



Agenda
Village of Glen Ellyn
Regular Meeting
Monday, January 27, 2014
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

Village Board Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Village Recognition: *(Village Clerk Gavin)*
 - A. A resident called to compliment the Public Works Crew that unblocked the sewer grate during a recent rain storm.
 - B. The First Presbyterian Church of Glen Ellyn expressed its thanks on behalf of many members of its congregation for all the great work done by the Village in response to the recent extreme weather.
 - C. Officer Luke Elmore received a letter of gratitude from a resident for his fast, kind and professional service during a personal crisis.
 - D. St. James the Apostle Catholic Church sent a thank you letter to Chief Philip Norton for providing police assistance to safely escort parishioners to overflow parking during Christmas Eve Masses.
 - E. Sergeant Norman Webber received a note from a Glenbard West High School intern thanking him for the wonderful experience which has helped him decide to pursue a career in law enforcement.
5. Audience Participation
 - A. DuPage Convention & Visitors Bureau Presentation.
 - B. Open:

Members of the public are welcome to speak to any item *not* specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time

the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.

6. Consent Agenda - The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below: (*Village Manager Franz*)

Motion to approve the following items including Payroll and Vouchers totaling \$1,519,112.82: (*Trustee O'Shea*)

- A. January 13, 2014 Board Meeting Minutes.
- B. Total Expenditures (Payroll and Vouchers) - \$1,519,112.82.
- C. Motion to approve an Interior Improvement Grant Request in the amount of \$3,503.45 to Olive 'n Vinnie's relocation to 449 N Main Street. (*Economic Development Coordinator Hannah*)

7. Non-Consent

- A. Professional Engineer Bob Minix will present information regarding the Chidester-Elm-Lenox-Linden Improvements Project. (*Trustee Burket*)

Motion to approve the recommendation of the Capital Improvements Commission for new sidewalk and stormwater management associated with the reconstruction of Elm and Chidester between Lenox and Riford or consider possible amendments to the recommendation.

- B. Professional Engineer Bob Minix will present information about a proposed engineering agreement with HDR Engineers, Inc. of Chicago to perform feasibility studies for pedestrian and vehicular over/underpasses in the Central Business District and to upgrade pedestrian passage at the existing Taylor Underpass. (*Trustee Clark*)

Motion to approve an agreement with HDR Engineering Inc. of Chicago to assess the feasibility of pedestrian and vehicular over/underpasses, in the total not-to-exceed amount of \$70,000 (including an 8% contingency), to be expensed to the Capital Projects Fund.

- C. Planning and Development Director Staci Hulseberg will present information regarding the proposed adoption of a new Sign Code. (*Trustee Elliott*)

Ordinance No. 6213, An Ordinance Approving a Comprehensive Amendment to the Glen Ellyn Sign Code.

8. Reminders

- A. The next Village Board Special Workshop is scheduled for Thursday, January 30, 2014 at 6:00PM in Room 301 of the Glen Ellyn Civic Center.
- B. The next Village Board Meeting is scheduled for Monday, February 10, 2014 at 7:00PM in the Galligan Board Room of the Glen Ellyn Civic Center.
- C. The next Village Board Workshop is scheduled for Monday, February 17, 2014 at 7:00PM in Room 301 of the Glen Ellyn Civic Center.

9. Other Business

- 10. Motion to adjourn to Executive Session for the purpose of setting the price for sale or lease of property and adjourning thereafter without returning to open session.
(Trustee Ladesic)



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Recognition
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1061)

DOC ID: 1061

**A resident called to compliment the Public Works Crew that
unblocked the sewer grate during a recent rain storm.**

ATTACHMENTS:

- Recognition 01 Public Works Unblocked Sewer Grate during Rain (PDF)

From: Kathryn Horn
Sent: Monday, January 13, 2014 3:31 PM
To: Julius Hansen; Dave Buckley; Jennifer Brown; Bob Greenberg
Subject: Compliment

Judy Pripusich, 889 Glenbard Rd. 630-988-6256 called to compliment the crew that unblocked the sewer grate during the rain on Friday, January 10 afternoon.
She was very pleased.

Kathryn Horn
Village of Glen Ellyn
Public Works Department
30 S. Lambert Rd.
Glen Ellyn, IL 60137
(630) 469-6756
Fax (630) 469-3128



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Recognition
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1062)

DOC ID: 1062

The First Presbyterian Church of Glen Ellyn expressed its thanks on behalf of many members of its congregation for all the great work done by the Village in response to the recent extreme weather.

ATTACHMENTS:

- Recognition 02 Village from 1st Presb for Cold Weather Response (PDF)

----- Original Message -----

Subject: RE: Great work!

From: Suzi Benes <sbenes@firstpresge.org>

Date: Wed, January 08, 2014 10:14 am

To: "enews@glenellyninfo.org" <enews@glenellyninfo.org>

I've heard a lot of the same comments from members of our church also!

Thanks Kristen --

Suzi

Suzi Benes
Administrator
First Presbyterian Church
of Glen Ellyn
630 469 2007
630 251 3861/cell
sbenes@firstpresge.org



Please consider the environment before printing this e-mail.

CONFIDENTIALITY NOTICE: The content of this message and any files transmitted with it is a confidential and proprietary business communication, which is solely for the use of the intended recipient(s). Any use, distribution, duplication or disclosure by any other person or entity is strictly prohibited. If you are not an intended recipient or this has been received in error, please notify the sender and immediately delete all copies of this communication.

From: enews@glenellyninfo.org [mailto:enews@glenellyninfo.org]

Sent: Wednesday, January 08, 2014 9:39 AM

To: Suzi Benes

Subject: RE: Great work!

Ms. Benes,

Thank you for your positive comments, they will be forwarded on to the Village Board!

Kristen Schrader
Assistant to the Village Manager

----- Original Message -----

Subject: Great work!

From: Suzi Benes <sbenes@firstpresge.org>

Date: Tue, January 07, 2014 10:42 am

To: "enews@glenellyninfo.org" <enews@glenellyninfo.org>

Just wanted to thank you all at the village for the great work you're doing with this cold weather! And I really appreciated the call on Sunday night -
- that was new!

Thanks again for all you do --

Suzi Benes



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Recognition
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1063)

DOC ID: 1063

Officer Luke Elmore received a letter of gratitude from a resident for his fast, kind and professional service during a personal crisis.

ATTACHMENTS:

- Recognition 03 Officer Luke Elmore (PDF)

Richard Dunn
470 Fawell Bd. #112
Glen Ellyn, IL 60137
January 14, 2014

President Alex Demos
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Alex,

I want to thank Officer Luke Elmore of the Glen Ellyn Police Department for his performance this past January 9 around 3am. Jane and I were asleep when Jane got out of bed with a "leg cramp" and fell. She passed out. I was concerned with her condition and phoned 911. Officer Elmore responded with a knock on our home's door less than 4 minutes later (we live in a secure condominium building). He was equipped (with a duffel bag sized "medical bag"). He was polite and professional. He kept us calm until 3 EMTs arrived a short time later. The EMTs took Jane by ambulance to Good Samaritan Hospital. Jane was released to go home later that morning and is doing well now.

Officer Elmore was back at our condo building the following night in response to a fire alarm. He gained access to the building and checked for fire in the building lobby, first floor, and basement. He unlocked the front door for the fireman to enter the building. There was no fire.

These responses once again presented an outstanding example of how members of the Glen Ellyn Police Department cooperate with the Glen Ellyn Fire Company and the Glen Ellyn Ambulance Service when a fast and coordinated response is needed. Jane and I say thanks to Officer Elmore for his fast, kind, and professional service. If you have questions, please phone me at 630-605-1019.

Sincerely



Richard L. Dunn

CC Mark Franz, Village Manager and Phil Norton, Police Chief



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Recognition
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1064)

DOC ID: 1064

St. James the Apostle Catholic Church sent a thank you letter to Chief Philip Norton for providing police assistance to safely escort parishioners to overflow parking during Christmas Eve Masses.

ATTACHMENTS:

- Recognition 04 Chief Norton Providing for Police Escort (PDF)



St. James the Apostle Catholic Church

January 10, 2014

Police Chief Phillip Norton
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

Dear Chief Norton:

On behalf of the parish family of St. James the Apostle, I wish to sincerely thank you for providing police assistance to the parish during the 4:00 P.M. Christmas Eve Masses. It was helpful that we could have a police officer escorting people parking in the Willowbrook Wildlife Center lot to our church across Park Boulevard. With so many people in attendance, having your officers in attendance assured a safe experience for all. I wish to also thank you for the police presence in our school. Our principal, Nancy James, has informed me that periodically, police officers patrol the school. As you know, in our society today, we have to be extremely careful in ensuring that our schools and other public institutions have the best security possible. I know that our school community values and appreciates the police presence.

Thank you, again, and may God bless you and your staff.

Sincerely,

Rev. David J. Hankus, D. Min., Ph.D.
Pastor



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Recognition
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1065)

DOC ID: 1065

Sergeant Norman Webber received a note from a Glenbard West High School intern thanking him for the wonderful experience which has helped him decide to pursue a career in law enforcement.

ATTACHMENTS:

- Recognition 05 Sergeant Webber from Intern (PDF)

Thank you so much for giving me the
experience of being a police officer.
I had a wonderful experience.
I have decided that I would
like to be a police officer
in the future. I hope to see
you soon, or even be able
to have the opportunity of
working with you.

Sincerely,
Austin
Rock



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Presentation
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1066)

DOC ID: 1066

DuPage Convention & Visitors Bureau Presentation.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Minutes
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1067)

DOC ID: 1067

January 13, 2014 Board Meeting Minutes.

ATTACHMENTS:

- Minutes 01-13-2014 Regular Board Meeting (PDF)

**Minutes
Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, January 13, 2014**

Call to Order

Village President Demos called the meeting to order at 7:00 p.m.

Roll Call

Upon roll call by Village Clerk Galvin, Village President Demos and Trustees Clark, Elliott, Ladesic, McGinley and O'Shea answered "Present".

Pledge of Allegiance

President Demos asked Mark Pfefferman to lead the Pledge of Allegiance.

Trustee Appointment

President Demos thanked Trustee Friedberg for his service and congratulated him on his job opportunity in New York. President Demos also stated that he wanted the Trustee appointed to fill the Friedberg vacancy to have similar strengths of character and to be financially diligent. President Demos recommended James R. Burket. Mr. Burket has coached President Demo's son in Lacrosse for 5 years and President Demos has found Mr. Burket to be knowledgeable and well informed.

A motion was made by Trustee Ladesic to approve the appointment of Mr. James Burket to complete the remainder of former Trustee Friedberg's term on the Village Board, which ends in May 2015. The motion was seconded by Trustee Elliott.

Upon roll call, Trustees Clark, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Village Clerk Galvin administered the Oath of Office to Trustee Burket.

Village Recognition

- A. Several residents have sent along their compliments to the Public Works Department for doing a great job in its snow removal efforts during the recent snow storms.
- B. DuPage County Toys for Tots sent a certificate of appreciation to the Village for its outstanding support of the United States Marine Corps Reserve Annual Toy Drive.
- C. The Rotary Club of Glen Ellyn has expressed its sincerest appreciation to Chris Pekarek and all of the staff at the Village Links for their assistance in the annual citrus sale fundraising project.
- D. Sergeant Norm Webber received an email from a thankful intern for the wonderful learning opportunity he experienced during his internship.
- E. A thankful resident called to commend Officer Carrie Nemchock for her professionalism in the handling of his call for service.

Minutes
 Regular Board Meeting
 Glen Ellyn Village Board of Trustees
 Monday, January 13, 2014
 Page 2

- F. A couple of new residents sent an email of thanks to Chief Philip Norton for taking the time to meet with them and explain all that is being done in the community with regard to caring for the homeless.
- G. The Glenbard West Girls Cross Country Team sent a thank you to the Police Department for all of the support they provided during their exciting season.
- H. A grateful resident sent a thank you note to Officer Brent Pacyga for the kindness and caring he showed during a difficult personal experience.
- I. The Village accepts the resignation of Patrick Brugh of the Capital Improvements Commission and Xristina Rahn of the Environmental Commission and thanks them for their service.

Audience Participation

Village Clerk Galvin read a Proclamation recognizing the Golden Anniversary of the Glen Ellyn Golden Eagles youth football and cheer program. Mr. Kevin Cooke, Chairman of the Golden Eagles accepted the Proclamation and thanked the coaches and volunteers, past, present and future for their support and selfless dedication. Mr. Cooke mentioned that the Glen Ellyn Golden Eagles may be the third smallest organization in the Bill George League, but they are number one in community support. Mr. Cooke thanked the Village for their support.

Consent Agenda

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

Motion to approve the following items including Payroll and Vouchers totaling \$5,864,327.07:

- A. December 2, 2013 Board Workshop
- B. December 9, 2014 Board Meeting
- C. Total Expenditures (Payroll and Vouchers) - \$5,864,327.07.
- D. Motion to designate Trustee McGinley as Village President Pro Tem for the four-month period from January through April 2014.
- E. Motion to approve the recommendations of Village President Demos that Yadav N. Nathwani be appointed to the Finance Commission for a term ending May 2014.
- F. Motion to approve a first amendment to license agreement between the Village of Glen Ellyn and Verizon Wireless to maintain cellular transmission equipment at the Cottage Avenue Water Tower for an annual rent of \$14,000 and increasing 3% each year thereafter.
- G. Ordinance No. 6206-VC, An Ordinance to Amend (Liquor Control Code) Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code of Glen Ellyn, Increasing the Number of Class C-1 Liquor Licenses.
- H. Ordinance No. 6207-VC, An Ordinance Approving Zoning Code Text Amendments to Create a New 11 Light Industrial Zoning District.

Minutes
 Regular Board Meeting
 Glen Ellyn Village Board of Trustees
 Monday, January 13, 2014
 Page 3

- I. Ordinance No. 6208-VC, An Ordinance Approving Text Amendments to the Glen Ellyn Code.
- J. Ordinance No. 6209, An Ordinance Approving Variations from the Side Yard Setback and Lot Coverage Ratio Requirements of the Zoning Code to Allow a Two-Story Attached Garage Addition for Property at 475 Hillside Avenue.
- K. Ordinance No. 6210, An Ordinance Directing the Application of Funds From Specified Sources to the Payment of Principal and Interest Upon General Obligation Bonds, Series 2012, For the Fiscal Year 2014 in the Amount of \$310,527.20.
- L. Ordinance No. 6211, An Ordinance Directing the Application of Funds From Specified Sources to the Payment of Principal and Interest Upon General Obligation Bonds, Series 2010 For the Fiscal Year 2014 in the Amount of \$332,417.50.
- M. Ordinance No. 6211, An Ordinance partially abating the tax hereto levied for the year 2013 to pay the principal and interest on the General Obligation Bonds, Taxable Series 2010 (Build America Bonds-Direct Payment), of the Village of Glen Ellyn, DuPage County, Illinois.
- N. Motion to approve the purchase of additional rock salt from Chicago Salt in a total not to exceed amount of \$123,000, to be expensed to the Motor Fuel Tax Fund.

Trustee Clark requested that Clerk Galvin correct an error in the December 2, 2013 Village Workshop Meeting Minutes.

A motion was made by Trustee O'Shea and seconded by Trustee McGinley to approve the Consent Agenda.

Upon roll call, Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 8 – Façade Improvement Grant for Peanut Butter Planet:

Director of Planning and Development presented background on the Façade Improvement Grant. The Commercial Façade and Downtown Commercial Interior Improvement Programs were created to facilitate the private sector in making exterior and interior improvements that benefit the overall appearance, quality and vitality of the Village's commercial districts. Approved projects are eligible to receive a matching grant of fifty (50) percent of the actual improvement costs up to a maximum of \$15,000 for interior improvements. As indicated on the Village Grant Summary Chart, \$51,664.86 in grant funding has been approved thus far in fiscal year 2013-2014 ending April 30. With \$100,000 budgeted for the grant program this year, there is approximately \$48,355.14 of available funds remaining.

On November 21, 2013 Mr. Frank Pecora, owner of Peanut Butter Planet Restaurant to be opened at 546 Crescent Boulevard, applied for both a Façade and Interior Improvement Grant for renovations of the building located at the aforementioned property. This restaurant is located in the CSA Central Business District Central Retail Core Sub-district on the north side of Crescent Boulevard east of Main Street and west of Forest Avenue. Some preliminary work has been completed and other improvements are planned over the next several months including the final exterior façade work. Mr. Pecora is scheduled to open Peanut Butter Planet at the end of January.

Mr. Frank Pecora addressed the Board. Mr. Pecora stated that the average American consumes 1500 peanut butter sandwiches before they reach High School. He hopes to make Glen Ellyn a destination for peanut butter sandwiches and has plans to franchise.

Minutes
 Regular Board Meeting
 Glen Ellyn Village Board of Trustees
 Monday, January 13, 2014
 Page 4

Mr. Pecora thanked fellow Mr. Jeff Huffman from The Maude Group for assisting Peanut Butter Planet in branding, marketing, their logo and identity.

Mr. Pecora stated that their peanut butter is locally sourced from Traverse City, Michigan and their coffee is Intelligentsia. They will also serve soy nut butter sandwiches for those with peanut allergies.

Trustee O'Shea asked for clarification on the location of the door. Trustee Burket inquired about the lighting.

Trustee O'Shea asked Director Hulseberg asked in general, about defaults on grants. Director Hulseberg responded that, if a grants recipient goes out of business prior to three years, they are required to pay back the grant money. Manager Franz also commented that the grants are for permanent improvements that the next business in that location would benefit from. Manager Franz also replied that the Village would pursue repayment from the business that vacated a property after receiving a grant.

Trustee Ladesic inquired about the windows. Mr. Pecora responded that originally the windows were not going to be replaced. However, during the construction process one of the windows shattered and he considered them a potential safety hazard. Furthermore, the windows were not energy efficient.

Trustee McGinley made a motion to approve a Façade Improvement Grant request in the amount of \$10,462.50 pending ARC approval, or \$6,637.50 without ARC approval, and an Interior Improvement Grant in the amount of \$9,373.50 to Peanut Butter Planet opening at 546 Crescent Boulevard. The motion was seconded by Trustee O'Shea.

Upon roll call, Trustees Burket, Clark, Elliott, Ladesic, McGinley and O'Shea voted "Aye." Motion carried.

Agenda Item 9-A – An Annexation Agreement between the Village and the Glen Oak Country Club (Discussion Only):

Planning and Development Director Hulseberg led a discussion regarding an Annexation Agreement between the Village and the Glen Oak Country Club:

Since 2004, the Village and Glen Oak Country Club have been in discussions regarding the Club's interest in connection to the Village's Lake Michigan water system to improve the water quality and the fire sprinkler system and pressure on Club property. It is a long-standing Village policy that connection to Village utilities only be permitted in conjunction with annexation to the Village, if the property is contiguous to Village limits. If the property is not contiguous, utility connection is only allowed following the execution of an acceptable annexation agreement (sometimes called a pre-annexation agreement) that serves as the property owner's promise to annex the property once it becomes contiguous to the Village limits. This is a common policy with other municipalities.

The Country Club was, and is, not interested in annexing the entire property to the Village of Glen Ellyn. Therefore, discussion began about the possibility of annexing a portion of the Country Club property which would still bring the Village limits adjacent to the industrial properties to the east on Hill Avenue. The Village Board in place at that time was only willing to consider this unusual partial annexation request provided the Village had authority over future land use and that revenues were collected as if the entire Country Club were annexed into the Village. In response a draft annexation agreement and operating agreement were prepared incorporating these terms and others important to the parties.

Minutes
 Regular Board Meeting
 Glen Ellyn Village Board of Trustees
 Monday, January 13, 2014
 Page 5

The Country Club is proposing the Village create a special new water rate, no greater than 105% of resident rates that would only apply to them. Currently, the Village Code requires areas outside the Village limits to be charged 150% of resident rates. If the Village were to adopt such as special water rate, it would save the Country Club approximately \$25,000 annually.

The Country Club's rationale for Village approval of the special water rate is that:

1. The property lies partially within Village boundaries,
2. The points of service connection are within Village boundaries,
3. They will pay all taxes as if the property were fully within Village boundaries
4. They will be bound by Village Fire Codes, and
5. They will be served by and pay for the annual contribution to the Fire Company.

Village staff are not in favor of crafting a special water rate for a single entity for a number of reasons. Once we begin to do so, others could ask for this special treatment. Others may refuse to annex unless they receive similar treatment. The Village relies upon water revenue to maintain and expand the utility system.

Director Hulseberg stated that approximately 300 properties currently have the non-resident rate. The Country Club has the option to annex and receive resident rates.

Trustee Elliott asked about the existing pre-annexation agreement east of the Country Club and the proposed looping of a currently dead end water main. Director Hulseberg responded that this would improve the water quality and pressure. That plan can be completed at any time funds are available but approval would be needed with DuPage County and Milton Township as their Right of Ways would need to be accessed.

Randy Bus, Pan Committee, Glen Oak Country Club addressed the Board. Mr. Bus introduced Bill Muckiam, President; Gerard Buccino, First Vice President and Paul Murphy, Long Range Planning Committee.

Glen Oak Country Club is looking to totally replace the pool, expand the parking lots; main and auxiliary and perform a water system retrofit. The well would continue to be used for the irrigation system and for non-potable water. The Club has been serviced by the Village sewer system for over 50 years.

Mr. Bus also stated that annexation would allow the Village to receive control over zoning and land use. The Village Fire Code would also be in effect for any future development.

Trustee McGinley expressed concerns over offering a special water rate as this may open the door for similar discussions with other. Trustee McGinley suggested offering a rebate since the Village would be reaping a lot of benefit from what the Country Club was proposing. Trustee O'Shea offered support for a rebate.

Trustee McGinley also remarked that she would not like to see the entire property annexed. Trustee O'Shea commented that someday he would like to see the entire Country Club property annexed. Trustee Ladesic also offered his support for a rebate.

Director Hulseberg stated that there are only three other commercial venues utilizing Village water that exceed Glen Oak Country Club's usage.

Trustee Clark expressed concerns with a rebate. He is willing to offer a special rate, even if it does open the door for others. He expressed concern with the rebate in that it would be a blank check.

Minutes
 Regular Board Meeting
 Glen Ellyn Village Board of Trustees
 Monday, January 13, 2014
 Page 6

Trustee Elliott agreed that this would be a great benefit to the Village and is not troubled by precedent. This is a unique situation and not recurring. While not on board with the resident rate, he would prefer a higher rate than the 105% proposed.

President Demos commented on the proposed rate for the College of DuPage (COD) in the course of the mediation. Director Hulseberg replied that the rate proposed for COD was 112.5% in the course of their litigation.

Agenda Item 9-B – FY13/14 Second Quarter Budget Report (Discussion Only):

Finance Director Wachtel presented the FY13/14 Second Quarter Budget Report. Overall the Village saw a positive change in net position for its governmental activities of \$5.4 million. This is due to positive operating results as well as the timing of payments and other capital projects.

Operationally, the Village had a strong start to its fiscal year 201/2014. The General Fund, the main operating fund of the Village, finished the second quarter with a positive change in fund balance of \$1.86 million. This is ahead of the second quarter FY12/13 change in fund balance of \$1.65 million. This year, capital projects include a planned use cash reserves of \$77,000 as part of our long term capital plan. Currently the Capital Fund has a positive change in net position of \$2.8 million as payments lag behind the actual construction work. Fiscal 2014 capital projects are anticipated to be on budget as of the need of the second quarter.

Enterprise activities saw a decrease in the net position for the first quarter of FY 2014 of approximately \$1.5 million. Without the \$3.0 million in payments for the Village Links clubhouse and driving range renovations, enterprise funds are performing better this year (\$1.5 million surplus) than last (\$1.4 million).

Director Wachtel also summarized that building permits and income tax revenues have increased. The sales tax revenue increased 1%. Water and sewer rates decreased 5% due to the weather.

Trustee O'Shea asked if the State has altered income tax disbursements. Director Wachtel responded that it has not.

Trustee O'Shea asked if the Finance Department can point out changes to the Solid Waste Fund; Director Wachtel agreed to do so.

Trustee McGinley inquired about the Pension Fund. Director Wachtel responded that at this time there is no status to report; although the Pension Fund Meeting is later this week.

Reminders:

- The next Village Board Workshop is scheduled for Monday, January 20, 2014 at 7:00p.m. in Room 301 of the Glen Ellyn Civic Center.
- The next Village Board Meeting is scheduled for Monday, January 27, 2014 at 7:00 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.

Other Business:

Newly appointed Trustee Burket thanked President Demos and the Board of Trustees for appointing him as a Trustee.

Minutes
Regular Board Meeting
Glen Ellyn Village Board of Trustees
Monday, January 13, 2014
Page 7

Adjournment:

At 8:36 p.m. Trustee Elliott moved and Trustee Ladesic seconded the motion to adjourn the meeting.

Respectfully submitted,

Catherine Galvin,
Village Clerk



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Al Stonitsch
Category: Vouchers
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1060)

DOC ID: 1060

Total Expenditures (Payroll and Vouchers) - \$1,519,112.82.

ATTACHMENTS:

- Vouchers 01-27-2014 (PDF)

Approval of Vouchers
For the Village Board Meeting of January 27 , 2014

EXPENDITURES:

Accounts Payable Warrant 0114-2	1/10/2014	\$	749,484.96	
Accounts Payable Warrant 0114-3	1/17/2014	\$	293,498.03	
Sub-Total		\$	1,042,982.99	Warrant Total \$ 1,042,982.99

PAYROLL EXPENDITURES

	<u>January 10, 2014</u>	<u>January 24, 2014</u>
Net Employee Payroll Checks	\$287,524.39	
Employee & Employer Payroll Deductions:		
Employee Deductions*	141,718.00	
IMRF - Employer contribution	24,977.26	
Social Security/Medicare Tax Withheld - Employer portion	21,910.18	
Total Payroll	\$ 476,129.83	\$ -
		\$ 476,129.83
		GRAND TOTAL \$ 1,519,112.82

* Employee deductions include contributions for pensions, health insurance, union dues and other employee directed deductions such as tax withholdings, 457 & 125 plan contributions and supplemental life insurance.

01/21/2014 09:17

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORTPG 1
apdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2021 A-RELIABLE PRINTING 46191 01/03/14 INVOICE: 14993 46192 12/24/13 INVOICE: 14982				210089	P	01/10/14	126000	520905	PRINTING
				210089	P	01/10/14	143200	521055	PROFESSIONAL SERVICES - O
VENDOR TOTALS			4,240.61	YTD INVOICED				4,827.61	YTD PAID
6765 ADDISON BUSINESS SYSTEMS, INC 46223 12/18/13 INVOICE: 1122519				210090	P	01/10/14	134000	520975	MAINTENANCE-EQUIPMENT
VENDOR TOTALS			.00	YTD INVOICED				95.00	YTD PAID
8119 AECOM TECHNICAL SERVICES INC 46222 01/07/14 INVOICE: 37406470				210091	P	01/10/14	126500	521055	PROFESSIONAL SERVICES - O
VENDOR TOTALS			7,529.94	YTD INVOICED				7,977.43	YTD PAID
1107 AMERICAN EXPRESS 950553 01/07/14 INVOICE: AMEXVGE-56 950553 01/07/14 INVOICE: AMEXVGE-56 950553 01/07/14 INVOICE: AMEXVGE-56 AMEX-106 01/07/14 INVOICE: AMEXREC-57 AMEX-106 01/07/14 INVOICE: AMEXREC-57 AMEX-106 01/07/14 INVOICE: AMEXREC-57				12589	W	01/10/14	50100	520835	BANKING SERVICES
				12589	W	01/10/14	50200	520835	BANKING SERVICES
				12589	W	01/10/14	54000	520835	BANKING SERVICES
				12590	W	01/10/14	55720	520810	CREDIT CARD FEES
				12590	W	01/10/14	55730	520810	CREDIT CARD FEES
				12590	W	01/10/14	55750	520810	CREDIT CARD FEES
VENDOR TOTALS			12,811.83	YTD INVOICED				13,339.13	YTD PAID
1543 ASSOC. OF ILLINOIS SENIOR CENTERS 46190 12/31/13 INVOICE: 10714				210092	P	01/10/14	121500	520600	DUES-SUBSCRIPTIONS-REG FE
VENDOR TOTALS			.00	YTD INVOICED				50.00	YTD PAID
8437 B & F CONSTRUCTION CODE SERVICES, INC 46150 11/22/13 INVOICE: 38396 46151 11/25/13 INVOICE: 38405 46152 12/04/13 INVOICE: 38437 46153 12/05/13 INVOICE: 38442				210093	P	01/10/14	126000	521048	BUILDING REVIEWS
				210093	P	01/10/14	126000	521048	BUILDING REVIEWS
				210093	P	01/10/14	126000	521048	BUILDING REVIEWS
				210093	P	01/10/14	126000	521048	BUILDING REVIEWS
VENDOR TOTALS									

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 2
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46154 INVOICE:	12/23/13			210093	P	01/10/14	126000	521048	BUILDING REVIEWS
46155 INVOICE:	12/18/13			210093	P	01/10/14	126000	521048	BUILDING REVIEWS
46156 INVOICE:	12/18/13			210093	P	01/10/14	126000	521042	PLUMBING INSPECTIONS
46156 INVOICE:	12/18/13			210093	P	01/10/14	126000	521048	BUILDING REVIEWS
VENDOR TOTALS				38,183.79	YTD	INVOICED		48,485.02	YTD PAID
6832 POWER UP BATTERIES LLC									
46193 INVOICE:	01/05/14			210094	P	01/10/14	121400	530100	OFFICE SUPPLIES
VENDOR TOTALS				2,020.21	YTD	INVOICED		2,028.60	YTD PAID
96 BONNELL INDUSTRIES, INC.									
46157 INVOICE:	12/20/13			210095	P	01/10/14	65000	521180	REPAIRS-CONTRACTUAL/LABOR
46157 INVOICE:	150054-IN			210095	P	01/10/14	65000	521185	REPAIRS-CONTRACTUAL/PARTS
46158 INVOICE:	12/20/13			210095	P	01/10/14	143200	530105	OPERATING SUPPLIES
VENDOR TOTALS				10,039.40	YTD	INVOICED		10,776.34	YTD PAID
105 BROOK ELECTRICAL DISTRIBUTION									
46256 INVOICE:	10/03/13			210096	P	01/10/14	121300	530105	OPERATING SUPPLIES
46257 INVOICE:	S002522804.001			210096	P	01/10/14	121300	530105	OPERATING SUPPLIES
46258 INVOICE:	S002568058.001			210096	P	01/10/14	121300	530105	OPERATING SUPPLIES
VENDOR TOTALS				230.00	YTD	INVOICED		1,349.03	YTD PAID
1003 BURNS & MCDONNELL ENGINEERING CO.									
46224 INVOICE:	12/16/13			210097	P	01/10/14	40000	580160	13002 STREET IMPROVEMENTS
VENDOR TOTALS				53,884.24	YTD	INVOICED		56,185.51	YTD PAID
120 CANON SOLUTIONS AMERICA, INC									
46259 INVOICE:	01/01/14			210098	P	01/10/14	121200	520975	MAINTENANCE-EQUIPMENT
VENDOR TOTALS				18,237.42	YTD	INVOICED		18,272.36	YTD PAID
8502 NEW CHICAGO WHOLESALE BAKERY, INC									
46263 INVOICE:	12/28/13			210099	P	01/10/14	55730	530420	FOOD/RESALE
VENDOR TOTALS									

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 3
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: 298819									
VENDOR TOTALS							2,259.52	YTD PAID	242.75
6043 CHICAGO PARTS & SOUND LLC									
46159 12/26/13				210100	P	01/10/14	65000	PARTS PURCHASED	132.31
INVOICE: 564487									
VENDOR TOTALS							7,562.93	YTD PAID	132.31
8644 CHICAGO SALT COMPANY, INC									
46305 01/08/14				210101	P	01/10/14	21000	OPERATING SUPPLIES, SALT	15,000.00
INVOICE: 10190-A									
VENDOR TOTALS							37,500.00	YTD PAID	15,000.00
175 COMMONWEALTH EDISON COMPANY									
46260 11/13/13				210102	P	01/10/14	121600	UTILITIES	310.76
INVOICE: 46260									
46261 11/12/13				210102	P	01/10/14	21000	STREET LIGHTING/ENERGY CO	315.30
INVOICE: 46261									
46262 11/12/13				210102	P	01/10/14	55710	UTILITIES	15.40
INVOICE: 46262									
VENDOR TOTALS							45,969.76	YTD PAID	641.46
8317 COPY KING OFFICE SOLUTIONS, INC									
46194 01/01/14				210103	P	01/10/14	121500	OPERATING SUPPLIES	140.82
INVOICE: 17700									
VENDOR TOTALS							1,855.49	YTD PAID	140.82
5838 CRITICAL REACH, INC									
46225 12/30/13				210104	P	01/10/14	134000	DUES-SUBSCRIPTIONS-REG FE	395.00
INVOICE: 14-627									
VENDOR TOTALS							395.00	YTD PAID	395.00
7418 DEWBERRY ARCHITECTS, INC									
46197 12/20/13				210105	P	01/10/14	45000	PROFESSIONAL SERVICES - O	4,875.00
INVOICE: 1058502									
VENDOR TOTALS							11,125.00	YTD PAID	4,875.00
225 THE DIRECT RESPONSE RESOURCE, INC.									
46195 12/23/13				210106	P	01/10/14	50100	PROFESSIONAL SERVICES - O	501.50
INVOICE: 13-GE12									
46195 12/23/13				210106	P	01/10/14	50200	PROFESSIONAL SERVICES - O	486.75
INVOICE: 13-GE12									
46195 12/23/13				210106	P	01/10/14	54000	PROFESSIONAL SERVICES - O	486.75
INVOICE: 13-GE12									

6.B.a

01/21/2014 09:17
maryt

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 4
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46226 INVOICE: GE13-4	12/24/13			210106	P	01/10/14	50100	POSTAGE & SHIPPING	3,400.00
46226 INVOICE: GE13-4	12/24/13			210106	P	01/10/14	50200	POSTAGE & SHIPPING	3,300.00
46226 INVOICE: GE13-4	12/24/13			210106	P	01/10/14	54000	POSTAGE & SHIPPING	3,300.00
VENDOR TOTALS		35,166.11		YTD INVOICED			46,641.11	YTD PAID	11,475.00
8001 DOWNES SWIMMING POOL CO, INC 46198 INVOICE: 20101189	01/02/14			210107	P	01/10/14	100	ESCROWS - DEVELOPER DEPOS	3,500.00
VENDOR TOTALS		.00		YTD INVOICED			3,500.00	YTD PAID	3,500.00
241 DU-COMM 46264 INVOICE: 15081	01/02/14			210108	P	01/10/14	135000	DU-COMM	30,709.25
VENDOR TOTALS		377,463.73		YTD INVOICED			408,172.98	YTD PAID	30,709.25
8636 DUNKIN DONUTS 46196 INVOICE: BR010714	01/07/14			210109	P	01/10/14	1000	BUSINESS REGISTRATION LIC	180.00
VENDOR TOTALS		.00		YTD INVOICED			180.00	YTD PAID	180.00
249 DUPAGE COUNTY 46161 INVOICE: 201312180196	12/18/13			210110	P	01/10/14	100	ESCROWS - DEVELOPER DEPOS	42.00
VENDOR TOTALS		4,975.14		YTD INVOICED			5,047.14	YTD PAID	42.00
246 DUPAGE COUNTY ANIMAL CARE AND CONTROL 46160 INVOICE: 359-19130	11/01/13			210111	P	01/10/14	134000	PROFESSIONAL SERVICES - O	70.00
VENDOR TOTALS		1,355.00		YTD INVOICED			1,425.00	YTD PAID	70.00
262 DUPAGE WATER COMMISSION DPWC-70 INVOICE: DPWC-77	01/07/14			12588	W	01/09/14	50100	LAKE MICHIGAN WATER	224,644.32
VENDOR TOTALS		2,220,400.62		YTD INVOICED			2,445,044.94	YTD PAID	224,644.32
7750 ENGINEERING ENTERPRISES, INC 46230 INVOICE: 53612	12/18/13			210112	P	01/10/14	40000	STREET IMPROVEMENTS	1,738.50
VENDOR TOTALS		37,880.74		YTD INVOICED			39,619.24	YTD PAID	1,738.50

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 5
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
283 ENGINEERING RESOURCE ASSOC INC 46227 12/17/13 INVOICE: 121101.09 46228 12/31/13 INVOICE: 120209.05 46229 12/31/13 INVOICE: 130813.04			20130045	210113	P	01/10/14	53000	580100 13006 CAPITAL IMPROVEMENTS	1,706.25
				210113	P	01/10/14	143100	521055 PROFESSIONAL SERVICES - O	685.30
			20140039	210113	P	01/10/14	40000	580100 14001 CAPITAL IMPROVEMENTS	4,733.40
VENDOR TOTALS			175,391.99 YTD INVOICED					182,516.94 YTD PAID	7,124.95
8327 ETS CORPORATION 46219 01/07/14 INVOICE: ETS-8 46219 01/07/14 INVOICE: ETS-8 46219 01/07/14 INVOICE: ETS-8				12593	W	01/10/14	55720	520810 CREDIT CARD FEES	306.74
				12593	W	01/10/14	55730	520810 CREDIT CARD FEES	21.30
				12593	W	01/10/14	55750	520810 CREDIT CARD FEES	29.82
VENDOR TOTALS			40,562.49 YTD INVOICED					40,920.35 YTD PAID	357.86
291 EUCLID BEVERAGE, LTD 46265 12/26/13 INVOICE: 8177912911				210114	P	01/10/14	55730	530400 BEER AND WINE	114.50
VENDOR TOTALS			33,796.05 YTD INVOICED					35,018.95 YTD PAID	114.50
300 FBINAA - NORTHERN DIVISION 46231 01/02/14 INVOICE: 10914				210115	P	01/10/14	134000	520600 DUES-SUBSCRIPTIONS-REG FE	95.00
VENDOR TOTALS			75.00 YTD INVOICED					170.00 YTD PAID	95.00
7977 SAMUEL FERNALD 46162 12/31/13 INVOICE: ER010314				210116	P	01/10/14	143200	520600 DUES-SUBSCRIPTIONS-REG FE	5.00
VENDOR TOTALS			.00 YTD INVOICED					5.00 YTD PAID	5.00
1726 BRIDGESTONE RETAIL OPERATIONS, LLC 46163 12/23/13 INVOICE: 202306				210117	P	01/10/14	65000	530315 TIRES	667.64
VENDOR TOTALS			6,038.25 YTD INVOICED					6,830.55 YTD PAID	667.64
311 THE TERRAMAR GROUP, INC 46164 12/27/13 INVOICE: 59284 46165 12/27/13 INVOICE: 59286				210118	P	01/10/14	65000	570155 VEHICLES	837.27
				210118	P	01/10/14	65000	570155 VEHICLES	213.20

