



**AGENDA**  
**REGULAR ARCHITECTURAL REVIEW BOARD MEETING**  
**Public Meeting Room, Village Hall**  
**Tuesday, February 17, 2015**  
**7:00 p.m.**

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

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 APPROVAL OF MINUTES**

[2.1 Approval of the Minutes of the Architectural Review Board Meeting held on Tuesday, January 20, 2015.](#)

**3.0 ITEMS OF GENERAL BUSINESS**

[3.1 Preliminary Review of Site Design Concept & Townhome Designs for a proposed 102-unit Townhome PUD on Sedgebrook Lot 2](#)

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

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

**4.0 UNFINISHED BUSINESS**

**5.0 NEW BUSINESS**

**6.0 CITIZEN COMMENTS**

**7.0 ADJOURNMENT**

The Architectural Review Board will not proceed past 10:30 p.m. unless a motion is made and approved by a majority of the Architectural Review Board members to extend the meeting one-half hour to 11:00 p.m. Any agenda items or other business that are not addressed within this time frame will be continued to the next regularly scheduled Architectural Review Board Meeting.



**UNAPPROVED** Minutes of the **ARCHITECTURAL REVIEW BOARD** held on Tuesday, January 20, 2015, in the Public Meeting Room of the Village Hall, One Olde Half Day Road, Lincolnshire, IL.

**PRESENT:** Chairman Grover, Members Gulatee, Hardnock, and Kennerley.

**ABSENT:** Trustee Liaison McDonough.

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

**CALL TO ORDER:** Chairman Grover called the meeting to order at 7:03 p.m.

### 1.0 ROLL CALL

The roll was called by **Village Planner Robles** and **Chairman Grover** declared a quorum to be present.

### 2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes of the Special Meeting of the Architectural Review Board held Monday, November 3, 2014.

**Member Hardnock** moved and **Member Kennerley** seconded the motion to approve the minutes of the special meeting of the Architectural Review Board held on November 3, 2014, as presented. The motion passed unanimously by voice vote.

### 3.0 ITEMS OF GENERAL BUSINESS:

Prior to the opening of Item 3.1, **Village Planner Robles** requested the ARB open Item 3.2 for consideration and discussion prior to Item 3.1, due to the number of audience members present for 3.2. The Petitioner of Item 3.1 consented to placing their request second on the Agenda. **Chairman Grover** accepted Staff's request and opened Item 3.2.

3.2 Consideration and Discussion of site plan, building elevations, building materials and colors, landscape plan, rooftop equipment plan, and site lighting for an expansion of church facilities at 1207 Riverwoods Road (Ascension Of Our Lord Greek Orthodox Church).

**Village Planner Robles** presented that in 2008, the Ascension of Our Lord Greek Orthodox Church proposed a 46,000-square foot church facility, with new administration offices, education wing, and a multi-purpose Parish Life Center. That proposal had been withdrawn and the Church submitted a new application and site development plan. The proposed expansion plans were a significant departure from the prior, as the Church had assessed their current and future needs and found they required less space than previously proposed.



**Village Planner Robles** continued, that based on Staff's review of the presentation packet, he would like to call the ARB's attention to specific items of the proposal. A vehicular drop-off area is proposed along the frontage of the new church addition. While the drop-off area footprint had been reduced, the 25' diameter circular planter bed appeared to contribute to the size of this area. As a result, Staff questioned if the proposed planter bed should be removed to further reduce the circular turn-around footprint and create added planting space along Riverwoods Road. With the removal, the turnaround area can be defined by flush brick pavers or similar pavement treatment to define vehicle circulation.

He continued, the new Church design continued elements of traditional Byzantine style architecture, similar to the previous proposal. However, the stone base material and the overall color scheme had been revised to subdued shades of natural whites and grays. A result of the revised building design is a significant amount of E.I.F.S. material, which the Village traditionally strived to limit to a secondary accent material, rather than a primary material. **Village Planner Robles** noted that while an entire replacement of E.I.F.S. was not necessary, Staff recommended reducing its use within the overall building elevations. The Church had also elected to replace the previously proposed red-tile roof shingles with asphalt shingles and standing seam pre-finished aluminum roof for the dome. The ARB should consider the finish color of the aluminum roof to determine the potential for glare was properly addressed.

**Village Planner Robles** noted that at the request of Staff, the Church had added accent berming along Riverwoods Road. However, one foot tall berms were proposed in the attached Landscape Plan, which did not satisfy Staff's request. The maximum height of the berms should increase to at least 2' in height, with varying heights up to 3' in small areas, to provide visual interest. Secondly, the plantings used to screen the vehicular drop-off area did not include any evergreen varieties, which would not effectively screen during the winter season. The landscape plan should be revised to include a variety of seasonal trees/shrubs, including evergreens, to provide year-round screening of the drop-off area. Lastly, **Village Planner Robles** identified the proposed landscape plant list and plan were absent of any native grasses, which are routinely requested of Staff.

**Village Planner Robles** concluded by noting Staff was recommending approval of the proposed development plans, subject to the four conditions stated in the memo.

**Michael Firsel** of Firsel Ross, as attorney for the Ascension of Our Lord Greek Orthodox Church, provided a brief history of the prior Church proposals and neighborhood meetings that have been held prior to the ARB meeting. From the previous proposal, the Village Board directed the Church to 1) move the building as far north on the property as possible, 2) address the parking demand of the expansion, which the new proposal provided parking 40% above Village Code, and 3) revise the building design to blend more with the surrounding neighborhood and Village character. **Mr. Firsel** also noted the Church will be annexing the adjoining lot to the south, which will allow for the Church to remain compliant with the maximum 30% impervious surface area, and remain vacant as a result.



**David Kuhlman**, President of JNKA Architects, presented the evolution of the changes to the Church's expansion plans from the initial submittal. **Mr. Kuhlman** clarified the landscape plan had been revised to provide two foot tall landscape berms, as requested by Staff. He continued, the existing one-story Church building façade would be refinished to match the proposed expansion, including new roofing shingles and modified windows to include the arch design. **Member Gulatee** questioned the proposed stone was a cast stone material. **Mr. Kuhlman** clarified the stone would be a face stone. **Member Kennerley** inquired as to the life expectancy of the face stone material and any need for increased maintenance. **Mr. Kuhlman** explained the proposed stone was no different than a standard stone.

**Mr. Kuhlman** continued and explained the proposed E.I.F.S. use comprised no more than 33% of the total façade. **Member Gulatee** questioned the architect's support for the proposed E.I.F.S. **Mr. Kuhlman** explained the building materials were selected with respect to the Church's budget and provide texture and design to the buildings. He continued, the design was a balance of economics and aesthetics. **Member Gulatee** noted the US Post Office in the Village is also E.I.F.S. and in his observation, was not very durable. **Mr. Kuhlman** expressed the installation of such material has been improved to include adequate drainage to prevent mold on the surface, which was characteristic of previous generations of E.I.F.S. **Member Hardnock** questioned if there were any expansion seams with E.I.F.S. surfaces. **Mr. Kuhlman** confirmed there would be expansion joints, but were not reflected on the elevations and renderings in the packet. **Mr. Firsel** explained the Village's adoption of the International Building Code (IBC), permits E.I.F.S. and such will be installed in conformance with the standards and specifications of the Village Codes.

**Member Kennerley** sought clarification on the berming and the comment that two foot tall berms were proposed. **Kevin Manning**, Project Architect with JNKA Architects, explained the berms were proposed at two feet tall per Staff's request and noted the topography lines were difficult to see on the landscape plan. **Mr. Manning** further acknowledge the note of 1 foot typical berm height on the plan was confusing and did not match with the topography.

**Chairman Grover** returned to Staff recommendation #1 regarding decreasing the vehicular circular turn-around area. **Mr. Firsel** responded that they will work with Staff to make the area smaller, if possible. **Mr. Kuhlman** interjected and noted the engineered design of the turn-around circle is as small as possible, but they will review. **Chairman Grover** questioned if Staff was accepting of the petitioner's proposal. **Village Planner Robles** explained that despite Staff requesting the reduction during preliminary review, it was never conveyed to Staff that the design was engineered at the tightest turning radii possible. If no further reduction is possible, Staff had not been provided any information or documentation to confirm such.

Continuing with Staff recommendation #4, **Chairman Grover** sought the petitioner's willingness to work with Staff regarding additional enhancements to the proposed landscape plan. **Mr. Firsel** concurred.



**Chairman Grover** proceeded to Item #2 of the Staff recommendation regarding a reduction in the use of E.I.F.S. **Mr. Firsel** presented a variety of commercial and residential buildings in Lincolnshire which incorporate E.I.F.S. as the primary building material, and the Church proposal was in keeping with such. **Mr. Firsel** further noted that the proposed E.I.F.S. was clearly consistent with other R1 structures. **Member Gulatee** expressed his disagreement and explained the Church was not a private home.

**Member Gulatee** noted the existing parking field of 92 spaces east of the proposed addition and only a single entry door proposed at the rear of the Church for these spaces, and recommended a double-entry door be used in its place. **Mr. Firsel** concurred.

There was as consensus amongst the ARB that the proposed expansion was an improvement over the previous proposal and supportive of the 33% E.I.F.S. coverage of the building façade.

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

*Member Hardnock moved and Member Gulatee seconded a motion to approve and recommend to the Village Board for their approval of the site plan, building elevations, building materials and colors, landscape plan, rooftop equipment plan, and site lighting for the expansion of new facilities for the Ascension of Our Lord Greek Orthodox Church located at 1207 Riverwoods Road, subject to the following:*

1. *Reduction in the scale of the circular vehicle drop-off area to the minimal extent possible, without compromising emergency access and safety.*
2. *Increase the maximum height of berming along Riverwoods Road to at least 2' in height, with varying heights up to 3' in small areas, to provide visual interest.*
3. *Revise the landscape plan, as follows:*
  - a. *Include a variety of seasonal trees/shrubs, including evergreen trees/shrubs, to provide year-round screening of the vehicular drop-off area from Riverwoods Road.*
  - b. *Incorporate native grasses along Riverwoods Road and along building foundation planting areas.*

*The motion passed unanimously by voice vote.*

- 3.1 Consideration and Discussion of amendments to the site plan, building elevations, and landscape plan approved by Special Use Ordinance 78-533-23 for a proposed U-Haul facility (Amerco Real Estate Company).

**Village Planner Robles** presented Staff's memorandum and explained that Amerco Real Estate Company represents U-Haul who is under contract to purchase 200 Industrial Drive for a U-Haul self-storage and truck rental facility. In 1978, the property received a Special Use to permit truck sales and repair, for indoor operations only. The existing single-story metal building was constructed to



accommodate truck repair, with individual repair/service bays. On-site landscaping is limited to an existing 6-foot tall landscaped berm fronting Aptakistic Road. Due to the industrial nature of the property, most of the site is surfaced with gravel, with an area of asphalt along the front of the building. Two existing detached structures associated with the current use of the property were also identified on the site plan.

**Village Planner Robles** summarized Staff's recommendations, noting the vehicle area north of the building should be paved with concrete, asphalt or similar materials to comply with the Off-Street Parking regulations and that the existing detached structures are removed prior to the issuance of a Certificate of Occupancy. In addition, fourteen truck rental spaces will front Aptakistic Road for street exposure. **Village Planner Robles** clarified Staff did not object to the location and number of rental spaces, but recommended the spaces are revised to 90° orientation, perpendicular to Aptakistic Road, to reduce the prominence of the rental trucks from the roadway. **Village Planner Robles** clarified the site plan contained in the presentation packet had been revised to provide the five additional parking spaces and relocate the ADA accessible space to address Staff's recommendation numbers three and four, as noted in the memorandum. He continued, U-Haul also proposed to re-grade the existing six foot tall berm fronting Aptakisc Road to a three foot tall berm to open visibility into the site. The current berm runs along Aptakistic Road and continues south along the west property line of the neighboring residential property. As a result of the proposed reduction, landscape screening of the parking lot was now required by Code. 44 "gro-low sumac" shrubs were proposed, which **Village Planner Robles** explained would not comply with code requirements. Staff recommended the western portion of the berm remain to provide suitable screening from the adjacent residence to the west, which was also supported by the Zoning Board during their review of the Special Use amendment. Additionally, Staff recommended the landscape plan be revised to provide landscaping compliant with Village Code.

**Village Planner Robles** concluded that Staff was recommending approval of the proposed modifications to the site, subject to the recommendations in the Staff memo, excluding Items #3 and #4, as such were addressed through a site plan revision.

**Heather Skelton**, U-Haul, concurred with **Village Planner Robles'** summary of the proposal and explained the berm reduction was the deciding factor in U-Haul's purchase of the property. She continued, 11 existing trees along the berm were proposed for removal and would be replaced with 14 new trees per the provided landscape plan within the presentation packet. **Ms. Skelton** also agreed to the removal of the existing detached structures on the site prior to occupancy.

**Member Hardnock** questioned if all existing trees on the property were proposed for removal. **Ms. Skelton** indicated that a handful of trees were being preserved at the east and west corners of the property, along Aptakistic Road. **Village Planner Robles** elaborated on the proposed regarding of the berm and verified the trees to remain per the provided landscape plan.



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

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

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

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

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

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

*The motion passed unanimously by voice vote.*

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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



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

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

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

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

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

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



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

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

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

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



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

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

This agenda item was continued to the February 17, 2015 ARB meeting to allow additional ARB review of draft regulations prior to discussion.

**4.0 UNFINISHED BUSINESS (None)**

**6.0 NEW BUSINESS**

**Community & Economic Director McNellis** expressed that the Village is seeking interested residents to serve on the ARB and the other Advisory Boards. If the ARB knows of any interested persons, they are encouraged to submit an application for the Mayor's Talent Bank.

**Chairman Grover** expressed gratitude and thanks to former ARB member Peter Schlecht for his time served as an ARB member.

**7.0 CITIZENS COMMENTS (None)**

**8.0 ADJOURNMENT**

There being no further business, **Chairman Grover** requested an adjournment, to which all members agreed. The meeting adjourned at 9:45 p.m.

Minutes submitted by Stephen Robles, Village Planner and Tonya Zozulya, Economic Development Coordinator.

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

<b>Subject:</b>	Camberley Club Townhome PUD Proposal
<b>Action Requested:</b>	Preliminary Review of Site Design Concept & Townhome Designs for a proposed 102-unit Townhome PUD on Sedgebrook Lot 2
<b>Petitioner:</b>	Pulte Homes
<b>Originated By/Contact:</b>	Stephen Robles, Village Planner Steve McNellis, Director Department of Community & Economic Development
<b>Advisory Board Review:</b>	Village Board (PUD), Architectural Review Board (Site/Building Design)

**Background:**

- The subject property, known as Sedgebrook Resubdivision Lot 2, consists of the northern 20 acres previously part of the Sedgebrook Continuing Care Retirement Campus ("Sedgebrook"). This northern lot was established by a Plat of Resubdivision approved on March 10, 2014.
- The subject property was initially part of the planned expansion of the original Sedgebrook retirement campus, developed by Erickson Retirement Communities. After acquiring the entire retirement campus property from Erickson, Senior Care LLC determined the undeveloped northern 20 acres were no longer sustainable for expansion of the existing Sedgebrook community, resulting in the Resubdivision which created a separate lot for sale.

**Preliminary Evaluation Summary:**

- Pulte Homes proposes a Planned Unit Development to develop a 102-unit gated townhome community on the subject property (see attached presentation packet).
- The current zoning classification of the subject property is R4, Single-Family Attached Residential, which permits "*single-family attached in structures containing not more than four dwelling units*".
- The Village Board held a Preliminary Evaluation meeting in November, 2014, to review this proposal prior to ARB review. At that meeting, the Village Board voiced the following design-related concerns which should be taken into account by the ARB:
  - A reduction in density should be provided.
  - Additional green space for children to utilize, possibly including a park, should be incorporated into the site design.
  - Green space should be better-connected and more useful.
- Village Staff conducted a Development Review Team meeting, in which various Staff members associated with the development process reviewed site and building design concepts and provided feedback to the petitioner. At this meeting in January, 2015, Staff voiced the following general design comments, in addition to Village Board comments:
  - Provide a street layout with curvilinear design to add interest.
  - Consider whether or not proposed street width supports on-street parking.
  - Building facades; including colors, materials and overall design, should be better coordinated and complimentary between buildings and units within each building.
- Prior to developing detailed preliminary PUD development plans for ARB consideration, Pulte is seeking input on conceptual site layout and building designs.

**Design Review Comments:****1. Concept 1:**

- Site Layout: The triangular shape of the subject parcel influences the overall layout of the development. The outer townhome units follow the shape of the parcel boundaries, with internal units positioned along internal “blocks”. This creates a somewhat linear, gridded block effect. The plan makes use of remaining “left-over” land for common open space, with an internal pathway/park system. A feature of the site design is a triangular open space element at the entrance into the development. A larger centralized open green space may be more appropriate than the proposed segmented green spaces, which appear to be remnants not optimal for building development.
- Street Circulation: Similarly, the street layout follows the outline of the parcel lines, with internal connector streets. While the layout incorporates angled streets, it is a reflection of the angular shaped lot, and does not integrate the more organic street network encouraged in the Village’s residential sectors. Reducing the proposed linear street segments in favor of a more organic street layout should be studied and consideration given to reducing the somewhat monotonous street layout.

**2. Concept 2:**

- Site Layout: The site layout of this Option continues to position the outer townhome units along the site’s periphery; however, the plan incorporates more variation in building placement over Option 1. Overall, common open space appears to be reduced and focuses on an internal pathway system linked with smaller open areas. Similar to Option 1, the resulting open space in this plan is remnant land not optimal for building development.

The placement of the eastern-most townhome building (see insert) of this layout is even further disengaged from the remainder of the development compared to its location in Option 1. In Staff’s opinion, this layout is influenced by unit totals, rather than appropriate site planning.

- Street Circulation: The street network of Option 2 reflects a more organic layout preferred by the Village. Building distribution is also improved, offering more varied building footprints than the linear/corridor layout of Option 1.

**3. Building Elevations:**

- Two townhome product series are proposed (“Villas” and “Terraces”), each with varying architectural design incorporating brick, stone, siding, and color arrangements. Consideration should be given to establishing more than one design theme for each of the product’s series to create diversity between neighboring townhome buildings. However, it is important these design themes are compatible with one another and have common unifying elements. As for each (3 or 4-unit) townhome building, design changes should be considered to provide variety for each façade and roofline, without creating drastic changes in materials and colors (see attached Staff comments regarding proposed building elevations, presented in our internal Development Review Team meeting).



**Recommendation:**

Preliminary design review feedback from the ARB to be incorporated into PUD Development Plans for consideration at a subsequent ARB meeting.

**Reports and Documents Attached:**

- Presentation Packet, prepared by Pulte Homes.
- January 23, 2015 Development Review Team – Building Façade Comments

<b>Meeting History</b>	
Village Board Preliminary Evaluation (COW):	September 22, 2014
Continued Village Board Preliminary Evaluation (COW):	November 10, 2014
ARB Preliminary Design Review	February 17, 2015

**VILLAGE OF LINCOLNSHIRE  
DEVELOPMENT REVIEW TEAM  
January 23, 2015**

Pulte Homes Proposal –  
Camberley Club Townhomes  
Townhome Building Design Review Comments

1. The color scheme of building materials does not appear coordinated/complimentary.
2. The varying color scheme of each garage door is excessive and should be reduced.
3. Avoid the same overall color palette for the Villas model and incorporate variety.
4. Avoid using the same roofing shingle color for every building and incorporate color variety.
5. The Terrace model includes too much variation of materials and colors.
6. A water table and plinth course should be incorporated into the building designs.
7. Avoid transition in brick material/style (rear elevations) without the use of an architectural building element.
8. The DRT questions the stone materials illustrated in the elevation and noted its use appears forced.
9. The DRT noted the side elevations are absent of character and appear too institutional in design.

A PULTE HOMES COMMUNITY

# Camberley Club

Preliminary Architectural Review Board Submittal

FEB. 17. 2015



Pulte Homes - Illinois Division

Contact: Mark Mastrorocco

Telephone: (847) 230-5281

Fax: (847) 230-5435

Email: [mark.mastrorocco@Pulte.com](mailto:mark.mastrorocco@Pulte.com)



Award-winning Pulte Group communities are designed to deliver the best quality of life for homeowners. By combining innovative life-enhancing designs, an unwavering commitment to quality and attention to detail, Pulte Homes is the nation's premier home brand for discerning home buyers in 26 states and the District of Columbia.

Celebrating its 64th anniversary this year, the Pulte Group has an unmatched capacity to meet the needs of all buyer segments through its brand portfolio that includes Pulte Homes and Del Webb.

*Our high-quality new construction homes are Life Tested™ – which means they are designed and built for the way you live. It's pretty simple. We blend functional design with innovation in beautiful, liveable communities near the most desirable cities throughout the U.S. We think it's the perfect place to call home.*

*Pulte Homes is a subsidiary of PulteGroup, Inc. a leader in energy-efficient homebuilding that has won more awards for customer satisfaction than any other homebuilder. Each new home is built with an unwavering commitment to quality and a disciplined approach to construction.*

As the most awarded homebuilder in customer satisfaction, Pulte Group has ranked tops in the annual JD Power and Associates® New-Home Builder Customer Satisfaction Studies more than 75 times since 2000.

*Pulte Group is a public company and trades on the New York Stock Exchange under the symbol "PHM".*



There are a number of unique attributes of Pulte Homes that will enable us to be successful with the Nottingham Club in the Village of Lincolnshire:

- » **Quality** – winner of the most recent JD Power Award, ranking Pulte Homes #1 among all Chicagoland homebuilders for quality of workmanship/materials and for overall customer satisfaction.
- » **Awards** - Pulte Homes has won numerous Home Builders Association Key Awards for community planning and architectural design.
- » **Performance** – ranked #1 in sales for Chicagoland homebuilders. Closed 16% more homes than the next closest competitor in 2013.
- » **Pulte Mortgage Company** – finances over 90% of homes built and sold by PulteGroup, focuses solely on PulteGroup homes. A very important resource in today's housing market.
- » **Municipal, Regulatory and Neighborhood Relationships** - very strong partnership capabilities with municipalities (elected officials, commissioners and staff), regulatory agencies and community homeowner/neighborhood associations.
- » **Financial Stability** – one of the largest homebuilders in the country, strong balance sheet, self funds all projects (no bank financing required)

All of these attributes are critical to ensuring a quality and successful development.



**Developer**  
Pulte Homes  
1901 North Roselle Road  
Schaumburg, Illinois 60195

**Pulte Homes. Life beyond measure.™**

We build homes with an unwavering commitment, the utmost quality and genuine care about you, taking out the worry and confusion from the process. Whether you're buying your first, need something larger, or settling down to enjoy retirement, all you need to worry about is making it a home.

Pulte Homes was formed by William J. Pulte in 1958 when he built his first home in a suburb of Detroit. Pulte expanded into Washington DC in 1964 and into the Chicago market in 1966. Pulte Homes became a public homebuilding corporation in 1969. After two decades of expanding the business to over 40 markets nationally, Pulte acquired the Del Webb Corporation in 2001. The company is organized with over 60 operating divisions, three regional offices and corporate headquarters located in Bloomfield Hills, Michigan. Pulte designs its own home products and builds homes as the general contractor for its many diverse planned developments.

Pulte takes great pride in its track record in completing developments and honoring its commitments. Pulte works closely with elected and appointed officials in the municipalities in which it builds to ensure that homeowners are serviced after the sale to provide complete customer satisfaction.

Pulte has built homes in many other successful Chicagoland communities. Recent project communities include: Glenview, Park Ridge, Arlington Heights, Burr Ridge, Naperville, Geneva, and Buffalo Grove. Pulte Homes has won the JD Powers Award for Excellence in Customer Satisfaction for several years for the work performed by the Illinois Division of Pulte Homes. Pulte Homes is known for its efforts at creating energy efficient homes and for the recycling of building materials generated as a by-product of the homebuilding process.

## Kimley»Horn

### Project Manager & Project Engineer

**Kimley Horn Associates**

1001 Warrenville Road #350  
Lisle, IL 60532



### Landscape Architect

**Signature Design Group**

17 Court Plaza #1  
Naperville, IL 60540



### Planning and Design

**Wills Burke Kelsey Associates**

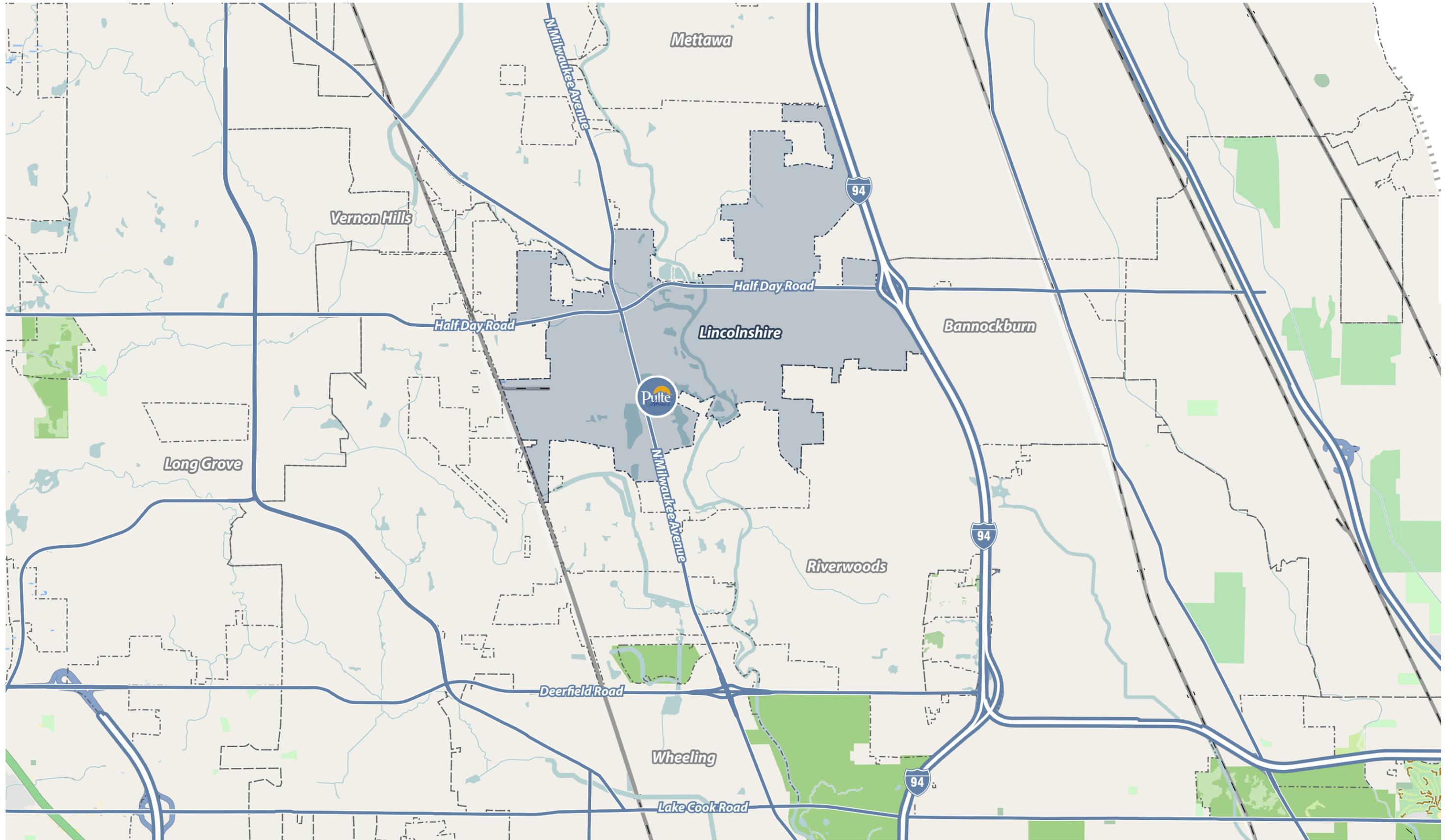
116 West Main Street, Suite 201  
St. Charles, IL 60174

