



DESIGN REVIEW BOARD REGULAR MEETING
THURSDAY, DECEMBER 19, 2019 - 7:00 p.m.
WINNETKA VILLAGE HALL COUNCIL CHAMBERS – 510 GREEN BAY ROAD

AGENDA

1. Call to Order.
2. Approval of October 24, 2019 meeting minutes
3. Public Comment.
4. **Case No. 19-37-DR: 520 Green Bay Road - BMO Harris Bank:** Certificate of Appropriateness application to allow exterior lighting that has already been installed.
5. **Case No. 19-38-DR: 899 Sheridan Road - Tower Road Park - Winnetka Park District:** Certificate of Appropriateness application to allow: (1) the renovation of the existing pedestrian access stairs to the beach; (2) bluff restoration; and (3) entrance improvements.
6. **Case No. 19-39-DR: Internally Illuminated Signs.** Discussion of potential amendments to sign regulations to allow internally illuminated signs.
7. Other Business.
 - a. Comprehensive Plan Status Update.
8. Next meeting – January 16, 2020 – Quorum check.
9. Adjournment

Note: Public comment is permitted on all agenda items.

NOTICE

All agenda materials are available at villageofwinnetka.org (Government > Boards & Commission > Agenda Packets).

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510 Green Bay Road, Winnetka, Illinois 60093

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**Winnetka Design Review Board/Sign Board of Appeals
October 24, 2019**

Members Present:

Kirk Albinson, Chairman
Michael Klaskin
Maggie Meiners
Michael Ritter

Members Absent:

Brooke Kelly
Paul Konstant
Brad McLane

Village Staff:

David Schoon, Director of Community Development
Ann Klaassen, Senior Planner
Christopher Marx, Associate Planner

Call to Order:

Chairman Albinson called the meeting to order at 7: 04 p.m.

Approval of September 19, 2019 Meeting Minutes

Chairman Albinson asked if there were any comments to be made to the September 19, 2019 meeting minutes or a motion to approve. Mr. Klaskin moved to approve the September 19, 2019 meeting minutes. The motion was seconded by several Board Members. The motion passed by unanimous voice vote.

Public Comment

Chairman Albinson asked if there was any public comment. No comments were made at this time.

Case No. 19-32-DR: 916 Green Bay Road - Oak Spa Nails: Awning application for proposed awnings over storefront.

Purevsuren Baatarsuren of Oak Spa Nails introduced herself as "Amy" to the Board and stated the request is for the awning sign. Mr. Marx informed the Board that the applicant preferred a different shade of pink for a window sign which was approved at the last meeting as opposed to the darker magenta color. He stated reference was made to that in the agenda report. Mr. Marx stated additionally, the shade of pink is intended to match the proposed color to be used for the awning. He noted they are including the change of color as part of the request for the window sign approved at last month's meeting along with the awning request in order for them to be considered at the same time.

Chairman Albinson confirmed there are two aspects to the request, the first of which is the shade of the color of the approved window sign. Amy informed the Board the sign has already been put up and the store is open. She added the sign is fine and does not need to be changed. Chairman Albinson asked if the pink on the awning would match the pink in the window. Amy responded it shows lighter pink but if the awning is darker pink, it would not show up as much. Ms. Meiners commented the pink colors should match and the applicant should change the window sign or change the awning. Amy commented she preferred the magenta color for the window sign. Ms. Meiners asked Amy to change the awning color to match the window sign. Chairman Albinson asked how many awnings are there on Green Bay Road. Amy confirmed there are two awnings on Green Bay Road with no awning on the side window.

Chairman Albinson asked if there were any awnings on the side windows in the courtyard. Mr. Marx responded there may not be. Mr. Schoon referred the Board to page 4 of the staff report which showed the courtyard windows with no awnings. Mr. Klaskin asked if there were a lot of other commercial tenants which face the courtyard. He then stated matching the awning to the film color would be fine. Mr. Ritter agreed. Chairman Albinson asked for a motion.

Mr. Klaskin moved to approve the applicant's petition with the exception that the darker magenta color used on the window film lettering should be applied to the awning. Mr. Ritter seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0.

AYES: Albinson, Klaskin, Meiners, Ritter

NAYS: None

Case No. 19-33-DR: 566 Lincoln Avenue - Winnetka Galleria: Certificate of Appropriateness for proposed roof replacement.

Rick Olsinski of All-Pro introduced himself to the Board and is representing the applicant in connection with the roof replacement. He informed the Board the request is to remove and replace the existing cedar with architectural shingle. Mr. Klaskin asked if it would be a full tear-off and Mr. Olsinski confirmed that is correct. Mr. Olsinski then referred to photos from Lincoln Avenue which showed minimally and identified the lighter part which would be seen from the street. He also stated it is close to the existing cedar color. Ms. Meiners asked why they would not do wood shingles. Mr. Olsinski responded it is due to the cost and the proposed product would last longer and require less maintenance. Terry Franke, a Winnetka Galleria board member, informed the Board stated cedar shake would be twice as expensive and it would cost \$125,000 versus \$60,000. He then stated the cedar shingle did not last as long as the projections in terms of how long it was supposed to last. Terry also stated it is crumbling and the proposed material would last longer, require less maintenance and they chose the lightest color in order for it to match.

Mr. Olsinski added the nails in the cedar shingle did not last and the nails for the proposed project would bond and laminate to each other. Mr. Klaskin asked what is the life span and Terry responded it is a 20 year manufacturer's warranty. Mr. Olsinski added it would be a 50 year GAF Timberline shingle. He also stated photos were provided in the staff report.

Chairman Albinson stated he had no comments. Mr. Klaskin commented from a practical standpoint, it would not be noticeable. Mr. Ritter also stated there is very little of the roof that is visible. Mr. Klaskin added you would notice shingles falling into the courtyard or parking lot and it would not be visible when driving by. Ms. Meiners agreed it is fine. Chairman Albinson asked for a motion.

Mr. Ritter moved to issue a Certificate of Appropriateness to approve the application for 566 Lincoln Avenue. Ms. Meiners seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0.

AYES: Albinson, Klaskin, Meiners, Ritter

NAYS: None

Comprehensive Plan Workshop Session: The Design Review Board will continue to discuss ideas for inclusion in a new Comprehensive Plan.

Mr. Schoon stated the Board went through an exercise with a SWOT analysis which included identifying the Village's strengths, weaknesses, opportunities and threats. He stated since then, the Village staff has put together a summary of the comments into two categories which identified the things they want to maintain and enhance and things they would like to improve. Mr. Schoon stated the Comprehensive Plan will be looking at a number of issues and the Board is to focus on urban design and the community character aspect. He then stated comments were made by the Board on other issues too.

Mr. Schoon stated last time, they talked about strengths, weaknesses, opportunities and threats and in the packet of materials, it included a summary of those items and the actual list of items. He then stated they combined them in to categories which range from high quality schools, a safe place for families, a mature and established high quality community that is desirable, the community's location, human scale physical layout, eclectic architecture and the tree canopy providing a traditional yet unique neighborhood/residential feel. Mr. Schoon identified other positive items such as the Village being very walkable and bike-able, the ease of getting to the city and in particular, the three train stops, the commercial districts have a nice pedestrian scale, the integrity of houses of worship, the Community House and other service agencies and the caucus political system which provides a

1 framework for residents to become involved. He confirmed those are the things the Board felt they
2 should maintain or improve.
3

4 Mr. Schoon stated one issue noted for improvement is for all levels of government to address how to lessen the
5 high tax burden on applicants as well as to address the threat of the changing retail landscape on the vitality of the
6 commercial districts by addressing burdensome commercial zoning regulations, identifying and creating public
7 event and gathering spaces, to work on renovating the tired looking streetscapes, facilitating redevelopment
8 opportunities and advocating for property tax code changes to encourage the occupancy of vacant commercial
9 space. He stated they also talked about flexible zoning such as live/work spaces and co-working spaces given the
10 trend of working from home, to provide opportunities for a variety of housing options by encouraging
11 development of residential units in commercial core areas and preserving and encouraging smaller homes for
12 entry level family housing. Mr. Schoon stated they discussed the need to address environmental threats to the
13 community, to make it easier to renovate older homes, encourage community leaders to be more proactive and
14 more open to flexible design trends, encourage the revitalization of commercial districts, improve the appearance
15 of the Village by burying overhead electrical and telephone lines to make the community more attractive and
16 encourage regional collaboration to address regional, state and national trends impacting the economic vitality of
17 the community.
18

19 Mr. Schoon then stated the Board's charge in terms of urban design and community character, the tools the Board
20 is involved with are design guidelines and the process, as well as sign regulations and the authority to grant
21 variations of most of the standards. He stated other items that impact design are zoning, building codes and other
22 regulations.
23

24 Mr. Schoon stated the Board spends talking about the design guidelines and signs, not in terms of specifics, but in
25 terms of what they should be in terms of articulation, fenestration and more in the general context. He asked if
26 there was any general theme or if the Board is happy with the design guidelines, if there are things they should be
27 open to considering, things where they should narrow the focus such as the Tudor influence which is the charm of
28 districts and if there should be other styles more directed in terms of what the design style should be. He then
29 stated some communities have a color pallet for instance to stay in the theme of a design style. Mr. Schoon also
30 stated they talk about signs in addition to the guidelines and the process in terms of what currently occurred, the
31 Board has the authority to approve nearly all designs ranging from a sign to a new building without it going to the
32 Village Council except for planned development, those in the C-2 district and those involving a special use. He then
33 asked what authority could be given to the Village staff to review some of these items. Mr. Schoon also referred to
34 setting up specific guidelines and asked if there are things reviewed by the Board where they feel they could
35 establish parameters that the Village staff can approve requests without them coming before the Board. He then
36 stated in the commercial districts and for other projects, the Board reviews things in the community such
37 as schools, churches, Park District facilities and multi-family housing which is not in the commercial district. Mr.
38 Schoon noted they are still gathering ideas from the Board for later discussion.
39

40 Chairman Albinson asked if there is any data on how much area the C-1 district covers and specifically, if there is
41 any general information. He stated it is the purview of the Board which looks at areas identified by Mr. Schoon.
42 Chairman Albinson also asked what is the amount of the Village the Board has purview over. He indicated if they
43 are to only think about the area of the Board's focus, it may be only a small portion of the overall Village. Mr.
44 Schoon stated with regard to the zoning map, he identified the commercial districts as the dark lines which include
45 commercial districts and some multi-family with red being multi-family which is in the Board's purview. He then
46 stated outside of those areas in dark blue and red, he identified those as the multi-family districts as well as others
47 on the map. Mr. Schoon indicated those areas are still fairly small and there are other areas which are hard to
48 point out including institutional uses located in a residential district. He also identified New Trier, Skokie School
49 and Washburn and stated it is still a relatively small area.
50

51 Ms. Meiners stated given the areas such as churches and schools, what makes Winnetka unique is Tudor and they
52 also have Crow Island, Skokie School and Washburn which are very different. She stated her concern is about
53 design is the scale and quality and you can see the difference between a poorly built building and others. Ms.

1 Meiners also stated requiring someone to follow the Tudor idea may result in fake looking materials and it should
2 be more about how it looks and does it fit in.
3

4 Mr. Ritter stated they do not have the mechanism to cause them to use cedar for the roof for example and
5 although they cannot force it, he commented it would be attractive. Mr. Klaskin stated the description of what
6 the Board is to do is purely aesthetic. He stated they have made other decisions historically that have encouraged
7 additional expense like matching awnings. Mr. Klaskin then referred to it not being to scale and the \$125,000
8 expense. He also stated the Board has said it would have to look a certain way which means it would cost more
9 money. Chairman Albinson referred to the Community House lower chimney and the prominent chimney on
10 Lincoln. Ms. Meiners commented the One Winnetka windows were initially cheap looking and stated there has to
11 be some accountability for aesthetics. She then stated while no one likes spending money, they cannot have empty
12 and cheap looking storefronts. Mr. Klaskin stated the Board has to step over the line and to have to know when
13 not to. He then stated the Board has done a good job in the past and referred to the One Winnetka windows. Ms.
14 Meiners stated it has to be on a case by case basis. Mr. Klaskin also stated there should be the same people at the
15 meetings every time for consistency. Chairman Albinson stated he agreed 100% that it has to be clear and they are
16 not saying it has to be more expensive, but for it to look good and have quality. Ms. Meiners added they have a hard
17 enough time to bring businesses here and with strict guidelines they do not need to change, scale and taste is
18 subjective. She reiterated it has to have quality and look good.
19

20 Chairman Albinson stated although Mr. McLane is not here, he mentioned certain applications that could be
21 Village staff reviewed and approved. He stated his concern related to conforming with the most stringent design
22 guidelines and still look off and not be quality. Chairman Albinson indicated those are subjective things to describe
23 and fulfill the purpose of the Board. He reiterated his concern is when they try to define what things would not
24 meet the Board's approval. Mr. Klaskin agreed with Chairman Albinson's comments that there are times when it all
25 should come to the Board. He also stated the Village Staff did not have time to add to more to their schedule.
26

27 Chairman Albinson referred to tonight where there was a good example of a nail salon which is a great new
28 business. He referred to Ms. Meiners' concern about things not matching and commented that is important for the
29 Board to be a part. Chairman Albinson also referred to the business south of Lincoln and Oak and the small
30 storefront of the Evanston architect. He commented it was ugly and conforming from the start and the Board
31 pushed them to come back to replace windows and shutters which resulted in it looking nice.
32

33 Mr. Klaskin stated as much as they can, they have to have the decision makers come in on petitions as opposed to
34 sending representatives from sign and awning vendors and to have someone here who can make decisions. He
35 stated from an efficiency standpoint, they should get the owner or decision maker here. Mr. Ritter stated there
36 were a few instances where a situation cannot be resolved in one meeting. He then stated while they cannot make
37 them show up but in applications, it should be suggested in order to expedite the process and the decision maker
38 should show up so if there are questions, they can be resolved right then.
39

40 Mr. Klaskin referred to Jen Epstein of Hoffman Real Estate who had to come back several times after
41 consulting with Mr. Hoffman. Chairman Albinson agreed the Board cannot force them but they should
42 encourage them and it is for their benefit. He then stated with regard to comments, the general feeling is while
43 they like Tudor, they do not know if it is important for the Board that it is not consistent across the board.
44 Chairman Albinson stated the design guidelines are focused on that one type of style and they have many different
45 styles in the Village and the design guidelines point them out. He suggested they stay loosely keeping with the
46 aesthetics of the community and encouraged the Board to think through the design guidelines to get to a point to
47 get to a more philosophical approach. Chairman Albinson then referred to the word "authentic" and indicated it is
48 important to think through when they are looking at projects and encouraged the Board in the process to focus
49 not on a particular style but truly on design.
50

51 Mr. Ritter agreed quality is very important. He stated it is also important with regard to some cohesiveness in
52 buildings which was the hugest problem initially with One Winnetka. Mr. Ritter stated it would have been a high
53 quality building initially and Ms. Meiners raised a good point and stated they should not bring in new architectural

1 styles to go with what is here. He then referred to Lincoln Park row houses where brick, terra cotta and limestone
2 looked good since it is the right scale. Mr. Ritter described the One Winnetka eave which had Tudor to fit in with
3 the rest being the worse part.
4

5 Mr. Klaskin stated if they if had five developers, they would have been able to be more assertive on that property.
6 He commented the Tudor looked like Disneyland. Mr. Klaskin then referred to them being at the mercy of David
7 Trandel who planned to pump \$50 million into the Village where no one else wanted to do. Mr. Ritter stated it
8 took a long time to approve and the applicant was resistant to approaching different architectural styles.
9

10 Chairman Albinson stated the project started with French provision or Beaux-art and as the process went on, the
11 scale was causing angst, not the style. He then stated they warmed up to the style and referred to the diversity in
12 style which he likes. Chairman Albinson then stated another community is doing an extremely modern building in a
13 traditional neighborhood in Oak Park he described as gorgeous. He noted they did not have a design review
14 committee though and went straight to the Village Council. Chairman Albinson stated it is a very expensive
15 building and they are doing things to pay homage to the community. He added if they presented design guidelines
16 in that community, that project would not have turned out as nice.
17

18 Ms. Meiners referred to Writer's Theater and stated there is no other building downtown like that. She then stated
19 the bigger issue is if there were five bids for One Winnetka, they could have had more discretion over what it looks
20 like versus having one bid. Ms. Meiners stated comments are being made that Highland Park and Highwood
21 are booming. Chairman Albinson stated that is outside of the Board's purview. Mr. Klaskin stated there are high
22 taxes in Lake County and described Winnetka as the apex in terms of taxes.
23

24 Mr. Schoon stated with regard to process, everything is going to all of the bodies and then on to the Village
25 Council. He referred to a six unit condo on Green Bay Road and stated there are zoning issues associated with
26 these projects. Mr. Schoon noted the One Winnetka project wanted height and step back variations and on Green
27 Bay Road, they are asking for height, FAR and setback relief which are zoning considerations impacting the design.
28 He questioned where should design review be in that process.
29

30 Chairman Albinson stated if they do not show up early, one does not follow the other. He stated for massing and
31 architecture, there is quirky thinking about what it would look like. Chairman Albinson stated his concern is for
32 the DRB coming in to the project later after the train has left the station and it is too late for them to consider
33 aesthetics and other meaningful input on the application. He suggested it is important for the Board to be part of
34 the early process. Mr. Schoon asked Chairman Albinson if he meant before planned development. Chairman
35 Albinson responded the Board represents the community to do the best job and maintain expectations. He stated
36 his role is to support people who want to do work in the community and to get it right and not penalize them.
37 Chairman Albinson stated if a request went to other boards before this Board and if they did not like it, it is too
38 late. He indicated an applicant can risk getting a thumbs down from the Board and then go to the Village Council.
39

40 Ms. Meiners agreed requests should come to the Board first. Chairman Albinson stated they have discussed in
41 the past a preliminary presentation initially which is not binding. He stated soliciting meaningful feedback would
42 help influence the process. Mr. Ritter agreed it would be better to do that than first spend money on architects.
43 Chairman Albinson then stated for One Winnetka, they were six figures in and committed to the design. Mr.
44 Klaskin referred to the developer's relationship with Lucien LaGrange. He also commented the applicant should get
45 the right architect for the project from the beginning. Chairman Albinson stated they cannot control that but if
46 things were to come to the Board earlier, that would be better. He then referred to the Park District project in
47 Hubbard Woods and people were visibly upset that they put a lot of money into it and the Board shooting it
48 down. Mr. Ritter stated if that suggestion had been in place for One Winnetka, such as what would not
49 be appropriate for the site, they could have considered a different architectural style or made it on a smaller scale.
50 He also stated they would have had a heads up in terms of opposition in the community.
51

52 Chairman Albinson commented personally, as much as he loved the traditional and historical look of the Village, he
53 is not in favor of emphasizing that as design paradigm going forward. He then stated if they are trying to come up

1 with ideas, they should give applicants the opportunity to come to the Board early on to get feedback and the
2 second step should be if it is a planned development application, to require early review by the Board. Ms. Meiners
3 agreed but stated it should be mandatory and not suggested. Chairman Albinson then stated if it is not planned
4 development, to make it an early review at the applicant's discretion to have a preliminary review.

5
6 Mr. Klaskin stated they have to be careful to not overreach. Ms. Meiners stated they can say the scale of a project
7 may get a lot of pushback. Mr. Klaskin referred to New Trier Partners' project on the same site 10 years ago which
8 was much more in concert in terms of its design and there was push back on a number of levels. He stated that
9 project had a smaller scale but there were complaints about the height. Mr. Klaskin stated people will complain
10 anyway and it is the Board's job to facilitate whether what the applicant is doing is right. He commented New Trier
11 Partners went through hell and had a terrible time economically. Mr. Klaskin stated times are much better now
12 and they have to be careful about how they administer suggestions and recommendations. Mr. Ritter stated none
13 of it would be binding.

14
15 Ms. Meiners stated they all agree they want to facilitate and do what is best. She stated in terms of efficiency and
16 money for a developer, everyone knows there will be an issue with something and that should not bother the
17 Board as much. Mr. Klaskin stated they want to be looked at as a welcoming environment as opposed to being
18 overly bureaucratic. He stated it is a good idea in principle. Ms. Meiners stated there is inefficiency with all the
19 different boards and committees and suggested a quarterly meeting for those making decisions on larger projects.
20 Mr. Ritter assumed there is a similar process in North Shore communities. Mr. Schoon informed the Board there
21 are not the same types of boards in other communities and it varies from community to community. He then
22 stated with regard to the condo project on Green Bay Road, they will bring it to the Board first which would
23 represent a little different flavor as opposed to the Board's review coming later. Mr. Schoon also stated the public
24 would not really attend this Board's meeting but would be made aware. Chairman Albinson commented that is a
25 great idea and that One Winnetka could have benefited by coming to the Board before it got technical.

26
27 Mr. Schoon stated the Board would recall they now have a concept plan review before the Village Council before a
28 formal application is submitted which is posted on the Village's website for the Board to look at.

29
30 Chairman Albinson stated in terms of guidelines, in connection with aesthetics, quality and things which cannot be
31 put on paper, he referred to ways for the Board to reinforce that as the Board's mission. He stated he appreciated
32 the work they have done in the past on the Board and although there are differing opinions, they help strengthen
33 the final solution. Chairman Albinson also stated the Board Members have a good understanding of what the
34 Village wants.