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTPG 6
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		4,187.36	YTD INVOICED				6,677.34	YTD PAID	1,050.47
315 ACUSHNET COMPANY									
46266	11/14/13			210119	P	01/10/14	55750	PRODUCTS/RESALE	157.70
INVOICE: 5308443									
46267	11/11/13			210119	P	01/10/14	55750	PRODUCTS/RESALE	113.81
INVOICE: 5303023									
VENDOR TOTALS		7,351.47	YTD INVOICED				7,622.98	YTD PAID	271.51
922 VILLAGE OF GLEN ELLYN									
120495-104	01/01/14			12595	W	01/20/14	135000	UTILITIES	223.22
INVOICE: 120495-105									
121350-106	01/01/14			12596	W	01/20/14	121600	UTILITIES	30.21
INVOICE: 121350-107									
122670-106	01/01/14			12597	W	01/20/14	121600	UTILITIES	43.88
INVOICE: 122670-107									
127680-108	01/01/14			12600	W	01/20/14	50100	UTILITIES	17.00
INVOICE: 127680-109									
140210-104	01/01/14			12601	W	01/20/14	53000	UTILITIES	17.00
INVOICE: 140210-105									
140220-106	01/01/14			12602	W	01/20/14	53000	UTILITIES	17.00
INVOICE: 140220-107									
140250-106	01/01/14			12603	W	01/20/14	55710	UTILITIES	20.00
INVOICE: 140250-107									
315090-104	01/01/14			12604	W	01/20/14	121300	UTILITIES	344.94
INVOICE: 315090-105									
315215-100	01/01/14			12605	W	01/20/14	53000	UTILITIES	17.00
INVOICE: 315215-101									
410010-105	01/01/14			12606	W	01/20/14	121300	UTILITIES	187.80
INVOICE: 410010-106									
411170-98	01/01/14			12607	W	01/20/14	55710	UTILITIES	126.20
INVOICE: 411170-99									
413030-102	01/01/14			12608	W	01/20/14	55720	UTILITIES	294.87
INVOICE: 413030-103									
413030-102	01/01/14			12608	W	01/20/14	55730	UTILITIES	294.87
INVOICE: 413030-103									
423925-106	01/01/14			12594	W	01/20/14	135000	UTILITIES	141.60
INVOICE: 423925-107									
46254	01/01/14			12598	W	01/20/14	121600	UTILITIES	17.00
INVOICE: 122675-31									
46255	01/01/14			12599	W	01/20/14	50100	UTILITIES	21.50
INVOICE: 127675-10									
VENDOR TOTALS		21,101.53	YTD INVOICED				22,915.62	YTD PAID	1,814.09
356 GLEN ELLYN VOLUNTEER FIRE CO.									
328204	01/07/14			210120	P	01/10/14	135000	FIRE COMPANY CONTRIBUTION	26,250.00
INVOICE: FY14-3									
46166	01/07/14			210120	P	01/10/14	100	DONATIONS DUE TO FIRE COM	8,203.12

01/21/2014 09:17
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTPG
appdwarr

7

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

INVOICE: DEC-2013									
VENDOR TOTALS			144,755.19	YTD INVOICED			182,208.31	YTD PAID	34,453.12
368 GRACE LUTHERAN CHURCH									
46201 01/07/14				210121	P	01/10/14	121500	521055	PROFESSIONAL SERVICES - O
INVOICE: GRACE-28									175.00
46201 01/07/14				210121	P	01/10/14	121500	521195	TELECOMMUNICATIONS
INVOICE: GRACE-28									125.00
VENDOR TOTALS			2,400.00	YTD INVOICED			2,700.00	YTD PAID	300.00
7298 GREENSCAPE HOMES LLC									
46200 01/03/14				210122	P	01/10/14	100	240100	ESCROWS - DEVELOPER DEPOS
INVOICE: 20122008									1,000.00
VENDOR TOTALS			128,654.89	YTD INVOICED			129,654.89	YTD PAID	1,000.00
2081 HAMPTON, LENZINI AND RENWICK, INC.									
46232 12/31/13			20140045	210123	P	01/10/14	40000	580160	14005 GLENWOOD-ARBOR-RIDGEWOOD
INVOICE: 20131265									9,708.03
46232 12/31/13			20140045	210123	P	01/10/14	50100	580100	14005 GLENWOOD-ARBOR-RIDGEWOOD
INVOICE: 20131265									3,000.00
46232 12/31/13			20140045	210123	P	01/10/14	50200	580100	14005 GLENWOOD-ARBOR-RIDGEWOOD
INVOICE: 20131265									1,500.00
VENDOR TOTALS			11,271.10	YTD INVOICED			25,479.13	YTD PAID	14,208.03
4547 HD SUPPLY WATERWORKS, LTD.									
46202 12/23/13				210124	P	01/10/14	50200	521010	MAINTENANCE-SANITARY SEWE
INVOICE: B884759									113.28
VENDOR TOTALS			9,387.42	YTD INVOICED			9,500.70	YTD PAID	113.28
6405 HIGHLAND BAKING CO									
46268 12/27/13				210125	P	01/10/14	55730	530420	FOOD/RESALE
INVOICE: 598403									54.92
46269 12/28/13				210125	P	01/10/14	55730	530420	FOOD/RESALE
INVOICE: 598883									139.60
46270 01/02/14				210125	P	01/10/14	55730	530420	FOOD/RESALE
INVOICE: 600797									59.86
46271 01/03/14				210125	P	01/10/14	55730	530420	FOOD/RESALE
INVOICE: 601016									33.63
VENDOR TOTALS			12,299.77	YTD INVOICED			13,243.01	YTD PAID	288.01
389 HOLSTEIN'S GARAGE									
46167 12/31/13				210126	P	01/10/14	65000	521180	REPAIRS-CONTRACTUAL/LABOR
INVOICE: 5059									344.50

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 8
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS			1,318.00	YTD INVOICED			1,662.50	YTD PAID	344.50
401 INTERNATIONAL ASSN OF CHIEFS OF POLICE 46233 INVOICE: 1001083973	01/07/14			210127	P	01/10/14	134000	DUES-SUBSCRIPTIONS-REG FE	120.00
VENDOR TOTALS			.00	YTD INVOICED			120.00	YTD PAID	120.00
5803 ILLINOIS ASSN OF PROPERTY & EVIDENCE MGR 46168 INVOICE: 9267 46169 INVOICE: 9268	12/16/13			210128	P	01/10/14	134000	DUES-SUBSCRIPTIONS-REG FE	25.00
VENDOR TOTALS			.00	YTD INVOICED			50.00	YTD PAID	50.00
444 INTERSTATE BATTERY SYS OF SW CHICAGO 46170 INVOICE: 24013306	12/26/13			210129	P	01/10/14	65000	PARTS PURCHASED	350.85
VENDOR TOTALS			753.65	YTD INVOICED			1,104.50	YTD PAID	350.85
5573 J.G. UNIFORMS, INC. 46171 INVOICE: 32630 46172 INVOICE: 32629	12/13/13			210130	P	01/10/14	134000	UNIFORMS	299.90
VENDOR TOTALS			2,244.06	YTD INVOICED			2,738.75	YTD PAID	494.69
522 KOVATCH MOBILE EQUIPMENT CORP 46173 INVOICE: VA 57816	12/19/13			210131	P	01/10/14	65000	PARTS PURCHASED	263.50
VENDOR TOTALS			191.79	YTD INVOICED			455.29	YTD PAID	263.50
6828 KPRG AND ASSOCIATES, INC 46234 INVOICE: 9052 46234 INVOICE: 9052	12/11/13			210132	P	01/10/14	50100	MAINTENANCE-R.O.W.	433.50
VENDOR TOTALS			4,950.38	YTD INVOICED			5,817.38	YTD PAID	867.00
8098 THE LAKOTA GROUP, INC 46238 INVOICE: 13008-03	10/15/13			20130055	P	01/10/14	40000	CONSTRUCTION PROJECTS	3,125.30
VENDOR TOTALS			11,115.80	YTD INVOICED			14,241.10	YTD PAID	3,125.30

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0114-2

PG 9
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
3636 LANDS' END INC. 46235 INVOICE: SO-20131021-3681620 46236 INVOICE: SIN1375202	12/03/13 12/19/13			210134 210134	P P	01/10/14 01/10/14	134000 134000	530445 530445	UNIFORMS UNIFORMS
VENDOR TOTALS		983.40	YTD INVOICED					1,224.85	YTD PAID
2162 LANDSCAPE CREATIONS INC 46272 INVOICE: 20121249	01/08/14 20121249			210135	P	01/10/14	100	240100	ESCROWS - DEVELOPER DEPOS
VENDOR TOTALS		.00	YTD INVOICED					350.00	YTD PAID
2922 LEXISNEXIS RISK DATA MANAGEMENT, INC 46237 INVOICE: 1224150-20131231	12/31/13 1224150-20131231			210136	P	01/10/14	134000	521055	PROFESSIONAL SERVICES - O
VENDOR TOTALS		72.05	YTD INVOICED					77.15	YTD PAID
562 M.E.SIMPSON CO., INC. 46205 INVOICE: 24699	12/27/13 24699			210137	P	01/10/14	50100	521055	PROFESSIONAL SERVICES - O
VENDOR TOTALS		3,480.00	YTD INVOICED					4,840.00	YTD PAID
569 MARCOTT ENTERPRISES, INC. 46203 INVOICE: 16756 46203 INVOICE: 16756 46204 INVOICE: 16757 46204 INVOICE: 16757	12/26/13 16756 12/26/13 16756 12/26/13 16757 12/26/13 16757			210138 210138 210138 210138 210138	P P P P P	01/10/14 01/10/14 01/10/14 01/10/14 01/10/14	50100 50200 50100 50200 50200	520985 520985 520985 520985 520985	MAINTENANCE-R.O.W. MAINTENANCE-R.O.W. MAINTENANCE-R.O.W. MAINTENANCE-R.O.W. MAINTENANCE-R.O.W.
VENDOR TOTALS		19,770.03	YTD INVOICED					37,740.48	YTD PAID
3674 MARK D. MELLOR 46273 INVOICE: ER010914 46273 INVOICE: ER010914	01/08/14 ER010914 01/08/14 ER010914			210139 210139	P P	01/10/14 01/10/14	50100 50200	520600 520600	DUES-SUBSCRIPTIONS-REG FE DUES-SUBSCRIPTIONS-REG FE
VENDOR TOTALS		.00	YTD INVOICED					60.00	YTD PAID
595 MENARDS, INC. 46274 INVOICE: 44239	12/27/13 44239			210140	P	01/10/14	50100	530105	OPERATING SUPPLIES
									5.28

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 10
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS		1,142.73	YTD INVOICED				1,148.01	YTD PAID	5.28
6009 MERCHANT WAREHOUSE									
967257	01/07/14			12592	W	01/10/14	50100	BANKING SERVICES	539.25
INVOICE: MERCH-57									
967257	01/07/14			12592	W	01/10/14	50200	BANKING SERVICES	539.25
INVOICE: MERCH-57									
967257	01/07/14			12592	W	01/10/14	54000	BANKING SERVICES	539.25
INVOICE: MERCH-57									
VENDOR TOTALS		19,104.64	YTD INVOICED				20,722.39	YTD PAID	1,617.75
6603 CHRISTINE MILLER									
46210	01/03/14			210141	P	01/10/14	134000	OPERATING SUPPLIES	39.95
INVOICE: ER010714									
VENDOR TOTALS		.00	YTD INVOICED				39.95	YTD PAID	39.95
615 MIZUNO USA, INC.									
46275	01/02/14			210142	P	01/10/14	55750	PRODUCTS/RESALE	67.65
INVOICE: 3855934 RI									
46276	12/18/13			210142	P	01/10/14	55750	PRODUCTS/RESALE	786.23
INVOICE: 3844362 RI									
46277	12/18/13			210142	P	01/10/14	55750	PRODUCTS/RESALE	1,291.82
INVOICE: 3844363 RI									
VENDOR TOTALS		362.23	YTD INVOICED				2,507.93	YTD PAID	2,145.70
8003 MORTON SALT, INC.									
46206	12/27/13			20140049	P	01/10/14	21000	OPERATING SUPPLIES, SALT	7,712.70
INVOICE: 5400333221									
46207	12/19/13			20140049	P	01/10/14	21000	OPERATING SUPPLIES, SALT	9,099.76
INVOICE: 5400325388									
46208	12/18/13			20140049	P	01/10/14	21000	OPERATING SUPPLIES, SALT	3,333.17
INVOICE: 5400323635									
46209	12/20/13			20140049	P	01/10/14	21000	OPERATING SUPPLIES, SALT	3,293.61
INVOICE: 5400327394									
VENDOR TOTALS		27,671.10	YTD INVOICED				80,018.71	YTD PAID	23,439.24
635 NATIONAL ELEVATOR INSPECTION SVCS INC.									
46278	12/24/13			210144	P	01/10/14	126000	ELEVATOR INSPECTIONS	2,640.00
INVOICE: 137333									
VENDOR TOTALS		6,692.50	YTD INVOICED				9,692.50	YTD PAID	2,640.00
3471 NPC CO. INC.									
46279	01/02/14			210145	P	01/10/14	55730	OPERATING SUPPLIES	150.00
INVOICE: 14534									

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 11
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	

VENDOR TOTALS				858.00	YTD	INVOICED	1,008.00	YTD PAID	150.00
651 NORTHERN ILLINOIS GAS COMPANY									
46174	12/27/13			210146	P	01/10/14	121300	UTILITIES	2,791.94
INVOICE: 46174									
46239	12/31/13			210146	P	01/10/14	21000	STREET LIGHTING/ENERGY CO	75.44
INVOICE: 46239									
VENDOR TOTALS				29,421.07	YTD	INVOICED	35,856.76	YTD PAID	2,867.38
652 NIKE USA INC									
46280	11/21/13			210147	P	01/10/14	55750	PRODUCTS/RESALE	165.53
INVOICE: 955320671									
46281	12/18/13			210147	P	01/10/14	55750	PRODUCTS/RESALE	-96.41
INVOICE: 14064007									
VENDOR TOTALS				9,897.89	YTD	INVOICED	9,967.01	YTD PAID	69.12
8637 CANDACE NYKIEL									
46211	01/03/14			210148	P	01/10/14	134000	UNIFORMS	65.50
INVOICE: ER010714									
VENDOR TOTALS				.00	YTD	INVOICED	65.50	YTD PAID	65.50
738 RAY O'HERRON CO. INC.									
46182	12/06/13			210149	P	01/10/14	134000	UNIFORMS	224.00
INVOICE: 1336906-IN									
VENDOR TOTALS				14,639.73	YTD	INVOICED	14,933.38	YTD PAID	224.00
1458 OFFICE DEPOT, INC									
46175	11/26/13			210151	P	01/10/14	121100	OFFICE SUPPLIES	17.54
INVOICE: 684277605001									
46175	11/26/13			210151	P	01/10/14	121200	OFFICE SUPPLIES	6.01
INVOICE: 684277605001									
46175	11/26/13			210151	P	01/10/14	121300	OFFICE SUPPLIES	1.40
INVOICE: 684277605001									
46175	11/26/13			210151	P	01/10/14	122000	OFFICE SUPPLIES	18.05
INVOICE: 684277605001									
46175	11/26/13			210151	P	01/10/14	134000	OFFICE SUPPLIES	4.83
INVOICE: 684277605001									
46175	11/26/13			210151	P	01/10/14	126000	OFFICE SUPPLIES	23.55
INVOICE: 684277605001									
46175	11/26/13			210151	P	01/10/14	126500	OFFICE SUPPLIES	.48
INVOICE: 684277605001									
46176	12/11/13			210150	P	01/10/14	134000	OFFICE SUPPLIES	38.94
INVOICE: 688672545001									
46177	12/19/13			210150	P	01/10/14	134000	OFFICE SUPPLIES	71.84
INVOICE: 689584219001									
46178	12/16/13			210150	P	01/10/14	134000	OFFICE SUPPLIES	148.67

6.B.a

01/21/2014 09:17
maryrVILLAGE OF GLEN ELLYN
PAID WARRANT REPORTPG 12
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 688968735001									
46179 12/13/13				210150	P	01/10/14	134000	530100 OFFICE SUPPLIES	14.44
INVOICE: 688372545003									
46180 12/09/13				210150	P	01/10/14	134000	530100 OFFICE SUPPLIES	57.10
INVOICE: 686070026001									
46241 12/23/13				210150	P	01/10/14	134000	530100 OFFICE SUPPLIES	73.27
INVOICE: 689874262001									
VENDOR TOTALS				6,467.52	YTD	INVOICED		7,538.03	YTD PAID 476.12
670 DAVID B COULTER									
46240 12/31/13				210152	P	01/10/14	143100	521055 PROFESSIONAL SERVICES - O	58.13
INVOICE: 10914									
46240 12/31/13				210152	P	01/10/14	40000	580160 13004 STREET IMPROVEMENTS	96.88
INVOICE: 10914									
VENDOR TOTALS				6,723.16	YTD	INVOICED		6,878.17	YTD PAID 155.01
676 PACKEY WEBB FORD, INC.									
46181 12/23/13				210153	P	01/10/14	65000	530310 PARTS PURCHASED	38.50
INVOICE: 123033									
VENDOR TOTALS				5,096.97	YTD	INVOICED		5,145.73	YTD PAID 38.50
684 PAVIA-MARTING & CO.									
46243 12/25/13				210154	P	01/10/14	40000	580160 14003 2014 STREET IMPROVEMENTS	9,435.29
INVOICE: 13054									
VENDOR TOTALS				45,378.61	YTD	INVOICED		54,813.90	YTD PAID 9,435.29
8638 PEAK MEDICAL DISTRIBUTION									
46213 01/02/14				210155	P	01/10/14	100	240100 ESCROWS - DEVELOPER DEPOS	2,000.00
INVOICE: 20121714									
VENDOR TOTALS				.00	YTD	INVOICED		2,000.00	YTD PAID 2,000.00
703 PLANNING RESOURCES, INC.									
46242 12/18/13				210156	P	01/10/14	100	240100 ESCROWS - DEVELOPER DEPOS	350.00
INVOICE: 11113									
46242 12/18/13				210156	P	01/10/14	126000	521047 FORESTRY AND LANDSCAPING	2,595.00
INVOICE: 11113									
VENDOR TOTALS				29,249.75	YTD	INVOICED		32,194.75	YTD PAID 2,945.00
1020 PRAXAIR DISTRIBUTION, INC.									
46212 12/27/13				210157	P	01/10/14	135000	530105 OPERATING SUPPLIES	179.95
INVOICE: 48193491									
VENDOR TOTALS				1,666.38	YTD	INVOICED		1,846.33	YTD PAID 179.95
8594 PUB TRIVIA USA LLC									

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 13
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46283 INVOICE: 3654	12/30/13			210158	P	01/10/14	55730	520904 ENTERTAINMENT	125.00
VENDOR TOTALS		475.00	YTD INVOICED					850.00 YTD PAID	125.00
6047 PUBLIC SAFETY SERVICES, INC 46282 INVOICE: 3178	01/01/14			210159	P	01/10/14	135000	520925 AMBULANCE SERVICE	73,625.00
VENDOR TOTALS		631,371.30	YTD INVOICED					704,996.30 YTD PAID	73,625.00
735 RADCO COMMUNICATIONS, INC. 46184 INVOICE: 79502	12/20/13			210160	P	01/10/14	143200	520975 MAINTENANCE-EQUIPMENT	35.00
VENDOR TOTALS		1,965.71	YTD INVOICED					2,050.71 YTD PAID	35.00
742 RED WING BRANDS OF AMERICA, INC 46245 INVOICE: 123062300	01/03/14			210161	P	01/10/14	50100	530225 SAFETY SUPPLIES	27.74
46245 INVOICE: 123062300	01/03/14			210161	P	01/10/14	50200	530225 SAFETY SUPPLIES	27.74
46245 INVOICE: 123062300	01/03/14			210161	P	01/10/14	50100	530445 UNIFORMS	77.76
46245 INVOICE: 123062300	01/03/14			210161	P	01/10/14	50200	530445 UNIFORMS	77.76
46246 INVOICE: 123062383	01/06/14			210161	P	01/10/14	50100	530225 SAFETY SUPPLIES	52.00
46246 INVOICE: 123062383	01/06/14			210161	P	01/10/14	50200	530225 SAFETY SUPPLIES	52.00
46246 INVOICE: 123062383	01/06/14			210161	P	01/10/14	50100	530225 SAFETY SUPPLIES	40.00
46246 INVOICE: 123062383	01/06/14			210161	P	01/10/14	50200	530225 SAFETY SUPPLIES	40.00
VENDOR TOTALS		2,313.98	YTD INVOICED					2,883.98 YTD PAID	395.00
750 REZEK, HENRY, MEISENHEIMER/GENDE INC 46244 INVOICE: 3-7	12/31/13			210162	P	01/10/14	40000	580100 14001 CAPITAL IMPROVEMENTS	448.42
46248 INVOICE: 9-3	12/31/13			210162	P	01/10/14	40000	580160 13003 STREET IMPROVEMENTS	3,997.66
46248 INVOICE: 9-3	12/31/13			210162	P	01/10/14	50100	580100 13003 LENOX LINDEN	1,500.00
46248 INVOICE: 9-3	12/31/13			210162	P	01/10/14	50200	580100 13003 LENOX LINDEN	1,500.00
VENDOR TOTALS		21,099.17	YTD INVOICED					28,545.25 YTD PAID	7,446.08
8640 KEVIN RIGGLE 46220	01/09/14			210087	P	01/09/14	400	240500 DEPOSIT - 63 S PARK BLVD	1,000.00

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 14
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 10914									
VENDOR TOTALS				.00	YTD	INVOICED	1,000.00	YTD PAID	1,000.00
762 ROSCOE COMPANY									
46183	12/31/13			210163	P	01/10/14	65000	LEASED EQUIPMENT	85.70
INVOICE: 1290140									
46183	12/31/13			210163	P	01/10/14	143100	MAINTENANCE-BUILDING & GR	34.00
INVOICE: 1290140									
VENDOR TOTALS				1,971.54	YTD	INVOICED	2,210.94	YTD PAID	119.70
764 ROTARY CLUB OF GLEN ELLYN									
46247	01/02/14			210164	P	01/10/14	134000	DUES-SUBSCRIPTIONS-REG FE	147.00
INVOICE: 5798									
VENDOR TOTALS				1,199.00	YTD	INVOICED	1,493.00	YTD PAID	147.00
768 SAFETY SUPPLY ILLINOIS INC									
46186	12/23/13			210165	P	01/10/14	50100	SAFETY SUPPLIES	191.51
INVOICE: 1902556272									
VENDOR TOTALS				240.45	YTD	INVOICED	431.96	YTD PAID	191.51
7116 THEOPHILUS SCHMID TRUST B									
46218	01/07/14			210166	P	01/10/14	53000	RENTAL-LEASE	500.00
INVOICE: FY14-9									
VENDOR TOTALS				4,000.00	YTD	INVOICED	4,500.00	YTD PAID	500.00
6343 STEVE/LISA SEANEY									
46216	01/03/14			210167	P	01/10/14	100	ESCROWS - DEVELOPER DEPOS	100.00
INVOICE: 10714									
VENDOR TOTALS				.00	YTD	INVOICED	100.00	YTD PAID	100.00
6769 GLORIA SHONKWILER									
46217	01/03/14			210168	P	01/10/14	100	ESCROWS - DEVELOPER DEPOS	100.00
INVOICE: 10714									
VENDOR TOTALS				.00	YTD	INVOICED	100.00	YTD PAID	100.00
8639 THOMAS SMITH									
46221	01/09/14			210088	P	01/09/14	60000	LIABILITY INSURANCE - MIC	523.80
INVOICE: 10914									
VENDOR TOTALS				.00	YTD	INVOICED	520885	YTD PAID	523.80
1379 SOUTHERN WINE & SPIRITS OF ILLINOIS									
46287	01/02/14			210169	P	01/10/14	55730	WINE	389.00
INVOICE: 9714566									

6.B.a

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 15
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46287 INVOICE: 9714566	01/02/14			210169	P	01/10/14	55730	SPIRITS	235.61
VENDOR TOTALS	31,923.58	YTD	INVOICED				34,205.26	YTD PAID	624.61
815 STERLING CODIFIERS, INC. 46214 INVOICE: 14501	01/01/14			210170	P	01/10/14	121100	PROFESSIONAL SERVICES - O	500.00
VENDOR TOTALS	6,500.00	YTD	INVOICED				7,000.00	YTD PAID	500.00
4590 STEVE PIPER & SONS, INC. 46215 INVOICE: 147281	12/23/13			210171	P	01/10/14	143200	TREE REMOVAL	950.00
VENDOR TOTALS	.00	YTD	INVOICED				3,150.00	YTD PAID	950.00
7600 STUEVER & SONS, INC. 46288 INVOICE: 25489	12/27/13			210172	P	01/10/14	55730	OPERATING SUPPLIES	130.00
VENDOR TOTALS	1,559.00	YTD	INVOICED				1,819.00	YTD PAID	130.00
827 SUBURBAN DRIVE LINE, INC. 46185 INVOICE: 43272	12/27/13			210173	P	01/10/14	65000	REPAIRS-CONTRACTUAL/LABOR	30.00
VENDOR TOTALS	.00	YTD	INVOICED				30.00	YTD PAID	30.00
5018 SUBURBAN LABORATORIES, INC. 46284 INVOICE: 34091	12/31/13			210174	P	01/10/14	50100	PROFESSIONAL SERVICES - O	347.00
VENDOR TOTALS	6,423.00	YTD	INVOICED				8,229.50	YTD PAID	347.00
5758 SWAHM 724750 INVOICE: SWAHM-61	01/07/14			12591	W	01/09/14	60000	INSURANCE-HOSPITAL, GROUP	191,608.02
VENDOR TOTALS	1,528,628.35	YTD	INVOICED				1,720,236.37	YTD PAID	191,608.02
844 SYSCO FOOD SERV - CHICAGO, INC. 46285 INVOICE: 312300491	12/30/13			210175	P	01/10/14	55730	DRY GOODS	84.58
46285 INVOICE: 312300491	12/30/13			210175	P	01/10/14	55730	OPERATING SUPPLIES	82.48
46285 INVOICE: 312300491	12/30/13			210175	P	01/10/14	55730	FOOD/RESALE	1,432.79
46286 INVOICE: 312271343	12/27/13			210175	P	01/10/14	55730	DRY GOODS	24.01
46286 INVOICE: 12/27/13				210175	P	01/10/14	55730	OPERATING SUPPLIES	46.30

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 16
appdwarr

WARRANT: 0114-2

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 46286	312271343			210175	P	01/10/14	55730	530420	1,648.84
INVOICE: 312271343	12/27/13								
VENDOR TOTALS		151,445.89	YTD INVOICED					163,932.27	3,319.00
865 ACUSHNET COMPANY									
INVOICE: 46292	10/25/13			210176	P	01/10/14	55750	520945	17.05
INVOICE: 46293	2116903								
INVOICE: 46294	10/29/13			210176	P	01/10/14	55750	520945	279.71
INVOICE: 46295	2123124								
INVOICE: 46296	10/24/13			210176	P	01/10/14	55750	520945	504.00
INVOICE: 46297	2113771								
INVOICE: 46298	11/25/13			210176	P	01/10/14	55750	520945	-763.20
INVOICE: 46299	6121155								
INVOICE: 46300	12/16/13			210176	P	01/10/14	55750	520945	78.52
INVOICE: 46301	2248635								
INVOICE: 46302	11/21/13			210176	P	01/10/14	55750	520945	1,367.05
INVOICE: 46303	12/27/13								
INVOICE: 46304	2276961			210176	P	01/10/14	55720	520940	38.59
INVOICE: 46305	12/03/13								
INVOICE: 46306	2201642			210176	P	01/10/14	55750	520945	162.00
INVOICE: 46307	12/18/13								
INVOICE: 46308	2257560			210176	P	01/10/14	55750	520945	42.26
VENDOR TOTALS		15,086.32	YTD INVOICED					16,812.30	1,725.98
870 TOUR EDGE GOLF MFG INC									
INVOICE: 46290	12/18/13			210177	P	01/10/14	55750	520945	362.80
INVOICE: 46291	IN-00989238								
INVOICE: 46292	12/06/13			210177	P	01/10/14	55750	520945	42.50
INVOICE: 46293	IN-00986961								
VENDOR TOTALS		188.36	YTD INVOICED					593.66	405.30
8641 ANNE TRANT									
INVOICE: 46249	01/09/14			210178	P	01/10/14	40000	580160	555.00
INVOICE: 46250	10914								
VENDOR TOTALS		.00	YTD INVOICED					555.00	555.00
892 UNITED COFFEE SERVICE, INC.									
INVOICE: 46187	12/23/13			210179	P	01/10/14	134000	530105	296.60
INVOICE: 46188	529726								
VENDOR TOTALS		3,405.68	YTD INVOICED					3,702.28	296.60
8498 URS CORPORATION									
INVOICE: 46250	12/04/13			210180	P	01/10/14	40000	580160	18,424.64
INVOICE: 46251	5722729								

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

WARRANT: 0114-2

VENDOR NAME DOCUMENT		INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46250		12/04/13		20140046	210180	P	01/10/14	50100	580100 14004	ELM-GENEVA-COTTAGE
INVOICE:		5722729								3,500.00
46250		12/04/13		20140046	210180	P	01/10/14	50200	580100 14004	ELM-GENEVA-COTTAGE
INVOICE:		5722729								3,500.00
46251		12/02/13		20140046	210180	P	01/10/14	40000	580160 14004	ELM-GENEVA-COTTAGE
INVOICE:		5701324								5,236.71
VENDOR TOTALS				.00 YTD INVOICED					30,661.35 YTD PAID	30,661.35
911 AURORA LAUNDRY COMPANY, INC										
46301		12/25/13			210181	P	01/10/14	55730	530445	UNIFORMS
INVOICE:		3079								27.48
46301		12/25/13			210181	P	01/10/14	55730	530446	LINENS AND RENTALS
INVOICE:		3079								219.25
46301		12/25/13			210181	P	01/10/14	55730	530105	OPERATING SUPPLIES
INVOICE:		3079								58.01
46302		01/01/14			210181	P	01/10/14	55730	530445	UNIFORMS
INVOICE:		3731								26.46
46302		01/01/14			210181	P	01/10/14	55730	530446	LINENS AND RENTALS
INVOICE:		3731								150.62
46302		01/01/14			210181	P	01/10/14	55730	530105	OPERATING SUPPLIES
INVOICE:		3731								59.88
VENDOR TOTALS				8,781.06 YTD INVOICED					9,932.38 YTD PAID	541.70
915 VERIZON WIRELESS SERVICES LLC										
46188		12/15/13			210182	P	01/10/14	143100	521195	TELECOMMUNICATIONS
INVOICE:		9716693576								166.67
46188		12/15/13			210182	P	01/10/14	143200	521195	TELECOMMUNICATIONS
INVOICE:		9716693576								180.46
46188		12/15/13			210182	P	01/10/14	50100	521195	TELECOMMUNICATIONS
INVOICE:		9716693576								204.49
46188		12/15/13			210182	P	01/10/14	50200	521195	TELECOMMUNICATIONS
INVOICE:		9716693576								204.50
46188		12/15/13			210182	P	01/10/14	65000	521195	TELECOMMUNICATIONS
INVOICE:		9716693576								84.84
46252		12/18/13			210182	P	01/10/14	134000	520933	STATE DRUG FORFEITURE EXP
INVOICE:		9716825665								111.67
VENDOR TOTALS				22,406.96 YTD INVOICED					23,930.31 YTD PAID	952.63
3995 WAREHOUSE DIRECT OFFICE PRODUCTS										
46189		12/19/13			210183	P	01/10/14	143100	530100	OFFICE SUPPLIES
INVOICE:		2714330-0								22.41
46189		12/19/13			210183	P	01/10/14	143200	530100	OFFICE SUPPLIES
INVOICE:		2714330-0								22.41
46189		12/19/13			210183	P	01/10/14	50100	530100	OFFICE SUPPLIES
INVOICE:		2714330-0								22.40
46189		12/19/13			210183	P	01/10/14	50200	530100	OFFICE SUPPLIES
INVOICE:		2714330-0								22.40
46253		01/03/14			210183	P	01/10/14	143100	530100	OFFICE SUPPLIES
INVOICE:										12.86

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-2

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 2184066-0 46253 01/03/14				210183	P	01/10/14	143200	530100 OFFICE SUPPLIES	12.85
INVOICE: 2184066-0 46253 01/03/14				210183	P	01/10/14	50100	530100 OFFICE SUPPLIES	12.85
INVOICE: 2184066-0 46253 01/03/14				210183	P	01/10/14	50200	530100 OFFICE SUPPLIES	12.85
INVOICE: 2184066-0									
VENDOR TOTALS			1,152.03	YTD INVOICED				1,349.89 YTD PAID	141.03
6568 WIRTZ BEVERAGE ILLINOIS LLC 46304 01/02/14				210184	P	01/10/14	55730	530402 SPIRITS	451.66
INVOICE: 1011462956									
VENDOR TOTALS			8,755.90	YTD INVOICED				9,207.56 YTD PAID	451.66
8642 WITMER PUBLIC SAFETY, INC 46303 12/19/13				210185	P	01/10/14	134000	520931 FED DRUG FORFEITURE EXPEN	274.40
INVOICE: 1516313									
VENDOR TOTALS			.00	YTD INVOICED				274.40 YTD PAID	274.40
								REPORT TOTALS	749,484.96

COUNT	AMOUNT
TOTAL PRINTED CHECKS 99	328,915.62
TOTAL WIRE TRANSFERS 21	420,569.34

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 19
appdwarr

WARRANT: 0114-3

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
43 AMERICAN PLANNING ASSOC 46430 INVOICE: 012214	01/17/14			210186	P	01/17/14	126000 520620	EMPLOYEE EDUCATION	15.00
VENDOR TOTALS			101.00 YTD INVOICED				116.00 YTD PAID		15.00
8610 RICHARD JOSEPH BENDA 46315 INVOICE: 012414	01/14/14			210187	P	01/17/14	55730 520904	ENTERTAINMENT	250.00
VENDOR TOTALS			250.00 YTD INVOICED				500.00 YTD PAID		250.00
8645 ROBERT/SHEILA BROWN 46306 INVOICE: 46306	01/13/14			210188	P	01/17/14	540 120210	ACCOUNTS REC - UTILITY BI	18.38
VENDOR TOTALS			.00 YTD INVOICED				18.38 YTD PAID		18.38
128 CARQUEST AUTO PARTS OF WHEATON IL, INC 46359 INVOICE: 1603-169672 46360 INVOICE: 1603-169836 46361 INVOICE: 1603-169880 46362 INVOICE: 1603-169984 46363 INVOICE: 1603-169977 46364 INVOICE: 1603-170053 46365 INVOICE: 1603-170054 46366 INVOICE: 1603-170055 46367 INVOICE: 1603-170109 46368 INVOICE: 1603-17011 46369 INVOICE: 1603-170228 46370 INVOICE: 1603-170332 46371 INVOICE: 1603-170299 46372 INVOICE: 1603-170322 46373 INVOICE: 1603-170357 46374 INVOICE: 1603-170638	12/02/13 12/05/13 12/05/13 12/09/13 12/09/13 12/10/13 12/10/13 12/10/13 12/10/13 12/11/13 12/11/13 12/13/13 12/16/13 12/16/13 12/16/13 12/16/13 12/16/13 12/16/13 12/26/13			210189	P	01/17/14	65000 530310	PARTS PURCHASED	100.60
				210189	P	01/17/14	65000 530300	GAS AND OIL	11.85
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	337.04
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	-186.00
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	27.37
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	8.22
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	5.87
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	11.74
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	11.05
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	6.05
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	92.59
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	-17.00
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	3.51
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	23.12
				210189	P	01/17/14	65000 530310	PARTS PURCHASED	90.69
				210189	P	01/17/14	65000 530105	OPERATING SUPPLIES	31.60

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 20
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46375 INVOICE:	12/26/13			210189	P	01/17/14	530310	PARTS PURCHASED	67.91
46376 INVOICE:	1603-170639			210189	P	01/17/14	520975	MAINTENANCE-EQUIPMENT	51.47
46377 INVOICE:	12/26/13			210189	P	01/17/14	530105	OPERATING SUPPLIES	6.25
46378 INVOICE:	1603-170660			210189	P	01/17/14	530300	GAS AND OIL	47.83
46379 INVOICE:	12/27/13			210189	P	01/17/14	530310	PARTS PURCHASED	19.35
46380 INVOICE:	1603-170719			210189	P	01/17/14	530310	PARTS PURCHASED	36.97
46381 INVOICE:	12/30/13			210189	P	01/17/14	530310	PARTS PURCHASED	20.98
46382 INVOICE:	1603-170782			210189	P	01/17/14	530310	PARTS PURCHASED	4.02
46382 INVOICE:	12/31/13			210189	P	01/17/14	530310	PARTS PURCHASED	813.08
46382 INVOICE:	1603-170819						8,521.16	YTD PAID	
VENDOR TOTALS				6,539.10	YTD INVOICED				
1854 CARTEGRAPH SYSTEMS INC.				210190	P	01/17/14	143100	MAINTENANCE-EQUIPMENT	2,016.00
46316 INVOICE:	01/02/14								
46316 INVOICE:	R-0910414								
VENDOR TOTALS				10,376.35	YTD INVOICED				
2952 CHICAGO INT'L TRUCKS				210191	P	01/17/14	530310	PARTS PURCHASED	827.34
46320 INVOICE:	01/08/14								
46320 INVOICE:	16123548								
VENDOR TOTALS				9,841.42	YTD INVOICED				
6043 CHICAGO PARTS & SOUND LLC				210192	P	01/17/14	530310	PARTS PURCHASED	-18.00
46321 INVOICE:	12/20/13			210192	P	01/17/14	530310	PARTS PURCHASED	104.36
46322 INVOICE:	563696			210192	P	01/17/14	530310	PARTS PURCHASED	68.16
46323 INVOICE:	12/18/13			210192	P	01/17/14	530310	PARTS PURCHASED	256.27
46324 INVOICE:	563066			210192	P	01/17/14	530310	PARTS PURCHASED	410.79
46324 INVOICE:	01/06/14			210192	P	01/17/14	530310	PARTS PURCHASED	
46324 INVOICE:	566343								
46324 INVOICE:	01/08/14								
46324 INVOICE:	566923								
VENDOR TOTALS				6,547.26	YTD INVOICED				
8644 CHICAGO SALT COMPANY, INC				20140054	P	01/17/14	21000	OPERATING SUPPLIES, SALT	22,500.00
46325 INVOICE:	01/14/14								
46325 INVOICE:	10296-A								
VENDOR TOTALS				.00	YTD INVOICED				
7273 CMS COMMUNICATIONS, INC.				210194	P	01/17/14	121400	MAINTENANCE-EQUIPMENT	180.00
46317	12/31/13								