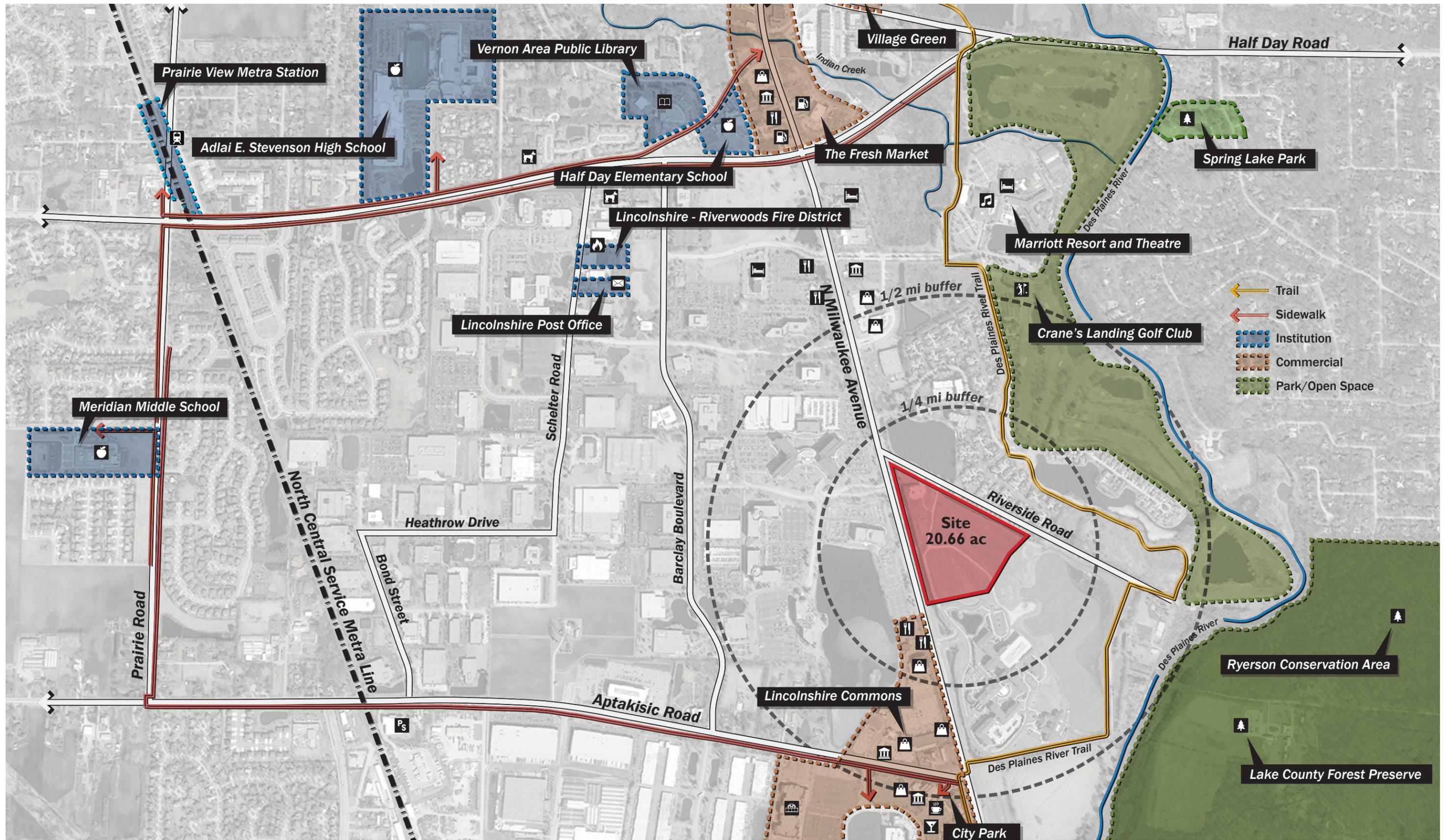


### Traffic Analysis

**TADi**

233 S. Wacker , Suite 8400  
Chicago, IL 60606



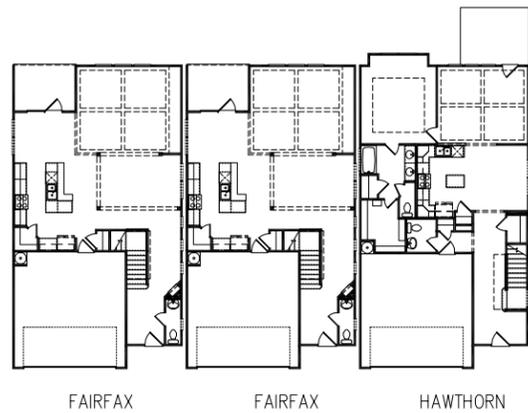


**Illustrative Plan - Concept 1 (102 units)**



**Illustrative Plan - Concept 2 (102 units)**





**Footprint**

- LP SMART TRIM
- LP SMARTSIDE HARD SIDING
- BRICKCRAFT MODULAR BRICK



- LP SMARTSIDE HARD SIDING
- CERTAINTED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES
- SIMONTON DOUBLE-PANE LOW-E GLASS
- WROUGHT IRON RAILING

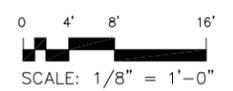
**Rear Elevation**

- CORONADO 2" STONE VENEER



- CERTAINTED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES
- BRICKCRAFT MODULAR BRICK
- SIMONTON DOUBLE-PANE LOW-E GLASS
- LP SMARTSIDE HARD SIDING

**Front Elevation**



**Building 1  
Villas  
Camberley Club**



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Lincolnshire, IL

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**Building 1  
Villas  
Camberley Club**



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STANTON      HAWTHORN      FAIRFAX

**Footprint**

LP SMART TRIM  
WROUGHT IRON RAILING  
LP SMARTSIDE HARD SIDING



CERTAINEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES  
LP SMARTSIDE HARD SIDING  
SIMONTON DOUBLE-PANE LOW-E GLASS  
LP SMARTSIDE HARD SIDING  
BRICKCRAFT MODULAR BRICK

**Rear Elevation**

FAIRFAX No. 606 29'-8"  
HAWTHORN No. 619 29'-8"  
STANTON No. 602 29'-8"

90'-4" O.A.

SIMONTON DOUBLE-PANE LOW-E GLASS  
LP SMART TRIM



CERTAINEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES  
LP SMARTSIDE HARD SIDING  
CORONADO 2" STONE VENEER  
WROUGHT IRON RAILING  
BRICKCRAFT MODULAR BRICK

**Front Elevation**

STANTON No. 602 29'-8"  
HAWTHORN No. 619 29'-8"  
FAIRFAX No. 606 29'-8"

90'-4" O.A.

0 4' 8' 16'  
SCALE: 1/8" = 1'-0"

**Building 2  
Villas  
Camberley Club**



bsbdesign.com

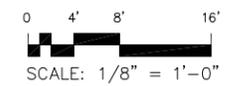
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**Building 2  
 Villas  
 Camberley Club**



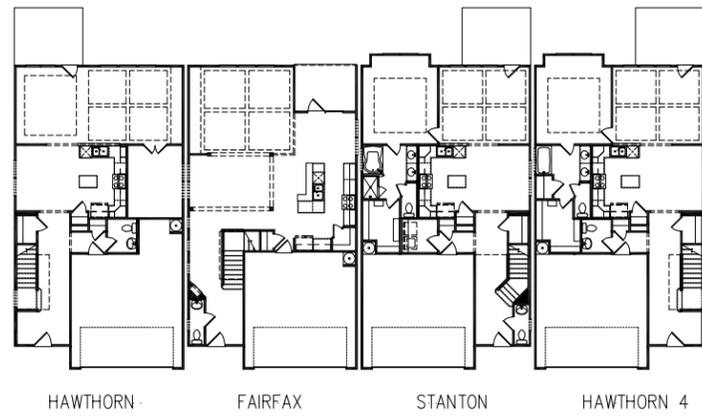
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**Footprint**



- CERTAINTEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES
- SIMONTON DOUBLE-PANE LOW-E GLASS
- LP SMARTSIDE HARD SIDING
- BRICKCRAFT MODULAR BRICK

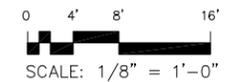
**Rear Elevation**



- CORONADO 2" STONE VENEER
- SIMONTON DOUBLE-PANE LOW-E GLASS
- LP SMART TRIM

- CERTAINTEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES
- LP SMARTSIDE HARD SIDING
- BRICKCRAFT MODULAR BRICK

**Front Elevation**



**Building 3  
Villas  
Camberley Club**



bsbdesign.com

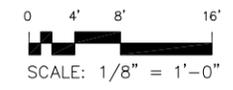
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**Building 3  
Villas  
Camberley Club**

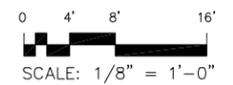
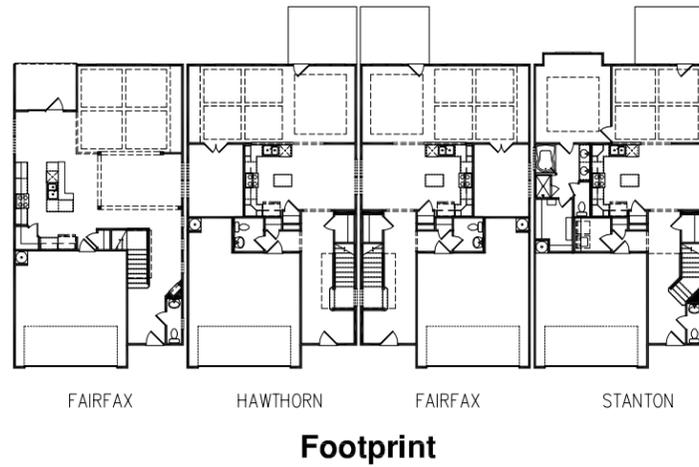


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**Building 4  
Villas  
Camberley Club**



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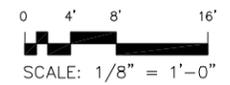
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**Building 4  
Villas  
Camberley Club**



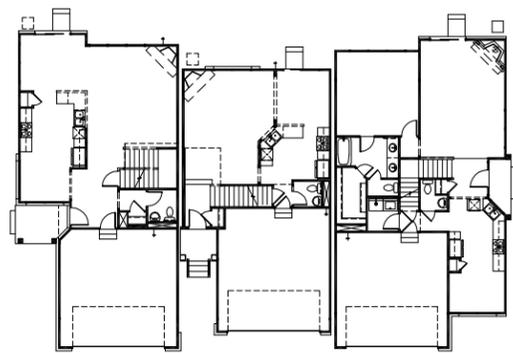
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WEMBLEY SPENCER CHESDIN

**Footprint**

LP SMARTSIDE  
HARD SIDING



- CERTAINEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES
- SIMONTON DOUBLE-PANE LOW-E GLASS
- LP SMART TRIM
- BRICKCRAFT MODULAR BRICK

**Rear Elevation**

CORONADO 2" STONE VENEER



- CERTAINEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES
- SIMONTON DOUBLE-PANE LOW-E GLASS
- LP SMARTSIDE HARD SIDING
- BRICKCRAFT MODULAR BRICK

**Front Elevation**



**Building 1  
Terraces  
Camberley Club**



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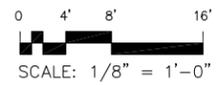




**Left Elevation**

**Right Elevation**

**Building 1  
Terraces  
Camberley Club**



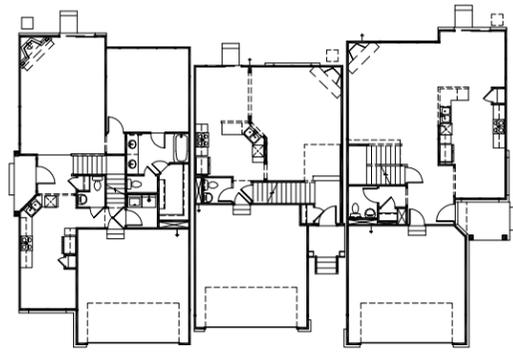
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CHESDIN      SPENCER      WEMBLEY

**Footprint**

LP SMART TRIM  
LP SMARTSIDE  
HARD SIDING



CERTAINEED 30-YEAR  
ARCHITECTURAL ASPHALT SHINGLES  
SIMONTON DOUBLE-PANE  
LOW-E GLASS  
BRICKCRAFT MODULAR BRICK

**Rear Elevation**

WEMBLEY No. 624      SPENCER No. 615      CHESDIN No. 623  
28'-5"      26'-0"      30'-10"

86'-7" O.A.

CERTAINEED 30-YEAR  
ARCHITECTURAL ASPHALT SHINGLES  
SIMONTON DOUBLE-PANE  
LOW-E GLASS  
BRICKCRAFT MODULAR BRICK



CORONADO 2" STONE VENEER  
LP SMARTSIDE HARD SIDING

**Front Elevation**

CHESDIN No. 623      SPENCER No. 615      WEMBLEY No. 624  
30'-10"      26'-0"      28'-5"

86'-7" O.A.

0 4' 8' 16'  
SCALE: 1/8" = 1'-0"

## Building 2 Terraces Camberley Club



CERTAINTEED 30-YEAR  
ARCHITECTURAL ASPHALT SHINGLES

SIMONTON DOUBLE-PANE  
LOW-E GLASS

BRICKCRAFT MODULAR BRICK

LP SMARTSIDE  
HARD SIDING

CORONADO 2"  
STONE VENEER

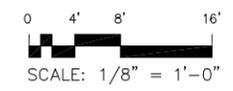
LP SMART TRIM

CHESDIN  
No. 623  
54'-0" O.A.

WEMBLEY  
No. 624  
55'-0" O.A.

**Left Elevation**

**Right Elevation**



**Building 2  
Terraces  
Camberley Club**

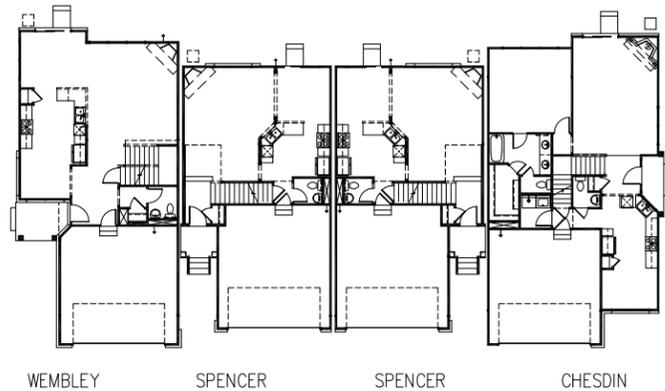


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**Footprint**

CERTAINEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES

BRICKCRAFT MODULAR BRICK



SIMONTON DOUBLE-PANE LOW-E GLASS  
LP SMARTSIDE HARD SIDING  
LP SMART TRIM

**Rear Elevation**

CHESDIN  
No. 609

30'-10"

SPENCER  
No. 628

26'-0"

SPENCER  
No. 628

26'-0"

WEMBLEY  
No. 605

28'-5"

113'-3" O.A.



CORONADO 2" STONE VENEER  
LP SMARTSIDE HARD SIDING

CERTAINEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES  
SIMONTON DOUBLE-PANE LOW-E GLASS  
BRICKCRAFT MODULAR BRICK

**Front Elevation**

WEMBLEY  
No. 605

28'-5"

SPENCER  
No. 628

26'-0"

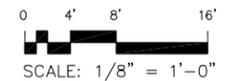
SPENCER  
No. 628

26'-0"

CHESDIN  
No. 609

30'-10"

113'-3" O.A.



**Building 3  
Terraces  
Camberley Club**



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January 5, 2015

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**Building 3  
Terraces  
Camberley Club**

0 4' 8' 16'  
SCALE: 1/8" = 1'-0"



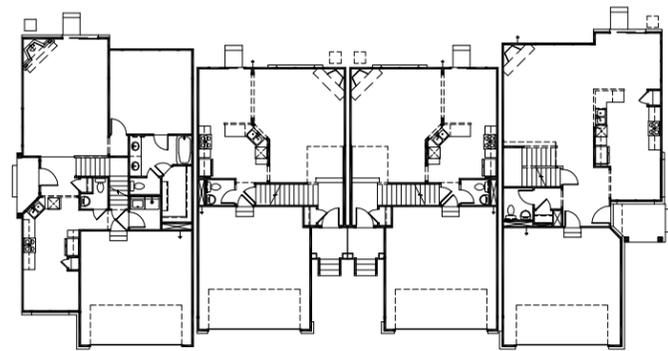
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Lincolnshire, IL

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CHESDIN      SPENCER      SPENCER      WEMBLEY

**Footprint**

LP SMART TRIM  
 LP SMARTSIDE HARD SIDING  
 BRICKCRAFT MODULAR BRICK



CERTAINTEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES  
 SIMONTON DOUBLE-PANE LOW-E GLASS

**Rear Elevation**

WEMBLEY No. 607      SPENCER No. 605      SPENCER No. 626      CHESDIN No. 622  
 28'-5"      26'-0"      26'-0"      30'-10"  
 113'-3" O.A.

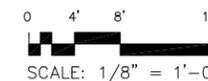


CERTAINTEED 30-YEAR ARCHITECTURAL ASPHALT SHINGLES  
 SIMONTON DOUBLE-PANE LOW-E GLASS  
 BRICKCRAFT MODULAR BRICK

CORONADO 2" STONE VENEER  
 LP SMARTSIDE HARD SIDING

**Front Elevation**

CHESDIN No. 622      SPENCER No. 626      SPENCER No. 605      WEMBLEY No. 607  
 30'-10"      26'-0"      26'-0"      28'-5"  
 113'-3" O.A.



**Building 4  
 Terraces  
 Camberley Club**



bsbdesign.com

The drawings presented are illustrative of character and design intent only, and are subject to change based upon final design considerations (i.e., applicable codes, structural, and MEP design requirements, unit plan / floor plan changes, etc.)

Lincolnshire, IL

January 5, 2015

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CERTAINTED 30-YEAR  
ARCHITECTURAL ASPHALT SHINGLES

SIMONTON DOUBLE-PANE  
LOW-E GLASS

BRICKCRAFT MODULAR BRICK



LP SMARTSIDE  
HARD SIDING  
CORONADO 2"  
STONE VENEER  
LP SMART TRIM

**Left Elevation**

**Right Elevation**

0 4' 8' 16'  
SCALE: 1/8" = 1'-0"

## Building 4 Terraces Camberley Club



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Lincolnshire, IL

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

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

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

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

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

**Research Summary:**

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

**Staff Recommendations:**

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

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

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

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

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

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

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

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

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

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

**Reports and Documents Attached:**

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

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

**DRAFT (February 17, 2015)**  
**Title 12: Sign Control**

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

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**12-1-1 PURPOSE**

The following purposes are hereby adopted:

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

## 12-2-1 RELATIONSHIP TO OTHER ORDINANCES

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

## 12-3-1 DEFINITIONS

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



*Typical A-frame sign*

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

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

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

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

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

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

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

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



*Blade sign or projecting sign*

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

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

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

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

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

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



*Typical canopy sign*

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

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

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

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

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

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

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

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

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

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

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

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



*Electronic display screen*

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



*Electronic message sign*

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

**Exempt Signs.** Signs exempted from normal permit requirements.

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

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

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

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

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

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

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

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



*Monument sign*

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



*Double post sign*

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

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

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

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

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

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

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

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

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

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

**Lot Line.** A boundary of a zoning lot.

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

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

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

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

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

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

**Nit.** A non-SI (International System of Units) unit of luminance equal to one candela per square meter (1 nit = 1 cd/m<sup>2</sup>) used to measure brightness of an Electronic Sign. For the purposes of measuring nits, a light meter which computes brightness in "luminance" shall be used per the instructions of the specific light meter used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 12-4-1 SIGN PERMIT

### A. Applicability

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

### B. Authority and Execution

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

### C. Permit Application

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

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

### D. Permit Issuance

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

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

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

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

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

#### **G. Inspection**

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

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

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

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

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

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

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

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

#### **K. Penalties**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

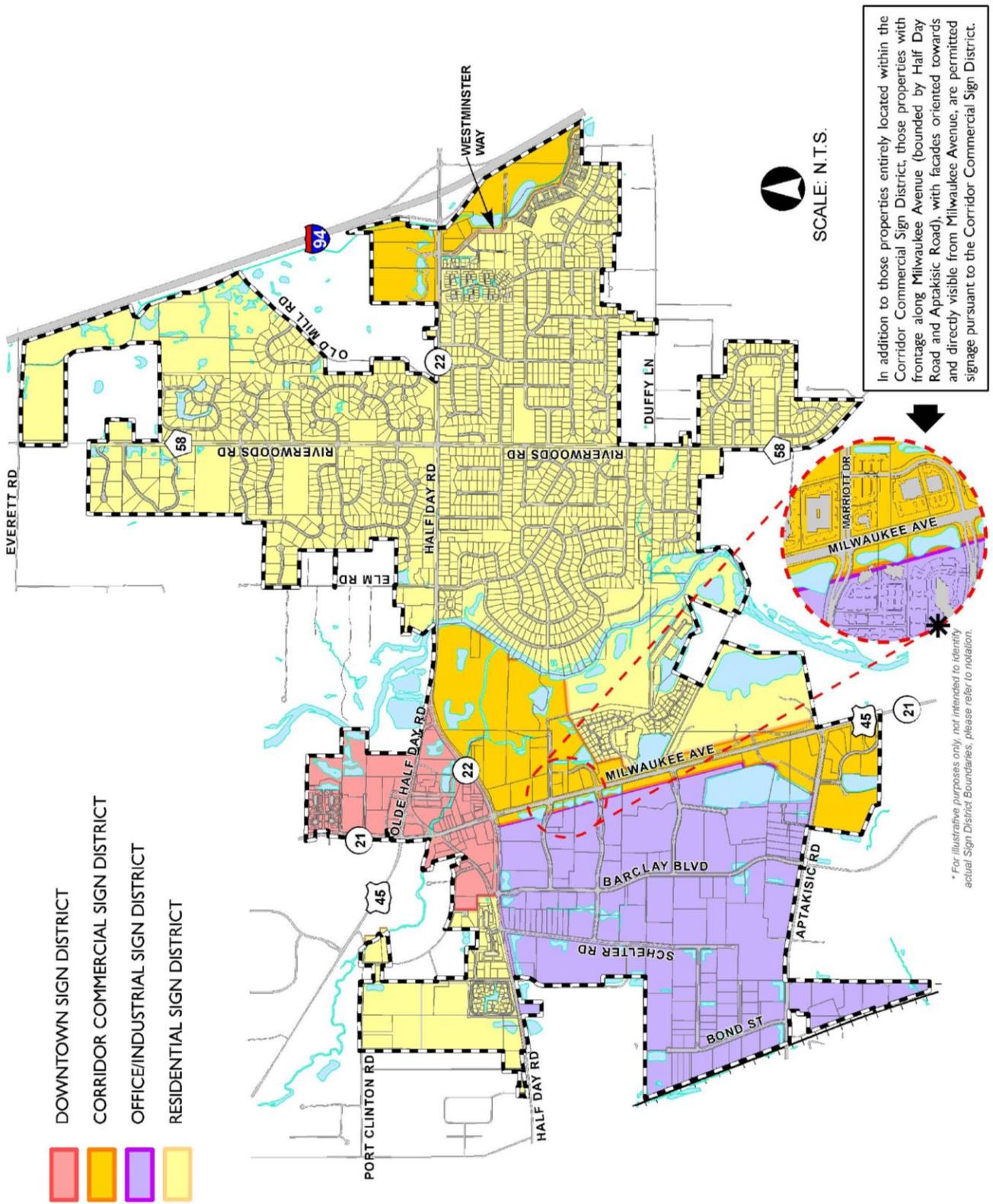
## **4. Residential Sign District**

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

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

## **C. Sign District Location**

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

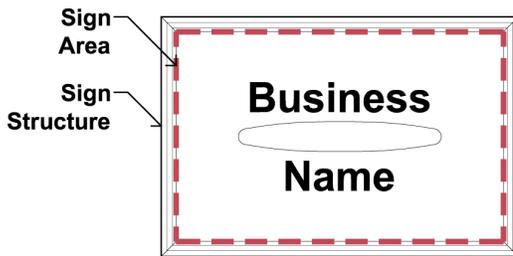


## 12-7-1 DIMENSION MEASUREMENT

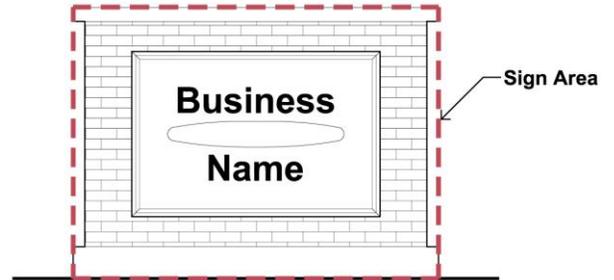
### A. Computation of Sign Area

Sign area is calculated as described in this Section.

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

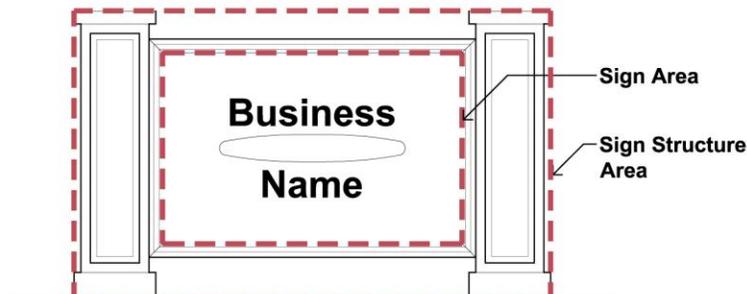


*Illustration of sign area for 12-7-1-A-1,  
Non-monument sign*



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

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



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

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

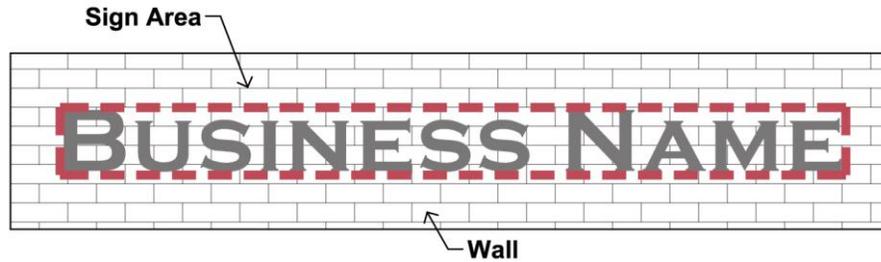


Illustration of sign area for 12-7-1-A-3

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

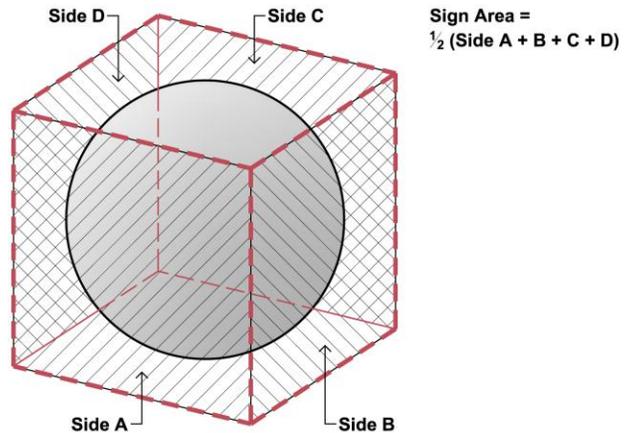


Illustration of sign area for 12-7-1-A-4

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

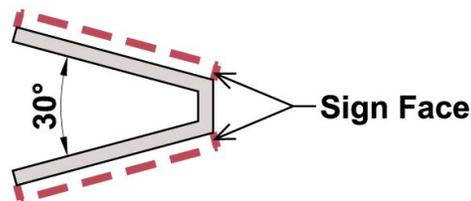
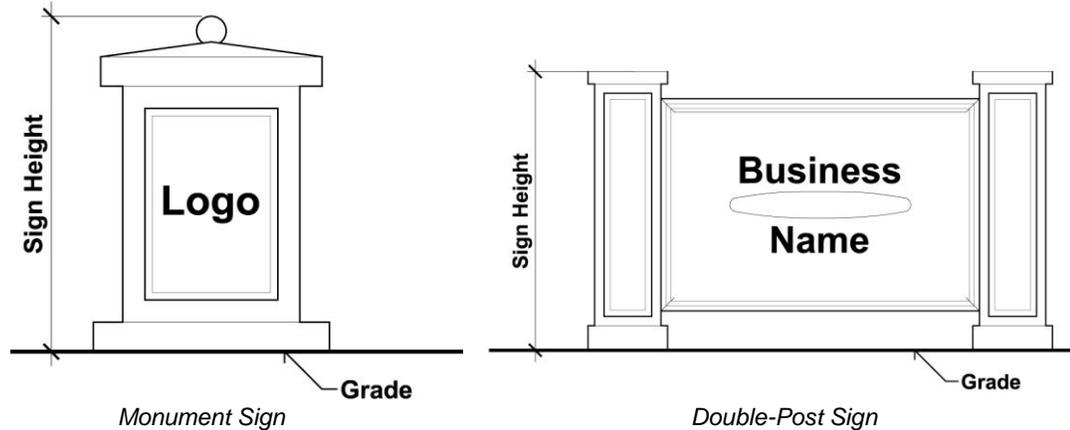


Illustration of double-faced sign for 12-7-1-A-5

## B. Measurement of Sign Height

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

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



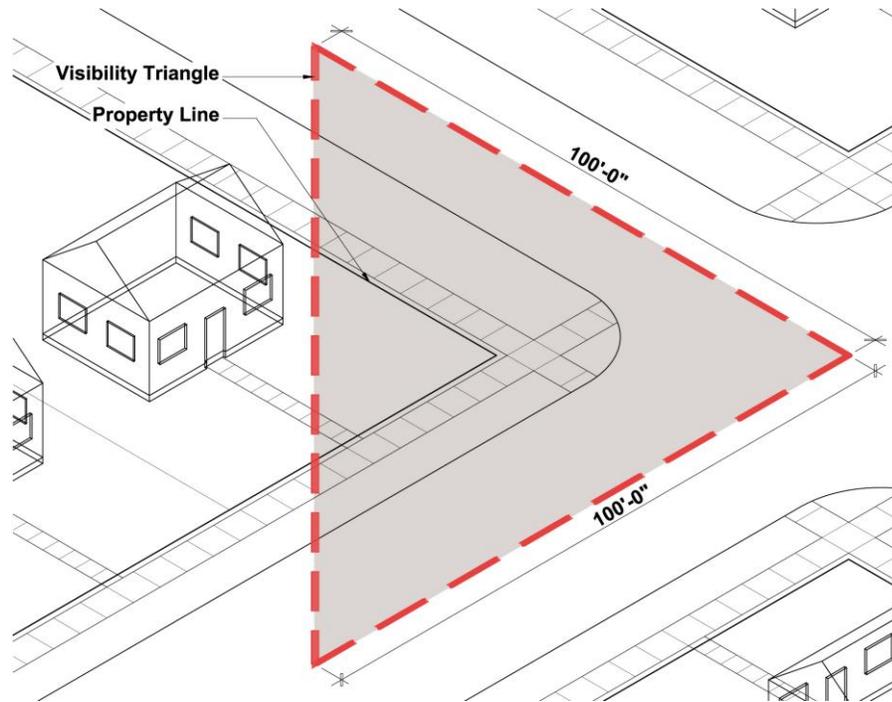
2. Signs attached to buildings: The vertical distance from the grade, as used to measure Building Height in Title 6, of the building to which a sign is attached to the highest point of the sign structure.

