

**VILLAGE OF LAKE BLUFF  
ARCHITECTURAL BOARD OF REVIEW**

**Tuesday, October 3, 2017 – 7:00 P.M.**

**VILLAGE HALL BOARD ROOM  
40 E. CENTER AVENUE, LAKE BLUFF, ILLINOIS**

**AGENDA**

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- 1. Call to Order and Roll Call**
- 2. Consideration of the September 5, 2017 Architectural Board of Review Meeting Minutes**
- 3. Non-Agenda Items and Visitors (Public Comment Time)**  
The Architectural Board of Review Chair and Board Members allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Board on any matter not listed on the agenda. Each person addressing the Architectural Board of Review is asked to limit their comments to a maximum of three (3) minutes.
- 4. Consideration of a Sign Permit Application for the Lake Bluff Commerce Center at 910 Sherwood Drive and 42 Sherwood Terrace**
- 5. Discussion of Proposed Sign Code Revisions and Revisions to the Requirements for Site Plan Review**
- 6. Staff Report**
  - **Next Regular Meeting – November 7, 2017 (1<sup>st</sup> Tuesday)**
- 7. Adjournment**

The Village of Lake Bluff is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact R. Drew Irvin at 234-0774 or TDD number 234-2153 promptly to allow the Village of Lake Bluff to make reasonable accommodations.

**VILLAGE OF LAKE BLUFF  
ARCHITECTURAL BOARD OF REVIEW  
REGULAR MEETING  
SEPTEMBER 5, 2017**

**DRAFT MINUTES**

**1. Call to Order and Roll Call**

The meeting of the Architectural Board of Review (ABR) of the Village of Lake Bluff was called to order on September 5, 2017 at 7:00 p.m. in the Village Hall Board Room (40 E. Center Avenue) and the following were present.

Present:       Matthew Kerouac  
                  Carol Russ  
                  Julie Wehmeyer  
                  Bob Hunter, Chair

Absent:        Neil Dahlmann  
                  Edward Deegan

Also Present: Mike Croak, Building Codes Supervisor (BCS)

**2. Consideration of the August 1, 2017 ABR Regular Meeting Minutes**

Member Russ moved to approve the minutes of the August 1, 2017 ABR meeting as presented. Member Kerouac seconded the motion. The motion passed on a unanimous voice vote.

**3. Non-Agenda Items and Visitors (Public Comment Time)**

Chair Hunter stated the ABR Chair and Board Members allocate fifteen minutes during this item for those individuals who would like the opportunity to address the Board on any matter not listed on the agenda.

There were no requests to address the ABR.

**4. Consideration of a Sign Permit Application and a Request for an Exemption from the Requirements of the Sign Code for Whitehead Studios located at 36 East Center Avenue**

Chair Hunter introduced the agenda item and invited Ms. Julie Whitehead to the podium.

Ms. Whitehead said it is a pleasure to have a storefront in Lake Bluff. The request is to recover the existing awning with an apricot colored canvass displaying the new business name and logo.

In response to a comment from Member Kerouac, BCS Croak said the original design needed an exemption for the height of the letters but, in the revised design, the proposed 7 inch letter height complies with the regulations. The applicant has requested an exemption to have the letters placed on the main portion of the awning because there is no descending skirt.

Member Kerouac said the script design could appear less legible if viewed from an angle and possibly lose the quality desired by the applicant. He said the proposed color should work with the existing brick exterior. Ms. Whitehead said she will work with the proposed company to ensure the quality of the font is not distorted.

Member Russ welcomed Ms. Whitehead and noted she like the apricot color. She agreed that the proposed scripted design was light noting these kind of letters can sometimes disappear. She commented on the existing awning and said to her signs are really straight forward, either they conform to the ordinance or they do not. She commented on the existing awning and said if we continue to grant exemptions, then consideration be given to revising the sign ordinance. Member Russ said signs are all about parity and noted the building owners have a sign program. She expressed her preference to re-evaluate the proposed lettering and noted the huge emblem violates the sign code.

BCS Croak said he is unsure if the logo violates the sign code because there is not an overall sign square footage. Pursuant to the sign code letters in the CBD should be no more than 7 inches in height but it does not address overall square footage for awning signage in the CBD. A discussion ensued regarding logo/graphic signage.

Member Wehmeyer said the signage should match the existing brick exterior. She is okay with the color and lettering as long as it complies with the existing regulations.