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 21
appdwarr

WARRANT: 0114-3

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 1328943-IN									
VENDOR TOTALS			666.00	YTD	INVOICED		846.00	YTD PAID	180.00
6610 COMCAST CABLE COMMUNICATIONS, LLC									
46318	01/04/14			210195	P	01/17/14	40000	580160	STREET IMPROVEMENTS
INVOICE: 46318									
VENDOR TOTALS			639.20	YTD	INVOICED		719.10	YTD PAID	79.90
8317 COPY KING OFFICE SOLUTIONS, INC									
46356	01/03/14			210196	P	01/17/14	121500	530105	OPERATING SUPPLIES
INVOICE: 17739									
46357	11/15/13			210196	P	01/17/14	121500	530105	OPERATING SUPPLIES
INVOICE: 17314									
VENDOR TOTALS			882.27	YTD	INVOICED		1,855.49	YTD PAID	832.40
8651 STEPHEN J CURITORE									
46312	01/13/14			210197	P	01/17/14	540	120210	ACCOUNTS RECV - UTILITY BI
INVOICE: 46312									
VENDOR TOTALS			.00	YTD	INVOICED		25.55	YTD PAID	25.55
204 DAILY HERALD									
46330	01/03/14			210198	P	01/17/14	121200	520140	VILLAGE COMMISSIONS
INVOICE: T4361675									
VENDOR TOTALS			6,499.80	YTD	INVOICED		6,658.50	YTD PAID	158.70
6800 DETROIT SALT COMPANY, LLC									
46327	01/04/14			20140001	P	01/17/14	21000	530215	OPERATING SUPPLIES, SALT
INVOICE: 37437									
VENDOR TOTALS			.00	YTD	INVOICED		16,260.45	YTD PAID	16,260.45
228 DITCH WITCH OF ILLINOIS									
46329	12/30/13			210200	P	01/17/14	50100	520975	MAINTENANCE-EQUIPMENT
INVOICE: SW0004387-1									
VENDOR TOTALS			182.23	YTD	INVOICED		306.25	YTD PAID	124.02
8655 DORN STEPHANIE									
46332	12/30/13			210201	P	01/17/14	1000	420100	VEHICLE LICENSES
INVOICE: 123013									
VENDOR TOTALS			.00	YTD	INVOICED		85.00	YTD PAID	85.00
2558 R. W. DUNTEMAN COMPANY									
46400	12/31/13			210202	P	01/17/14	143200	521115	LANDFILL FEES
INVOICE: 36758									

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 22
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		1,636,408.58	YTD	INVOICED			1,637,338.58	YTD PAID	930.00
248 DUPAGE COUNTY CLERK 46328 INVOICE: 12312013	12/31/13			210203	P	01/17/14	121200	530100	10.00
								OFFICE SUPPLIES	
VENDOR TOTALS		32.00	YTD	INVOICED			42.00	YTD PAID	10.00
4217 DUPAGE COUNTY MAJOR CRIMES TASK FORCE 46331 INVOICE: 010914	01/09/14			210204	P	01/17/14	134000	520600	500.00
								DUES-SUBSCRIPTIONS-REG FE	
VENDOR TOTALS		.00	YTD	INVOICED			500.00	YTD PAID	500.00
291 EUCLID BEVERAGE, LTD 46333 INVOICE: 8177913002	01/08/14			210205	P	01/17/14	55730	530400	885.90
								BEER AND WINE	
VENDOR TOTALS		33,796.05	YTD	INVOICED			35,018.95	YTD PAID	885.90
8650 TERRY FOPPE 46311 INVOICE: 46311	01/13/14			210206	P	01/17/14	540	120210	30.04
								ACCOUNTS RECV - UTILITY BI	
VENDOR TOTALS		.00	YTD	INVOICED			30.04	YTD PAID	30.04
8646 CHRIS FRANTZIZ 46307 INVOICE: 46307	01/13/14			210207	P	01/17/14	540	120210	118.26
								ACCOUNTS RECV - UTILITY BI	
VENDOR TOTALS		.00	YTD	INVOICED			118.26	YTD PAID	118.26
8660 GAFFNEY & GAFFNEY, P.C. 46425 INVOICE: 011314	01/13/14			210208	P	01/17/14	50100	510100	3,164.00
								SALARIES - REGULAR FT	
VENDOR TOTALS		.00	YTD	INVOICED			3,164.00	YTD PAID	3,164.00
356 GLEN ELLYN VOLUNTEER FIRE CO. 46334 INVOICE: 101	01/15/14			210209	P	01/17/14	135000	521055	3,000.00
								PROFESSIONAL SERVICES - O	
VENDOR TOTALS		144,755.19	YTD	INVOICED			182,208.31	YTD PAID	3,000.00
8649 MATTHEW GRISSOM 46310 INVOICE: 46310	01/13/14			210210	P	01/17/14	540	120210	56.76
								ACCOUNTS RECV - UTILITY BI	
VENDOR TOTALS		.00	YTD	INVOICED			56.76	YTD PAID	56.76

6.B.a

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 23
appdwarr

WARRANT: 0114-3

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
8648 DEBORAH L HAMMOND 46309 INVOICE: 46309	01/13/14			210211	P	01/17/14	540	ACCOUNTS RECV - UTILITY BI	54.34
VENDOR TOTALS			.00 YTD INVOICED				54.34 YTD PAID		54.34
4350 GREG HATFIELD 46429 INVOICE: 011714	12/03/13			210212	P	01/17/14	100	ESCROWS - DEVELOPER DEPOS	3,000.00
VENDOR TOTALS			.00 YTD INVOICED				3,000.00 YTD PAID		3,000.00
198 HERITAGE-CRYSTAL CLEAN INC 46336 INVOICE: 12782523	12/31/13			210213	P	01/17/14	65000	LEASED EQUIPMENT	270.00
VENDOR TOTALS			741.74 YTD INVOICED				1,011.74 YTD PAID		270.00
6405 HIGHLAND BAKING CO 46337 INVOICE: 603878	01/10/14			210214	P	01/17/14	55730	FOOD/RESALE	41.05
46338 INVOICE: 603233	01/09/14			210214	P	01/17/14	55730	FOOD/RESALE	71.92
46339 INVOICE: 601680	01/04/14			210214	P	01/17/14	55730	FOOD/RESALE	97.32
46340 INVOICE: 604598	01/11/14			210214	P	01/17/14	55730	FOOD/RESALE	122.23
VENDOR TOTALS			12,299.77 YTD INVOICED				13,243.01 YTD PAID		332.52
3733 IDEOA 46383 INVOICE: 011314	01/13/14			210215	P	01/17/14	134000	STATE DRUG FORFEITURE EXP	240.00
VENDOR TOTALS			.00 YTD INVOICED				240.00 YTD PAID		240.00
420 ILLINOIS PAPER COMPANY 46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	121100	OFFICE SUPPLIES	16.00
46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	121200	OFFICE SUPPLIES	89.60
46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	121300	OFFICE SUPPLIES	16.00
46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	122000	OFFICE SUPPLIES	16.00
46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	134000	OFFICE SUPPLIES	89.60
46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	126000	OFFICE SUPPLIES	89.60
46358 INVOICE: IN86186	01/07/14			210216	P	01/17/14	126500	OFFICE SUPPLIES	3.20

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 24
apdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	YTD PAID

VENDOR TOTALS							4,529.00	YTD INVOICED	4,849.00
426 ILLINOIS STATE POLICE 46355 12/31/13 INVOICE: 123113-2				210217	P	01/17/14	121100	PROFESSIONAL SERVICES - O	63.00
VENDOR TOTALS							2,199.50	YTD INVOICED	2,262.50
8359 ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK 46341 01/12/14 INVOICE: 1580				210218	P	01/17/14	143100	DUES-SUBSCRIPTIONS-REG FE	250.00
VENDOR TOTALS							250.00	YTD INVOICED	500.00
1127 JAMES J BENES AND ASSOCIATES, INC. 46342 12/31/13 INVOICE: 1402.0001				210219	P	01/17/14	100	ESCROWS - DEVELOPER DEPOS	705.36
VENDOR TOTALS							13,750.20	YTD INVOICED	14,455.56
8140 KANE, MCKENNA AND ASSOCIATES, INC 46426 12/31/13 INVOICE: 12104				210220	P	01/17/14	25000	PROFESSIONAL SERVICES - O	437.50
VENDOR TOTALS							32,987.09	YTD INVOICED	33,424.59
8659 KRETCH, KATHLEEN 46344 01/02/14 INVOICE: 010214				210221	P	01/17/14	5300	LEASED PARKING LOT FEES	160.00
VENDOR TOTALS							.00	YTD INVOICED	160.00
502 K & S SPRINKLERS INC 46343 12/27/13 INVOICE: 100874				210222	P	01/17/14	55715	MAINTENANCE-BUILDING & GR	405.00
VENDOR TOTALS							930.28	YTD INVOICED	1,335.28
644 NETTOYER, INC 46345 12/31/13 INVOICE: 6983				210223	P	01/17/14	65000	REPAIRS-CONTRACTUAL/LABOR	318.00
VENDOR TOTALS							2,536.85	YTD INVOICED	2,854.85
562 M.E.SIMPSON CO., INC. 46403 12/26/13 INVOICE: 24702				210224	P	01/17/14	50100	PROFESSIONAL SERVICES - O	645.00
VENDOR TOTALS							3,480.00	YTD INVOICED	4,840.00

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 25
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
569 MARCOTT ENTERPRISES, INC. 46350 INVOICE: 16768	01/09/14	20140047	210225	P	01/17/14	143200	521060	SNOW REMOVAL SERVICES	13,647.50
VENDOR TOTALS		19,770.03	YTD INVOICED				37,740.48	YTD PAID	13,647.50
4643 MIDWEST LUBE, INC. 46352 INVOICE: 24182	01/07/14	210226	P	01/17/14	65000		570155	VEHICLES	3,981.00
VENDOR TOTALS		4,320.08	YTD INVOICED				8,301.08	YTD PAID	3,981.00
8647 RODNEY L MIEVILLE 46308 INVOICE: 46308	01/13/14	210227	P	01/17/14	540		120210	ACCOUNTS REC'D - UTILITY BI	52.61
VENDOR TOTALS		.00	YTD INVOICED				52.61	YTD PAID	52.61
8003 MORTON SALT, INC 46347 INVOICE: 5400336569	12/31/13	20140049	210228	P	01/17/14	21000	530215	OPERATING SUPPLIES, SALT	1,227.78
46348 INVOICE: 5400335287	12/30/13	20140049	210228	P	01/17/14	21000	530215	OPERATING SUPPLIES, SALT	2,191.35
46349 INVOICE: 5400335288	12/30/13	20140049	210228	P	01/17/14	21000	530215	OPERATING SUPPLIES, SALT	9,996.34
VENDOR TOTALS		27,671.10	YTD INVOICED				80,018.71	YTD PAID	13,415.47
622 MUNICIPAL CLERKS OF DUPAGE CTY 46346 INVOICE: 020514	01/16/14	210229	P	01/17/14	121100		520600	DUES-SUBSCRIPTIONS-REG FE	28.00
VENDOR TOTALS		128.00	YTD INVOICED				156.00	YTD PAID	28.00
8662 MURPHY ROOFING 46351 INVOICE: 121113	12/11/13	210230	P	01/17/14	50100		520970	MAINTENANCE-BUILDING & GR	9,104.00
VENDOR TOTALS		.00	YTD INVOICED				9,104.00	YTD PAID	9,104.00
5841 GENUINE PARTS CO-NAPA 46353 INVOICE: 248994	01/01/14	210231	P	01/17/14	65000		530310	PARTS PURCHASED	43.20
VENDOR TOTALS		363.47	YTD INVOICED				456.16	YTD PAID	43.20
7573 TIMOTHY O'SHEA 46387 INVOICE: 010714	01/07/14	210232	P	01/17/14	500		240200	UTILITY SERVICE DEPOSITS	150.00

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 26
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	150.00	YTD PAID	150.00
VENDOR TOTALS											
1458 OFFICE DEPOT, INC	12/10/13			210233	P	01/17/14	121100	OFFICE SUPPLIES	530100		150.00
46384 INVOICE:	688223908001			210233	P	01/17/14	121200	OFFICE SUPPLIES	530100		6.36
46384 INVOICE:	688223908001			210233	P	01/17/14	121300	OFFICE SUPPLIES	530100		13.88
46384 INVOICE:	688223908001			210233	P	01/17/14	122000	OFFICE SUPPLIES	530100		6.36
46384 INVOICE:	688223908001			210233	P	01/17/14	126000	OFFICE SUPPLIES	530100		13.88
46384 INVOICE:	688223908001			210233	P	01/17/14	126500	OFFICE SUPPLIES	530100		13.88
46385 INVOICE:	690468115001			210233	P	01/17/14	121100	OFFICE SUPPLIES	530100		3.48
46385 INVOICE:	690468115001			210233	P	01/17/14	121200	OFFICE SUPPLIES	530100		2.05
46385 INVOICE:	690468115001			210233	P	01/17/14	121300	OFFICE SUPPLIES	530100		25.45
46385 INVOICE:	690468115001			210233	P	01/17/14	122000	OFFICE SUPPLIES	530100		2.05
46385 INVOICE:	690468115001			210233	P	01/17/14	126000	OFFICE SUPPLIES	530100		384.21
46385 INVOICE:	690468115001			210233	P	01/17/14	126500	OFFICE SUPPLIES	530100		113.47
46386 INVOICE:	690468170001			210233	P	01/17/14	126000	OFFICE SUPPLIES	530100		7.61
46386 INVOICE:	690468170001			210233	P	01/17/14	126000	OFFICE SUPPLIES	530100		1.71
VENDOR TOTALS									7,538.03	YTD PAID	594.39
8658 OPUS DEVELOPMENT CO LLC	01/06/14			210234	P	01/17/14	500	UTILITY SERVICE DEPOSITS	240200		150.00
46388 INVOICE:	010614										150.00
VENDOR TOTALS											
677 PALATINE OIL CO., INC.	12/27/13			210235	P	01/17/14	65000	GAS AND OIL	530300		23,006.65
46396 INVOICE:	7038934										23,006.65
VENDOR TOTALS									173,900.51	YTD PAID	
8628 JENNIFER PANFIL	01/14/14			210236	P	01/17/14	55730	ENTERTAINMENT	520904		150.00
46397 INVOICE:	011414										150.00
VENDOR TOTALS									300.00	YTD PAID	

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 27
appdwarr

WARRANT: 0114-3

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
2962 PATTEN INDUSTRIES INC. 46395 12/26/13 INVOICE: S7974401			20140031	210237	P	01/17/14	65000	570155	VEHICLES
VENDOR TOTALS			.00 YTD INVOICED					140,450.00 YTD PAID	140,450.00
8440 THOMAS W POPE 46398 01/14/14 INVOICE: 012514				210238	P	01/17/14	55730	520904	ENTERTAINMENT
VENDOR TOTALS			2,550.00 YTD INVOICED					2,750.00 YTD PAID	200.00
715 PRESCIENT DEVELOPMENT, INC. 46390 01/06/14 INVOICE: 114002W				210239	P	01/17/14	121400	521055	PROFESSIONAL SERVICES - O
VENDOR TOTALS			5,937.50 YTD INVOICED					8,187.50 YTD PAID	2,250.00
6552 PROVANTAGE CORPORATION 46391 01/03/14 INVOICE: 6932765				210240	P	01/17/14	122000	530105	OPERATING SUPPLIES
46392 01/02/14 INVOICE: 6932430				210240	P	01/17/14	122000	530105	OPERATING SUPPLIES
46393 01/03/14 INVOICE: 6932735				210240	P	01/17/14	122000	530105	OPERATING SUPPLIES
46394 12/18/13 INVOICE: 6921008				210240	P	01/17/14	134000	530100	OFFICE SUPPLIES
VENDOR TOTALS			15,243.05 YTD INVOICED					16,724.76 YTD PAID	412.00
735 RADCO COMMUNICATIONS, INC. 46401 01/03/14 INVOICE: 79518				210241	P	01/17/14	65000	530105	OPERATING SUPPLIES
VENDOR TOTALS			1,965.71 YTD INVOICED					2,050.71 YTD PAID	50.00
7095 ROBERT R. ANDREAS & SONS, INC. 46314 09/12/13 INVOICE: 91213-00				210242	P	01/17/14	50100	520985	MAINTENANCE-R.O.W.
VENDOR TOTALS			.00 YTD INVOICED					12,520.00 YTD PAID	12,520.00
761 RONNOCO HOLDINGS, INC 46402 01/10/14 INVOICE: 764010444				210243	P	01/17/14	55730	530405	BEVERAGES/RESALE
VENDOR TOTALS			4,600.18 YTD INVOICED					4,961.70 YTD PAID	242.76
764 ROTARY CLUB OF GLEN ELLYN 46399 01/02/14 INVOICE: 5789				210244	P	01/17/14	121200	520600	DUES-SUBSCRIPTIONS-REG FE
									45.00

6.B.a

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 28
appdwarr

WARRANT: 0114-3

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46399 INVOICE: 5789	01/02/14			210244	P	01/17/14	121200	DUES-SUBSCRIPTIONS-REG FE	2.00
46399 INVOICE: 5789	01/02/14			210244	P	01/17/14	121200	EMPLOYEE EDUCATION	100.00
VENDOR TOTALS			1,199.00 YTD INVOICED				1,493.00 YTD PAID		147.00
7360 SEGAL MCCAMBRIDGE SINGER & MAHONEY, LTD				210245	P	01/17/14	121200	LEGAL - HEARING OFFICER	427.50
46405 INVOICE: 1072895	12/16/13								
VENDOR TOTALS			3,352.50 YTD INVOICED				3,780.00 YTD PAID		427.50
4590 STEVE PIPER & SONS, INC.				210246	P	01/17/14	143200	TREE REMOVAL	2,200.00
46428 INVOICE: 147307	01/07/14								
VENDOR TOTALS			.00 YTD INVOICED				3,150.00 YTD PAID		2,200.00
7600 STUEVER & SONS, INC				210247	P	01/17/14	55730	OPERATING SUPPLIES	130.00
46409 INVOICE: 43143	01/09/14								
VENDOR TOTALS			1,559.00 YTD INVOICED				1,819.00 YTD PAID		130.00
835 SUPERIOR BEVERAGE CO.				210248	P	01/17/14	55730	BEER AND WINE	169.75
46410 INVOICE: 527341	01/14/14								
VENDOR TOTALS			12,034.10 YTD INVOICED				12,203.85 YTD PAID		169.75
844 SYSCO FOOD SERV - CHICAGO, INC				210249	P	01/17/14	55730	BEVERAGES/RESALE	95.50
46406 INVOICE: 401101249	01/10/14								
46406 INVOICE: 401101249	01/10/14			210249	P	01/17/14	55730	OPERATING SUPPLIES	49.03
46406 INVOICE: 401101249	01/10/14			210249	P	01/17/14	55730	FOOD/RESALE	1,662.64
46407 INVOICE: 401101249	01/04/14			210249	P	01/17/14	55730	BEVERAGES/RESALE	175.71
46407 INVOICE: 401042169	01/04/14			210249	P	01/17/14	55730	DRY GOODS	24.01
46407 INVOICE: 401042169	01/04/14			210249	P	01/17/14	55730	OPERATING SUPPLIES	82.96
46407 INVOICE: 401042169	01/04/14			210249	P	01/17/14	55730	FOOD/RESALE	1,730.37
46408 INVOICE: 401042169	01/06/14			210249	P	01/17/14	55730	DRY GOODS	65.96
46408 INVOICE: 401060135	01/06/14			210249	P	01/17/14	55730	OPERATING SUPPLIES	55.77
46408 INVOICE: 401060135	01/06/14			210249	P	01/17/14	55730	FOOD/RESALE	875.56

6.B.a

Attachment: Vouchers 01-27-2014 (1060 : Vouchers 01-27-2014)

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 29
appdwarr

WARRANT: 0114-3

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE: 401060135									
VENDOR TOTALS		151,445.89		YTD INVOICED			163,932.27	YTD PAID	4,817.51
854 TERRACE SUPPLY COMPANY									
46413 12/31/13				210250	P	01/17/14	65000	LEASED EQUIPMENT	22.63
INVOICE: 934158									
VENDOR TOTALS		552.81		YTD INVOICED			575.44	YTD PAID	22.63
864 TITAN IMAGE GROUP, INC									
46412 12/31/13				210251	P	01/17/14	143100	OFFICE SUPPLIES	147.98
INVOICE: 47066									
46412 12/31/13				210251	P	01/17/14	143200	OFFICE SUPPLIES	147.97
INVOICE: 47066									
46412 12/31/13				210251	P	01/17/14	50100	OFFICE SUPPLIES	147.97
INVOICE: 47066									
46412 12/31/13				210251	P	01/17/14	50200	OFFICE SUPPLIES	147.97
INVOICE: 47066									
VENDOR TOTALS		.00		YTD INVOICED			591.89	YTD PAID	591.89
7909 TOP LINE TOWING INC									
46414 12/31/13				210252	P	01/17/14	134000	IMPOUND FEES	230.00
INVOICE: 34128									
VENDOR TOTALS		420.00		YTD INVOICED			650.00	YTD PAID	230.00
6197 UNIVERSAL HYDRAULIC SVC & SALES, INC									
46419 12/27/13				210253	P	01/17/14	65000	REPAIRS-CONTRACTUAL/LABOR	470.00
INVOICE: 34637									
46419 12/27/13				210253	P	01/17/14	65000	REPAIRS-CONTRACTUAL/PARTS	160.00
INVOICE: 34637									
VENDOR TOTALS		440.00		YTD INVOICED			1,070.00	YTD PAID	630.00
886 U.S. VENTURE, INC									
46418 01/08/14				210254	P	01/17/14	65000	TIRES	451.08
INVOICE: 4702531									
VENDOR TOTALS		998.19		YTD INVOICED			1,449.27	YTD PAID	451.08
1190 HD SUPPLY FACILITIES MAINT LTD.									
46415 12/31/13				210255	P	01/17/14	50200	MAINTENANCE-SANITARY SEWE	79.90
INVOICE: 232689									
46416 12/31/13				210255	P	01/17/14	50200	MAINTENANCE-SANITARY SEWE	20.98
INVOICE: 232494									
46416 12/31/13				210255	P	01/17/14	50100	MAINTENANCE-VALVES	193.95
INVOICE: 232494									
46417 12/31/13				210255	P	01/17/14	50100	MAINTENANCE-EQUIPMENT	249.04
INVOICE: 232690									

6.B.a

01/21/2014 09:17
maryr

VILLAGE OF GLEN ELLYN
PAID WARRANT REPORT

PG 30
appdwarr

TO FISCAL 2014/08 05/01/2013 TO 04/30/2014

WARRANT: 0114-3

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
46417 INVOICE: 232690 46417 INVOICE: 232690	12/31/13 232690 12/31/13 232690			210255 210255	P P	01/17/14 01/17/14	50100 50200	MAINTENANCE-VALVES MAINTENANCE-SANITARY SEWE	397.25 57.90
VENDOR TOTALS				5,723.62 YTD INVOICED			6,722.64 YTD PAID		999.02
911 AURORA LAUNDRY COMPANY, INC 46420 INVOICE: 4221 46420 INVOICE: 4221 46420 INVOICE: 4221 46421 INVOICE: S04476	01/08/14 4221 01/08/14 4221 01/08/14 4221 01/08/14 S04476			210256 210256 210256 210256 210256	P P P P P	01/17/14 01/17/14 01/17/14 01/17/14 01/17/14	55730 55730 55730 55730 55730	UNIFORMS LINENS AND RENTALS OPERATING SUPPLIES LINENS AND RENTALS	30.96 156.26 58.01 23.68
VENDOR TOTALS				8,781.06 YTD INVOICED			9,932.38 YTD PAID		268.91
8656 VENTRESCA,DOREEN 46389 INVOICE: 122613	12/26/13 122613			210257	P	01/17/14	5300	LEASED PARKING LOT FEES	41.68
VENDOR TOTALS				.00 YTD INVOICED			41.68 YTD PAID		41.68
3995 WAREHOUSE DIRECT OFFICE PRODUCTS 46422 INVOICE: 2191032-0 46422 INVOICE: 2191032-0 46422 INVOICE: 2191032-0 46422 INVOICE: 2191032-0	01/10/14 2191032-0 01/10/14 2191032-0 01/10/14 2191032-0			210258 210258 210258 210258	P P P P	01/17/14 01/17/14 01/17/14 01/17/14	143100 143200 50100 50200	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	14.21 14.21 14.21 14.20
VENDOR TOTALS				1,152.03 YTD INVOICED			1,349.89 YTD PAID		56.83
970 XEROX CORPORATION 46427 INVOICE: 71815166	01/01/14 71815166			210259	P	01/17/14	121200	MAINTENANCE-EQUIPMENT	1,289.36
VENDOR TOTALS				16,683.44 YTD INVOICED			17,972.80 YTD PAID		1,289.36
8654 ZIMMER, CARRIE 46423 INVOICE: 010214	01/02/14 010214			210260	P	01/17/14	1000	VEHICLE LICENSES	85.00
VENDOR TOTALS				.00 YTD INVOICED			85.00 YTD PAID		85.00
								REPORT TOTALS	293,498.03

VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION

				COUNT	AMOUNT			
				-----	-----			
				75	293,498.03			
				TOTAL PRINTED CHECKS				
				-----	-----			
				293,498.03				
** END OF REPORT - Generated by Mary Romanelli **								

** END OF REPORT - Generated by Mary Romanelli **



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Administration
Department Head: Kristen Schrader
Category: Grant
Prepared By: Meredith Hannah

SCHEDULED

AGENDA ITEM (ID # 1055)

DOC ID: 1055 B

Motion to approve an Interior Improvement Grant Request in the amount of \$3,503.45 to Olive 'n Vinnie's relocation to 449 N Main Street.

Background

The Downtown Commercial Interior Improvement Program was created to facilitate the private sector in making interior improvements that benefit the overall quality and vitality of the Village's commercial districts. Approved projects are eligible to receive a matching grant of fifty (50) percent of the actual improvement costs up to a maximum of \$15,000 for interior improvements. As indicated on the Village Grant Program Summary Chart (attached), \$71,500.86 in grant funding has been approved thus far in fiscal year 2013-2014 ending April 30. With \$100,000 budgeted for the grant program this year, there is approximately \$28,499.14 of available funds remaining.

On January 13, 2014 Gary Evensen, owner of Olive 'n Vinnie's currently located at 540 Duane Street and is relocating to 449 N. Main Street, applied for a Interior Improvement Grant for renovations of the store to which they are relocating. This business site is located in the C5A Central Business District Central Retail Core Sub-district on the east side of N. Main Street north of Duane Street and south of the railroad tracks. Some preliminary demo work has started and all improvements are planned over the next several weeks and they are expecting to be open at the new location by March 1, 2014.

Interior Grant Issues

Downtown Interior Improvement Grants are available to new and existing businesses that are located in the downtown commercial district. Interior Improvement Grants are available to all retail or restaurant properties in the downtown business district. This program funds permanent tenant and building code improvements necessary to open a new, or expand an existing, downtown retail business. After one year in Glen Ellyn at the current location, Mr. Evensen is relocating his business to expand their offerings. Glen Ellyn is the second location for their business; their other location is in Cedarburg, Wisconsin. The Cedarburg location offers cooking demonstrations and tastings to help customers learn more about their products and other ways to use their products. By relocating to 449 N. Main Street, Olive 'n Vinnie's will be able to expand their business model to incorporate the cooking demonstrations and in turn expand on their product sales. Currently Mr. Evensen estimates 20% more sales at their Cedarburg location and anticipates seeing an increase in sales based on increased visibility and better food demonstrations.

Based on the condition the previous tenant left the space in, Mr. Evensen is requesting financial assistance in reconstructing the kitchen area and retail store. Mr. Evensen has signed a five year lease at the 449 N. Main Street location and has not previously participated in any of the Village's grant programs.

Staff recognizes the following eligible interior improvement costs outlined/identified in Mr. Evensen's application include:

Business Floor repair & replace	\$5,141.95
Kitchen Floor repair & replace	\$1,864.95
Total Estimated Eligible Costs	\$7,006.90
Total eligible for 50% reimbursement costs	\$3,503.45

These improvements are consistent with the intent of the grant program and improvements help to create a more inviting space for patrons and are permanent improvements to the space. Staff has no concerns with the Village Board awarding the requested grant.

Funding

As approximately \$28,499.14 is available this fiscal year (see attached summary), sufficient funds are available for these grants.

Action Requested

The Village Board may approve the request for a \$3,503.45 Downtown Interior Improvement Grant, approve a different grant amount, or choose to deny the request.

ATTACHMENTS:

- Grant Budget Summary 01-16-14 (XLS)
- Olive grant app (PDF)
- interior photo (JPG)
- interior photo2 (JPG)
- interior photo3kitchen (JPG)
- interior photo4 (JPG)

VILLAGE GRANTS PROGRAM

Updated 12/03/13

BUSINESS	APPLICANT NAME	ADDRESS	TYPE OF GRANT	DATE RECEIVED	DATE OF APPROVAL	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT PAID
FY 10/11								
Marcel's	Jillian Foucre	490 N. Main	Interior	1/9/2011	1/20/2011	\$ 20,000.00	\$ 20,000.00	\$ 17,659.00
Marcel's	Jillian Foucre	490 N. Main	Façade	6/8/2011	6/27/2011	\$ 10,000.00	\$ 10,000.00	\$ 12,341.00
						\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
FY 11/12								
Gratto		433 Main	Façade		11/18/2010	\$ 10,000.00	\$ 10,000.00	\$ 9,930.00
Costello	Joe Costello	474 N. Main	Interior	6/20/2011	6/27/2011	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
Key Investment	Jeanine Valdez	462 Park	Façade	6/22/2011	7/25/2011	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
Northside Grill	Dan Sronkoski	499 Pennsylvania; #D	Façade	7/8/2011	11/14/2011	\$ 526.00	\$ 526.00	\$ 526.00
Northside Grill	Dan Sronkoski	499 Pennsylvania; #D	Interior	10/14/2011	11/14/2011	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Subway	Suryakant Patel	572 Crescent	Interior	10/3/2011	11/14/2011	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Subway	Suryakant Patel	572 Crescent	Façade	10/3/2011	not approved	\$ -	\$ -	
						\$ 68,026.00	\$ 58,026.00	\$ 57,956.00
FY 12/13								
Katy's Boutique	Katy Balabinis	427 Main	Façade	3/27/2012	5/14/2012	\$ 4,071.00	\$ 4,071.00	\$ 4,071.00
AliKat	Sandra Moore	499 Pennsylvania; #B	Interior	4/11/2012	5/14/2012	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Papier Girl	Lesley Vesevick	413 Main	Interior	4/11/2012	5/14/2012	\$ 14,550.00	\$ 14,550.00	\$ 14,550.00
Run Today	Paul O'Neill	515 Crescent	Façade	6/7/2012	8/20/2012	\$ 671.50	\$ 671.50	\$ 671.50
Run Today	Paul O'Neill	515 Crescent	Interior	6/7/2012	8/20/2012	\$ 14,373.84	\$ 11,706.00	\$ 11,706.00
Flour+Wine	Michael Vai	433 Main	Interior	9/9/2012	8/8/2012	\$ 8,485.64	\$ 6,670.37	\$ 6,670.37
Blackberry Market	Anna Davidson	401 Main	Interior	10/4/2012	11/12/2012	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Larc Jewelers	Jay Gilbert	479 Main	Façade	3/25/2011	4/16/2012	\$ 1,876.00	\$ 1,876.00	\$ 1,580.84
Treasure House	Theresa Nihill	479 Pennsylvania	Façade	7/13/2012	7/19/2012	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Elite Eyewear	Tracy Hortatsos	413 Main	Façade	10/16/2012	11/12/2012	\$ 543.00	\$ 543.00	\$ 543.00
The Stand	Lisa Demos	542 Crescent	Interior	2/4/2013	2/11/2013	\$ 15,000.00	\$ 15,000.00	
The Stand	Lisa Demos	542 Crescent	Façade	2/4/2013	2/11/2013	\$ 15,000.00	\$ 15,000.00	
						\$ 111,570.98	\$ 107,087.87	\$ 76,792.71
FY 13/14								
Bird on a Wire Studio	Kathryn Alcock/Megan Swadley	492 Main	Interior	1/9/2013	5/15/2013	\$ 2,445.86	\$ 2,445.86	\$ 2,274.14
Bird on a Wire Studio	Kathryn Alcock/Megan Swadley	492 Main	Façade	1/9/2013	5/15/2013	\$ 853.50	\$ 853.50	\$ 853.50
School of Rock	J. Brandon Turner	536B Crescent	Façade	4/25/2013	5/28/2013	\$ 771.50	\$ 771.50	\$ 771.50
Oberweis	Joe Oberweis	515 Roosevelt	Façade	8/6/2012	10/22/2012	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
PS Flowers/Suki Salon	Madonin	522-526 Hillside	Façade	4/13/2013	5/28/2013	\$ 2,065.00	\$ 2,065.00	\$ 2,215.00
535 Penn L.L.C.	Thomas LaMantia	535 Pennsylvania	Interior	8/14/2013	9/9/2013	\$ 15,000.00	\$ 15,000.00	
535 Penn L.L.C.	Thomas LaMantia	535 Pennsylvania	Façade	8/14/2013	9/9/2013	\$ 15,000.00	\$ 15,000.00	
Made In Italy Trattoria	Ippolita Basile	476 Forest	Façade	8/23/2013	9/9/2013	\$ 529.00	\$ 529.00	
Peanut Butter Planet	Frank Pecora	546 Crescent Blvd	Interior	11/21/2013	1/13/2014	\$ 9,373.50	\$ 9,373.50	
Peanut Butter Planet	Frank Pecora	546 Crescent Blvd	Façade	11/21/2013	1/13/2014	\$ 10,462.50	\$ 10,462.50	
Ramco 450 LLC	Brian Blizzard	525 Roosevelt	Façade	6/3/2013		\$ 8,350.00		
						\$ 79,850.86	\$ 71,500.86	\$ 21,114.14

Updated: 1/22/2014

Olive 'n Vinnie's Market
540 Duane Street
Glen Ellyn, IL 60137

Meredith Hannah
Economic Development
535 Duane Street
Glen Ellyn IL 60137

Meredith,

Karen and I have been in the retail business for olive oils and balsamics with a location in Cedarburg, Wisconsin. This past year we opened our Glen Ellyn store and have enjoyed developing relationships with our new customer base. A few months ago a customer came into our shop and mentioned she had visited our Cedarburg location. She had participated in one of our weekly cooking demos and asked when we were going to start them in Glen Ellyn. At that time I had to respond that because of the lack of space we were not able to comply with the regulations required to have demos. She said that was too bad because she learned a lot about our products and had a great time.

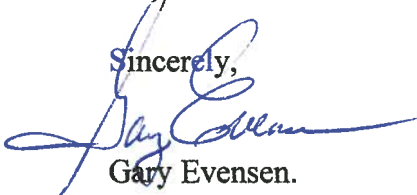
We recently executed a 5-year lease for the space which was formerly the Yogurt Shop and now are in the process of doing a build out. The additional space, as well as the equipment which after some repair from freezing pipes, will accommodate the requirements needed for us to offer samplings and cooking demos. Sampling and offering ideas on the uses of our product has been proven to increase revenue at our other location.

Unfortunately, the décor of the premise left by the Yogurt Shop needs a lot of changes to become more appealing. I spent 3 days tearing apart the wood fortress around the fish tanks and we are attempting to get rid of the dead fish odor. The main retail area is partially surfaced in a wood-flooring and the rest is a mix of odd color combinations of ceramic tile. The kitchen subfloor is bulging up and cracking the vinyl tiles. Karen is coming in tonight to take photos which she will send to you.

We plan on being relocated by March 1st and because of the additional space we will increase our selection of gourmet food products to complement our oils and balsamics. Our recent addition of Spice House products will be expanded and all of our products will be displayed in a more alluring manner. With the additional space, increased hours of operations, and additional revenue, we should be in a position to hire some employees. To date our Glen Ellyn location has been a family affair.

Your consideration is requested

Sincerely,



Gary Evensen.

VILLAGE OF GLEN ELLYN

Downtown Interior Improvement Grant Program Application

REQUIRED SUBMITTALS WITH APPLICATION:

1. Signed lease, committing to minimum of a 3-year lease term is required for all new and relocating businesses (if a lease has not yet been signed, disbursement of the approved funds will be contingent on the Village receiving a signed lease).
2. Signed vendor contract(s) with detailed costs for each proposed improvement.
3. Consent from the building owner for proposed improvements, by signature on the attached form.
4. Digital photos depicting the interior areas where proposed improvements will take place.
5. Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
6. Projected sales tax* and/or property tax for the three years following the completion of the improvements covered by the grant.
7. A narrative or current Business Plan that addresses the following:
 - a) Description of your business and the related industry .
 - b) Features and advantages of your product and how improvements sought will improve the business and/or benefit Village.
 - c) List any unusual or unexpected difficulties faced in making the proposed improvements or completing the work.
 - d) Credentials and experience of business owner.
 - e) Market research and analysis including a definition of your current or anticipated customers and where they come from. May also include information on future customer markets as a result of interior improvements (i.e. will improvements attract new customers).
 - f) Describe or demonstrate why these improvements would not take place "but for" the grant program.

**Please note that if you are awarded a grant, you must submit actual sales tax receipts for the three consecutive years following the completion of the improvements. The actual sales tax receipts from the State of Illinois of the prior calendar year shall be provided to the Village by February 15.*

BUSINESS OWNER INFORMATION

Business Owner Name: KAREN EVENSEN

Home Address: 441 N. PARK Blvd Unit 2A

Business Name: Olive n' Vinnie's Market

Business Address: 449 MAIN STREET

Business Phone: (630) 534 - 6457

Other Phone: (630) 306 - 0283

Email Address: KeeCottonpatch@aol.com

Fax Number: _____

Estimated Opening Date of Business: _____

PROPERTY OWNER INFORMATIONProperty Owner Name: JOHN VlahosAddress: 4N602 Mountain Ash Wayne, IL 60184Phone: 630 670 0956Email Address: jsvproperties@aol.com

Fax Number: _____

DESCRIPTION OF PROPOSED IMPROVEMENTS

REPLACE TILE TO MATCH WITH CURRENT WOODEN FLOOR.
which is 50% OF THE AREA. SOME SUBFLOORING
may have to be replaced. Kitchen AREA FLOORING
Coming apart needs addressing.

ITEMIZED ACTIVITY DESCRIPTION**COST**

- | | |
|--|-------------|
| ① Business Floor repair + Replace tile. | \$ 5,141.95 |
| ② Kitchen floor repair + Replace. | \$ 1,864.95 |
| ③ Possible extra labor to remove tile + repair subfloor not yet exposed. Billed at \$65.00 per Hr. | — |

TOTAL PROJECT COST: _____

AMOUNT OF GRANT ASSISTANCE REQUESTED: _____

APPLICATION CERTIFICATION

I, the undersigned, certify that I have read the program description and requirements for the Village of Glen Ellyn Downtown Retail Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that the improvements described in this application must receive all required permit approvals from the Village of Glen Ellyn prior to the commencement of construction. I further understand all eligible improvements assisted by the Retail Grant Program are permanent fixtures and will remain with the building.

Furthermore, I, the undersigned, my successors and assigns, hereby agree to save and hold harmless the Village of Glen Ellyn and any of its employees, officers and directors from all cost, injury and damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my grant application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the grant packet.