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

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

#### A. Location

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



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

#### **B. Sign Structure and Installation**

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

#### **C. Wind Pressure and Direct Load**

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

#### **D. Illumination**

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

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

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

#### **E. Landscaping**

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

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

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

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

#### **F. Glass**

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

## G. Lettering

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

## H. Items of Information

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



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

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

## I. Maintenance

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

## **J. Design Criteria**

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

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

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

## **K. Sign Face to be Smooth**

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

## **L. Copy Area Appearance**

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

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

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

### **A. Ground Signs**

Ground signs are permitted subject to the following:

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

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

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

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

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

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

## B. Wall Signs

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

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

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

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

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

13. Within multi-tenant office buildings, one wall sign shall be permitted per building frontage, provided the two signs have a minimum separation of 10 feet (10') from the edge of each building frontage.

14. Within multi-tenant office and 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 a corresponding entrance at a uniform height on the building wall in similar proportion to one another. 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.

**153.** 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.

**164.** 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.

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

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

**C. Awnings and Canopies**

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

1. Awnings and canopies are permitted as a use in any non-residential sign district.

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



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

7. Awnings and canopies must be securely attached to and supported by a building. All frames and supports must be made of metal or other similar rigid material and meet the requirements of Title 5, Chapter 4.
8. All awnings or canopies shall comply with the following design standards:
  - a. Awnings and canopies shall be compatible in material and construction to the style and character of the building. The color of the awning or canopy shall be compatible with the overall color scheme of the façade.
  - b. Awnings and canopies shall be generally aligned with others nearby in order to maintain a sense of visual continuity.
  - c. Awnings and canopies shall be tailored to the façade of the building and positioned so that distinctive architectural features remain visible.
  - d. All awning signs located on an individual building shall be of a similar size with no more than one (1) line of horizontal sign copy permitted per awning sign.

- e. Awning signs are restricted to the vertical face of an awning, and will not be permitted on the sloped area of an awning.
9. The following maximum dimensions are permitted for awning signs:
- a. Letter Height: Twelve (12) inches.
  - b. Logo Height: Eighteen (18) inches.
  - c. Sign Face Height: Eighteen (18) inches.
  - d. Sign Length: Ten (10) feet.
  - e. Sign Surface Area: Ten (10) square feet.

#### D. Blade Signs

##### 1. Location

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

##### 2. Size

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

##### 3. Quantity

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

##### 4. Sign Design and Materials

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

#### E. Marquee Signs

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

### 1. Location

No marquee shall be erected in any residential district.

### 2. Construction Materials Required

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

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

### 3. Height above Sidewalk

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

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

### 4. Signs Attached to Marquees

No temporary sign as defined elsewhere within this Title, shall be attached to, or hung from a marquee except changeable copy affixed or illuminated directly upon the vertical hanging fascias of the marquee. The Sign Face on any marquee shall be limited to fifty percent (50%) of the gross surface area of the vertical hanging fascias of the marquee.

## F. Vehicle Fueling Station Signs

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

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



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

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

### **G. Directional Signs**

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

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

## 12-10-1 ABANDONED OR UNSAFE SIGNS

### A. Abandoned Signs

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

### B. Unsafe Signs

When any sign becomes unsafe or insecure by reference to the regulations of Title 5, Chapter 4, or becomes a nuisance, or has been constructed, or is being maintained in violation of the provisions of this Title or other provisions of the Zoning Code, the owner thereof or the person or firm maintaining the sign shall, upon written notice of the Department of Community and Economic Development, within no more than fifteen (15) days, make such sign conform to the provisions of this Title, or the applicable provision of the Village Code, or remove it. The Village Manager or his designee may declare any sign which is an immediate peril to persons or property a nuisance and cause it to be removed with or without prior notice, at the owner's expense. Notice will then be sent to the owner of the sign within three (3) days after its removal describing the owner's rights to redeem the sign and prompt post-

deprivation hearing. The Village shall keep and store the removed sign for up to ninety (90) days; provided the owner may redeem the sign by reimbursing the Village the full cost of its removal and storage. Upon written petition of the owner of the sign, filed thirty (30) days and no later than sixty (60) days after the removal of the sign, the Village Board may hold a hearing to determine whether removal of the sign was warranted and, if appropriate, establish conditions for reconstructing the removed sign, however in no case shall a sign permit be granted for such reconstruction unless all provisions of this Ordinance and all other Village ordinances are met.

## 12-11-1 PROHIBITED SIGNS

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

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

defined in this Title.

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

#### 12-12-1 EXEMPT SIGNS

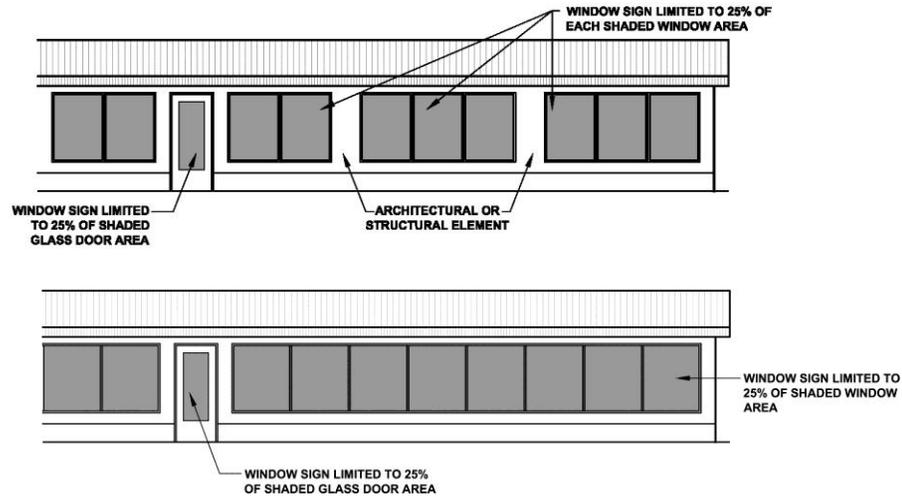
The provisions and regulations of this Title shall not apply to the following signs; however, said signs shall be subject to the provisions of Section 12-10-1.

- A. Decorations and traditional lighting schemes displayed in connection with civic, patriotic or religious holidays.
- B. Directory signs no more than six (6) square feet in surface area.
- C. Institutional Bulletin Board. One (1) bulletin board sign with a Sign Area not more than twelve (12) square feet not to exceed a maximum height of six (6) feet for a place of worship, library, school or other public building, provided such sign shall be located on the same zoning lot as the principal building.
- D. Miscellaneous information signs. The following types of miscellaneous information signs shall be exempt from sign permit requirements:
  - 1. Matter appearing on newspaper vending boxes.
  - 2. Matter appearing on or adjacent to entry doors such as PUSH, PULL, OPEN and/or CLOSED.
  - 3. Matter appearing on display windows or doors denoting hours of operation, credit cards accepted, and similar information.
  - 4. Information pertaining to the operating instructions, name or logo of vending machines and automatic teller machines. Such signs shall not exceed thirty (30) percent of that portion of the machine upon which the sign is placed and shall appear on only one (1) of its faces.

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

Sign Districts, subject to the following standards.

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



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

2. ~~The total area of all window signs must not occupy more than thirty five percent (35%) of the total window area.~~
3. One (1) window sign shall be permitted for each facade of a building or tenant space that faces a street which includes a display or decorative window, or parking lot where there is a customer entrance or shared customer entrance for multi-tenant commercial development.
4. Permanent window signs shall be designed to read as individual letters, with the exception of logos, which may read as a single item. A company catchphrase or motto may be included on a window sign only if it is a part of the legal name of a business. Products, services, telephone number, or a website address shall not be permitted as part of the Copy on a window sign unless it is part of the legal name of a business. Individual letters and logos may be carved, etched or raised, and must be of a material that is compatible with the architectural style of the building. Logos may also be constructed of a hard synthetic material.
5. Permanent window signs are not limited by color, except for second floor window signs which shall be limited to white, black, silver, or gold and only one color shall be consistently used on the second floor windows per development.
6. No window sign shall be located above the second floor of a building or tenant space.
7. No sign shall be affixed directly to **the exterior of** a window **surface. Window signs shall,** ~~with the exception of~~ **have** professionally designed lettering or decals made of an

adhesive material. All other signs shall have a flexible or hardened backing, of a minimum one-eighth (1/8) inch thickness.

8. Any sign located within a building interior that is intended for viewing from the exterior of such a building is considered a window sign.
9. No sign may be attached to, placed upon or printed on the exterior of a window or door of a building.

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

Q.

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

R. Parking lot signs designating specific parking spaces for patrons receiving carry-out or to-go orders from food establishments shall be displayed on a single rectangular panel not to exceed 18" in length and 12" in width and shall be no taller than 5 feet (5') in height. No more than 2 such signs shall be allowed per food establishment.

## 12-13-1 TEMPORARY SIGNS

### A. General Regulations for all Temporary Signs

1. Except as set forth in Paragraph B, a temporary sign shall require a permit from the Department of Community **and Economic** Development, as identified in Sec. 12-4-1 (Sign Permits). The fee shall be paid upon the issuance of a permit for a temporary sign as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Any charitable organization may file an application with the Village for a waiver of fees imposed by the Village as per section 5-3-2(A) of the Village Building Code.
2. Temporary signs shall be displayed for a maximum of ninety (90) calendar days and not more than five (5) times per calendar year, with a minimum fourteen (14) calendar day period between the issuance of a subsequent temporary sign permit.
3. Except as set forth in Paragraph B, temporary signs shall not exceed twenty (20) square feet in area, shall have a height no greater than six (6) feet above the ground surface, shall be located entirely on private property and shall be placed a minimum of fifteen (15) feet from the back of the adjacent curb/edge of pavement.
4. Temporary signs on multi-tenant properties shall be limited to a maximum of two (2) at any one time and shall be placed a minimum of fifty (50) feet from any other temporary sign.
5. Any sign listed in Section 12-11-1 (Prohibited Signs) is prohibited.
6. Temporary off-premises signs are prohibited, except as set forth in Paragraph B.

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

#### **B. Regulations by Temporary Sign Type**

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

##### **1. Project Announcement Signs**

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

- a. In the Residential Sign District one (1) project sign no more than sixteen (16) square feet in surface area for a development of less than five (5) acres.
- b. In the Residential Sign District one (1) project sign no more than thirty-two (32) square feet in surface area for a development of more than five (5) acres.

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

**2. Construction Signs**

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

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

**3. Institutional Signs**

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

**4. Community-Informational Banners**

- a. Community-Bbanners shall not be more than eight (8) square feet in surface area and shall not exceed a height greater than four (4) feet. Community-Bbanners shall be hung not less than fifteen (15) feet above grade, or the minimum height necessary to allow the flow of vehicular or pedestrian traffic, whichever is less. Community-Bbanners shall include one (1) of the following:

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

## 5. Real Estate Signs

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

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

## 6. Open House Signs

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

- a. Open house signs shall not exceed four (4) square feet in area per side and four (4) feet in height, to the highest part of the sign, for any dwelling offered for sale by any

person.

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

## 7. Rummage Sale or Garage Sale Signs

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

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

## 8. Temporary ~~Promotional Advertisement~~ Signs

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

## 9. Temporary Identification Signs

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

- a. Temporary Identification sign covers shall be professionally designed and painted in no more than two (2) colors compatible with the primary structure or the existing ground sign on the property.
- b. Sign covers may be constructed of vinyl, aluminum or wood, and shall only cover the existing permanent ground sign for a period not to exceed one hundred and twenty

(120) calendar days. No such cover shall be permitted to increase the existing ground sign area or sign structure area.

- c. The items of information shall be limited to the provisions of Section 12-8-1(H).
- d. Sign covers shall be securely attached to the existing permanent identification ground sign to maintain a safe, neat and orderly condition and appearance.

## 10. Temporary Window Signs

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

- a. Window signs affixed to, on the inside of, or within the interior of a window shall occupy no more than twenty-five percent (25%) of the surface of each window area and be located at least ~~six~~ **(64) inches** from the edges of any individual window area. "Window area" is counted as a continuous surface comprised of one (1) or more window panes until divided by an architectural or structural element. Mullions are not considered an element that divides a window area. A "window pane" is each discrete piece of glass which is mounted in its own frame.
- b. No temporary window sign shall be located above the first floor of a building or tenant space.

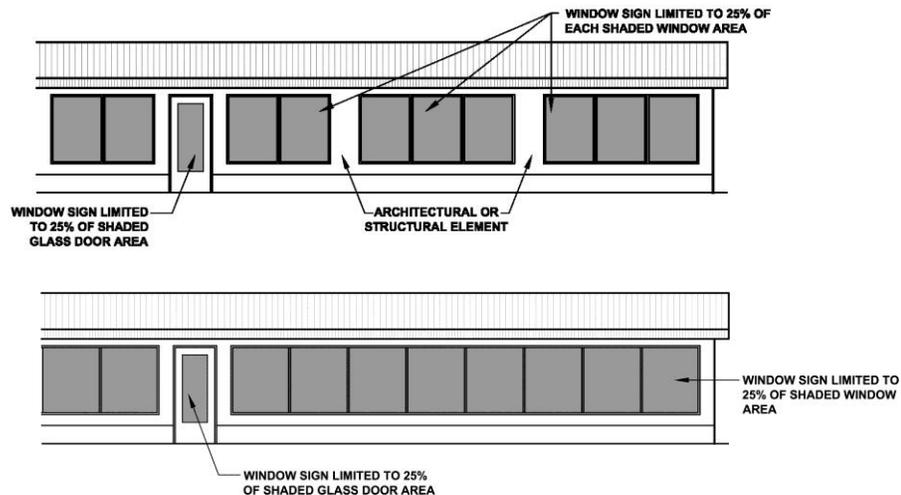


Illustration of window sign area 12-13-1-B-10(a)

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

- f. No sign may be attached to, placed upon or printed on the exterior of a window or door of a building.

### **11. Balloon Signs**

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

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

## **12-14-1 CLASSIC SIGNS**

### **A. Eligibility**

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

### **B. Application**

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

### **C. Maintenance**

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

## **12-15-1 NONCONFORMING SIGNS**

Nonconforming signs may be maintained subject to the following regulations:

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

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

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

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

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

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

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

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

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

## **C. Procedure**

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

of one (1) or more parts, shall contain its findings of fact and be forwarded to the Village Board for a final decision.

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

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

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

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

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

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

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

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

All documents shall be drawn to scale.

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

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

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

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

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

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

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

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

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

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

An application for an amendment to this Title shall be filed with the Department of Community and Economic Development in such form and accompanied by such information as required by the Department. The Department, upon receiving an application for amendment, shall

transmit the application along with all pertinent data, to the Architectural Review Board for review, public hearing and recommendation to the Village Board.

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

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

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

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

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

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

**G. Effect of Denial of Amendment**

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

Municipality	Does your community allow WALL signs for multi-tenant office buildings?	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Does your community allow WALL signs for multi-tenant office/warehouse buildings	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Please provide code requirements for multi-tenant wall signs for office and office/warehouse buildings.
Arlington Heights	Yes, except not allowed on multi-tenant office buildings in the O-T (Office Transitional) and O-R (Office Research) Zoning Districts. Also, only one wall sign is allowed per street frontage on multi-story multi-tenant office buildings.	Number / Placement: One wall sign allowed per street frontage. Size: 25% of the signable wall area or 150 sf, whichever is less. For walls without windows, maximum size shall be 15% of the signable wall area or 150 sf, whichever is less. One additional wall sign is allowed on an additional wall fronting on a parking area of a multi-tenant building. Size: 25% of the signable wall area or 60 sf, whichever is less.	Yes.	Same.	See attached.
Barrington	Yes, if the sign meets the wall sign regulations (1 wall sign per business with first floor direct public access) or our wall sign tenant directory guidelines.	Maximum size is 1 square foot per linear footage of building space or 80 sq.ft. whichever is less. Tenant directories can be a maximum of 24 sq.ft. with each tenant not to exceed 4 sq.ft.	Same.		See attached.
Buffalo Grove	No.		Yes		
Carpentersville	No wall signs shall be allowed for individual tenants in a multi-story or a multi-tenant building having no exterior building entrance for each tenant. Therefore, regardless of whether it is an office building or an office/warehouse building, wall signs for individual tenants are only allowed if each tenant has an exterior entrance. Wall signs are not allowed if each tenant is only accessed from common interior hallways or lobby spaces.	For buildings where each tenant has an exterior entrance, each tenant is allowed one wall sign that shall not extend beyond the premises of the particular establishment. The area of the one wall sign shall not exceed 1½ times the lineal width in feet of the tenant space, and the total sign area of any single wall sign shall not exceed 80 square feet. The maximum height of a wall sign shall be 30 feet from finished grade adjacent the wall to which the sign is attached.	See the answer to question #1.	See the answer to question #2.	See attached.
Des Plaines	One per street facing facade.	One per street facing facade. 3 sf per linear foot of building frontage, up to 100 sf.	One per street facing facade.	One per street facing facade. 3 sf per linear foot of building frontage, up to 100 sf.	See attached.

Municipality	Does your community allow WALL signs for multi-tenant office buildings?	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Does your community allow WALL signs for multi-tenant office/warehouse buildings	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Please provide code requirements for multi-tenant wall signs for office and office/warehouse buildings.
Elk Grove	Yes.	All wall signs cannot exceed three (3 ) sq.ft. per linear foot of building frontage and cannot extend above fascia or parapet line. Wall signs can be illuminated.	Yes.	All wall signs cannot exceed three (3 ) sq.ft. per linear foot of building frontage and cannot extend above fascia or parapet line. Wall signs can be illuminated.	See attached.
Glencoe	Yes for ground floor units if it meets village appearance review standards. Other floors have exterior directory signs.	Per our sign code.	No warehouses in town.	N/A.	See attached.
Grayslake	Yes.	3 sq feet for each lineal foot of building frontage, not to exceed 80 sq feet.	Yes.	3 sq feet for each lineal foot of building frontage, not to exceed 80 sq feet.	See attached.
Gurnee	Yes. Only if the tenant space has direct access from the exterior. We are proposing an amendment that would also allow tenants that "all have tenant space that is entered via a vestibule and where the tenant is on the ground floor and has exterior frontage.	The number is determined what the number of exterior walls that are associated with the business that have the following: 1) frontage of a public street or frontage on a drive-aisle or parking lot that services the tenant/building; AND 2) frontage that has either a public entrance or windows.	Yes	Same	See attached.
Hoffman Estates	Yes.	Placement is anywhere on the bu	Yes.	Depends on zoning district and not use. Office/Warehouse buildings are found in B2, B3, B4 and all Office and Manufacturing zoning districts. See attached.	See attached.

Municipality	Does your community allow WALL signs for multi-tenant office buildings?	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Does your community allow WALL signs for multi-tenant office/warehouse buildings	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Please provide code requirements for multi-tenant wall signs for office and office/warehouse buildings.
Mount Prospect	Yes, one wall sign for the principal tenant or use contained within a building (Section 7.305 B.1) of our Village Code)	See attached.	Same as # 1, also (Section 7.305 B.1. f.) f. Where a multi-tenant office-industrial building greater than two (2) stories in height seeks to install a wall sign(s) identifying a primary tenant, only one such tenant may display their identification on the building.	See attached.	<p>Please see Section 7.305 B. of our Village Code:  <a href="http://www.sterlingcodifiers.com/codebook/index.php?book_id=802&amp;section_id=945155">http://www.sterlingcodifiers.com/codebook/index.php?book_id=802&amp;section_id=945155</a></p>
Niles	No.				
Northbrook	Yes.	5% of the wall surface area; maximum of a 100 sq.ft. for each sign cannot exceed 20' in height from grade to top of sign.	Yes.	Same as #2.	Sign Code attached.
Northfield	Only 1 wall sign is allowed.	Cannot be more than 50 square feet and located on the front entrance side (all signs for the building, including ground signs cannot be more than 100 square feet) .	Same.		
Palatine	Yes.	Must be over their own tenant space, sf. determined by store frontage (1 sf. per linear foot of store frontage.) max. 1 sign per user, no restrictions on lettering.	Yes.	Must be over their own tenant space, sf. determined by store frontage (1 sf. per linear foot of store frontage.) max. 1 sign per user, no restrictions on lettering.	See attached.
Park Ridge	Yes.	See attached.	Yes.	See attached.	See attached.

Municipality	Does your community allow WALL signs for multi-tenant office buildings?	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Does your community allow WALL signs for multi-tenant office/warehouse buildings	If so, what are your regulations regarding their placement, number, size, lettering, etc.	Please provide code requirements for multi-tenant wall signs for office and office/warehouse buildings.
Rolling Meadows	Yes.	One story multi-tenant commercial building and tenant space is allowed one wall sign = 25% of the front wall area of that tenant space. Not to exceed 200 sq.ft.	Yes multi-tenant buildings 1 wall sign per tenant displayed flat against the wall not more than 10% of sq.ft. of area, can not exceed 200 sq.ft.	See attached.	
Schaumburg	Yes.	1 story bldg-multiple wall signs are permitted; 1-3 story bldg-only primary tenant may have a wall sign; 4+ story bldg in Woodfield Regional Center-a 2nd tenant sign is allowed on a different frontage than the primary tenant sign.	Yes.	Please see attached document, Section 155.110, (A) Wall Signs, for details regarding the placement, number, size, lettering, etc.	Village of Schaumburg Code of Ordinances Section 155.110 Ordinance 10-010, passed 2-9-2010 affecting Office and Industrial Park Signs, Directory Signs, Combined Directory and Ground Signs, and Institutional Attraction Boards.
Streamwood	No.		No.		
Vernon Hills	For only one tenant.	One sign for the primary tenant. Max size is 1 square foot per linear foot of building frontage.	For one tenant only.	One sign for the primary tenant. Max size is 1 square foot per linear foot of building frontage.	
Wheeling	Yes.	One wall sign per unit is permitted and shall be located on the street frontage of the building or identify the main public entrance to the building or unit or as determined by Sign Code Board of Appeals (all signs require appearance approval by the SCBA). See the attached code for additional regulations.	Yes.	The same section of the Sign Code applies to all wall signs in commercial and industrial districts. See attached.	See attached.

**REQUEST FOR BOARD ACTION**  
**Architectural Review Board**  
**January 20, 2015**

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

**Background:**

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

**Research Summary & Staff Recommendations:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Motion:**

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

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

**Reports and Documents Attached:**

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

**Meeting History**

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

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

<b>Subject:</b>	Landscaping Regulations - Text Amendments
<b>Action Requested:</b>	CONTINUED Consideration & Discussion of Text Amendments to Chapter 2 of Title 13, Landscaping, of the Lincolnshire Village Code to revise and update Village landscaping requirements.
<b>Originated By/Contact:</b>	Stephen Robles, Village Planner Department of Community & Economic Development
<b>Referred To:</b>	Architectural Review Board

**Background:**

- At the September 16<sup>th</sup> ARB meeting, Staff introduced a proposal to review and revise Village Landscaping requirements in Chapter 2, Title 13. Revisions are intended to update current landscaping requirements to balance the Village's aesthetic expectations with commercial developments' desire for openness and visibility.
- The ARB provided Staff with input and direction regarding revising specific elements of Chapter 2, and requested draft code language be prepared for further review.

**Summary:**

Below is a summary of previous items discussed by the ARB and resulting code revisions, as well as a newly-proposed revision based on further Staff review of this Code section (new revision identified by the letter "(N)"). Please refer to attached Draft Chapter 2 for a complete record of all proposed revisions.

- **General Revisions:** A substantial portion of proposed revisions are to clarify requirements based on current processes and updates to sentence structure.
- **Purpose (Sec. 13-2-1):** Traditionally, zoning regulations begin with a purpose statement to identify the objectives of the given code regulations, which are absent from the current Code. Staff proposed six purpose statements based on review of comparable communities landscaping codes. The ARB felt the Purpose should focus on positives of landscaping and contain less legal terminology, to function similar to a vision statement. The inclusion of year-round (evergreen) landscape was also requested.

*The Purpose Section (13-2-1) has been revised to three statements, as follows:*

- A. *Promote and maintain the high quality visual appearance and environmental benefits throughout the year through landscaping and preservation of native vegetation.*
- B. *Encourage and promote the implementation of best management practices to minimize erosion and stormwater runoff in a manner which provides functionality and visual appeal.*
- C. *Enhance the visual and environmental impacts of the Village's built environment through the utilization of attentive landscape design.*

- **(N) Replacement of Existing Landscaping (Sec. 13-2-3), previously 13-2-1(B)(2):** There has been an increase in requests for entire landscaping replacements of non-residential zoned property. As most properties have an approved landscape plan, holistic changes are not permitted without approval by the ARB. Currently, this Section permits replacements of 20% or more due to region wide infestation or disease. This discourages a property owner from reinvesting in the property through landscape improvements.

*This Section has been revised to refine requirements for the replacement of entire existing plantings for non-residential zoned lots, which would no longer require ARB review.*

- **Landscape Screening (13-2-4):** This section currently includes regulations requiring a visual barrier to certain unattractive/monotonous elements of a site plan; such as building walls, mechanical equipment, and parking lots. Many of the requirements do not account for the visual obstruction of customer areas that retailers rely on for increased traffic; such as building signage, parking areas, storefronts, etc.

*This Section has been revised to clarify the areas and requirements for screening. As ground-mounted equipment screening requirements are outlined in the Zoning Code (Sec. 6-15-3(B)), a cross-reference has been added. Parking lot screening has been significantly revised by establishing two categories: 1) residential zoning districts, and 2) non-residential zoning districts, with regulations appropriate for each type of parking lot. Landscaping for parking lot islands has also been revised to align with the Off-Street Parking and Loading zoning requirements.*

- **Landscape Improvements to Private Property (13-2-5), previously 13-2-1(D):** In this code, all non-Village residentially zoned property is considered private property. Since private property is a specific type of property, these requirements should be moved out of the General Landscape Requirements Section. The ARB agreed that very basic and minimal plantings for single-family residential lots (only applicable to new home construction) should be included.

*The requirements have been placed into a stand-alone Section, entitled: Single-Family Residential Requirements. The following table of minimum planting requirements for all new single-family homes was created:*

Yard	Minimum Number of Trees	Size at Planting
Front	1	2.5" DBH deciduous tree or 8' evergreen tree
Side/Corner Side	1	2.5" DBH deciduous tree or 8' evergreen tree
Rear	2	2.5" DBH deciduous tree and 8' evergreen tree

- **Landscape Improvement Deposit (previously 13-2-2):** The deposit requirements contained in this section are identical to the requirements of Subdivision Code, Title 7, where similar improvement deposits are required.

*This section will be relocated to Title 7, Subdivisions and Land Development, for consistency with other improvement deposit requirements.*

- **Landscape Requirements for All Other Developments (Sec. 13-2-6), previously Business/Commercial Developments:** Commercial landscaping requirements are set forth in this section and are applicable to all new, non-residential developments. Included is a tree distribution chart, which currently requires a variety of trees totaling 34 trees per acre, as follows:

TYPE	SIZE	TREES/ACRE
Deciduous Shade Trees	2" – 2 ½"	6
	3" – 4"	5
	4 ½" and larger	5
Ornamental Trees	6' – 8'	4
	8 ½" and larger	4
Evergreen Trees	6' – 8'	4
	8 ½' – 10'	4
	10 ½' and larger	2

Staff analyzed two commercial properties to determine if the current tree planting requirements remain viable. In both samples, neither site achieved code compliancy. However, the number of trees was more than abundant for the site. Staff questioned if the minimum tree quantities should be reduced to create better visual lines of sight to commercial properties. The ARB recognized the challenges of establishing code minimums while allowing flexibility in landscape design. Staff was directed to incorporate low growing plantings in front of buildings and allow options within the plant lists. The landscape screening requirements for parking lots has reduced the shrub height and increased the variety of species to be used. The minimum number of trees to be planted has been revised as follows:

TYPE	SIZE	TREES/ACRE
Deciduous Shade Trees	2" – 4" DBH	6
	4 ½" + DBH	6
Ornamental Trees	6' – 8' DBH	4
	8 ½" + DBH	4
Evergreen Trees	8' height	5
	10' + height	5

- **Landscape Requirements for Single-Family Residential Subdivision (13-2-5(C)), previously Subdivisions:** This subsection primarily contains regulations for parkway/right-of-way plantings and maintenance for "subdivision(s)". It is unclear whether this section is intended for residential subdivisions, or all types of land subdivisions.