35
36 Ms. Meiners suggested they remove eclectic from the guidelines. Mr. Schoon referred to the shade store which
37 wanted to cover their façade with metal. He asked what is authentic design and if the materials have to be
38 consistent. Chairman Albinson responded that is the tough part and he would say being true to itself and its place.
39 He commented the Tudor aspect of One Winnetka was not true to the design.

40
41 Mr. Klaskin stated a metal façade was not presented to the Board but they wanted an awning. Chairman Albinson
42 stated if there is an application for a metal building, without knowing what it looks like or how it would be put
43 together, he would say no but if it is well thought out and had architectural significance, the Board would strongly
44 encourage something which is keeping with being aesthetically pleasing but is true to its own self and form. Ms.
45 Meiners stated on the flip side, if an applicant wanted a building of all Nantucket shingles, she questioned
46 whether that is authentically Winnetka. She then stated authentic design should be true to the initial vision and as
47 other the boards and neighbors review it, they can decide what is right for Winnetka. Mr. Schoon noted
48 the Comprehensive Plan did not get into what the details should be but they can say for an applicant to review the
49 design guidelines and say to allow a broader array or style which is authentic and cohesive in design with the rest
50 of the area. Mr. Ritter stated they do not want it to be too broad and anything proposed has to be approved.

51
52 Chairman Albinson stated if they focus on things that are important like scale, being contextual, setbacks and in
53 working in tandem adjacent properties, etc., he agreed with Mr. Schoon's comment in terms of reviewing the

1 design guidelines. Mr. Schoon stated for residential development, there is eclectic design in the community and
2 the repeated designs of one or two builders were not well received designs. He stated they are hearing some
3 modern structures make the community and referred to old historic homes, beautiful ranch homes and two story
4 homes with different designs, as long as it has quality design which is what they looking for. Chairman Albinson
5 agreed and referred to a neighborhood with different home styles which work together. Mr. Klaskin stated the
6 public does not get to weigh in on residential design. Chairman Albinson and Ms. Meiners agreed and added all
7 different styles can work together.

8
9 Mr. Schoon then stated with regard to signs, in terms of regulations and process, he questioned should they be
10 more flexible for example. He noted sign regulations only allow variations of certain things in the sign code and
11 described Fred's Garage as an example of a sign request for signage to be painted on the wall which was
12 prohibited. Mr. Schoon asked would the Board be open to consider variations for something which is not allowed
13 or to revise regulations to allow them. He then referred to internally illuminated signs and their past interpretation
14 and stated those signs are well received and are acceptable. Mr. Schoon also referred to roof signs which are
15 largely prohibited in other communities.

16
17 Chairman Albinson stated in connection with sign regulations, there could be a technical description of what is
18 allowable without the request having to come to the Board. He stated there is a lot of work and time for the Board
19 to be involved and if a request fits within a narrow, acceptable definition, that should be fine and for anything
20 outside of those parameters, coming before the Board is helpful. He then referred to the applicant with numerous
21 signs all the over building. Mr. Klaskin stated for the Board's work when it comes to signs, he commented they
22 have done good work and came up with good suggestions. Ms. Meiners stated for public buildings and park
23 signage, her concern is having them all match as opposed to storefronts. Chairman Albinson agreed it would be
24 nice to update the sign regulations to keep up with the times to take advantage of new technology. Ms. Meiners
25 agreed and referred to halo lighting.

26
27 Mr. Schoon then stated with regard to the shade store halo sign, it was a design for a sign on the side of the
28 lettering where about 10% of the letter face was the light. He indicated it was similar to a halo sign. Mr. Schoon
29 stated the decision was made that it needed to be a true halo sign. He also stated when they were shown
30 examples, it was an attractive sign but the dilemma is when is it internally illuminated and when is it not. Mr.
31 Schoon stated the residential neighborhoods would be dealing with light issues if it is bright and intense.

32
33 Chairman Albinson confirmed updating the sign regulations to be current. He then suggested if there is a way to
34 define a very narrow definition of signage in the window in terms of what is acceptable that would not require
35 Board review instead of an applicant waiting to come before the Board. Mr. Ritter agreed and stated it should be
36 for awnings as well. Mr. Klaskin agreed with awning approval but commented signs are trickier and they are doing
37 a good job with signs now. He also stated the Board can shape the sign design guidelines to allow certain things to
38 be used as a template for others going forward. Ms. Meiners referred to chain stores and they have to consider
39 that and not mess with their branding. Mr. Klaskin referred to the 7 Eleven sign which turned out fine.

40
41 Chairman Albinson asked Mr. Schoon if he thought the regulations should be updated. Mr. Schoon responded that
42 would be a legal issue and relates to communities across the country. He asked if there were any other questions.

43
44 Chairman Albinson stated for things that are not the Board's responsibility, as they think through the commercial
45 districts, they talked about retail not being what it was 100 years ago. He stated it is not the Board's responsibility
46 in terms of flexible uses and asked if that is that something other committees evaluate. Mr. Schoon responded if
47 there is a design-related issue relating to a storefront and non-retail uses in the overlay district. He stated they
48 would want uses which are compatible with retailers, which generate traffic or have visual interest. Mr. Schoon
49 then stated they do not want to see a window with its blinds down and they want to be able to look into a
50 business. He also stated they do not want long blank walls, and for windows, for them to have a display and where
51 you can see activity occurring. Mr. Schoon indicated it was a struggle with the ZBA as to how allow other uses to go
52 into a space and how should their business front interact with the street. He referred to the Robbins architect and
53 interior design in Hubbard Woods which had big windows and displays. Mr. Schoon then stated down the street on

1 Green Bay Road, he identified Kaeler which is an interior design firm in a small storefront which ended up doing a
2 display that closes off the space from the street of interior design items. He noted Jeanne Balsam is on the east
3 side of the street and she had three different windows. Mr. Schoon questioned what should someone experience
4 in a retail environment as you walk down the street. He noted the issues with Kaeler were the display and closing it
5 off and whether that would be good. He also questioned should you be able to see in the space and Neapolitan
6 was pointed out as not being able to see in the space but it was found to be attractive.
7

8 Mr. Schoon then referred to whether they would get the uses they want or for a use which would need blinds
9 for certain times of the day, what does that do to the storefront. Ms. Meiners stated when stores are full, they can
10 step back from regulating and referred to the Laundry Mall which is empty. She then stated they should leave
11 renters alone and if it something becomes an issue, to look at the regulations later. Ms. Meiners stated they should
12 not be in the position of telling those who are doing business here they do not like neon signs. Mr. Klaskin agreed
13 100% and stated they should relax or do away with the overlay district which he commented is hurting Hubbard
14 Woods horrifically when there are uses which can go in there which bring traffic and energy. He stated in Hubbard
15 Woods, the first 50 feet of frontage had to have a retail use or component. Chairman Albinson agreed as well.
16

17 Mr. Schoon stated for clarification, the Board is saying a non-retail use can go in without a retail component but
18 would have to go through the special use process. Mr. Klaskin described it as another layer of
19 bureaucracy. Chairman Albinson stated over the next 20 years, retail is changing and people are not looking for a
20 15 foot wide storefront to display items. He referred to Amsterdam and the environment with home and retail
21 shopping which evolved over 100 years. Chairman Albinson then stated if they want to be aggressive in how a use
22 operated in commercial districts, they should remove all of the layers of requirements to encourage what the
23 future needs will be. Mr. Ritter commented Gary Frank's space is very attractive day and night. Mr. Schoon asked
24 what if a business's blinds are down all day. Chairman Albinson responded who is the Board to tell them how to
25 run their business. Mr. Klaskin added if blinds are down, they would go out of business.
26

27 Chairman Albinson stated being as flexible as possible in terms of the future would be better. Mr. Schoon stated
28 on the PC, there is a discussion every time a non-retail use goes in. He stated one issue is window interaction on
29 the street and not having retail sales from a pedestrian walking to go in and buy something. Mr. Schoon stated
30 some PC members had concerns and the Village Council Members were concerned when they allow non-retail
31 uses, one of the overlay district standards is that it has to have signage, a display window or be similar in nature to
32 a retail use. He stated if the whole street front became offices with little activity inside, it would not create a
33 visually interesting downtown. Mr. Schoon indicated that could happen with no regulations. He also stated if
34 they wait long enough and landlords have more reasonable rents, he referred to the opportunity for retail use to
35 go there in the future.
36

37 Mr. Schoon then stated the design issue which comes up is for the window storefront display issue, they want the
38 Board's thoughts on that. He stated as they go through the Comprehensive Plan process and participate in public
39 activities, for them to share their thoughts on the overlay district and the need to be more open in terms of uses
40 and to prepare them for the concerns to be expressed and the Board should be prepared to respond to that. Mr.
41 Klaskin stated he agreed with Ms. Meiners in terms of controlling how to run a business. Ms. Meiners stated in
42 terms of zoning, she questioned how many nail salons and dentists should be allowed and stated those people
43 eat somewhere. She stated they should ease up on restaurant regulations and there are many Winnetka-owned
44 businesses which have done very well and are subsidized.
45

46 Mr. Schoon then stated they are scheduled for November 5, 2019 for the Village Council to present the preferred
47 consultant and contract and work on a plan to start after that. He then stated President Rintz asked the Board to
48 start thinking about the issues so when they start the process, to keep the Board informed along the way and
49 there would be events and activities for them to participate in. Mr. Schoon also referred to what the Board wanted
50 to present during the process.
51

52 Chairman Albinson confirmed the next meeting date is November 21, 2019 and they should monitor the quorum
53 issue. He also referred to the attempts to find more Board Members.

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Adjournment:

The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary

DRAFT



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER
DATE: DECEMBER 12, 2019
SUBJECT: CASE NO. 19-37-DR: 520 GREEN BAY ROAD - CONSIDERATION OF
CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR LIGHTING

INTRODUCTION

On December 19, 2019, the Design Review Board (DRB) is scheduled to consider an application submitted by Jenn Epstein (the "Applicant") as a representative of 520 Green Bay Road, LLC (the "Owner") of the property located at 520 Green Bay Road (the "Subject Property"). The Applicant requests approval of a Certificate of Appropriateness for the exterior lighting that has already been installed on the building located on the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the southwest corner of the intersection of Elm Street and Green Bay Road in the Elm Street Business District. It is zoned C-2 General Retail Commercial and is partially in the Commercial Overlay District. The Subject Property contains a three story commercial building with *BMO Harris Bank* as its main tenant. The building has a traditional neo-Victorian appearance with a limestone façade on the first story and a red brick exterior on the upper stories. The building has a traditionally pitched and shingled roof with many double-hung, divided windows throughout the façades that are visible from the public right-of-way. The existing building is identified in Figures 1 through 6 later in this report.

PRIOR APPROVALS

On July 18, 2019, the Design Review Board (DRB) reviewed an awning permit to install 88 new awnings on the Subject Property. After hearing from the Applicant, and no members of the public, the DRB voted 7 to 0 to approve the awnings. As represented in Figures 1 through 6 on the following pages, the awnings have not been installed.

CURRENT REQUEST

On October 10, 2019, Community Development staff observed exterior lighting being installed without a permit and the necessary approval by the DRB. Consequently, a certificate of appropriateness application was submitted by the Applicant on November 22 to allow the installation of the lighting around the exterior of the Subject Property's building façade. The lighting consists of 37 fixtures around all sides of the building with the specific locations for each elevation as follows:

- The east elevation, along Green Bay Road, has 10 fixtures located at the top of the façade near the cornice. The lighting is spaced relatively evenly across the length of the east façade.
- The north elevation, along Elm Street, has 7 fixtures located at the top of the façade near the

cornice, including a light at the peak of each of the two gables. The lighting is spaced relatively evenly across the length of the north façade.

- The west elevation, adjacent to a public alley, has 13 fixtures located at the top of the façade near the cornice. The lighting is spaced relatively evenly across the length of the west façade, including the building's southwest corner which contains the drive-through entrance.
- The south elevation, adjacent to Village Hall, has 7 fixtures located at the top of the façade near the cornice. The lighting is spaced relatively evenly across the length of the south façade.

The light fixtures are landscape accent luminaires made of brass and aluminum with LED bulbs that would be equivalent to 85 or 100 watt halogen bulbs. Each fixture is painted to match the brick, stone, or trim exterior of its respective location. The design specifications and elevation renderings with the light fixture locations can be found in the application materials included as **Attachment A**.

DESIGN GUIDELINES ANALYSIS

The Village's Design Guidelines give guidance on exterior lighting. The Guidelines state:

"Exterior Uses and Types: Exterior building lighting should be carefully designed. Incandescent and low voltage lighting may be allowed. Fixtures should be contextual with the building and adjacent building design. Building lighting should focus on providing light on building signs and enhancing architectural details on the facade. All lighting shall be located and shielded from direct visibility from any dwelling or public street per the Winnetka Village Code. Wall lanterns and architectural highlighting should be considered. Sodium and fluorescent lighting is not allowed."

The lighting provides a very high visibility for the building and nearby sidewalk space. The lighting fixtures are modern-looking luminaires that are painted in a color to match the different surrounding façades of the building. An excerpt of the appropriate section of the Design Guidelines is included as **Attachment B**.

SUMMARY

The Applicant requests that the DRB find the existing exterior lighting as appropriate and compatible with the Design Guidelines and approve the application. Should the DRB approve the Certificate of Appropriateness, the Applicant still needs to receive a building permit from the Community Development Department for the lights, which have already been installed.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt



Figure 1 – Subject Property – Corner of south and east elevations



Figure 2 – Subject Property – East elevation



Figure 3 – Subject Property – North elevation, along Elm Street



Figure 4 – Subject Property – West elevation, along alley



Figure 5 – Subject Property – Corner of west and south elevations



Figure 6 – Subject Property – South elevation facing Village Hall

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 520 Green Bay Road

Name of Business(es): BMO Harris Bank/520 Green Bay Road, LLC

Application is hereby made for the following work (please check all that apply):

- ☐ Sign Sign Permit Application attached? ☐
☐ Awning Awning Permit Application attached? ☐
☒ Other (general description) Additional exterior down lighting to be installed on building

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): Install 37 12V light fixtures total across all elevations of the building using aluminum mounting brackets; All fixture colors will be matched as closely to existing stone/trim to ensure that they blend seamlessly into the building. Fixtures will be wired with 14-gauge wire to (2) 600-Watt Low-Voltage Transformers that will receive power from existing electrical sources.

I/We hereby certify that as Owner (Lessee/Owner) of the property located at 520 Green Bay Road (address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED

[Redacted Signature]

PRINTED NAME(S) Jerry Epstein

ADDRESS 825 Green Bay Road, Wilmette IL

PHONE NO. [Redacted]

EMAIL [Redacted]

FOR OFFICE USE ONLY

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

PRIMARY DESIGN FIRM	<u>Accents Lighting</u>
CONTACT NAME	<u>Jeff Hannah</u>
ADDRESS	<u>571 N Chicago Street</u> <u>Joliet IL 60432</u>
PHONE NO.	<u>815-774-9185</u>
EMAIL	<u>[Redacted]</u>

COA 2019-1137
\$375.-



QUOTE

571 N. Chicago Street^W | Joliet IL 60432 | Phone: 815-774-9185 | Fax 877-539-0510



QUOTE

26-Sep-19

Bid by:

Property Location

(If different from bill to)

520 Green Bay Rd.

Winnetka

Terms

1/2 down

1/2 upon completion

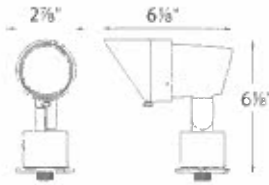
571 N. Chicago Street | Joliet IL 60432 | Phone: 815-774-9185 | Fax: 877-539-0510

ACCENT 12V

5011

WAC

LANDSCAPE LIGHTING



Fixture Type:

Catalog Number:

Project:

Location:

PRODUCT DESCRIPTION

Landscape accent luminaire. One fixture replaces all older halogen landscape accent lights

FEATURES

- Adjustable and lockable beam angle
- Integral dimmer
- IP66 rated, Protected against high-pressure water jets
- Includes a detachable shroud
- Solid diecast brass or corrosion resistant aluminum
- Factory sealed water tight fixtures
- Mounting stake, 6' lead wire and direct burial gel filled wire nuts included
- Maintains constant lumen output against voltage drop
- UL 1838 Listed
- Not suitable to use with external dimmers

SPECIFICATIONS

Input: 9 - 15VAC (Transformer is required)

Power: 2W to 16W / 2VA - 23VA

Brightness: 190 lm to 1045 lm

Beam Angle: 10° to 60°

CRI: 85

Rated Life: 70,000 hours

ORDERING NUMBER

		Color Temp	Finish
5011	Accent 12V	27	2700K
		30	3000K
		BK	Black on Aluminum
		BZ	Bronze on Aluminum
		BBR	Bronze on Brass

5011-_____

Example: 5011-30BBR

wacighting.com
Phone (800) 526.2588
Fax (800) 526.2585

Headquarters/Eastern Distribution Center
44 Harbor Park Drive
Port Washington, NY 11050

Central Distribution Center
1600 Distribution Ct
Lithia Springs, GA 30122

Western Distribution Center
1750 Archibald Avenue
Ontario, CA 91760

ACCENT 12V

5011

WAC

LANDSCAPE LIGHTING

Accessories

Accent Snoot		5010-SNOOT-BK 5010-SNOOT-BZ 5010-SNOOT-BBR	Black on Aluminum Bronze on Aluminum Bronze on Brass	Shields lamp and reduces glare		
6" Long Shroud		5010-LSHR-BK 5010-LSHR-BZ 5010-LSHR-BBR	Black on Aluminum Bronze on Aluminum Bronze on Brass	Reduce glare. Ideal for downlighting application		
Additional Stake		9000-ST9-BZ	Bronze	Durable PVC stake		
Surface Mount Flange/Stake		5000-SCP-BZ 5000-SCP-BBR 5000-SCP-BK	Bronze on Aluminum Bronze on Brass Black on Aluminum	Includes three 7 inch threaded stainless steel stabilizing pins for ground mounting or surface mounts with four screws or over a junction box		
Guardian Mount		9000-SP9-BZ	Stainless Steel	Heavy duty stainless steel spike to position fixture Formed from a single piece of metal		
Gutter Mount Bracket		5000-GM-BK	Stainless Steel	Stainless Steel universal mounting bracket for gutter mounting fixture		
Tree Mount Junction Box		5000-TCP-BZ 5000-TCP-BK	Bronze on Aluminum Black on Aluminum	Bronze on Aluminum box with Stainless steel mounting screws. Two 1/2" NPT threaded holes		
Optics		LENS-20-AMB LENS-20-GRN LENS-20-RED	Amber Green Red	LENS-20-BLU LENS-20-FR LENS-20-SPR Blue Frosted Spread	Enhances saturation of florals and foliage	
Extension Rods		5000-X04-BZ 5000-X04-BK 5000-X08-BZ 5000-X08-BK 5000-X12-BZ 5000-X12-BK	4 in 4 in 8 in 8 in 12 in 12 in	5000-X18-BZ 5000-X18-BK 5000-X24-BZ 5000-X24-BK	18 in 18 in 24 in 24 in	Extends distance between Accent light and Surface Mount Canopy, Stake, or Tree Mount box
Rod L-Coupler		5000-LCO-BZ	Bronze			

Magnetic Transformers

Stainless Steel, 12-15V output, IP65 rated, UL 1838 listed
See transformer spec sheet for details and its accessories

9075-TRN-SS
75W Max

9150-TRN-SS
150W Max

9300-TRN-SS
300W Max

9600-TRN-SS
600W Max



wacighting.com
Phone (800) 526.2588
Fax (800) 526.2585

Headquarters/Eastern Distribution Center
44 Harbor Park Drive
Port Washington, NY 11050

Central Distribution Center
1600 Distribution Ct
Lithia Springs, GA 30122

Western Distribution Center
1750 Archibald Avenue
Ontario, CA 91760



SPECIFICATION SHEET

Type: _____

Model: _____

Project: _____

MODEL: 490531 600-Watt Professional Grade Low-Voltage Transformer

SPECIFICATIONS

OUTPUT:

600W, 25A. Taps for 12V, 13V, 14V, 15V, 16V, 17V, 18V with 92-95% regulation. Two common taps.

INPUT:

120V, 60Hz, 5A

HOUSING:

Stainless steel housing and removable hinged swinging door with lockable latch. Pre-punched bottom and side panels.

FEATURES:

Angled DIN rail, photocell receptacle, timer plug, primary amp loop, 25A breakers, heavy-duty grounded 5-foot power cord. Suitable for interior or exterior use.

AGENCY LISTINGS:

ETL approved (4009323). Conforms to ANSI/UL 1838.

WARRANTY:

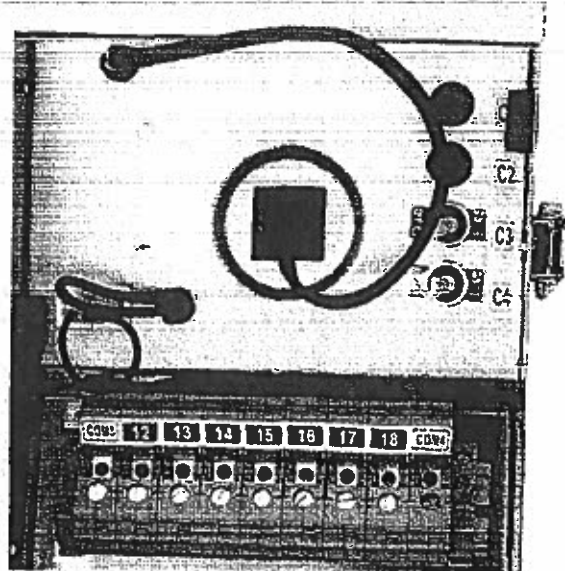
Lifetime.