KAREN EVENSEN

Applicant Name (PRINT)

1 - 10 - 13

Date

Karen Evensen

Applicant Signature

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

JOHN VLAKOS

Property Owner Name (PRINT)

John Vlaks

Property Owner Signature

Date

*****Office Use Only*****

Application is: _____ Approved

_____ Denied

Village President

Date

Planning and Development Director

Date

VILLAGE OF GLEN ELLYN
Downtown Interior Improvement Grant Program
Reimbursement Request Certification

SUBMITTAL FOR REIMBURSEMENT

Please submit the following information to the Planning and Development Department office once approved work is complete for grant payment:

- This signed certification
- Copies of invoices stamped "PAID" from all contractors, companies, individuals
- Proof of payment limited to copies of canceled checks and/or credit card receipts
- Digital Photos depicting the interior improvements
- A signed and notarized Applicant's Affidavit for Reimbursement form

CERTIFICATION

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the Village of Glen Ellyn are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the Village of Glen Ellyn Grant Certification in public at my business for one year. I understand that if my business closes or moves out of the Village of Glen Ellyn within 3 years I will be required to repay the Village in an amount as described on page 3 of the grant packet. The Village of Glen Ellyn may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable Village Codes and Regulations.

KAREN EVENSEN
Applicant Name (PRINT)

1-10-13
Date

Karen Evensen
Applicant Signature

FloorOpedics Inc.
546 Duane ST.
Glen Ellyn, IL. 60137

Date: January 11, 2014
Fax: 630-858-1304
Office 630-858-8020

PROPOSAL (o)

"SERVING THE COMMUNITY SINCE 1979"

Daily Herald people's choice 2009/2010/2012 top 3 flooring companies Chicagoland

Olive n Vinnie's Market
449 ~~485~~ N. Main Street
Glen Ellyn, IL 60137

Phone: 1-630-

Cell:

CONTROL # _____

Business floor repair: Bamboo Hardwood Construkt #55135 vertical grain installed to replace the ceramic tile and vinyl composition tile and butt up to the existing bamboo flooring already installed. In the front area by the windows we'll go on top of the tile with reducers to the existing bamboo.

546.25 sf of bamboo @ \$5.45 sf, 30 lf of preprimed pine base shoe, 30 pieces of 4" high 4' long vinyl base, 2 rolls of felt paper and six lengths of reducers. Includes 4 man-hours of floor preparations and 8 man-hours of floor tear out included (it may take more or less time for the tear out and floor prep).

\$5,713.95

Less 10% discount for in town business.

\$5,141.95

Balance upon completion. Deposit \$2,500.00

Visit WWW.flooropedics.com and click on Installers to see who would be working in your home, George, Jim and Don.

1 Year guarantee on labor, Material guarantee from manufacturer

Installation date:

Delivery:

Tear out:

AUTHORIZED SIGNATURE

Bill Palechi

NOTE: MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS.

ACCEPTANCE OF PROPOSAL: SIGNATURE _____

DATE _____

PLEASE SIGN AND RETURN ONE COPY WITH YOUR DEPOSIT.

Labor rate for any work not mentioned above will be @ \$65.00 plus materials

FloorOpedics Inc.
546 Duane ST.
Glen Ellyn, IL. 60137

Date: January 12, 2014
Fax: 630-858-1304
Office 630-858-8020

PROPOSAL (o)

"SERVING THE COMMUNITY SINCE 1979"

Daily Herald people's choice 2009/2010/2012 top 3 flooring companies Chicagoland

Olive n Vinnie's Market
485 N. Main Street
Glen Ellyn, IL 60137

Phone: 1-630-

Cell: 630-881-6445

CONTROL # _____

Business floor repair: Kitchen floor replaced with DT-5905 Roso vinyl tile with ¼" multiply underlayment over the existing flooring with #37 Olive Grove VPI vinyl 4" high cove base. Room size is 12 x 14'.
Less discount for Business member.

\$2,072.65

\$1,864.65

Balance upon completion. Deposit \$500.00

Visit WWW.flooropedics.com and click on Installers to see who would be working in your home, Jim and Don.

1 Year guarantee on labor, Material guarantee from manufacturer

Installation date:

Delivery:

AUTHORIZED SIGNATURE

Bill Paluch

NOTE: MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS.

ACCEPTANCE OF PROPOSAL: SIGNATURE _____

DATE _____

PLEASE SIGN AND RETURN ONE COPY WITH YOUR DEPOSIT.

Labor rate for any work not mentioned above will be @ \$65.00 plus materials







Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Bob Minix

SCHEDULED

AGENDA ITEM (ID # 1056)

DOC ID: 1056 A

Professional Engineer Bob Minix will present information regarding the Chidester-Elm-Lenox-Linden Improvements Project. Motion to approve the recommendation of the Capital Improvements Commission for new sidewalk and stormwater management associated with the reconstruction of Elm and Chidester between Lenox and Riford or consider possible amendments to the recommendation.

SUMMARY

Chidester Avenue and Elm Street between Lenox and Riford will be reconstructed as part of the forthcoming Chidester – Elm – Lenox – Linden Improvements Project. Both Chidester and Elm are currently “rural roadways” without curb and gutter, little public sidewalk and open / overland drainage systems. Over the course of four meetings, the Glen Ellyn Capital Improvements Commission reviewed alternative sidewalk and drainage configurations, received public input and developed a recommendation for new sidewalk and stormwater management. At their January 14, 2014 meeting, the CIC approved a recommendation for installation of sidewalk on both sides of Elm and Chidester (consistent with Resolution 01-12, a Resolution to Establish Various Design Criteria and Policies Associated with the Reconstruction of Roadways in the Village of Glen Ellyn) and implementation of a pervious paver roadway section in selected areas to meet stormwater best management requirements.

ISSUES

The reconstruction of Chidester and Elm is scheduled for 2014 and has been paired with planned improvements on Lenox and Linden. Chidester and Elm between Lenox and Riford have public sidewalk only in one small area on the south side of Chidester and drainage in the area is generally conveyed overland through a combination of relatively small pipes and ditches, sometimes through private properties. The parkways on both streets feature mature trees and landscaping, complicating the installation of sidewalk. With the project area’s proximity to Perry’s Pond and the East Branch of the DuPage River and the limitations of the existing runoff conveyance system, stormwater handling is challenging. Stormwater management regulations require additional volume controls to meet water quality initiatives.

BACKGROUND

The proposed project scope of work on Chidester and Elm includes removal and replacement of the entire road cross-section with curb and gutter, new driveway approaches and a full-depth asphalt pavement. The roadway widths will be 21 ft. from back-of-curb to back-of-curb. The only existing public sidewalk on the two streets is a 200 ft. stretch on the south side of Chidester immediately east

of Lenox. Stormwater runoff from the rights-of-way on Chidester and Elm is currently handled via overland flow to low spots and then conveyance in a generally easterly direction by a combination of storm sewers and overland flow – in some cases through private property. Flows from the Chidester area eventually reach Perry's Pond; flows from the Elm area reach the East Branch of the DuPage River directly through a pipe that runs on the north side of Elm Street properties that discharges into a channel on the north side of the George Ball Park tennis courts. Existing conveyance capacity away from the project streets is limited.

In October, November and December 2013, the Capital Improvements Commission examined and discussed various possible sidewalk configurations and stormwater management alternatives. The review materials were prepared by the project consultants, RHMG Engineers, with the engineers attending the December 2013 working session. Neighborhood resident input was formally sought and received at the December meeting. In January 2014, the CIC reviewed sidewalk and stormwater management layouts that incorporated comments from the December meeting and again received resident comments.

CAPITAL IMPROVEMENTS COMMISSION PROCESS

The October and November 2013 CIC meetings involved initial review of consultant sidewalk layouts and information relative to stormwater best management practices associated with the reconstruction of Chidester and Elm. In December 2013, about 90 area residents were invited to a third working meeting, and the project consultants (RHMG Engineers) also attended. In January 2014, corridor residents and the consultant again were in attendance as the commission formally developed and approved a recommendation.

Approved minutes from the three 2013 CIC meetings and draft minutes from the January 2014 meeting where formal deliberations took place provide a detailed summary of the sidewalk and stormwater management discussions and citizen interactions from those evenings. These minutes are included in the attachments.

To summarize:

Sidewalk and Stormwater Best Management Practice Designs evolved during the process. The initial **sidewalk alignments** for Elm and Chidester were based on maximizing clearance from trees while providing a setback from the curb line whenever possible. The CIC recommended development and assessment of additional alternatives, one placing the sidewalk immediately adjacent to the curb (coachwalk) and the other placing the sidewalk next to the right-of-way line to facilitate use of the parkway for possible stormwater management innovations. Based on further CIC input and resident comments, a final alignment was developed by the engineer and presented at the January 2014 CIC meeting (plans attached).

RHMG Engineers developed and refined a **Stormwater Best Management Practices** report that included the use of a variety of techniques including rain gardens, vegetated swales, infiltration ditches and permeable pavement. The costs, look, maintenance, suitability and effectiveness of the various methods were examined and discussed. The configuration presented at the January 2014

meeting consisted of permeable paver installations of limited size at sag points in the roadway profile.

Resident comments in December 2013 expressed concerns about new sidewalk installations. Items of concern included materials of construction, adverse tree and landscaping impacts, appropriateness of sidewalk on both sides of the street and the proximity of the sidewalk to residences. There was no significant resident interest in either the installation or maintenance of stormwater best management practices that involved surface materials other than turf grass. At the January 2014 meeting, there was general appreciation expressed for the modified sidewalk alignments with site specific questions on sidewalk impacts. There was no outright opposition expressed to the installation of sidewalks.

CIC deliberations after receiving public input at the January 2014 meeting were succinct. The attending commissioners quickly approved the sidewalk alignment and proposed roadway paver BMP as presented in the revised plans, with a slight tweaking of the sidewalk on the north side of Elm Street to better accommodate collection and flow of stormwater near 698 Elm and to straighten the alignment adjacent to utility poles.

CIC RECOMMENDATION

A motion regarding new sidewalk and stormwater management installation was developed. The CIC recommends:

To accept the entire revised plan as presented at the January 14, 2014 meeting with the exception of accepting the alternative sidewalk location between 698 and 712 Elm Street.

The motion was approved unanimously by the five attending commissioners.

ACTION REQUESTED

The Village Board is requested to review the material included herein and consider the Capital Improvements Commission recommendations for Chidester and Elm corridors. Area residents have been invited to appear at the January 27, 2014 Village Board meeting to again provide direct input. Public Works staff will provide the lead-off presentation and to answer any questions. Members of the Capital Improvements Commission will be invited to attend to assist with the presentation and, of course, answer any questions.

BACKGROUND INFORMATION

A number of documents are enclosed that provide most of the essential background on the Chidester and Elm design questions, with significantly more detail. This information includes:

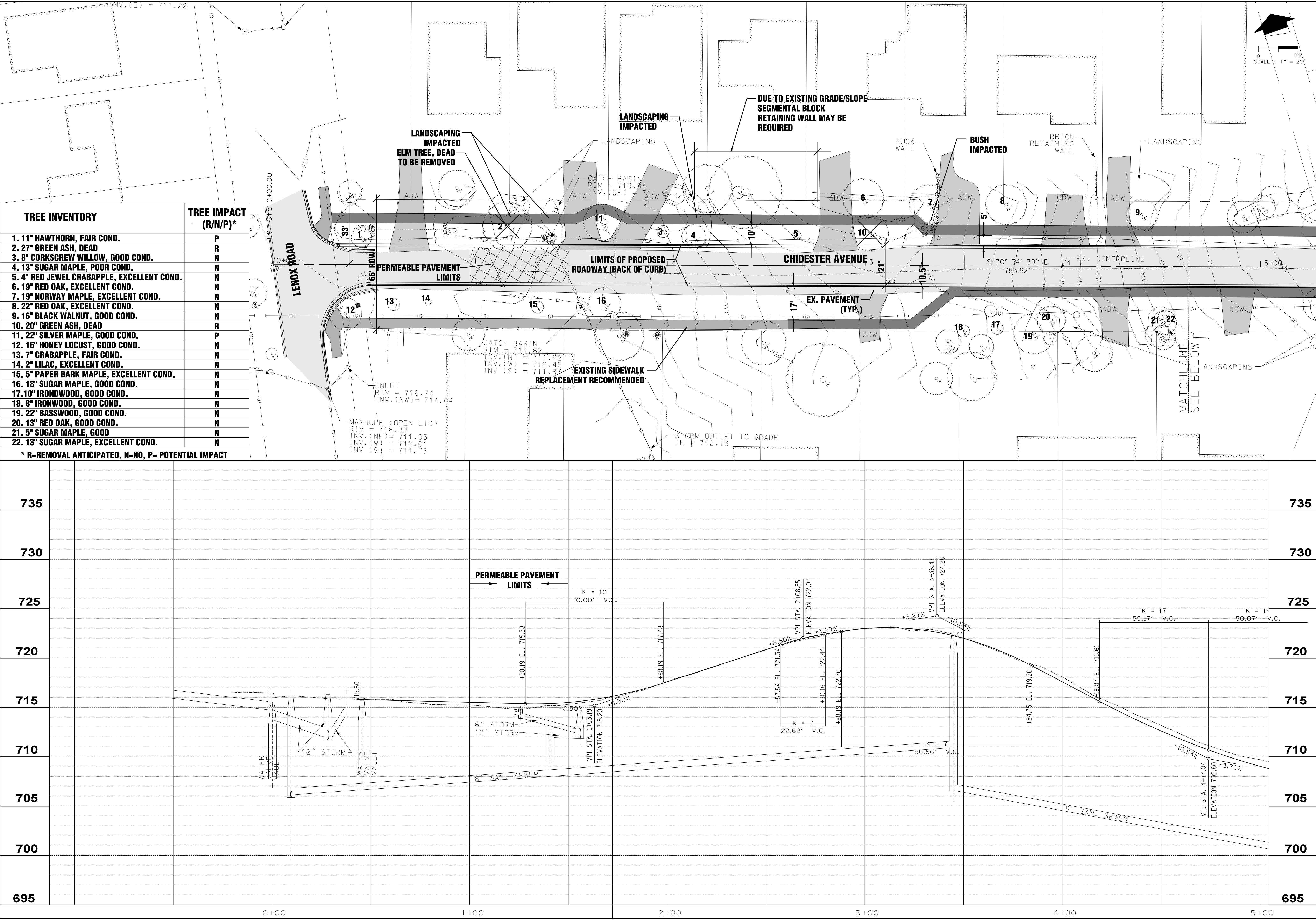
- ❑ Layout drawings (three sheets) for Chidester and Elm with a revision date of 12/20/13 and presented at the January 2014 CIC meeting

- ❑ A staff memorandum to the Members of the Capital Improvements Commission dated January 10, 2014 providing background information and data, and requesting the CIC to develop recommendations for new sidewalk and stormwater management practices associated with the reconstruction of Chidester and Elm. The information transmitted to the commissioners in advance of the January meeting is substantially included therewith, including cover memo, meeting agenda; the aforementioned staff recommendation memo; and minutes from the October 2013, November 2013 and December 2013 CIC meetings.
- ❑ Copy of the PowerPoint presentation made by RHMG Engineers at the January 2014 CIC meeting
- ❑ Draft minutes from the January 14, 2014 Capital Improvements Commission meeting.
- ❑ Information Letter No. 2 dated December 30, 2013 inviting area residents interested in Chidester and Elm sidewalk and stormwater management design issues to attend both the January 14, 2014 CIC and January 27, 2014 Village Board meetings.

ATTACHMENTS:

- Sidewalk Alignment 01092014 (PDF)
- CIC Packet for January 2014 Meeting (PDF)
- RHMG Presentation at January 2014 CIC Meeting (PDF)
- CIC Meeting Minutes January 14 2014 - Draft (DOC)
- Information Letter No 2 - Elm-Chidester - Invite to January 2014 CIC and Village Board Meetings (DOC)

P:\Glen_Ellin\21322018_Elm & Chidester_Recon\688-Drawings\Final Drawings



REVISIONS

1	VILLAGE COMMENTS	10/21/2013
2	VILLAGE COMMENTS	12/20/2013

CHIDESTER AVENUE SIDEWALK ALIGNMENT

VILLAGE OF GLEN ELLYN ROADWAY AND SIDEWALK IMPROVEMENTS ELM AND CHIDESTER

REZEK, HENRY, MEISEWEMER, and GRENDE, INC. CONSULTING ENGINEERS

975 CAMPUS DR. MUNDLEIN, ILLINOIS 60060 847-762-5559

RHMG

www.rhmg.com info@rhmg.com

DESIGNED BY

DRAWN BY

CHECKED BY

SCALE

DATE

PROJECT NO.

SHEET

2

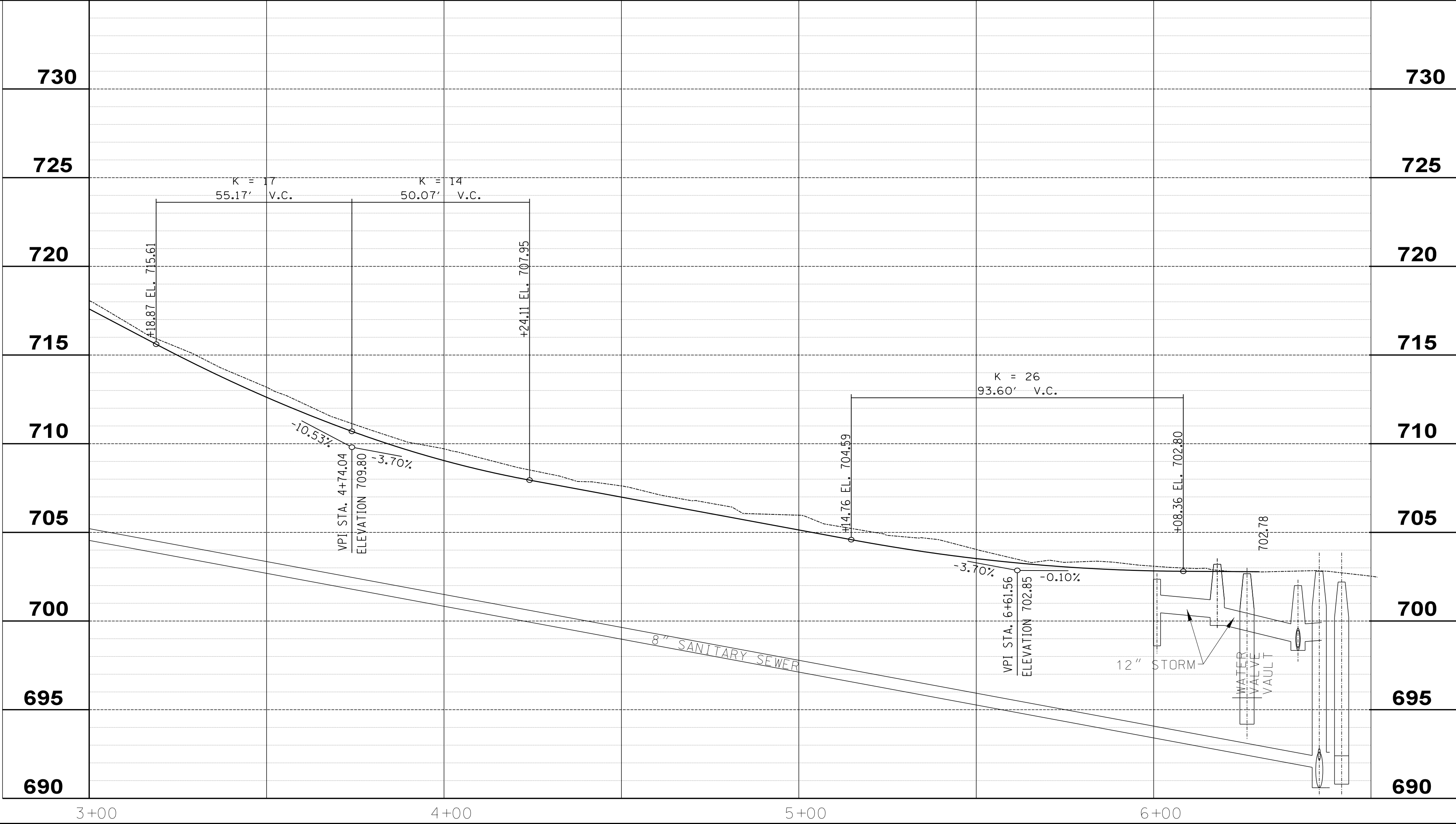
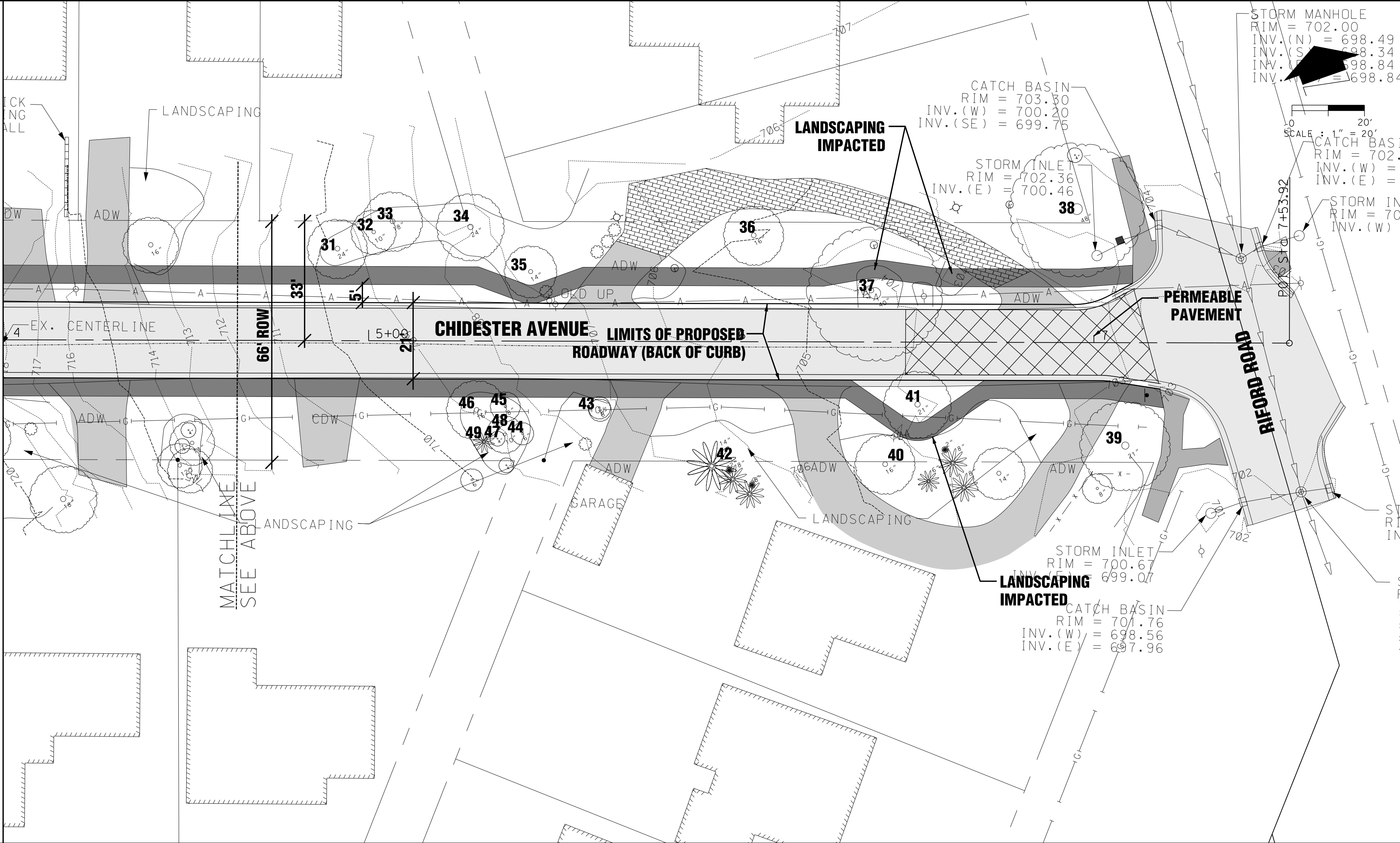
3

Packet Pg. 75

Attachment: Sidewalk Alignment 01082014 (1056 : CIC Recommendation for Elm and Chidester)

P:\Glen_Ellip\21322018_Elm & Chidester_Recon\688-Drawings\Final Drawings

TREE INVENTORY	TREE IMPACT (R/N/P)*
31. 24" SUGAR MAPLE, GOOD COND.	N
32. 10" HOPHORNBEAM, GOOD COND.	N
33. 18" SUGAR MAPLE, GOOD COND.	N
34. 24" SUGAR MAPLE, GOOD COND.	N
35. 14" SUGAR MAPLE, FAIR COND.	P
36. 16" SUGAR MAPLE, GOOD COND.	N
37. 40" BUR OAK, GOOD COND.	P
38. 18" BUR OAK, FAIR COND.	N
39. 21" SILVER MAPLE, EXCELLENT COND.	N
40. 10", 9", 5" BRADFORD PEAR, GOOD COND.	N
41. 21" WHITE OAK, EXCELLENT COND.	P
42. 14" NORWAY SPRICE, EXCELLENT COND.	N
43. 6" OHIO BUCKEYE, GOOD COND.	P
44. 7" MULBERRY, GOOD COND.	N
45. 8" HEMLOCK, GOOD COND.	P
46. 14" RED OAK, EXCELLENT COND.	P
47. 4" SUGAR MAPLE, FAIR COND.	N
48. 10" AMERICAN ELM, GOOD COND.	N
49. 6' BLUE SPRUCE, GOOD COND.	N
* R=REMOVAL ANTICIPATED, N=NO, P= POTENTIAL IMPACT	



7.A.a

REVISIONS

1	VILLAGE COMMENTS	10/21/2013
2	VILLAGE COMMENTS	12/20/2013

CHIDESTER AVENUE
SIDEWALK ALIGNMENT

VILLAGE OF GLEN ELLYN
ROADWAY AND SIDEWALK IMPROVEMENTS
ELM AND CHIDESTER

REZEK, HENRY, MEISENHEIMER, and GRENDE, INC.
CONSULTING ENGINEERS
975 CAMPUS DR
MUNDELEIN, ILLINOIS 60060
847-742-5550
www.rhmg.com
info@rhmg.com

DESIGNED BY
DRAWN BY
CHECKED BY
SCALE
DATE
PROJECT NO.
SHEET

3

3

Packet Pg. 76

Attachment: Sidewalk Alignment 01082014 (1056 : CIC Recommendation for Elm and Chidester)

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Members of the Capital Improvements Commission

from: Bob Minix, Professional Engineer 

subject: January 14, 2014 CIC Meeting – Information Transmittal

date: January 10, 2014

The January 2014 meeting of the Glen Ellyn Capital Improvements Commission is scheduled for **7:00 PM** Tuesday evening, January 14, 2014 in Room 301 of the Civic Center. The principal topic of discussion will be new sidewalks and stormwater management issues on Elm and Chidester between Lenox and Riford.

PLEASE NOTE THE CHANGE IN MEETING TIME TO 7:00 PM.

The principal goal of the meeting will be the formulation of recommendations for new sidewalk in the Chidester and Elm project corridors as well the preferred best management practices for stormwater. The enclosed packet contains information pertaining to the sidewalk and management practice consisting of a summary memo and attachments, including revised plans prepared by RHMG Engineers.

The project engineers will be attending the meeting to assist in the discussions and formulation of recommendations for project improvements. The area residents have also been invited to attend.

Other contents of the information packet include the agenda and January 2014 construction report. The draft minutes from the December 2013 meeting are part of the project information materials.

Pat Brugh informed Village President Alex Demos and CIC Chairman Mike Colliander this week that due to a work-related situation, he cannot continue to serve on the Capital Improvements Commission. We all thank Pat for his service and wish him well in all future endeavors.

Please contact me at 630-547-5514 (direct line) or via email (bobm@glenellyn.org) if you have any questions or comments. See you on Tuesday night.

cc: Julius Hansen, Public Works Director
 Jeff Perrigo, Civil Engineer
 Patti Underhill, Administrative Services Coordinator
 Dean Clark, Trustee Liaison
 Karen Blake, Recording Secretary
 Bill Rickert and Ben Metzler, RHMG Engineers



A G E N D A

CAPITAL IMPROVEMENTS COMMISSION

Glen Ellyn Civic Center – Room 301
Glen Ellyn, IL 60137

Tuesday, January 14, 2014
7:00 PM

- I. Call to Order
- II. Audience Participation (non-agenda items)
- III. Approval of Minutes from the December 10, 2013 Meeting
- IV. Consideration of New Sidewalk and Stormwater Management Issues Associated with the Reconstruction of Elm and Chidester between Lenox and Riford:
 - ☐ Introduction (Professional Engineer Bob Minix)
 - ☐ Presentation of Revised Plans (RHMG Engineers)
 - ☐ CIC Questions to Project Team
 - ☐ Audience Comments and Input
 - ☐ CIC Deliberations
 - ☐ Formulation and Approval of Recommendations
- V. Trustee's Report – Trustee Liaison Dean Clark
- VI. Other Business (as required)
- VII. Public Works Report – Public Works Director Julius Hansen
- VIII. Project Report – Professional Engineer Bob Minix
- IX. Adjournment

MEMORANDUM

TO: Capital Improvements Commission

FROM: Bob Minix, Professional Engineer 

DATE: January 10, 2014

SUBJECT: Chidester & Elm Reconstruction (Part of CELL Project)
New Sidewalk and Stormwater Management Considerations
Request for CIC Recommendation



ISSUES

Chidester and Elm will be reconstructed as part of the Chidester-Elm-Lenox-Linden (CELL) Improvements Project scheduled for construction in 2014. Both roadways are currently “rural roads” without curbs or longitudinal closed drainage systems and only nominal public sidewalk. The planned scope of improvements includes full reconstruction with new curb and gutter, driveway approaches and full depth asphalt pavement. Resolution 01-12, a Resolution to Establish Various Design Criteria and Policies Associated with the Reconstruction of Roadways in the Village of Glen Ellyn, Section Four, New Sidewalk Installation, states, “Sidewalks should be constructed on both sides of the street for the general use of all pedestrians.” Consistent with the direction of Resolution 01-12, new sidewalk has been proposed for both roadway sections where none currently exists.

Stormwater runoff from the rights-of-way on Chidester and Elm is currently handled via overland flow to low spots and then conveyance in a generally easterly direction by a combination of storm sewers and overland flow – in some cases through private property. Flows from the Chidester area eventually reach Perry’s Pond; flows from the Elm area reach the East Branch of the DuPage River directly through a pipe that runs on the north side of Elm Street properties that discharges into a channel on the north side of the George Ball Park tennis courts. Existing conveyance capacity away from the project streets is limited. In addition, stormwater management regulations require additional volume controls to meet water quality initiatives.

In October, November and December 2013, the Capital Improvements Commission examined and discussed various possible sidewalk configurations and stormwater management alternatives. The review materials were prepared by the project consultants, RHMG Engineers, with the engineers attending the December 2013 working session. Neighborhood resident input was formally sought and received at the December meeting.

ACTION REQUESTED

The Capital Improvements Commission is the designated body to provide an initial review and consideration of the appropriate project design elements – including sidewalks and stormwater

Chidester & Elm Reconstruction (Part of CELL Project)

January 10, 2014

Sidewalk and Stormwater Management Considerations – CIC Recommendation Requested

Page 2

handling elements – and to formulate needed recommendations. It is requested that the CIC formally consider the Chidester and Elm new sidewalk and stormwater management questions at the January 2014 meeting. As done for the December 2013 meeting, approximately 90 residents in the area bounded by Lenox, St. Charles, Riford and Oak have been invited to attend the upcoming CIC meeting. A copy of the December 30, 2013 invite letter is enclosed.

NEW SIDEWALK AND STORMWATER MANAGEMENT CONSIDERATIONS

Information Transmittal

- ❑ **CIC Meeting Minutes** – Approved minutes from the October and November 2013 meetings, and December 2013 draft meeting minutes, are included for reference.
- ❑ **Consultant Products – RHMG Engineers** provided various sidewalk layouts for the 2013 meetings. The firm has recently revised sidewalk plans for Chidester and Elm based on input received at the December meeting, and these revised sheets are enclosed. Regarding stormwater, the consultant prepared an original and revised technical memorandum, with the latest version supplied prior to the December CIC meeting. This report, without the appendices, is attached. If the full report is required, please contact me and I will transmit it to you.

Sidewalk Considerations, with Staff Comments

- ❑ **Existing Sidewalk in Project Area** – About 200 ft. of sidewalk exists on the south side of Chidester immediately east of Lenox. The sidewalk is placed approximately one foot north of the south right-of-way line of Chidester. This segment of sidewalk is aged and likely would be replaced if new sidewalk were to be extended on the south side of Chidester and the existing alignment still deemed appropriate.
- ❑ **Surrounding Sidewalk Network** – In the immediate area, there is sidewalk on both sides of Lenox Road between Oak and St. Charles; on the south side of St. Charles extending from west of Main Street to Riford (there is a segment of sidewalk on the north side of St. Charles west of Riford); sidewalk on both sides of Riford (with the exception of no sidewalk on the perimeter of the triangular-shaped Perry Preserve as it borders Riford, Grand and Oak); on the west side of Grand between Oak and Riford; and on most of Oak Street between Main and Riford with gaps on the north side between Forest and Park and adjacent to the Perry Preserve. East of Riford on Elm, sidewalk is complete; Chidester east of Riford has sidewalk on the north side only; Lincoln between Elm and Chidester east of Riford has full sidewalk on the east side and partial sidewalk on the west side.

It should be noted that when Lenox Road between Oak and St. Charles, and Riford Road were reconstructed, new sidewalk installation was a project issue (partial sidewalk existed prior to reconstruction). In both cases, the decision was made to install sidewalk on both sides of those corridors.

- ❑ Stakeholder Input – At the December meeting, a number of residents expressed concerns about new sidewalk installations. Items of concern included materials of construction, adverse tree and landscaping impacts, appropriateness of sidewalk on both sides of the street and the proximity of the sidewalk to residences.
- ❑ Alignment – The current version of the RHMG plan depicts sidewalk alignments as modified by input obtained at the December 2013 meeting. The CIC is requested to review and comment on these drawings so that the desired and final recommended configuration can be conveyed to the Village Board with the CIC sidewalk recommendation.
- ❑ Costs – It is estimated that the cost of new sidewalk would be approximately \$40,000 along each street (\$20,000 per side or a total cost of \$80,000).

Stormwater Management Considerations, with Staff Comments

- ❑ The RHMG Best Management Practices report contains a complete description of the various stormwater handling elements discussed in prior meetings and should be referenced for background information.
- ❑ Some method of best management practice will be required to mitigate impacts of any increase in impervious surface area and is desirable to address existing stormwater handling challenges in the area.
- ❑ Based on resident comments at the December meeting, there does not appear to be significant resident interest in either the installation or maintenance of practices that involve surface materials other than turf grass.
- ❑ Based on commissioner comments from the December 2013 meeting, it is unclear that the CIC has reached a consensus on installation of best management elements. The commissioners have clearly stated that there should be no increase in flooding potential as a result of the project.

Recommendation

Consultations – RHMG staff has been invited to the January 2014 meeting to provide engineering input as needed to assist the CIC in formulating recommendations.

Staff Recommendation – As usual, staff supports installation of new sidewalk wherever possible and will endeavor to construct it in a manner to reduce or mitigate adverse impacts. Best practices for stormwater control should be implemented to meet ordinance requirements at a minimum, and as economically feasible to improve existing stormwater management in the project area.

CIC Recommendation – The CIC is requested to consider consultant, staff and resident input and develop their recommendations for new sidewalk extensions and stormwater management practices in the Chidester and Elm project corridors.



INFORMATION LETTER NO. 2 ELM - CHIDESTER IMPROVEMENTS PROJECT

Dear Corridor Residents, Institutions and Other Interested Parties:

Thank you to those who attended the December Capital Improvements Commission meeting, a working session devoted to discussing project sidewalk and stormwater management design issues. The engineers are preparing updated plans based on the evening's discussions that will be presented at the January CIC meeting, scheduled for Tuesday, January 14, 2014. It is likely that the CIC will be able to develop and approve a formal recommendation on the Elm and Chidester sidewalk and stormwater management designs during their January meeting. The recommendation of the Capital Improvements Commission will then be forwarded to the Village Board for final consideration, with the Board approving the recommendations as received from the CIC or making modifications as deemed appropriate. It is anticipated that the Village Board will consider the CIC recommendations at their Monday, January 27, 2014 meeting.

Hence this letter serves as a dual invitation to the upcoming meetings. Again:

Capital Improvements Commission on Tuesday, January 14, 2014 at 7:00 PM in Room 301 of the Glen Ellyn Civic Center, 535 Duane Street. Please note that starting with this January meeting, the CIC will be convening at 7:00 rather than the previous meeting start time of 7:30.

Glen Ellyn Village Board on Monday January 27, 2014 at 7:00 PM in the Galligan Board Room at the Glen Ellyn Civic Center, 535 Duane Street.

Both upcoming meetings will be conducted in similar fashion. On January 14, the CIC will receive a staff report, request audience comments and input, develop recommendations and vote on the sidewalk and stormwater management issues. On January 27, the Board will also receive a short staff report, again take audience input, deliberate and vote on the CIC recommendations. All parties interested in the Elm and Chidester project issues are urged to attend both the CIC and Village Board meetings and are requested to be in attendance by 7:00 PM on the respective meeting night.

Full participation by all is encouraged and while each viewpoint is important, it is requested that each subsequent speaker make a good faith effort to raise new or different issues / considerations / opinions and avoid repeating previously stated items as much as possible. In this manner the discussions and overall meeting can be effectively conducted.

If you have any questions regarding the upcoming meetings, please contact me at 630-547-5514 or bobm@glenellyn.org. I look forward to the continuing discussion and the development of the CIC recommendations for the Elm and Chidester reconstruction projects, and then obtaining final Village Board direction on the project issues shortly thereafter.

Very truly yours,

Bob Minix, Professional Engineer
Glen Ellyn Public Works Department

MINUTES (DRAFT)

BOARD OR COMMISSION: Capital Improvements DATE: December 10, 2013

MEETING: Regular X Special _____ CALLED TO ORDER: 7:33 PM

QUORUM: Yes X No _____ ADJOURNED: 10:25 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Burton, Pryde, Ryne and Thelen

OTHERS: Director Hansen and Professional Engineer Bob Minix

ABSENT: Commissioners Brugh, Lane, Lindquist and O'Carroll

AUDIENCE: Several residents from the Elm-Chidester corridors

CALL TO ORDER:

The December 10, 2013 meeting of the Capital Improvements Commission was called to order at 7:33 PM by Chairman Colliander. A quorum was not immediately present.

NEW SIDEWALK AND STORMWATER MANAGEMENT CONSIDERATIONS ON ELM & CHIDESTER – WORKING SESSION:

INTRODUCTION:

P.E. Minix reviewed the purpose of this meeting. Infrastructure improvement work on Elm and Chidester will be combined with the Lenox-Linden project for construction in 2014. The Elm-Chidester project presents challenges of stormwater management and installation of sidewalks. There will be no recommendation made at this meeting. There will be a presentation, public input, and the Commission will develop a recommendation at its January 14, 2014 meeting. The Village Board will consider the recommendation in February or March. A letter to residents will be sent concerning the January Commission meeting.