Chair Hunter provided background information regarding the awning signage on E. Center Avenue and noted the sign ordinance was based on the previous signage. Currently, there are two awning sign remaining neither one has a skirt and he asked how the proposed scallops could be done without a skirt. Chair Hunter said the original letter size was 4 inches because it was based on placing the letters on the skirt. Now there is no consistency and he think it is time to review the existing sign ordinance to establish some consistency. The logo is nice but does not set the precedence for future awning signage.

Ms. Whitehead said the proposed awning is very sophisticated and will be a nice addition to that strip. .

A member of the audience asked if the ABR would consider a smaller size.

Chair Hunter asked if the ABR should rethink the sign ordinance relevant to awning signs. A discussion regarding letter size ensued.

Member Russ said the goal of signage is to display the business name. She asked how big are the letters and where will they be placed. She expressed her agreement with Chair Hunter than the existing code is not working. A discussion regarding letter size followed.

Member Kerouac said the adjacent store has 12 inches letters and asked if the logo could be smaller to move the process forward. Ms. Whitehead said approval of the signage is needed because the plan is to open the store on September 16<sup>th</sup>.

Member Russ said sometimes additional space between the letters helps readability and suggested the font be spaced out more.

Member Wehmeyer said if we were to do an exemption for 1 ft. high letters that may set the precedence for future awnings.

Chair Hunter said he think the sign code should be amended to reflect the current conditions. A discussion followed.

In response to a comment from Member Russ, Chair Hunter said the 12 inches letters could appear small and proposed logo illegible. Ms. Whitehead expressed her preference to have a 12 inch logo.

Chair Hunter and Member Kerouac expressed their concern with the proposed scallops on the logo because they overpower the logo. Ms. Whitehead said what if the font was 7 inches in height and the logo a little larger than 12 inches would that work. Member Kerouac asked if we want that aligned and not in the present location, the suggested configuration would make the signage appear 18 inches tall if we just look at the composite.

Member Wehmeyer said if the adjacent signage has 12 inch letters than the proposed lettering should not be a problem; however, she do not think a 12 inch logo on the left side off center would not look right artistically. She commented on the original proposal and noted the scripted design would read better on the apricot awning and she think the lettering is larger than 12 inches but maybe that becomes the answer focusing on exemptions and it is consistent with what is being approved for awnings.

Member Russ asked if there have been a proposal submitted regarding window signage. Ms. Whitehead said she was told by the adjacent store owner that was not required. Should a request be submitted that could possibly lead to the logo being placed on the door with the hours of operations and the business name on the awning. A discussion followed.

In response to a question from a person in the audience, BCS Croak said currently regulations only allow door signage if it is the only available location and the letters are limited to 5 inches in height.

Chair Hunter asked if they would consider placing the logo in the window. Ms. Whitehead said “Whitehead Studios” will be centered in the highest window and she does not want the logo in the middle.

Member Kerouac asked if the logo could be placed on the door. Ms. Whitehead said that is what she has now in the other space.

Member Kerouac said right now on the table is proposed lettering with a smaller logo centered above. The other option is as presented with 12 inch letters on the awning with no logo. Ms. Whitehead said she would prefer the first option the logo on the awning with the business name underneath.

Member Wehmeyer commented on Member Kerouac’s concern regarding the angle. The angle dimension is 4’-5”, and this view is 3’-7” and questioned if we are looking at it flat on will it be 18 inches.. She asked if it could be up to 18 inches and maybe if the scale is better proportioned then maybe 16 or 17.

In response to a comment from Member Kerouac, Ms. Whitehead said she is okay with not having scallops on the sign.

Ms. Whitehead expressed her desire to have flower boxes in front of the store and her understanding the Village supplies and take care of the boxes. Chair Hunter said the Village put the flower boxes in and the Garden Club does about four planting each year. BCS Croak said he will look into who to contact regarding the flower boxes. Lastly, Ms. Whitehead thanked the ABR.

Member Kerouac made a motion to recommend the Village Board approve the awning with 7” tall letters, the color similar to the sample provided, the logo with no scallops along the bottom and no taller than 18 inches centered above the letters. Member Russ seconded the motion.

A discussion followed. Ms. Whitehead suggested that the signage not exceed 26 inches from the top of the logo to the bottom of the font.

Following the discussion, Member Kerouac moved to amend the motion to recommend the Village Board approve the awning with a 26 inch total height from bottom of the letter to top of the logo, maximum 10 inch letters, the color similar to the sample provided, and no scallops on the awning. Member Russ seconded the motion. The motion passed on the following roll call vote:

Ayes: Wehmeyer, Russ, Kerouac and Chair Hunter  
Nays: None  
Absent: Dahlmann and Deegan

5. **Continuation of a Discussion of Proposed Material Standards for New Single Family Homes**  
BCS Croak said we have an existing chapter in the Village Code titled “Architectural Review” as a similar/dissimilar ordinance that says you cannot do anything radically dissimilar to existing housing in Lake Bluff but you cannot do exact copies of it either. We are proposing to add this into that chapter with the procedures somewhat different to match what the ABR has discussed.