ORDERING INFORMATION:

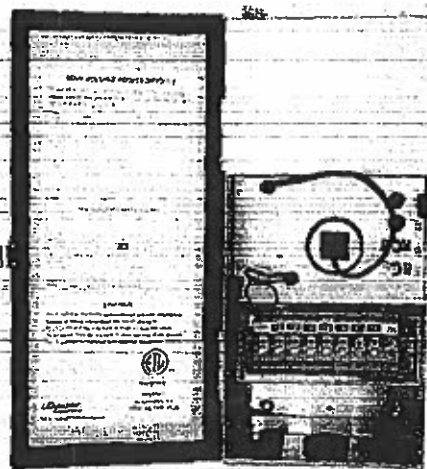
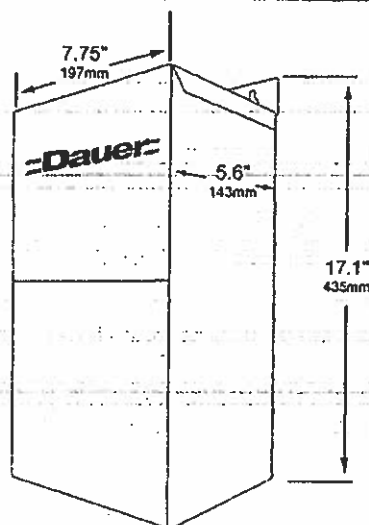
To order a transformer with an option, select the appropriate choice from each column as in the following example:

EXAMPLE: 490531-DT620

TRANSFORMER	OPTIONS	
	TIMER	PHOTOCELL
490531	DT620 (internal astronomic timer)	PPC8

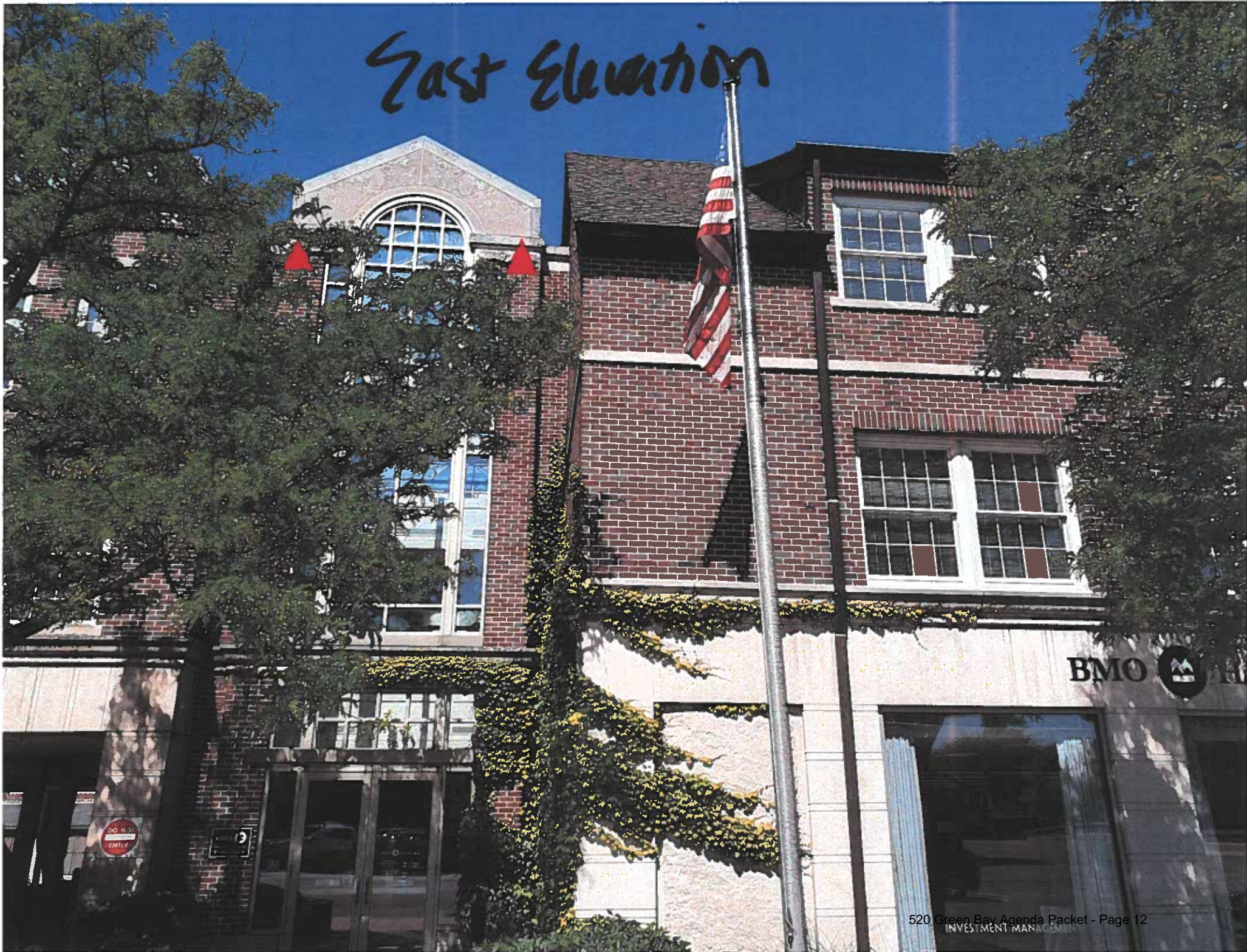


DIMENSIONS:



Dauer Manufacturing • 10100 NW 116th Way #14 • Medley, FL 33178
(800) 883-2590 • Fax (305) 594-9308 • www.DauerLampen.com • info@DauerLampen.com

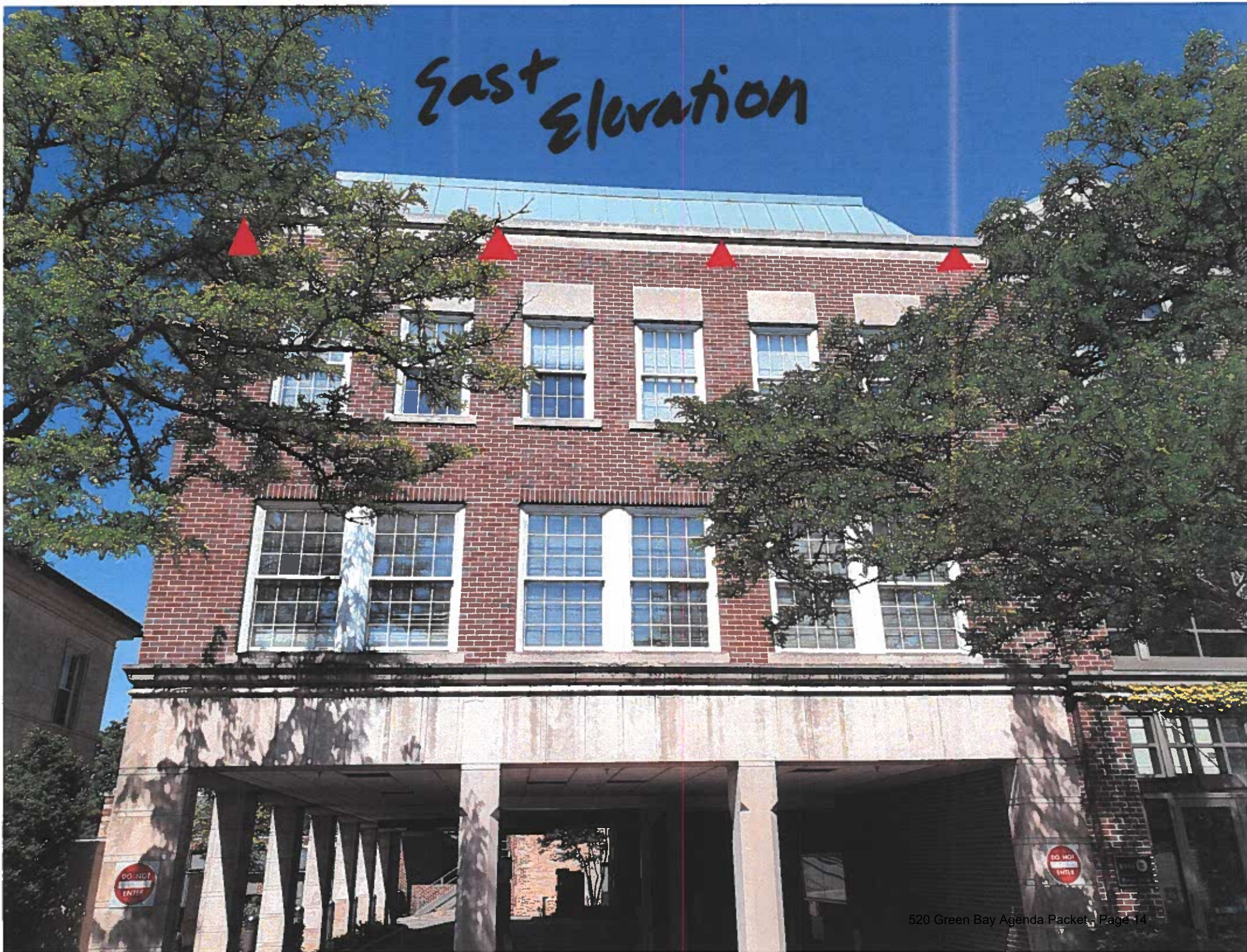
East Elevation



East Elevation



East Elevation



~~West~~ North
Elevation

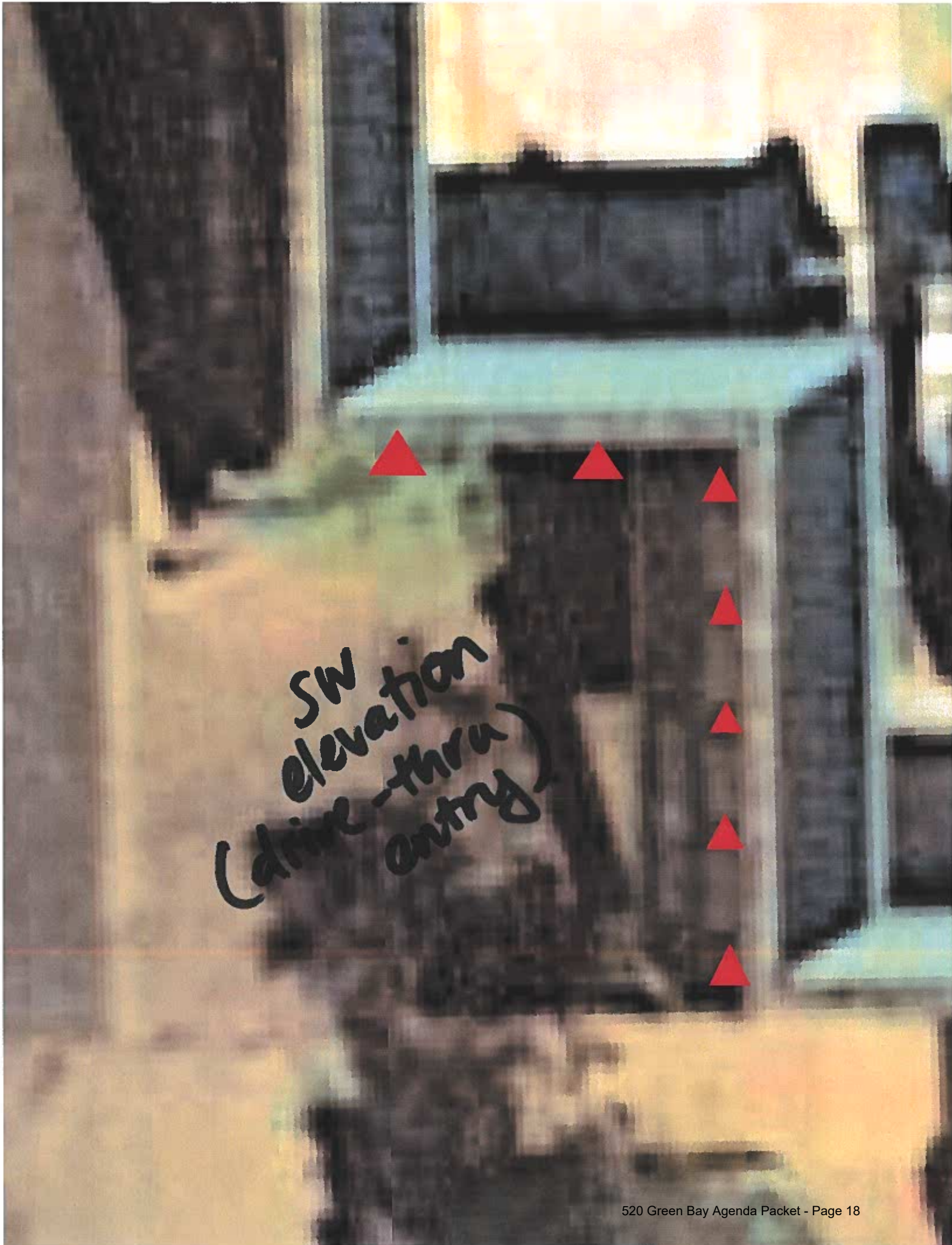


North Elevation





West
elevation



South
Elevation



ATTACHMENT B

Village of Winnetka, Illinois

Mixed Use and Multiple-Family Residential: Bay windows are allowed on upper stories of mixed-use buildings if the upper floors are designated residential and on upper stories of multiple-family residential buildings. Bay windows are to project a maximum of 12". (See figure 35)



Figure 35

c. **Building Lighting**

Commercial, Mixed Use, Institutional, Multiple-Family Residential:

1. **Exterior Uses and Types:** Exterior building lighting should be carefully designed. Incandescent and low voltage lighting may be allowed. Fixtures should be contextual with the building and adjacent building design. Building lighting should focus on providing light on building signs and enhancing architectural details on the facade. All lighting shall be located and shielded from direct visibility from any dwelling or public street per the Winnetka Village Code. Wall lanterns and architectural highlighting should be considered. Sodium and fluorescent lighting is not allowed. (See figures 36 & 37)
2. **Sign Illumination:** Signs located within 100 feet of the boundary of any residential zoning district may not be illuminated, per the Village Code.
3. **Interior:** Fluorescent lighting with exposed fluorescent lamps is discouraged in street-level interiors where visible from the public way.



Figure 36



Figure 37



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: ANN KLAASSEN, SENIOR PLANNER
DATE: DECEMBER 11, 2019
SUBJECT: CASE NO. 19-38-DR: WINNETKA PARK DISTRICT - TOWER ROAD PARK
CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS

INTRODUCTION

On December 19, 2019, the Design Review Board (DRB) will conduct a public hearing on an application submitted by the Winnetka Park District (the "Applicant") as the owner of the property at 899 Sheridan Road (the "Subject Property"). The Applicant requests approval of a Certificate of Appropriateness to allow the renovation of the existing pedestrian access stairs to the beach, bluff restoration, and entrance improvements on the Subject Property.

A mailed notice has been sent to property owners within 250 feet of the Subject Property. As of the date of this memo, staff has not received any written comments from the public regarding this application.

PROPERTY DESCRIPTION

The Subject Property, which is approximately 3.6 acres, is located on the east side of Sheridan Road between Tower Road and Lamson Drive and contains an existing public park. Existing park amenities include a parking lot and gazebo on the top of the bluff as well as a building and various other amenities on the beach. The Subject Property is located in the R-2 Single Family Residential Zoning District. Figures 1 through 4 on the following pages of this report identify the Subject Property.

CURRENT REQUEST

The Applicant is proposing site improvements to the Subject Property that include the following:

Entrance Improvements:

- Restoration and enhancement of the existing stone retaining wall at the park entrance (identified in Figure 2 on page 3); and
- New stone stair access to new paver walk extension to existing paver walk.

Elevated Boardwalk and Staircase:

- 6-foot wide elevated wooden staircase located in approximately the same location as the existing concrete staircase that provides pedestrian access to the beach (identified in Figure 3);

- The existing concrete stairs would be crushed and revegetated to accommodate the proposed elevated wooden staircase while minimizing the disturbance to the bluff compared to a complete removal of the concrete.
- ADA lookout deck with benches, measuring approximately 348 square feet, located at the top of the bluff;
- Activity platform measuring approximately 544 square feet located midway down the bluff;
- Wooden staircase, lookout deck and activity platform would be constructed of ipe wood decking and would be left to weather naturally to a silver gray color.

Guardrail/Handrail System:

- Black powder-coated metal handrails and framework that would support stainless steel mesh panels;
- New handrails would be installed at the existing concrete steps at the top of the bluff and the concrete walk at the bottom of the bluff.

Dry Creek Bed

- To address water seepage issues at the base of the bluff, a dry creek bed and pedestrian bridge are proposed at the base of the bluff.

Landscaping

- Groundcover planting at front entrance to park;
- Ornamental plug plantings on the bluff along elevated boardwalk.

It is important to note that the existing parking lot, gazebo, and beachfront improvements will remain unchanged.

The Applicant has provided a layout plan, renderings, and details of the proposed components in the application materials included as Attachment A. As represented on the attached layout plan, the Applicant has identified signage opportunities on the Subject Property and will submit a sign permit application for the DRB to consider at a future meeting.



Figure 1 – Aerial Map

CERTIFICATE OF APPROPRIATENESS

The proposed improvements are typical of what is found in a public park. When considering a certificate of appropriateness, Section 15.40.010 of the Village Code states that “the Board shall consider the application materials, including construction documents and any additional evidence including, in the Board’s discretion, testimony given under oath, regarding the following issues:

1. whether the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood;
2. whether the proposed external architectural features and site improvements are appropriate to and compatible with adopted Village plans for and improvements in the immediate neighborhood, and including both urban design and site arrangement considerations;
3. whether the proposed external architectural features and site improvements are consistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board; and
4. the probable effect of the proposed external architectural features on the integrity of the immediate vicinity.”

SUMMARY

The Applicant requests that the DRB find the proposed elevated staircase to the beach, entrance improvements, and bluff restoration as appropriate and compatible with the character of the immediate neighborhood and approve the plan as proposed. Should the DRB approve the certificate of appropriateness for the proposed site improvements, the Applicant would first need to receive a building permit from the Community Development Department prior to construction.

Attachments

Attachment A: Application Materials



Figure 2 – Entrance to Subject Property



Figure 3 – Existing stairs to beach



Figure 4 – General location of seepage at base of bluff where dry creek and boardwalk are proposed

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: Tower Road Park 899 Sheridan Road, Winnetka Illinois 60093Name of Business(es): Winnetka Park District

Application is hereby made for the following work (please check all that apply):

- ☐ Sign Sign Permit Application attached? ☐
- ☐ Awning Awning Permit Application attached? ☐
- ☒ Other (general description) Staircase replacement, bluff restoration and entry plaza improvements

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): Please see attached description of the project.

I/We hereby certify that as owner (Lessee/Owner) of the property located at 899 Sheridan Road, Winnetka IL 60093 (address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED

PRINTED NAME(S)

ADDRESS

PHONE NO.

EMAIL

Costa Kutulas, Superintendent of Parks540 Hibbard Road847-501-2052ckutulas@winpark.org**FOR OFFICE USE ONLY**COA applied for (date): 12.09.19COA Case Number: 19-38-DR

COA Issued (date): _____

PRIMARY DESIGN FIRM	<u>Lakota Group</u>
CONTACT NAME	<u>Scott Freres</u>
ADDRESS	<u>116 West Illinois Street, Floor 7</u> <u>Chicago Illinois 60654</u>
PHONE NO.	<u>(312) 467-5445</u>
EMAIL	<u>sfreres@thelakotagroup.com</u>



Village of Winnetka, Illinois Department of Community Development
Design and Review Board

Certificate of Appropriateness Application for Tower Road Park, 899 Sheridan Road, Winnetka Illinois
60093

Design and Review Board Members,

The work that has been designed as part of the Bluff Restoration Tier One Project is part of the Park District's grand vision that was documented in the Winnetka Waterfront 2030, adopted 2016. This Bluff Restoration Tier One Project is the first implementation phase of bluff restoration improvements outlined in the Winnetka Park District Bluff Land Restoration Plan, adopted in 2018.

The project includes native landscape restoration activities at Tower Road Park, Lloyd Park, and Maple Street Park, as well as entrance and bluff enhancements at Tower Road Park.

Entrance improvements include restoration and enhancement of the existing stone retaining wall at the park entry, including new stair access to the park entry path. A new elevated bluff boardwalk and staircase aim to provide an experiential walk through the restored bluff landscape while preserving views to Lake Michigan. The boardwalk structure features an ADA lookout deck situated at the top of the bluff as well as an activity platform midway down the bluff.