P. E. Minix was excused from the meeting due to a sickness in the family.

PRESENTATION – RHMG ENGINEERS:

William Rickert of RHMG Engineers presented a brief overview of the project. The existing condition of the roadways is considered to be "rural" in that there is no curb or gutter, and ditches and swales provide stormwater management. There are mature trees very close to the roadway. RHMG is proposing to maintain the existing roadway dimensions, and install curbs and gutters and new stormwater management.

December 10, 2013

Ben Metzler of RHMG discussed alignment for the sidewalks. RHMG is being sensitive to existing trees and landscaping, even if installed in the Village right-of-way. Because of the effort to create more stormwater management close to origin, the sidewalks were suggested to be as close to the house side of the right-of-way as possible to create space for the stormwater systems. He said that current post-construction best management practices include reducing the volume and increasing the quality of stormwater moving downstream. The best management practices options for this project could include: permeable pavement or pavers, vegetated swales, rain gardens and infiltration trenches. He also noted that currently, stormwater runs through side yards to back yards. Permeable sidewalks could direct stormwater into gardens or trenches before eventually, and slowly, moving to Perry's Pond.

AUDIENCE COMMENTS AND QUESTIONS

Mike Noland of 698 Chidester asked where residents could view the sidewalk materials being recommended. The closest municipality is Evanston.

Jane Garvey of 702 Elm Street noted that her neighborhood has lost many trees in the past few years and expressed concern over the proposed sidewalks' impact on root systems of the remaining trees. She expressed interest in the rain garden alternative but had concerns about the maintenance.

Arthur Borkowski of 693 Elm Street asked if sidewalks are necessary for stormwater or safety or both, and expressed desire for consistency in Village decisions. Commissioner Pryde reviewed the current policy based on ordinance-based recommendations that sidewalks be installed when major road rehabilitation takes place. The Village Board ultimately decides whether sidewalks are installed.

David Kennedy of 706 Elm Street said that he understands the desirability of sidewalks, but not necessarily the need for them, and suggested installing sidewalks on one rather than both sides of the street.

Jeff Kilinski of 690 Elm Street asked why this location was being used to consider these best management practices. He also expressed concern about a large spruce tree. Commissioners noted that solutions are being sought to reduce the water flowing through yards. This would be the first area in the Village to use such systems. Mr. Rickert noted that County ordinances will require more use of such systems in the future to hold stormwater closer to origin.

Jim Cook of 684 Elm Street asked how the location of a sidewalk would impact a stormwater management system. Mr. Metzler reviewed how different systems would be used based on sidewalk location. There are many options. Mr. Cook expressed concern about trees and mature landscaping. Director Hansen said it is policy to work around trees unless they are ash trees, and that efforts will be made to work around landscaping although it may be within the Village right-of-way.

December 10, 2013

Rich Nickel on the corner of Elm and Lenox said he does not object to sidewalks, but that one of the currently proposed locations puts it within 10 feet of his home.

There was general discussion between residents, Commissioners and the engineers concerning the impact of the street elevation on current and future stormwater management systems. Because it is hilly, more inlets further than half-way down the street will not help the situation. Underground storage was also suggested by residents. Mr. Rickert noted that underground pipes are designed for a five-to-ten year storm event. Then the water will flow overland. The intent is to try to guide the water's route. Commissioners noted that, although pipes can be made bigger, there is only so much flow that can be discharged into Perry's Pond at the DuPage River at one time. More water will need to be stored closer to its origin.

Manager Hansen said that, although the sidewalk configuration is designed to facilitate drainage, he senses that the consensus of the residents present is that a carriage walk is more desirable to them. A show of hands indicated that residents present were split on sidewalks being installed on both sides of the street, on one side of the street, or not at all.

There was discussion among residents and Commissioners concerning existing features in front of various homes, and the possible impact of installation of any of the best management practices.

Another notice will be mailed to residents concerning the January 14 Commission meeting. The Village Board will also consider the matter, giving residents an additional opportunity to express their views and concerns.

The resident participation portion of the meeting ended, and a break was taken. The meeting was officially called to order at 9:45 PM with a quorum present.

APPROVAL OF MINUTES:

Commissioner Pryde moved to approve the November 12, 2013 regular meeting minutes. The motion was seconded by Commissioner Thelen and carried unanimously.

COMMISSIONER COMMENTS AND QUESTIONS re. ELM & CHIDESTER PROJECT:

Commissioner Colliander observed that there seemed to be no positive consensus on installing sidewalks, and residents have concerns concerning maintenance of the swales and overland flooding. Mr. Metzler confirmed that the new County Code will require more stormwater storage be installed as part of the project.

Commissioner Pryde said that, based on comments, there could be a carriage walk the length of Elm on the south side, and more weaving around existing landscaping on the north side. Commissioners expressed concern that a sidewalk on Chidester connects to a walkway on Riford. Grading issues are a challenge, and it may be beneficial to put more permeable pavers

December 10, 2013

in the roadway and do away with some of the swales, resulting in more water storage than improving water quality.

The direction given to RHMG Engineers is that this project cannot make backyard flooding worse, and that the project's benefits need to be conveyed to residents. The consensus is to have turf swales in lieu of rain gardens because of the maintenance issue. Director Hansen mentioned that there may be County funds available for implementing best management practices.

OTHER BUSINESS:

Meetings will begin at 7:00 PM starting with the January 14, 2014 meeting.

TRUSTEE REPORT:

There was no Trustee Report.

PUBLIC WORKS REPORT:

Director Hansen reported that the Public Works Department has received approval to progress with the project architect on the new salt storage facility.

PROJECTS REPORT:

Staff is soliciting proposals for a feasibility study of vehicular and pedestrian over/underpasses in the central business district. Proposals will be due in January 2014.

A discussion on alternatives to the current long-term street improvements program to obtain roughly \$10 million for other capital improvements was discussed with the Village Board in November. The three options for capital reallocation previously discussed with the Commissioners were also presented to the Village Board; additional input and recommendations from the CIC were requested by the trustees.

ADJOURNMENT:

Commissioner Pryde moved to adjourn the meeting. Commissioner Thelen seconded the motion, and it was carried unanimously. The December 10, 2013 meeting was adjourned at 10:25 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: November 12, 2013

MEETING: Regular X Special CALLED TO ORDER: 7:33 PM

QUORUM: Yes X No ADJOURNED: 9:45 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Lane, Lindquist, Pryde and Thelen

OTHERS: Public Works Director Hansen and Professional Engineer Minix

ABSENT: Commissioners Brugh, Burton, O'Carroll and Ryne

AUDIENCE: None

CALL TO ORDER:

The November 12, 2013 meeting of the Capital Improvements Commission was called to order at 7:33 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None.

APPROVAL OF MINUTES:

Commissioner Pryde moved to approve the October 8, 2013 regular meeting minutes. The motion was seconded by Commissioner Lane and carried unanimously.

TRUSTEE REPORT:

Trustee Clark's report was submitted in writing as he was attending the Board of Trustees' meeting. There was a brief discussion among Commissioners concerning the status of the Roosevelt Road TIF.

CONTINUING BUSINESS: NEW SIDEWALK CONSIDERATIONS ON ELM & CHIDESTER

P.E. Minix presented two more alternatives for new sidewalk configurations based on feedback received at the last Commission meeting on the original layout. The second alternative would provide new sidewalk on both sides of the roadways as essentially a coach walk next to the curb. The third alternative developed by the project engineer, RHMG, focused on stormwater management techniques in the parkway, with the sidewalk location dictated by the type and location of the various possible elements: rain gardens, swales and pervious pavement.

November 12, 2013

Stormwater on Elm is currently picked up by a closed pipe system in mid-block and conveyed to the back of the homes to the north where there is an existing main. On Chidester, much of the stormwater from the street is conveyed south and east through private property swales. The goal on both streets is to control the release of stormwater so that existing infrastructure can handle the pending flows. County water quality requirements must also be considered.

There was discussion concerning installation of bioswales and landscape elements in front of homes to help control stormwater. Resident reaction to the look, maintenance requirements, pervious pavement durability and salt impact concerns were all items of interest.

Commissioners discussed the next step, which would be a working session with the public with the plan to make a formal recommendation in January. It was expressed that the Commission should be looking at alternative ways to deal with storm water. In this case, the stormwater improvements help to define sidewalk locations. There is not a firm cost estimate yet, but the impact would likely be 10% of the reconstruction project cost with \$50,000 going to plantings and \$50,000 to providing the stormwater control structures. Concerns were again expressed about the maintenance of the swales. Plants that can thrive in sandy soil and absorb water are required, as opposed to turf grass in black dirt. A fall-back position could be to do the stormwater system without the swales.

After lengthy conversation, Chairman Colliander expressed the sense of the CIC to have the engineers at the December Commission meeting to present a preliminary plan to the residents. The Commission will then continue its consideration of the matter at its January, 2014 meeting.

Commissioners then discussed the options of sidewalks on one or both sides of Chidester, given the Board of Trustees' decisions on other sidewalk recommendations. No clear direction on new sidewalk situations has been forthcoming from the Board.

At 8:37 PM, Trustee Clark arrived from the Village Board meeting. He reported that the Board has decided to allocate funds to the Fire Department by increasing various Village fees. Approximately \$850,000 needs to be raised or approximately \$107 per household.

P.E. Minix noted that significant improvements were made to Lake Ellyn in 1991, including increasing the storage capacity of the lake by 15 acre-feet, and that those improvements have largely worked as designed. However, there have been three major storm events since 2008, and now the focus is shifting to increasing the outflow from the lake.

NEW BUSINESS: FUNDING OF VILLAGE-WIDE CAPITAL IMPROVEMENTS PROJECTS AND POTENTIAL IMPACTS ON THE CURRENT LONG-TERM ROADWAY REHABILITATION PROGRAM

P.E. Minix reviewed the Village's current 10-year roadway rehabilitation program. The 2014-23 program calls for various improvements totaling an estimated cost of \$57.6 million. The 2015 planned improvements focus on the Central Business District. There are significant capital improvement needs over and above the roadway program in the Village. Staff has felt it

November 12, 2013

prudent to explore possible reduced funding alternatives for roadway work. The Commission was asked to consider three alternatives to reducing funding for the Program by approximately \$10 million over the next ten years: (1) annual \$1 million reductions starting in 2016; (2) putting the Program on a two-year hiatus or (3) postponing reconstruction of curb-less roadways and instead, providing a maintenance overlay during the next cycle of rehabilitation.

In response to several questions from Commissioners, P.E. Minix said that a one-year delay will likely not have a significant impact on the overall condition of Glen Ellyn roads. However, the cost will increase as construction costs rise. Putting the Program on a two-year hiatus will have more impacts on the water-sewer side than the other two alternatives. While alternative three is the easiest, the reconstructions must eventually occur and they will be at a higher cost due to inflation.

The reason for this discussion is that there are significant Village-wide capital needs associated with the Civic Center and police facilities, many possible Central Business District improvements and wants, and fire station replacement. Priorities may be adjusted. Hard decisions will need to be made and every consideration is in play. In the long run, the Village Board will determine what it needs from the capital budget, and the Commission will consider how to implement that decision. This report and staff discussion is for Commissioners' information, and there is nothing at this time for the Commission to act upon. Trustee Clark noted that the Board has not yet discussed this matter, and also noted that streets are a high priority in the Village.

OTHER BUSINESS:

None

PUBLIC WORKS REPORT:

Director Hansen and Commissioner Pryde reviewed the proposed architectural plans for the new Public Works salt storage facility. Indoor vehicle storage and a police evidence locker area are desired in the same facility. The project will be reviewed in an effort to make it less expensive.

PROJECTS REPORT:

P.E. Minix reported that the majority of brick pavers have been laid at the new commuter parking lot. The installation of streets lights will likely be delayed, so an alternative temporary lighting solution is being sought so that the lot can open by month-end. General usage parking will be available, but the time when the lot is open to the general public was not certain.

The 2013 Street Improvements Project is essentially complete. Some landscape work remains, and a utility pole needs to be moved from one location on Brandon so that new sidewalk can be completed. The Oak-Euclid-Forest-Alley project is about three weeks behind schedule. It is continuing to move forward, but weather is hampering progress. Design work is starting for the 2014 street projects.

November 12, 2013

ADJOURNMENT:

Commissioner Thelen moved to adjourn the meeting. Commissioner Lindquist seconded the motion, and it was carried unanimously. The November 12, 2013 meeting was adjourned at 9:45 PM.

Submitted by Karen Blake, Recording Secretary

Reviewed by R. Minix, Village of Glen Ellyn Public Works

MINUTES

BOARD OR COMMISSION: Capital Improvements DATE: October 8, 2013

MEETING: Regular X Special CALLED TO ORDER: 7:31 PM

QUORUM: Yes X No ADJOURNED: 9:47 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Brugh, Burton, Lane, Pryde, Ryne and Thelen

OTHERS: Public Works Director Julius Hansen and Professional Engineer Bob Minix

ABSENT: Commissioners Lindquist and O'Carroll; Trustee Liaison Dean Clark

AUDIENCE: None

CALL TO ORDER:

The October 8, 2013 meeting of the Capital Improvements Commission was called to order at 7:31 PM by Chairman Colliander. A quorum was present.

AUDIENCE PARTICIPATION:

None. Professional Engineer Minix did mention recent resident contacts regarding alley maintenance and improvements by a resident on Euclid that lives adjacent to the dead-end alley north of Oak Street between Pleasant and Euclid and a resident on Prairie concerned about potential drainage improvements on streets that are not scheduled for rehabilitation for many years.

APPROVAL OF MINUTES:

Commissioner Burton moved to approve the September 10, 2013 regular meeting minutes. The motion was seconded by Commissioner Pryde and carried unanimously.

TRUSTEE REPORT:

No Report. Trustee Clark did not attend the meeting.

OLD BUSINESS:

P. E. Minix reported on the September Village Board workshop where CIC recommendations associated with the rehabilitation of Lenox and Linden were discussed. No decisions were forthcoming that night and the Board deliberations were postponed to a future meeting. The Board meeting of October 14, 2013 will again take up consideration of the recommendations. CIC members were encouraged to attend. Commissioner Thelen also commented on his take-aways from the September workshop which he and two other commissioners attended.

NEW BUSINESS:**NEW SIDEWALK CONSIDERATIONS – ELM & CHIDESTER BETWEEN LENOX AND RIFORD**

P.E. Minix provided background information on the proposed project to reconstruct Elm and Chidester between Lenox and Riford. These two streets will be combined with the planned work on Lenox and Linden to form a single project for construction in 2014. Both Elm and Chidester have “Rural Road” cross-sections with no curbs and drainage primarily via ditches. Except for two lots on the south side of Chidester near Lenox, there currently is no public sidewalk on the two streets.

The consultant for the project is RHMG Engineers. The engineer recently completed a field survey and has made an initial attempt to lay out sidewalk on both sides of the street for both Chidester and Elm. The consultant provided layout drawings and a memo detailing the rationale for the proposed alignments. This information was reviewed by the attending commissioners.

Discussions included considerations of various different sidewalk alignments. The Commission strongly favored relatively straight sidewalks. Handling drainage in the neighborhood was viewed to be a very important consideration and sidewalks would need to fit into the selected stormwater management strategy. Another important concern was the extent of landscaping that might be appropriate to achieve a successful installation. The appropriateness of sidewalk on just one side of the street was raised but not endorsed at this time.

The Commission recommended development of three alternatives:

- ❑ Place the sidewalk at the “standard” location one foot inside the right-of-way, regardless of the tree impacts and removals required. This would provide maximum opportunity to use the balance of the parkway area for needed stormwater management techniques including “green / innovative” approaches such as rain gardens or bioswales, or to utilize shallow swales to convey stormwater. The alternative is wholly driven by stormwater management needs that may require non-standard techniques because traditional closed storm sewer approaches may not be feasible in the corridors. Pervious pavements might also be incorporated. It would be acceptable to slightly meander the roadway footprint in the right-of-way if improvements in drainage performance would result. The parkway would be heavily re-landscaped to replace materials removed to install the sidewalk.
- ❑ The current layout as depicted in the RHMG drawings dated October 2013 for Elm and Chidester sidewalks.
- ❑ A sidewalk layout that places the majority of the sidewalk immediately adjacent to the back of curb (frequently referred to as a “coachwalk” alignment).

P. E. Minix will discuss the options with the consultant and bring revised information back to the CIC, likely in November.

NEW SIDEWALK CONSIDERATIONS – OTHER 2014 PROJECT CORRIDORS

P. E. Minix discussed sidewalk situation for two other projects slated for construction in 2014, the Ridgewood-Arbor-Glenwood Improvements Project and the Elm-Geneva Connectors-Cottage Improvements Project. For the RAG project, there are gaps in the public sidewalk along sections of Glenwood and Arbor Court that would be filled in during the project. For the Elm-GC-Cottage project, sidewalk is missing on all or part of Prairie, Pleasant, Euclid and Highland especially in the corridors between Elm and Geneva Road. It was noted that except for the block between Prairie and Pleasant, there is no sidewalk on the south side of Geneva between Western and Highland.

It was the consensus of the CIC that sidewalk on the south side of Geneva should be installed with the project. DuPage County maintains the Geneva Road right-of-way and should be consulted to explore cost-sharing or other installation alternatives. P. E. Minix will include the field survey of the south side of Geneva between Western and Highland as part of the upcoming Elm-GC-Cottage design work and contact DuPage County.

OTHER BUSINESS:

P.E. Minix noted that the Village Board will soon be taking up the issue of funding of critical capital improvement needs in all Village areas and that the outcomes of this discussion will undoubtedly impact the current long-term roadway improvements capital plan. As such, he recommended that any public comment and input into the long-term plan – typically obtained at the November CIC meeting – be deferred until various Village Board capital spending decisions are rendered.

PUBLIC WORKS REPORT:

Director Hansen reported that design plans were under development for a new salt storage building to be constructed on the north end of the Public Works (Reno Center) facility. The work will be partially funded with Motor Fuel Tax (MFT) monies and will require a review by the Zoning Board of Appeals. Construction is anticipated to begin prior to April 1, 2014.

Director Hansen is working on a modification to the Village code concerning the duty to install sidewalks. The owner of a new home that currently does not have sidewalk will automatically pay into a capital projects fund, with those monies used for sidewalk improvements anywhere in the Village. New sidewalk will eventually be installed on a corridor during the next round of roadway improvements as a comprehensive whole rather than piecemeal.

PROJECT REPORT:

P.E. Minix reported that the Oak-Euclid-Forest-Alley project was currently two to three weeks behind schedule and likely will not finish before the November 1, 2013 contract

Capital Improvement Commission
October 8, 2013

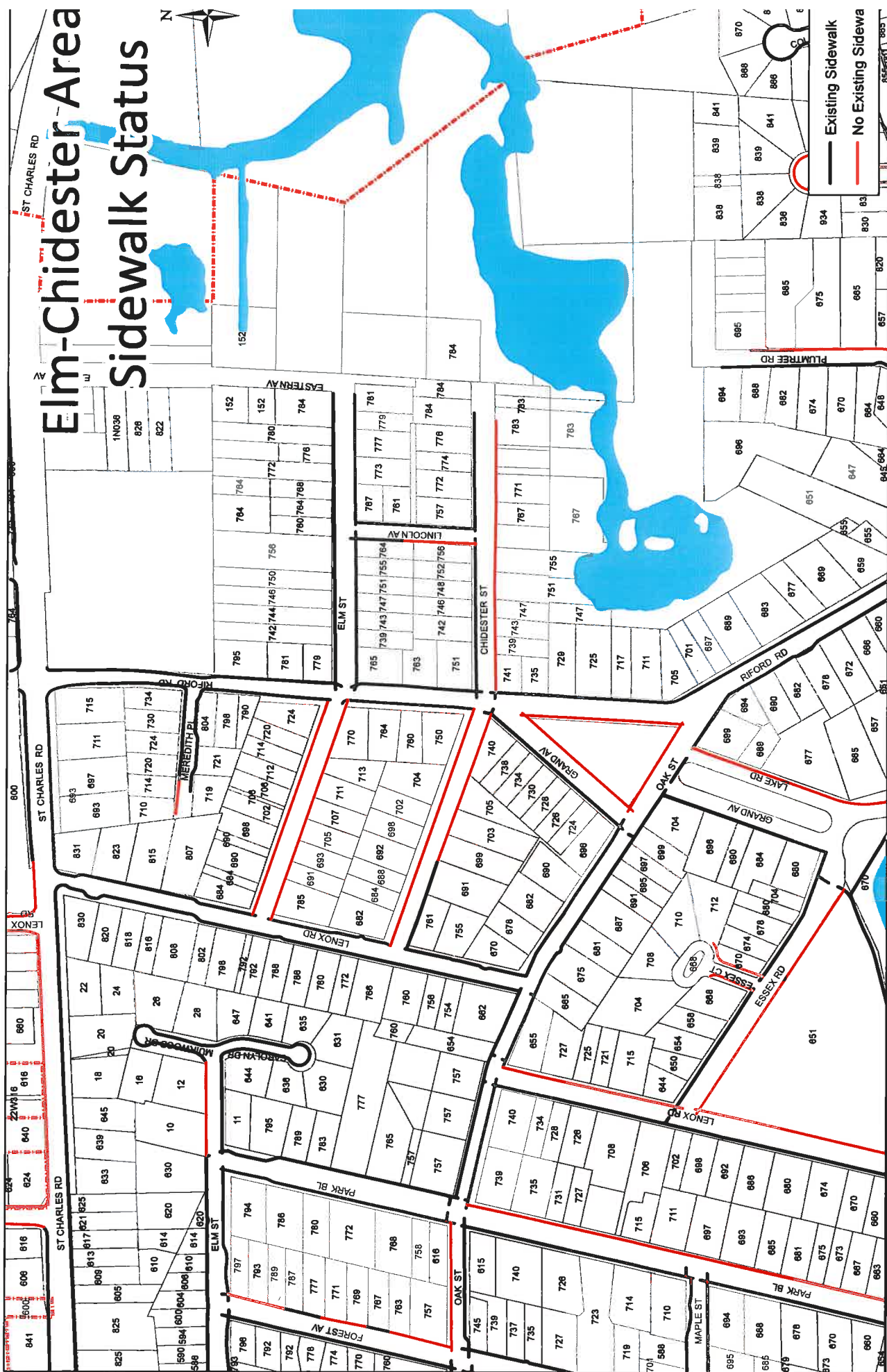
Page 4 of 4

completion date. The 2013 Street Improvements Project was slightly ahead of schedule and will be done by the contract completion date of November 1, 2013. The new parking lot on Duane Street near Glenwood is currently under construction and progress has been satisfactory to date, with the lot opening slated for mid-November.

ADJOURNMENT:

Commissioner Lane moved to adjourn the meeting. Commissioner Burton seconded the motion, and it was carried unanimously. The October 8, 2013 meeting of the Capital Improvements Commission was adjourned at 9:47 PM.

Submitted by R. Minix, Village of Glen Ellyn Public Works



Elm Street and Chidester Avenue Corridor Improvements

Prepared for:
Village of Glen Ellyn



Prepared by:
RHMG Engineers, Inc.



William R. Rickert, P.E., CFM, BCEE
Benjamin W. Metzler, P.E., CFM

March 14, 2014

Project Scope

- Project Limits – Elm Street and Chidester Avenue between Lenox Road and Riford Road.
- Proposed Improvements
 - Roadway reconstruction
 - Utility improvements (sewer repairs, watermain replacement)
 - Sidewalk installation
 - Post Construction Best Management Practices

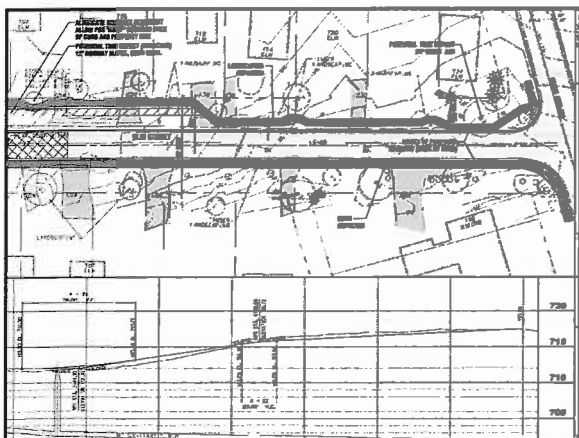
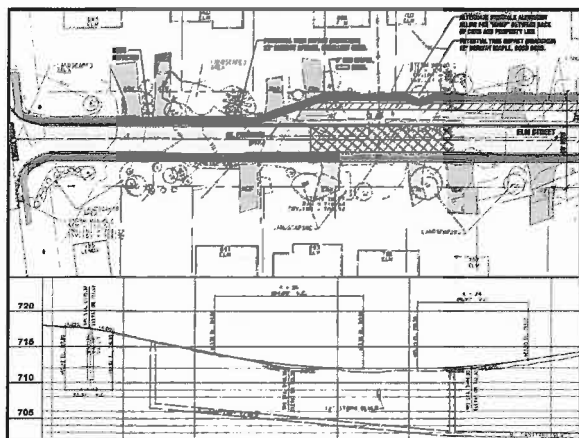


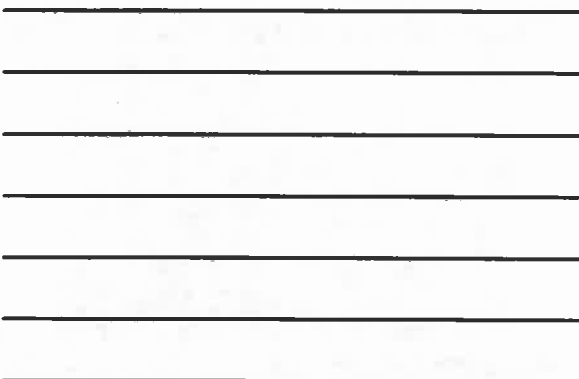
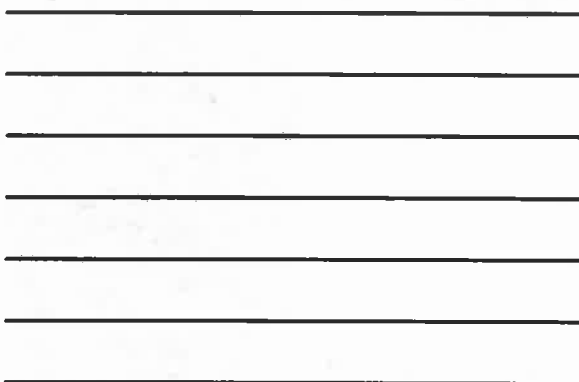
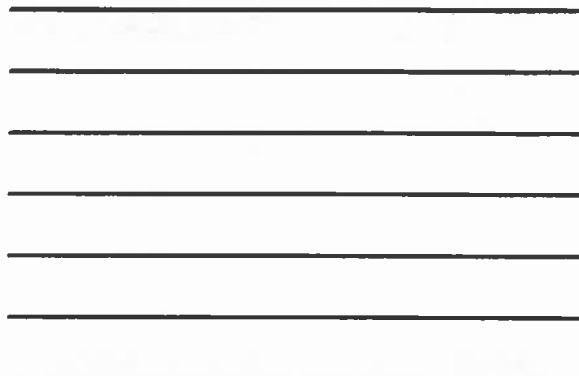
December CIC Meeting

- Presented sidewalk alignments and Post Construction Best Management Practice options
- Feedback from CIC meeting:
 - Sidewalk alignment and direction revisions to reduce impacts to existing features
 - BMP maintenance and appearance concerns
 - Stormwater concerns
 - No structural flooding from Elm
 - Improvements to grading along Elm would alleviate nuisance drainage issues

January CIC Meeting

- Revised sidewalk alignments to reduce impacts to existing features
- Removed vegetative BMPs from plans – rain gardens, infiltration trenches, vegetated swales
- Focus on detention within the pavement section – Permeable Pavement vs. Pipe Detention
- Provide more detailed information regarding stormwater runoff





Stormwater Considerations

- Stormwater management is increasingly a sensitive topic as development continues throughout urbanized watersheds
- Stormwater development in the Village of Glen Ellyn is regulated by the DuPage County Countywide Stormwater and Flood Plain Ordinance
 - Per the ordinance, this project does not trigger site development storage requirements and Post Construction BMP requirements.
- For proposed development, examine the existing and proposed conditions and determine impacts and whether existing conditions can be improved.

Drainage Basins

- Blue: Elm Basin
- Orange: Chidester West and East



Drainage Basins





Elm Street

- Basin Area: 2.71 Acres
- Drains to 12-inch storm sewer at sag, Capacity = 5.67 CFS = 2,540 GPM
- Overland Relief Route through sideyards along Elm

	2 yr 24 hr	10 yr 1 hr	100 yr 24 hr	100 yr 1 hr
Existing Flow (CFS)	0.68	5.09	2.11	12.35
Prop. Flow (CFS)	0.71	5.45	2.13	12.96
Difference	0.03	0.34	0.02	0.46
Volume Difference (CF)	741	566	1,045	828
Peak Flow/Volume Increase (%)	4.4%/4.7%	6.7%/6.2%	0.9%/1.9%	3.7%/3.9%

Chidester Avenue West Basin

- Basin Area: 1.16 Acres
- Drains to 12-inch storm sewer at sag, Capacity = 0.75 CFS = 336 GPM
- Overland Relief Route: Lenox and South sideyards on Chidester

	2 yr 24 hr	10 yr 1 hr	100 yr 24 hr	100 yr 1 hr
Existing Flow (CFS)	0.30	2.34	0.92	5.57
Prop. Flow (CFS)	0.31	2.51	0.92	5.88
Difference	0.01	0.16	0.00	0.31
Volume Difference (CF)	349	261	479	349
Peak Flow/Volume Increase (%)	3.3%/4.7%	6.3%/6.8%	0%/0.2%	3.7%/5.6%

Chidester Avenue East Basin



- Basin Area: 3.69 Acres
- Drains to 12-inch storm sewer,
Capacity = 4.0 CFS = 1,792 GPM
- Overland Relief Route is to Riford Road

	2 yr 24 hr	10 yr 1 hr	100 yr 24 hr	100 yr 1 hr
Existing Flow (CFS)	0.93	6.94	2.88	16.83
Prop. Flow (CFS)	0.96	7.43	2.91	17.67
Difference	0.03	0.49	0.03	0.84
Volume Difference (CF)	1045	784	1568	1133
Peak Flow/Volume Increase (%)	3.2%/4.6%	7.1%/6.3%	1.0%/2.0%	5.0%/3.9%

Stormwater Considerations

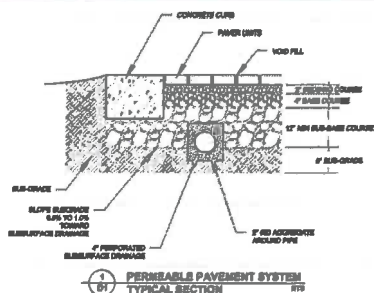
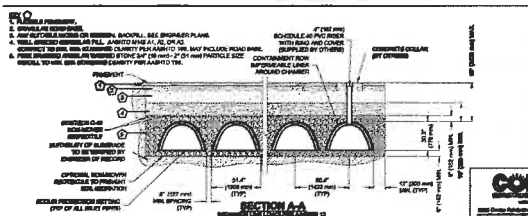
- Roadway/sidewalk limits and design have not been finalized.
Stormwater dependent on proposed impervious coverage
- Storage within pavement section would improve water quality and reduce runoff volume, offsetting proposed impacts
- Grading improvements within right-of-way can reduce nuisance flooding
- Drainage report will be prepared to quantify and document impacts.

Permeable Pavers vs. Pipe Storage

- Design Considerations
 - Depth of Cover/Depth to Invert
 - Storage Efficiency
 - Water quality impacts
 - Maintenance Requirements
 - Cost



Permeable Pavers vs. Pipe Storage

[illegible]

Stress Consideration	Permeable Pavers	Pipe Detention	ChamberMaxx Detention/Infiltration
Required depth of outlet from surface	At least 2'	At least 4" (24-inch pipe)	At Least 4.5'
Storage Efficiency	36%	30%	55%
Water Quality Impacts	TSS, metal, nutrient removal	TSS Removal	TSS, metal, nutrient removal
Maintenance	Street Sweeping	Structure Cleaning	Structure Cleaning
Cost	\$140 per square yard	\$80 per lineal foot	\$110 per lineal foot

Design Consideration	Permeable Pavers	Pipe Detention	ChamberMaxx Detention/Infiltration
Required depth of outlet from surface	At least 2'	At least 4' (24-inch pipe)	At Least 4.5'
Storage Efficiency	36%	30%	55%
Water Quality Impacts	TSS, metal, nutrient removal	TSS Removal	TSS, metal, nutrient removal
Maintenance	Street Sweeping	Structure Cleaning	Structure Cleaning
Cost	\$140 per square yard	\$80 per lineal foot	\$110 per lineal foot

Permeable Pavers vs. Pipe Storage

Estimated Construction Costs

	Volume (CF)	Permeable Pavement Cost	Pipe Detention (24-inch RCP)	ChamberMaxx Detention
Elm	678	\$ 29,400	\$ 22,005	\$ 20,340
Chidester West	282	\$ 12,320	\$ 9,180	\$ 8,470
Chidester East	428	\$ 18,760	\$ 13,975	\$ 12,960

Notes

1. Pipe Detention and ChamberMaxx detention costs do not include costs to replace storm sewer at a lower elevation.
2. Pipe Detention and ChamberMaxx detention costs include pavement section analogous to permeable pavement section.
3. Estimated cost for Permeable Pavement is \$140/sy, Pipe Detention is \$80/lf and ChamberMaxx detention is \$110/lf. Asphalt pavement section cost is \$45/sy.

Permeable Pavers vs. Pipe Storage

- Due to existing topography, pipe storage would require replacement of storm sewer outside of Village Right-of-Way
- Permeable Pavers
 - Easy to maintain,
 - Can be installed at a relatively shallow depth
 - Provide water quality and volume reduction benefit

Thank you.

Questions?

MINUTES (DRAFT)

BOARD OR COMMISSION: Capital Improvements DATE: January 14, 2014

MEETING: Regular X Special CALLED TO ORDER: 7:10 PM

QUORUM: Yes X No ADJOURNED: 9:05 PM

MEMBER ATTENDANCE:

PRESENT: Chairman Colliander, Commissioners Burton, Lane, Lindquist and Pryde

OTHERS: Director Hansen and Professional Engineer Bob Minix

ABSENT: Commissioners Ryne, Thelen and O'Carroll

AUDIENCE: Several residents from the Elm-Chidester corridors

CALL TO ORDER:

The January 14, 2014 meeting of the Capital Improvements Commission was called to order at 7:10 PM by Chairman Colliander. A quorum was not immediately present.

CONSIDERATION OF NEW SIDEWALK AND STORMWATER MANAGEMENT ISSUES ASSOCIATED WITH THE RECONSTRUCTION OF ELM & CHIDESTER BETWEEN LENOX AND RIFORD:

INTRODUCTION:

P.E. Minix reviewed the history of the consideration of this project. It has been before the Commission since October 2013. The October and November Commission meetings were working sessions looking at the design issues and challenges. The public was invited to the December meeting, which received a presentation of best management practices for stormwater, and discussion with residents in the corridor.

At tonight's meeting, the Commission will make a recommendation to the Village Board concerning sidewalks. That recommendation will be considered by the Board at its January 27 meeting. At that meeting the Board will hear from staff and the public, consider the Commission's recommendation and will approve, reject or modify it. That meeting will start at 7:00 PM.

PRESENTATION – RHMGE ENGINEERS:

Ben Metzler of RHMGE presented the sidewalk and stormwater management plan, revised based on comments received from residents and Commissioners at the December meeting. RHMGE was advised to revise the sidewalk alignment and stormwater structures to reduce

impact on existing features along the corridors. The revised plans change sidewalk alignments, and remove proposed rain gardens, infiltration trenches and vegetated swales.

The original plan showed sidewalks as close to the right-of-way edge as possible to create room for vegetated swales, etc. On Elm, the revised plan shows the north sidewalk to be mainly a carriage walk, which moves closer to the right-of-way edge and back to the curb to avoid existing trees. A large spruce tree will not be removed, and the walkway will be as far away from it as possible. On the south side of Elm, the walk is a carriage walk the entire corridor. At the lowest “sag” point in the Elm roadway, permeable pavers will be installed to capture storm water and direct it into a storm sewer. On Chidester, the sidewalk on both sides of the street moves around within the right-of-way to avoid existing trees. At some places, it will be a carriage walk to avoid trees and ease grade issues. There will be permeable pavement installed in the roadway at the east and west ends of the street as both are “sag” points.

Regarding stormwater, Mr. Metzler explained that the Village is regulated by the DuPage County stormwater ordinance, which requires that no project trigger site development stormwater storage problems. He reviewed the estimated impact of additional pavement resulting from the new sidewalks on stormwater volume, which was shown to be negligible. However a volume control best management practice is required, which requirement will be met by water storage within the permeable paver sections and grading improvements. Mr. Metzler reviewed the options of permeable pavers, traditional stormwater pipes and a permeable pipe system. The most efficient and cost effective method is permeable pavers as the others require lowering the existing stormwater sewers.

There was discussion about how the improvements will affect storm water flow in the area. The new roadway with curb and gutter will help to convey stormwater into the sewer system rather than overland through side and back yards. Although the new curb and gutter will allow the roadway to hold more water longer within the roadway, during large rain events, there will still be overflow into side and back yards.

AUDIENCE COMMENTS AND QUESTIONS:

Rich and Heather Nickel of 770 Riford said that they like the revision that shows the carriage walks on Elm matching those on Riford.

Jeff Kilinsky of 690 Elm expressed appreciation for the Commission and engineers listening to residents’ concerns and the change to a carriage walk.

David Kennedy of 706 Elm asked about the placement of the permeable pavement and sidewalk. Mr. Metzler said that the sidewalk could be a barrier to stop water from sheet flowing directly to the north. Chairman Colliander noted that the plan in this area of Elm included an alternate routing that would require removal of a 6” maple but would improve drainage; the parkway tree would be sacrificed in an effort to reduce private property flooding near 698 and 702 Elm.

Janiece Waters of 740 Grand asked about the originally proposed rain gardens. Mr. Metzler said that they were eliminated from the plan based on resident and Commission feedback. There was discussion concerning possible sources of funds for maintenance of that type of system. It was noted that permeable pavers are a green initiative. The white oak on the Chidester side of 740 Grand will be avoided by moving the sidewalk around it, as there is insufficient room for a carriage walk.

Ryan Linenger of 720 Elm asked why there is space between the sidewalk and the street in some Elm Street locations. There could be utilities and/or grading issues requiring moving the sidewalk off the curb.

David Faganel of 699 Chidester is constructing a home at that location, and asked if the Village would install the new sidewalk or the builder would be required to do so. The Village will install sidewalks and any required retaining walls.

Greg and Marylu Olsen of 682 Chidester noted that the Village would be removing an ash and a hawthorn tree and asked if the Village would be replacing existing landscaping. Director Hansen said that the parkway would be sodded, and that the Village does not replace landscaping removed from the Village right-of-way.

Chris Hanson of 785 Lenox asked whether there are plans to bury the utilities. Chairman Colliander said that it is too costly for the Village to undertake, and that tree line roots would be severely damaged by burying lines.