*This section has been retitled to clarify its application to Single-Family Residential Subdivisions and now includes procedures and requirements aligned with current practices for single-family subdivisions.*

- **Landscape Requirements in Public Right-of-Ways (13-2-7):** The regulations for right-of-way plantings are relatively straight-forward and the existing regulations received minor updating. *The most substantial revision is the inclusion of an approved parkway tree species chart (formerly Appendix IV) within this Section.*

- **Landscape Requirements for Stormwater Facilities (13-2-8):** The purpose of this section is to ensure detention facilities are designed, constructed, and maintained in a manner which provides functionality as well as visual appeal. The included subsections contain detailed regulations requiring substantial knowledge in the installation, monitoring and maintenance of native vegetation suitable for stormwater facilities. Village Staff is currently responsible for the implementation and enforcement of these requirements, which requires specific personnel with professional expertise. However, such expertise is no longer a required function of any job title in Village Staff.

*This section has undergone substantial restructuring to remove Village required review/authorization of documents and plans in favor of a qualified environmental consultant. This consultant would continue achieving the highest level of stormwater runoff reduction through the use of native vegetation. Many of the appendices have been incorporated into the text for continuity.*

- **Appendix I-VI:** Many of the landscaping requirements refer to supplemental information/standards located with various appendices.

*Many of the appendices have been relocated into the body of the code regulations, whereas others have been updated to correspond with the proposed text amendments.*

**Recommendation:**

Approval of text amendments to Chapter 2 of Title 13, Landscaping, of the Lincolnshire Code to revise and update the Village's landscaping requirements.

**Motion:**

*The Architectural Review Board moves to approve and recommend to the Village Board for their approval of text amendments to Chapter 2 of Title 13, Landscaping, of the Lincolnshire Village Code to revise and update the Village's landscaping requirements, further subject to. . . .*

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

**Reports and Documents Attached:**

- Draft Text Amendments (clean & blue line version) to Chapter 2 of Title 13, Landscaping, prepared by Staff.

<b>Meeting History</b>	
Referral at Village Board (COW):	June 23, 2014
ARB Discussion:	September 16, 2014
ARB Discussion (Tabled):	January 20, 2015
Current ARB Discussion:	February 17, 2015

## **TITLE: 13**

### **CHAPTER 2: Landscaping**

#### **Sections:**

- 13-2-1: Purpose
- 13-2-2: General Requirements
- 13-2-3: Replacement Requirements
- 13-2-4: Landscape Screening Requirements
- 13-2-5: Single-Family Residential Requirements
- 13-2-6: All Other Property Requirements
- 13-2-7: Public Right-Of-Way Requirements
- 13-2-8: Stormwater Facilities Requirements
- 13-2-9: Penalties
- 13-2-10: Appendices

#### **13-2-1: Purpose**

This Landscaping Code is adopted for the following purposes:

- A. Promote and maintain the high quality visual appearance and environmental benefits throughout the year through landscaping and preservation of native vegetation.
- B. Encourage and promote the implementation of best management practices to minimize erosion and stormwater runoff in a manner which provides functionality and visual appeal.
- C. Enhance the visual and environmental impacts of the Village's built environment through the utilization of attentive landscape design.

#### **13-2-2: General Requirements**

- A. Installation: Installation methods of landscape plantings shall conform to the specifications of the approved landscape plan and industry standard installation practices appropriate for each type of planting.
- B. Maintenance: To ensure the health and vitality of landscape plantings, maintenance of insect and disease control, mulching, pruning, fertilization, weed control, and watering consistent with good forestry practices shall occur.
- C. Inspections: Landscape plantings required by this Chapter will be inspected periodically by the Village to ensure compliance. For any plantings which require replacement, the property owner shall be notified of the requirement for replacement to be completed within sixty (60) days from receipt of notice or during the next available planting season, as determined by the Village. If the property owner fails to replace required plantings within the established time frame, a fine shall be rendered in accordance with the Comprehensive Fine Schedule, Chapter 17, of Title 1 of this Code.

**13-2-3: Replacement**

- A. Region Wide Infestation: Landscape planting replacements due to region wide infestation or disease shall be replaced with an appropriate species in recognition of shape, form, and seasonal interest of the infested or diseased planting to which it's replacing, subject to the requirements of Chapter 1 of this Title.
- B. Non-Single-Family Residential Property: Replacement of existing landscape plantings for all non-single-family residentially zoned lots shall be subject to the following:
1. Landscape Replacement Plan: Prior to the removal of any exiting landscape plantings, authorization from the Village must be obtain, which shall be subject to the requirements of Chapter 1 of this Title. A Landscape Replacement Plan shall be submitted identifying the following:
    - a. Location, species, existing condition, and size for each planting to be removed.
    - b. Location, species, quantity, and size for each replacement planting to be installed.
  2. Replacement Criteria: Landscaping replacements shall be subject to the following:
    - a. All replacement plantings shall not be less than the size specified on the approved landscape plan. If no approved landscape plan is available, single stem trees shall not be less than 2.5" DBH, clump and evergreen varieties shall not be less than 8 feet in height.
    - b. Evergreen trees shall be replaced with evergreen trees and deciduous trees shall be replaced with deciduous trees.
    - c. The replacement plan may be established for a specified period of time, and shall not exceed three (3) years.
    - d. For any tree which existed on the property prior to development and has been preserved, as determined by the Village, may be removed subject to Section 13-1-3(D) and 13-1-3(K) of this Title, except any tree which is dead or irreversibly declining due to natural circumstances.
    - e. If the plantings to be removed are considered to be a hazard to life and/or property, the specific plantings shall be flagged and verbal authorization by the Village Arborist for removal may be granted, which shall be conditioned upon the submittal of a Tree Removal Permit and Landscape Replacement Plan identified in 13-2-3(B)(1) within thirty (30) days of the authorization for removal.

**13-2-4: Landscape Screening**

The intent of landscaping as screening is to provide a visual barrier to certain elements of a site which may be considered unattractive or monotonous including the following:

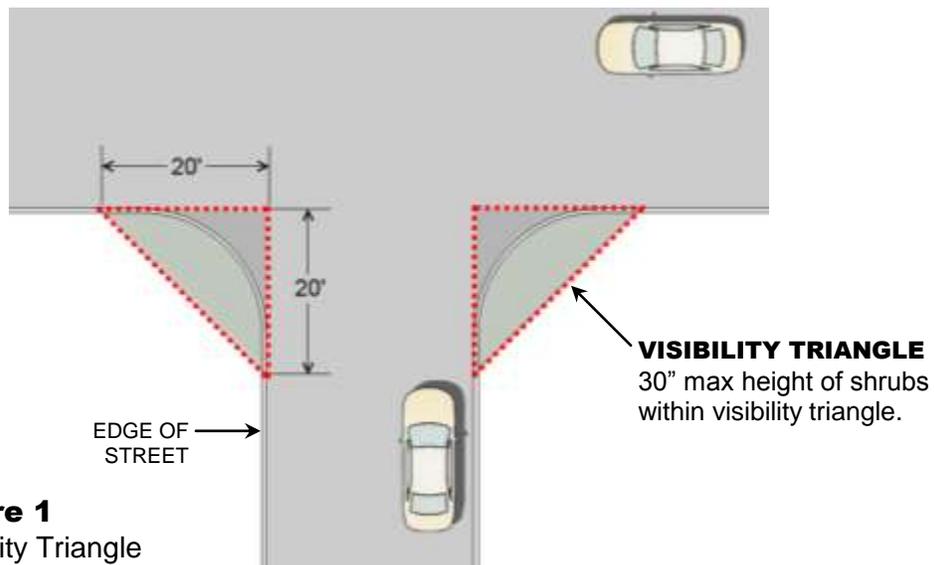
- A. Building Walls: Plantings of deciduous and evergreen species shall be planted to interrupt the view of large expanses of building walls which do not contain a primary architectural

element. A natural planting arrangement should be used whenever possible.

B. Ground-Mounted Equipment: Screening of ground-mounted equipment and utilities shall be screened in accordance with Section 6-15-3(B) of Title 6 of this Code.

C. Parking Lots:

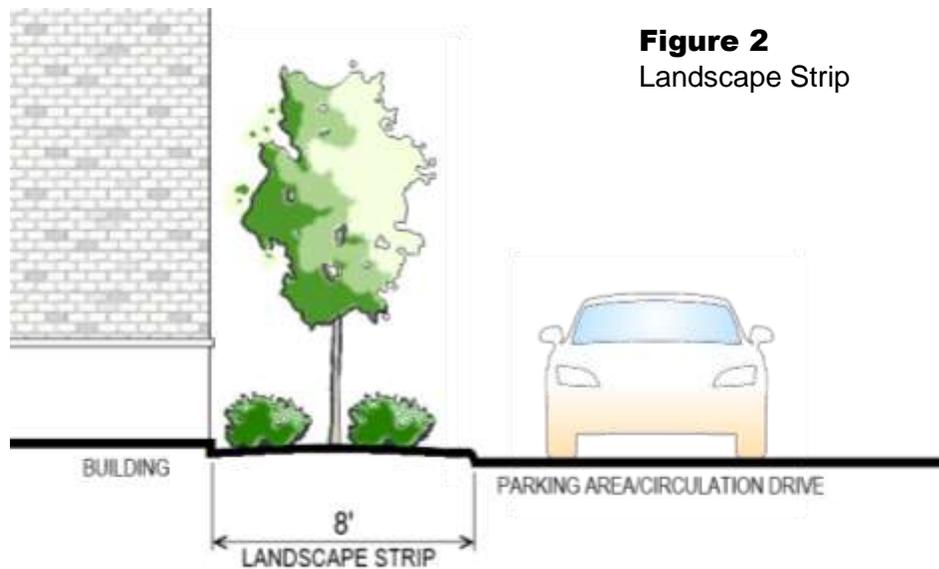
1. Landscaping installed within the visibility triangle (see Figure 1) shall maintain proper sight lines and not obstruct light fixtures. Shrubs shall not exceed a maximum mature height of thirty inches (30") above existing grade.



2. Accommodations shall be made for the storage of snow from all parking and loading facilities. Snow storage within landscaped areas should be avoided to prevent damage to plant material.
3. Hardy, salt tolerant plantings within parking lot facilities and parking lot islands should be used, see Salt Tolerant Landscape Plants in Appendix 1.
4. Residential Zoning Districts: Parking facilities containing more than three (3) parking spaces shall be screened for each side visible from the public way by densely planted shrubs or small trees not less than four (4) feet in height covering at least (50%) of the linear length of the lot. Plantings shall incorporate diverse mixture of plant types, including evergreen species. No plantings shall be permitted at any street intersection which obstructs the visibility triangle.
5. Non-Residential Zoning Districts:
  - a. A minimum of 50% of linear length of parking facilities visible from the public way shall be screened by a diversity of shrubs and trees as follows:

Type	Min. Number of Species	Size at Planting
Shrubs	1 deciduous + 1 evergreen	3 ft. in height
Trees	2	2.5" DBH

- b. A minimum eight (8) foot landscape planting area shall be required between all building façades and any parking area or circulation drive (See Figure 2), which shall include a mixture of trees, shrubs and grasses (native and non-native) at a minimum of three (3) species. The screening requirement identified in 13-2-4(A) above shall be applied towards the minimum planting species requirement.



**Figure 2**  
Landscape Strip

6. Parking Lot Islands (all Districts):

- a. A minimum of one (1) deciduous shade tree at two and a half (2.5) inch DBH shall be planted in every parking lot island. This requirement shall not apply if bio-retention areas are used in parking lot islands for the implementation of stormwater best management practice (BMP) techniques, which shall require native and non-native species suitable for use in bio-retention areas.
- b. Under story shrubs, perennials, and other plant materials, including native species, shall be planted to supplement the tree plantings.

D. Non-Residential Fencing: Fences taller than four (4) feet in height shall be screened with landscaping plant material to reduce the visual appearance from the public way with densely planted shrubs or small trees not less than four (4) feet in height and shall incorporate diverse mixture of plant types, including evergreen species..

**13-2-5: Single-Family Residential Requirements**

A. Required Landscaping: Single-family residential lots improved after the adoption of this Title shall provide the following plantings prior to the issuance of a Certificate of Occupancy, single-family residential lots constructed prior to the adoption of this Title including structural additions and tear-downs shall be exempt from this requirement:

<b>Yard</b>	<b>Minimum Number of Trees</b>	<b>Size at Planting</b>
Front	1	2.5" DBH deciduous tree or 8' evergreen tree
Side/Corner Side	1	2.5" DBH deciduous tree or 8' evergreen tree
Rear	2	2.5" DBH deciduous tree and 8' evergreen tree

B. Permit: A Village permit must be obtained prior to the start of any landscape improvements which involve excavation, trenching, or placement of additional soil and/or hardscape materials within the rooting zone of trees, or which affect drainage patterns on the premises or adjacent properties.

C. Single-Family Residential Subdivisions

1. Tree Inventory Survey: All trees measuring six (6) inch DBH or greater existing on a property prior to construction shall be identified. The Tree Inventory Survey shall include the following information:
  - a. Existing property line boundaries of each parcel to be included in the subdivision and the boundary lines of the proposed subdivision.
  - b. All trees measuring six (6) inch DBH or greater to be removed shall be identified with an "X" or similar notation.
  - c. Tree inventory data chart containing the inventory/identification number of each existing tree measuring six (6) inch DBH or greater, common and scientific name, DBH (in inches), condition, and save/removal status of each inventoried tree.
  - d. Proposed subdivision improvements, including but not limited to, roadways, walks, building footprints, parking facilities, and driveways shall be illustrated.
  - e. Location of all proposed utility lines.
  
2. Landscape Plan: A landscape plan for the subdivision improvements must be submitted which contains the following information:
  - a. Parkway Trees: One (1) two and a half inch (2 ½") deciduous shade tree or ornamental tree must be planted for every 40 lineal feet of the street. Trees shall provide a minimum of twenty-five (25) feet separation. All remaining open areas

of the right-of-way shall be seeded or sodded in accordance with the Village of Lincolnshire Open Space Landscaping Standards.

- b. Ground-Mounted Equipment Screening: All ground-mounted mechanical equipment shall be screened in accordance with Section 6-15-3(B) of Title 6 of this Code.
- c. Stormwater Facilities Landscaping: Landscaping for stormwater facilities, if required, shall be provided in accordance with Section 13-2-8 herein.
- d. Cul-de-Sac Landscaping: Planting of trees and shrubs are permissible in cul-de-sacs, provided traffic sight lines are not obstructed. Prior to installation, a landscape plan shall be submitted and approved by the Department of Public Works and include identification and quantity of plant material, the location of the curb or edge of pavement, and any easements within the cul-de-sac.

**13-2-6: All Other Property Requirements:**

- A. Plant Material and Density: Each landscape plan shall include a mixture of evergreen and deciduous trees, shrubs (native and non-native), grasses, and perennials plantings at a minimum of two to three (2-3) species each. The proper selection and placement of plant material is important for function as well as aesthetics, including variation in plant species and size.
  - 1. Spacing of tree species shall not exceed fourteen (14) feet on center (O.C.).
  - 2. Shrubs with a mature height less than three (3) feet shall be planted four (4) feet O.C. Shrubs with a mature height greater than three (3) feet shall be planted six (6) feet O.C.
  - 3. All planting areas are to be mulched with organic hardwood mulch or equivalent. Colored mulches and stone shall not be permitted.
  - 4. Areas which abut a public right-of-way must be sodded or established as native prairie areas, exclusive of parking lots, building pads, water features, or landscape beds.
  - 5. The minimum number of trees per acre of remaining green space (parcel of land excluding parking lots, building pads, water features and other hard surfaces) shall be planted in accordance with the following distribution:

<b>Type</b>	<b>Size (at planting)</b>	<b>Trees/Acre</b>
Deciduous Shade Trees	2 ½" – 4" (DBH)	6
	4 1/2 " + (DBH)	6
Ornamental Trees	6' - 8' (height)	4
	8 1/2' + (height)	4

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Evergreen Trees	8' (height)	5
	10' + (height)	5

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6. All landscape plantings installed within any easement(s) shall be the responsibility of the property owner to maintain and replace any plantings damaged or destroyed as a result of activity associated with such easement(s).

**B. Landscape Plan Requirements:**

1. Tree Inventory Survey: All trees measuring six (6) inch DBH or greater existing on a property prior to construction shall be identified. The Tree Inventory Survey shall include the following information:
  - a. Existing property line boundaries of each parcel to be included in the subdivision and the boundary lines of the proposed subdivision.
  - b. All trees measuring six (6) inch DBH or greater to be removed shall be identified with an "X" or similar notation.
  - c. Tree inventory data chart containing the inventory/identification number of each existing tree measuring six (6) inch DBH or greater, common and scientific name, DBH (in inches), condition, and save/removal status of each inventoried tree.
  - d. Proposed site improvements, including but not limited to, roadways, walks, building footprints, parking facilities, and driveways shall be illustrated.
  - e. Location of all proposed utility lines.
2. Landscape plans must be prepared and sealed by a licensed landscape architect in the State of Illinois. This requirement may be waived upon the demonstration the designer/landscaper has expertise equaling that of a licensed professional.
3. A site data chart must be included on every Landscape Plan submitted and shall contain the following information:
  - a. Total area (square feet) of entire site.
  - b. Total area (square feet) of impervious surfaces by category (drives, walks, buildings, water features) for the overall site.
  - c. Total area (square feet) of open (pervious) space for the overall site.
  - d. A landscape planting chart containing the following information:
    - i. Common and Scientific name of each plant material.
    - ii. Size of each plant material at time of planting.
    - iii. Quantity of each plant material.
    - iv. Period of flowering for all applicable annuals, perennials and ornamental trees.

4. An installation specification detail illustrating the method(s) for installation for woody plants, herbaceous plants, and seeding shall be included.
  5. Stormwater Facilities Landscaping: Landscaping for stormwater detention facilities, if required, shall be provided in accordance with Section 13-2-6(A) herein.
- C. Transitional Yards: Where a side and/or rear yard abuts any residential zoning district, excluding the R5 District, transitional yard landscaping or fence screening a minimum of seventy-five percent (75%) opacity shall be provided along such transitional yards.

### **13-2-7: Public Right-of-Ways Requirements**

Landscape material planted in the right-of-way dedicated to the Village of Lincolnshire shall conform to the following standards:

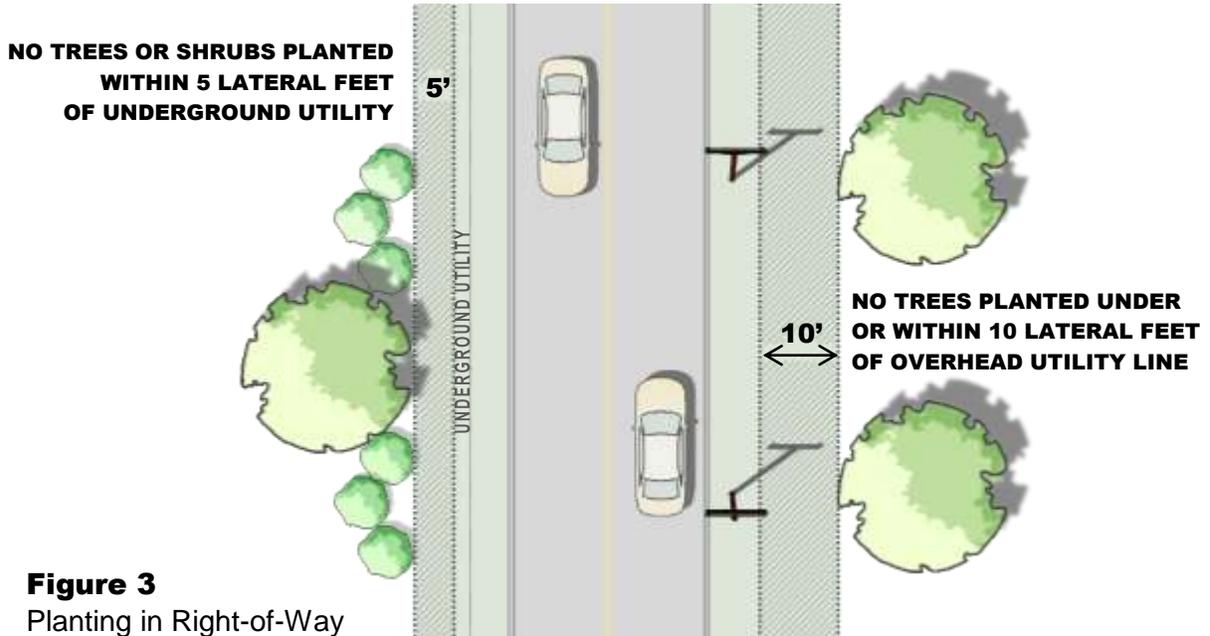
- A. Shrubs must provide a maximum mature height of thirty inches (30") above existing grade.
- B. Trees must provide a minimum mature height of twenty feet (20') and located so that any branches over the street are a minimum fourteen feet (14') above the ground. Tree species used must be taken from the following list:

<b>Scientific Name</b>	<b>Common Name</b>
Acer Nigrum	Black maple
Acer rubrum	Red maple
Acer saccharum	Sugar maple
Acer triflorum	Three-flowered maple
Carpinus caroliniana	American hornbeam, Ironwood, Musclewood
Carya cordiformis	Bitternut hickory
Carya ovata	Shagbark hickory
Celtis occidentalis	Hackberry
Cladrastis lutea	Yellowwood
Corylus colurna	Turkish filbert
Ginkgo biloba	Ginkgo (male only)
Gleditsia triacanthos var. Inermis	Thornless honeylocust
Gymnocladus dioecus	Kentucky coffeetree
Liquidambar styraciflua	Sweetgum
Liriodendron tulipifera	Tulip tree
Nyssa sylvatica	Black tupelo
Ostrya virginiana	American Hophornbeam
Platanus x acerifolia	London planetree
Platanus occidentalis	Sycamore
Pyrus calleryana	Callery pear
Quercus alba	White oak
Quercus imbricaria	Shingle oak
Quercus macrocarpa	Bur oak
Quercus robur	English oak
Quercus rubra	Red oak
Tilia Americana	Linden

Tilia cordata

Littleleaf linden

- C. No tree shall be planted under or within ten lateral feet (10') of any overhead utility line at their mature size. No trees or shrubs shall be planted over or within five lateral feet (5') of any underground utility line (see Figure 3).



**Figure 3**  
Planting in Right-of-Way

- D. At time of planting, all trees shall be located a minimum of five feet (5') from the back of curb or edge of pavement to the center line of the tree.
- E. At the time of planting, all shrubs shall be located a minimum of three feet (3') from the back of curb or edge of pavement to the center line of the shrub.
- F. Planting of trees and shrubs are permissible in cul-de-sacs, provided traffic sight lines are not obstructed. Prior to installation, a landscape plan shall be submitted and approved by the Department of Public Works and include identification and quantity of plant material, the location of the curb or edge of pavement, and any easements within the cul-de-sac.
- G. The maintenance of the trees, shrubs, and lawn planted in the right-of-way is the responsibility of the property owner.

**13-2-8: Landscape Requirements for Stormwater Facilities**

The purpose of this section is to ensure stormwater facilities within the Village are designed, constructed, and maintained in a manner which provides the highest level functionality as well as visual appeal. Any development which requires stormwater facilities, as determined by the Lake County Stormwater Management Commission (SMC), shall be subject to the following requirements:

- A. General Requirements:

1. Shape: Stormwater facilities shall be designed to reflect a non-uniform, organic shape.
2. Shoreline Slopes: The shoreline banks of stormwater facilities shall be no steeper than 5:1 (from approximately 1 foot above to 1 foot below normal waterline) to prevent erosion and facilitate native plant establishment. Basins and other natural drainage facilities shall be required to have native dry-mesic and wet-mesic plants planted along the entire expanse of a detention pond's side slope.
3. Safety Shelf: For wet-bottom detention basins, a flat (or significantly flat) safety shelf must be constructed approximately eighteen (18) inches below normal water level, around the full perimeter of the basin. The safety shelf shall be a minimum of five (5) feet in width, and shall be planted with native emergent plant plugs.
4. Bank Erosion Protection: The shoreline of stormwater facilities shall be protected from erosion through establishment of deep-rooted, prairie and wetland perennial plants native to the Great Lakes region. Native prairie and wetland plants shall cover the complete shorelines, extending around the full perimeter of the stormwater facility. The native plant slope for basins shall have a minimum width from waterline of fifteen (15) feet.
5. Seed Mixes and Planting Lists: The landscape plan shall identify each species proposed, which shall consist entirely of native plants for all seed mixes and plant plugs to be used. Separate seed mixes shall be provided for planting on the upper (dry-mesic) and lower (wet-mesic) portions of the shoreline slope. The plant plug list shall be divided into three categories: dry-mesic, wet-mesic, and emergent plants. Each category shall contain a minimum of ten (10) species of native plants suited to the given environment.
6. Guarantees: All seeded and planted areas shall be guaranteed through the Maintenance Period and all performance criteria have been satisfied.

B. Plan Requirements:

1. Installation Plan: The installation plan shall provide detailed information regarding the specific locations and timing of native landscaping installation.
  - a. Installation: The installation of all native prairie and wetland plants shall be performed by a natural environment professional firm. A site plan shall illustrate the following elements of the native landscaping installation:
    - i. Specific planting zones.
    - ii. Plant and seed lists for each planting zone including quantities, seeding rates per species, and spacing of plants.
    - iii. Location and specification of erosion control measures.
  - b. Site Access: Access to the site for installation of native plantings shall be identified on the Plan, which shall include necessary access for installation equipment. Additional or alternate access areas not identified must be approved

- by the Village prior to the start of installation.
- c. **Installation Schedule:** The schedule shall outline the proposed start and ending for site access preparation, planting area preparation and stabilization, and planting and seeding for each planting zone. Installation shall occur in the first available growing season after the grading of the pond is substantially completed and the pond is operational. Installation shall take place between May 1 and June 15 or after October 1 until the ground is frozen. Seeding shall not be performed from June 16 through September 30, unless authorized by the Village.
  - d. **Erosion Control:** Clean, seed-free hay or threshed straw of wheat, oats or barley shall be used for slopes less than 6:1. Straw mat or other appropriate erosion control blanket shall be used on all areas seeded or plugged for slopes steeper than 6:1. Synthetic net blankets shall not be used. The mat shall be affixed to the ground surface by mechanical crimping or other method approved by the Village.
  - e. **Establishment:** The installation plan shall provide specific information regarding activities to be performed to ensure establishment of the native prairie and wetland plants, including but not limited to, cover crops/erosion blankets, watering schedule, herbicide schedule, controlled burn/mowing frequency, and seed/plant depredation (wildlife grazing) control.
  - f. **Criteria for Successful Installation and Establishment:** Prior to the Village's acceptance of any stormwater detention facility, a status report shall be prepared by a qualified natural environment professional demonstrating the criteria for establishment of native plant landscaping conforms with requirements of this Section 6-2-8 herein.
  - g. **Installation Conditions:** All grades, soils, and water levels shall be examined and observed conditions shall comply with the specifications of the Installation Plan prior to the start of any work. If unsatisfactory conditions exist, the Village shall be notified and a written report of corrective action of unsatisfactory conditions shall be submitted to the Village. Work shall not proceed until authorization is provided by the Village.
2. **Maintenance and Monitoring Plan:** A Maintenance and Monitoring Plan shall be prepared by a qualified natural environment professional to provide the timing and/or frequency of all activities necessary to maintain native plant landscapes. Elements of the Maintenance and Monitoring Plan include but not limited to, controlled burn/mowing, spot herbicide applications/invasive species control, and monthly monitoring reports during the growing season.
- a. **Responsibility:** The maintenance and monitoring of native plant landscapes shall be the sole responsibility of the property owner, its successors and assigns.
  - b. **Monitoring Period:** Vegetation monitoring shall be conducted monthly during the first three (3) growing periods for the months of April, May, June, July, August, September, October and November using the meander search method.

- c. Status Report: Monitoring Status Reports shall be submitted within two (2) weeks following the monthly monitoring session for each month of the Monitoring Period. The Status Reports shall include the following:
  - i. Percent of vegetation cover throughout the site.
  - ii. Inventory and estimated percent cover of the predominant species present.
  - iii. Inventory and estimated percent cover of the non-native invasive species present.
  - iv. Detailed description(s) of work undertaken during the previous month and recommended management measures for subsequent months.
  - v. Any other site conditions observed, including but not limited to, drainage problems, erosion, wildlife damage, extreme water level fluctuations, damage to the site by equipment, etc. and any remediation required.