BCS Croak said the feedback from the previous discussion are shown on the last two pages of the draft ordinance. There are 10 proposed guidelines, #1 through #9 are a result of the ABR’s discussions and #10 is the result a discussion between Staff and Legal Counsel regarding economic hardship consideration associated with historic preservation. BCS Croak commented on the typo in #10 noting the word “make” needs to be removed.

Chair Hunter said there is a great deal of stuff here that seems to be like more than what was in the original ordinance. The more critical issue is there a way to reverse the order so if someone picks up the building code or zoning ordinance this is what hits them first. BCS Croak said that is a possibility.

Chair Hunter said we discuss the notion that if someone is going to be building something here and before they come in with the final documents that they come in for a preliminary review. We said that was their responsibility, not the ABR’s, to ensure their proposal complies with regulations. BCS Croak said nearly everyone has some type of contact with the Village and doesn’t just come in with completed plans so we should be able to accommodate that.

In response to a comment from Chair Hunter regarding similar/dissimilar process, BCS Croak said we could possibly create a guide document that would put the new requirements in a prominent position than the old.

Member Kerouac said his concern is the 300 ft. requirement in the standards of review. The standards of review specify 300 ft. but then we are saying nothing in the Village should be duplicated. He suggested that the distance requirement should be eliminated. BCS Croak said even though it is bold and underlined he believe it was in the existing similar/dissimilar ordinance and moved from another location.

Member Kerouac said if you go down on of the longer blocks every fourth house could be similar.

Member Russ said where you are talking about duplication it is not too broad for some of the other standards. We want to be careful not to say there will not be any variety in the Village.

Member Kerouac said if you set a limit then someone might think that 302 ft. is an appropriate distance.

Chair Hunter said he can see how #10 may work, but we need to be careful how it is applied so that it doesn't justify a lack of maintenance.

Member Kerouac said when considering the law "should" and "shall" are two different directions, because when you said "should" it does not give you that qualifier. A discussion ensued and it was the consensus of the ABR that there be no "should" in the draft ordinance.

Member Russ commented on #7 – corner lots should emphasize both street elevations. She does not think the wording provides clear direction. She questioned why a corner lot should be held to a higher standard but in #1 it applies to all elevations of the proposed building.

Member Kerouac said he think there is a hierarchy understood for the front versus a normal end lot. He think that more priority is being given to that other street front on the corner. BCS Croak said we had considered the term "articulate" but determine that it does not mean a lot.

Chair Hunter said he understand what Member Russ is saying but he think the implication there is you cannot leave one of the sides blank.

Member Kerouac expressed his understanding that Member Russ is say that #1 should cover #7, Member Russ said we are contradicting ourselves by saying the street elevations are different. It is great to the address the corner lot but "emphasize" does not really mean anything specific.

Member Kerouac asked if we could say that on corner lots both street elevations are considered fronts. Member Russ said that #1 covers everything. Member Kerouac said #1 still allows you to give priority to the front elevation. If he was reading this it would indicate he has to be conscious of all four but the two sides are not going to be treated differently. Member Russ said maybe it should say corner lots shall be held to a higher standard. A discussion followed.

Chair Hunter said he does not see a conflict between #1 and #7.

Member Wehmeyer said #1 says "all elevations," but if we all think the front is more important the wording just says all.

Chair Hunter said the intent was for #1 to flow into #2 – construction materials should be used consistently on all facades, not just the front.

Member Kerouac said you can still do #1 through #6 and still have a side elevation on the street that isn't held to the same standard as the other front. The plan is to recommend something to start the discussion even though it may not be possible to specify everything in crystal clear specifics.

Chair Hunter said you may expect to see a higher quality appearance facing the street which is the public domain.

BCS Croak mentioned earlier in the discussion he thought that amendment to the building code had to come to the ABR for a public hearing but after further research he found out there is no requirement in the code for a public hearing, so if we make it as a recommendation to the Village Board it will be up to them how to proceed.

Member Kerouac said he likes where the ABR is, noting the committee is also concerned about tear downs amongst other issues. He said if we do this it will alleviate a lot of what we will be doing such as trying to figure out if anything 50 years or older gets reviewed as a historical home.