Frank Wackrow of 703 Chidester noted that he likes the carriage walks and asked about installing permeable pavers throughout the corridor. There is a cost difference in installing permeable pavers and the system does not work well on hills.

Chairman Colliander reiterated that the Board of Trustees will consider the matter on January 27, and that each Trustee will have an opinion. The Trustees will review and make a final decision on tonight's Commission recommendation. The recommendation will be available to residents prior to the Board meeting as part of the Trustees' packet for the meeting, available via the Village website.

In response to resident's questions on various construction matters, P.E. Minix said that release of the construction schedule will be dependent on when the project is bid. Elm and Chidester will be paired with the rehabilitation of Lenox-Linden for work in 2014. During underground construction (about two months), there will be every effort made to maintain access to driveways, at least at night. It will take about 4-6 weeks to install the roadway itself. The project is expected to take place over June, July and August. The construction schedule will be established once the contractor is chosen. No parking notices will be selectively posted on the

streets to avoid cars parked on both sides, which would through traffic. There will be regular communication with residents.

The resident participation portion of the meeting ended at 8:33 PM. The meeting was officially called to order at 8:35 PM with a quorum present.

APPROVAL OF MINUTES:

Commissioner Pryde moved to approve the December 10, 2013 regular meeting minutes. The motion was seconded by Commissioner Burton and carried unanimously.

COMMISSIONER DELIBERATIONS:

Commissioner Colliander expressed support for the changes in the plan as presented by the engineers that evening. This is the first opportunity for the Village to install permeable pavers in the street. He would change the sidewalk on the mid-block section on the north side of Elm back to the location showed by hashmarks on the revised plan and lose one tree.

Commissioner Lindquist said that he would rather lose a tree and increase the detention, which will help keep water out of front yards. These are perfect streets for permeable pavers as they have low spots which will enable observing the system in action.

Commissioner Burton expressed general dislike for carriage walks, but likes sidewalks on both sides of the streets, and supports the plan as a way to achieve the sidewalks.

Commissioner Pryde wanted to see the sidewalks straighter down the middle of the Elm Street right-of-way. Mr. Metzler noted that there are grade challenges that dictate the sidewalk being closer to the curb. These details will be worked out in the final design stage.

Commissioner Pryde moved, and Commissioner Lane seconded the following motion, which was approved unanimously:

To accept the entire revised plan as presented at the January 14, 2014 meeting with the exception of accepting the alternative sidewalk location between 698 and 712 Elm Street.

TRUSTEE REPORT:

Trustee Clark reported that the Board accepted the appointment of James Burket to the Village Board to replace Robert Friedberg, who resigned. Mr. Burket has a finance background.

The Board received a number of comments from the community in praise of the Public Works employees and the amount of work accomplished to clear roads during the recent snow events.

The Board considered a preliminary annexation agreement for part of the Glen Oak Country Club. The agreement will make Glen Ellyn contiguous along Hill Avenue all the way to the East Branch of the DuPage River.

OTHER BUSINESS:

Chairman Colliander announced that Commissioner Brugh has resigned due to other pressing time commitments. The Village President will appoint a replacement commissioner.

In response to Commissioners' questions, P.E. Minix reviewed the current status of the capital improvements budget process. Any changes to the existing ten year plan will come back to this Commission. There will be no changes through 2015, after which changes will have an impact. 2015 will be on a calendar year fiscal year. There are significant issues with the 2015 budget as that is the year designated for Central Business District (CBD) work. He wants to start pulling together the elements of all the initiatives and studies for the CBD. The TIF is not yet generating significant funds. In addition, the design engineering needs to be done in 2015 for the streets to be reconstructed in 2016. The current assumption is that the rural-type streets will not be reconstructed during their next cycle of rehabilitation, but this is subject to final recommendations and approvals.

PUBLIC WORKS REPORT:

Director Hansen reported there is now a salt shortage. The Village has used its allotment from the state purchasing contract, and will have to use private contractors to supply salt for the balance of this winter season. Costs have escalated, and transportation has become an issue because of the weather. Resupply has been slow.

Commissioners discussed ways to address the expected pot-holes. There have also been water main breaks, adding to the staff burden, already stretched because of the weather.

ADJOURNMENT:

Commissioner Pryde moved to adjourn the meeting. Commissioner Burton seconded the motion, and it was carried unanimously. The January 14, 2014 meeting adjourned at 9:05 PM.

Submitted by Karen Blake, Recording Secretary
Reviewed by R. Minix, Village of Glen Ellyn Public Works

December 30, 2013



7.A.e

INFORMATION LETTER NO. 2 ELM - CHIDESTER IMPROVEMENTS PROJECT

Dear Corridor Residents, Institutions and Other Interested Parties:

Thank you to those who attended the December Capital Improvements Commission meeting, a working session devoted to discussing project sidewalk and stormwater management design issues. The engineers are preparing updated plans based on the evening's discussions that will be presented at the January CIC meeting, scheduled for Tuesday, January 14, 2014. It is likely that the CIC will be able to develop and approve a formal recommendation on the Elm and Chidester sidewalk and stormwater management designs during their January meeting. The recommendation of the Capital Improvements Commission will then be forwarded to the Village Board for final consideration, with the Board approving the recommendations as received from the CIC or making modifications as deemed appropriate. It is anticipated that the Village Board will consider the CIC recommendations at their Monday, January 27, 2014 meeting.

Hence this letter serves as a dual invitation to the upcoming meetings. Again:

Capital Improvements Commission on Tuesday, January 14, 2014 at 7:00 PM in Room 301 of the Glen Ellyn Civic Center, 535 Duane Street. Please note that starting with this January meeting, the CIC will be convening at 7:00 rather than the previous meeting start time of 7:30.

Glen Ellyn Village Board on Monday January 27, 2014 at 7:00 PM in the Galligan Board Room at the Glen Ellyn Civic Center, 535 Duane Street.

Both upcoming meetings will be conducted in similar fashion. On January 14, the CIC will receive a staff report, request audience comments and input, develop recommendations and vote on the sidewalk and stormwater management issues. On January 27, the Board will also receive a short staff report, again take audience input, deliberate and vote on the CIC recommendations. All parties interested in the Elm and Chidester project issues are urged to attend both the CIC and Village Board meetings and are requested to be in attendance by 7:00 PM on the respective meeting night.

Full participation by all is encouraged and while each viewpoint is important, it is requested that each subsequent speaker make a good faith effort to raise new or different issues / considerations / opinions and avoid repeating previously stated items as much as possible. In this manner the discussions and overall meeting can be effectively conducted.

If you have any questions regarding the upcoming meetings, please contact me at 630-547-5514 or bobm@glenellyn.org. I look forward to the continuing discussion and the development of the CIC recommendations for the Elm and Chidester reconstruction projects, and then obtaining final Village Board direction on the project issues shortly thereafter.

Very truly yours,

Bob Minix, Professional Engineer
Glen Ellyn Public Works Department

Attachment: Information Letter No 2 - Elm-Chidester - Invite to January 2014 CIC and Village Board Meetings (1056 : CIC Recommendation for



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Agreement
Prepared By: Bob Minix

SCHEDULED

AGENDA ITEM (ID # 1059)

DOC ID: 1059 A

Professional Engineer Bob Minix will present information about a proposed engineering agreement with HDR Engineers, Inc. of Chicago to perform feasibility studies for pedestrian and vehicular over/underpasses in the Central Business District and to upgrade pedestrian passage at the existing Taylor Underpass. A. Motion to approve an agreement with HDR Engineering Inc. of Chicago to assess the feasibility of pedestrian and vehicular over/underpasses, in the total not-to-exceed amount of \$70,000 (including an 8% contingency), to be expensed to the Capital Projects Fund.

BACKGROUND

The Downtown Strategic Plan, adopted in October 2009, articulates the community's vision for the Central Business District and contains a 10-20 year implementation strategy for achieving that vision. The goal of the Plan is to *"Create an economically viable Downtown that is attractive to citizens and businesses"*. A pedestrian underpass was formally recommended in the Downtown Strategic Plan.

In addition to Downtown redevelopment, the Village has identified various needs regarding infrastructure rehabilitation - such as parking lot reconstructions - and municipal facility upgrades - including the Glen Ellyn Civic Center, with some emphasis therein to the space and operational needs of the Police Department. Furthermore, the current Village Board feels it is important to address a frequent resident/customer complaint/request about downtown congestion caused by the ubiquitous passenger and freight train activity through the town.

The Village currently has a vehicular and pedestrian underpass at Taylor Street east of the Central Business District. At the railroad tracks, traffic signals allow alternate one-way flow of vehicles through the 13-ft. wide opening where there is a 10-ft. roadway, with a 3-ft. sidewalk. An alternate pedestrian route away from the roadway is highly desirable.

The Village Board has clearly indicated that a decision on the feasibility of a non-grade railroad crossing in the Central Business District is necessary in order to proceed with implementation of the downtown plan, as well as for making other critical capital improvement decisions for buildings and other infrastructure. Village staff also wants to move ahead with the pedestrian underpass as recommended in the Strategic Plan, particularly with respect to exploring grants and other funding opportunities for the facility. Finally, alternatives to the existing configuration at the Taylor Avenue underpass are desired to enhance the facility, particularly for pedestrians but with likely benefits to the motoring public as well.

To proceed with these initiatives, the Village wishes to engage a qualified consulting firm to provide

feasibility studies assessing the opportunities and costs associated with alternatives to existing at-grade crossings of the Union Pacific Railroad tracks in the Central Business District and to increase pedestrian safety at the Taylor Underpass. The consultant will:

- q Assess possible configurations and costs for implementation of a pedestrian underpass near the Glen Ellyn train station, develop a recommended concept plan and costs, recommend possible funding sources for project implementation and develop a project implementation schedule.
- q Evaluate possible corridors and locations for alternatives to vehicular railroad grade crossings in the Central Business District locale to identify project opportunities, restraints, costs, schedule and funding opportunities.
- q Develop and assess alternates to the current pedestrian sidewalk configuration at the Taylor Avenue underpass including restraints, costs, schedule and funding opportunities.

A Request for Proposal (RFP) was drafted, reviewed internally and distributed to three firms with known structural and railroad experience, TranSystems, HDR and H R Green. The RFP was distributed to each firm shortly in advance of informal pre-proposal interviews conducted on December 14, 2013. A copy of the final version of the RFP is enclosed for reference. In attendance at the pre-proposal meetings was the primary Village review team, consisting of Assistant Village Manager Al Stonitsch, Public Works Director Julius Hansen, Planning and Development Director Staci Hulseberg, Professional Engineer Bob Minix and Civil Engineer Jeff Perrigo.

All three firms submitted written proposal information on January 10. The proposals were reviewed by the Village team.

SUMMARY OF PROPOSALS

All the submittals were responsive to the RFP with each firm displaying solid credentials and qualifications to perform the feasibility studies. The project understanding and approach sections in each proposal were thoughtful and complete. Each firm would take about four months to complete the work, leading to a presentation to the Village Board in May 2014. All firms were aware of the Village's budget allowance for the studies of \$65,000 and matched that amount. The proposed consultant effort is shown in the following table, with each firm placing different emphasis on the three individual parts of the overall project.

Village of Glen Ellyn Over / Underpass Feasibility Studies - December 2013 RFP					
Consultant	Personnel Hours	Requested Fee	Percentage of Effort		
			CBD Ped Underpass	CBD RR Crossings	Taylor Underpass
TranSystems	436	\$64,900	41%	25%	34%
HDR	481	\$64,800	23%	64%	13%

H R Green	432	\$65,100	35%	45%	20%
-----------	-----	----------	-----	-----	-----

ASSESSMENT OF CONSULTANT QUALIFICATIONS AND RECOMMENDATION

Each of the five members of the Village review team reviewed the proposals independently and provided input to me based on their reading of the written material and impressions from the oral interviews.

Each review team member agreed that the three firms all were qualified. HDR was the top choice of three reviewers; TranSystems the top choice of one reviewer; and H R Green the top choice of one reviewer. HDR is recommended for the assignment based on their portfolio of work in Wheaton, Lake Forest, Geneva and Chicago; close ties with the Union Pacific Railroad (both entities are headquartered in Omaha, Nebraska); and proposed project team, consisting of some of the individuals directly involved in recent Wheaton projects. Proposed Project Manager Jennifer Mitchell has had direct involvement with traffic studies for Metra and her role of project manager reflects the emphasis on the CBD RR crossing portion of the work.

Funding for the CBD traffic study in the amount of **\$70,000** (including 8% contingency) should be taken from the FY 14 Capital Projects Fund, Account No. 40000 - 580100 (Construction Projects).

ATTACHMENTS:

- Request for Proposal for Over-Underpass Feasibility Studies - Final (DOC)



December 13, 2013

TO: SELECTED ENGINEERING CONSULTANTS

SUBJECT: **REQUEST FOR LETTER PROPOSAL FOR THE VILLAGE OF GLEN ELLYN PROJECT TO ASSESS THE FEASIBILITY OF PEDESTRIAN AND VEHICULAR OVER/UNDER PASSES IN THE CENTRAL BUSINESS DISTRICT**

Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Administration
630-469-5000
Fax 630-469-8849

Finance
630-547-5235
Fax 630-469-1757

Planning and Development
630-547-5250
Fax 630-547-5370

Police
630-469-1187
Fax 630-469-1861

Public Works
30 South Lambert Road
Glen Ellyn, IL 60137
630-469-6756
Fax 630-469-3128

The Village Links and Recreation
485 Winchell Way
Glen Ellyn, IL 60137
630-469-8180
Fax 630-469-8580

www.glenellyn.org
www.villagelinksgolf.com

The Village of Glen Ellyn wishes to engage a qualified consulting firm to provide feasibility studies assessing the opportunities and costs associated with alternatives to at-grade crossings of the Union Pacific Railroad tracks in the Village's Central Business District. Five copies of the letter proposal should be submitted to my attention at the Reno Center and are due by the close of business on **Friday, January 10, 2014**.

Proposals are to be submitted to:

Robert Minix, Professional Engineer
Glen Ellyn Public Works Department
30 South Lambert Road
Glen Ellyn, IL 60137

Individual pre-proposal meetings have been scheduled for Friday, December 13, 2013 at the Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn. The pre-proposal meeting will be an informal opportunity for the consultant design team to meet and interact with Village staff to mutually explore the Village's needs, resources and schedule and the engineer's background, capabilities and suggestions.

Please note the attachments, consisting of a land use map and other excerpts from the Village of Glen Ellyn Downtown Strategic Plan. The full version of the Strategic Plan and other resources are available online at the Village of Glen Ellyn website <http://www.glenellyn.org/Planning/PlanningPlansAndStudies.html>.

PROJECT DESCRIPTION

The Downtown Strategic Plan, adopted in October 2009, articulates the community's vision for the Downtown and contains a 10-20 year implementation strategy for achieving that vision. The goal of the Plan is to "*Create an economically viable Downtown that is attractive to citizens and businesses*". A pedestrian underpass was formally recommended in the Downtown Strategic Plan.

In addition to Downtown redevelopment, the Village has identified various needs regarding infrastructure rehabilitation – such as parking lot reconstructions – and municipal facility upgrades – including the Glen Ellyn Civic Center, with some emphasis therein to the space and operational needs of the Police Department.

Furthermore, the current Village Board feels it is important to address a frequent resident/customer complaint/request about downtown congestion caused by the omnipresent passenger and freight train activity through the town.

The Village currently has a vehicular and pedestrian underpass at Taylor Street east of the Central Business District. At the railroad tracks, traffic signals allow alternate one-way flow of vehicles through the 13-ft. wide opening where there is a 10-ft. roadway, with a 3-ft. sidewalk. An alternate pedestrian route away from the roadway is highly desirable.

The Village Board has clearly indicated that a decision on the feasibility of a non-grade railroad crossing in the Central Business District is necessary in order to proceed with implementation of the downtown plan, as well as for making other critical capital improvement decisions for buildings and other infrastructure. Village staff also wants to move ahead with the pedestrian underpass as recommended in the Strategic Plan, particularly with respect to exploring grants and other funding opportunities for the facility. Finally, alternatives to the existing configuration at the Taylor Avenue underpass are required to enhance the facility, particularly for pedestrians but with likely benefits to the motoring public as well.

PROJECT SCOPE

The following points represent current staff views on project needs and endpoints; the consultants are welcomed and encouraged to refine these in the development of their scope of services and to discuss them in the submitted written materials. The engineering consultant will:

- ❑ Familiarize themselves with current studies and relevant infrastructure in the Central Business District. Please note that the Village will make available whatever records or archival information it may possess; however it will be up to the consultant to review the records in the Village offices and work with staff to secure the necessary information. The consultant should be prepared to supply personnel familiar with ArcView and AutoCAD in order to effectively mine the Village's available GIS and engineering data.
- ❑ Interface with the Union Pacific Railroad other agencies.
- ❑ Assess possible configurations and costs for implementation of a pedestrian underpass near the Glen Ellyn train station and develop a recommended concept plan and costs. Recommend possible funding sources for project implementation. Develop a project implementation schedule.
- ❑ Evaluate possible corridors and locations for alternatives to vehicular railroad grade crossings in the Central Business District locale. This is envisioned to be a broad-based assessment to develop the most basic level of feasibility. Identify project opportunities, restraints, costs, schedule and funding opportunities.
- ❑ Develop and assess alternates to the current pedestrian sidewalk configuration at the Taylor Avenue underpass. Identify project opportunities, restraints, costs, schedule and funding opportunities.

- ❑ Meet with the Village team as required to discuss project issues and progress.
- ❑ Present the results of the studies to the Glen Ellyn Village Board.
- ❑ Provide all developed reports, studies, plans and other information as requested in digital format, with no limitation on usage, but with the understanding that use of such data will be at the sole risk of the Village.
- ❑ Provide other services identified as necessary to complete the studies.

AVAILABLE PROJECT FUNDING

The current Village budget identifies \$65,000 in local funds for the combined feasibility studies.

LETTER PROPOSALS

Please provide a letter proposal describing your approach, recommendations, schedule, limitations, estimated personnel effort and fee for the proposed work. Please identify, at least approximately, the percentage split of the effort between the pedestrian underpass, vehicular over/underpass and Taylor underpass efforts. Important features/critical items associated with the project should be identified and discussed. A description/discussion of the proposed engineering work products should be included. A schedule with important milestones should also be provided. Anticipated meetings and interactions with Village staff, as well as what items are required from the Village, should also be discussed. Submission of voluminous off-the-shelf qualification material is not necessary, although any relevant brochures or data sheets are welcome.

The level of effort anticipated by the consultant for this project, in terms of the overall estimated number of personnel hours (by class or type of employee), should be provided with the response to this RFP for each project. A total, not-to-exceed fee including direct expenses is also requested.

The form of the contract will be the cost-plus type. The proposal should be configured or include a suitable contract form for signing by Village officials. It will be the Consultant's responsibility to provide detailed manpower and direct cost information with the project invoices so that all project activities and associated costs are clearly identified.

EVALUATION CRITERIA

The following items will be considered in the evaluation of each consultant:

- ❑ Experience with similar projects
- ❑ Schedule demonstrating compliance with stated deadlines, showing important milestones

- ❑ Project staffing and organization
- ❑ Project manager / project engineer (lead technical person) background and experience
- ❑ Project understanding
- ❑ Project approach
- ❑ Consultant's estimate of likely engineering effort and costs
- ❑ Expertise in areas of particular interest associated with the projects
- ❑ Overall quality of the submittal
- ❑ Client references

SCHEDULE

Request for Proposal to Consultants	December 13, 2013
Pre-proposal Informal Meeting	December 13, 2013
Proposals due	January 10, 2014
Recommendation to Village Board	January 27, 2014
Perform Studies	February – April 2014
Village Board Presentation	May 2014

Thank you for your interest in Glen Ellyn projects and the favor of a response to this Request for Proposal. Please contact me at 630-547-5514 or bobm@glenellyn.org if you have any questions.

Very truly yours,

Robert J. Minix, Professional Engineer
Glen Ellyn Public Works Department

cc: Mark Franz, Village Manager
Al Stonitsch, Assistant Village Manager
Julius Hansen, Public Works Director
Staci Hulseberg, Planning and Development Director
Phil Norton, Police Chief
Dave Buckley, Assistance Public Works Director
Jeff Perrigo, Civil Engineer



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/27/14 07:00 PM
Department: Planning & Development
Department Head: Staci Hulseberg
Category: Amendment
Prepared By: Michele Stegall

SCHEDULED

ORDINANCE 6213

DOC ID: 1057 E

Planning and Development Director Staci Hulseberg will present information regarding the proposed adoption of a new Sign Code. Ordinance No. 6213, An Ordinance Approving a Comprehensive Amendment to the Glen Ellyn Sign Code.

Background. At the January 27 Village Board meeting, the Board will be asked to consider a comprehensive update to the Glen Ellyn Sign Code. This update has been in progress for some time and a draft of the proposed Code was reviewed by the ARC at 6 public meetings between September 25, 2013 and January 8, 2014.

The current Code was adopted in 1993, making it 20 years old. Only a handful of amendments have been made since this time. Staff believes that many of the regulations are out of date and that the format is not user-friendly. In completing the update, we hope to address these issues and to provide a more business friendly Code that still protects the interests of the Village.

Prior to beginning the update, staff discussed a list of potential amendments with the ARC in 2009. We also conducted a surrounding community survey in 2010. The update was then put on hold as other projects took priority. Staff refocused its efforts on the Sign Code in 2013. In addition, to the 2010 survey we then consulted codes from numerous other communities. Some of the codes that staff has consulted include the codes from Wheaton, Oak Park, Hinsdale, Lombard, St. Charles, Elmhurst, and Highland Park. At the urging of Historic Preservation Commission Chairman Lee Marks, the ARC also requested information about projecting sign regulations in Portsmouth, NH and Newburyport, MA. While not every code was looked to for every issue, these codes were used as references throughout the process. Summary tables of some of the regulations in these and other communities are attached. Staff also pulled sign permits and researched existing sign areas and heights throughout the Village to better understand how any proposed regulations lined up with existing business signage. Tables identifying some of the existing sign areas and heights in Village are also attached.

Proposed Amendments. The proposed amendments reflect a fundamental change in the way the Village approaches signage and what has been prepared is essentially a new code. While it is not possible to provide an overview of each proposed amendment, a summary of some of the major changes is below.

- **Format.** Staff has attempted to reformat the code to make it more user friendly by incorporating tables that contain all of the basic sign regulations for each district and inserting pictures and diagrams to illustrate the various standards including how to measure sign area and height.
- **Signage Categories.** Signage is protected by First Amendment freedom of speech rights. Therefore, the regulations should be content neutral. Taking this into consideration, the

proposed code does away with the primary and incidental signage categories used today. These categories regulate signage based on whether the sign identifies the establishment name or if it identifies products, services or facilities offered by the establishment or located on the site.

In lieu of this approach, each establishment in a given district is proposed to be allowed a certain number and square footage of signage regardless of the sign content. The sign types have also been modified and categories, such as the institutional sign category, have been eliminated. Instead, the proposed Code generally allows the same number, area and height of signage for properties in the same district regardless of use. A distinction has, however, been made between residential and nonresidential uses.

- **Number of Signs.** The current Code permits one sign per establishment throughout the Village and two signs on corner lots. Numerous variations have been granted over the years to allow establishments, particularly along Roosevelt Road, to have two signs on an interior lot or three signs on a corner lot. In all areas of the Village, except the downtown, the proposed code would now permit this by right. Two signs are also proposed to be permitted for tenants in corner units which was previously not allowed. Establishments in the downtown with a building wall facing the Prairie Path or Union Pacific railroad are also proposed to be permitted an additional sign.
- **Permitted Sign Area.** Staff is proposing to retain the existing sign area maximum of 60 square feet for properties in the downtown and 120 square feet for properties in the rest of the Village with a new 25% increase to 75 square feet or 150 square feet for corner properties. While this area will now need to be divided between multiple signs (if more than one is desired by the business owner), many of the variations that have been granted to allow an increase in the number of signs have not included a variation for sign area. Rather the permitted sign area has been divided between the signs. Dividing this area between multiple signs has not appeared to be difficult for businesses. If, moving forward, there is a desire to increase the proposed maximum areas, this issue can always be revisited.

As establishments are proposed to be permitted more than one sign, maximum areas for the different sign types (i.e. freestanding, wall, and awning signs) are proposed. This approach is used by most other communities and would prevent an establishment from installing one overly large sign on a property. Maximum sign areas for most sign types do not currently exist. Therefore, many of these proposed standards are new.

- **Single Tenant Freestanding Sign Area.** In general, staff is proposing a maximum freestanding sign area of 50 square feet along Roosevelt Road and at Historic Stacy's Corners and a maximum freestanding sign area of 35 square feet in the downtown C5B district, with freestanding signs being prohibited in the C5A downtown retail core. This will require a few businesses in the C5A downtown core to seek variations to replace existing non-conforming signs. Permitted freestanding sign areas in the codes reviewed generally range from 25 to 100 square feet depending on the zoning district. Hinsdale currently allows a maximum ground sign area of 50 square feet and Wheaton allows a maximum area of 48

square feet for ground signs and 75 square feet for pole signs, with ground signs being required along certain roads, including portions of Roosevelt Road. Lombard allows a freestanding sign area of 125 square feet for properties on Roosevelt Road.

- Single Tenant Wall Sign Area. The maximum wall sign area is proposed to be either 1 square foot or .5 square feet per lineal foot of establishment frontage depending on the district. This is the same standard currently allowed for multi-tenant establishments and a common standard used in other communities.
 - Multi-Tenant Freestanding and Wall Signs. The existing sign area allowance for multi-tenant buildings of either 1 square foot or .5 square feet per lineal foot of building frontage is proposed to become the wall sign allowance for multi-tenant establishments. There is currently nothing in the Code requiring multi-tenant buildings to share a common freestanding sign and there are some locations in the Village where more than one single-tenant freestanding sign is located in front of a small multi-tenant building. An example is the West Suburban auto body and Aamco property at 420 Roosevelt Road. The proposed Code requires establishments in multi-tenant buildings to share a common freestanding sign and allows more and larger freestanding signs as the scale of the development (or lot frontage of the property) increases. The new multi-tenant category would apply to any building with two or more tenants including the Village's larger shopping centers. Currently the Code only allows a property to have a common shared sign or what is defined as a "shopping center identification" sign, if there are 5 or more tenants in a building and only one sign is permitted per property regardless of its size.
 - Secondary Wall Sign. Establishments in the C2, C3, C4 and C6 districts with 15,000 or more square feet are proposed to be allowed up to 4 secondary wall signs with an area of .25 square feet per lineal foot of establishment frontage up to 20 square feet per sign. This provision is proposed to allow larger businesses such as pharmacies and grocery stores that offer a variety of services to install additional signage.
 - Projecting Sign Area. The maximum area of a projecting sign is proposed to be increased from 4 square feet to 6 square feet and the permitted projection from the building wall is proposed to be increased from 2'8" to 4-feet.
 - Awning Area. Awning signs are currently considered incidental signs if they cover less than 20% of the awning area and primary signs if they cover more than 20% of the awning area. There is currently no maximum awning coverage. The proposed code would allow the same sign area permitted for a wall sign to be placed on an awning, regardless of content. A maximum awning coverage of 25% is also proposed in the downtown and at Historic Stacy's Corners and a maximum awning coverage of 30% is proposed along Roosevelt Road where the buildings are setback farther from the street. The total combined area of all letters and symbols on all of an establishment's awnings would be considered the sign area.
- Sign Height.

- **Freestanding Signs.** Permitted freestanding sign heights are proposed to remain the same on Roosevelt Road and in the downtown, where 15-foot and 8-foot tall signs are currently permitted. The permitted freestanding sign height at Historic Stacy's Corners (in the C2 District) is proposed to be reduced from 15-feet to 10-feet.
- **Wall Signs.** The Code currently allows a wall sign height of 25 feet for primary signs and 10 feet for incidental signs. In general, the proposed Code contains a maximum wall sign height of 15 feet in residential areas and in the C5A downtown retail core with no maximum height proposed for wall signs in other areas. Rooftop signs would continue to be prohibited in all districts.
- **Prohibited Signs.** A handful of signs were added to list of prohibited signs, including pole signs and internally illuminated box signs.
- **Exempt Signs.** The list of exempt signs has been greatly expanded and many of the signs that incidental signage variations have previously been granted for, including menu boards, ATM signs and drive-thru canopy signage have been included in the list of exempt signs.
- **Window Signs.** Window signs are currently identified as an exempt sign and are permitted to cover no more than 25% of the total window area and 50% of an individual window pane. The proposed code would allow up to 50% of the total window area and 50% of an individual window pane to be covered. At the recommendation of the ARC, electronic, internally illuminated, neon, video and television window signs are proposed to be prohibited Village wide.
- **Banner Signs.** The number of banner signs a business is permitted to display each year to advertise a special product or promotion is proposed to be increased from 2 to 3, with the number of days the banner is permitted to be displayed decreasing from 30 days to 14 days. New businesses are also proposed to be allowed one additional banner sign permit per year, for a total of 4 banner sign permits. This additional allowance is intended to allow a business to display a grand opening banner without taking away from the 3 special event sign permits they would otherwise be permitted.
- **Message Boards.** As technology changes, electronic variable message boards (EVM signs) are becoming more prevalent. With this in mind, the ARC spent a considerable amount of time reviewing and discussing the regulations for EVM signs, carefully considering the impact on both aesthetics and driver distraction.

The proposed code would allow EVM signs for governmental uses anywhere in the Village (i.e. the Village, Park District, schools and library) as well as properties in the CC, C3, C4 and C6 districts. The message would be permitted to change once every 30 seconds as opposed to once every 12 hours and the message board would be required to have a black or "paper white" background. Other notable standards in this section include a prohibition on video displays, restrictions on the times of the day the message board can operate if the sign is adjacent to a

residential use, a requirement that messages must change instantaneously and cannot fade out or dissolve, and a prohibition against dividing a single message between two or more screens. A provision has also been added that would allow the Village to utilize any EVM sign in the Village in emergency situations.

During the course of their review, the ARC discussed the plans to replace the existing downtown message board at Main and Crescent with a new electronic message sign. For reasons related to safety and aesthetics, the Commission recommends that an electronic message board not be installed in this location.

- **Industrial Zoning District.** Given the recent adoption of the new light industrial zoning district, signage regulations for this district have been incorporated into the proposed Code. The signage regulations in DuPage County and Lombard's light industrial districts were referred to in developing the proposed standards.
- **Sign Area Bonuses.** The sign area bonuses have been altered with the existing bonuses for ground signs, matching materials and landscaping being eliminated. Instead, pole signs are proposed to be prohibited and landscaping and matching base materials have been made a requirement for all freestanding signs. At the recommendation of the ARC, the sign area bonus for shopping centers with a staff approved sign plan containing unified sign colors and styles was also eliminated. This change was made as the resulting uniformity was considered undesirable with the ability to detract from the appearance of the center and potentially result in trademark issues. Two of the sign area bonuses existing in the current code for individual letter signs and building setback remain in the proposed Code. At the request of the ARC, the setback bonus has been altered from a 10% bonus for every 100-feet the building is setback from the front property line to a 1% bonus for every 10-feet beyond the required setback that the building is setback from front property line. This change was made to allow businesses a more incremental bonus.
- **Conformance with Appearance Review Guidelines and Downtown Plan.** The proposed code attempts to better align with the Appearance Review Guidelines and Downtown Plan many of whose recommendations overlap. Some examples include prohibiting new pole signs, requiring landscaping around the base of all freestanding signs (rather than granting a sign area bonus), prohibiting neon signs in the downtown, requiring signs in the C5A district to be externally illuminated, and including side panels and valances in the calculation of awning area to encourage their use.
- **Variation Standards.** The existing code currently references the variation standards in the Zoning Code which requires the reader to look at two different documents to find these standards. In order to make the code more user friendly, the variation standards have been incorporated into the Sign Code itself. The standards have also been modified and drafted to be specific to sign variation requests.

ARC Recommendation. The ARC reviewed the proposed Code at 6 public meetings. Copies of the minutes from each of these meetings are attached. A number of changes were made in response to their questions and recommendations. Their careful consideration of the proposed regulations resulted in numerous improvements and they are to be commended for the time and attention they gave to the review. At the January 8, 2014 ARC meeting, the Commission recommended approval of the proposed Code by a vote of 6-0.

The ARC's review of the proposed Code was widely advertised through a press release, on the Village's website and facebook pages and through direct email blasts from the Chamber of Commerce and Alliance of Downtown of Glen Ellyn. Despite these efforts, only one business owner and a handful of historic preservation individuals attended the first ARC meeting. Staff has forwarded copies of the proposed Code and this memorandum to the Chamber and Alliance of Downtown Glen Ellyn to forward to the business community and inform them of the January 27 Board meeting.

Village Board Action. The Village Board is requested to consider the proposed Sign Code and either approve, approve with modifications or deny the proposed amendments. An Ordinance approving the new proposed Code is attached for the Board's consideration.

To assist the Board in reviewing the proposed code, both clean and black-line drafts are attached. Given the number of edits and amount of reformatting, staff cannot guarantee that the black-line draft follows the existing code 100%, but it should provide a good reference of the proposed changes.

Staff believes that the proposed Code is a vast improvement over the existing Code by being more business friendly and easier to understand and in most cases increasing the amount of permitted signage which should both be more accommodating to modern business needs and reduce the number of variation requests. However, it is almost inevitable that unforeseen issues will arise as the new Code begins to be implemented. Therefore, it is recommended that the Code be evaluated one-year after adoption so that additional amendments can be considered if needed. A provision to this effect has been incorporated into the proposed Ordinance.

Attachments.

- Memo forwarding Letter from Historic Preservation Chairman Lee Marks dated March 11, 2011
- Email from Mark Pfefferman
- 2010 Survey
- Table of Existing Single-Tenant Freestanding Sign Areas
- Table of Existing Multi-Tenant Freestanding Sign Areas
- Table of Existing Downtown Awning Coverages
- Table of Existing Projecting Sign Areas
- Table of Existing Incidental/Secondary Sign Areas
- Other Community Single-Tenant Freestanding Sign Areas
- Other Community Multi-Tenant Sign Areas, Heights and Spacing

- Other Community Projecting Sign Regulations
- Other Community Permitted Awning Areas
- Minutes from September 25, 2013 ARC meeting
- Minutes from October 9, 2013 ARC meeting
- Minutes from October 23, 2013 ARC meeting
- Minutes from November 13, 2013 ARC meeting
- Minutes from December 11, 2013 ARC meeting
- Draft minutes from January 8, 2014 ARC meeting
- Black-line Copy of Proposed Code
- Clean Copy of Proposed Code
- Ordinance

Cc: Greg Mathews, Village Attorney
Staci Hulseberg, Planning and Development Director
Joe Kvapil, Building and Zoning Official

X:\Plandev\PLANNING\CODES\SIGN CODE\Update\VB Memo.docx

Village of Glen Ellyn

Ordinance No. _____**An Ordinance Approving a Comprehensive Amendment to the
Glen Ellyn Sign Code**

**Adopted by the
President and the Board of Trustees
of the
Village of Glen Ellyn
DuPage County, Illinois**

This _____ Day of _____, 20____.

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this _____
day of _____, 20____.

Ordinance No. _____**An Ordinance Approving a Comprehensive Amendment to the
Glen Ellyn Sign Code**

Whereas, the current Sign Code of the Village of Glen Ellyn was approved on March 25,
1993 by the adoption of Ordinance 3995; and

Whereas, although Ordinance 3995 has been amended several times since, a comprehensive update of the Sign Code has not since been considered; and

Whereas, the Village President and Board of Trustees believe that it is in the best interest of the Village to adopt a comprehensive amendment of the Sign Code in order to make it more user friendly and better align the Code with the needs of modern day businesses; and

Whereas, the Architectural Review Commission reviewed a proposed comprehensive update to the Sign Code at public meetings on September 25, 2013, October 9, 2013, October 23, 2013, November 13, 2013, December 11, 2013 and January 8, 2014; and

Whereas, copies of the minutes from the September 25, 2013, October 9, 2013, October 23, 2013, November 13, 2013 and December 11, 2013 Architectural Review Commission meetings are attached hereto as Exhibits “A-E”; and

Whereas, at the January 8, 2014 Architectural Review Commission meeting, by a vote of six (6) “yes” and zero (0) “no”, the Commission recommended approval of a proposed comprehensive update to the Sign Code as set forth in the minutes of the January 8, 2014 Architectural Review Commission meeting, a draft of which is attached hereto as Exhibit “F”; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn have reviewed the evidence and testimony presented at the aforementioned public meetings of the Architectural Review Commission and find that the proposed amendments to the Sign Code are consistent with the goals of the Village’s 2001 Comprehensive Plan and 2009 Downtown Strategic Plan and will promote the public health, safety and general welfare and therefore deem

it in the best interest of the Village to approve the proposed update of the Sign Code as set forth in Exhibit “G” attached hereto.

Now, Therefore be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The minutes from the September 25, 2013, October 9, 2013, October 23, 2013, November 13, 2013 and December 11, 2013 Architectural Review Commission meetings, copies of which are attached hereto as Exhibits "A-E" and the draft minutes from the January 8, 2014 Architectural Review Commission meeting, a copy of which is attached hereto as Exhibit “F” are hereby accepted and the findings of fact and conclusions set forth therein and in the preambles above are hereby adopted by the President and Board of Trustees.

Section Two: The Sign Code approved on March 25, 1993 by Ordinance 3995 is hereby repealed and replaced in its entirety with the Village of Glen Ellyn Sign Code dated January 27, 2013 a copy of which is attached hereto as Exhibit “G”.

Section Three: The amended Sign Code approved herein shall be reviewed one year after the effective date of this Ordinance and any appropriate additional amendments shall be brought forth for consideration at the at time.

Section Four: The Director of Planning and Development is hereby directed to cause the text of the Glen Ellyn Sign Code to be amended as approved by this Ordinance. Said amendments shall be inserted in proper order into the Village Code and shall be published and made available for inspection and purchase by the general public.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the ____ day of _____, 20 ____).

X:\Plandev\PLANNING\CODES\SIGN CODE\Update\Ordinance.doc

ATTACHMENTS:

- Memorandum forwarding letter and comments from Lee Marks(PDF)
- Email from Mark Pfefferman dated September 25, 2013 (PDF)
- Surrounding Community Survey 2010 (PDF)
- Existing Single-Tenant Freestanding Sign Areas and Heights (PDF)
- Existing Multi-Tenants Freestanding Sign Areas, Heights and Property Frontages (PDF)
- Existing Downtown Projecting Sign Areas (PDF)
- Existing Downtown Awning Areas (PDF)
- Existing Incidental, Secondary Sign Areas (PDF)
- Other Community Single-Tenant Freestanding Sign Areas (PDF)

- Other Community Multi-Tenant Sign Areas, Heights and Spacing (PDF)
- Other Community Projecting Sign Regulations (PDF)
- Other Community Permitted Awning Areas (PDF)
- September 25, 2013 ARC Minutes (PDF)
- October 9, 2013 ARC Minutes (PDF)
- October 23, 2013 ARC Minutes (PDF)
- November 13, 2013 ARC Minutes (PDF)
- December 11, 2013 ARC Minutes (PDF)
- January 8, 2014 ARC Minutes (PDF)
- Draft 011414 Blackline (DOCX)
- Proposed Code 012714 (DOCX)

MEMORANDUM

TO: Staci Hulseberg, Planning and Development Director

FROM: Andrew Letson, Planning Intern 

DATE: March 11, 2011

SUBJECT: Letter from Lee Marks, Historic Preservation Commission Chair

On February 28, 2011, I received a letter from the chair of the Historic Preservation Commission, Lee Marks, dated February 24, 2011 (attached). The letter provides examples of outdoor signs used in the central business districts of Portsmouth, New Hampshire and Newburyport, Massachusetts. Mr. Marks states that many of the business owners that he has spoken to in these areas believe that the signs have contributed to the aesthetics of their downtowns. He states further that they believe the improved aesthetics have helped to attract new customers and businesses.