Deck and guardrail materials are designed for safety, durability, and permeability of views to the bluff landscape that will flow beneath the elevated structure. Ipe wood decking, left to weather naturally to a silvery gray finish, will be used for the deck surface. The guardrail and handrail system will consist of black powdercoated metal handrails and framework that supports stainless steel mesh panels. While the mesh panels provide a high level of physical enclosure, they are visually permeable, allowing the natural landscape and lake views to take center stage. New handrails will be installed at the existing concrete steps at the top of the bluff and the concrete walk at the bottom of the bluff. A dry creek bed and bridge at the base of the bluff will address water seepage issues.

I look forward to presenting this project and materials to the members of the Design and Review Board at the December 19th meeting.

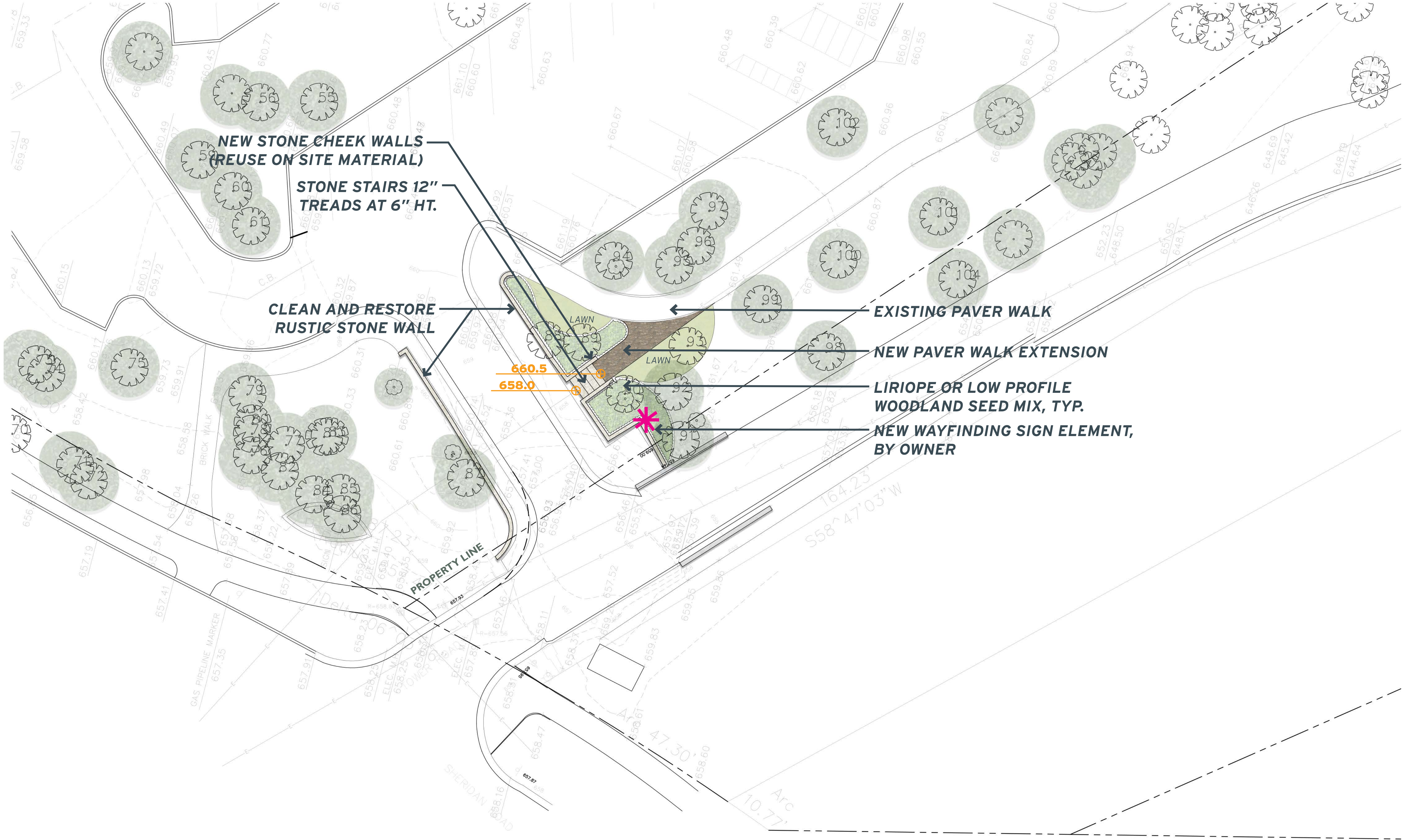
Sincerely,

Costa Kutulas, Superintendent of Parks



540 Hibbard Road, Winnetka, IL 60093
www.winnetka.org

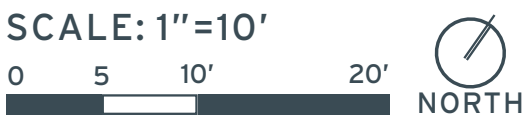
(847) 501-2040
Fax: (847) 501-5779



WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK ENTRANCE LAYOUT

WINNETKA, ILLINOIS



DECEMBER 9, 2019

PREPARED FOR:
WINNETKA PARK DISTRICT

PROJECT TEAM:
THE LAKOTA GROUP
SPACECO INC.
CHRISTOPHER B. BURKE ENGINEERING LTD.
CARDNO INC.
URBAN FOREST MANAGEMENT
TESTING SERVICE CORPORATION





WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK ADA PLATFORM

WINNETKA, ILLINOIS

NTS

DECEMBER 9, 2019

PREPARED FOR:
WINNETKA PARK DISTRICT

PROJECT TEAM:
THE LAKOTA GROUP
SPACECO INC.
CHRISTOPHER B. BURKE ENGINEERING LTD.
CARDNO INC.
URBAN FOREST MANAGEMENT
TESTING SERVICE CORPORATION





WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK ACTIVITY PLATFORM

WINNETKA, ILLINOIS

NTS

DECEMBER 9, 2019

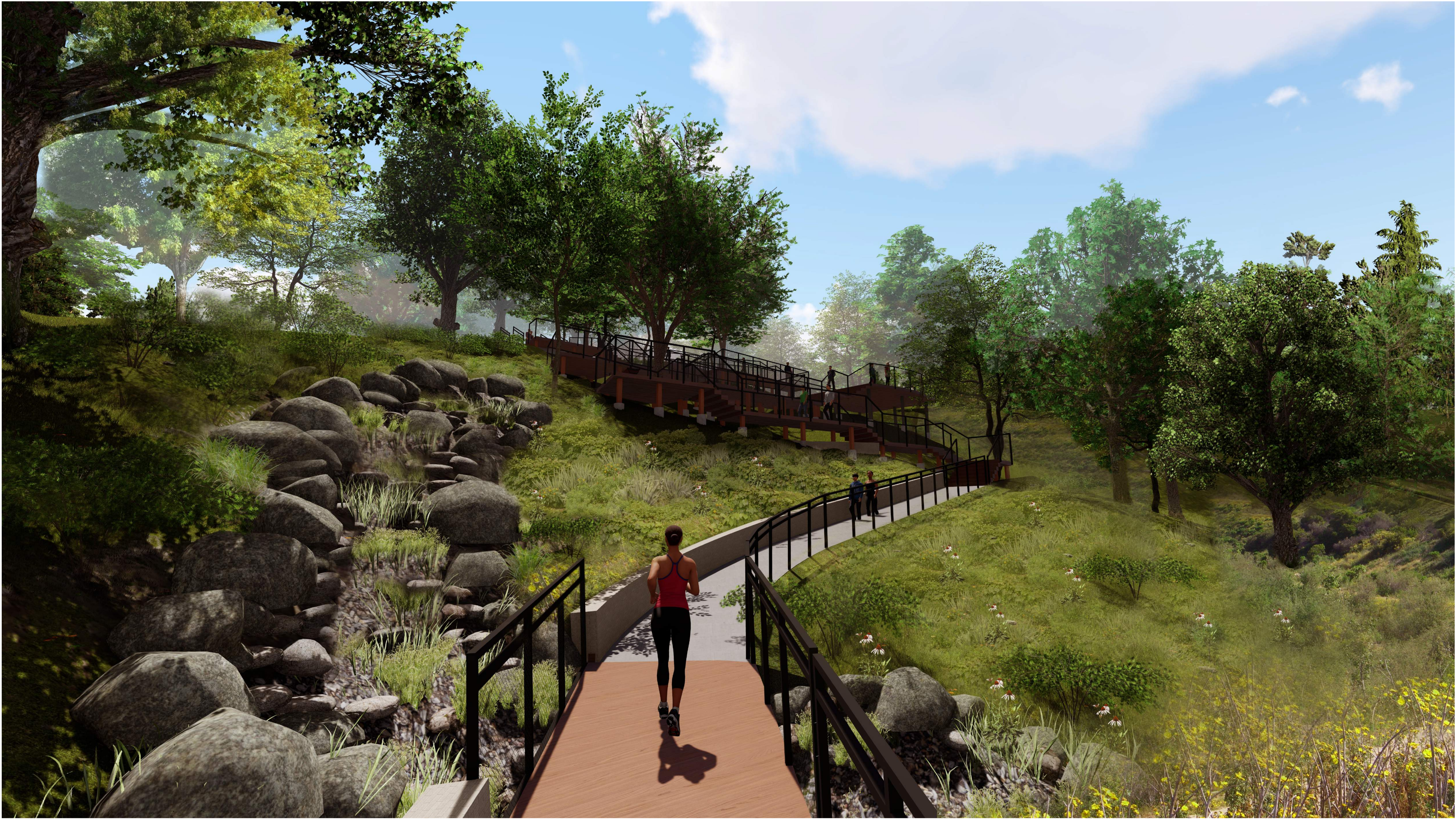
PREPARED FOR:
WINNETKA PARK DISTRICT

PROJECT TEAM:
THE LAKOTA GROUP
SPACECO INC.
CHRISTOPHER B. BURKE ENGINEERING LTD.
CARDNO INC.
URBAN FOREST MANAGEMENT
TESTING SERVICE CORPORATION

**THE
LAKOTA
GROUP.**

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DRB Agenda Packet - Tower Road Park - Page 10



WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK DRY-CREEK/BRIDGE

WINNETKA, ILLINOIS

NTS

DECEMBER 9, 2019

PREPARED FOR:
WINNETKA PARK DISTRICT

PROJECT TEAM:
THE LAKOTA GROUP
SPACECO INC.
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WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK OVERALL VIEW

WINNETKA, ILLINOIS

NTS

DECEMBER 9, 2019

PREPARED FOR:
WINNETKA PARK DISTRICT

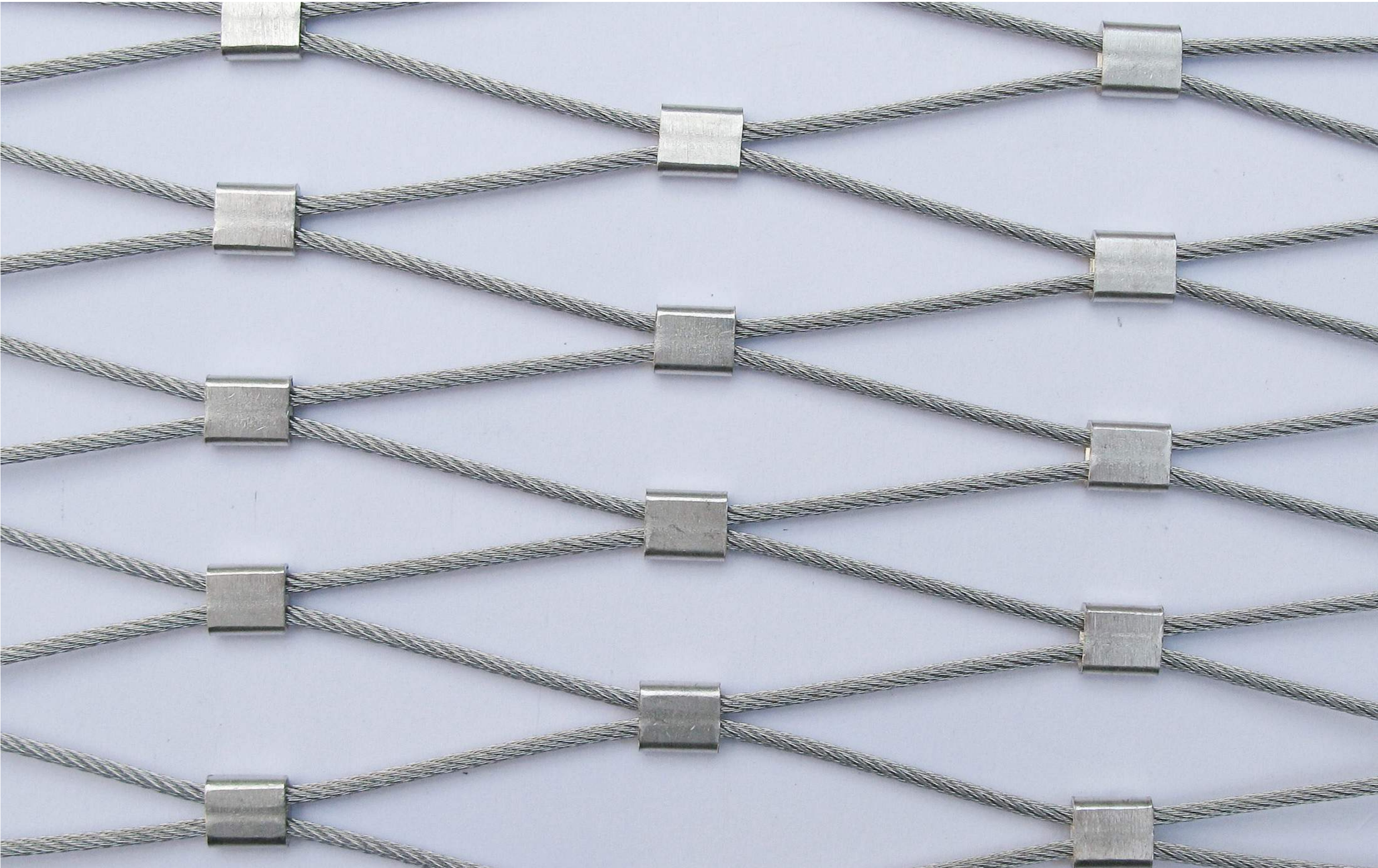
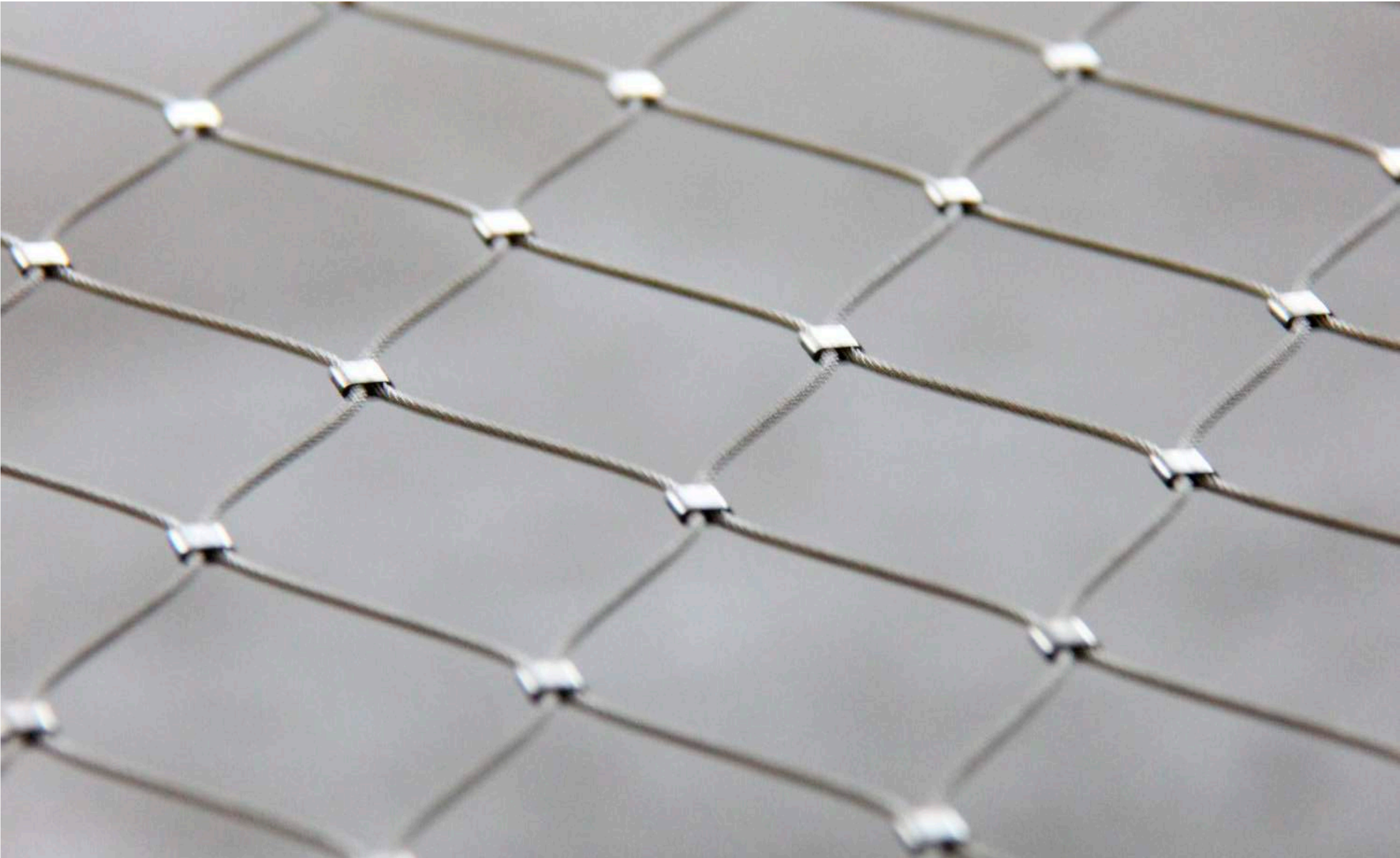
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TESTING SERVICE CORPORATION



METAL HANDRAIL COMPONENTS



STAINLESS STEEL CABLE MESH HANDRAIL COMPONENT



WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK MATERIALS

WINNETKA, ILLINOIS

PREPARED FOR:
WINNETKA PARK DISTRICT

PROJECT TEAM:
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CHRISTOPHER B. BURKE ENGINEERING LTD.
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URBAN FOREST MANAGEMENT
TESTING SERVICE CORPORATION