### C. Native Plant Specifications

#### 1. Native Plants:

- a. Plants, freshly dug tubers and plants shall be provided. Materials which have been in cold storage shall not be used.
- b. All live herbaceous plants shall be potted, two year old nursery grown stock.
- c. All preparations shall be made for the planting of tubers prior to their arrival. Tubers shall be planted immediately once received. If planting is delayed more than four (4) hours after delivery, plants shall be set in shade, protected from weather and mechanical damage, and kept moist.
- d. Container grown stock shall not be removed from containers until time of planting.
- e. Plants shall be free from insects and diseases and must show appearance of normal health and vigor.
- f. Plants species shall be certified to be true to their name and originate within a 150-mile radius of the project location, with species and subspecies native to Lake County, Illinois.
- g. All plant material and collected stock shall comply with State and Federal laws for inspection of plant diseases and insect infestations.
- h. Plants shall be packed to ensure adequate protection against damage while in transit, including being protected with wet material to ensure plants are delivered, stored, and planted in a moist and cool condition.
- i. Planting should not be conducted when conditions are not appropriate.

- j. All emergent herbaceous perennial plants, tubers, bulbs and dormant rootstock shall be installed at a water depth of 0" to 6".
  - k. Plants shall be planted to adequate depth to prevent against desiccation.
  - l. Plants shall be planted at a minimum density of 3,000 plants per acre. Unless an alternative Installation Plan is submitted and approved by the Village, plants shall be planted in pods or groupings to provide sections of color.
  - m. All plants shall be protected from geese and other predators on all sides by 24" high fencing with nylon lines crosshatched across the top of the planting zones. Said fencing shall be maintained at all times and removal may be permitted at least one full growing season after installation.
  - n. In areas where herbicide has been applied at least 14 days prior to planting, no planting shall occur. All herbicides shall be applied by a licensed operator under the direction of a licensed applicator.
  - o. Any plant or seed species substitutions must be approved the by the Village prior to their planting.
2. Seed Mixtures:
- a. All seed shall have the proper stratification and/or scarification to break seed dormancy other than for fall planting.
  - b. Prior to planting, all legumes shall be inoculated with the proper rhizobia at the appropriate time.
  - c. All seed shall be packed and covered in a manner to ensure adequate protection against damage and maintain dormancy while in transit, storage or during planting operations.
  - d. All seed shall be certified to be true to their name and originate within a 150 mile radius of the project location.
  - e. All seed grass species shall be supplied as pure live seed.
  - f. All seeded areas shall be protected from geese and other predators on all sides by 24" high fencing with nylon lines crosshatched across the top of the planting zones. Said fencing shall be maintained at all times and removal may be permitted at least one full growing season after installation.
  - g. Seeding in zones where water levels exist shall not occur. All seeded areas shall be protected from water by erosion control mulch or straw mat.
  - h. Any seed species substitutions must be approved the by the Village prior to their planting.

- i. The use and species of a cover crop must be approved by the Village prior to their planting, and shall not be annual rye.

D. Installation: Installation of native plantings shall be subject to the following specifications:

1. Qualifications: A qualified superintendent capable of reading and understanding approved plans and specifications, and a thorough knowledge of installation, maintenance practices and management needs shall be on-site during installation.
2. Site Preparation: Prior to installation, the planting area shall include preparing and amending existing soils; furnishing, transporting and installing all seeds plant and other materials; and protecting said materials as
3. Soil Preparation:
  - a. Top soil shall be fertile, friable, loam surface soil without admixture of subsoil and free of stones, stumps, roots, trash, debris and other materials which might inhibit successful plant growth. Soil aggregates shall not exceed one (1) inch maximum diameter.
  - b. Subsoil should not have a compaction greater than 350 pounds per square inch based on soil penetrometer measurements.
  - c. The pH range shall be 6.5 to 8.4. Topsoil not within this pH range shall be amended through the addition of pH adjusters.
  - d. Organic content shall not be less than 3% and no greater than 10% determined by loss through ignition.
  - e. Soil nutrient content shall be as follows, as determined by appropriate laboratory analysis:

Phosphorus	Min. 75 lb./Ac
Potassium	Min. 300lb./Ac
Calcium	Min. 1,500 ppm
Magnesium	Min. 100 ppm
Cation Exchange Capacity	Min. 20 me/100g
Soluble Salt	Max. 1,000 ppm

- f. Gradation shall meet the following specification:

<b>Sieve Designation</b>	<b>Percent Passing</b>
1" screen	100
1/4" screen	97 - 100
No. 10 U.S.S.	95 - 100
No. 140 U.S.S.	60 - 90
No. 270 U.S.S.	25 - 50

Clay content determined by Bouyoucous Hydrometer Test shall range between 5% and 20%. Percentages shall be based on dry weight of the sample.

- g. Topsoil shall be uniformly distributed to provide a minimum 8 inch depth after compaction and finishing grade. Top soil shall be spread cultivated, lightly compacted to prevent future settlement, dragged, and graded to finished grade.

4. Equipment:

- a. Equipment shall be suited for the installation of native plants and seeds. Equipment causing damage to soils or site (example: rutting, compaction, or prepared soils) shall not be used. Equipment shall be calibrated and adjusted to sow seeds at the proper seeding rate and operated in a manner to ensure complete coverage of the entire native zones.
- b. Seeding equipment shall be designed to accommodate a wide variety of seed types, sizes and shapes.
- c. If a rangeland type grass drill or no-till planter is used, rolling of the seed bed shall not be permitted.

E. Maintenance: The maintenance period shall begin immediately following planting and continue annually, subject to the following criteria:

1. All planted and seeded areas shall be maintained by prescribed burning (if permitted), high mow management, replanting or reseeding, and invasive control management as necessary to establish vegetation free of bare or eroded areas and areas that are infested with invasive plants.
  - a. In the first two (2) growing seasons, the planted area shall be mowed every four to six (4 – 6) weeks throughout the growing season to a height not less than eight (8) inches. Mowing is to be conducted frequently enough to cut weeds before they form seed heads. If seed heads form on weeds they shall be removed from the site.
  - b. Prescribed burning shall also be conducted at the conclusion of the third growing season. All licenses and permits required to conduct prescribed burning from state and local authorities shall be completed before initiating any burning. Prescribed burns shall continue annually.
2. Dead or declining plant material shall be reseeded and replaced as necessary to meet the performance standard in the year the damage is observed. All replacement plants must be of the same size as the plants thriving in the planted area.
3. Plant replacements shall be completed according to the installation instructions.
4. Native plant landscape areas shall be managed for invasive plant species as outlined on the Invasive Plant Management Schedule (Appendix 2).

5. When the Monitoring Status Report findings indicate performance of the native plant landscape has fallen below the criteria for establishment of native plant landscapes of this Section, remedial action to restore and replace dead or declining plant material shall occur. Native plant landscapes requiring remedial action shall be considered non-compliant with this Section until necessary corrective actions are completed.

#### F. Performance Standards

##### G.

1. At the end of the first growing season, seeded and planted areas shall meet or exceed 75% plant cover, seedlings of six planted grass/sedge species found and seedlings of six planted forb species found within any given one meter transect . No invasive species shall be present.
2. At the end of the second growing season, seeded and planted areas shall meet or exceed 80% plant cover, 5% cover by planted native grass/sedge species, 15% cover by planted forb species, and 20% of planted species found within any given one meter transect.

Sites less than two acres where planting or restoration has taken place, no invasive species shall be present.

Sites greater than two acres where planting or restoration work has taken place, invasive species shall comprise no more than 10% of the plant cover.

3. At the end of the third growing season, seeded and planted areas shall meet or exceed 95% plant cover, 20% cover by planted native grass/sedge species, 40% cover by planted forb species, and 60% of planted species found within any given one meter transect.

Sites less than two acres where planting or restoration has taken place, no invasive species shall be present.

Sites greater than two acres where planting or restoration work has taken place, invasive species shall comprise no more than 5% of the plant cover.

4. At the conclusion of the three year maintenance period, if the planted areas do not meet the performance specification, the Village shall draw on the letter of credit to achieve the performance specifications.

#### G. Enforcement

1. In the event the property owner, its successors or assigns, do not perform the necessary actions to restore a non-compliant native plant landscape within two (2) weeks of identification of the non-conformity, provided environmental conditions permit immediate action, a fine in accordance with the Comprehensive Fine Schedule set forth in Chapter 17 of Title 1 of this Code shall be assessed. In addition the native plant landscape will be restored to a state of compliance and/or a status assessment will be conducted by a Village consultant at the expense of the responsible party.

2. To ensure compliance with this Section, the Landscape Improvement Deposit in accordance with Section 7-1-6 of this Code shall be held for maintaining the landscape improvements for a period of three (3) years after acceptance. At the conclusion of the three (3) year maintenance period, any items not conducted in accordance with this Section, the Village shall draw from the Deposit to employ the services of a qualified consultant to ensure compliance, and for the time and labor required to achieve compliance.

**13-2-7: Penalties**

Any person found guilty of violating any provision of this Chapter shall be assessed at a cost as prescribed in the Comprehensive Fine Schedule set forth in Chapter 17 of Title 1 of this Code. Where a continued violation persists, after notification by the Village, the fine shall be assessed weekly until the violation is corrected. (Ord. No. 03-1840-17, eff. 4/14/03)

**TITLE: 13**

**CHAPTER 2: Landscaping**

**13-2-10: APPENDICES**

Appendix 1: Salt Tolerant Landscape Plants

Appendix 2: Invasive Plant Management Schedule

## Appendix 1

### Salt Tolerant Landscape Plants\*

**T** = Plans with highest degree of salt tolerance. Use in most exposed areas.

**M** = Plant with moderate degree of salt tolerance. Use in low salt areas.

#### DECIDUOUS TREES

Scientific Name	Common Name	Zone	Aerial Salt Tolerance	Soil Salt Tolerance
<i>Acer campestre</i>	Hedge maple	5-8	M	
<i>Acer ginnala</i>	Amur maple	2-8	M	
<i>Acer nigrum</i>	Black maple	4-9	M	
<i>Acer pseudoplatanus</i>	Sycamore maple	5-7	T	
<i>Acer saccharinum</i>	Silver maple	3-9	M	
<i>Aesculus hippocastanum</i>	Horse-chestnut	4-7	T	Y
<i>Aesculus octandra</i>	Yellow buckeye	4-8	M	
<i>Amelanchier x grandiflora</i>	Apple serviceberry	4-9	T	
<i>Betula nigra</i>	River birch	3-7	M	
<i>Carya cordiformis</i>	Bitternut hickory	4-9	T	Y
<i>Carya ovata</i>	Shagbark hickory	4-8	T	
<i>Catalpa speciosa</i>	Northern catalpa	4-8	T	Y
<i>Celtis occidentalis</i>	Hackberry	2-9	M	Y
<i>Diospyros virginiana</i>	Persimmon	4-9	M	
<i>Ginkgo biloba</i>	Ginkgo	3-8	M	Y
<i>Gleditsia triacanthos</i>	Honey locust	3-9	T	Y
<i>Gymnocladus dioicus</i>	Kentucky coffeetree	3-8	T	Y
<i>Juglans cinerea</i>	Butternut	3-7	T	
<i>Juglans nigra</i>	Black walnut	4-9	T	Y
<i>Koelreuteria paniculata</i>	Golden rain tree	5-8	M	
<i>Larix decidua</i>	European larch	2-6	T	
<i>Larix laricina</i>	American larch	2-5	T	
<i>Liquidambar styraciflua</i>	Sweet gum	5-9	T	Y
<i>Magnolia x soulangiana</i>	Saucer magnolia	5-9	M	
<i>Malus</i> (some cultivars) (x <i>zumii</i> 'Calocarpa', 'Adams', 'Donald Wyman', 'Prairifire')	Crabapple	5-7	M	
<i>Nyssa sylvatica</i>	Tupelo	4-9	M	Y
<i>Ostrya virginiana</i>	Ironwood	3-9	M	
<i>Platanus occidentalis</i>	Sycamore	4-9	M	Y
<i>Prunus maackii</i>	Amur chokecherry	3-6	M	
<i>Prunus virginiana</i>	Choke cherry	2-6	M	Y
<i>Pyrus calleryana</i>	Callery pear	5-8	M	
<i>Quercus alba</i>	White oak	3-9	T	
<i>Quercus bicolor</i> *	Swamp white oak	4-8	M	Y
<i>Quercus ellipsoidalis</i>	Northern pin oak	4-6	M	Y
<i>Quercus imbricaria</i>	Shingle oak	4-8	M	
<i>Quercus macrocarpa</i>	Bur oak	2-8	M	Y

<i>Quercus robur</i>	English oak	4-8	T	
<i>Sassafras albidum</i>	Sassafras	4-9	M	
<i>Syringa amurensis</i>	Japanese tree lilac	3-7	T	Y
<i>Syringa pekinensis</i>	Peking lilac	4-7	T	Y
<i>Taxodium distichum</i>	Bald-cypress	4-9	T	Y
<i>Ulmus 'Regal'</i>	Regal elm	4-6		Y

**EVERGREEN TREES**

Scientific Name	Common Name	Zone	Aerial Salt Tolerance	Soil Salt Tolerance
<i>Juniperus chinensis</i>	Chinese juniper	2-8	T	Y
<i>Juniperus horizontalis</i>	Creeping juniper	4-9	T	Y
<i>Juniperus virginiana</i>	Eastern red-cedar	3-9	T	
<i>Picea pungens</i>	Blue spruce	2-7	T	Y
<i>Pinus mugo</i>	Mugo pine	2-7	T	Y
<i>Thuja occidentalis</i>	Eastern arborvitae	2-8	M	Y

**SHRUBS**

Scientific Name	Common Name	Zone	Aerial Salt Tolerance	Soil Salt Tolerance
<i>Inus rugosa</i>	Speckled alder	3-6	M	
<i>Amelanchier canadensis</i>	Serviceberry	3-7	T	
<i>Amorpha fruticosa</i>	Indigo-bush	4-9	T	Y
<i>Aronia arbutifolia</i>	Red chokeberry	4-8	M	
<i>Aronia melanocarpa</i>	Black chokeberry	3-8	M	
<i>Berberis thunbergii</i>	Japanese barberry	4-8	T	
<i>Buxus microphylla</i> var. <i>koreana</i>	Korean boxwood	4-9	M	
<i>Caragana arborescens</i>	Siberian pea-shrub	2-7	T	Y
<i>Caragana fruticosa</i>	Russian pea-shrub	2-6	T	
<i>Clethra alnifolia</i>	Summersweet clethra	3-8	T	
<i>Comptonia peregrina</i>	Sweet-fern	2-5	T	
<i>Cotoneaster</i> species	Cotoneaster	4-8	T	Y
<i>Forsythia</i> spp.	Forsythia	6-8	T	Y
<i>Hamamelis virginiana</i>	Witch-hazel	3-8	T	
<i>Hibiscus syriacus</i>	Rose-of-Sharon	5-8	M	
<i>Hippophae rhamnoides</i>	Sea-buckthorn	3-7	T	Y
<i>Hydrangea</i> spp.	Hydrangea	3-9	T	
<i>Hypericum</i> spp.	St. John's wort	3-8	T	
<i>Ilex verticillata</i>	Winterberry	3-9	M	
<i>Lespedeza bicolor</i>	Shrub bush-clover	4-8	T	
<i>Myrica pensylvanica</i>	Bayberry	3-6	M	Y
<i>Perovskia atriplicifolia</i>	Russian-sage	5-8	T	
<i>Philadelphus coronarius</i>	Mock-orange	5-8	M	
<i>Potentilla fruticosa</i>	Shrubby cinquefoil	2-7	T	

<i>Prunus x cistena</i>	Purpleleaf sand cherry	2-8	M	
<i>Pyracantha coccinea</i>	Firethorn	6-9	T	
<i>Rhodotypos scandens</i>	Black jetbead	4-8	T	
<i>Rhus aromatica</i>	Fragrant sumac	3-9	T	Y
<i>Rhus glabra</i>	Smooth sumac	3-9	T	Y
<i>Rhus typhina</i>	Staghorn sumac	4-8	T	Y
<i>Ribes alpinum</i>	Alpine currant	2-7	M	Y
<i>Robinia hispida</i>	Bristly locust	5-8	T	Y
<i>Rosa rugosa</i>	Rugosa rose	2-7	T	Y
<i>Sambucus canadensis</i>	Elderberry	3-9	T	
<i>Shepherdia canadensis</i>	Buffaloberry	2-6	M	
<i>Spiraea</i> spp. (most)	Spirea	3-8	T	
<i>Symphoricarpos albus</i>	Snowberry	3-7	T	
<i>Syringa meyeri</i> 'Palibin'	Palibin lilac	3-7	M	Y
<i>Syringa patula</i> 'Miss Kim'	Miss Kim lilac	3-7	T	Y
<i>Viburnum dentatum</i>	Arrowwood viburnum	5-9	M	
<i>Viburnum lentago</i>	Nannyberry	2-8	M	
<i>Viburnum prunifolium</i>	Blackhaw viburnum	3-9	M	Y
<i>Viburnum trilobum</i>	American cranberry-bush	2-7	M	

\* Source: The Morton Arboretum, [www.mortanarb.org](http://www.mortanarb.org)

## Appendix 2

### Invasive Plant Management Schedule

Plant Name	Specific Management	Month(s)	Comments
Common and Glossy Buckthorn (Rhamnus cathartica and fragula)	Cut and immediately wick apply herbicide.	Jan, Feb, March, June, July, Aug, Sept, Oct, Nov, Dec	Foliar application of herbicide should not be considered unless the site is to be completely reseeded with the understanding that all plants will be killed.
Honeysuckle (Lonicera tatarica, maackii, japonica)	Cut and immediately wick apply herbicide.	Jan, Feb, March, June, July, Aug, Sept, Oct, Nov, Dec	Foliar application of herbicide should not be considered.
Multiflora Rose (Rosa multiflora)	Cut and immediately wick apply herbicide.	Jan, Feb, March, June, July, Aug, Sept, Oct, Nov, Dec	Foliar application of herbicide should not be considered.
Teasel (Dipsacus sylvestris, laciniatus)	Herbicide rosettes.	Mar, April, May, June, Nov	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Teasel (Dipsacus sylvestris, laciniatus)	Cut seed heads, remove from site. Herbicide cut stock close to ground.	July, Aug, Sept	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Reed Canary Grass (Phalaris arundinacea)	Herbicide stands of grass.	April, May, June	
Reed Canary Grass (Phalaris arundinacea)	Cut seed heads, remove from site. Herbicide cut stock close to ground.	July, Aug, Sept	Reed Canary Grass (Phalaris arundinacea)
Garlic Mustard (Allaria petiolata)	Herbicide rosettes.	March, April, Oct, Nov	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Garlic Mustard (Allaria petiolata)	Hand pull plants. Remove from site.	May, June, July, Aug, Sept	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Crown Vetch (Coronilla varia)	Cut and herbicide plant close to the ground. Remove cut plants from site.	April, May, June, July, Aug, Sept, Oct	
Bird'S Foot Trefoil (Lotus corniculatus)	Cut and herbicide plant close to the ground. Remove cut plants from the site.	April, May, June, July, Aug, Sept, Oct	

Canada and Bull Thistle (Cirsium arvense, vulgare)	Herbicide small plants or rosettes.	March, April, May, June, Oct, Nov	Bull thistle is a biennial. It is important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads. Canada thistle is a perennial. Remove all seed heads from the site.
Canada and Bull Thistle (Cirsium arvense, vulgare)	Cut seed heads and remove from site. Herbicide cut stalks close to the ground.	July, Aug, Sept, Oct	Bull thistle is a biennial. It is important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads. Canada thistle is a perennial. Remove all seed heads from the site.
Purple Loosestrife (Lythrum salicaria)	Herbicide young plants.	May, June	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Purple Loosestrife (Lythrum salicaria)	Cut seed heads and remove from site. Herbicide cut stems close to the ground.	July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Phragmites (Phragmites australis)	Herbicide young stands.	April, May, June, July	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Phragmites (Phragmites australis)	Cut seed heads and remove from site. Herbicide cut stems close to the ground.	June, July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
White and Yellow Sweet Clover (Melilotus alba and officinalis)	Cut and remove plant from site. Herbicide cut stems close to the ground.	May, June, July, Aug, Sept, Oct	
Willow (Salix)	Cut plant and herbicide cut stems close to the ground.	April, May, June, July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Cattails (Typha)	Cut plant and herbicide cut stems close to the ground or water. Remove any seed heads from the site.	April, May, June, July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.

**NOTE:** All herbicides and their application must be specific to the type of plant controlled. Manufacturers’ instructions must be carefully followed. With few exceptions spot or wick applications must be utilized to protect surrounding plants.

**TITLE: 13**

**CHAPTER 2: Landscaping**

**Sections:**

- 13-2-1: Purpose
- 13-2-2: General Requirements
- 13-2-3: Replacement Requirements
- 13-2-4: Landscape Screening Requirements
- 13-2-5: Single-Family Residential Requirements
- 13-2-6: All Other Property Requirements
- 13-2-7: Public Right-Of-Way Requirements
- 13-2-8: Stormwater Facilities Requirements
- 13-2-9: Penalties
- 13-2-10: Appendices

**13-2-1: Purpose**

This Landscaping Code is adopted for the following purposes:

- A. Promote and maintain the high quality visual appearance and environmental benefits throughout the year through landscaping and preservation of native vegetation.
- B. Encourage and promote the implementation of best management practices to minimize erosion and stormwater runoff in a manner which provides functionality and visual appeal.
- C. Enhance the visual and environmental impacts of the Village's built environment through the utilization of attentive landscape design.

**13-2-2: General Requirements**

- A. Installation: Installation methods of landscape plantings shall conform to the specifications of the approved landscape plan and industry standard installation practices appropriate for each type of planting. ~~When designing a landscape plan, consideration must also be given to snow plowing and de-icing operations, access for utilities, and safety issues such as maintaining proper sight lines and not obscuring light fixtures.~~
- B. Maintenance: To ensure the health and vitality of landscape plantings, maintenance of insect and disease control, mulching, pruning, fertilization, weed control, and watering consistent with good forestry practices shall occur.
- C. Inspections: Landscape plantings required by this Chapter will be inspected periodically by the Village to ensure compliance. For any plantings which require replacement, the property owner shall be notified of the requirement for replacement ~~requirement, which shall to~~ be completed within sixty (60) days from receipt of notice or during the next available planting season, as determined by the Village. If the property owner fails to replace required plantings within the established time frame, a fine shall be rendered in accordance with the Comprehensive Fine Schedule, Chapter 17, of Title 1 of this Code.

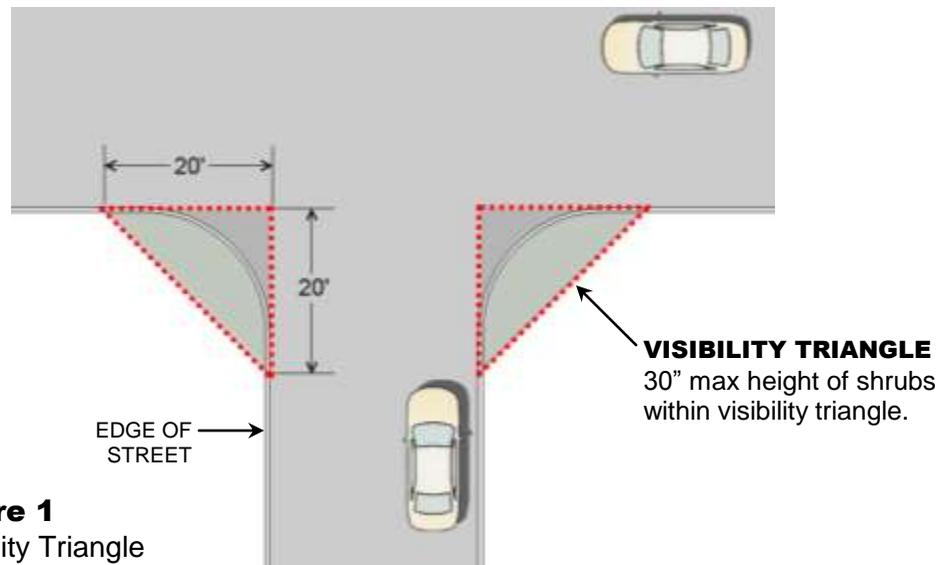
### **13-2-3: Replacement**

- A. Region Wide Infestation: Landscape planting replacements due to region wide infestation or disease shall be replaced with an appropriate species in recognition of shape, form, and seasonal interest of the infested or diseased planting to which it's replacing, subject to the requirements of Chapter 1 of this Title.
- B. Non-Single-Family Residential Property: Replacement of existing landscape plantings for all non-single-family residentially zoned lots shall be subject to the following:
1. Landscape Replacement Plan: Prior to the removal of any exiting landscape plantings, authorization from the Village must be obtain, which shall be subject to the requirements of Chapter 1 of this Title. A Landscape Replacement Plan shall be submitted identifying the following:
    - a. Location, species, existing condition, and size ~~in DBH~~ for each planting to be removed.
    - b. Location, species, quantity, and size ~~in DBH~~ for each replacement planting to be installed.
  2. Replacement Criteria: Landscaping replacements ~~are not required to be the same size as existing species being removed, and~~ shall be subject to the following:
    - a. All replacement plantings shall not be less than the size specified on the approved landscape plan. If no approved landscape plan is available, single stem trees shall not be less than 2.5" DBH, clump and evergreen varieties shall not be less than 8 feet in height.
    - b. Evergreen trees shall be replaced with evergreen trees and deciduous trees shall be replaced with deciduous trees.
    - c. The replacement plan may be established for a specified period of time, and shall not exceed three (3) years.
    - d. For any tree which existed on the property prior to development and has been preserved, as determined by the Village, may be removed subject to Section 13-1-3(D) and 13-1-3(K) of this Title, except any tree which is dead or irreversibly declining due to natural circumstances.
    - e. If the plantings to be removed are considered to be a hazard to life and/or property, the specific plantings shall be flagged and verbal authorization by the Village Arborist for removal may be granted, which shall be conditioned upon the submittal of a Tree Removal Permit and Landscape Replacement Plan identified in 13-2-3(B)(1) ~~above~~ within thirty (30) days of the authorization for removal.

### **13-2-4: Landscape Screening**

The intent of landscaping as screening is to provide a visual barrier to certain elements of a site which may be considered unattractive or monotonous including the following:

- A. Building Walls: Plantings of deciduous and evergreen species shall be planted to interrupt the view of large expanses of building walls which do not contain a primary architectural element. A natural planting arrangement should be used whenever possible.
- B. Ground-Mounted Equipment: Screening of ground-mounted equipment and utilities shall be screened in accordance with Section 6-15-3(B), ~~Screens~~, of Title 6 of this Code.
- C. Parking Lots:
1. Landscaping installed within the visibility triangle (see Figure 1) shall maintain proper sight lines and not obstruct light fixtures. Shrubs shall not exceed a maximum mature height of thirty inches (30") above existing grade.



**Figure 1**  
Visibility Triangle

2. Accommodations shall be made for the storage of snow from all parking and loading facilities. Snow storage within landscaped areas should be avoided to prevent damage to plant material.
3. Hardy, salt tolerant plantings within parking lot facilities and parking lot islands should be used, see Salt Tolerant Landscape Plants in Appendix 1.
- 2.4. Residential Zoning Districts: Parking facilities containing more than three (3) parking spaces shall be screened for each side visible from the public way by densely planted shrubs or small trees not less than four (4) feet in height covering at least (50%) of the linear length of the lot. Plantings shall incorporate diverse mixture of plant types, including evergreen species. No plantings shall be permitted at any street intersection which obstructs the ~~line of vision as set forth in the Village codes and ordinances~~ visibility triangle.
- 3.5. Non-Residential Zoning Districts:
  - a. A minimum of 50% of linear length of parking facilities visible from the public

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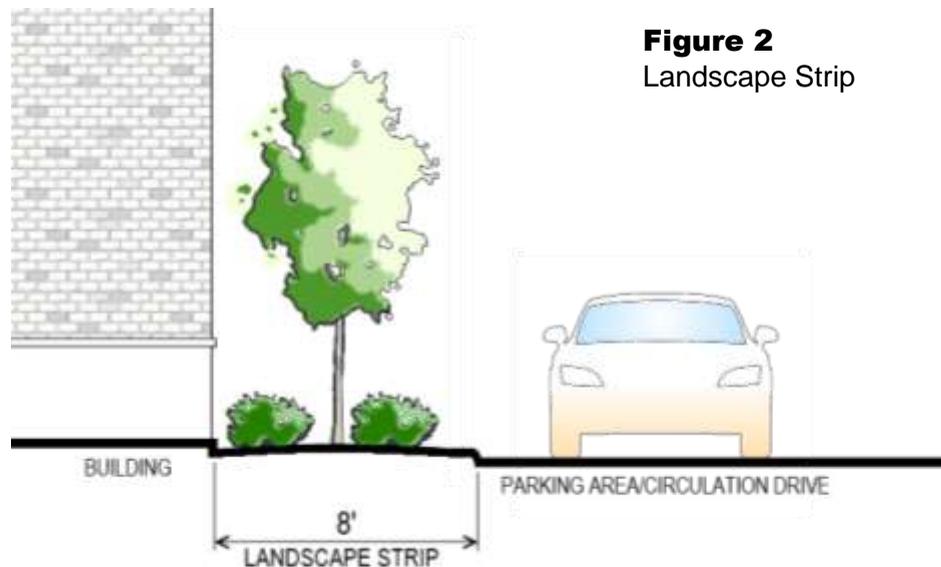
**Comment [SR1]:** Should increase?

way shall be screened by a diversity of shrubs and trees as follows:

Type	Min. Number of Species	Size at Planting
Shrubs	<u>21 deciduous + 1 evergreen</u>	3 ft. in height
Trees	2	2.5" DBH

~~b. Accommodations shall be made for the storage of snow from all parking and loading facilities. Snow storage within landscaped areas should be avoided to prevent damage to plant material.~~

~~e.b.~~ A minimum eight (8) foot landscape planting area shall be required between all building façades and any parking area or circulation drive (See Figure 2), which shall include a mixture of trees, shrubs and grasses (native and non-native) at a minimum of three (3) species. The screening requirement identified in 13-2-4(A) above shall be applied towards the minimum planting species requirement.