In the letter, Mr. Marks expresses interest in having the Historic Preservation Commission (HPC) work with the Architectural Review Commission (ARC) in regard to revising the Sign Code. Specifically, he would like to see hanging signs encouraged in the C5A and C5B Central Business District zoning districts.

The Sign Code revision is currently undergoing an internal review by the Planning and Development team. Once this review is complete it will be forwarded to the Village Attorney's office. When the Village Attorney has signed off on the team's recommendations, they will be given to the ARC for their comments. When the ARC is reviewing the revisions to the Sign Code, it may be appropriate for the HPC to provide a recommendation to the ARC to encourage hanging signs in the Central Business District.

Attachments: Letter dated February 24, 2011
Pictures

CC: Architectural Review Commission
Michele Stegall, Village Planner

X:\Admin\HistCommission\Sign Code Letter Memo.doc

February 24, 2011

Mr. Andrew Letson
Staff Liaison
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Andrew:

I've enclosed a few of the many exceptional signage examples from Portsmouth, New Hampshire and Newburyport, Massachusetts, considered by planners and experts to be among the finest in the country.

Of special importance to the Village of Glen Ellyn and its various commissions, is that retail stores and other businesses in these towns have told me of the incredible impact that the signs have made in their communities. People tell the store owners how much they love the signs and many of the business owners that I spoke to on my trips, said that the signs have made an outstanding contribution to the aesthetics of their downtowns. The store owners have further stated they are firmly convinced that the combination of incredible architectural design of both their buildings and signage have greatly enhanced the ambiance of their town centers, enabling them to attract new customers as well as new businesses to their downtowns.

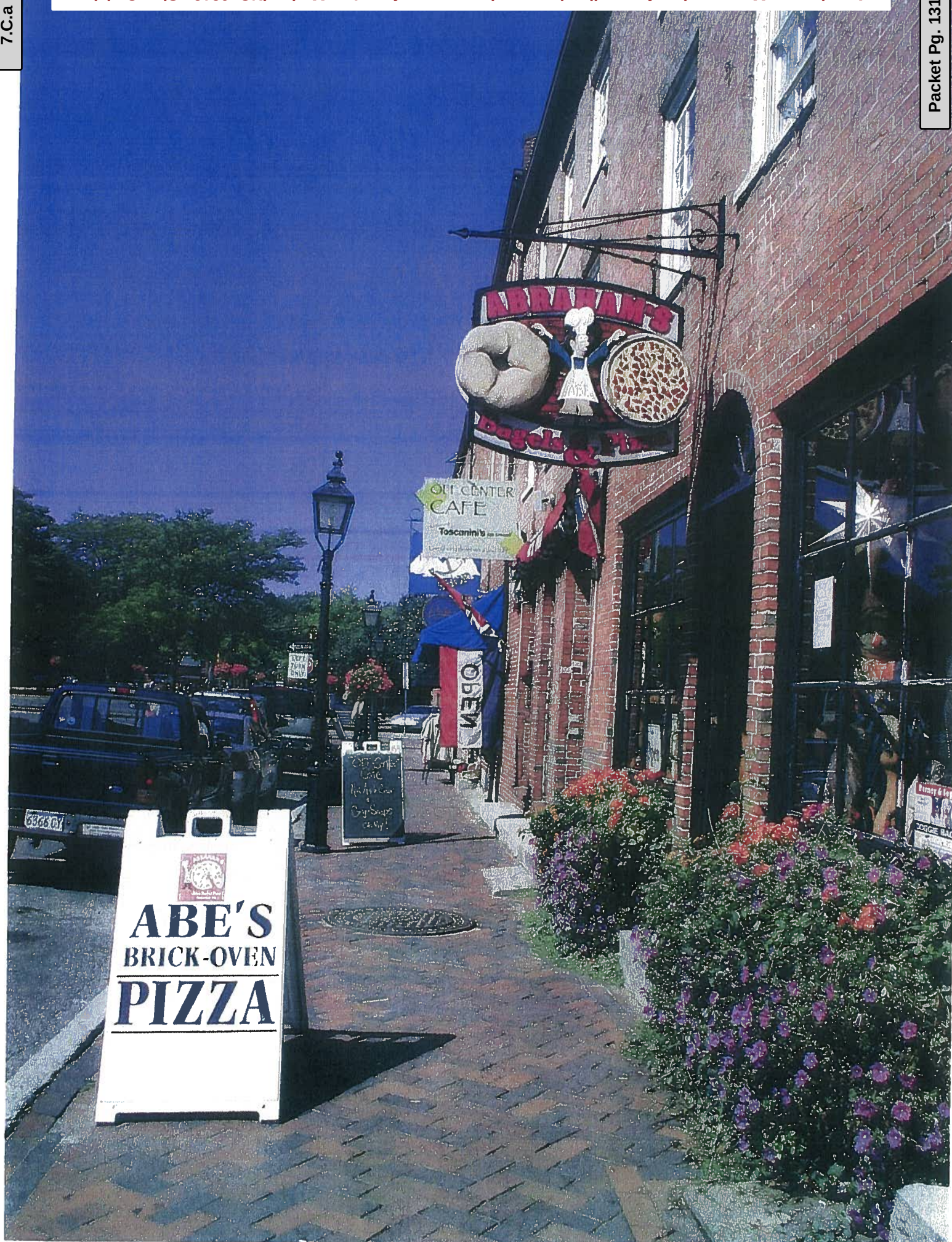
I sincerely hope that these signage examples will help to launch a whole new direction in signage design for Glen Ellyn's Central Business District. The Historic Preservation Commission would certainly like to have an opportunity to participate in any discussions regarding new signage in our downtown.

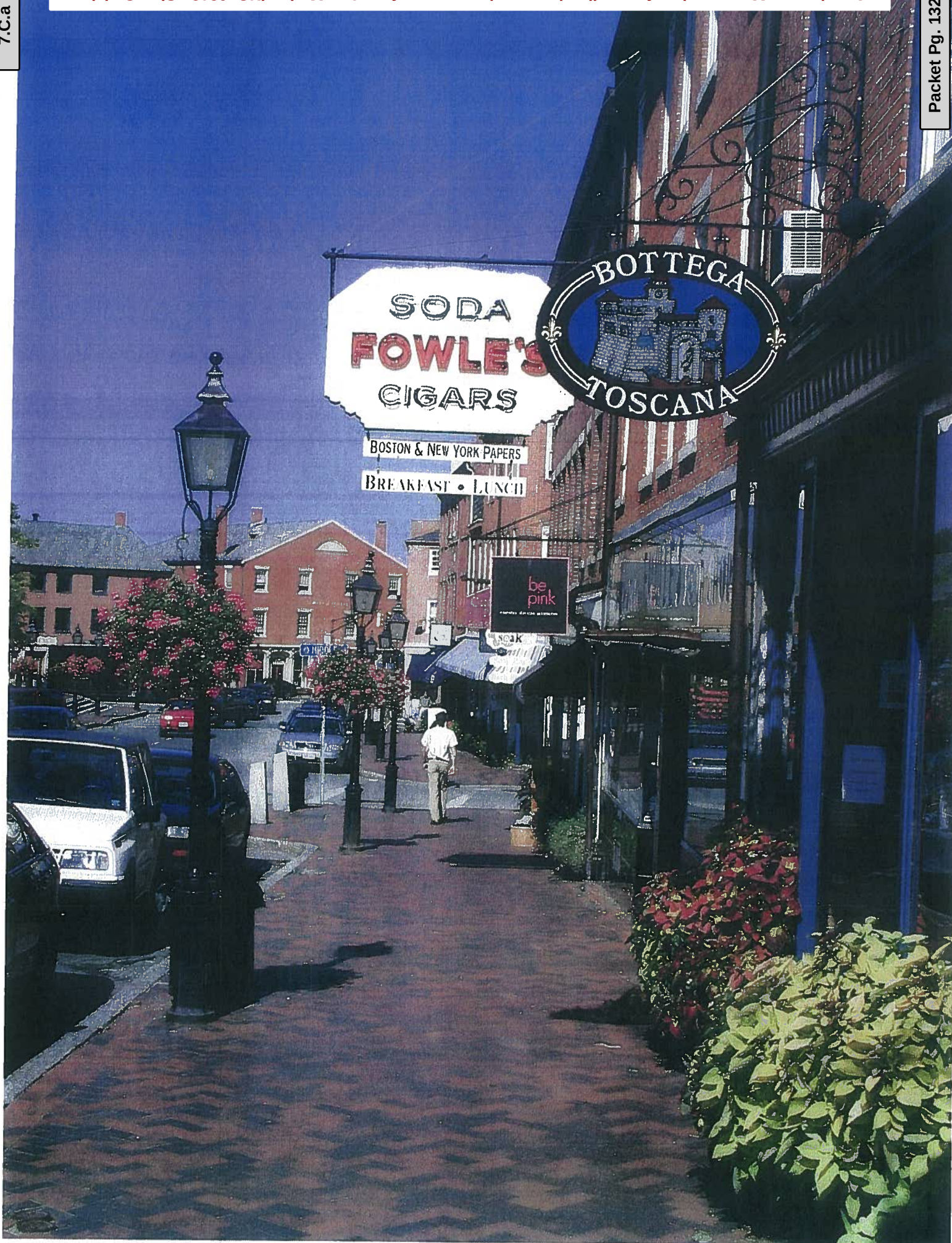
I would appreciate it if you would kindly pass copies along to the Village Board as well as to the various Village Commissions.

Sincerely,

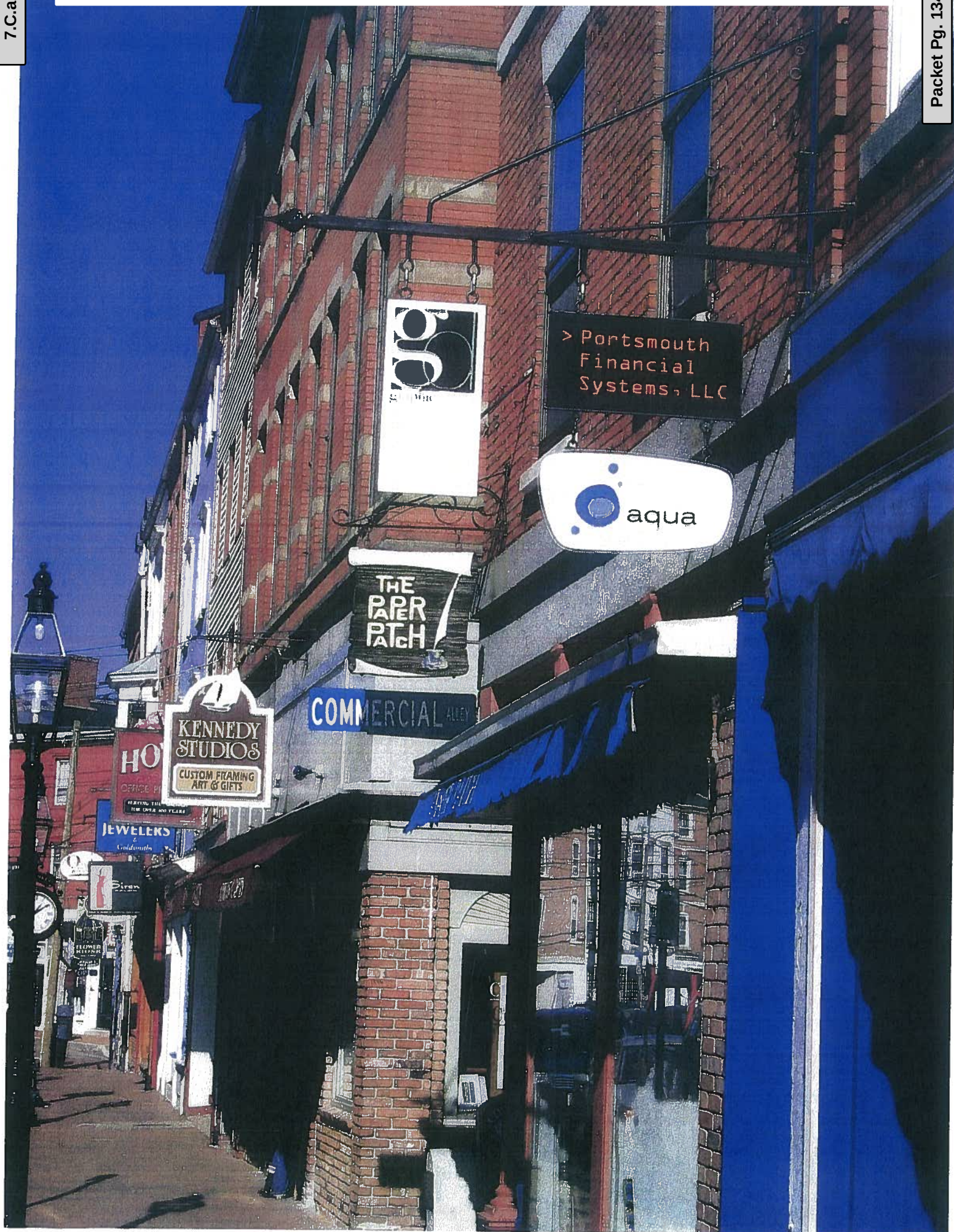


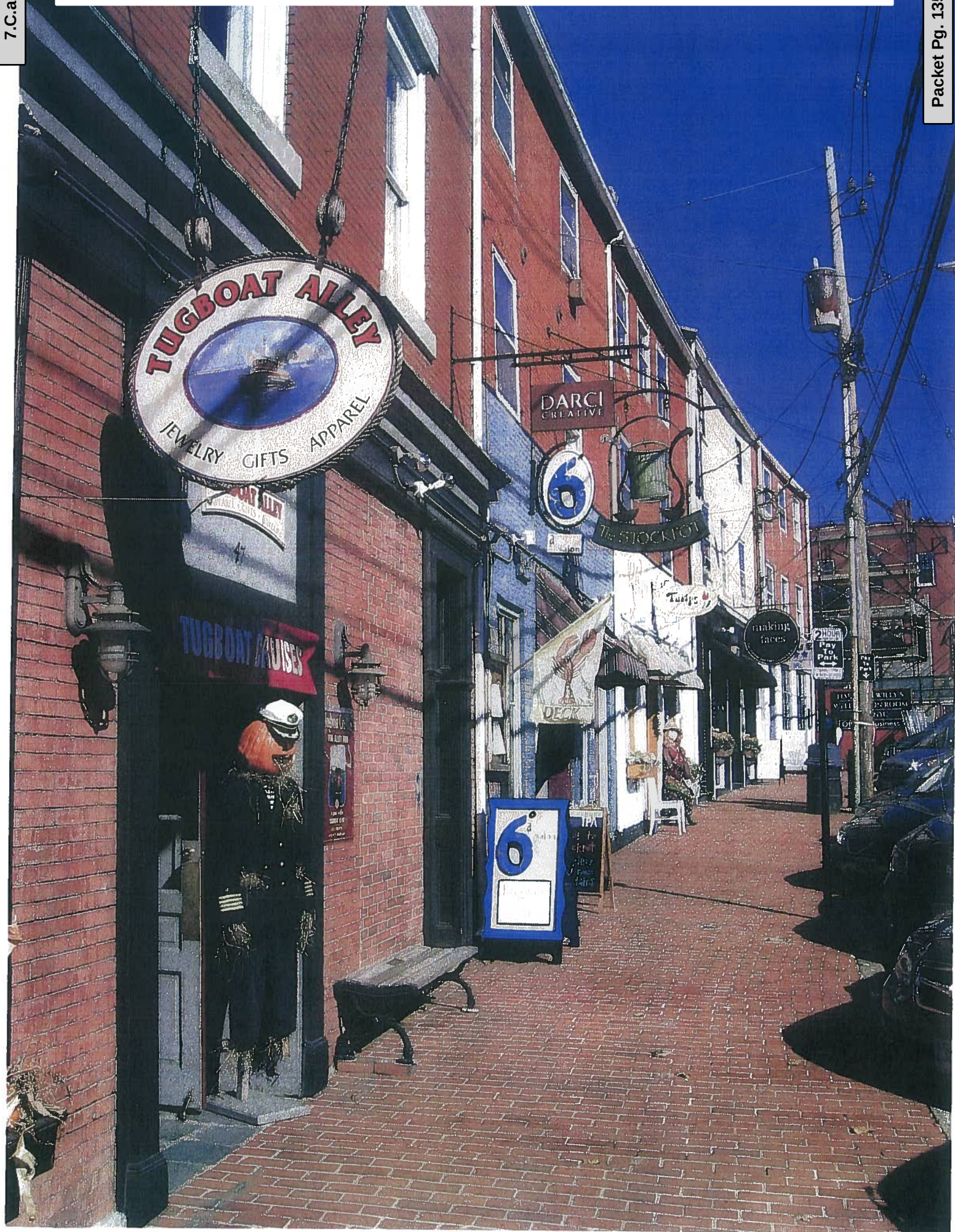
Lee Marks
Chairman, Historic Preservation Commission

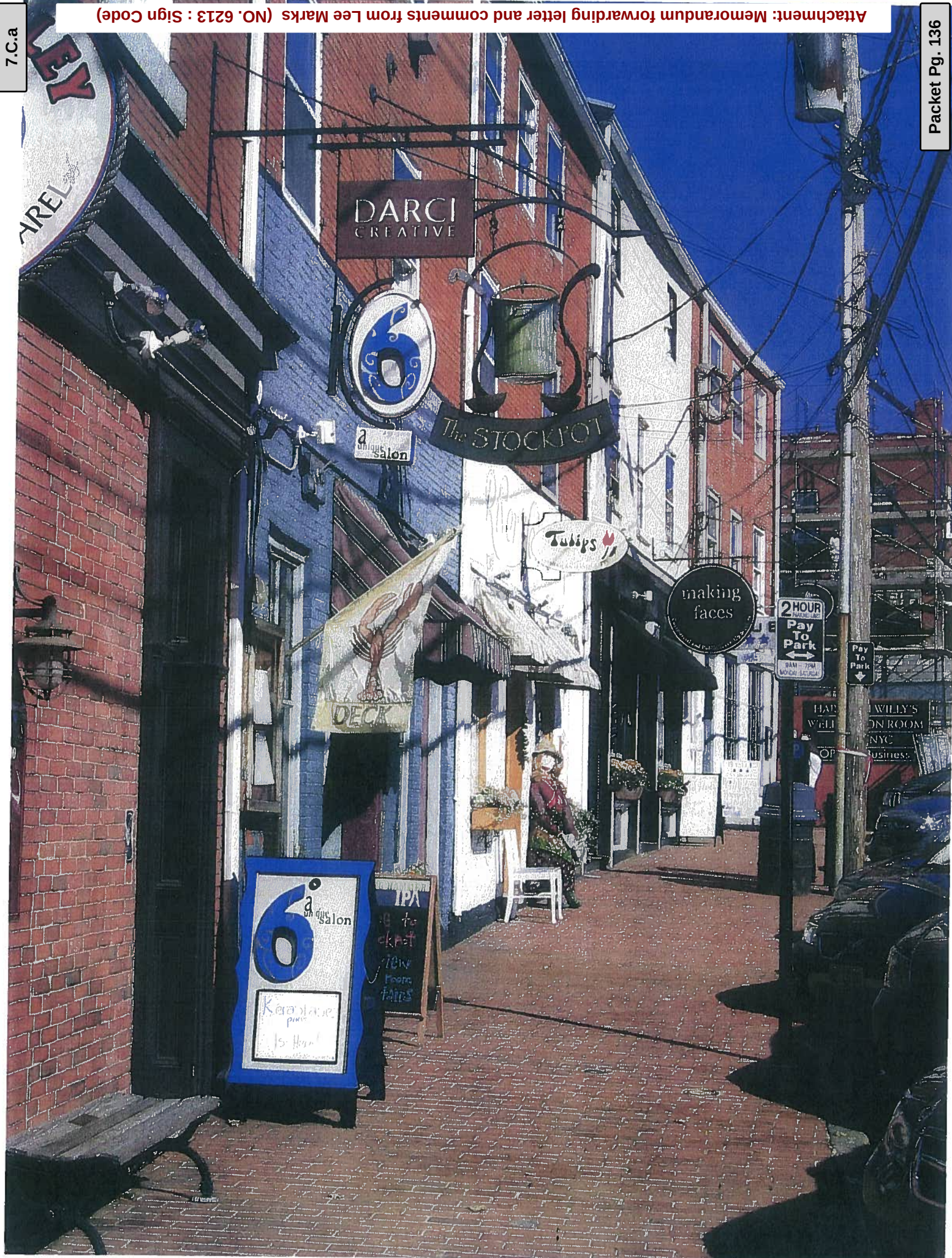






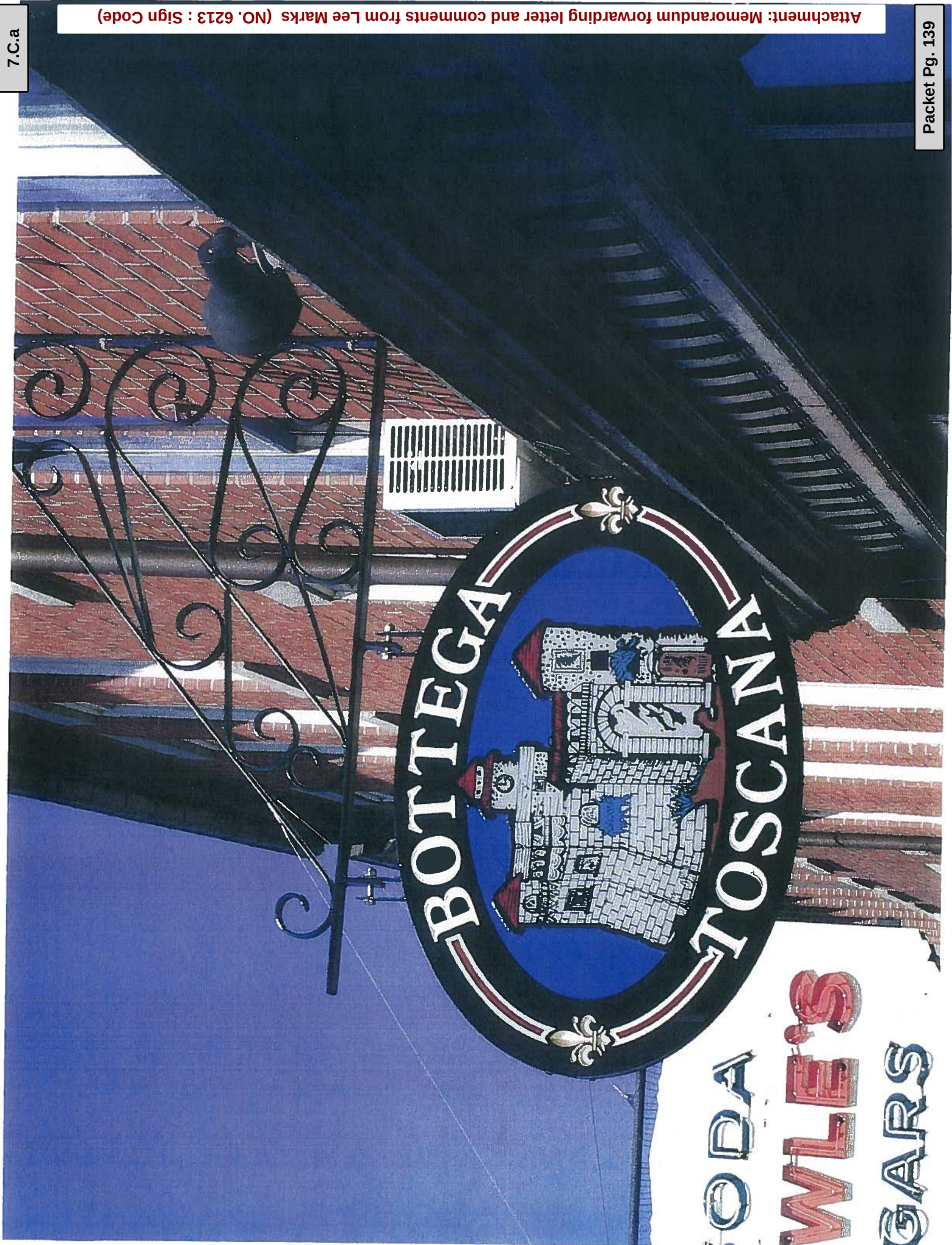




















Jim Burdett <jburdett@spplus.com>

ARC Sign Code Review

Mark Pfefferman <mark.pfefferman@gmail.com>

Wed, Sep 25, 2013 at 10:47 AM

To: Jim Burdett <JBurdett@standardparking.com>

Cc: Phillip Hartweg <phartweg@gmail.com>

Hi Jim,

How are you? I hope all is well for you and your family.

Thank you for all you and the ARC do for Glen Ellyn and for reviewing and asking for public input about the Village's Sign Code. Here are a few key standards:

Glen Ellyn is a special place. Our sign standards should differentiate us from other suburbs.

As such:

- When a sign is removed from a building and not replaced in 30 days, the sign attachment holes in the infrastructure should be filled in and the area painted so as not to see evidence (dirt, sun-faded lettering, etc.) of previous sign.
- When a backlit sign is removed (usually part of mall monument signage or on top of a pole,) the sign should be replaced by a solid color panel until it is replaced. (Not turned inside out or not removed entirely so its internal lighting shows/is exposed to the public)
- Backlit signs should be of articulated letters (Potbelly, The Stand, DuPage Medical Group) OR of a certain small size (Oberweiss & Connies corner signs) and not large panels of flat text (PNC Bank.) All other signs should be top or bottom lit (like that Burger Joynt at corner and on the building, DuPage Medical Group on Western and many Glen Ellyn Park District signs.) Natural material casing/base sign requirements (PNC Bank) for smaller backlit signs should remain a requirement.
- Illumination brightness should be controlled. The lights above that Burger Joynt's awning are too bright.
- Electronic signs of a certain size should be allowed with changes more frequent than once per day. Glenbard South's (county) and Healthtrack's are examples of electronic signs that should be prevented by code." COD (setbacks, landscaping, casing) and perhaps Walgreens are examples of electronic sign "dos." The signs could be larger the further back they are from the right of way - smaller if closer. Electronic lettering lighting needs to be toned down to the same illumination allowed with backlit or top or bottom lit signs and perhaps like COD's "screens" rather than separate bulbs. If electronic bulb signs are permitted, perhaps all should be white in color rather than red or shocking yellow. Athletic field signage could be considered separately.
- All signage above stores or offices in a mall/campus setting should be the same size, color and level above the store, with different logos and lettering allowed.

Thank you for reading and considering these recommendations based on years of experience and looking at other towns. This will go a long way to promote Glen Ellyn and establish us as different from many growing "strip mall" communities in our area. We've found that retailers and businesses actually like being held to a higher standard, as long as that standard is known and clearly articulated BEFORE they draw up plans.

Please inform me if greater explanation is needed. Please feel free to share this with the valued members of ARC.

Thank you again Jim,

Mark.

2010 Sign Code Survey Results

	Naperville	Carol Stream	Hinsdale	Glendale Heights	Barrington*	Woodridge	Schaumburg	Elmhurst	Lombard	Geneva*	Lisle
What % of the total window area and/or an individual window pane is permitted to be covered?	50%	50%	Varies. Based on location, size and zoning district	50%	25%	5% of the surface area, not to exceed 200 sq. ft.	50%, 25% in historical district	50%	20%	Varies. Based on total allowable sign area	25%
Are pylon or pole signs permitted?	No	Yes	No	Yes	Yes	Yes	No	Only as conditional use	Yes	Yes	Yes
What is the maximum height permitted for a freestanding sign (pylon or monument)	10 feet for all, 20 feet for auto dealers	25 feet	Between 5-8 feet	Pylon- 16 feet, Monument- 6 feet	13 feet	Pylon-16 feet, Monument-12 feet	Between 10 – 20 feet	20-35 feet in commercial districts	Between 6-20 feet depending on district	Between 10-20 feet in commercial districts	20 feet
Are neon signs permitted? If so, where?	Yes. No restrictions	Yes	No	No	Yes, max size is 4 sq. ft.	Yes	No, may only be used as interior signs	Yes, in interior windows signs and must meet size requirements	Yes, no restrictions	Only as interior signs	No
In what zoning districts do you permit electronic message boards or EVM signs?	All, but only as part of monument sign	Industrial and businesses districts	None	All commercial districts	Public lands, recreation-conservation	All non-residential districts	None	All commercial & industrial districts	Business Districts and Conservation Recreation	NA	Special Use only
How often is a message on an EVM sign permitted to change? Is it allowed to have continuous motion, like a TV screen?	Once every 10 seconds. No, must be static	Electronic copy cannot be changed more than once every 3 seconds	NA	Must be constant, not flashing. Changes in sign limited to no less than 5 seconds	Contiguous motion is not permitted. Minimum 10 second delay	5 seconds, no	NA	Minimum 5 seconds, no scrolling or images	2 second intervals, no continuous motion	None	NA – permitted by Special Use only
Do you allow TVs at gas pumps, in windows or in other locations? Are they considered to be signs if displayed in these locations?	Yes, Yes	NA, this has not be inquired about	Not currently	NA	No	Yes, Yes	Yes, no larger than 2 sq. ft. and exempt from sign review	No, Yes	Must be 3 feet inside window	Yes, they are currently regulated	Yes, No
Do you regulate the height, number or size of noncommercial “free speech” signs permitted in residential areas?	Yes. Height of 5 feet. No limit on number. Area is limited to 8 sq. ft. Must be on private property	Yes, regulations vary. However, area of sign not to exceed 32 sq. ft. and be no taller than 10 feet	No	No	No limit on number. No larger than 6 sq. ft. No taller than 5 feet	Area of sign not to exceed 32 sq. ft. No limit on number	Yes, no larger than 16 sq. ft. No regulations on height and number. Also cannot block any line of sight of vehicular traffic	No	Yes, total area must not exceed 32 sq. ft. Limited to 1 sign over 12 sq. ft., unlimited number for signs less than 12 sq. ft. provided total area is not exceeded	No	Yes, 3.5 sq. ft. per individual Sign shall be removed within 7 days after the election. No limit on number of signs
Are shopping centers permitted to have more than one freestanding common tenant sign? If so, is there a minimum spacing required between the signs and do you limit the number of permitted tenant panels?	Yes. If frontage more than 500 feet two monument signs allowed. Cannot be closer than 200 feet. No limit on number of signs, only sq. ft.	Permanent ground directory signs shall not exceed 72-120 sq. ft. or 25 feet in height. One pole/identification sign per street frontage.	No	1 per street frontage	No limit on number. Only 1 sign per 350 feet of frontage. Must be 250 feet apart	No	1 per shopping center	Yes every 300 feet, No	Yes if great than 10 acres must be 250 feet apart. No limit on panels	No, most shopping centers are regulated through PUD's	Yes, 1 sign per lot, except where the lot has frontage on 2 arterial roads and the signs are at least two hundred feet (200 feet) from each other
Please describe your regulations relative to awnings (i.e how many signs are permitted on an awning and do the regulations differ based on size of the sign, the type of sign or the percentage of the awning covered by copy?)	12 sq. ft. of text/logo	Size and color limitations. No larger than 50% of the face of the awning	Not to exceed 1 sq. ft. per foot of building width, up to a maximum of 100 sq. ft. or 5% of the sq. ft. of the wall to which the sign are affixed	1 per business, 5 sq. ft., 8 feet clearance, max width of 60% of horizontal canopy projection	1 sign per awning	Included in the total allowable sign surface area	1 sign per awning, 50% coverage allowed	Awnings are considered signs. Must meet size, height regulations	No limit on number	Up to 2 signs, total of 40 sq. ft.	Must be 7 feet above ground. Maximum 1 sq. ft. for every lineal ft of store frontage
Are restaurant drive-thru menu boards exempt from regulation and, if not, how are they regulated?	No. 2 boards per drive thru lane	Menu board cannot exceed 25 sq. ft., one ground board per building not to exceed 6 feet in height	No	No, 2 permitted per business. 32 sq. ft., 16 feet height	Regulated through PUD	Yes	1 board per restaurant, no larger than 30 sq. ft.	Yes	Reviewed through conditional use	Yes	Yes
Do you exempt business identification signs of a certain size or character from regulation? (i.e. gas pump logos, ATM signs, etc.)	Yes. Directional signs <6 sq ft and non-illuminated are exempt	No	Directional or on-site signage less than 3 sq. ft. are exempt	No	Building markers and nameplates are exempt	Yes	Signs 2 sq. ft. or smaller are exempt	Yes, signs deemed to be of special architectural and/or historical significance	No	No	Yes, when carved into stone or bronze or other permanent type construction
Does changing a sign face on an existing nonconforming sign trigger conformance with your Code?	Yes, only if single tenant/business sign	No	No	No	Yes (but will be changing it to no)	No, only if sign area is changed	No	No	No	No	No
Do you have an amortization provision? If so, how many years does it give a property owner before compliance is required?	No	No	No	Yes, depends on degree of nonconformity	Yes, 5 years	No	No, all tall ground signs were amortized in the 90's	No	Yes, 7 years	No	Yes, 7 years
Are temporary signs for special promotions allowed? If so, what type of signage is permitted and how many times per year?	4 weeks (28 days) per calendar year. Permit required, limited to 32 sq. ft.	No larger than 32 sq. ft. and no more than 4 times a year	Yes, temporary signs permitted for 60 days, max of 25 sq. ft.	Yes, cannot exceed 32 sq. ft., minimum setback of 7 feet, no more than 4 permits per business per year, 60 day total limit	Yes, number and size are regulated	Yes, number and size are regulated	Yes, temporary can only be 32 sq. ft., 15 feet tall, and up for 15 days. Businesses can have them 4 times a year	16 sq. ft. max. no more than 30 days total in any calendar year, and shall not exceed 5 feet in height above grade	Yes, 32 sq. ft. max, can be up for only 120 days	Yes, no inflatable signs. 14 day limitation	Yes, sq. ft. varies between 16 and 48. Limited to twice per year for temporary signage

* = Will be updating sign code.

Single Tenant Freestanding Sign Areas & Height

C2 District			
Address	Name	Sign Area	Sign Height
817A N. Main Street	Main Cleaners	32 SF	14 ft.
818 N. Main Street	Five Corners 1 Hr. Cleaners	48 SF (a)	18 ft.
840 N. Main Street	Walgreens	46.5 SF (a)	10.33 ft.
Roosevelt Road - C3 District			
Address	Name	Sign Area	Sign Height
40 Baker Hill Road	NAPA	31.77 SF	9.33 ft.
324 Roosevelt Road	Walgreens	97.05 SF (a)	15 ft.
339 Roosevelt Road	BP ID Sign A	39 SF	8.83 ft.
339 Roosevelt Road	BP ID Sign A1	70 SF (a)	15 ft.
357 Roosevelt Road	Community Bank	52.37 SF	14 ft.
445 Roosevelt Road	McDonald's	80 SF (a)	15 ft.
524 W. Roosevelt Road	PNC Bank	30.84 SF	7.67 ft.
600 Roosevelt Road	Bank of America	28.76 SF	15 ft.
681 Roosevelt Road	Firestone	83 SF (a)	12 ft.
696 Roosevelt Road	Advance Auto Parts	49 SF	10 ft.
736 Roosevelt Road	US Bank	65 SF	15 ft.
1250 Roosevelt Road	Crowne Plaza	36 SF	3 ft.

C4 District			
Address	Name	Sign Area	Sign Height
441 Taft Avenue	ReMax Suburban	16.65 SF	5 ft.
455 Taft Avenue	Morreale Real Estate	17.97 SF	4 ft

C5 District			
Address	Name	Sign Area	Sign Height
453 Forest Avenue	US Bank	49 SF	5 ft.
444 N. Main Street	Citibank	68 SF	15 ft.
444 N. Park Boulevard	Cadence Physician Group	21 SF	5.33 ft.
430 Pennsylvania Avenue	DuPage Medical Group	28 SF	4.83 ft.
479 Pennsylvania Avenue	Glen Oak Restaurant	37.5 SF	18.5 ft.
487 Pennsylvania Avenue	Audiologic Services Sign A	25.35 SF	7 ft.
487 Pennsylvania Avenue	Audiologic Services Sign A1	29.5 SF	5.67 ft.

(a) Includes message board

Multi-Tenant Freestanding Frontages, Sign Areas & Height

C2 District		Approx. Lot Frontage	Sign Area	Sign Height	Proposed Regulations
Walgreen's at Stacy Corners 840 N. Main Street		570 ft. - Main Street (2 signs)	52.8 SF	10.33 ft.	Two Signs
		265 ft. - St. Charles	Walgreens =		65 SF
		835 ft. total	46.5 SF		50 SF

C3 District - Roosevelt Road		Approx. Lot Frontage	Sign Area	Sign Height	
Dunkin Donuts/Baskin Robbins 651 Roosevelt		110 ft. - Roosevelt	40 SF	7.58 ft.	One Sign 65 SF
		160 ft. - Roosevelt	40 SF	12 ft.	One Sign 65 SF
		150 ft. Roosevelt 130 ft. Hillcrest 280 ft. total	43 SF (a)	10 ft.	One Sign 65 SF
KFC/Taco Bell 370 Roosevelt Road		145 ft. - Roosevelt 215 ft. - Greenwood 360 ft. total	64.66 SF	15 ft.	One Sign 80 SF
		150 ft. - Roosevelt 375 ft. - Main 525 ft. total	41 SF	14.4 ft.	One Sign 80 SF
		520 ft. - Roosevelt (3 signs) 100 ft. - Park (1 sign) 620 ft. total	84 SF 71.19 SF 80.8 SF 50 SF	19.25 ft. 16 ft. 11.42 ft. 7.75 ft.	Two Signs 100 SF 80 SF
Pickwick Place 650 Roosevelt		310 ft. - Roosevelt (1 sign) 450 ft. - Nicoll (1 sign) 760 ft. total	68.15 SF 24.88 SF	14 ft. 9.17 ft.	Two Signs 100 SF 80 SF
		530 ft. - Roosevelt (2 signs) 230 ft. - Nicoll 760 ft. total	38.87 SF 51.74 SF	10.67 ft. 13.83 ft.	Two Signs 100 SF 80 SF
		1,325 ft. - Roosevelt (2 signs) 425 ft. - Park 1,750 ft. total	115 SF 166 SF	15 ft. 25 ft.	Two Signs 100 SF 80 SF
Market Plaza 599 Roosevelt		1,150 ft. - Roosevelt (2 signs) 740 ft. - Baker Hill Dr. 1,890 ft. total	78.03 SF 42.56 SF	17.5 ft. 10 ft.	Two Signs 100 SF 80 SF

(a) Includes message board

X:\PlanDev\Planning\Codes\Sign Code\Update\Single Tenant Freestanding Sign Areas and Height 091913

Downtown Projecting Signs

	Area
Camp Cosmetics	4 sq. ft.
Linea	21 sq. ft.
Career Vision	8.2 sq. ft.
Blackberry (approved)	8.2 sq. ft.

