governmental body or other entity and executing this application and participating in the Program shall not result in a violation, breach or default under any other agreement, covenant, rule, law, regulation or judicial order. Further, I promise to indemnify and hold the Village harmless from any injury, liability, claim, loss and expense arising from any misrepresentation or failure to disclose any information necessary to make this Application true, complete and accurate.

APPLICANT

LIABILITY RELEASE AND WAIVER

In consideration of my participation in the Program and acceptance of a tree for adoption, I hereby agree on behalf of myself, my family, heirs, successors, assigns, personal representative and estate as follows: (a) I expressly agree and promise to accept and assume all of the risks existing in this activity; (b) My participation in this activity is purely voluntary, and I elect to participate in spite of the risks; (c) I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless the Village of Lincolnshire, its officers, employees, agents and contractors (collectively, the "Protected Group"), from all claims, demands, or causes of action, which are in any way connected with my participation in this activity and my acceptance of a tree for adoption, including any such claims which allege negligent acts or omissions of the Protected Group. If any privately owned underground amenity is damaged as part of the installation of trees (s) to be planted on my property, I assume responsibility for replacement and/or repair of said damage. The Village of Lincolnshire is not responsible for any damage to these privately owned amenities.

APPLICANT