**Figure 2**  
Landscape Strip

#### 4-6. Parking Lot Islands (all Districts):

- i. A minimum of one (1) deciduous shade tree at two and a half (2.5) inch DBH shall be planted in every parking lot island. This requirement shall not apply if bio-retention areas are used in parking lot islands for the implementation of stormwater best management practice (BMP) techniques, which shall require native and non-native species suitable for use in bio-retention areas.
- ii. Under story shrubs, perennials, and other plant materials, including native species, shall be planted to supplement the tree plantings.

~~iii. The use of hardy, salt tolerant plantings within parking lot islands are~~

~~encourage.~~

D. ~~Non-Residential Fencing: Fences taller than four (4) feet in height shall be screened with landscaping in accordance with Section 6-15-4, a landscape plan must be submitted for review and approval with all applications for a fence or screen except for yard fences which are four feet (4') or less in height. The landscape plan shall indicate:~~

~~a. The location, size, and type of any existing and proposed plant material that to will obscure, reduce the visual appearance said fence or screen from neighbor's view, adjacent properties and from the public way(s) and, with densely planted shrubs or small trees not less than four (4) feet in height and shall incorporate diverse mixture of plant types, including evergreen species.~~

~~b. That the plant material will provide visual relief throughout the year.~~

**Comment [SR2]:** By revising, need to update 6-15-3(A)(5)(c)

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**13-2-5: Single-Family Residential Requirements**

A. Required Landscaping: Single-family residential lots improved after the adoption of this Title shall provide the following plantings prior to the issuance of a Certificate of Occupancy, single-family residential lots constructed prior to the adoption of this Title including structural additions and tear-downs shall be exempt from this requirement:

<b>Yard</b>	<b>Minimum Number of Trees</b>	<b>Size at Planting</b>
Front	1	2.5" DBH deciduous tree or 8' evergreen tree
Side/Corner Side	1	2.5" DBH deciduous tree or 8' evergreen tree
Rear	2	2.5" DBH deciduous tree and 8' evergreen tree

B. Permit: A Village permit must be obtained prior to the start of any landscape improvements which involve excavation, trenching, or placement of additional soil and/or hardscape materials within the rooting zone of trees, or which affect drainage patterns on the premises or adjacent properties.

C. Single-Family Residential Subdivisions

1. Tree Inventory Survey: All trees measuring six (6) inch DBH or greater existing on a property prior to construction shall be identified. The Tree Inventory Survey shall include the following information:

a. Existing property line boundaries of each parcel to be included in the subdivision and the ~~proposed~~ boundary lines of the proposed subdivision.

b. All trees measuring six (6) inch DBH or greater to be removed shall be identified with an "X" or similar notation.

- c. Tree inventory data chart containing the inventory/identification number of each existing tree measuring six (6) inch DBH or greater, common and scientific name, DBH (in inches), condition, and save/removal status of each inventoried tree.
  - d. Proposed subdivision improvements, including but not limited to, roadways, walks, building footprints, parking facilities, and driveways shall be illustrated.
  - e. Location of all proposed utility lines.
2. Landscape Plan: A landscape plan for the subdivision improvements must be submitted which contains the following information:
- a. Parkway Trees: One (1) two and a half inch (2 ½") deciduous shade tree or ornamental tree must be planted ~~in~~ for every 40 lineal feet of the street. Trees shall provide a minimum of twenty-five (25) feet separation. All remaining open areas of the right-of-way shall be seeded or sodded in accordance with the Village of Lincolnshire Open Space Landscaping Standards.
  - b. Ground-Mounted Equipment Screening: All ground-mounted mechanical equipment shall be screened in accordance with Section 6-15-3(B), ~~Screens~~, of Title 6 of this Code.
  - ~~e. Seeding/Sodding of right-of-way: The right-of-way must be landscaped in accordance with the Village of Lincolnshire Open Space Landscaping Standards, prior to acceptance of the public improvements.~~
  - ~~d.c.~~ Stormwater Facilities Landscaping: Landscaping for stormwater facilities, if required, shall be provided in accordance with Section 13-2-~~6(A)~~8 herein.
  - ~~e.d.~~ Cul-de-Sac Landscaping: Planting of trees and shrubs are permissible in cul-de-sacs, provided traffic sight lines are not obstructed. Prior to installation, a landscape plan shall be submitted and approved by the Department of Public Works and include identification and quantity of plant material, the location of the curb or edge of pavement, and any easements within the cul-de-sac.

Comment [SR3]: See 7-5-7 & 7-5-7-1

### **13-2-6: All Other Property Requirements:**

- A. Plant Material and Density: Each landscape plan shall include a mixture of evergreen and deciduous trees, shrubs (native and non-native), grasses, and perennials plantings at a minimum of ~~four to six (4-6)~~two to three (2-3) species each ~~of shade trees, ornamental trees, and shrubs~~. The proper selection and placement of plant material is important for function as well as aesthetics, including variation in plant species and size.
  1. Spacing of tree species shall not exceed fourteen (14) feet on center (O.C.).
  2. Shrubs with a mature height less than three (3) feet shall be planted four (4) feet O.C. Shrubs with a mature height greater than three (3) feet shall be planted six (6) feet O.C.

3. All planting areas are to be mulched with organic hardwood mulch or equivalent. Colored mulches and stone shall not be permitted.
4. Areas which abut a public right-of-way must be sodded or established as native prairie areas, exclusive of parking lots, building pads, water features, or landscape beds.
5. The minimum number of trees per acre of remaining green space (parcel of land excluding parking lots, building pads, water features and other hard surfaces) shall be planted in accordance with the following distribution:

<b>Type</b>	<b>Size (at planting)</b>	<b>Trees/Acre</b>
Deciduous Shade Trees	2 ½" – 4" (DBH)	6
	4 1/2 " + (DBH)	6
Ornamental Trees	6' - 8' ( <del>DBH</del> height)	4
	8 1/2' + ( <del>DBH</del> height)	4
Evergreen Trees	8' (height)	5
	10' + (height)	5

6. All landscape plantings installed within any easement(s) shall be the responsibility of the property owner to maintain and replace any plantings damaged or destroyed as a result of activity associated with such easement(s).

#### B. Landscape Plan Requirements:

1. Tree Inventory Survey: All trees measuring six (6) inch DBH or greater existing on a property prior to construction shall be identified. The Tree Inventory Survey shall include the following information:
  - a. Existing property line boundaries of each parcel to be included in the subdivision and the ~~proposed~~ boundary lines of the proposed subdivision.
  - b. All trees measuring six (6) inch DBH or greater to be removed shall be identified with an "X" or similar notation.
  - c. Tree inventory data chart containing the inventory/identification number of each existing tree measuring six (6) inch DBH or greater, common and scientific name, DBH (in inches), condition, and save/removal status of each inventoried tree.
  - d. Proposed site improvements, including but not limited to, roadways, walks, building footprints, parking facilities, and driveways shall be illustrated.
  - e. Location of all proposed utility lines.
2. Landscape plans must be prepared and sealed by a licensed landscape architect in the State of Illinois. This requirement may be waived ~~when—upon~~ the

~~designer/landscaper has demonstrated demonstration the designer/landscaper has~~  
expertise equaling that of a licensed professional.

3. A site data chart must be included on every Landscape Plan submitted and shall contain the following information:
  - a. Total area (square feet) of entire site.
  - b. Total area (square feet) of impervious surfaces by category (drives, walks, buildings, water features) for the overall site.
  - c. Total area (square feet) of open (pervious) ~~(open)~~ space for the overall site.
  - d. A landscape planting chart containing the following information:
    - i. Common and Scientific name of each plant material.
    - ii. Size of each plant material at time of planting.
    - iii. Quantity of each plant material.
    - iv. Period of flowering for all applicable annuals, perennials and ornamental trees.
4. An installation specification detail illustrating the method(s) for installation for woody plants, herbaceous plants, and seeding shall be ~~provided~~ included.
5. Stormwater Facilities Landscaping: Landscaping for stormwater detention facilities, if required, shall be provided in accordance with Section 13-2-6(A) herein.

C. Transitional Yards: Where a side and/or rear yard abuts any residential zoning district, excluding the R5 District, transitional yard landscaping or fence screening a minimum of seventy-five percent (75%) opacity shall be provided along such transitional yards.

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### **13-2-7: Public Right-of-Ways Requirements**

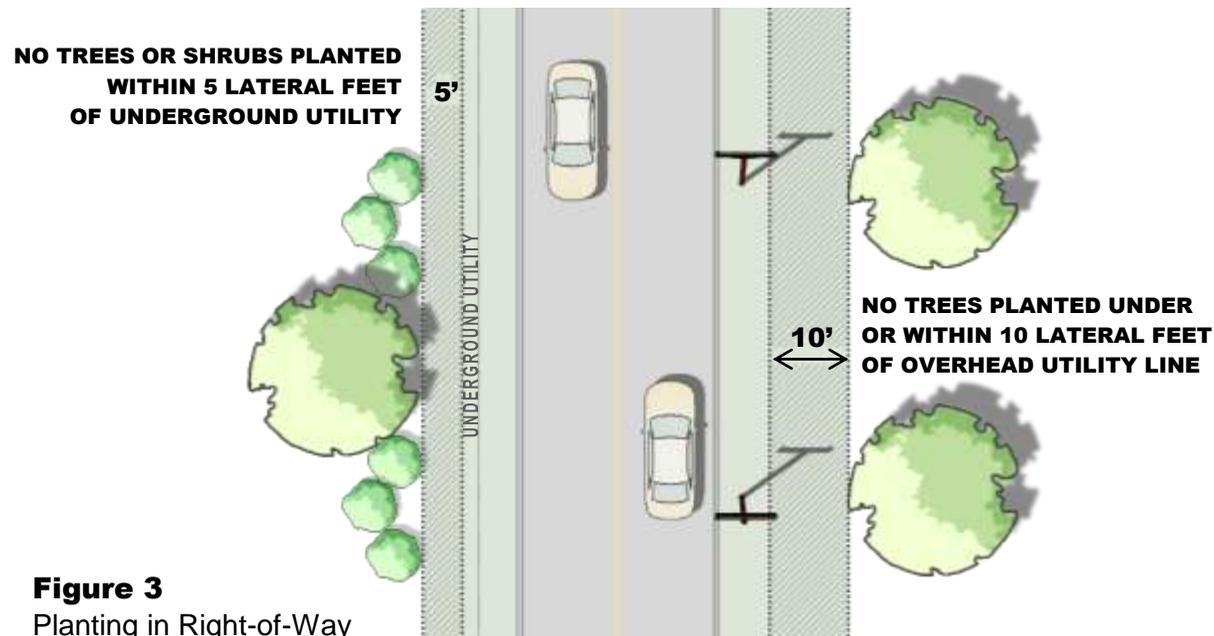
Landscape material planted in the right-of-way dedicated to the Village of Lincolnshire shall conform to the following standards:

- A. Shrubs must provide a maximum mature height of thirty inches (30") above existing grade.
- B. Trees must provide a minimum mature height of twenty feet (20') and located so that any branches over the street are a minimum fourteen feet (14') above the ground. Tree species used must be taken from the following list:

<b>Scientific Name</b>	<b>Common Name</b>
Acer Nigrum	Black maple
Acer rubrum	Red maple
Acer saccharum	Sugar maple
Acer triflorum	Three-flowered maple
Carpinus caroliniana	American hornbeam, Ironwood, Musclewood
Carya cordiformis	Bitternut hickory

Carya ovata	Shagbark hickory
Celtis occidentalis	Hackberry
Cladrastis lutea	Yellowwood
Corylus colurna	Turkish filbert
Ginkgo biloba	Ginkgo (male only)
Gleditsia triacanthos var. Inermis	Thornless honeylocust
Gymnocladus dioecus	Kentucky coffeetree
Liquidambar styraciflua	Sweetgum
Liriodendron tulipifera	Tulip tree
Nyssa sylvatica	Black tupelo
Ostrya virginiana	American Hophornbeam
Platanus x acerifolia	London planetree
Platanus occidentalis	Sycamore
Pyrus calleryana	Callery pear
Quercus alba	White oak
Quercus imbricaria	Shingle oak
Quercus macrocarpa	Bur oak
Quercus robur	English oak
Quercus rubra	Red oak
Tilia Americana	Linden
Tilia cordata	Littleleaf linden

- C. No tree shall be planted under or within ten lateral feet (10') of any overhead utility line at their mature size. No trees or shrubs shall be planted over or within five lateral feet (5') of any underground utility line ([see Figure 3](#)).



- D. At time of planting, all trees shall be located a minimum of five feet (5') from the back of curb or edge of pavement to the center line of the tree.

- E. At the time of planting, all shrubs shall be located a minimum of three feet (3') from the back of curb or edge of pavement to the center line of the shrub.
- F. Planting of trees and shrubs are permissible in cul-de-sacs, provided traffic sight lines are not obstructed. Prior to installation, a landscape plan shall be submitted and approved by the Department of Public Works and include identification and quantity of plant material, the location of the curb or edge of pavement, and any easements within the cul-de-sac.
- G. The maintenance of the trees, shrubs, and lawn planted in the right-of-way is the responsibility of the property owner. ~~Trees must be maintained as outlined in Section 13-2-1-A of this Code. Areas shown to be seeded or sodded on the approved landscape plan must be maintained as lawn. Grass must be regularly mowed and maintained at a maximum height of four inches (4").~~

### **13-2-68: Landscape Requirements for Stormwater Facilities**

The purpose of this section is to ensure stormwater facilities within the Village are designed, constructed, and maintained in a manner which provides the highest level functionality as well as visual appeal. ~~Since stormwater facilities can occupy a significant amount of a site's open space and often located in high-profile areas, the object of this Section is establish sustainable landscape requirements to achieve visually appealing stormwater facilities. Any development which requires stormwater facilities, as determined by the Lake County Stormwater Management Commission (SMC), shall be subject to the following requirements:~~

#### A. General Requirements:

1. Shape: Stormwater facilities shall be designed to reflect a non-uniform, organic shape.
2. Shoreline Slopes: The shoreline banks of stormwater facilities shall be no steeper than 5:1 (from approximately 1 foot above to 1 foot below normal waterline) to prevent erosion and facilitate native plant establishment. Basins and other natural drainage facilities shall be required to have native dry-mesic and wet-mesic plants planted along the entire expanse of a detention pond's side slope.
3. Safety Shelf: For wet-bottom detention basins, a flat (or significantly flat) safety shelf must be constructed approximately eighteen (18) inches below normal water level, around the full perimeter of the basin. The safety shelf shall be a minimum of five (5) feet in width, and shall be planted with native emergent plant plugs.
4. Bank Erosion Protection: The shoreline of stormwater facilities shall be protected from erosion through establishment of deep-rooted, prairie and wetland perennial plants native to the Great Lakes region. Native prairie and wetland plants shall cover the complete shorelines, extending around the full perimeter of the stormwater facility. The native plant slope for basins shall have a minimum width from waterline of fifteen (15) feet.
5. Seed Mixes and Planting Lists: The landscape plan shall identify each species proposed, which shall consist entirely of native plants for all seed mixes and plant plugs to be used. Separate seed mixes shall be provided for planting on the upper (dry-mesic) and lower (wet-mesic) portions of the shoreline slope. The plant plug list

shall be divided into three categories: dry-mesic, wet-mesic, and emergent plants. Each category shall contain a minimum of ten (10) species of native plants suited to the given environment.

**Comment [SMR4]:** Is this amount high?

- ~~6.~~  
7.6. **Guarantees:** All seeded and planted areas shall be guaranteed through the ~~specified maintenance period and until~~ all performance criteria have been ~~met~~satisfied.

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**Comment [SR5]:** Relocated from App V, 1.7

- B. ~~Landscape Plan~~ Requirements: ~~All developments which require stormwater facilities, as determined by the Lake County Stormwater Management Commission, are required to submit the following plans specific to the design, establishment, and maintenance of landscaping for stormwater facilities:~~

1. Installation Plan: The installation plan shall provide detailed information regarding the specific locations and timing of native landscaping installation.

- a. Installation: ~~The installation plan shall provide detailed information regarding the timing of native landscaping installation. All native landscaping shall be installed in the first available growing season after the grading of the pond is substantially completed and the pond is operational.~~ The installation of all native prairie and wetland plants shall be performed by a natural environment professional firm. ~~A site plan shall be submitted to the Village identifying~~ illustrate the following elements of the native landscaping installation:

**Comment [SR6]:** What is proper term?

**Comment [SR7]:** Relocated from App V, 1.5

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- i. Specific planting zones for planting.  
ii. Plant and seed lists for specific each planting zones including quantities, seeding rates per species, and spacing of plants.  
iii. Location and specification of erosion control measures.

- b. **Site Access:** Access to the site for installation of native plantings shall be identified solely as shown on the ~~approved plans, which shall include necessary access for installation equipment.~~ When necessary, a ~~Additional or alternative alternate~~ access areas not identified must be approved by ~~written order of~~ the Village prior to the start of installation.

**Comment [SR8]:** Relocated from App. V, 1.4

- ~~e.~~  
e-c. **Installation Schedule:** ~~A~~ The schedule shall ~~be provided to the Village outlining~~ the proposed start and ending dates for site access preparation, site planting area preparation and stabilization, and planting and seeding for each planting zone. Installation shall occur in the first available growing season after the grading of the pond is substantially completed and the pond is operational. ~~Seeding and planting~~ Installation shall take place between May 1 and June 15 or after October 1 until the ground is frozen. ~~Seeding shall not be performed from June 16 through September 30<sup>th</sup>-30,~~ unless ~~prior written approval is received from~~ authorized by the Village.

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**Comment [SR9]:** Relocated from App. V, 1.5a

**Comment [SR10]:** Relocated from App v, C, 1.4

- e-d. **Erosion Control:** Clean, seed-free hay or threshed straw of wheat, oats or barley shall be provided used for ~~use in areas where there are~~ slopes flatter less than 6:1. ~~Straw mat, or other appropriate~~ erosion control blanket shall be provided used, as is appropriate for use in erosion control on all areas seeded or plugged with for slopes steeper than 6:1. ~~Blanket with s~~ Synthetic net blankets

**Comment [SR11]:** Relocated from App V, 1.3

shall not be used. The mat shall be affixed to the ground surface by mechanical crimping or other method approved by the Village.

f.e. Establishment: The installation plan shall provide specific information regarding activities to be performed to ensure establishment of the native prairie and wetland plants, including but not limited to, cover crops/erosion blankets, watering schedule, herbicide schedule, controlled burn/mowing frequency, and seed/plant depredation (wildlife grazing) control.

f. Criteria for Successful Installation and Establishment: Prior to the Village's acceptance of any stormwater detention facility, Establishment of native prairie and wetland landscapes will not receive Village approval until a status report, shall be prepared by a qualified natural environment professional, consultation firm, demonstrating that the Village's criteria for establishment of native plant landscaping" have been met as conforms with outlined in Village of Lincolnshire requirements of this Section 6-2-8 herein. Native Plant Planting and Maintenance Specification, Appendix V.

g. Installation Conditions: All grades, soils, and water levels, shall be examined and observed conditions shall meet comply with the specifications of the Installation Plan prior to the initiation start of any work. If unsatisfactory conditions exist, the Village shall be notified and a written report of corrective action of unsatisfactory conditions shall be submitted to the Village. ~~W~~ Work shall not proceed until unsatisfactory conditions have been corrected in an acceptable manner authorization is provided by the Village.

2. Maintenance and Monitoring Plan: A Maintenance and Monitoring Plan shall be prepared by a qualified natural environment professional to address provide the timing and/or frequency of all activities necessary to maintain native plant landscapes. Elements of the Maintenance and Monitoring Plan include but not limited to, controlled burn/mowing, spot herbicide applications/invasive species control, and monthly monitoring reports during the growing season.

a. Responsibility: The maintenance and monitoring of native plant landscapes shall be the sole responsibility of the property owner, its successors and assigns.

b. Monitoring Period: Vegetation monitoring shall be conducted monthly during the first three (3) growing periods for the months of April, May, June, July, August, September, October and November using the meander search method.

c. Status Report: Monitoring Status Reports shall be submitted within two (2) weeks following the monthly monitoring session for each month of the Monitoring Period. The Status Reports shall include the following:

- i. Percent of vegetation cover throughout the site.
- ii. Inventory List and estimated percent cover of the predominant species present.

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**Comment [SR12]:** Relocated from App V, 1.6

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**Comment [SR13]:** Relocated from App V, C, 1.5

**Comment [SR14]:** Relocated from App V, C, 1.5

- iii. Inventory List and estimated percent cover of the non-native invasive species present.
- iv. Detailed description(s) of management work undertaken during the previous month and recommended management measures for subsequent months.
- v. Any other site conditions observed, including but not limited to, drainage problems, erosion, wildlife damage, extreme water level fluctuations, damage to the site by equipment, etc. and any remediation required.

### C. Native Plant Specifications

#### 1. Native Plants:

- a. Plants, freshly dug tubers and plants shall be provided. ~~No m~~Materials which have been in cold storage shall not be used.
- b. All live herbaceous plants shall be potted, two year old nursery grown stock.
- c. All preparations shall be made for the planting of tubers prior to their arrival. ~~Once received +~~Tubers shall be planted immediately once received. If planting is delayed more than four (4) hours after delivery, plants shall be set in shade, protected from weather and mechanical damage, and kept moist.
- d. Container grown stock shall not be removed from containers until time of planting-time.
- e. Plants shall be free from insects and diseases and must show appearance of normal health and vigor.
- f. Plants species ~~and origin~~ shall be certified to be true to their name and local-originate within a 150-mile radius of the project location, with species and subspecies native to Lake County, Illinois.
- g. All plant material, ~~including and~~ collected stock, shall comply with ~~the s~~State and ~~f~~Federal laws with respect to for inspection ~~for of~~ plant diseases and insect infestations.
- h. Plants shall be packed ~~in such a manner as to~~ ensure adequate protection against damage while in transit. ~~The plants shall be carefully including being~~ protected with wet material to ensure ~~that the~~ plants are delivered, stored, and planted in a moist and cool condition.
- i. ~~Water levels fluctuate and planting conditions will vary.~~ Planting should not be conducted when conditions are not appropriate.
- j. All emergent herbaceous perennial plants, tubers, bulbs and dormant rootstock shall be installed ~~in 0-6" of~~ at a water depth of 0" to 6".

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**Comment [SR15]:** Relocated from App V, 1.2A

- k. Plants shall be planted to adequate depth to ~~ensure-prevent~~ against desiccation.
- l. Plants shall be planted at a minimum density of 3,000 plants ~~per~~ /acre. Unless an alternative ~~planting-Installation p~~Plan is ~~submitted and~~ approved ~~in-writing~~ by the ~~v~~Village, plants shall be planted in pods, or groupings to provide ~~sections blocks~~ of color.
- m. All plants shall be protected from geese and other predators on all sides by 24" high fencing ~~attached to wooden stakes~~ with nylon lines crosshatched across the top ~~of the planting zones to prohibit geese from landing in the area~~. Said fencing shall be maintained ~~at all times by the contractor~~ and ~~removed by the contractor~~ ~~removal may be permitted at least~~ one full growing season after installation ~~or as otherwise directed~~.
- n. ~~No planting shall take place i~~n areas where herbicide has been applied ~~for at least minimum period of 14 days following application prior to planting, no planting shall occur. Instructions on the pesticide label shall be followed.~~ All herbicides ~~must shall~~ be applied by a licensed operator under the direction of a licensed applicator.
- o. ~~Final plant and seed lists and a~~Any plant or seed species substitutions must be approved the by the Village. ~~P~~prior to their ~~start of work planting, the contractor will provide the village with the proposed plant and seed lists and the name(s) of the proposed plant and seed supplier(s). The final plants/seed mix are subject to the approval of the Village.~~

## 2. Seed Mixtures:

- a. All seed shall have the proper stratification and/or scarification to break seed dormancy ~~for other than for~~ fall planting.
- a.b. ~~Prior to planting, A~~all legumes shall be inoculated with the proper rhizobia ~~and at the appropriate time prior to planting~~.
- b.c. All seed shall be packed and covered in ~~such~~ a manner ~~as~~ to ensure adequate protection against damage and maintain dormancy while in transit, storage or during planting operations.
- e.d. All seed shall be certified to be true to their name and ~~their originate shall be certified to be local~~ within a 150 mile radius of the project ~~location. Certification shall be provided to the Village prior to installation.~~
- d.e. All seed grass species shall be supplied as pure live seed. ~~Lab germination test results shall be provided to the Village prior to installation.~~
- e.f. All seeded areas shall be protected from geese and other predators on all sides by 24" high fencing ~~attached to wooden stakes~~ with nylon lines crosshatched across the top ~~of the planting zones to prohibit geese from landing in the area~~. Said fencing shall be ~~maintained at all times and removed~~ ~~by the contractor may be permitted at least~~ one full growing season after installation ~~or as otherwise~~

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**Comment [SR16]:** Relocated from App V, 1.2(B)

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directed.

~~f.g. The Contractor shall be aware that water levels fluctuate and planting conditions vary. Contractor shall not s~~Seeding in zones where water levels exist shall not occur. All and protect seeded areas shall be protected from water by using erosion control mulch or straw mat.

~~g.h. Any seed species substitutions must be approved the by the Village prior to their planting. Seed lists and any seed substitutions must be approved by the Village.~~

~~h.i. The use and species of a cover crop must be approved by the Village prior to their planting,~~ and shall not be annual rye.

D. Installation: Installation of native plantings shall be subject to the following specifications:

1. Qualifications: On the work site at all times when work is being conducted, shall be a qualified superintendent, capable of reading and thoroughly understanding the approved plans and Sspecifications, and a thorough knowledge of installation, maintenance practices and management needs shall be on-site during installation. This agent and/or the contracted company shall have at least ten years experience in installing, maintaining and managing native landscaping and shall have a thorough knowledge of their installation, maintenance practices and management needs.

**Comment [SR17]:** Relocated from App. V, 1.2(A)

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~~This agent and/or the contracted company shall demonstrate that they have adequate and appropriate equipment and labor resources. Demonstration of company qualifications shall be submitted with the bid.~~

2. Description of WorkSite Preparation: Prior to installation, The work shall consist of the planting area shall include preparing and amending existing soils; furnishing, transporting and installing all seeds, plant and other materials; and protecting said materials as required for the repair and restoration of the specified site.

~~Prepare soils for installation of seed and plant materials.~~

~~Installation of emergent, wet mesic and/or mesic native plants and seed in any location.~~

~~Protecting seed and plant materials pre and post installation.~~

~~Post-planting monitoring and management.~~

~~Additional work as necessary to meet the specified performance standard.~~

**Comment [SR18]:** Just serves as a summary to the requirements herein.

4-3. Soil Preparation:

- a. Top soil shall be fertile, friable, loam surface soil without admixture of subsoil and free of stones, stumps, roots, trash, debris and other materials which might inhibit good successful plant growth. Soil aggregates shall not exceed one (1) inch maximum diameter in the largest diameter.

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**Comment [SR19]:** Relocated from App V.C.1.1

- b. Check compaction of subsoil and adjust as necessary. Subsoil should not have a compaction greater than 350 pounds per square inch based on soil penetrometer measurements.

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~~b.c.~~ The pH range shall be 6.5 to 8.4. Topsoil ~~that does not meet~~not within this pH range ~~will~~shall be amended ~~by~~through the addition of pH adjusters.

~~e.d.~~ Organic content shall not be less than 3% and ~~not~~ greater than 10% determined by loss through ignition.