Member Russ questioned #9 – low quality materials, such as vinyl siding, aluminum siding, dryvit, and T1-11 shall be prohibited. She suggested that we did not want to make a list of materials but allow discretion to say you need to step it up. She suggested it say “quality materials” or “materials such as” as dryvit is not good single family material. We do not want to call out dryvit as low quality because it can be good in some situations, such as commercial construction.

Chair Hunter asked if it should say “quality materials”.

BCS Croak said how about “quality of material, materials such as vinyl siding, aluminum siding, dryvit, and T1-11 may not be approved”.

In response to a comment from Member Russ, BCS Croak suggested the heading for #10 be “practical difficulties”.

Member Kerouac said if you read the sentence in #10 on its own it does not lead anywhere.

Chair Hunter said the most important part about #10 is the statement at the end.

Member Russ said zoning has all kinds of language or binding that govern many issues. A discussion ensued to determine which guidelines should be directives and which ones options it was determined that #1, #3, #4, #5, #6, #7, #8, #9 and #10 be changed to “shall” and #2 remain “should”

Member Kerouac said “style” should not be in #6 and it was the consensus of the ABR to remove “style” and leave “design”. They suggested reorganizing the guidelines as follows: #6, #1, #2 and #9 then the remaining guidelines.

Member Russ said there should be a paragraph “C” stylistic integrity.

Member Wehmeyer asked if they had addressed the Architectural Review Hearing Procedure. Member Kerouac said we are deleting anything that has to do with 300 ft.

Member Russ said this is going to go in the building code section and that is why it does not need necessarily an additional review and will be in a separate section from the similar/dissimilar ordinance. BCS Croak said they will be in the same chapter but the requirements are different.

Member Russ made a motion to recommend the draft ordinance as amended. Member Kerouac seconded the motion. The motion passed on the following roll call vote:

Ayes: Wehmeyer, Russ, Kerouac and Chair Hunter  
Nays: None  
Absent: Dahlmann and Deegan

#### **6. Staff Report**

BCS Croak provided an update on the Metra Station improvement/roofing project and noted the plan is to rebid the project. He showed samples of the roofing shingles for consideration noting roofing material may end up regular asphalt shingles unless the prices come in lower than expected for synthetic slate.

Chair Hunter asked who was covering the cost. BCS Croak said Metra is providing \$300,000 for the improvements.

In response to a question from Member Kerouac, BCS Croak said there is no update on the Stonebridge project. He provided an updated on the tenant going into the former Wisma space noting the plan is to have a specialty food place with a small seating area.

#### **7. Adjournment**

There being no further business to consider and upon a motion duly made and seconded, the meeting adjourned at 8:28 PM.

Respectfully submitted,

Mike Croak, CBO, CBCO  
Building Codes Supervisor

# VILLAGE OF LAKE BLUFF

## Memorandum

**TO:** Chairman Hunter and Members of the Architectural Board of Review

**FROM:** Mike Croak, Building Codes Supervisor

**DATE:** September 27, 2017

**SUBJECT:** **Agenda Item #4 - Consideration of a Sign Permit Application for the Lake Bluff Commerce Center at 910 Sherwood Drive and 42 Sherwood Terrace**

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The owner of the two multi-tenant buildings at 910 Sherwood Drive and 42 Sherwood Terrace, known as the Lake Bluff Commerce Center, is proposing to replace their two existing monument signs with two new identical signs. The new signs will be single-sided with black graphics on a white background. The back of the signs will be white. They will be the same size as the existing signs.

The following is a chart summarizing the measurements of the proposed signs:

<b>Sign Code L-1</b>	<b>Proposed Signage</b>
1.) Corner lots are permitted 2 ground signs	Complies
2.) Maximum Sign Area is 64 square feet	Complies, each sign is 49 sq ft
3.) Maximum Sign Height is 20'	Complies, 4'-8" tall

The ABR has the authority to:

- Recommend the Village Board grant or deny an exemption from the Sign Code regulations for the signage as presented;
- Approve a sign permit (with conditions) that complies with all Code regulations; or
- Deny the sign permit.