DECEMBER 9, 2019



IPE WOOD DECKING



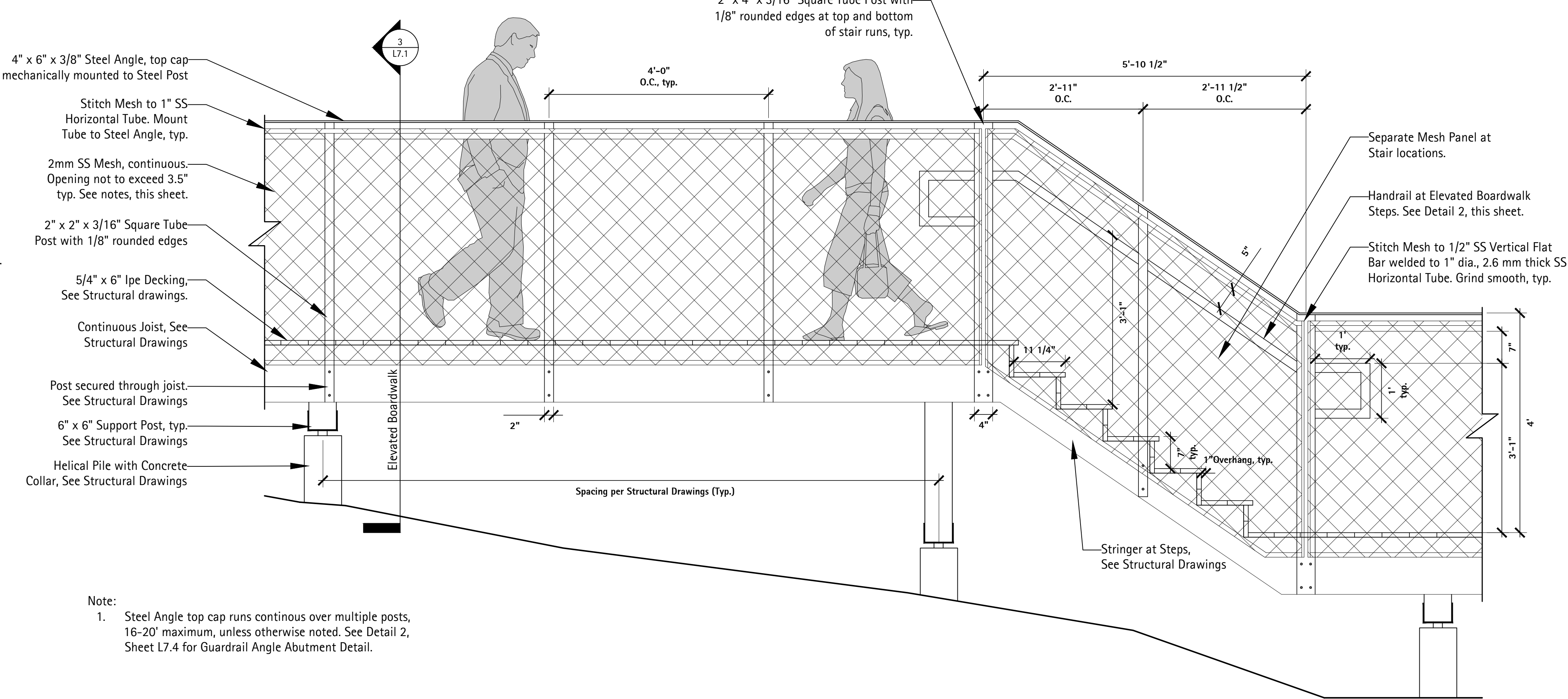
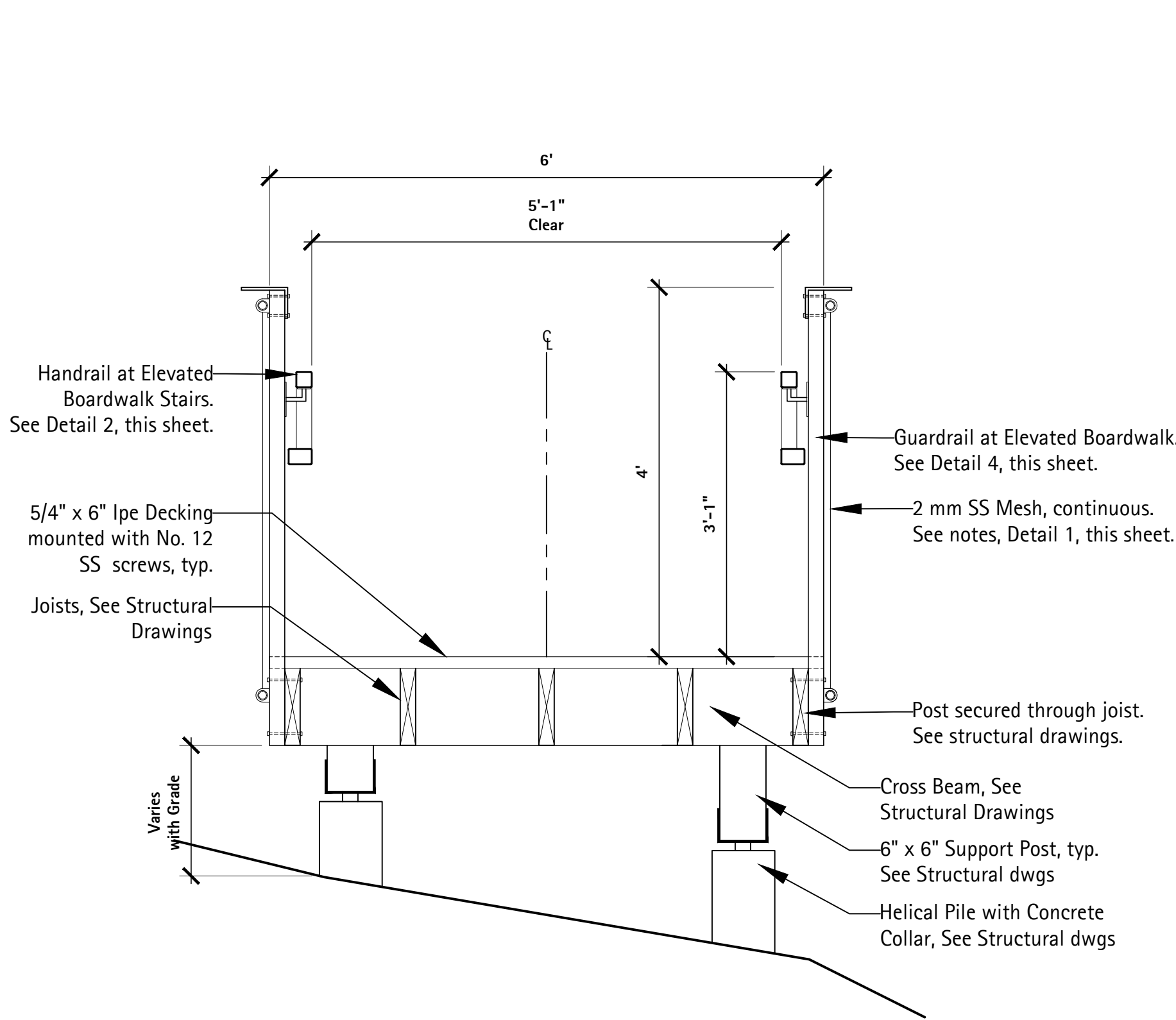
VICTOR STANLEY BACKED BENCH (C-10) WITH IPE SLATS, BY OWNER



SUNDECK CONCRETE SURFACE (FRAN TAN | PEWTER CUMBERLAND)



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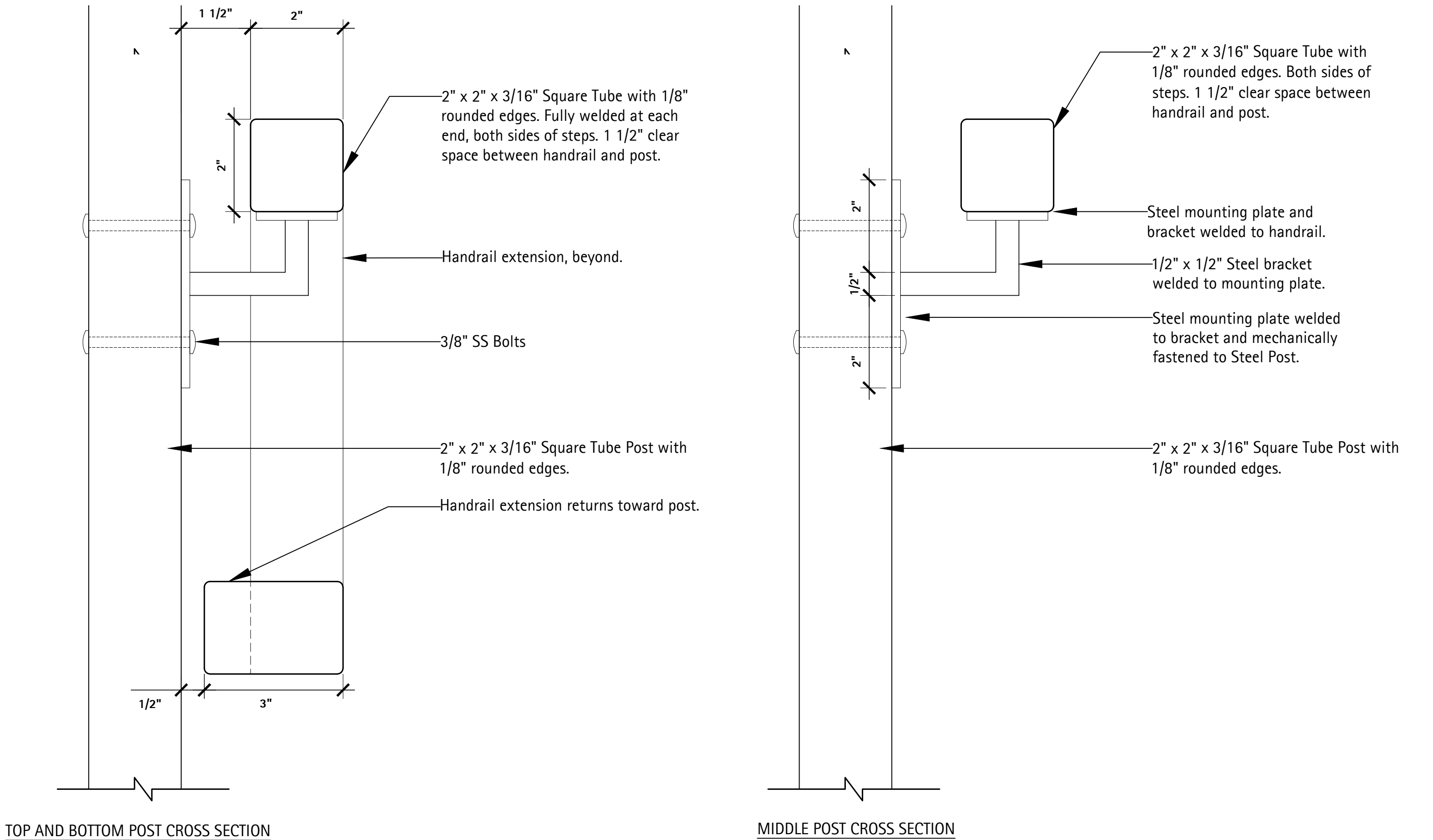
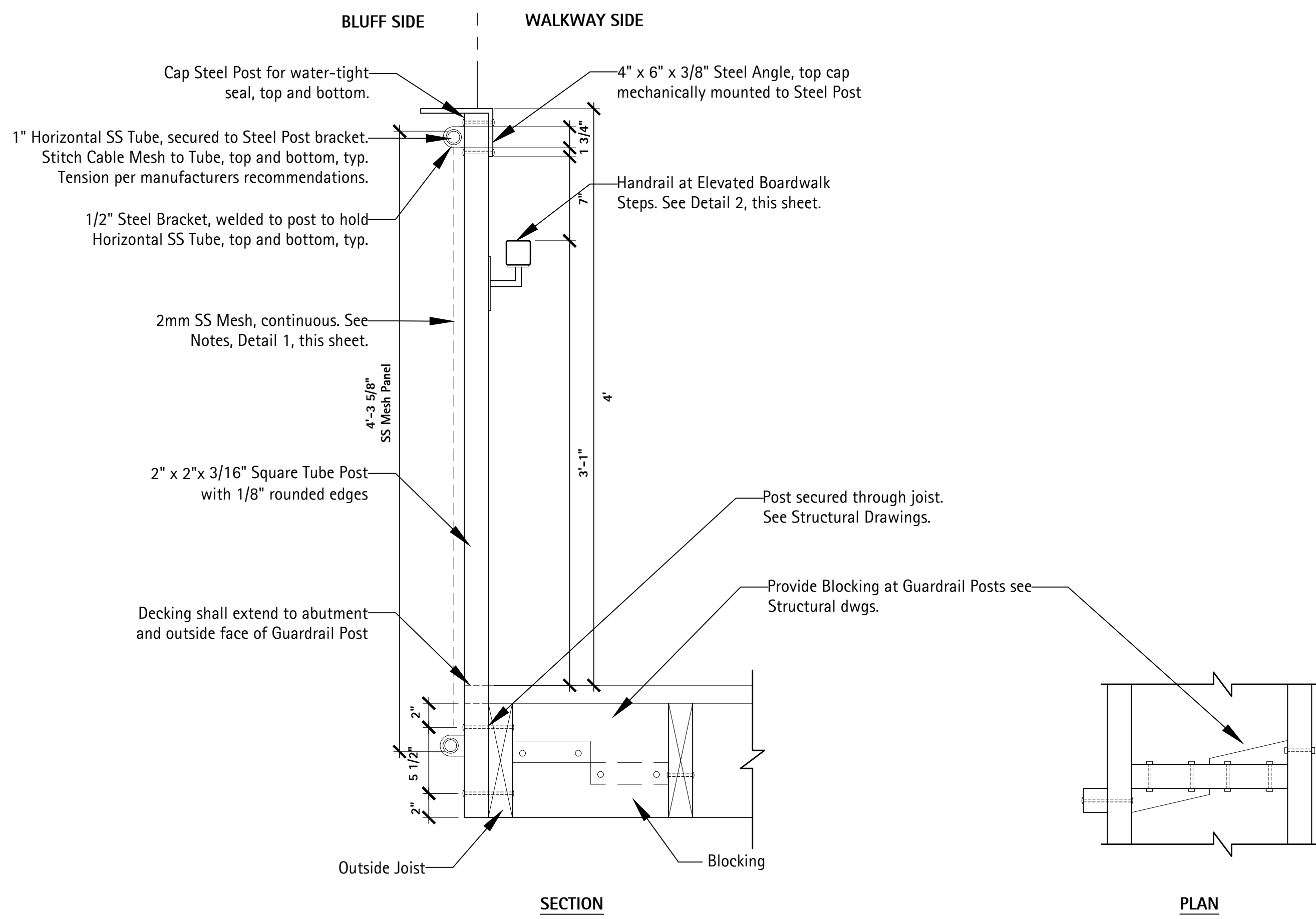


3 Section - Elevated Boardwalk

Scale: 3/4" = 1'-0"

1 Elevation - Guardrail at Elevated Boardwalk

Scale: 3/4" = 1'-0"



4 Section - Guardrail at Elevated Boardwalk

Scale: 1 1/2" = 1'-0"

2 Handrail at Elevated Boardwalk Steps (Post-Mounted)

Scale: 6" = 1'-0"

WINNETKA PARK DISTRICT BLUFF RESTORATION TIER ONE

DESIGN REVIEW - TOWER ROAD PARK HANDRAIL DETAILS

WINNETKA, ILLINOIS

NTS

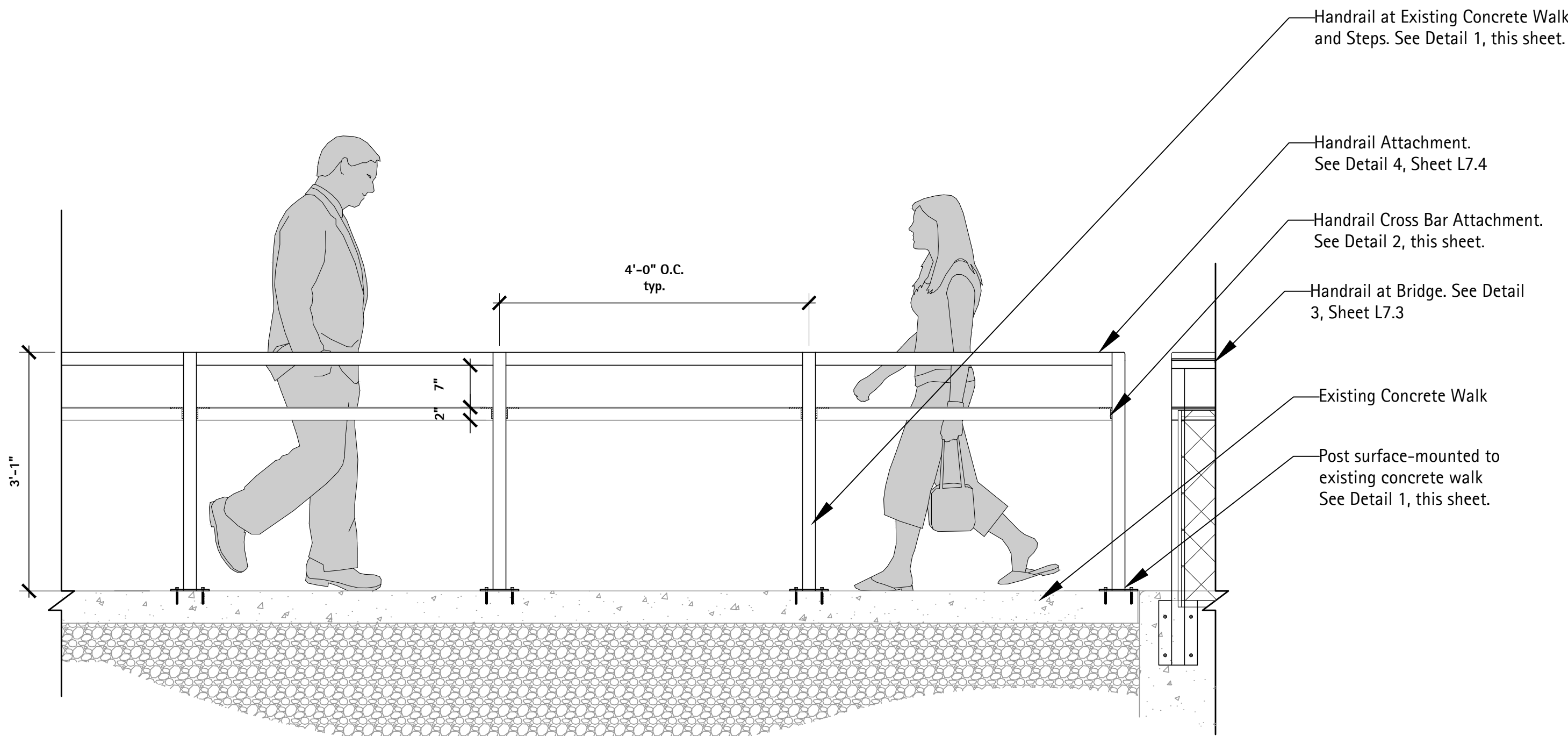
DECEMBER 9, 2019

PREPARED FOR:
WINNETKA PARK DISTRICT

PROJECT TEAM:
THE LAKOTA GROUP
SPACECO INC.
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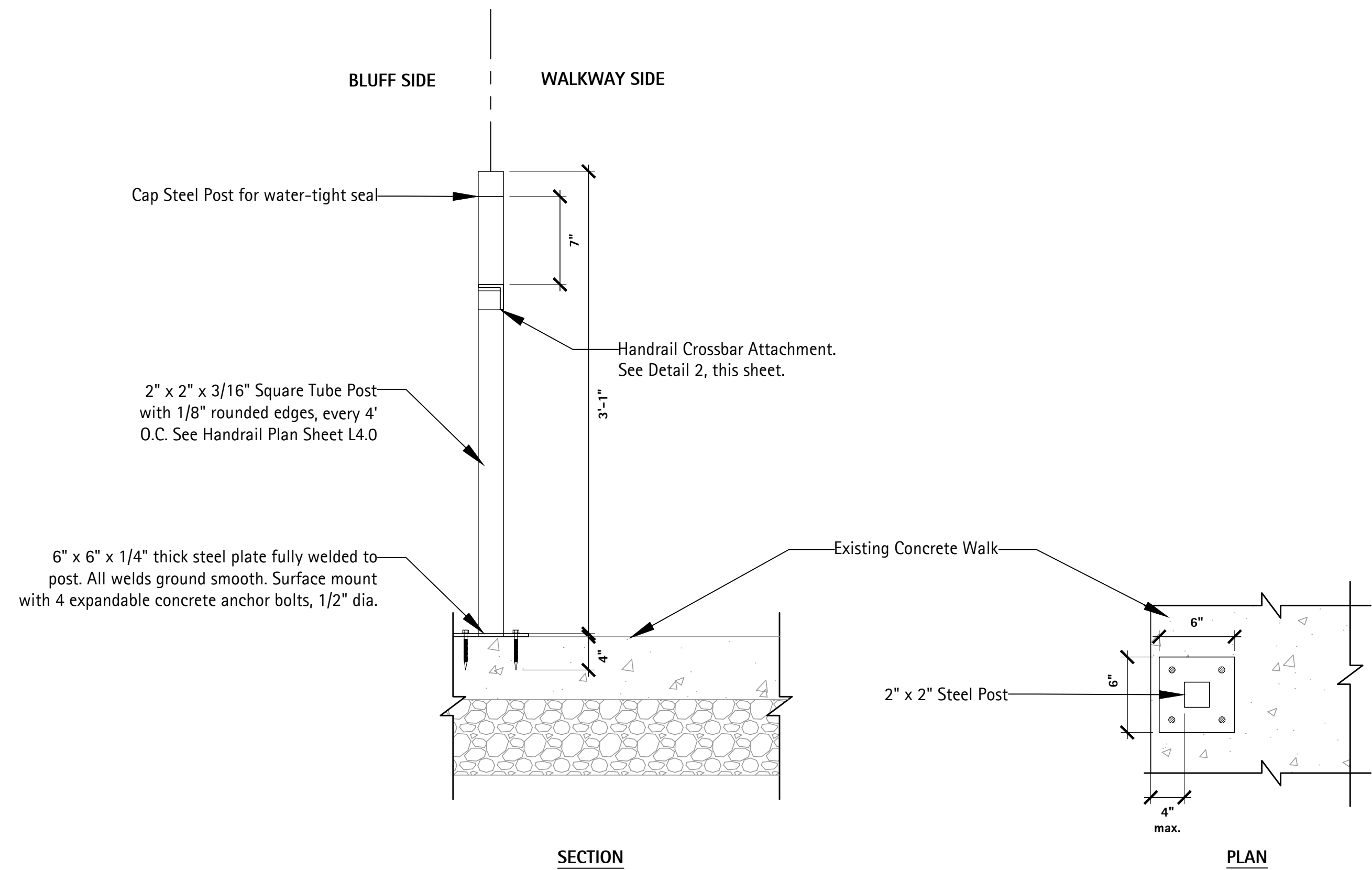
DRB Agenda Packet - Tower Road Park - Page 15



3 Elevation - Handrail at Existing Concrete Walk

Scale: 3/4" = 1'-0"