~~e.e.~~ Soil nutrient content shall be as follows, as determined by appropriate laboratory analysis:

Phosphorus	Min. 75 lb./Ac
Potassium	Min. 300lb./Ac
Calcium	Min. 1,500 ppm
Magnesium	Min. 100 ppm
Cation Exchange Capacity	Min. 20 mea/100g
Soluble Salt	Max. 1,000 ppm

2.f. Gradation shall meet the following specification:

<b>Sieve Designation</b>	<b>Percent Passing</b>
1" screen	100
1/4" screen	97 - 100
No. 10 U.S.S.	95 - 100
No. 140 U.S.S.	60 - 90
No. 270 U.S.S.	25 - 50

Clay content determined by Bouyoucous Hydrometer Test shall range between 5% and 20%. Percentages shall be based on dry weight of the sample.

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g. Topsoil shall be uniformly distributed to provide a minimum 8 inch depth after compaction and finishing grade. Top soil shall be spread cultivated, lightly compacted to prevent future settlement, dragged, and graded to finished grade.

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~~e.~~ The prepared seedbed must be approved by the Village prior to any seeds being sowed.

4. Equipment:

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a. Equipment shall be suited for the installation of native landscaping plants and seeds. Equipment shall not be used when causing damage to the soils or site may occur, (i.e. example: rutting, or compaction, or prepared soils) shall not be used. Prior to starting work, all seeding equipment shall be calibrated and adjusted to sow seeds at the proper seeding rate and. Equipment shall be operated in a manner to insure complete coverage of the entire native zones/areas to be seeded.

~~a.~~  
b. Seeding equipment shall be designed to accommodate a wide variety of seed types, sizes and shapes. Information shall be provided to the Village as to the ability of the seeding equipment selected to adequately plant native seed.

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**Comment [SR20]:** Relocated from App V, A, 1.3

~~b.c.~~ If a rangeland type grass drill or no-till planter is used, rolling of the seed bed will not be required shall not be permitted.

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d.E. Maintenance: The maintenance period shall begin immediately following planting and continue annually, subject to the following criteria:

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1. All planted and seeded areas shall be maintained by prescribed burning (if permitted), high mow management, replanting or reseeding, and invasive control management as necessary to establish vegetation free of bare or eroded areas and areas that are infested with invasive plants.

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**Comment [SR21]:** Relocated from App V, C, 1.6

a. In the first two (2) growing seasons, the planted area shall be mowed every four to six (4 – 6) weeks throughout the growing season to a height not less than eight (8) inches. Mowing is to be conducted frequently enough to cut weeds before they form seed heads. If seed heads form on weeds they shall be removed from the site.

**Comment [SR22]:** Relocated from App V, C, 1.6

**Comment [SR23]:** Relocated from App V, C 1.6, G

b. Prescribed burning shall also be conducted at the conclusion of the third growing season. All licenses and permits required to conduct prescribed burning from state and local authorities shall be completed before initiating any burning. Prescribed burns shall continue annually.

**Comment [SR24]:** Relocated from App V, C, 1.6, I

2. Dead or declining plant material shall be reseeded and replaced as necessary to meet the performance standard in the year the damage is observed. All replacement plants must be of the same size as the plants thriving in the planted area.

**Comment [SR25]:** Relocated from App V, C, 1.6, D

3. Plant replacements shall be completed according to the installation instructions.
4. Native plant landscape areas shall be managed for invasive plant species as outlined on the Invasive Plant Management [Table Schedule](#) (Appendix 2).
5. When the Monitoring Status Report findings indicate performance of the native plant landscape has fallen below the criteria for establishment of native plant landscapes of this Section, remedial action to restore and replace dead or declining plant material shall occur. Native plant landscapes requiring remedial action shall be considered non-compliant with this Section until necessary corrective actions are completed.

## F. [Performance Standards](#)

~~G.G.~~

1. At the end of the first growing season, seeded and planted areas shall meet or exceed 75% plant cover, seedlings of six planted grass/sedge species found and seedlings of six planted forb species found within any given one meter transect ~~as selected by the Village~~. No invasive species shall be present.

- 4.2. At the end of the second growing season, seeded and planted areas shall meet or exceed 80% plant cover, 5% cover by planted native grass/sedge species, 15% cover by planted forb species, and 20% of planted species found within any given one meter transect ~~as selected by the Village~~.

~~On sites that are~~ less than two acres ~~in size~~, where planting or restoration has taken place, no invasive species shall be present.

~~On sites that are more greater~~ than two acres ~~in size~~, where planting or restoration work has taken place, invasive species shall comprise no more than 10% of the plant cover.

3. At the end of the third growing season, seeded and planted areas ~~will shall~~ meet or exceed ~~the following performance criteria with~~ 95% plant cover, 20% cover by planted native grass/sedge species, 40% cover by planted forb species, and 60% of planted species found within any given one meter transect ~~as selected by the Village~~.

~~On sites that are~~ less than two acres ~~in size~~, where planting or restoration has taken place, no invasive species shall be present.

~~On sites that are more greater~~ than two acres ~~in size~~, where planting or restoration work has taken place, invasive species shall comprise no more than 5% of the plant cover.

4. ~~If a~~ At the conclusion of the three year maintenance period, ~~if~~ the planted areas do not meet the performance specification, the Village shall draw on the letter of credit to ~~have the work done to meet~~ ~~achieve~~ the performance specifications. ~~Any costs associated with this work, maintenance and monitoring, during this period, shall be taken from the letter of credit.~~

~~G. G.~~ Enforcement

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**Comment [SR26]:** Relocated from App V, C, 1.7

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1. In the event the property owner, its successors or assigns, do not perform the necessary actions to restore a non-compliant native plant landscape within two (2) weeks of identification of the non-conformity, provided environmental conditions permit immediate action, a fine in accordance with the Comprehensive Fine Schedule set forth in Chapter 17 of Title 1 of this Code shall be assessed. In addition the native plant landscape will be restored to a state of compliance and/or a status assessment will be conducted by a Village consultant at the expense of the responsible party.
2. To ensure compliance with this Section, the Landscape Improvement Deposit in accordance with Section 7-1-6 of this Code shall be held for maintaining the landscape improvements for a period of three (3) years after acceptance. At the conclusion of the three (3) year maintenance period, any items not conducted in accordance with this Section, the Village shall draw from the Deposit to employ the services of a qualified consultant to ensure compliance, and ~~draw from the Deposit~~ for the time and labor required to achieve compliance.

**13-2-7: Penalties**

Any person found guilty of violating any provision of this Chapter shall be assessed at a cost as prescribed in the Comprehensive Fine Schedule set forth in Chapter 17 of Title 1 of this Code. Where a continued violation persists, after notification by the Village, the fine shall be assessed weekly until the violation is corrected. (Ord. No. 03-1840-17, eff. 4/14/03)

**TITLE: 13**

**CHAPTER 2: Landscaping**

**13-2-8: APPENDICES**

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**Appendix 1:**  
**Salt Tolerant Landscape Plants\***T = Plans with highest degree of salt tolerance. Use in most exposed areas.M = Plant with moderate degree of salt tolerance. Use in low salt areas.

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**DECIDUOUS TREES**

<b>Scientific Name</b>	<b>Common Name</b>	<b>Zone</b>	<b>Aerial Salt Tolerance</b>	<b>Soil Salt Tolerance</b>
<i>Acer campestre</i>	Hedge maple	5-8	M	
<i>Acer ginnala</i>	Amur maple	2-8	M	
<i>Acer nigrum</i>	Black maple	4-9	M	
<i>Acer pseudoplatanus</i>	Sycamore maple	5-7	T	
<i>Acer saccharinum</i>	Silver maple	3-9	M	
<i>Aesculus hippocastanum</i>	Horse-chestnut	4-7	T	Y
<i>Aesculus octandra</i>	Yellow buckeye	4-8	M	
<i>Amelanchier x grandiflora</i>	Apple serviceberry	4-9	T	
<i>Betula nigra</i>	River birch	3-7	M	
<i>Carya cordiformis</i>	Bitternut hickory	4-9	T	Y
<i>Carya ovata</i>	Shagbark hickory	4-8	T	
<i>Catalpa speciosa</i>	Northern catalpa	4-8	T	Y
<i>Celtis occidentalis</i>	Hackberry	2-9	M	Y
<i>Diospyros virginiana</i>	Persimmon	4-9	M	
<i>Ginkgo biloba</i>	Ginkgo	3-8	M	Y
<i>Gleditsia triacanthos</i>	Honey locust	3-9	T	Y
<i>Gymnocladus dioicus</i>	Kentucky coffeetree	3-8	T	Y
<i>Juglans cinerea</i>	Butternut	3-7	T	
<i>Juglans nigra</i>	Black walnut	4-9	T	Y
<i>Koelreuteria paniculata</i>	Golden rain tree	5-8	M	
<i>Larix decidua</i>	European larch	2-6	T	
<i>Larix laricina</i>	American larch	2-5	T	
<i>Liquidambar styraciflua</i>	Sweet gum	5-9	T	Y
<i>Magnolia x soulangiana</i>	Saucer magnolia	5-9	M	
<i>Malus</i> (some cultivars) (x <i>zumi</i> 'Calocarpa', 'Adams', 'Donald Wyman', 'Prairifire')	Crabapple	5-7	M	
<i>Nyssa sylvatica</i>	Tupelo	4-9	M	Y
<i>Ostrya virginiana</i>	Ironwood	3-9	M	
<i>Platanus occidentalis</i>	Sycamore	4-9	M	Y
<i>Prunus maackii</i>	Amur chokecherry	3-6	M	
<i>Prunus virginiana</i>	Choke cherry	2-6	M	Y
<i>Pyrus calleryana</i>	Callery pear	5-8	M	
<i>Quercus alba</i>	White oak	3-9	T	
<i>Quercus bicolor</i> *	Swamp white oak	4-8	M	Y
<i>Quercus ellipsoidalis</i>	Northern pin oak	4-6	M	Y
<i>Quercus imbricaria</i>	Shingle oak	4-8	M	
<i>Quercus macrocarpa</i>	Bur oak	2-8	M	Y

<i>Quercus robur</i>	English oak	4-8	T	
<i>Sassafras albidum</i>	Sassafras	4-9	M	
<i>Syringa amurensis</i>	Japanese tree lilac	3-7	T	Y
<i>Syringa pekinensis</i>	Peking lilac	4-7	T	Y
<i>Taxodium distichum</i>	Bald-cypress	4-9	T	Y
<i>Ulmus 'Regal'</i>	Regal elm	4-6		Y

**EVERGREEN TREES**

Scientific Name	Common Name	Zone	Aerial Salt Tolerance	Soil Salt Tolerance
<i>Juniperus chinensis</i>	Chinese juniper	2-8	T	Y
<i>Juniperus horizontalis</i>	Creeping juniper	4-9	T	Y
<i>Juniperus virginiana</i>	Eastern red-cedar	3-9	T	
<i>Picea pungens</i>	Blue spruce	2-7	T	Y
<i>Pinus mugo</i>	Mugo pine	2-7	T	Y
<i>Thuja occidentalis</i>	Eastern arborvitae	2-8	M	Y

**SHRUBS**

Scientific Name	Common Name	Zone	Aerial Salt Tolerance	Soil Salt Tolerance
<i>Inus rugosa</i>	Speckled alder	3-6	M	
<i>Amelanchier canadensis</i>	Serviceberry	3-7	T	
<i>Amorpha fruticosa</i>	Indigo-bush	4-9	T	Y
<i>Aronia arbutifolia</i>	Red chokeberry	4-8	M	
<i>Aronia melanocarpa</i>	Black chokeberry	3-8	M	
<i>Berberis thunbergii</i>	Japanese barberry	4-8	T	
<i>Buxus microphylla</i> var. <i>koreana</i>	Korean boxwood	4-9	M	
<i>Caragana arborescens</i>	Siberian pea-shrub	2-7	T	Y
<i>Caragana fruticosa</i>	Russian pea-shrub	2-6	T	
<i>Clethra alnifolia</i>	Summersweet clethra	3-8	T	
<i>Comptonia peregrina</i>	Sweet-fern	2-5	T	
<i>Cotoneaster</i> species	Cotoneaster	4-8	T	Y
<i>Forsythia</i> spp.	Forsythia	6-8	T	Y
<i>Hamamelis virginiana</i>	Witch-hazel	3-8	T	
<i>Hibiscus syriacus</i>	Rose-of-Sharon	5-8	M	
<i>Hippophae rhamnoides</i>	Sea-buckthorn	3-7	T	Y
<i>Hydrangea</i> spp.	Hydrangea	3-9	T	
<i>Hypericum</i> spp.	St. John's wort	3-8	T	
<i>Ilex verticillata</i>	Winterberry	3-9	M	
<i>Lespedeza bicolor</i>	Shrub bush-clover	4-8	T	
<i>Myrica pensylvanica</i>	Bayberry	3-6	M	Y
<i>Perovskia atriplicifolia</i>	Russian-sage	5-8	T	
<i>Philadelphus coronarius</i>	Mock-orange	5-8	M	
<i>Potentilla fruticosa</i>	Shrubby cinquefoil	2-7	T	

<i>Prunus x cistena</i>	Purpleleaf sand cherry	2-8	M	
<i>Pyracantha coccinea</i>	Firethorn	6-9	T	
<i>Rhodotypos scandens</i>	Black jetbead	4-8	T	
<i>Rhus aromatica</i>	Fragrant sumac	3-9	T	Y
<i>Rhus glabra</i>	Smooth sumac	3-9	T	Y
<i>Rhus typhina</i>	Staghorn sumac	4-8	T	Y
<i>Ribes alpinum</i>	Alpine currant	2-7	M	Y
<i>Robinia hispida</i>	Bristly locust	5-8	T	Y
<i>Rosa rugosa</i>	Rugosa rose	2-7	T	Y
<i>Sambucus canadensis</i>	Elderberry	3-9	T	
<i>Shepherdia canadensis</i>	Buffaloberry	2-6	M	
<i>Spiraea</i> spp. (most)	Spirea	3-8	T	
<i>Symphoricarpos albus</i>	Snowberry	3-7	T	
<i>Syringa meyeri</i> 'Palibin'	Palibin lilac	3-7	M	Y
<i>Syringa patula</i> 'Miss Kim'	Miss Kim lilac	3-7	T	Y
<i>Viburnum dentatum</i>	Arrowwood viburnum	5-9	M	
<i>Viburnum lentago</i>	Nannyberry	2-8	M	
<i>Viburnum prunifolium</i>	Blackhaw viburnum	3-9	M	Y
<i>Viburnum trilobum</i>	American cranberry-bush	2-7	M	

\* Source: The Morton Arboretum, [www.mortanarb.org](http://www.mortanarb.org)

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**13-2-8: APPENDICES:****APPENDIX I****LANDSCAPE IMPROVEMENT ESCROW AGREEMENT**

**Comment [SMR27]:** Relocate to Title 7, Chapter 6, as Appendix III.

Adam, is the following the proper form for Escrow?

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_, a \_\_\_\_\_ banking association, as Trustee under Trust Agreement dated \_\_\_\_\_ and known as Trust Number \_\_\_\_\_, \_\_\_\_\_ an Illinois Corporation, as sole beneficiary of the aforesaid Subdivider/Owner Trust Number \_\_\_\_\_ and as such corporation, hereinafter sometimes referred to collectively as "Owner", and the Village of Lincolnshire, a municipal corporation in Lake County, Illinois, hereinafter sometimes referred to as "Village", and \_\_\_\_\_, a \_\_\_\_\_ banking association, hereinafter referred to as "Escrowee";

**WITNESSETH:**

WHEREAS, Owner is the owner of a certain parcel of real property located in the Village of Lincolnshire, Illinois, and legally described in Exhibit A attached hereto and made a part hereof;

WHEREAS, Owner has submitted, or caused to be submitted, for final approval by the Village a Landscape Plan entitled "\_\_\_\_\_", approved by the Village on \_\_\_\_\_ improving the property described in Exhibit A;

WHEREAS, the Village of Lincolnshire Tree Preservation and Landscaping Code, as amended, requires as a condition of such approval, among other things, the guaranteeing of installation of certain landscape improvements in accordance with plans and specifications approved by and on file with the Village, and in accordance with the ordinances of said Village; and

WHEREAS, the Village has approved said Landscape Improvement Plan subject to the deposit of security to guarantee the payment of various costs relating to installation of landscape improvements in accordance with plans and specifications approved by and on file with the Village, said plans and specifications entitled "\_\_\_\_\_" prepared by \_\_\_\_\_ of dated, \_\_\_\_\_ and consisting of \_\_\_\_\_ sheets, hereinafter sometimes referred to as "plans and specifications";

WHEREAS, the Village ordinance requires a completion bond or other security in lieu of bond in the amount of \_\_\_\_\_, which amount is 125% of the Village estimate of the cost of installation of the landscape improvements to be provided in accordance with the plans and specifications;

WHEREAS, Owner has requested Village to waive the furnishing of the completion bond required by Village ordinance to secure installation of the landscape improvements and to accept in lieu thereof a letter of credit;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration, the parties hereto do covenant and agree with each other as follows:

Section 1: That in lieu of the completion bond required by Village ordinance, Owner shall cause to be deposited with the Village Clerk as security for the landscape improvements an irrevocable letter of credit (hereinafter referred to as the "security") issued by the \_\_\_\_\_ in a form acceptable to Village, in the amount of \_\_\_\_\_. The security shall be drawn upon from time to time as hereinafter provided for payment of the following, which shall hereinafter be referred to as "landscape improvement costs":

- a. installation of the landscape improvements described in the plans and specifications;
- b. all inspection fees of the Village in relation to the landscape improvements;
- c. maintenance and repair of the landscape improvements for a period of three (3) years after the date of acceptance of the landscape improvements by village, sometimes hereinafter referred to as the "three-year maintenance period";
- d. expenses of the Village, including but not limited to reasonable attorneys' fees in drafting, administering and enforcing this Agreement.

Village or Escrowee shall not be required to investigate the propriety of any payout orders other than they deem necessary in their own interest. However, for accounting purposes, the Village shall send to Owner a copy of the estimates for payment. Each payout order shall be accompanied by all appropriate sworn statements, affidavits and supporting waivers of lien required by Escrowee.

Section 2: The security shall be drawn upon from time to time upon payout orders issued in writing by the Village and presented to Escrowee. The payout orders shall be issued upon request of the Owner in writing to the Village, provided that the portion of the landscape improvements for which the payout orders are requested has been completed in conformance with the plans and specifications as reasonably determined by the Village, and provided further that the amount of the security remaining is sufficient to pay for the remaining landscape improvement costs as reasonably determined by the Village, Payout orders may also be issued in writing by the Village in the circumstances hereinafter provided in Sections 3, 4 and 6 of this Agreement without the request or consent of Owner; provided, however, that the Owner shall first be notified of any such payout order and the general purpose thereof. The amount of the security deposited hereunder shall be reduced by the amount of any payout order and may be reduced by the mutual agreement of Village and Owner.

Section 3: Owner shall complete the landscape improvements in accordance with the plans and specifications prior to the issuance of a Certificate of Occupancy. In the event Owner fails to so complete the landscape improvements, Village shall have one (1) year to complete the landscape improvements in a manner acceptable to Village. At the close of said one (1) year period, any portion of the security deposited hereunder remaining undisbursed shall be disbursed to Owner, except such amount as is hereinafter provided to be retained by the

Escrowee upon acceptance of the landscape improvements by Village. Village may pay for such completion out of the security deposited hereunder with the Escrowee in the manner provided in Section 2 of this Agreement without the request or consent of Owner.

Section 4: Upon acceptance of the landscape improvements by the Village, whether completed by Owner or by Village, the Escrowee shall disburse to Owner any of the security deposited hereunder remaining after payment in full of the landscape improvement costs provided for in Subsections a, b and d of Section 1 of this Agreement, except the amount of which shall be retained to pay the landscape improvement costs provided for in Subsection c of said Section 1 with respect to said three-year maintenance period and the landscape improvement costs provided for in Subsections b and d of said Section 1. Any of such retained security not expended by Village and remaining at the expiration of said three-year maintenance period shall be disbursed by Escrowee to Owner, Village may pay for such Subsections b and d landscape improvement costs out of the security deposited hereunder with the Escrowee in the manner provided in Section 2 of this Agreement without the request or consent of Owner.

Section 5: If at any time prior to the acceptance of the landscape improvements by the Village the amount of the security deposited hereunder is deemed, in the sole judgment of Village, insufficient to cover the landscape improvement costs, or if for any reason the security deposited hereunder shall be withheld or otherwise become unpayable or unavailable to Village, Owner shall, upon notice from Village, cause to be deposited with the Escrowee such additional security in a form and an amount reasonably deemed by Village to be sufficient to pay the landscape improvement costs. Such additional security shall be deposited within ten (10) days of said notice.

Section 6: If at any time during the installation by Owner of the landscape improvements the Village determines, in its sole judgment, that Owner has failed to install the landscape improvements in accordance with the plans and specifications, or if, in the sole judgment of Village, Owner fails to properly maintain or replace said improvements, Village may take such action as it deems necessary to correct such failure; provided that Village shall first notify Owner of such failure and the general nature thereof and permit Owner forty-five (45) days to correct such failure, provided further that Owner's right to forty-five (45) days to correct any such failure shall terminate, with respect to completion of the landscape improvements, three years after approval by the Village and, with respect to the maintenance and replacement period, forty-five (45) days prior to expiration thereof. Provided further, however, that in the event any such failure occurs within forty-five (45) days of the expiration of the security, Village shall only be required to give notice of such failure before Village may take corrective action, Village may pay for any corrective action out of the security deposited hereunder with the Escrowee in the manner provided in Section 2 of this Agreement without the request or consent of Owner.

Section 7: Any notice required to be given in this Agreement shall be in writing and given or served personally, or deposited in the United States mail, addressed to the party to be notified, postage prepaid, registered or certified, with return receipt requested. Notice deposited in the mail in the manner hereinabove provided shall be deemed given or served upon deposit in the mail. For the purposes of this notice, the addresses of the parties shall, until changed by appropriate notice hereunder, be as follows:

Village Manager

One Olde Half Day Road  
Lincolnshire, IL 60069

Section 8: This Agreement shall terminate at the close of three (3) years after acceptance of the landscape improvements as provided in Section 4 of this Agreement. Otherwise, if the landscape improvements have not been accepted by the Village, this Agreement shall terminate at the close of the one (1) year period provided for in Section 3 of this Agreement. If Owner is required by Village to deposit additional security pursuant to Section 5 of this Agreement. notwithstanding the applicability of either of the foregoing termination dates, this Agreement shall terminate no earlier than five (5) days after the date of deposit of such additional security.

Section 9: This Agreement shall be binding upon and shall inure to the benefit of each of the respective parties hereto and their respective successors, assigns, heirs and executors.

IN WITNESS WHEREOF, the parties have executed this Agreement the Day and year first above written.

OWNER: \_\_\_\_\_, a \_\_\_\_\_ banking association,  
as

Trustee under Trust Agreement dated \_\_\_\_\_ and known as Trust Number \_\_\_\_\_

By: \_\_\_\_\_  
President  
ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_ an Illinois Corporation, as sole  
beneficiary of the aforesaid Trust Number \_\_\_\_\_ and as such corporation

By: \_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
VILLAGE:  
Village of Lincolnshire, a municipal corporation in Lake County, Illinois

By: \_\_\_\_\_  
Village Mayor

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_ a \_\_\_\_\_ banking

Secretary

Association

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS )  
                          ) SS  
COUNTY OF)

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that \_\_\_\_\_ President of the \_\_\_\_\_, as Trustee under Trust Agreement dated and known as Trust Number \_\_\_\_\_, and Secretary of said Bank, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such \_\_\_\_\_ President and Secretary respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act, and as the free and voluntary act of said Bank, for the uses and purposes therein set forth; and the said Secretary did also then and there acknowledge that he, as custodian of the corporate seal of said Bank, did affix the said corporate seal of said Bank to said instrument as his own free and voluntary act and as the free and voluntary act of said Bank for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires:

STATE OF ILLINOIS )  
                          ) SS )  
COUNTY OF )

I, \_\_\_\_\_, a Notary Public in and for said County, in the State aforesaid, do hereby certify that \_\_\_\_\_, President of \_\_\_\_\_, and \_\_\_\_\_, Secretary of said corporation, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act, and as the free and voluntary act of said corporation, for the uses and purposes therein set forth; and the said Secretary did also then and there acknowledge that he, as custodian of the corporate seal of said corporation, did affix the said corporate seal of said corporation to said instrument as his own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public  
My commission expires:

**APPENDIX II**

**IRREVOCABLE LETTER OF CREDIT**

No. \_\_\_\_\_

**Comment [SMR28]:** Relocate to Title 7, Chapter 6, as Appendix IV.

Adam, is the following the proper form for Letter of Credit (LOC)?

ISSUER: \_\_\_\_\_ DATE OF ISSUANCE: \_\_\_\_\_  
BENEFICIARY: \_\_\_\_\_ DATE OF EXPIRATION: \_\_\_\_\_

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

Re:(Name of Improvement)

Gentlemen:

We hereby establish in your favor our IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, which is available for negotiation of your drafts at site, signed by the Village of Lincolnshire, drawn on \_\_\_\_\_ (Bank), bearing the clause "Drawn under (Bank)", Letter of Credit No. \_\_\_\_\_ in accordance with the Escrow Agreement made and entered into on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ between and the Village of Lincolnshire, Illinois, in regard to the above-captioned improvement. The draft must be accompanied by the original of this Letter of Credit.

(REFER TO APPENDIX II OF 7-6)

(Bank) hereby undertakes to Beneficiary that drafts drawn in conformity with this Letter of Credit and accompanied by all other requisite documents described herein will be honored upon presentation. Partial drawings are permitted under this Letter of Credit, and amounts available under this Letter of Credit shall be reduced by the amount(s) of draft(s) previously presented and paid by (Bank). In addition, this Letter of Credit may be reduced to such amount specified in writing from time to time by the Village of Lincolnshire pursuant to the terms of said escrow agreement. Non-conforming drafts and documents will be returned to Beneficiary in accordance with applicable law, as described below.

This Letter of Credit shall be governed by Illinois law, without reference to the choice of law provisions of the state, and is subjected to all provisions of the 1983 revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce, Publication 400, in both instances to the extent not inconsistent with the specific terms of this Letter of Credit.

Very truly yours,

(Bank) \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Officer)

ATTEST: \_\_\_\_\_

## APPENDIX III

### CONSERVANCY AREA RESTORATION REQUIREMENTS

THE FOLLOWING ARE THE MINIMUM REQUIREMENTS FOR THE RESTORATION OF DESIGNATED "CONSERVANCY AREAS" THAT ARE DAMAGED, WHETHER DURING CONSTRUCTION OR AFTER OCCUPANCY. PRIOR TO RESTORATION, THE VILLAGE WILL REVIEW THE DAMAGED SITE, AND APPROVE THE PROPOSED RESTORATION PLAN.

THE LISTED MATERIAL IS PER 150 SQ. FT. OF DAMAGED AREA.

#### **CANOPY TREES: One 2 1/2" caliper and four (4) seedlings.**

##### DRY SITES

White Oak, *Quercus alba*  
Red Oak, *Quercus rubra*  
Red Maple, *Acer rubrum*  
Sugar Maple, *Acer saccharum*  
Kentucky Coffee Tree, *Gymnocladus dioicus*  
Hackberry, *Celtis occidentalis*\*  
Shagbark Hickory, *Carya Ovata*

##### WET SITES

Swamp White Oak, *Quercus bicolor*  
Bur Oak, *Quercus macrocarpa*  
Tulip Tree, *Liriodendron tulipifera*  
American Hornbeam, *Carpinus caroliniana*  
Hackberry, *Celtis occidentalis*  
Honey Locust, *Gleditsia triacanthos*  
Sugar Maple, *Acer saccharum*

#### **INTERMEDIATE TREES: One 4' to 5' and three (3) 2' to 3'**

##### DRY SITES

American Hophornbeam, *Ostrya virginiana*  
Hawthorn, *Crataegus spp.*\*  
Flowering Dogwood, *Cornus florida*  
Redbud, *Cercis Canadensis*  
Blackhaw Viburnum, *Viburnum prunifolium*  
Allegheny Serviceberry, *Amelanchier laevis*  
American Hornbeam, *Carpinus caroliniana*  
Staghorn sumac, *Rhus typhina*

##### WET SITES

Alder, *Alnus glutinosa*  
River Birch, *Betula nigra*  
Witch hazel, *Mamamelis virginiana*  
Hawthorn, *Crataegus spp.*

#### **SHRUBS: Five (5) 2' to 3'**

##### DRY SITES

High-Bush Cranberry, *Viburnum trilobum*  
American Hazelnut, *Corylus Americana*  
Honeysuckle, *Locinera spp.*  
Smooth Sumac, *Rhus glabra*

##### WET SITES

Red Chokeberry, *Aronia arbutifolia*  
Redtwig Dogwood, *Cornus sericea*  
Grey Dogwood, *Cornus racemosa*\*  
Nannyberry, *Viburnum lentago*\*

#### **GROUNDCOVER/WILDFLOWERS: Twenty (20)**

**Comment [SMR29]:** Not referenced anywhere else in Chapter.

Regulations for CA restoration in 13-1-9. Will relocate as Appendix B of Title 13, Chapter 1.

Care shall be taken to select plants which are site specific, i.e. soils and moisture requirements, sun and shade requirements.