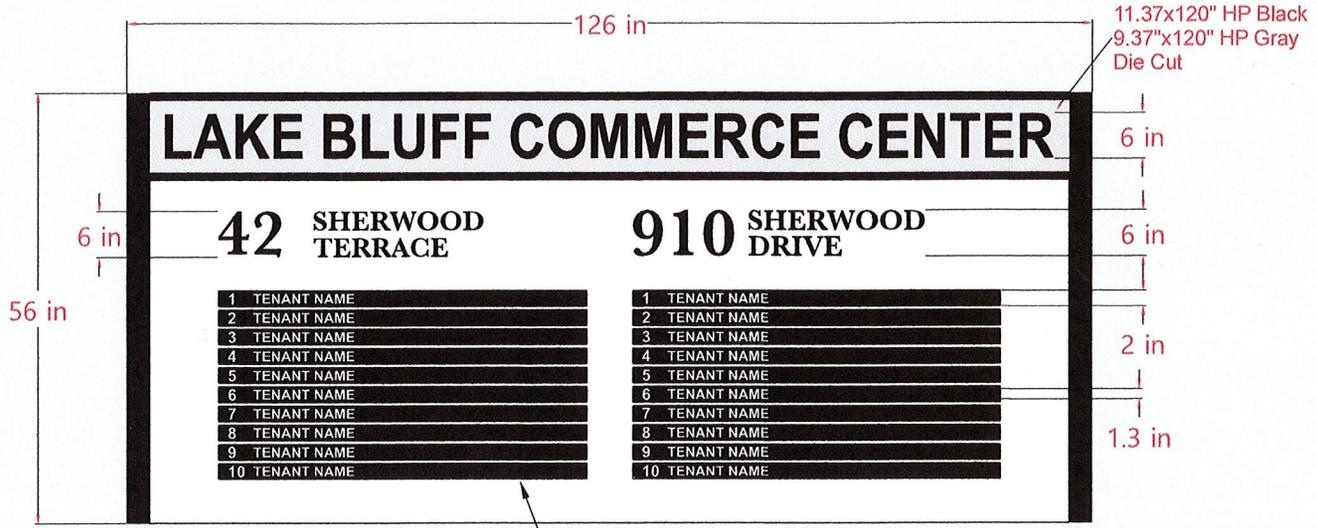
Gregory Epstein, of Image360Gurnee, and Village Staff will be in attendance at Tuesday's meeting to respond to questions from the ABR. If you should have any questions regarding this matter, please feel free to contact me at 847-283-6885.



Graphics > Signage > Displays  
 1379 St. Paul Ave. Gurnee, IL 60031  
 p: 847.249.7445 f: 847.249.7445  
 image360.com/gurneetil

**PROOF**

JOB NUMBER		DATE	
8555		08/14/17	
CUSTOMER NAME			
JC Forney			
PROJECT NAME			
Monument Sign			
REVISION HISTORY			
VERSION			DATE
1			08/11/17
2			08/14/17



Oty. 2 - Existing Ground Sign  
 Re-face with 120"x55.875"  
 White ACM panels on both sides

Oty. 40  
 42"x3" HP White  
 Die Cut  
 on Black ACM panels  
 on face side only

Existing End Caps  
 Wrapped w/ HP Black.

The contents of this are intended solely for the use of the named addressee(s) and may contain confidential and/or privileged information. Any unauthorized use, copying, disclosure, or distribution of the contents is strictly prohibited by the sender and may be unlawful. Design time is charged at \$90/hr, in 15 minute increments. Your project will go to production once a final approval is received in-writing by e-mail.

# VILLAGE OF LAKE BLUFF

## Memorandum

**TO:** Chairman Hunter and Members of the Architectural Board of Review

**FROM:** Mike Croak, Building Codes Supervisor

**DATE:** September 29, 2017

**SUBJECT:** **Agenda Item #5 – Discussion of Proposed Sign Code Revisions and Revisions to the Requirements for Site Plan Review**

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There are three potential revisions to the Zoning Ordinance (of which the Sign Code is part) discussed in this memo. Recently, the ABR has expressed an interest in revising the CBD awning requirements, last year there was some discussion about revising the CBD door sign regulations, and staff has recently discussed revising the Site Plan Review regulations to make them more consistent between zoning districts and more consistent with current practice.

### CBD Awning Regulations

In the past, the Architectural Board of Review has noted that the Sign Code is not written to accommodate signage on awnings without a valence, of the style at Twigs and Whitehead Studios (36 & 38 E Center Avenue). The regulations currently read as follows:

1. Awning signs<sup>1</sup>. All such signs shall comply with the following:
  - a. The size of the letters on an awning sign shall be no less than five inches (5") and no greater than seven inches (7") in height and shall be placed on the descending skirt only.
  - b. Such signs shall be constructed and erected so that the lowest portion of the projecting frame shall not be less than seven feet six inches (7'6") above the level of the sidewalk or public thoroughfare, and the lowest portion of the descending skirt shall not be less than six feet eight inches (6'8") above the level of the sidewalk or public thoroughfare.
  - c. No such sign shall extend more than two feet (2') out from the building facade over the public right of way.
  - d. The shape of all awning signs should relate to the building facade and to the awning signs on adjacent buildings. The coloring of awning signs shall be consistent throughout the awning utilizing complementary tones and shades.