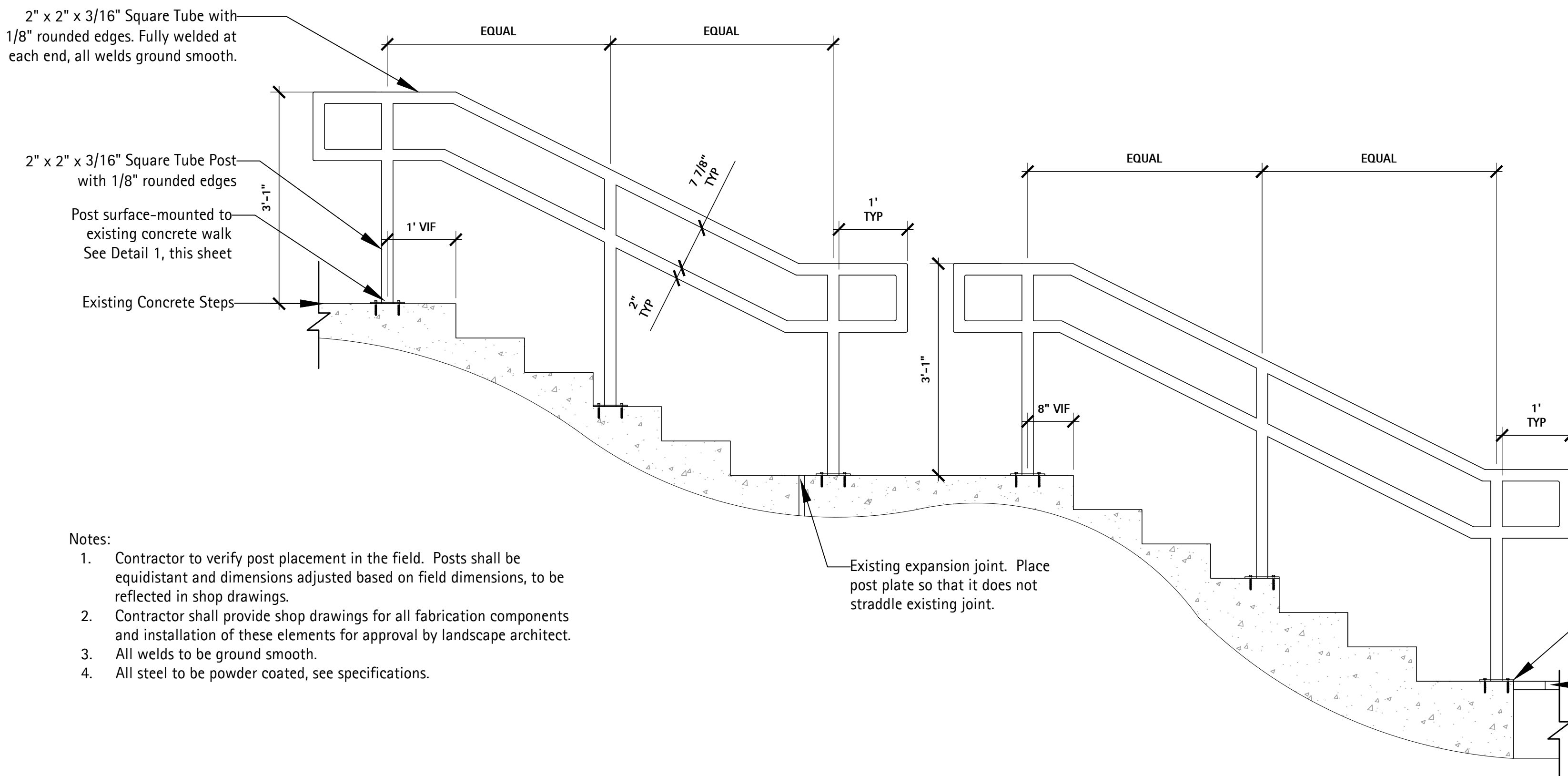
d-conc handrail elevation



1 Section - Handrail at Existing Concrete Walk and Steps (Surface Mount)

Scale: 1 1/2" = 1'-0"

d-handrail at conc



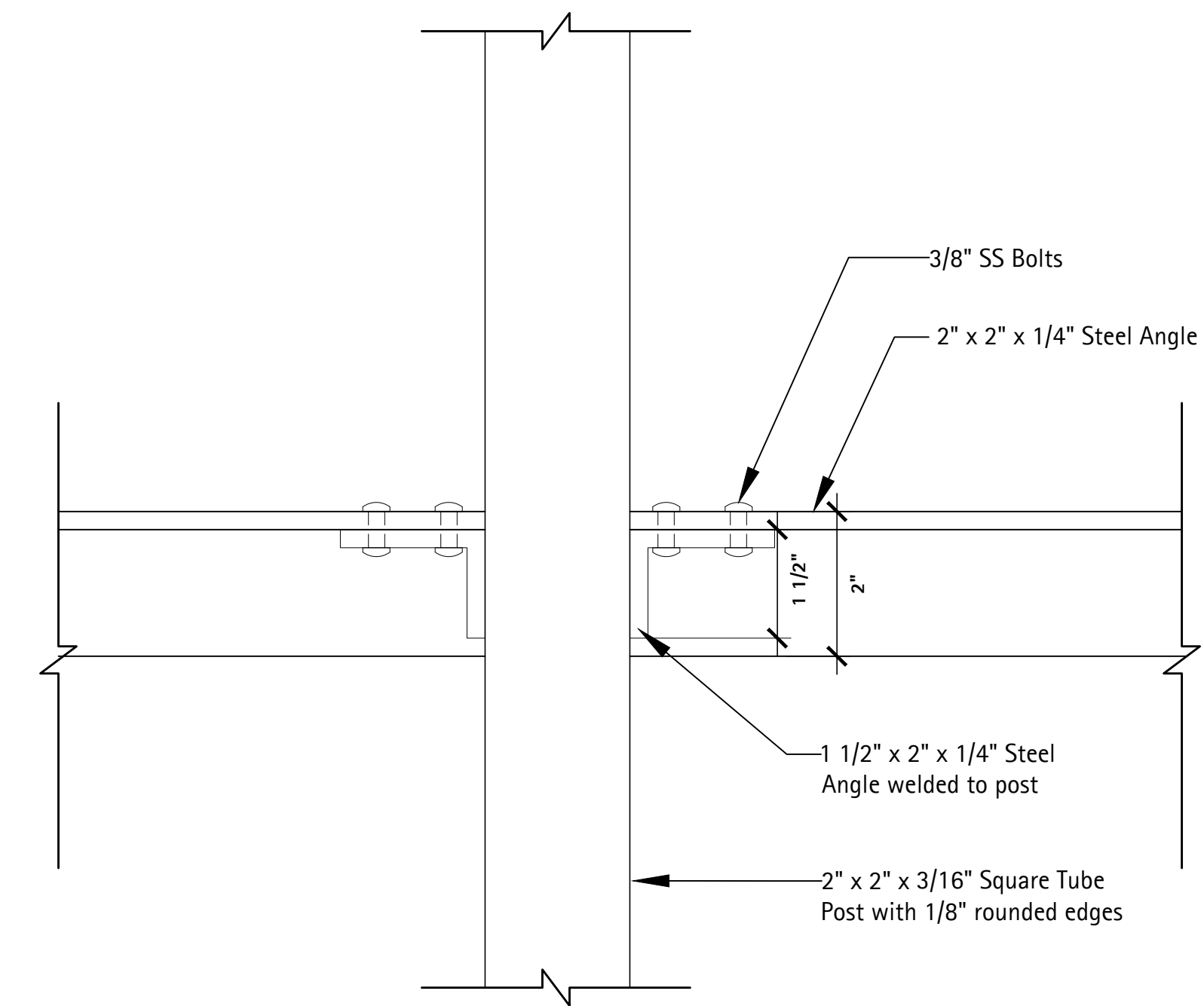
Notes:

1. Contractor to verify post placement in the field. Posts shall be equidistant and dimensions adjusted based on field dimensions, to be reflected in shop drawings.
2. Contractor shall provide shop drawings for all fabrication components and installation of these elements for approval by landscape architect.
3. All welds to be ground smooth.
4. All steel to be powder coated, see specifications.

4 Elevation - Handrail at Existing Concrete Steps

Scale: 3/4" = 1'-0"

d-conc handrail exist steps elevation



2 Handrail Cross Bar Attachment

Scale: 6" = 1'-0"

d-handrail cross bar



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: DECEMBER 12, 2019
SUBJECT: POTENTIAL CODE AMENDMENT - INTERNALLY ILLUMINATED SIGNS

INTRODUCTION

On December 19, 2019, the Design Review Board is scheduled to consider the Council's request that the Board provide its initial thoughts regarding whether or not to amend the Village's sign regulations to allow internally illuminated signs. At the November 19 Council meeting, the owner of Beat Streets Toys & Gifts on Lincoln Avenue requested that the Council consider allowing businesses to display internally illuminated signs.

BACKGROUND

This fall Village staff received complaints regarding internally illuminated window signs at the following Winnetka businesses:

1. 7/Eleven, 88 Green Bay Rd – "ATM" and Lottery window signs
2. Winnetka Cleaners, 86 Green Bay Rd – Image of Shirt and "Organic Cleaning" window signs
3. Winnetka BP, 1025 Tower Rd – Lottery window sign
4. Adelheidi's Ice Cream & Gelato, 552 Lincoln Ave – "Open" sign
5. Beat Street Toys & Gifts, 552 Lincoln Ave – "Open" sign

Photographs of the signs are included in Attachment A. Following receipt of the complaints, Village code enforcement staff contacted the owners of each business to explain the Village's prohibition on internally illuminated signs. Since then, the first three businesses have removed the internally illuminated signs from their windows.

When the owner of Beat Streets Toys & Gifts addressed the Council she also raised the issue of other businesses along Lincoln Avenue that have televisions in their windows, which she stated are a form of illuminated signs.

It should be noted until 1998, the Village did allow internally illuminated signs, subject to certain limitations. Prior to 1998, the Sign Code prohibited neon and similar "gaseous tube" signs, but allowed internally illuminated "cabinet" signs, provided that illuminated elements were limited to letters and/or logos (background areas of such signs were required to be opaque so as not illuminate the sign's background panel area).

CURRENT SIGN REGULATIONS REGARDING ILLUMINATION OF SIGNS

Attachment B contains a copy of Chapter 15.60 - Signs of the Village Code. In the document, we have highlighted terms related to signs and their illumination (e.g. light, illumination, etc.). The Village sign regulations distinguish between externally illuminated signs and internally illuminated signs:

"Externally illuminated sign" means a sign that is illuminated by directing a source of artificial light at the face of the sign.

"Internally illuminated sign" means a sign that is illuminated by a source of artificial light that directs the light through one or more translucent surfaces of the sign from within or behind it, rather than at the face of the sign. Internally illuminated signs include neon signs and similar illuminated gaseous tube signs with exposed lighting components. (Section 15.60.050 Definitions)

Externally illuminated signs are allowed. Internally illuminated signs, as well as animated signs, are prohibited by the sign regulations. The definition of an animated sign is:

"Animated sign" means a sign that uses flashing or moving parts, bright color or light, or movement of any kind. Examples of such signs include pennants, banners, streamers, balloons, search lights, beacons and flashing lights.

A television screen or video monitor would be considered an animated sign.

Given the internally illuminated signs in question have been windows signs, it is important to note that a window sign is defined as follows:

"Window sign" means a sign, picture, symbol, or combination, applied or attached to the exterior or interior of a window, or located within five feet of the interior side of a window and displayed so that it is visible from the exterior of the window. For purposes of this code, displayed merchandise or products shall not be considered a window sign. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.05)

If a "sign, picture, symbol, or combination" is located more than five feet from the interior side of a window, it is not considered a window sign by the Village's sign ordinance, and is not regulated by the Village's sign regulations. A business is able to visibly display an internally illuminated sign more five feet from the interior side of a window.

Attachment C contains sign and awning design guidelines from the Village's Design Guidelines for the Village's Elm Street, Hubbard Woods, and Indian Hill districts. Staff has once again highlighted terms related to signs and their illumination (e.g. light, illumination, etc.). We have also highlighted terms related to recommended materials given internally illuminated signs require translucent materials.

INTERNALLY ILLUMINATED SIGNS

As the Board considers the issue of allowing internally illuminated signs, staff has provided in Attachment D photographs of examples of illuminated signs. These photographs were taken in downtown Evanston. (It should be noted, given the challenges of taking pictures of lighted signs at night with an automatic camera, none of the signs are an exact representation of what the human eye captures. That's why in a couple of instance, there are two pictures of the same sign.)

As you can see in the examples there are different types of internally illuminated signs: (a) Neon signs or neon-like LED signs; (b) box signs; (b) individual letter channel signs either mounted on a panel, on a raceway, or directly on a wall. The attached internally illuminated sign examples are either window signs or walls signs, but they can come also come in the form of other structures, such as ground signs, projecting signs, and even awning signs.

We should also note that the photographs include a “halo” illuminated sign, which is a sign where the light is placed behind the back of an opaque sign to create a glow effect onto the wall or backing panel that the sign is mounted to. A halo illuminated sign is technically not an externally illuminated sign or an internally illuminated sign by definition; however, a few years ago, the Village made an interpretation that a halo illuminated sign is an allowed externally illuminated sign.

For your information, we have also provided Attachment E, which includes sign illumination standards excerpts from sign regulations from the adjacent communities of Glencoe, Kenilworth, and Northfield. And we also included similar information from Highland Park and Wilmette.

SUMMARY

As previously noted, The Design Review Board has been requested to provide initial thoughts regarding whether or not the Village should allow internally illuminated signs. And if the Board thinks the Village should consider allowing such signs, the Board may also wish to provide some initial thoughts regarding the types of internally illuminated signs the Village should allow. Staff suggests that the Board consider the following questions as it discusses the issues and prepares some thoughts regarding the issue:

1. Does the Board have sufficient information to provide some initial thoughts regarding the issue of whether or not to allow internally illuminated signs? If not what additional information would you like to receive?
2. Should the Village further study allowing internally illuminated signs? If so,
 - a. Should commercial uses only be allowed to display internally illuminated signs? Or should multi-family uses and institutional uses also be allowed to display internally illuminated signs?
 - b. Should only certain structural types of signs (e.g. window signs, wall signs, free standing signs, projecting signs, awnings signs, etc.) be allowed to be internally illuminated?
 - c. Should only certain functional types of signs (e.g. business sign, changeable copy sign, directional sign, incidental sign, etc.) be allowed to be internally illuminated?
 - d. Should only certain types of internally illuminated signs be allowed (e. box signs, individual channel letter signs, neon signs, etc.)?
 - e. Should there be other limitations for internally illuminated signs (e.g. size of sign, height of sign on the building wall, level of illumination, time limitation on illumination when adjacent to residential area, etc.).

At the December 19 meeting, staff will review the Council’s request with the Board and answer any questions you may have.

ATTACHMENTS

Attachment A: Internally Illuminated Signs – Recent Violations

Attachment B: Winnetka Sign Regulations

Attachment C: Winnetka Design Review Guidelines Excerpts Regarding Signage

Attachment D: Internally Illuminated Sign Examples

Attachment E: Sign Illumination Standards Excerpts from Nearby Communities

Attachment A

Internally Illuminated Sign Violations – Fall 2020



"ATM" and lottery signs observed at 7/Eleven, 88 Green Bay Rd. Winnetka, IL 60093, on 10/16/2019 at 4:00 PM.

Internally Illuminated Sign Violations – Fall 2020



Shirt graphic and “Organic Cleaning” signs observed at Winnetka Cleaners, 86 Green Bay Rd. Winnetka, IL 60093, on 10/16/2019 at 4:00 PM.

Internally Illuminated Sign Violations – Fall 2020



"Open" sign observed at Adelheidi's Organics, 552 Lincoln Ave. Winnetka, IL 60093, on 7/29/2019 at 3:45 PM.

Internally Illuminated Sign Violations – Fall 2020



"Open" sign observed at Beat Street, 552 Lincoln Ave. Winnetka, IL 60093, on 7/16/2019 at 11:06 AM.

Internally Illuminated Sign Violations – Fall 2020



Lottery sign observed at Winnetka BP, 1025 Tower Rd. Winnetka, IL 60093 on 10/10/2019 at 1:23 PM.

Chapter 15.60

SIGNS*

Sections:

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

Illumination references in the code are highlighted.

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

Section 15.60.010 Title.

This chapter shall be known, cited, and referred to as the Winnetka Sign Code.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.01)

Section 15.60.020 Scope.

This chapter governs and controls the erection, enlargement, expansion, alteration, operation, maintenance, relocation, and removal of all signs within the Village that are visible from any street, sidewalk, or public or private common open space. This chapter relates to the location, type, materials and size of signs within the various zoning districts established by Title 17 of this code (the Winnetka Zoning Ordinance), and is in addition to the provisions of Title 15 of this code (the Winnetka Building Code) that apply to the location, construction, installation, operation, maintenance, and electrical wiring of signs and their sources of illumination. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.02)

Section 15.60.030 Intent.

This chapter is intended to reduce visual confusion; to restrict signs that overload the public's capacity to receive information or that distract attention, obstruct vision or otherwise increase the risk of accidents, personal injury or property damage; to enable the public to locate goods, services and facilities in the Village without difficulty or confusion; to encourage a high quality of development and excellence in the design of signs throughout the Village; and to promote the use of signs that are appropriate to the type of activity to which they pertain as well as expressive of the identity of the proprietors of the premises on which they are located. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.03)

Section 15.60.040 Rules of construction.

A. In the event any provision of this Sign Code is in conflict with any provision of the Building Code, or with applicable statutes, the provision imposing the stricter regulation, as determined by the Director, shall prevail unless otherwise provided by law.

B. Words used in the singular shall include the plural and words used in the plural shall include the singular. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.04)

Section 15.60.050 Definitions.

A. Terms Defined in Other Ordinances and Codes. Terms used in this chapter, but not otherwise defined, shall have meanings ascribed to them in the Zoning Ordinance, Building Code or this code.

B. Definitions. For the purposes of this chapter, certain words and phrases are defined as follows:

"Animated sign" means a sign that uses flashing or moving parts, bright color or **light**, or movement of any kind. Examples of such signs include pennants, banners, streamers, balloons, **search lights**, beacons and **flashing lights**.

"Area of an exposure" means the area of a building wall facing in one principal direction, including doors and windows contained in the wall; except that where a wall is irregular in plane, the area of an exposure shall be based on the area of a projection of the wall upon a plane parallel with the nearest adjacent street.

"Awning" means a structure attached to a building, typically made of tubular frame and covered with canvas, vinyl or similar soft material.

"Blade sign" means a projecting sign that is mounted perpendicular to the surface of a wall.

"Board" means the Winnetka Design Review Board.

"Building Code" means Title 15 of the Winnetka Village Code.

"Building marker" means a permanent sign indicating the name of a building, the date and other incidental information about its construction, and which is cut into a masonry surface or made of bronze or other permanent material.

"Building Officer" has the same meaning ascribed to it in the Building Code.

"Bulletin board" means a permanent sign that identifies an institution or organization on whose premises it is located and which contains greetings, announcements of events, hours, or similar messages which may consist of changeable letters.

"Business sign" means a sign that directs attention to a business or profession conducted, or to a commodity or service sold, offered, or manufactured, or to an entertainment offered, on the premises where the sign is located and which is limited in content to the name and generic description of the business or product.

"Changeable copy sign" means a sign other than a bulletin board, all or part of which uses characters, letters or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign, and not a changeable copy sign for purposes of this code.

"Civic event sign" means a temporary sign announcing an event of a religious, civic or philanthropic organization.

"Commercial message" means any sign wording, logo or other representation that, directly or indirectly, names, advertises or calls attention to a business, product, service or other commercial activity.

"Court yard" means an area of open space, other than a parking lot or loading area, that abuts a public street, is walled by buildings on three sides and is open to the public.

"Directional sign" means a sign limited to information and directions necessary for the safety or convenience of persons coming on the property, including signs marking entrances and exits, parking areas, one-way drives, pickup and delivery areas, and the like.

"Director" means the Director of Community Development or authorized representatives.

"Externally illuminated sign" means a sign that is illuminated by directing a source of artificial light at the face of the sign.

"Freestanding sign" means a sign attached to a completely self-supporting structure such as a pole or brace placed on, or anchored in or below the ground, and not attached to any building or similar structure.

"Garage sale" means a sale that is open to the general public and is conducted from or on property zoned or used for a single-family residence, for the purpose of disposing of personal property owned by one or more

persons residing in the single-family residence on the property and which was acquired in the normal course of living in or maintaining the residence, rather than for purpose of resale.

"Incidental sign" means a small sign, emblem or decal informing the public of goods, facilities or services available on the premises, such as a credit card sign or a sign indicating hours of business; provided, the cumulative area of such signs on any premise does not exceed one square foot.

"Internally illuminated sign" means a sign that is illuminated by a source of artificial light that directs the light through one or more translucent surfaces of the sign from within or behind it, rather than at the face of the sign. Internally illuminated signs include neon signs and similar illuminated gaseous tube signs with exposed lighting components.

"Nameplate sign" means a nonelectric on-premises sign giving the name, address and/or occupation of an occupant or group of occupants of the building or premises on which the sign is located.

"Portable sign" means any sign designed to be moved easily and not permanently attached to a building, structure or the ground, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A- or T-frames; menu board and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless the vehicle is used in the normal day-to-day operation of the business.

(Amended MC-7-2002 § 2, 08/06/02)

"Projecting sign" means a sign affixed to a building or wall in such a manner that its leading edge extends more than twelve (12) inches beyond the surface of the building or wall.

"Public street" means the area lying within the described limits of a dedicated right-of-way or thoroughfare for vehicular traffic (excluding an alley), whether or not so used.

"Sign" means any fixture, placard or structure that is readily visible from any street, sidewalk or public or private common open space and that uses any color, form, graphic, illumination, symbol or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

"Sign Board" means the Winnetka Sign Board of Appeals.