May Apple	Virginia Blue Bells
False Solomon Seal	Hepatica
Solomon Seal	Monarda
Wild Columbine	Woodland Sunflower
Blood Root	Native Iris
Trillium Sp.	Woodland Phlox
Twin Leaf	Wild Ginger ( <i>Asarum caudatum</i> )
Wild Geranium	Goldenrod
Yellow Trout-Lily	Jack in the Pulpit
Jacobs Ladder	Alum Root
Butter Cup	Rue
Aster spp.	Turtlehead
Penstemon	Golden Alexander
Agastache	Milkweed
Butterfly Weed	Coreopsis
Eupatorium	Gentian
Liatris	Monkey Flower
Prairie Clover	Echinacea
Sneezeweed	Heliopsis
Obedient Plant	Ratibida
Silphium	Verbena
Culver's Root	Rudbeckia
Native Violets	Native Ferns

The entire disturbed area will be cleared of all debris and unsuitable soil, and then graded if necessary. The area will be covered with two inches (2") of approved topsoil, if necessary as determined by the Village Arborist, and two inches (2") of leaf compost. This action will be taken immediately and protective fencing replaced if construction is in progress. Plantings on the approved restoration plan will be planted in accordance with the approved plan specifications during the first appropriate planting season. All plant material will be guaranteed for a minimum of one year.

**Comment [SMR30]:** To pre-existing conditions  
– grading not permitted in CA.

## APPENDIX IV

### SUITABLE TREES FOR PLANTING IN THE RIGHT-OF-WAY

Comment [SMR31]: Relocated to 13-2-7(B)

The following list of trees are compiled from the Chicago Horticultural Society – Chicago Botanical Garden, Best Deciduous Trees for Chicago and Selecting & Planting Trees by the Morton Arboretum.

~~Acer Nigrum – Black maple~~  
~~Acer rubrum – Red maple~~  
~~Acer saccharum – Sugar maple~~  
~~Acer triflorum – Three-flowered maple~~  
~~Carpinus caroliniana – American hornbeam, Ironwood, Musclewood~~  
~~Carya cordiformis – Bitternut hickory~~  
~~Carya ovata – Shagbark hickory~~  
~~Celtis occidentalis – Hackberry~~  
~~Cladrastis lutea – Yellowwood~~  
~~Corylus colurna – Turkish filbert~~  
~~Ginkgo biloba – Ginkgo (male-only)~~  
~~Gleditsia triacanthos var. Inermis – Thornless honeylocust~~  
~~Gymnocladus dioecus – Kentucky coffeetree~~  
~~Liquidambar styraciflua – Sweetgum~~  
~~Liriodendron tulipifera – Tulip tree~~  
~~Nyssa sylvatica – Black tupelo~~  
~~Ostrya virginiana – American Hophornbeam~~  
~~Platanus x acerifolia – London planetree~~  
~~Platanus occidentalis – Sycamore~~  
~~Pyrus calleryana – Gallery pear~~  
~~Quercus alba – White oak~~  
~~Quercus imbricaria – Shingle oak~~  
~~Quercus macrocarpa – Bur oak~~  
~~Quercus robur – English oak~~  
~~Quercus rubra – Red oak~~  
~~Tilia americana – Linden~~  
~~Tilia cordata – Littleleaf linden~~  
~~Ulmus parvifolia – Chinese elm (disease resistant)~~

**APPENDIX V  
VILLAGE OF LINCOLNSHIRE**

**LANDSCAPING SPECIFICATIONS FOR NATIVE PLANTINGS**

**A. GENERAL**

**Comment [SR32]:** Moved to 13-2-6(C)(2)

**1.1 Description of Work:**

~~A. The work shall consist of preparing and amending existing soils, furnishing, transporting and installing all seeds, plant and other materials and protecting said materials as required for the repair and restoration of the specified site.~~

~~1. Prepare soils for installation of seed and plant materials.~~

~~2. Installation of emergent, wet mesic and/or mesic native plants and seed in any location.~~

~~3. Protecting seed and plant materials pre and post installation.~~

~~4. Post-planting monitoring and management.~~

~~5. Additional work as necessary to meet the specified performance standard.~~

**1.2 Qualifications:**

**Comment [SR33]:** Moved to 13-2-6(C)(1)

~~A. On the work site at all times when work is being conducted, shall be a qualified superintendent, capable of reading and thoroughly understanding the plans and Specifications. This agent and/or the contracted company shall have at least ten years experience in installing, maintaining and managing native landscaping and shall have a thorough knowledge of their installation, maintenance practices and management needs.~~

~~This agent and/or the contracted company shall demonstrate that they have adequate and appropriate equipment and labor resources. Demonstration of company qualifications shall be submitted with the bid.~~

**1.3 Equipment**

**Comment [SR34]:** Moved to 13-2-6(D)(4)

~~A. All equipment and materials shall meet or exceed federal, stated, county and Village regulations.~~

~~B. A list of all equipment to be used shall be provided to the Village prior to the initiation of any work. Equipment which is inappropriate for this type of work shall be rejected.~~

~~The Village shall have the right to reject or approve any piece of equipment.~~

~~C. Equipment shall be suited for the installation of native landscaping. Equipment shall not be used when damage to the soils or site may occur, i.e. rutting or compaction or prepared soils.~~

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~~\_\_\_\_\_ D. Seeding equipment shall be designed to accommodate a wide variety of seed types, sizes and shapes. Information shall be provided to the Village as to the ability of the seeding equipment selected to adequately plant native seed.~~

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#### **1.4 Site Access**

**Comment [SR35]:** Moved to 13-2-6(B)(1)(b)

~~A. All weight and vehicle restrictions shall be observed as imposed by the federal, state, county and Village regulations for access to the site.~~

~~B. Access to the site shall be solely as shown on the approved plans. When necessary, additional or alternative access areas must be approved by written order of the Village.~~

#### **1.5 Submittals**

~~A. A schedule shall be provided to the Village outlining the proposed start and end dates for site access preparation, site preparation and stabilization, planting and seeding for each planting zone.~~

**Comment [SR36]:** Moved to 13-2-6(B)(1)(c)

~~B. A site plan shall be submitted to the Village identifying:~~

**Comment [SR37]:** Moved to 13-2-6(b)(1)(a)

~~1. Specific zones for planting.~~

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~~\_\_\_\_\_ 2. Plant and seed lists for specific planting zones including quantities seeding rates per species and spacing of plants.~~

~~\_\_\_\_\_ 3. Location and specification of erosion control measures.~~

#### **1.6 Conditions**

**Comment [SR38]:** Moved to 13-2-6(B)(1)(f)

~~A. All grades, soils and water levels, shall be examined and observed conditions shall meet specifications prior to the initiation of any work. If unsatisfactory conditions exist the Village shall be notified. Work shall not proceed until unsatisfactory conditions have been corrected in an acceptable manner.~~

#### **1.7 Guarantees**

**Comment [SR39]:** Moved to 13-2-6(A)(6)

~~A. All seeded and planted areas shall be guaranteed through the specified maintenance period and until all performance criteria have been met.~~

#### **B. METHOD**

All work shall be in accordance to the specifications, including soil preparation, plant and/or seed installation, plant and/or seed protection and maintenance to meet performance requirements.

## 1.2 Plant Materials

### A. Native Planting

- ~~1.Plants, freshly dug tubers and plants shall be provided. No materials which have been in cold storage shall be used.~~
- ~~2.All live herbaceous plants shall be potted, two year old nursery grown stock.~~
- ~~3.All preparations shall be made for the planting of tubers prior to their arrival. Once received tubers shall be planted immediately. If planting is delayed more than four hours after delivery, plants shall be set in shade, protected from weather and mechanical damage, and kept moist.~~
- ~~4.Container grown stock shall not be removed from containers until planting time.~~
- ~~5.Plants shall be free from insects and diseases and must show appearance of normal health and vigor.~~
- ~~6.Plants species and origin shall be certified to be true to their name and local within a 150 mile radius of the project location with species and subspecies native to Lake County, Illinois.~~
- ~~7.All plant material, including collected stock, shall comply with the state and federal laws with respect to inspection for plant diseases and insect infestations.~~
- ~~8.Plants shall be packed in such a manner as to insure adequate protection against damage while in transit. The plants shall be carefully protected with wet material to ensure that the plants are delivered, stored and planted in a moist and cool condition.~~
- ~~9.Water levels fluctuate and planting conditions will vary. Planting should not be conducted when conditions are not appropriate.~~
- ~~10.All emergent herbaceous perennial plants, tubers, bulbs and dormant rootstock shall be installed in 0-6" of water.~~
- ~~11.Plants shall be planted to adequate depth to ensure against desiccation.~~
- ~~12.Plants shall be planted at a minimum density of 3,000 plants/acre. Unless an~~

**Comment [SR40]:** Move to 13-2-6(C)(1)

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~~alternative planting plan is approved in writing by the village, plants shall be planted in pods, or groupings to provide blocks of color.~~

~~13. All plants shall be protected from geese and other predators on all sides by 24" high fencing attached to wooden stakes with nylon lines crosshatched across the top to prohibit geese from landing in the area. Said fencing shall be maintained by the contractor and removed by the contractor one full growing season after installation or as otherwise directed.~~

~~14. No planting shall take place in areas where herbicide has been applied for a minimum period of 14 days following application. Instructions on the pesticide label shall be followed. All herbicides must be applied by a licensed operator under the direction of a licensed applicator.~~

~~15. Final plant and seed lists and any plant or seed species substitutions must be approved the by the Village. Prior to the start of work, the contractor will provide the village with the proposed plant and seed lists and the name(s) of the proposed plant and seed supplier(s). The final plants/seed mix are subject to the approval of the Village.~~

#### B. Seed Mixtures

~~1. All seed shall have the proper stratification and/or scarification to break seed dormancy for other than fall planting.~~

~~2. All legumes shall be inoculated with the proper rhizobia and at the appropriate time prior to planting.~~

~~3. All seed shall be packed and covered in such a manner as to ensure adequate protection against damage and maintain dormancy while in transit, storage or during planting operations.~~

~~4. All seed shall be certified to be true to their name and their origin shall be certified to be local within a 150 mile radius of the project. Certification shall be provided to the Village prior to installation.~~

~~5. All seed grass species shall be supplied as pure live seed. Lab germination test results shall be provided to the Village prior to installation.~~

~~6. All seeded areas shall be protected from geese and other predators on all sides by 24" high fencing attached to wooden stakes with nylon lines crosshatched across the top to prohibit geese from landing in the area. Said fencing shall be removed by the contractor one full growing season after installation or as otherwise directed.~~

~~7. The Contractor shall be aware that water levels fluctuate and planting conditions~~

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**Comment [SR41]:** Move to 13-2-6(C)(2)

~~vary. Contractor shall not seed in zones where water levels exist and protect seeded areas from water by using erosion control mulch or straw mat.~~

~~8. Seed lists and any seed substitutions must be approved by the Village.~~

~~9. The use and species of a cover crop must be approved by the Village and shall not be annual rye.~~

### **1.3 Erosion Control**

**Comment [SR42]:** Moved to 13-2-6(B)(1)(d)

~~A. Clean, seed-free hay or threshed straw of wheat, oats or barley shall be provided for use in areas where there are slopes flatter than 6:1.~~

~~B. Straw mat, or other erosion control blanket shall be provided, as is appropriate for use in erosion control on all areas seeded or plugged with slopes steeper than 6:1. Blanket with synthetic net shall not be used. The mat shall be affixed to the ground surface by mechanical crimping or other method approved by the Village.~~

## **C. EXECUTION**

### **1.1 Preparation**

#### **A. Soil Preparation**

**Comment [SR43]:** Moved to 13-2-6(D)(3)

~~1. Top soil shall be fertile, friable, loam surface soil without admixture of subsoil and free of stones, stumps, roots, trash, debris and other materials which might inhibit good plant growth. Soil aggregates shall not exceed one (1) inch in the largest diameter.~~

~~3. Check compaction of subsoil and adjust as necessary. Subsoil should not have a compaction greater than 350 pounds per square inch based on soil penetrometer measurements.~~

~~4. The pH range shall be 6.5 to 8.4. Topsoil that does not meet this pH range will be amended by the addition of pH adjusters.~~

~~5. Organic content shall not be less than 3% and not greater than 10% determined by loss through ignition.~~

~~6. Soil nutrient content shall be as follows, as determined by appropriate laboratory analysis:~~

<del>Phosphorus</del>	<del>Min. 75 lb./Ac</del>
<del>Potassium</del>	<del>Min. 300lb./Ac</del>
<del>Calcium</del>	<del>Min. 1,500 ppm</del>
<del>Magnesium</del>	<del>Min. 100 ppm</del>

~~Cation Exchange Capacity Min. 20 meq/100g  
Soluble Salt Max. 1,000 ppm~~

~~7. Gradation shall meet the following specification:~~

<del>Sieve Designation</del>	<del>Percent Passing</del>
<del>1" screen</del>	<del>100</del>
<del>1/4" screen</del>	<del>97 - 100</del>
<del>No. 10 U.S.S.</del>	<del>95 - 100</del>
<del>No. 140 U.S.S.</del>	<del>60 - 90</del>
<del>No. 270 U.S.S.</del>	<del>25 - 50</del>

~~Clay content determined by Bouyoucous Hydrometer Test shall range between 5% and 20%. Percentages shall be based on dry weight of the sample.~~

~~7. Topsoil shall be uniformly distributed to provide a minimum 8 inch depth after compaction and finishing grade. Top soil shall be spread cultivated, lightly compacted to prevent future settlement, dragged, and graded to finished grade.~~

~~8. The prepared seedbed must be approved by the Village prior to any seeds being sowed.~~

#### **1.4 Plant Installation**

~~A. Native seed varies widely in size and shape. Prior to starting work, all seeding equipment shall be calibrated and adjusted to sow seeds at the proper seeding rate. Equipment shall be operated in a manner to insure complete coverage of the entire areas to be seeded.~~

~~B. If a rangeland type grass drill or no-till planter is used, rolling of the seed bed will not be required.~~

~~C. Seeding and planting shall take place between May 1 and June 15 or after October 1 until the ground is frozen. Seeding shall not be performed from June 16 through September 30<sup>th</sup> unless prior written approval is received from the Village.~~

**Comment [SR44]:** Moved to 13-2-6(D)(4)

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**Comment [SR45]:** Moved to 13-2-6(B)(1)(c)

#### **1.5 Monitoring**

~~A. Vegetation monitoring, during the first three growing seasons shall be conducted monthly for the months of April, May, June, July, August, September, October and November using the meander search method. Reports shall be submitted monthly and shall begin the first month following installation. Monitoring in years four forward shall be conducted in May and September. Reports shall be submitted within two weeks of the conclusion of each monitoring session and not later than the 15<sup>th</sup> of the month. All reports shall outline the following:~~

**Comment [SR46]:** Moved to 13-2-6(B)(2)(b)

~~1. Percent of vegetation cover throughout the site.~~

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~~2. A list and estimated percent cover of the predominant species present.~~

~~3. A list and estimated percent cover of the non-native invasive species present.~~

~~4. A detailed description of management undertaken during the previous month and recommended management measures for subsequent months.~~

~~5. Any other site conditions that should be noted, i.e. drainage problems, erosion, wildlife damage, extreme water level fluctuations, damage to the site by equipment and any remediation required.~~

**Comment [SR47]:** Moved to 13-2-6(B)(2)(c)

## 1.6 Maintenance

~~A. Maintenance shall begin immediately after planting.~~

**Comment [SR48]:** Moved to 13-2-6(E)

~~B. All planted and seeded areas shall be maintained by prescribed burning (if allowed), high mow management, replanting or reseeding, and invasives control management as is required to establish vegetation free of bare or eroded areas or areas that are infested with invasive plants.~~

**Comment [SR49]:** Moved to 13-2-6(E)(1)

~~C. Plants and seed shall be watered as necessary to support healthy growth and stable consistent plant development.~~

~~D. Reseed and replace dead or declining plant material as necessary to meet the performance standard in the year the damage is observed. All replacement plants must be of the same size as the plants that are thriving in the planted area. Plant replacements shall be completed according to the installation instructions.~~

**Comment [SR50]:** Moved to 13-2-6(E)(2)

If at the conclusion of the three year maintenance period, the planted areas do not meet the performance specification, the Village shall draw on the letter of credit to have the work done to meet the performance specification. Any costs associated with this work, maintenance and monitoring, during this period, shall be taken from the letter of credit.

~~Any substitutions must be approved by the Village.~~

E. The site shall be managed for invasive plant species as listed on the Invasive Plant Management Schedule (as provided by the Village). Prior to the initiation of any herbicide treatments, the operator or applicator shall provide to the Village for approval:

~~1. A list of all herbicides to be used.~~

~~2. Method for applying the herbicide.~~

~~3. Specific plants the herbicides are to be used for.~~

~~4. The formulation for those herbicides (including any additives, i.e. surfactants, dyes, carriers, etc.)—Site or dye is required for all herbicide applications.~~

~~5. Names and copies of licenses for all herbicide applicators who will be working at the site.~~

~~6. Dates and weather restrictions for when all herbicides are to be applied.~~

~~F. Copies of licenses for all herbicide operators who will be working at the site.~~

~~1. Dates and weather restrictions for when all herbicides are to be applied.~~

~~G. For the first two growing seasons, the planted area shall be mowed every four to six weeks throughout the growing season to a height not less than 8". This mowing is to be conducted frequently enough to cut weeds before they form seed heads. If seed heads form on weeds they must be cut by hand and removed from the site. (Weeds are any non-native plants growing in the seeded and planted areas.)~~

**Comment [SR51]:** Moved to 13-2-6(E)(1)(a)

~~H. Manual removal of invasive plants and seed heads for invasive plants, as specified on the Invasive Plant Management Schedule, must be completed by hand with all seed heads removed from the site.~~

~~I. Prescribed burns shall be conducted at the conclusion of the third growing season. All licenses and permits required to conduct a prescribed burn from state and local authorities shall be completed and all requirements met before initiating a prescribed burn. Prescribed burns shall be conducted annually for years four through six and every other year thereafter if the performance criteria have been met.~~

**Comment [SR52]:** Moved to 13-2-6(E)(1)(b)

~~1. Obtain a permit from the Illinois Environmental Protection Agency.~~

~~2. Obtain a permit from the Village of Lincolnshire.~~

~~3. Provide a burn plan to the Village of Lincolnshire and the Lincolnshire Riverwoods Fire Protection District that includes the following:~~

- ~~a. Location of burn.~~
- ~~b. Licenses and experience levels for fire personnel.~~
- ~~c. Site plan for implementation of burn.~~
- ~~d. Equipment to be used.~~
- ~~e. Water sources.~~

- ~~f. Restrictions based on weather conditions and site conditions.~~
- ~~g. Emergency plan.~~
- ~~h. Other resources.~~

~~4. Notify all occupied buildings as required by the Village of Lincolnshire permit.~~

~~5. Request permission to burn from the Lincolnshire Riverwoods Fire Protection District prior to each day burning is conducted and notify them at the conclusion of each prescribed burn session.~~

~~6. Notify Red Center, Lincolnshire Police Department and the Village Forester prior to each day burning is conducted and at the conclusion of each prescribed burn.~~

~~7. Provide to the Village a post burn report that outlines the percentage of the site burned and any problems encountered.~~

### **1.7 Performance Standard**

**Comment [SR53]:** Moved to 13-2-6(F)

~~A. At the end of the first growing season, seeded and planted areas shall meet or exceed 75% plant cover, seedlings of six planted grass/sedge species found and seedlings of six planted forb species found within any given one meter transect as selected by the Village. No invasive species shall be present.~~

~~B. At the end of the second growing season, seeded and planted areas shall meet or exceed 80% plant cover, 5% cover by planted native grass/sedge species, 15% cover by planted forb species and 20% of planted species found within any given one meter transect as selected by the Village.~~

~~On sites that are less than two acres in size, where planting or restoration has taken place, no invasive species shall be present.~~

~~On sites that are more than two acres in size, where planting or restoration work has taken place, invasive species shall comprise no more than 10% of the plant cover.~~

~~C. At the end of the third growing season, seeded and planted areas will meet or exceed the following performance criteria with 95% plant cover, 20% cover by planted native grass/sedge species, 40% cover by planted forb species and 60% of planted species found within any given one meter transect as selected by the Village.~~

~~On sites that are less than two acres in size, where planting or restoration has taken place, no invasive species shall be present.~~

~~On sites that are more than two acres in size, where planting or restoration work has taken place, invasive species shall comprise no more than 5% of the plant cover.~~

~~D. If at the conclusion of the three year maintenance period, the planted areas do not meet the performance specification, the Village shall draw on the letter of credit to have the work done to meet the performance specification. Any costs associated with this work, maintenance and monitoring, during this period, shall be taken from the letter of credit.~~

**Appendix 2:**  
**Invasive Plant Management Schedule****Invasive Plant Management Schedule**

<b>Plant Name</b>	<b>Specific Management</b>	<b>Month(s)</b>	<b>Comments</b>
Common and Glossy Buckthorn (Rhamnus cathartica and fragula)	Cut and immediately wick apply herbicide.	Jan, Feb, March, June, July, Aug, Sept, Oct, Nov, Dec	Foliar application of herbicide should not be considered unless the site is to be completely reseeded with the understanding that all plants will be killed.
Honeysuckle (Lonicera tatarica, maackii, japonica)	Cut and immediately wick apply herbicide.	Jan, Feb, March, June, July, Aug, Sept, Oct, Nov, Dec	Foliar application of herbicide should not be considered.
Multiflora Rose (Rosa multiflora)	Cut and immediately wick apply herbicide.	Jan, Feb, March, June, July, Aug, Sept, Oct, Nov, Dec	Foliar application of herbicide should not be considered.
Teasel (Dipsacus sylvestris, laciniatus)	Herbicide rosettes.	Mar, April, May, June, Nov	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Teasel (Dipsacus sylvestris, laciniatus)	Cut seed heads, remove from site. Herbicide cut stock close to ground.	July, Aug, Sept	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Reed Canary Grass (Phalaris arundinacea)	Herbicide stands of grass.	April, May, June	
Reed Canary Grass (Phalaris arundinacea)	Cut seed heads, remove from site. Herbicide cut stock close to ground.	July, Aug, Sept	Reed Canary Grass (Phalaris arundinacea)
Garlic Mustard (Allaria petiolata)	Herbicide rosettes.	March, April, Oct, Nov	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Garlic Mustard (Allaria petiolata)	Hand pull plants. Remove from site.	May, June, July, Aug, Sept	Biennial, important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads.
Crown Vetch (Coronilla varia)	Cut and herbicide plant close to the ground. Remove cut plants from site.	April, May, June, July, Aug, Sept, Oct	
Bird'S Foot Trefoil (Lotus corniculatus)	Cut and herbicide plant close to the ground. Remove cut plants from the site.	April, May, June, July, Aug, Sept, Oct	

Canada and Bull Thistle (Cirsium arvense, vulgare)	Herbicide small plants or rosettes.	March, April, May, June, Oct, Nov	Bull thistle is a biennial. It is important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads. Canada thistle is a perennial. Remove all seed heads from the site.
Canada and Bull Thistle (Cirsium arvense, vulgare)	Cut seed heads and remove from site. Herbicide cut stalks close to the ground.	July, Aug, Sept, Oct	Bull thistle is a biennial. It is important to catch rosettes in first year. Care needs to be taken to remove all seed heads from site. Do not mow. Manually remove heads. Canada thistle is a perennial. Remove all seed heads from the site.
Purple Loosestrife (Lythrum salicaria)	Herbicide young plants.	May, June	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Purple Loosestrife (Lythrum salicaria)	Cut seed heads and remove from site. Herbicide cut stems close to the ground.	July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Phragmites (Phragmites australis)	Herbicide young stands.	April, May, June, July	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Phragmites (Phragmites australis)	Cut seed heads and remove from site. Herbicide cut stems close to the ground.	June, July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
White and Yellow Sweet Clover (Melilotus alba and officinalis)	Cut and remove plant from site. Herbicide cut stems close to the ground.	May, June, July, Aug, Sept, Oct	
Willow (Salix)	Cut plant and herbicide cut stems close to the ground.	April, May, June, July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.
Cattails (Typha)	Cut plant and herbicide cut stems close to the ground or water. Remove any seed heads from the site.	April, May, June, July, Aug, Sept, Oct	This plant grows in wet conditions. An aquatic herbicide must be used if it is in the water or close to the water.

**NOTE:** All herbicides and their application must be specific to the type of plant controlled. Manufacturers' instructions must be carefully followed. With few exceptions spot or wick applications must be utilized to protect surrounding plants.

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**APPENDIX VI  
VILLAGE OF LINCOLNSHIRE  
NATIVE LANDSCAPE REPORT FORM**

**Date:** \_\_\_\_\_

**Report for the month of:** May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Aug. \_\_\_\_\_ Sept. \_\_\_\_\_  
Oct. \_\_\_\_\_ Nov. \_\_\_\_\_

**Development**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Person Completing the Form:** \_\_\_\_\_ **Phone**  
**Number:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

ATTACH A COPY OF THE VILLAGE OF LINCOLNSHIRE  
INVASIVE PLANT MANAGEMENT SCHEDULE TO THIS REPORT.

**Work completed since last report:**

1. Plant and/or Seed Installations: Yes \_\_\_\_\_ No \_\_\_\_\_ (Attach lists of plants and seed to form. Include sources, name, address and certifications.)

Dates work completed: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

Comments: (If not first installation list reason for replacement plantings and seeding) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Watering:** Yes \_\_\_\_\_ No \_\_\_\_\_ Dates work completed: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Mowing:** Yes \_\_\_\_\_ No \_\_\_\_\_ Date work completed: \_\_\_\_\_

Mower Ht. \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

List plants by percentage: Native Plants \_\_\_\_\_ Non Native Plants \_\_\_\_\_

Total Plant Cover \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Manual Invasives Management:** Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Plant Species Controlled: \_\_\_\_\_

Method Used: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

Plant Species Controlled: \_\_\_\_\_ Method  
Used: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_  
Other: \_\_\_\_\_

Plant Species Controlled: \_\_\_\_\_  
Method Used: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_  
Other: \_\_\_\_\_

Plant Species Controlled: \_\_\_\_\_  
Method Used: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_  
Other: \_\_\_\_\_

Recommended  
Remediation: \_\_\_\_\_

**5. Proposed Burn Management: Prior to the initiation of any burns, you must submit a copy of your awarded IEPA burn permit and apply for a Village of Lincolnshire Burn Permit.**

\_\_\_\_\_ Date Proposed: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Occupied buildings, as required by the VOL permit were notified. Yes \_\_\_\_\_ No \_\_\_\_\_

Approval was received from: VOL Police Department Yes \_\_\_\_\_ No \_\_\_\_\_

Lincolnshire Riverwoods Fire Protection Dist. Yes \_\_\_\_\_ No \_\_\_\_\_

VOL Forester Yes \_\_\_\_\_ No \_\_\_\_\_

Red Center Yes \_\_\_\_\_ No \_\_\_\_\_

Percentage of the Site Burned: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Herbicide Applications:** Yes \_\_\_\_\_ No \_\_\_\_\_ (List each date, herbicide used, location and method.)

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Herbicide Used: \_\_\_\_\_

Formulation: \_\_\_\_\_

Additives if any: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Weather Conditions: Temperature \_\_\_\_\_ Wind Speed \_\_\_\_\_

Plant(s) Species Controlled: \_\_\_\_\_

Recommended

Remediation: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_ Herbicide Used: \_\_\_\_\_

Formulation: \_\_\_\_\_

Additives if any: \_\_\_\_\_ Type of Application: \_\_\_\_\_

Weather Conditions: Temperature \_\_\_\_\_ Wind Speed \_\_\_\_\_

Plant(s) Species

Controlled: \_\_\_\_\_

Recommended

Remediation: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_ Herbicide Used: \_\_\_\_\_

Formulation: \_\_\_\_\_

Additives if any: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Weather Conditions: Temperature \_\_\_\_\_ Wind Speed \_\_\_\_\_

Plant(s) Species

Controlled: \_\_\_\_\_

~~Recommended~~

Remediation: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_ Herbicide Used: \_\_\_\_\_

Formulation: \_\_\_\_\_

Additives if any: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Weather Conditions: Temperature \_\_\_\_\_ Wind Speed \_\_\_\_\_

~~Plant(s) Species~~

Controlled: \_\_\_\_\_

~~Recommended~~

Remediation: \_\_\_\_\_

Locations: Emergent: \_\_\_\_\_ Wet Mesic \_\_\_\_\_ Mesic \_\_\_\_\_

Other: \_\_\_\_\_

~~7. Percentage of Native Plant Cover: \_\_\_\_\_ Percentage of Invasive Plant Cover: \_\_\_\_\_  
Percentage of Non-Native Plant Cover: \_\_\_\_\_~~

~~8. Additional Comments or Recommendations: \_\_\_\_\_~~

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~~9. Site Drawing: Please draw the site managed or attach a site map and identify locations where activities took place.~~

Submit Native Landscape Report Form to:

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

~~Questions can be directed to the Village of Lincolnshire, 847-883-8600.~~