The ABR should consider a revision to 1(a) above to remove the text, "shall be placed on the descending skirt only," and to revise the size limit, possibly to include a maximum letter height and a maximum graphic height or area.

### CBD Door Regulations

Currently, the CBD door sign regulations read as follows,

2. Door signs. Such signs shall be allowed only if the door is the only available signage location for the premises, owner, occupant or business. No more than one door sign identifying the owner, occupant or business on the premises shall be allowed. Said sign shall be placed so as not to interfere with the safe ingress and egress through said door. The lettering of all door signs shall not exceed five inches (5") in height and shall be placed in the upper half of the door.

The Village has approved sign code exemptions for several downtown businesses to allow door signs that didn't comply with the above, including Prairie Espresso and Liz Mazur/Katie Hall Photography (which was located where Whitehead Studios is now).

The ABR may want to consider eliminating the provision limiting door signs to situations where they are the only available signage, altering the provision limit signs to one door (Prairie Espresso and others have signs on two doors), and may want to allow the hours of operation in addition to the business name.

### Site Plan Review Requirements

Currently, the Village doesn't have one requirement that specifies what goes through site plan review, there are many different requirements. In each of the business and industrial districts, except for the Railroad District, there is a code section that requires new buildings, additions, and remodelings that change the exterior to go through site plan review. In the CBD district, parking lots are required to go through site plan review. In the R-5 district, Parks, schools, and other institutions in the single family residential zoning districts may be required to go through site plan review by the terms of their special use permit, but these requirements can worded differently from one special use permit to another. Additionally, the sign and fence code have requirements for signs and fences to obtain ABR approval.

The standards for site plan review in Section 10-2-8D, as well as the term "site plan review" suggest that the ABR's purview includes more than just the building itself. The practice has been to review more than just the building too. In recent years, the ABR has reviewed parking lots, smoking huts, playground equipment, and a paddle court.

The requirement for site plan review could be made clear and consistent for all situations throughout the Village, by replacing the many separate requirements with one code section that requires site plan review for any changes to exterior appearance that require a building permit, other than those on the property of a single family residence, and excepting streets, street signs, and utilities in the public right of way.

**Recommendation:**

It is recommended the ABR discuss the proposed material and design standards, entertain public comments and questions, and consider whether they are ready to make a recommendation to the Village Board.

**Documents Attached:**

- Zoning Ordinance Section 10-2-8 Site Plan Procedures
- Zoning Ordinance sections relating to Site Plan Review Requirements for each zoning district

## **10-2-8: SITE PLAN PROCEDURES:**

The procedures and conditions set forth in this section shall apply to any site plan review and approval required pursuant to the provisions of this title.

A. Submittal Requirements: Any applicant seeking site plan approval shall submit to the village administrator, or his or her designee, fifteen (15) copies of each of the documents listed below, plus a nonrefundable application fee as set out in section [1-12-3](#) of this code, under the category "development fees".

1. A survey showing existing conditions including buildings, structures, trees over four inches (4") in trunk diameter, streets, utility easements, rights of way, land use, and other data required by the village subdivision ordinance.
2. A site plan showing proposed building location(s) and land use areas, sidewalks, pedestrian walks, parking lot and walkway lighting, signage and site amenities. The location of garbage and refuse collection points, mail pick up points, and loading areas shall also be specified.
3. A vehicle traffic and parking plan for access location, access geometric, on site traffic circulation and parking areas.
4. Preliminary drawings for buildings to be constructed, including floor plans, exterior elevations and sections, building materials, and a color, three-dimensional rendering thereof.
5. Preliminary engineering plans and engineering feasibility studies including lighting, street improvements, drainage system, sewer system, and public utility extensions. There must be compliance with all requirements of the village subdivision ordinance, including, but not limited to, construction of underground electrical and telephone service.
6. Preliminary landscaping plans, including site grading, irrigation, and landscaping design.
7. Streetscape elevation plans, with regard to property in the CBD or R-5 district, showing elevations for neighboring buildings and structures.