"Street exposure" means the exterior wall (including doors and windows) of a building having its frontage on a public street or a court yard. If a building is occupied by more than one person or entity, the street exposure for each portion of the building so occupied is the street exposure of the portion of the building wall included in the space occupied by such occupant.

"Temporary sign" means a sign that is not designed, constructed or intended for long-term use and that is not permanently mounted.

"Wall sign" means a sign that is attached substantially parallel to, but within twelve (12) inches of, a wall, or is erected and confined within the limits of an outside wall of any building or structure, is supported by such wall or building, displays only one sign surface and does not project above the highest point of a building with a flat roof, or above the eave line of a building with gable, hip, gambrel or mansard roof, or beyond the end of the building or street exposure.

Section 15.60.060 Prohibited signs.

No person shall display any sign of the following prohibited types, or in the following prohibited locations:

A. Animated signs and signs and displays consisting of a string, cluster or series of lights, except those permitted in connection with civic, patriotic or religious holidays in accordance with Section 15.60.090(A)(3);

B. Internally illuminated signs;

C. Translucent awnings and signs placed on translucent awnings;

D. Changeable copy signs, other than gasoline price signs erected at automobile service stations, incidental signs, portable menu board signs displayed in accordance with Section 15.60.080 J, and that portion of bulletin board signs erected in accordance with Section 15.60.110(A)(5) of this chapter;

E. Signs that are attached to the roof of any building, or that are located upon or above a roof, or above the eave line of a roof;

F. Signs painted directly on the wall of a building, fence, or similar structure;

G. (Repealed.)

H. Signs that advertise or direct attention to a business, commodity, service or entertainment conducted or offered for sale at a place other than the premises on which the sign is located. This prohibition shall not

apply to signs that are located inside a building and direct attention to noncommercial events or organizations;

I. Off-premises signs that advertise or direct attention to a garage sale;

J. Signs on or attached to any utility pole, street light or lamp post, or placed or displayed on a public street, sidewalk, alley or parkway, except (1) banners, portable menu board signs or portable sandwich board signs displayed in accordance with Section 15.60.080. J and (2) signs erected for orderly traffic control and other municipal or governmental purposes;

K. Any sign not specifically permitted by the provisions of this chapter is prohibited.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.06; Ord. MC-7-2002 § 3, 08/06/02)

Section 15.60.070 Exempt signs.

Signs, flags and emblems of and on the premises of the United States, the state, the Village, and other municipal corporations and public bodies of the state shall be exempt from the regulations of this chapter. Murals and building decorations not an integral part of a sign are not considered signs for the purpose of this chapter.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.07)

Section 15.60.080 Signs allowed without a permit.

The following signs shall be allowed without a permit; provided that the sign is not prohibited by Section 15.60.060 of this chapter and that it complies with Section 15.60.130 of this chapter.

A. Permitted, nonilluminated temporary signs, as provided in Section 15.60.090;

B. Permitted, nonilluminated signs on single and two-family dwellings, as provided in Section 15.60.100(A);

C. Permitted, nonilluminated signs of organizations, as provided in Section 15.60.110; provided, the area of any such sign does not exceed eight (8) square feet;

D. (Repealed.)

E. Memorial plaques, building markers, cornerstones, historical plaques and similar designations displayed for noncommercial purposes; provided that, the area of any such signs does not exceed six (6) square feet;

F. Signs and pavement markings required by the police, fire or other governmental departments for the safety and convenience of the public;

G. Street or house number signs not exceeding one and one-half square feet in area;

H. Nonilluminated directional signs that do not contain a commercial message, logo or illustration, and that do not exceed three square feet in area;

I. Incidental signs that do not exceed one square foot in area.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.08)

J. Self-supporting portable menu board signs displayed at restaurants or other food service establishments that offer food service for consumption on the premises, subject to the following limitations:

1. The signs shall be no more than 24 inches wide and 36 inches high, including support elements.

2. No restaurant or food service establishment shall be allowed more than one such sign.

3. The signs may be displayed only during the hours that the business is open to the public.

4. The signs may be placed on a public sidewalk, provided they do not extend more than two feet from the face of the building.

5. The signs may only be displayed between May 1 and November 30 of each year.

6. The proposed location of a sign for a restaurant with outdoor seating shall be depicted on the site plan submitted with the application for the outdoor seating permit and the sign shall be placed only in the location specified on the approved outdoor seating plan.

7. Notwithstanding the foregoing, the Village reserves the right to order the relocation or removal of any menu board sign if the Director determines that the sign poses a safety hazard for pedestrian or vehicular traffic.

K. Any outdoor sign located on residential property that pertains to an election or political campaign; provided, that no such sign shall be more than eight (8) square feet in area.

L. Subject to the approval of the Village Council, banners displayed on any utility pole, street light or lamp post in the Hubbard Woods or Elm Street business districts, provided the Village Council determines

that the banner is not a commercial or political advertisement. (Amended MC-7-2002 § 4, 08/06/02; Amended MC-3-2003, 03/04/03; Amended MC-1- 2011, 2/8/11; Amended MC-7-2012 § 2, 10/16/12)

Section 15.60.090 Permitted temporary signs.

A. Signs Permitted. The following temporary signs shall be allowed without a permit; provided, they meet the requirements of this section; and provided further, that, unless specifically provided otherwise, the area of the sign shall not exceed eight (8) square feet:

1. **Nonilluminated real estate signs**, advertising the sale or lease of the lot or premises on which they are located; provided that, any such sign shall be less than six feet in height. No more than one such sign shall be allowed on the lot or premises, except that on corner lots, there may be one such sign facing each street. All such signs shall be removed within seven days after the sale or lease of the premises.

2. **Nonilluminated construction-site signs** identifying the parties engaged in the design and construction on the lot or premises on which they are displayed, subject to the following conditions.

a. Any sign in a residential zoning district shall have an area of no more than eight square feet in area nor shall the top of the sign be more than six feet above grade.

b. Any such sign in a nonresidential zoning district shall be no more than sixteen (16) square feet in area nor shall the top of the sign be more than twelve (12) feet above grade.

c. No more than one such sign shall be allowed on the lot or premises.

d. All such signs shall be removed within seven days after completion of the work to which the sign pertains, as determined by the Director.

3. Decorations displayed in connection with civic, patriotic or religious holidays, except that they shall be removed within seven days after the specific holiday.

4. Certain signs pertaining to elections or political campaigns, and signs displayed by civic, philanthropic, religious or educational organizations regarding an event sponsored by the organization, subject to the following conditions:

a. No outdoor sign on non-residential property that pertains to elections or political campaigns shall be more than eight (8) square feet in area;

b. No sign that is for an event sponsored by a civic, philanthropic, religious or educational organization and that is located on the exterior of the premises of the organization sponsoring the event shall be more than thirty-two (32) square feet in area;

c. No sign that is for an event sponsored by a civic, philanthropic, religious or educational organization and that is located in an exterior location other than on the premises of the organization sponsoring the event shall be more than eight (8) square feet in area; and

d. Any sign subject to this paragraph 4 shall be removed no later than seven days after the election or event for which it was displayed.

5. Window signs displayed on nonresidential premises located in a commercial zoning district to advertise special sales of merchandise or special commercial events, subject to the following conditions:

a. **No such sign may be illuminated,**

b. No such sign shall be more than eight square feet in area and the total area of all window signs, both temporary and permanent, shall not exceed the ten (10) percent limitation for window signs as provided in Section 15.60.120(B)(1)(d),

c. No such sign shall be displayed for more than thirty (30) days;

6. **Nonilluminated garage sale signs** displayed on the residential property on which the sale is conducted, subject to the following conditions:

a. No such sign shall be more than eight square feet in area,

b. No more than one such sign shall be permitted on the lot or premises, except that on corner lots one such sign may face each street,

c. No such signs shall be displayed for more than seventy-two (72) hours.

7. Signs such as banners, balloons, and similar devices that are displayed on residential property in a single-family residential zoning district to announce a birth, birthday, anniversary or similar special occasion; provided, no such sign shall be displayed more than twelve (12) hours before the occasion, and no such sign shall be displayed for more than forty-eight (48) hours.

B. Removal of Signs. All signs permitted by this section shall be removed by the person displaying it. The director is authorized to remove any such sign that has not been removed within the time limits established

by this section whenever such removal can be accomplished without entering a nonpublic portion of any building. In addition to any other penalty provided by this code, the person responsible for the posting or displaying of such sign shall pay the Village for the removal, such fee to be established by resolution of the Village Council. (MC-7-2012 § 3, Amended 10/16/12; 10/16/12; Ord. MC-1-2011, 2/8/2011; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.09)

Section 15.60.100 Signs on residential properties.

A. Single-Family and Two-Family Dwellings. No sign shall be displayed on any building or premises or part of such building or premises used for residential purposes, regardless of the zoning district in which it is located, and on any vehicles parked or stored on such residential property so as to be readily visible to the general public, except for the following permitted signs:

1. Signs exempted from this chapter pursuant to Section 15.60.070;
2. Signs allowed without a permit pursuant to Section 15.60.080;
3. Temporary signs permitted pursuant to Section 15.60.090;
4. One nameplate sign not exceeding two square feet in area;
5. Noncommercial signs behind or affixed to windows and doors, including signs prohibiting solicitors and identifying security services; and
6. Lawn signs prohibiting solicitors or identifying security services.

B. Multifamily Dwellings. In addition to signs permitted by subsection A of this section and any other signs permitted in this chapter by reason of any commercial use of the first floor, a multifamily dwelling building may display one nameplate sign not exceeding three square feet in area; provided, the permit requirements of Section 15.60.130 have been met. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.10)

Section 15.60.110 Signs of religious, charitable, educational, and other specified organizations.

A. Signs Permitted. No sign shall be displayed on the building or premises of a religious, philanthropic, civic, charitable or private educational institution or organization or any private club, except for the following:

1. Signs exempted from this chapter pursuant to Section 15.60.070;
2. Signs allowed without a permit pursuant to Section 15.60.080;
3. Temporary signs permitted pursuant to Section 15.60.090;
4. Signs, identifying the name or nature of the institution or organization; and
5. Bulletin board and changeable copy signs.

B. Size of Signs. The total area of all signs permitted by subsections (A)(4) and (5) of this section shall not exceed fifty (50) square feet, and no one sign shall exceed thirty (30) square feet in area.

C. Off-Premises Directional Signs. No more than two off-premises directional signs, neither of which shall have an area of more than four square feet, shall be permitted for each such institution; provided, the size, location, placement, design and color of such signs is approved by the Board. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.11)

Section 15.60.120 Commercial signs.

A. Defined. All signs not included or regulated in Sections 15.60.080, 15.60.090, 15.60.100 and 15.60.110 and not exempt pursuant to Section 15.60.070 shall be deemed to be commercial signs for the purposes of this chapter, regardless of the zoning district in which the signs are located.

B. Regulations. Commercial signs of any type not prohibited by Section 15.60.060 may be displayed, subject to obtaining a permit pursuant to this chapter; provided, they comply with the following regulations and the general standards set forth in Section 15.60.130:

1. Wall Signs and Window Signs.

- a. No wall sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

- b. No wall sign or window sign shall exceed seventy (70) square feet in area.

- c. Wall signs shall be placed substantially parallel to the surface of the wall.

- d. Window signs may be displayed on the street exposure or nonstreet exposure windows of an occupant; provided that, the total area of window signs in any single window pane or any single section of

window shall not exceed ten (10) percent of the area of the single window pane or single section of window on which it is located.

e. For each street exposure the total area of all window signs, wall signs and awning signs other than exempt signs, and permitted directional signs and incidental signs of this section, shall not exceed fifteen (15) percent of the total area of street exposure.

f. In buildings with more than one commercial premises, the total area of all commercial wall signs, window signs, and awning signs shall be limited to fifteen (15) percent of the area of street exposure of the occupant of each such premises.

g. Commercial wall signs shall be displayed only upon street exposures; except that one wall sign not exceeding twenty (20) square feet in area may be displayed by each occupant on each nonstreet exposure of the premises occupied by such occupant; provided that, such signs shall not be located above the second floor window sill level and shall not be higher than fourteen (14) feet above grade if there is no second floor window sill. The total area of all such nonstreet exposure wall signs displayed on a building shall be limited to forty (40) square feet and the area of such signs shall count toward the maximum sign area allowed for the street exposure of such occupant as provided in this section. This provision shall not prohibit window signs or the painting of signs on doors.

h. In cases where an occupant of a building occupied by no more than two commercial occupants does not have any street exposure, such occupant shall be permitted to display on or attach to the building, including the doors and windows, one commercial sign the area of which shall not exceed five square feet. The area of such sign shall be included in the fifteen (15) percent overall limitation established in this section.

i. In addition to other signs displayed on or attached to a building, a building occupied by three or more commercial occupants may display a directory type wall sign (subject to the fifteen (15) percent limitations contained within subsections (B)(1)(e) and (B)(1)(f) of this section) which lists only the names of such commercial occupants and the name of the building. The total area of such a directory-type sign shall not exceed thirty-five (35) square feet in area and no one individual listing shall exceed three square feet in area. (amended MC-3-2003, 03/04/03)

2. Projecting Signs.

a. One projecting sign may be placed perpendicular to the surface of a wall on a court yard for each business located on a court yard; provided that, the area of the sign does not exceed three square feet.

b. Blade signs may extend over a public way or a public sidewalk, provided that the blade sign extends no more than 2 feet from the wall of the building and is no more than 3 feet high, and provided that the clearance between the bottom of the sign and the sidewalk is at least 8 feet.

c. No projecting sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark. (Amended MC-3-2003, 03/04/03)

3. Freestanding Signs.

a. No freestanding sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

b. One directory type freestanding sign may be displayed on the premises of a building occupied by three or more commercial occupants; provided, the sign lists only the names of such commercial occupants and the name of the building; provided that, the building in which the occupants are located is set back from the street line at least fifteen (15) feet. The total area of any such sign shall not exceed forty (40) square feet in area, and the area of any one side of the sign shall not exceed twenty (20) square feet, and no one individual listing shall exceed three square feet in area. The total height of such a sign shall not exceed eight feet above grade.

c. If a building is occupied by fewer than three occupants, one freestanding sign may be displayed on the premises on which the building is located; provided that, no commercial signs are displayed other than exempt signs, window signs and a nameplate sign not exceeding three square feet in area, that the building is setback from the street line at least fifteen (15) feet, that the total area of such sign does not exceed forty (40) square feet, that the total area of any one side of the sign shall not exceed twenty (20) square feet, and that the total height of the sign does not exceed twelve (12) feet above grade.

4. Awning Signs.

a. No awning sign shall contain information other than the name of the occupant or business, the street address numbers of the premises and the occupant's logo or trademark.

b. The total area of all signs on an awning shall not exceed fifteen (15) percent of the total exterior surface area of the awning. The area of such awning sign shall be included in the fifteen (15) percent overall limitation established by this section.

c. The size of letters, logos or trademarks on awnings shall not exceed six inches in height and shall be placed on the descending vertical front skirt only.

5. Directional and Incidental Signs. Directional or incidental signs accessory to parking and driveway areas are permitted in addition to signs permitted under Section 15.60.080, subject to the following regulations:

a. One directional sign may be erected to designate each entrance to or exit from a parking or driveway area; provided that, the area of each such sign shall not exceed three square feet;

b. One wall sign or freestanding sign designating the conditions of use shall be permitted for each parking or driveway area; provided that, the area of any such sign shall not exceed ten (10) square feet.

6. Signs on or accessory to automobile service stations and car washes shall conform to all regulations contained in this chapter and shall be limited to four signs per establishment. In computing the number of signs displayed, however, the following shall not be deemed to constitute signs on such premises:

a. Information appearing on gasoline pumps as purchased or installed;

b. Signs containing information required by state or federal law regarding the operation of automobile service stations or pump islands; provided that, the size of each such required sign shall be related to the state mandated letter size and shall be approved by the Board. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.12)

Section 15.60.130 General standards.

All signs permitted by this chapter, whether with or without a permit, shall comply with the following standards:

A. Sign Measurement.

1. Area to Be Included. The supporting structure or bracing of a sign shall be omitted in measuring the area of the sign unless such structure or bracing is made part of the message or face of the sign. When a sign has more than one display face, all faces shall be included in determining the area of the sign; provided that, if the distance between the sign faces of a two-faced sign does not exceed twelve (12) inches, the area of the sign shall be measured as the area of one face.

2. Area of Sign With Background Panel. A sign placed or painted on a background panel shall be measured by computing the area of the background panel.

3. Area of Sign Without Background Panel. A sign with individual letters or symbols placed separately on a building wall, awning, or other structure without a background panel shall be measured as the sum of the area of the smallest regular geometric figures that can separately encompass all words, letter areas, figures, emblems, and other elements of the sign.

4. Sign Spacing. No sign wording, illustration or element that is less than two feet from any other sign wording, illustration or element shall be considered a separate sign for purposes of calculating sign area.

5. Sign Height. The height of a sign shall be measured from the adjacent natural grade, to the highest point of the sign.

B. Illumination.

1. Location and Design of Light Source. The source of light for any externally illuminated sign shall be located, shielded and directed so as not to be directly visible from any dwelling or public street. No receptacle, device, fixture or housing for a light fixture shall project more than three inches into the right-of-way of any public street, sidewalk, parkway, alley or public place (except that such an electrical device more than eight feet above the adjoining sidewalk may project a maximum of twenty (20) inches into a public right-of-way).

2. Location of Externally Illuminated Signs on Building. No externally illuminated signs, whether displayed on a building or as a window sign, shall be displayed above the second floor window sill level of the building.

3. Externally Illuminated Signs Adjacent to Residential Zoning Districts. No externally illuminated sign shall be located within, or within one hundred (100) feet of the boundary of, any residential zoning district, if

an illuminated face of such sign is parallel with or at an angle of less than forty-five (45) degrees from the residential zoning district boundary or otherwise has an adverse visual impact on adjacent residential properties; provided that, this restriction shall not apply if the property is in a multifamily zoning district and is not used for residential purposes.

C. Electrical Elements. All signs and **appurtenant light fixtures** in which electrical wiring and connections are to be used shall comply with the Building Code.

D. Structural Design. All signs shall comply with the Building Code and shall be designed and constructed adequately and safely to support their weight and to withstand wind and other stresses to which they may be subjected.

E. Obstruction of Accessways. No sign shall be erected, relocated, maintained, or otherwise permitted to obstruct or prevent free ingress and egress from any window, door, fire escape or stairway of any building or structure. No sign shall be attached to a fire escape.

F. Traffic Safety. No sign shall be erected, constructed or maintained where by reason of its position, shape, color or wording, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device, nor shall it otherwise cause a safety hazard.

G. Sign Maintenance. In addition to complying with all other applicable provisions of this code, all signs and awnings shall be kept and maintained in a safe, neat and orderly condition and appearance. The owner of a sign shall be responsible for providing such maintenance for freestanding signs. Maintenance shall also require that the ground area, for a distance of not less than ten (10) feet in all directions, be kept free and clean of weeds, trash and other debris. In the event that a sign is not maintained in a safe, neat and orderly condition by the owner, the sign shall be subject to removal.

H. Removal of Signs. Whenever any business, service or other use moves from or vacates premises previously occupied by it, or if, for any reason a sign is no longer applicable to the premises or has been abandoned, the sign and related mounting hardware and electrical service shall be removed from the premises within ten (10) days from the date of such cessation of the business or occupancy. In the event that such sign is not removed by the owner or operator of such business, service or use, the owner of the premises upon which such sign is displayed shall be liable for such removal within ten (10) days.

I. Civic Event Signs. Areas of land designated by the Village Council as community information areas may have civic event signs posted subject to the following:

1. Application for civic event signs shall be filed with, and approved by the Director, subject to issuance of a certificate of appropriateness as provided in this chapter.

2. Such signs shall be constructed of wood or similar material and shall be securely fastened to the ground.

3. Such signs shall be no more than thirty-two (32) square feet in area and no more than twelve (12) feet in height. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.13)

Section 15.60.140 Sign permit procedures.

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

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

1. Name, address and telephone number of the owner of the property;
2. Name, address and telephone number of the applicant (owner of the sign);
3. Name, address and telephone number of the sign contractor, and where applicable, the name, address and telephone number of the electrical contractor;
4. Address or location of building, structure or lot to which, or upon which, the sign is to be attached or erected;
5. Application for certificate of appropriateness and, where applicable, application for building permit;
6. Illustrated calculations of the aggregate size of all signs existing on the premises at the time of making such application;

7. Such other information as the Director or the Board shall require to show full compliance with this chapter;

8. Ten (10) copies of the following materials or information:

a. Drawings showing the position of a proposed sign in relation to adjacent signs, buildings and structures,

b. Information, drawings, samples, or other materials regarding the design and size, structural details, materials and colors, and placement on the premises of a proposed sign or sign structure,

c. Current color photographs showing existing signs on the premises and adjacent property, and the date that the photographs were taken.

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

D. Issuance of Permit. Except as provided in Section 15.60.150(D) of this chapter, no sign permit shall be issued by the Director prior to the granting of a certificate of appropriateness by the Board, or on appeal by the Village Council as provided for in Section 15.60.150(E) of this chapter. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.14)

Section 15.60.150 Certificate of appropriateness.