B. Architectural Board Of Review Hearing:

1. Upon receipt of a complete application for site plan approval, the village administrator shall notify the chairperson of the architectural board of review, who shall set a date for the hearing. Such hearing shall be held as soon as possible, but in no event later than forty five (45) days after the filing of such complete application, unless the applicant waives or extends the forty five (45) day period in writing.
2. After a hearing date has been established, the village administrator shall notify the applicant in writing, either in person or by regular mail, of such hearing. The notice shall state the time, place, and purpose of the hearing and shall state that the applicant will have an opportunity to be heard and to present evidence to the architectural board of review.
3. After a hearing date has been established, the village administrator shall notify in writing the owners or occupants of all property within three hundred feet (300') (including the number of feet occupied

by all public roads, streets, alleys, and other public ways) in each direction of the applicable zoning lot not more than thirty (30) nor less than seven (7) days before the hearing. The notice shall be by personal delivery or regular mail and state the time, place, and purpose of the hearing and that the property owner or occupant will have an opportunity to be heard and to present evidence to the architectural board of review.

4. The chairperson shall open each hearing and determine whether a quorum of the architectural board of review is present. If less than a quorum is present at a hearing, the hearing shall be continued; provided, that the continued hearing date is within the period established in subsection B1 of this section for commencing such hearing.
5. The chairperson shall preside over any architectural review hearing and shall permit the applicant and any interested party (including, without limitation, any resident of, or owner of property in, the village) to address the architectural board of review and present evidence. All proceedings of the architectural board of review shall be recorded. Nothing in this subsection shall prevent the chairperson from limiting the amount of time that a person may address the architectural board of review.
6. At the conclusion of the hearing, the architectural board of review shall vote in public whether to recommend approval or disapproval of the proposed site plan. Four (4) votes shall be required to recommend disapproval of any proposed site plan; any other action can be taken by a concurrence of the majority of architectural board of review members in attendance at the hearing. Such action shall be based solely on the standards for review set forth in subsection D of this section.
7. The architectural board of review shall not recommend denial of any site plan without making findings of fact detailing the specific standards (listed in subsection D of this section) with which the site plan fails to conform.
8. The action taken by the architectural board of review shall be advisory only; the authority to grant final approval or disapproval of a site plan shall be vested solely in the village board of trustees.

#### C. Village Board Review:

1. The village administrator shall notify, in writing, the applicant, either in person or by certified or registered mail, return receipt requested, of the date, time, and location of the meeting of the board of trustees at which the subject site plan will be reviewed.
2. At the conclusion of its review of the site plan, the board of trustees shall vote in public whether to approve, disapprove, approve with conditions, or remand to the architectural board of review the site plan. Such action shall be based solely on the standards for review set forth in subsection D of this section.
3. The favorable vote of two-thirds ( $\frac{2}{3}$ ) of all of the board of trustees shall be required to either: a) approve a site plan that has been recommended for disapproval by the architectural board of review; or b) disapprove a site plan that has been recommended for approval by the architectural board of review.

4. The board of trustees shall not deny approval of any site plan unless such denial is made by a duly adopted resolution of the board of trustees that includes findings of fact detailing the specific standards (listed in subsection D of this section) with which the site plan fails to conform.

D. Standards For Site Plan Review: The architectural board of review shall not recommend disapproval, and the board of trustees shall not disapprove, a site plan submitted pursuant to this section except on the basis of specific written findings directed to one or more of the following standards:

1. The application is materially incomplete in specified particulars or contains or reveals violations of this title or other applicable regulations that the applicant has, after written request, failed or refused to supply or correct.
2. The proposed development depicted on the site plan fails to meet specified standards required by the provisions of this title for the zoning district in which the subject property is located.
3. The proposed site plan is unreasonably injurious or detrimental to the use and enjoyment of surrounding property.
4. The proposed site plan creates undue traffic congestion or hazards in the public streets, or the circulation elements of the proposed site plan unreasonably create hazards to safety on or off site, or disjointed or inefficient pedestrian or vehicular circulation paths on or off site.
5. The screening or landscaping proposed does not provide adequate shielding from or for nearby uses.
6. The proposed site plan creates unreasonable drainage or erosion problems.
7. The proposed site plan places unwarranted or unreasonable burdens on specified utility systems serving the site.
8. With regard to property in the CBD, the proposed site plan is inconsistent with the standards set forth in section [10-6A-10](#) of this title.

E. Effect Of Site Plan Approval: Approval of a site plan shall not authorize the establishment or extension of any use nor the development, construction, reconstruction, alteration or moving of any building or structure, but shall merely authorize the preparation, filing and processing of applications for any permits or approvals that may be required by the codes and ordinances of the village, including, without limitation, a building permit, a certificate of occupancy and/or subdivision approval, and a variation and/or special use.

F. Conformance With Plan: A copy of every approved site plan shall be filed with the village administrator, and the development of the site shall be in substantial conformity with such approved and filed plan.

G. Limitations On Site Plan Approval: Subject to an extension of time granted by resolution duly adopted by the board of trustees, no site plan approval shall be valid for a period longer than one year unless a building permit is issued and construction is actually begun within that period and is thereafter diligently pursued to completion, or unless a certificate of occupancy is issued and a use commenced within that period. Extensions granted by the board of trustees pursuant to this subsection may be in successive one year increments. (Ord. 99-6, 3-8-1999; amd. 2009 Code)

## **Site Plan Review Requirements for each zoning district**

### **CBD:**

#### **10-6A-10: SITE PLAN APPROVAL:**

Approval by the village of a site plan and supporting plans (to scale) pursuant to the procedures set forth in section 10-2-8 of this title shall be required prior to construction in the CBD of: a) any new building; b) the redevelopment or remodeling of any existing building that affects the exterior appearance of any such building; or c) the construction, reconfiguring, or redevelopment of any parking lots or facilities. The village shall have no obligation to issue a building permit for any such construction, redevelopment, remodeling, or reconfiguring unless and until a site plan and the other referenced plans are approved in accordance with the standards set forth in section 10-2-8 of this title. (Ord. 99-6, 3-8-1999)

### **Office & Research District:**

#### **10-6B-7: SITE PLAN APPROVAL:**

Approval by the village of a site plan and supporting plans (to scale) pursuant to the procedures set forth in section 10-2-8 of this title, shall be required prior to construction of any new building in the office and research (O&R) district, or redevelopment or remodeling of any existing building that affects the exterior appearance of any such building in the O&R district. The village shall have no obligation to issue a building permit for any such construction, redevelopment, or remodeling unless and until a site plan and the other referenced plans are approved in accordance with the standards set forth in section 10-2-8 of this title. (Ord. 99-6, 3-8-1999)

### **Automotive Park District:**

#### **10-6C-17: SITE PLAN APPROVAL:**

Approval by the village of a site plan and supporting plans (to scale) pursuant to the procedures set forth in section 10-2-8 of this title, shall be required prior to construction of any new building in the automotive park district, or redevelopment or remodeling of any existing building that affects the exterior appearance of any such building in the automotive park district. The village shall have no obligation to issue a building permit for any such construction, redevelopment, or remodeling unless and until a site plan and the other referenced plans are approved in accordance with the standards set forth in section 10-2-8 of this title. (Ord. 99-6, 3-8-1999)

### **Light Industry District L-1**

#### **10-7A-8: SITE PLAN APPROVAL:**

Approval by the village of a site plan and supporting plans (to scale), pursuant to the procedures set forth in section 10-2-8 of this title, shall be required prior to construction of any new building in the light

industry district (L-1) district, or redevelopment or remodeling of any existing building that affects the exterior appearance of any such building in the L-1 district. The village shall have no obligation to issue a building permit for any such construction, redevelopment, or remodeling unless and until a site plan and the other referenced plans are approved in accordance with the standards set forth in section 10-2-8 of this title. (Ord. 99-6, 3-8-1999)

Performance standards shall be the same as provided in the light industry district regulations. (Ord. 87-38, 12-14-1987)

### **Limited Light Industry District (L-2)**

#### **10-7B-10: SITE PLAN APPROVAL:**

Approval by the village of a site plan and supporting plans (to scale), pursuant to the procedures set forth in section 10-2-8 of this title, shall be required prior to construction of any new building in the limited light industry district (L-2), or redevelopment or remodeling of any existing building that affects the exterior appearance of any such building in the L-2 district. The village shall have no obligation to issue a building permit for any such construction, redevelopment, or remodeling unless and until a site plan and the other referenced plans are approved in accordance with the standards set forth in section 10-2-8 of this title. (Ord. 99-6, 3-8-1999; amd. 2009 Code)

### **Service District (S)**

#### **10-7C-9: SITE PLAN APPROVAL:**

Approval by the village of a site plan and supporting plans (to scale), pursuant to the procedures set forth in section 10-2-8 of this title, shall be required prior to construction of any new building in the service district (S), or redevelopment or remodeling of any existing building that affects the exterior appearance of any such building in the S district. The village shall have no obligation to issue a building permit for any such construction, redevelopment, or remodeling unless and until a site plan and the other referenced plans are approved in accordance with the standards set forth in section 10-2-8 of this title. (Ord. 99-6, 3-8-1999)