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

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

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

D. Issuance of Certificate.

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

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

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

E. Appeal to Council. If a certificate of appropriateness is granted or denied by a concurring vote of fewer than two-thirds of those Board members present, the applicant or any person affected by the Board's decision may take a written appeal to the council within thirty (30) days from the date of such granting or denial. No

appeal may be taken unless written notice of intent to file such appeal is made to the Director within seven days of the board's decision denying or granting the certificate. The Village Council shall render its decision within thirty (30) days from the date of such written appeal and its decision shall be final.

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

1. The sign area shall not exceed the maximum permitted area and shall be in proportion and scale to the building or to other buildings or signs in the surrounding area;
2. Projects which include a number of signs and graphics shall have an overall plan;
3. The amount of information contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;
4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings and the neighborhood, and shall be designed so as not to adversely affect adjacent structures. In this respect the sign shall be related to its building, structure and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, lighting, and the like;
5. Colors shall be used with restraint and excessive brightness shall be avoided;
6. External lighting shall be arranged so that the light source is screened from view;
7. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.15)

Section 15.60.160 Amendment to permit work.

It is unlawful to alter or in any way modify or deviate from the permit work. If the owner desires to deviate from the approved construction documents during the progress of permit work, the owner shall submit to the Director a certified description of the changes and complete revised construction documents which clearly show all revisions. Prior to proceeding with the work, any amendments to the original permits and approved construction documents shall be approved by the Director or other building officers in accordance with this code. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.16)

Section 15.60.170 Expiration and revival of permits.

If, after the date that any permit is approved, the permit work has not begun within three months, or substantial progress is not made on the permit work within six months, or the permit work is not completed within fifteen (15) months, or the permit work is suspended or abandoned for a period of three months after it has commenced, then the permit shall lapse. Upon lapse of any permit, all retained fees and deposits shall be forfeited and any permit bonds shall be subject to forfeiture upon approval of the Village Council. No work shall be done under a lapsed permit and no further inspections shall be performed on the work that was the subject of the lapsed permit unless the permit is first revived pursuant to this section. Any request to revive a permit after it has lapsed pursuant to this section shall be considered a new permit application and shall be subject to all fees, costs, deposits and approvals applicable to a new permit application for such work. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.17)

Section 15.60.180 Failure to complete work.

A. Notice. In the event that the person to whom the sign permit has been granted fails to complete or assure completion of the work required in accordance with the provisions of the permit, the Director shall notify such person in writing of any such failure. If such failure is not corrected within ten (10) days after notification the sign permit may be revoked by order of the Director.

B. Revocation of Permit. Any sign permit or certificate of appropriateness issued under this chapter may be revoked by order of the Village Council when it is shown by satisfactory proof that:

1. The permit was issued without or in excess of the authority of the Director;
2. The application for sign permit and certificate of appropriateness contained material misrepresentation of fact; or
3. The sign(s) or structure was erected, constructed, reconstructed, altered or used in a manner not in compliance with the submittals which served as the basis for the issuance of the permit or certificate of appropriateness.

C. Removal of Signs. In the event of revocation of a sign permit or certificate of appropriateness, the sign(s) or structure authorized by said permit or certificate shall be removed promptly at the expense of the

applicant. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.18)

Section 15.60.190 Review of existing permanent signs.

A. Identification. The Director shall inspect existing permanent signs for the purpose of identifying those existing permanent signs which are not in compliance with this chapter.

B. Requests for Review. Any person may file a request with the Director for review of specific existing permanent signs. The Director shall inspect such sign or signs for the purpose of determining compliance with the provisions of this chapter.

C. Notice of Violation. The Director shall notify the owner of any existing permanent sign found to be in violation of any provision of this chapter pursuant to inspections made under subsection A or B of this section. The notice shall refer to each section of this chapter under which a violation has been found to exist and the notice shall describe the features found to be deficiencies.

D. Effect of Notice. Each existing permanent sign which is the subject of a notice given under subsection C of this section shall thereupon be classified as a nonconforming sign subject to Section 15.60.200.

E. Appeals. The owner of a sign with respect to which a notice has been given under subsection C of this section above may appeal the determination by the Director by filing an appeal pursuant to Section 15.60.230 not later than thirty (30) days after the date of notice. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.19)

Section 15.60.200 Nonconforming signs.

A. Any sign that becomes nonconforming as the result of the adoption of this chapter on May 20, 1980, or of any subsequent amendments to this chapter, may be continued, subject to the conditions and limitations of this section; provided, the sign was lawfully in existence at the time of such adoption or amendment and has remained nonconforming.

B. Ordinary repair and maintenance may be made to any nonconforming sign except a sign that is prohibited by Section 15.60.060 of this chapter. For purposes of this provision, the rewiring or change of any electrical element of an internally illuminated sign or the replacement of any neon tubing shall not be considered ordinary repair and maintenance.

C. No nonconforming sign, or part of such sign, shall be operated, maintained or changed in any way if such operation, maintenance or change will either create an additional nonconformity or increase the extent or degree of the existing nonconformity.

D. No nonconforming sign shall be moved in whole or in part to any other location on the same zoning lot unless the Director has determined that the proposed relocation will decrease the degree of nonconformity.

E. If a nonconforming sign is damaged by fire or other casualty to the extent of fifty (50) percent or more of the value of the entire sign (measured in terms of replacement cost for the sign as a whole, and as determined by the Director) it shall not be restored unless the entire sign is made to conform to the provisions of this chapter. (Amended during 1999 codification; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.20)

Section 15.60.210 Unlawful display deemed nuisance.

It is unlawful to display any sign in violation of the provisions of this chapter. Any sign displayed in violation of this chapter shall be deemed a public nuisance. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.21)

Section 15.60.220 Enforcement, penalties and revocation of permit.

A. Authorization of Director. The Director is authorized and empowered to enforce this chapter.

B. Final Inspection Required. Before any use may be made of a sign authorized under the provisions of this chapter, a final inspection of the premises must be obtained from the Director to assure compliance with the evidence upon which the sign permit was issued.

C. Authority of Building Officers. Building Officers are empowered, during reasonable hours, to lawfully enter upon any premises or into any structure or addition to such structure for which a sign permit has been issued but which has not received a final certificate of use or when necessary to do so in the performance of any duty imposed upon them by this code. If entry is refused or not obtained, a Building Officer is authorized to pursue remedies as provided by law or this code.

D. Enforcement Actions. Any Building Officer is authorized to exercise the police power of the Village in order to secure compliance with the provisions of this chapter. Enforcement actions shall include, but not be

limited to, the issuance of a stop work order, permit revocation, prosecution for violations, the bringing of a civil action to recover any penalty of fine, or the institution of the appropriate action at law or in equity to restrain, correct or abate such violation or to require the removal of the unlawful use or act. The filing of a civil action to recover any penalty or fine shall preclude incarceration or imprisonment. Prior written notice of a violation shall not be required for the initiation of enforcement actions under this section if the violation creates any emergency or unsafe condition, if the violation is the resumption of an activity that was the subject of a written notice of violation issued within the previous thirty (30) days, or if the Building Officer determines that the violation is part of a pattern of behavior at the site which discloses a disregard for the requirements of this code.

E. Penalties--Fines.

1. Fines for Violations. Except as provided in subsection (E)(2) of this section, any person who violates a provision of this chapter shall be subject to a fine of not less than one hundred dollars (\$100.00) nor more than seven hundred fifty dollars (\$750.00) and the cost of prosecution. The village attorney or, at the direction of the village manager, the village prosecutor, may file a civil action to recover any penalty or fine against any such person; provided, however, that the filing of such civil action shall preclude incarceration or imprisonment.

2. Pre-Court Payment. Except as provided in this paragraph, any person charged with a violation of this chapter may pay directly to the Village, at the Village Hall, the minimum fine applicable to the offense charged, as established in subsection (E)(1) of this section; provided, such payment is made no later than five days before the date of a court hearing set for such violation at the request of the person receiving the citation alleging the violation. A receipt shall be issued for any pre-court payment so made and any violation for which such a pre-court payment has been made shall not be subject to further prosecution. No pre-court payments will be accepted less than five days before the scheduled court hearing date. If more than two violations are issued for the same work site in any thirty (30) day period, only the first two such violations may be subject to a pre-court payment pursuant to this paragraph.

3. Separate Offenses. Each act of violation and each day upon which a violation occurs shall constitute a separate offense. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.22)

Section 15.60.230 Violation of regulations.

A. The Director shall give a written notice of violation to any person displaying a sign in violation of this chapter (other than violations of Section 15.60.180). Such notice shall demand compliance with the requirements of this chapter within forty-eight (48) hours from the time of receipt of such notice (weekends and holidays excluded) for temporary and window signs, and within ten (10) days for other signs.

B. Any person displaying a sign in violation of this chapter after such forty-eight (48) hours or ten (10) day period, as the case may be, shall be subject to a penalty not exceeding seven hundred fifty dollars (\$750.00) per offense. Each day of such violation shall constitute a separate offense with respect to the computation of fines.

C. If a sign shall be found to be unsafe or insecure, or constructed, erected or maintained in violation of this chapter, and if the owner of the sign fails to remove or alter the sign (following proper notice), the sign may be removed or altered by the village at the expense of the owner of the sign.

D. In the event that any sign presents an immediate peril to persons or property, the sign may be removed by the Village summarily and with out notice. Such removal without notice shall not preclude the Village from recouping the costs of such removal.

E. In addition to other remedies as specified in this chapter, the Village may institute any appropriate action or proceeding to prevent, restrain, correct, or abate any violation of this chapter, including such actions as may be necessary for the Village to recoup costs incurred in pursuance of the removal or alteration of signs as may be required by this chapter.

F. Any permit shall be a license to proceed with the permit work and shall not be construed as authority to violate, cancel or set aside any provision of this code or any other applicable law. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.23)

Section 15.60.240 Appeals.

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

proceedings in furtherance of the action appealed from until a final decision by the Sign Board.

B. All final decisions of the Sign Board under this section shall be subject to judicial review pursuant to the provisions of the Administrative Review Act approved May 8, 1945 and all amendments and modifications (735 ILCS 5/3-101, et seq.). (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.24)

Section 15.60.250 Variations.

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

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

C. Variations shall be permitted only if:

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

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

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

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

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

Section 15.60.260 Liability for damages.

Neither the provisions of this chapter nor the issuance of any sign permit or certificate of appropriateness shall be construed as relieving any person erecting, owning or maintaining any sign from liability arising by reason or personal injury or property damage resulting from such sign or work relating to such sign, or as limiting the liability of any such person by reason of personal injury or property damage so resulting. The provisions of this chapter shall not be construed as imposing upon the Village or its officials or employees any liability by reason of the approval of any sign under any of the provisions of this chapter.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.26)

The Village of

Winnetka

Design Guidelines



d. **Building Signage**

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

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

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



Figure 38

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

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

Figure 39



Figure 40

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



Figure 41

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

e. **Awnings and Banners**

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. **If awnings are lit it should be from an outside source; no backlit awnings are allowed.**

Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

Materials: The awning material should be taut, not relaxed. **Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic.** All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. **Awning signs and logos are limited to a height of six inches, and may be placed on the valance only.**

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.

f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

Entrances: Commercial and mixed-use facilities should provide first floor access from the primary or secondary facade.

Elevators: Where possible, elevators should be incorporated into the existing building envelope. If physically impossible, the elevator and stair core can be located on the exterior of the building but should be located so as not visible from the main public way.

Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.



VILLAGE OF WINNETKA

Attachment D

1

INTERNALLY ILLUMINATED SIGN EXAMPLES FROM DOWNTOWN EVANSTON





NEON/NEON-LIKE SIGNS

2





BOX SIGNS

3





BOX SIGNS

4





INDIVIDUAL CHANNEL LETTERS MOUNTED ON PANEL

5





INDIVIDUAL CHANNEL LETTER SIGN MOUNTED ON WALL

6





INDIVIDUAL LETTER CHANNEL SIGN MOUNTED ON RACEWAY

7





HALO ILLUMINATED SIGNS

8





INTERNALLY & HALO ILLUMINATED SIGNS

9



Nearby Communities Regulation of Externally and Internally Illuminated Signs

Glencoe

Glencoe allows externally illuminated signs and certain internally illuminated signs.

The following are Glencoe's sign illumination standards:

1. Illumination.

(a) Location and Design of Light Source. Whenever an external artificial light source is used for a sign, such source shall be located, shielded, and directed so as not to be directly visible from any dwelling or public street. No receptacle or device housing a permitted light source for a sign shall protrude more than 12 inches from the face of the sign or building to which it is attached.

(b) Level of Illumination. In no event shall the illumination of any sign, resulting from any internal or external artificial light source, exceed 75 foot candles when measured with a standard light meter held perpendicular to the sign face at a distance equal to the narrowest dimension of such sign face. All artificial illumination shall be so designed, located, shielded, and directed as to illuminate only the sign face or faces and to prevent the casting of glare or direct light upon adjacent property or streets.

(c) Signs Adjacent to Residential Areas. Any illuminated sign located within 120 feet of a residential district shall not be illuminated between the hours of 11:00 p.m. and 7:00 a.m. except that such sign may remain illuminated during such time as the activity to which the sign pertains is open for business so long as such sign is not a public or private nuisance.

(d) Flashing Lights Prohibited. Except for public service signs when expressly permitted by this Section, no flashing, blinking, or intermittent lights shall be permitted.

(e) Floodlights or Spotlights. No sign in the B-1 or B-2 Districts shall be illuminated by a floodlight or spotlight.

(f) Materials. No temporary sign shall utilized fluorescent, radiating, or glowing paint, ink, or material in its construction.

In business zoning districts, the following signs may not be illuminated:

- Awning signs
- Window signs

In business zoning districts, the following signs may not be internally illuminated

- Projecting signs

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Highland Park

Highland Park allows externally illuminated signs and internally illuminated signs in certain zoning districts. They do not allow internally illuminated signs in their commercial districts.

The following are Highland Park's sign illumination standards:

Sec. 150.2007. - Illumination.

(A) Location and Design of Light Source.

- (1) Whenever an external artificial light source is used for a Sign, that source shall be located, shielded, and directed so as to (a) restrict the extent of the lit area to the Sign face, and (b) not be directly visible from any public street or private residence.*
- (2) No unshielded light or string or string of lights shall be permitted.*
- (3) No Sign shall be internally illuminated, except that: (a) Signs in the B3 Highway Commercial District, HC Health Care District, and I Light Industrial District may be internally illuminated, provided that only the lettering or logo, or both, on the Sign is internally illuminated; (b) Ground Signs serving a motor vehicle salesroom or a new or used motor vehicle sales facility located in the B3 or I Districts may be fully internally illuminated; (c) the lettering, logo, and pictorial representations of the prices and products displayed on Menu Board Signs serving a Drive-Through Facility that is accessory to a Restaurant may be internally illuminated; and (d) electronic message boards or LED screens incorporated into City-owned Governmental Signs may be internally illuminated.*
- (4) Ground-mounted light fixtures shall: (a) be no higher than 16 inches; (b) have a finish color of non-contrasting black, gray, brown, or other color which minimizes the visibility of the fixture; and (c) screened year-round by landscape plantings so as to not be directly visible from street rights-of-way or residential uses.*

(B) Level of Illumination. All artificial illumination shall be designed, located, shielded, and directed to illuminate only the Sign Face or Faces and to prevent the casting of glare or direct light upon adjacent property or streets. No artificial illumination shall exceed one-half foot candle at any residential Lot line.

(C) Restriction on Hours of Illumination. Signs that are located (i) in the B2, B4-4, B4-5, B4-6, and B5 Districts, and (ii) on, adjacent, or contiguous to Broadview Avenue, Deerfield Road, Judson Avenue, Laurel Avenue, or that portion of Elm Place located east of St. Johns Avenue may be illuminated only until (i) 11:00 p.m. or (ii) the time that the activity to which the Sign pertains has closed for business, whichever is later

(D) Flashing Lights Prohibited. Except for electronic message boards or LED screens incorporated into City-owned Governmental Signs, no flashing, blinking, or intermittent lights, nor any illumination that has a change in light intensity, shall be permitted.

(E) Illumination of Temporary Signs Prohibited. No Temporary Sign shall be illuminated.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Kenilworth

Prohibits the following three types of illuminated signs in all zoning districts:

INTERIOR ILLUMINATED SIGN. A sign located inside a building illuminated by a light source and clearly visible from the exterior of the building through a window or a door.

INTERNALLY-ILLUMINATED SIGN. A sign illuminated by a light source that is enclosed by the sign face or located within the sign.

NEON ILLUMINATED SIGN. A sign which incorporates lighted neon tubes or other fluorescing gas.

The following are Kenilworth's general sign illumination standards:

(J) Sign illumination. In all zoning districts, sign illumination is limited to allowed exterior illuminated signs. All other illuminated signs are prohibited signs.

(1) Location and design of light source. The lights for exterior illuminated signs shall be located, shielded and directed in such a manner that the light source is not directly visible from any surrounding public or private property. The use of unshielded lights, including incandescent bulbs on poles or strung on poles, wires or any other type of support to illuminate a sign is not allowed. All receptacles or devices used to provide external illumination for wall signs shall not protrude more than nine inches from the face of the sign except for ground lighting.

(2) Hours of illumination. Illumination for an exterior illuminated sign is allowed from 7:00 a.m. to 10:00 p.m., except that an exterior illuminated sign may remain illuminated during such time as the business is open to the general public, so long as such sign is not a public or private nuisance and in no case later than 11:00 p.m.

(3) Level of illumination. The lighting intensity of an exterior illuminated sign shall not exceed, and shall be maintained at or less than ten foot candles when measured with a standard light meter at four feet from the center of the face of the sign.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Northfield

ILLUMINATED SIGN (EXTERNAL). A sign characterized as having its source of artificial light located on or outside the perimeter of such sign.

ILLUMINATED SIGN (**INTERNAL**). A sign characterized as having its source of artificial light located within the perimeter of such sign.

The following are Northfield's general sign illumination standards:

*(9) An **internally** illuminated sign may have no transparent surfaces and may display only letters, trademarks or logos.*

(10) Any illuminated sign shall be extinguished between the hours of eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M., except that such sign may remain illuminated during such times as the activity to which the sign pertains is open for business during eleven o'clock (11:00) P.M. and seven o'clock (7:00) A.M.

*(11) The sign must be constructed and used so as to maintain the architectural integrity of the building to which it relates. For **internally** illuminated signs, only the copy, display and logo shall be of translucent materials, the background of such signs shall be of opaque materials.*

Prohibited Illuminated Signs:

*(13) **Neon** or similar gaseous tube illuminated signs, except where the neon is used as a backlight and the lamp/bulb is not visible. (Ord. 95-845, 5-22-1995)*

(18) Signs consisting of a string, cluster or series of lights, with the exception of "seasonal or holiday decorations" as defined in this chapter.

And a variety of temporary signs.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

Wilmette

Wilmette allows **internally** and externally illuminated signs.

The following are Wilmette's general sign illumination standards:

(f) Illumination.

- (1) All sign illumination must be designed, located, shielded and directed so as to prevent the casting of glare or direct light upon adjacent publicly dedicated roadways and surrounding properties.*
- (2) In no case may the lighting intensity of any sign, whether from **internal** illumination or external illumination, exceed seventy-five (75) footcandles when measured with a standard light meter perpendicular to the face of the sign at a distance equal to the narrowest dimension of the sign.*
- (3) No sign may be illuminated between the hours of twelve o'clock (12:00) a.m. and six o'clock (6:00) a.m. unless the activity displaying the sign is open for business during those hours. The Zoning Administrator is authorized to grant an exemption from this provision to provide for the security and safety of the use on the property.*
- (4) Goose-neck reflectors and lights are permitted provided that they concentrate the illumination upon the area of the sign so as to prevent glare upon the street or adjacent property. Any device used to provide external illumination for a sign may project no more than eighteen (18) inches from the face of the sign.*

Additional illumination standards (code excerpts):

- (5) A ground sign may be **internally** or externally illuminated in all non-residential districts, except the OR District. A ground sign may be externally illuminated in all residential zoning districts or the OR district.*
- (6) An awning sign may be externally illuminated.*
- (11) A changeable copy sign affixed or illuminated directly upon the vertical hanging fascia of the marquee is permitted.*
- (5) A permitted projecting sign may only be externally illuminated.*
- (C) Illumination of sidewalk signs is prohibited.*
- (6) A permitted wall sign may be externally or **internally** illuminated, except that a non-conforming use in a residential zoning district may not be internally illuminated.*

Wilmette's code does not explicitly state if window signs may be externally or **internally** illuminated or not.

Highlighted text refers to internally illuminated sign standards.

Nearby Communities Regulation of Externally and Internally Illuminated Signs

- (F) **Exposed Neon.** *The use of exposed neon shall be permitted only as a Window Sign that is intended to identify that a business is open for operation. Such signs shall not exceed a Sign Area of 2 square feet in the B3 and I zoning districts and 54 square inches in all other zoning districts.*

Additional illumination standards (code excerpts):

- (b) *A Memorial Sign shall be a Wall or Ground Sign, shall be made of durable materials such as bronze, stone, or concrete, and shall not be illuminated. No Memorial Sign that is a Ground Sign shall be closer than six feet to any Lot line.*
- (k) *Temporary Window Signs shall not block any window area required for light, ventilation, or emergency exit by any applicable code. No Temporary Window Sign shall be illuminated. A Temporary Window Sign shall be maintained on a Lot for a period not to exceed 30 days.*

Highlighted text refers to internally illuminated sign standards.