Existing Awning Areas - Downtown

Business Name	Address	Sign Area	% Awning Coverage
Elite Eyewear	413 N. Main St.	5.3	9.52%
Sunshine Dance Project	460 N. Main St.	12.5	17.03%
Papier Girl (no side panels)	413 N. Main St. #1	6.2	38.75%
Salon Estem	490 Crescent Blvd.	13.85	8.58%
Veiled by Cha Cha	524 Duane St.	9.3	12.11%
Fire + Wine	433 N. Main St.	22.5	23.20%
M and Em's	460 N. Main St.	4.34	14.59%
Swap Shop	484 Main St.	10	9.46%
The Kitchen Studio	522 Crescent Blvd.	11.95	9.53%
Bird on a Wire	492 N. Main St.	7.74	12.49%

Incidental/Secondary Sign Area

	Area
Walgreens - 840 N. Main Street (14,409 s. f.)	
1-hour photo	12.7
1-hour photo	12.7
pharmacy	11.6
pharmacy	11.6
Walgreens -324 Roosevelt Road (15,120 s.f.)	
pharmacy	19.2
pharmacy	19.2
24 hrs.	11.5
24 hrs.	11.5
Dominicks - 880 Roosevelt Road (72,397 s. f.)	
Pharmacy	47
Starbucks	17.56
Signature Café	19.6
Chase	15
Jewel - 599 Roosevelt Road (46,230 s. f.)	
Liquor	20
TCF Bank	15

Other Community - Single-Tenant Freestanding Sign Areas

	Permitted Area	Comments
Batavia	32-60 sq. ft. depending on building setback	60 sq. ft. - Fueling Facility Price and Product Signs 32 sq. ft. - monument signs for nonresidential uses in residential districts 60 sq. ft. Office and Industrial
Downers Grove	24-60 sq. ft. depending on lot width and size	
Elmhurst	50 sq. ft. - most districts 12 sq. ft. - O1 Office ground signs 25 sq. ft. - C1 district	
Geneva	40 sq. ft.	
Hindsdale	50 sq. ft.	
Lombard	30 sq. ft. - B1 and B2 districts 30 sq. ft. - downtown 50 sq. ft. - B3, B4, B4A districts 125 sq. ft. - B3, B4, B4A districts where adjacent to state right-of-way	Only permitted in downtown if 30 foot building setback
Oak Park	32-48 sq. ft. for monument signs depending on district	
St. Charles	50 sq. ft. - business, mixed use and office districts	
Wheaton	48 sq. ft. - monument sign 72 sq. ft. - pole sign	Monument signs required in some areas. Different standards for multifamily, church, school, non-profit and Inn

Other Community - Multi-Tenant/Shopping Center Sign Areas, Height and Spacing

	Number	Area	Height	Spacing Between Signs
Batavia	One sign for every 600 feet of street frontage for properties with 10 acres or more	80 s.f. each	20 ft.	300 ft.
Downers Grove	2 if 500 or more feet of frontage	60 s.f. each	15 ft.	200 ft.
Elmhurst	Owner of property responsible for allocating permitted sign area among tenants - No additional area			300 ft.
Geneva	Requires submittal of Master Sign Plan for review and approval, denial or approval with conditions by Building Official			
Highland Park	One per street frontage	25 sq. ft. 50 sq. ft. with maximum 75 sq. ft. sign structure area	6 ft. 15 ft.	100 ft.
Hinsdale	Owner of property responsible for allocating permitted sign area among tenants - No additional beyond 50 sq. ft. for freestanding sign permitted.			
Lombard	One per street frontage, second sign permitted on street frontage if more than 10 acres and 1500 lineal feet of frontage	150; second sign 75 sq. ft.	35 ft; second sign 20 ft.	250 feet
St. Charles	One per street frontage - business and mixed use districts 1 per shopping center, additional sign permitted for each additional street	100 - business and mixed use districts 225 sq. ft: 100 sq. ft. for any additional signs -	15 ft - business and mixed use districts 30 ft; 15 ft for an additional signs - BL, BC and BR districts	
Wheaton	Properties over 2 acres with three or more storefront tenants required to submit Master Sign Plan reviewed by City Manager			

Other Community - Projecting Sign Regulations

Community	Maximum Area	Other Sign Types Permitted in Downtown Y/N	Permitted Projection from Building Wall
Downers Grove	6 s.f.	Y	3 ft.
Geneva	4 s.f.	Y	4 ft.
Hinsdale	3 s.f. (no greater than 24" x 18")	Y	NA
Lombard	20 s.f. (total surface area of all projecting signs)	Y	4 ft.
St. Charles	8 s.f.	Y	4 ft.
Wheaton	12 s.f.	Y	4 ft.
Portsmouth, NH	12 s.f. - ground floor 8 s.f. - upper floor	Y	NA
Newburyport, MA	5% of side of building to which sign is attached (standard for all sign types) - Maximum 12 s.f. for nonconforming building or use	Y	NA

Other Community - Permitted Awning Areas

	Permitted Area	Comments
Elmhurst	1 s.f. per foot of building frontage not to exceed 25 sq. ft. in most districts, 50 s.f.. in C4 and C4A districts and 100 s.f. in industrial districts	
Geveva	Combined area of wall, canopy and awnings signage shall not exceed 40 s. f.	Only permitted on primary building facade
Highland Park	25 s.f. - Residential districts, Business Districts lesser of 100 s.f. or 125 s.f. depending on district or 15% of horizontal awning area or horizontal façade area depending on district	
Hinsdale	Single Tenant Building - 1 s.f. per lineal foot of building width not to exceed 100 s.f. Multi-Tenant Building - 5% of square footage of wall to which attached 25 s.f. limit in some districts	Area of Awning Sign deducted from ground sign allowance unless ground sign for multiple tenants
Lombard	Same as for wall sign	
Oak Park	30% of surface of any side	
St. Charles	Residential Districts - 6 s.f. Commercial Districts 1 s.f. per lineal ft. frontage of awning	Awnings shall be made of cloth. Backlit awnings are prohibited
Wheaton	1.5 s.f. per lineal foot of wall frontage when only sign.	
Portsmouth, NH	16-20 sq. ft.	

Student Commissioner Howard stated the proposal is a good idea due to the water issues.

Commissioner Hartweg stated he will miss seeing the crenellations, but sees no reason to keep them. He stated the proposal is a good long-term fix.

Chairman Burdett stated he likes the current crenellations, but the tower done in 2009 sets a precedent for no crenellations on the roof going forward.

Commissioner Hartweg made a motion to recommend approval of the proposed exterior appearance which was presented for the First United Methodist Church at 424 Forest Avenue. The motion was seconded by Commissioner Thompson and passed unanimously by a vote of 5-0.

*** 4. Sign Code Update**

Village Planner Stegall presented background on the Sign Code update and stated the staff has been working on the project for some time. She stated the current code was adopted in 1993, and there have only been a handful of amendments made since this time. She stated the staff discussed a list of proposed amendments with the ARC in 2009, but the update was put on hold as other projects took priority. She stated the staff feels the current code is too restrictive, and the code needs to be more user-friendly and business-friendly. She stated the proposed amendments reflect a fundamental change in the way the Village approaches signage, and the proposed code does away with the primary and incidental signage categories used today.

Lee Marks, Chairman of the Historic Preservation Commission (HPC), stated the HPC is interested in working with the ARC on the downtown signage piece. He stated in Wheaton, they allow historic-looking projecting signage over the establishments, and this has strong support from the merchants and residents. He stated there is no consistency with signage in downtown Glen Ellyn. Chairman Burdett asked if the current code permits projecting signage to which Village Planner Stegall stated it does, with a maximum permitted area of 4 square feet and height of 15 feet. There was a general discussion about projecting signage in regards to wind speeds and maintenance standards.

Mr. Marks suggested that consideration should be given to Glen Ellyn's downtown now being in a historic district and that he would like to see traditional, historical signage in the downtown area. He also indicated that the Illinois Historic Preservation Agency (IHPA) has complemented Glen Ellyn for maintaining the overall historic character of the downtown. He stated the central business district's signage of Portsmouth, New Hampshire, and Newburyport, Massachusetts, are considered some of the best historical signage in the country. Commissioner Thompson asked if there are signage guidelines for a landmark district to which Mr. Marks stated he was not sure, but he would find out. Commissioner Wussow stated the ARC would try to be mindful of the landmark district going forward.

There was a discussion about electronic message boards, and Mr. Marks stated electronic signs are fine, but not in the downtown area. Mr. Marks stated that comparing the downtown to the Roosevelt Road corridor is like comparing apples to oranges. Commissioner Senak suggested

that the new signage code should try to create some continuity between the downtown area and Roosevelt Road, and Mr. Marks agreed with this.

The ARC reviewed the Statement of Purpose and the Definitions and had discussion and suggestions on updates. Village Planner Stegall stated that existing signs would be grandfathered in after the new code is adopted. The Commission indicated that they would like to see existing neon window signs in the downtown removed and brought into conformance with the Code upon its adoption. There was also discussion of an email from former Village President Mark Pfefferman.

As it was getting late, Chairman Burdett stated the Commission would start with the General Standards and Design Criteria at the next meeting.

5. Public Comments (non-agenda items)

None

6. Chairman's Report

Chairman Burdett stated there was an article in the Trib Local about the Wayfinding Sign discussion at the September 11, 2013 ARC meeting.

7. Trustee's Report

None

8. Staff Report

Village Planner Stegall stated at the previous meeting, that the ARC had agreed to move the start time of the meetings up to 7:00 p.m. as of 2014; however, some commissions are already doing this and wondered if the ARC wanted to start now or wait. The consensus of the ARC was to start the meetings at 7:00 p.m., beginning with the next meeting on October 10, 2013.

9. Other Business?

None

10. Adjourn

As there was no other business to discuss, Chairman Burdett asked for a motion to adjourn. Commissioner Senak moved, seconded by Commissioner Hartweg to adjourn the meeting at 9:55 p.m. The motion carried unanimously by a vote of 5-0.

Submitted by: Debbie Solomon, Recording Secretary

The ARC reviewed the General Standards and Design Criteria (4-5-4) and discussed glass requirements, marquis signs, brightness limitations, freestanding signs and wind pressure requirements. Commissioner Wussow stated that other communities have signs that swing so the

wind pressures might not be a problem for those signs as much, but was concerned about possible damage to buildings due to signs being anchored to buildings.

Commissioner Senak asked if there is anything in the Sign Code that could conflict with the Building Code to which Village Planner Stegall stated they did look at the Building Code to ensure any conflicts were negated and there is a statement in the Sign Code that does say that the stricter code would be enforced.

The ARC reviewed Prohibited Signs (4-5-5) and Exempt Signs (4-5-6) and discussed the different types of roof signs that might be prohibited, the definition of a common program signs, breezeway signs and menu boards. Commissioner Senak stated it would be good for there to be a catch-all section which could cover areas that might come up so the Village would still have authority. He stated it is hard to foresee every possible sign that could come up down the road. Village Planner Stegall stated they would make the Miscellaneous Information section more general so it applies to more types of signs. There was also a discussion about Municipal Signs in the Exempt Sign section.

There was a lengthy discussion about electronic message boards. Village Planner Stegall stated there would be an electronic message board design for Main Street and Crescent Boulevard in the Wayfinding Study sign package that the Village will review soon. Commissioner Wussow stated she was concerned about the proposed location of this electronic message board as it could make that intersection more dangerous and the board does not fit in with the Downtown National Register District. Commissioner Senak stated this message board could be a safety issue as well as an aesthetic issue, and some of the commissioners agreed with this. Upon further discussion, Commissioner Wussow stated she would not object to a sign that is paper-white with black lettering. Commissioner Senak asked if the proposed location would be appropriate or might there be a better location. Commissioner Wussow stated she would want to see a sign like this and not just a slide or picture.

The ARC moved to the Message Board Sign section (4-5-14) and discussed what types of properties would be good for this type of sign, illumination of these signs and other communities' change timing on these signs. The ARC discussed the design, background and font colors, timing changes, possible limitations and use of electronic message boards. Commissioner Wussow indicated that but her biggest concern is multiple message boards along Roosevelt Road that would each change every 30 seconds as it could be a big distraction. Chairman Burdett stated he was concerned with message boards along Roosevelt Road. Planner Stegall noted that electronic message boards are currently permitted along Roosevelt Road.

Commissioner Senak stated these electronic message boards are the wave of the future, and the ARC should spend time and consideration on this so the Sign Code reflects what may come down the road. Commissioner Dickie stated the Illinois Department of Transportation did studies on the new electronic billboard which might be good reference materials for this subject. The ARC asked for studies on electronic message boards and driver distraction which Village Planner Stegall stated she would have for the October 23, 2013 meeting.

Commissioner Senak thanked Village Planner Stegall and the staff for the time they have put into the updated Sign Code as there are many improvements already.

The ARC asked Village Planner Stegall to communicate to the Village Board that the ARC does not recommend an electronic message board at Main Street and Crescent Boulevard due to possible safety and aesthetic issues.

4. Public Comment (non-agenda items)

None

5. Chairman's Report

None

6. Trustee's Report

None

7. Staff Report

Village Planner Stegall stated they will be discussing the Courtyards of Glen Ellyn at the October 23, 2013 meeting.

8. Other Business?

None

9. Adjourn

As there was no other business to discuss, Chairman Burdett asked for a motion to adjourn. Commissioner Hartweg moved, seconded by Commissioner Dickie to adjourn the meeting at 9:28 p.m. The motion carried unanimously by a vote of 6-0.

Submitted by: Debbie Solomon, Recording Secretary

Reviewed by: Michele Stegall, Village Planner

*** 4. Sign Code Update**

Village Planner Stegall stated that at the October 21, 2013 Village Board Meeting, the Wayfinding Plan was discussed. She stated the Board agreed with the ARC and Historical Preservation Commission on using finials in the new signage.

The ARC reviewed the sections on Exempt Signs and Special Event Signs. Chairman Burdett stated many of the signs in the Exempt Sign section are not explained in the Definition section and should be added. There was another lengthy discussion on electronic message boards regarding timing minimums and changes, frequency of duration and adjusting of the signs to the traffic-time of day. The ARC's consensus is that they would be comfortable with a changing time of 30 seconds. The ARC also agreed there should be no illuminated signs of any kind in downtown windows. The ARC will start with the Sign Schedule section at the next meeting.

5. Public Comments (non-agenda items)

None

6. Chairman's Report

None

7. Trustee's Report

Trustee Ladesic stated the Board did discuss the Wayfinding Study at the October 21, 2013 meeting.

8. Staff Report

Village Planner Stegall stated Commissioner Thompson had her baby and was doing well.

9. Other Business?

None

10. Adjourn

As there was no other business to discuss, Chairman Burdett asked for a motion to adjourn. Commissioner Wussow moved, seconded by Commissioner Dickie to adjourn the meeting at 9:35 p.m. The motion carried unanimously by a vote of 6-0.

Submitted by: Debbie Solomon, Recording Secretary

Reviewed by: Michele Stegall, Village Planner

X:\Plandev\PLANNING\ARC\MINUTES\2013\102313.docx

Commissioner Dickie stated the EIFS is appropriate in the sign-band location and should be installed per the manufacturer's recommendation. He stated the signage is terrific.

Commissioner Hartweg stated the proposal is a definite upgrade and will make the building stand out. He stated the signage is good.

Commissioner Albrecht stated the design is a refreshing change. She stated she is not a fan of EIFS, but this looks fine to her.

Chairman Burdett stated the design is simple, and the EIFS will be out of harm's way.

Commissioner Senak moved to recommend approval of the design as submitted with the wall sign conforming to the submitted sign plan rather than the building rendering. The motion was seconded by Commissioner Dohrer and carried unanimously by a vote of 7-0.

*** 5. Sign Code Update**

The ARC reviewed and discussed the Sign Schedules for CR and Residential districts, C2, C3, C4 and C6 zoning district and C5A and C5B zoning districts. There was also discussion about the use of traffic-signal colors on message boards.

The ARC will start with Section 4-5-12 at the December 11, 2013 meeting.

6. Public Comments (non-agenda items)

None

7. Chairman's Report

None

8. Trustee's Report

Trustee Ladesic stated the Board has been discussing funding for the Glen Ellyn Volunteer Fire Company, and there will possibly be a flat fee in the monthly Village services bill.

9. Staff Report

Village Planner Stegall stated there will not be a meeting on November 27th due to the Thanksgiving holiday, but there will be a meeting on December 11, 2013.

10. Other Business?

None

MINUTES

BOARD/COMMISSION: Architectural Review **DATE:** 12/11/13

MEETING: Regular **CALLED TO ORDER:** 7:00 p.m.

QUORUM: Yes **ADJOURNED:** 8:25 p.m.

MEMBER ATTENDANCE: PRESENT: Chairman James Burdett and Commissioners Iain Dickie, Phillip Hartweg, Mark Senak and Sharon Wussow

ABSENT: Trustee Liaison Peter Ladesic and Commissioners Pamela Albrecht, Tom Dohrer, Jennifer Thompson and Student Madeline Howard

ALSO PRESENT: Village Planner Michele Stegall and Recording Secretary Barbara Utterback

1. Call to Order

Chairman Burdett called the Glen Ellyn Architectural Review Commission (ARC) regular meeting to order at 7:00 p.m. in the Civic Center at 535 Duane Street, Glen Ellyn, Illinois.

2. Approval of Minutes from November 13, 2013 Meeting

Commissioner Wussow moved to approve the November 13, 2013 minutes. The motion was seconded by Commissioner Senak and carried unanimously by a vote of 4-0.

*** 3. Sign Code Update**

Village Planner Michele Stegall stated that two major changes to the Sign Code were made between the previous ARC meeting and this meeting. She stated that the first change is that an additional allowance was created for properties in excess of 200 acres in the CR Zoning District and that this change was created for the Village Links property to allow that property to have some additional signage as the property is large and unique. She stated that the second change relates to the new Industrial Zoning District sign standards.

Ms. Stegall updated the ARC regarding box signs and electronic message boards. She stated that there had been questions regarding the proposed prohibition of internally illuminated box signs and the definition of box signs. She stated that because of the design of some current signs, the code no longer has a proposed prohibition for those types of signs. She added that a bonus is offered for individual letter signs in order to incentivize that

type of sign. Ms. Stegall also stated that regarding electronic message boards and background color, the draft code currently requires a black background and that adding a paper white background had also been discussed. She added that "paper white" does not appear to be an industry term but is becoming an industry standard for such items as Kindle. She stated that the Code as written currently still requires a black background. She stated that the ARC is now picking up with how to measure sign area and sign height in that section of the code. Ms. Stegall responded to Chairman Burdett that there is currently no proposed prohibition for box signs in any zoning district. Commissioner Wussow commented that box signs do not look like quality signs because of their shape and construction. Ms. Stegall stated that box signs currently exist in Glen Ellyn and would be grandfathered in but would not be allowed to be replaced as is. All of the Commissioners felt that square signs and rectangular box signs should not be permitted, and Ms. Stegall stated she would add that to the code. Ms. Stegall responded to Chairman Burdett that a petitioner could clip the corners of square or rectangular box signs.

Chairman Burdett asked for an example of a Light Industrial Zoning District, and Ms. Stegall displayed a map of properties on Hill Avenue which the Plan Commission will consider for Light Industrial zoning for at their meeting tomorrow evening. She added that this is the only area in the Village currently proposed to have the Light Industrial Zoning District. Ms. Stegall responded to Chairman Burdett that this area conforms to other light industrial areas in the County. Commissioner Senak asked if there are any meaningful variations between what the Village is proposing and what the County and Lombard's requirements are that the Village should be concerned about, and Ms. Stegall indicated that they are comparable. All of the Commissioners were supportive of the sign regulations for the proposed zoning district.

Regarding the sign area and height computations section, Commissioner Wussow suggested adding to No. 5 "of the tallest element" after "maximum height....". Ms. Stegall explained for Chairman Burdett that "element" refers to words or logo. Commissioner Wussow stated she would like the page with several diagrams to be clearer regarding which caption refers to which diagram (perhaps put diagram inside of a frame) and suggested numbering or lettering diagrams. Commissioner Wussow also stated that sign labeling is inconsistent regarding using either "height and length" or "A and B" and added that the location of the computation should be consistent. Chairman Burdett stated a user friendly approach would be best, and Commissioner Senak stressed the importance of consistency. Commissioner Hartweg stated that he preferred "height and length" instead of "A and B," and Commissioner Dickie agreed.

Chairman Burdett questioned the rationale for eliminating bonus provisions. Ms. Stegall provided an explanation stating that landscaping is now a requirement, similar sign colors/styles for shopping centers were discussed by the ARC and determined not to be desirable, pole signs are now prohibited and matching materials are now a requirement. Regarding setbacks, Commissioner Wussow suggested amending the setback bonus to a 1% bonus for each 10-foot setback which would allow more of an incremental bonus. She also

responded to Ms. Stegall that she would be in favor of adding a bonus for every 10 feet beyond the minimum building setback of 30 feet. The Commissioners were in favor of these setback recommendations.

Commissioner Wussow stated that Section 4-5-14 in the copies forwarded to the ARC showed an inconsistency with the word "sign" related to Message Boards. Commissioner Wussow also stated that the black line and white copies of Section 4-5-14(B) were also very different, and Ms. Stegall responded that the black line copy was the correct document. Ms. Stegall to Commissioner Wussow that an electronic message board is still proposed to be limited to 18 square feet and would likely not be the entire sign for a business. She added that electronic message boards for the Village, Park District and schools which are typically used more as community message boards would not be limited to 18 square feet. Commissioner Wussow stated she was uncomfortable with no required sign limit for a governmental body, and Ms. Stegall responded that the total sign area would need to be within the maximum permitted sign area for the zoning district it is in and that it was only the limitation of the electronic message portion that did not apply.

Commissioner Wussow stated that a memo sent to the ARC states that the Sign Code will be reevaluated in approximately one year to address any unforeseen issues that may arise as the Code is implemented. Regarding Section 4-5-14(E), she therefore suggested that since terminology may be invented for a paper white background, could a black or Kindle-like "paper white" background term be used. Commissioner Senak was supportive of the term "paper white" as he felt it would be understood by those reading the Code, and Chairman Burdett agreed. Commissioner Wussow stated that "Message Sign" in lieu of "Message Board" is included in Section 4-5-14(F), and Ms. Stegall responded that that terminology can be changed to "Message Board". Commissioner Wussow also suggested changing "message shall appear in intervals of no less than five (5) seconds" to read "message shall *update* in intervals of not less than five (5) seconds". Chairman Burdett also recommended changing message "signs" to message "boards" in (D) also and recommended a universal search to change the term "message sign" to "message board" throughout the document. Commissioner Wussow asked if it is commonplace in the industry to have signs that are sensitive to the amount of ambient light, and Ms. Stegall replied yes. Regarding (G)2, Ms. Stegall responded to Commissioner Wussow that signs would be turned off during non-operational hours.

Ms. Wussow also stated that she would like (G)6 to be changed to read "*two or more screens.*" Commissioner Wussow stated she likes the idea of Section (G)8 in concept but wondered how the Village utilizing any electronically variable message sign for emergency situations would be implemented, and Ms. Stegall responded that the Police Department would need to work on this item with individual business owners.

Ms. Stegall responded to Commissioner Wussow that the Community College Special Sign District is available in the event the College of DuPage comes back under the jurisdiction of the Village of Glen Ellyn in the future.

Ms. Stegall responded to Chairman Burdett that Section 4-5-16(F)1.c. regarding a geographic area larger than 25 acres would apply to properties such as the Village Links. Regarding Section 4-5-16(F)3 regarding a sign variation, Commissioner Wussow asked if a petitioner is required to fulfill all of the items on the evidence list, both primary and supplemental. Ms. Stegall responded that items A through G (primary) would be required to be met and A through C (supplementary) can also be taken into consideration. Ms. Stegall responded to Commissioner Senak that the existing criteria were paragraphs A, B (existing but expanded upon), C (previously supplemental), D (rewording of character criteria) and G. Item G was moved to the supplemental list as Chairman Burdett felt there was rarely a reasonable return issue with a property. The Commissioners responded to Ms. Stegall that they were comfortable with the proposed standards list.

Regarding Section 4-5-16(I), Commissioner Senak asked to make clear that the penalties provided in the Village Code are incorporated by reference and Ms. Stegall agreed that it would be included. Chairman Burdett recommended adding "any" as follows: "Any person who violates "any" of the provisions...". Regarding (H)3.c., Commissioner Wussow questioned the determination of the original value of a sign that has been damaged as there are signs in town that have been in place for many years. She did not feel that was fair and felt the sign's original value adjusted by inflation would be better. Ms. Stegall responded that one of the goals of the Code is to bring nonconforming signs into conformance and noted that a variation for a sign, such as Malloy's that had been used as an example, could be requested.

The ARC members requested seeing a final clean copy of the Sign Code prior to it being forwarded to the Village Board for approval.

Commissioner Senak complimented Ms. Stegall and staff for their efforts regarding the update of the Sign Code.

4. Public Comments

None.

5. Chairman's Report

None.

Commissioner Wussow stated there are some tasteful neon signs in the Village that do fit the character of the business. She stated there are many variables on neon signs, and if the signs fit the character and community of the Village, it seems to be a shame to ban this type of sign. Village Planner Stegall stated there may be push-back from the community if these types of existing signs are required to be removed. Commissioner Dohrer agreed with Commissioner Wussow's opinion on this. There was a discussion about window signs, and the ARC's consensus was that current neon and other illuminated window signs should be allowed to remain, and variances may be requested for new window signage. Village Planner Stegall stated

when the Sign Update goes before the Village Board, there may be more discussion about the use of neon signs downtown. Village Planner Stegall stated neon signs are still allowed on the Roosevelt Road corridor.

Village Planner Stegall stated that any existing signs that would be prohibited in the new Sign Code would be grandfathered in, and these current signs can then remain.

There was also discussion on TV screens in windows, and the ARC's consensus was to update the Exempt Sign section to state that video screens/displays would be prohibited in all zoning districts.

Village Planner Stegall summarized the ARC's updates: rework the wording of the Historical Plaque section on page 16; no neon, video, television, electronic or internally-illuminated window signs Village-wide except those signs grandfathered in; and remove the provision requiring all existing neon, video, electronic or internally-illuminated signs in the downtown to be removed. Chairman Burdett stated that this issue could be revisited in 12 months if it seems too restrictive.

Commissioner Dohrer moved to approve the new Sign Code with the changes discussed. The motion was seconded by Commissioner Dickie and carried unanimously by a vote of 6-0.

4. Public Comment (non-agenda items)

None

5. Chairman's Report

Chairman Burdett wished everyone a Happy New Year.

6. Trustee's Report

Trustee Ladesic stated the Village is working on the snow clean-up effort.

7. Staff Report

Village Planner Stegall stated that the Village Board generally concurred with the ARC's feedback on the Wayfinding Study so the consultant went back and reworked the new signage. In order to ensure that the community is on-board with the newly designed signage a 2nd public survey will be conducted. She stated the ARC should see a draft of the wayfinding plan at the end of February or early March.

8. Other Business?

None



GLEN ELLYN SIGN CODE

Draft – 1/14/2014 – BLACKLINE

Attachment: Draft 011414 Blackline (NO. 6213 : Sign Code)

TABLE OF CONTENTS:	PAGE
SECTION 4-5-1: SHORT TITLE	
SECTION 4-5-2: STATEMENT OF PURPOSE	
SECTION 4-5-3: DEFINITIONS	
SECTION 4-5-4: GENERAL STANDARDS AND DESIGN CRITERIA	
SECTION 4-5-5: PROHIBITED SIGNS	
SECTION 4-5-6: EXEMPT SIGNS	
SECTION 4-5-7: SPECIAL EVENT SIGNS	
SECTION 4-5-8: SIGN SCHEDULE (CR AND RESIDENTIAL ZONING DISTRICTS)	
SECTION 4-5-9: SIGN SCHEDULE (C2 ZONING DISTRICT)	
SECTION 4-5-10: SIGN SCHEDULE (C3, C4 AND C6 ZONING DISTRICTS)	
SECTION 4-5-11: SIGN SCHEDULE (C5A AND C5B ZONING DISTRICTS)	
SECTION 4-5-12: SIGN SCHEDULE (I1 INDUSTRIAL ZONING DISTRICT)	
SECTION 4-5-13: SIGN AREA AND HEIGHT COMPUTATIONS	
SECTION 4-5-14: BONUS PROVISIONS TO INCREASE SIGN AREA	
SECTION 4-5-15: MESSAGE BOARDS	
SECTION 4-5-16: CC COMMUNITY COLLEGE SPECIAL SIGN DISTRICT	
SECTION 4-5-17: SIGN CODE ADMINISTRATION	

CHAPTER 5 SIGN CODE

4-5-1: SHORT TITLE

This **Chapter** shall be known and cited as the GLEN ELLYN SIGN CODE.

4-5-2: STATEMENT OF PURPOSE

It is hereby determined that the primary purpose of signage is to help people find what they need without difficulty or confusion. Thus, while not restricting freedom of expression, regulations must be established for preventing an overload of graphic messages in the environment. The purpose of signs is subordinate to the structures and land use functions they reference. Signs are to be considered accessory components of an overall composition of architectural elements, not as freestanding or dominant architectural elements by themselves. **There should not be a proliferation of off-premise signs as it can obscure the legitimate efforts of local business establishments to reasonably identify the location and nature of their businesses.**

This Code establishes standards and regulations for the erection, display, safety and maintenance of signs which are intended to allow a person to observe or ignore graphic messages, according to that person's own purpose, as well as to encourage the general attractiveness of the community and to protect property values therein. These standards and regulations are intended to meet the following objectives:

- (A) Effective Communication: A reasonable, orderly and effective display of signs is to be promoted by authorizing the use of signs which:
1. Are legible in the context in which they are viewed;
 2. Are appropriate to the functions to which they pertain;
 3. Clearly and efficiently identify and classify the goods, services, facilities, activities and locations made available to the community by businesses, community service organizations and other enterprises; and
 4. Eliminate or reduce the "canceling out" effect created by **the** inappropriate placement of signs in proximity to one another.
- (B) Public Welfare: The public health, safety and welfare is to be preserved, protected and promoted through sign regulations which:
1. Recognize that signs are a necessary means of visual communication for the convenience of the general public taken as a whole, as opposed to the convenience of any individual person;
 2. Minimize the blighting influence posed by visual clutter, decay and neglect;
 3. ~~Eliminate confusion and distractions which jeopardize vehicular and pedestrian safety~~ **Reduce distractions, obstructions, and hazards to pedestrian and automobile traffic caused by the indiscriminate placement and use of signs and to protect pedestrians and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting or illegible signage;**
 4. Prohibit the placement of signs which obstruct vision or access in a manner which creates dangerous conditions;

5. Protect the physical and mental well-being of the general public by encouraging a sense of aesthetic appreciation for the Village's visual environment **and ensuring that signs** harmonize with their surroundings and are consistent with the character of their community context;
 6. **Promote the use of graphics which are aesthetically pleasing, of appropriate scale, and integrated with surrounding buildings and landscaping, in order to meet the community's expressed desire for quality development;**
 7. Protect the value of **the Village's** architectural resources, **by ensuring that** the integrity of the architectural elements and character of buildings and sites to which signs principally relate **is maintained;**
 8. **Assure that public benefits derived from expenditures of public funds for the improvement and beautification of streets in accordance with the Downtown, Roosevelt Road and Historic Stacy's Corners streetscape plans, and other public structures and spaces, are protected by exercising reasonable controls over the character and design of graphic structures;**
 9. Preserve the value of private property by assuring the compatibility of signs with surrounding land uses;
 10. **Promote economic development by encouraging a more attractive economic and business climate within the commercial areas of the Village;**
 11. **Further the objectives of the Comprehensive Plan and Downtown Strategic Plan;**
 12. **Protect the general public from damage and injury caused by the faulty and uncontrolled construction and use of signs within the Village; and**
 13. Respect the rights of nearby property owners.
- (C) ~~Compatibility with Zoning Ordinance Objectives: Sign regulation is to be permitted in a way which is compatible with the land use objectives set forth in the statement of purpose of zoning ordinance 3617-Z as amended.~~
- (D) ~~Type, Size, Location and Number of Signs. Permitted sign types and the maximum surface area, maximum height, location and number of such signs are established for zoning districts as they are defined in the Zoning Code, and delineated on the zoning district map published annually by the Village. Each sign type permitted shall meet all applicable standards in this Code.~~

4-5-3: DEFINITIONS

Unless otherwise expressly stated or the context clearly indicates a different sense, the terms set forth below shall, for the purposes of this Code, have the meanings, indicated herein. In the event a conflict arises concerning terms not defined in this Section, the following sources shall be consulted and the definition found in the sources listed in order of priority to be consulted shall be deemed correct:

- (A) Glen Ellyn zoning ordinance 3617-Z, as amended
~~Dictionary of Architecture and Construction, 2nd ed. Cyril M. Harris, McGraw Hill, 1992; and~~
- (B) ~~Webster's Ninth new Collegiate Dictionary, 9th ed., G. and C. Merriam Col, 1988~~ **most recent edition.**

ABANDONED SIGN: A sign ~~which is~~ located on property which becomes vacant, or any sign which pertains to a use or activity which is no longer **available on the premises where the sign is displayed.** ~~applies, or if the occupying business relocates, shall be deemed to be abandoned.~~

ANIMATED SIGN: Any sign which includes action or motion. For **the** purposes of this Code, this term does not refer to flashing, changing or indexing sign, which are separately identified.

ATTENTION GETTING DEVICE: **A sign or other device designed to attract attention. Examples of such signs and devices include** searchlights, beacon lights, **lighting bands** and any pennant, flag, banner, propeller, spinner, streamer, **whirligig, inflatable device,** balloon or similar device/ornamentation designed for the purposes of attracting attention or for promotion or advertising.

AWNING: **An architectural projection, which provides weather protection, identity or decoration which is supported by the building to which it is attached and composed of a lightweight rigid or retractable skeleton structure over which another cover is attached which may be of made of fabric or other materials.** ~~Any structure made of or other nonrigid material attached to and projecting from a building and include structures which are fixed or so erected as to permit their being raised or retracted to a position against the building when not in use.~~

AWNING AREA: The total surface area of an awning including any side panels and valances.

AWNING SIGN: Individual letters, words or symbols painted or otherwise permanently affixed to ~~the~~ an awning surface.

BANNER SIGN: A temporary sign composed of cloth, canvas or other lightweight material either enclosed or not enclosed in a rigid frame.

BARE BULB ILLUMINATION: **Exposed or uncovered lighting elements found on a graphic, for example, light bulbs without a cover.**

BILLBOARD: See definition of Off Premises ~~or Outdoor Advertising~~ Sign.

~~**BUILDING AND ZONING OFFICIAL.** The building and zoning official of the Village of Glen Ellyn is the enforcing officer of the Sign Code.~~

BREEZEWAY SIGN: A sign attached to the underside of a breezeway or arcade in a shopping center which identifies the establishments located therein.

~~**BUILDING FACE OR WALL:** All window and wall areas of a building in one plane or elevation.~~



Breezeway Sign

BOX SIGN, INTERNALLY ILLUMINATED: An internally illuminated sign in the shape of a rectangle or square.

COMMON PROGRAM SIGN: A uniform flag or projecting banner associated with a program or initiative sponsored or facilitated by a governmental entity, community service organization or educational, religious or charitable organization.

COMMUNITY SERVICES ORGANIZATION: A not for profit entity or corporation whose principal purpose is to provide services, financial assistance or personnel which benefit the residents of the Village of Glen Ellyn.

COPY: The wording or symbols on a sign surface, either in permanent or changing letter form.

DEVELOPMENT: An area of land sharing common elements such as access drives, parking and stormwater facilities and constructed as a unified site.

DOUBLE-SIDED SIGN: A sign with two (2) distinct faces, each designed to be viewed from separate directions.

DRIVE-THRU CANOPY INFORMATIONAL SIGNAGE: Signs placed on the canopy of drive-thru establishments intended to guide traffic and provide instructional information to motorists such as OPEN, CLOSED and CLEARANCE and including no advertisements. *(moved from exempt signs)*

ELECTRONIC IDENTIFICATION SIGN: An electronic sign constituting the main establishment identification signage which may include the name or other generally recognizable symbol or logo of an establishment not including ELECTRONIC MESSAGE BOARDS.

~~ELECTRONICALLY VARIABLE MESSAGE SIGN (ELECTRONICALLY VARIABLE MESSAGE):~~ See definition of Changing Sign (Automatic).

ESTABLISHMENT: An individual business, institution or activity that occupies a portion of a building **and** has its own exterior **public** entrance ~~into the building~~ **accessible from ground level.** ~~and which has frontage on at least one public street.~~

ESTABLISHMENT FRONTAGE: The linear length of the principal building frontage of an establishment **oriented towards the front property line.** ~~Walls which abut loading areas and service drives exclusively shall not be included in establishment frontage.~~

EXTERNAL ILLUMINATION. Illumination of a sign that is affected by an artificial source of light not contained within the sign itself, but not including silhouette lighting.

FESTOON LIGHTING: A group of two (2) or more bulbs hung or strung ~~overhead~~ on a building or structure, ~~which are exposed to persons on a public right-of-way, or~~ which are not shaded or hooded to prevent the direct rays of light from being visible ~~at the property line.~~

FLASHING SIGN: Any sign, exclusive of “**message board (electronic)**” ~~changing sign (automatic)~~ on which illumination intermittently flashes off and on in whole or in part, or which includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source.

FREESTANDING SIGN: A sign erected on a freestanding frame, mast or pole **or supported by the ground** and not attached to any building, **including but not limited to** ~~For purposes of this Chapter, “detached signs”, “ground signs”, or “freestanding sign”~~ “monument signs” **and “pole or pylon signs”.** ~~shall be synonymous. All freestanding signs shall be “monument” or “ground mounted” in design.~~

ILLUMINATED SIGN: Any sign which emanates or receives light. Light may be transmitted internally through the sign face, ~~or~~ be illuminated externally, or **illuminated** by indirect light. ~~exposed tubing or lamps.~~

~~INCIDENTAL SIGN:~~ A sign, incidental to the principal signage goods, prices, services, products or facilities ~~which are on the premises. For purposes of this Chapter, “accessory sign” and “incidental sign” shall be synonymous.~~

INDEXING SIGN: A sign that has a series of triangular vertical sections that turn or stop, designed to show three (3) messages in the same area.

INDIVIDUAL LETTER WALL SIGN: Any sign made of individual letters that is mounted **directly** on the face of a building.

~~INSTITUTIONAL SIGN: A primary sign incorporating the name, address, or information referring exclusively to governmental, educational, charitable or religious institutions.~~

INTERNAL ILLUMINATION. A light source that is concealed or contained within the sign and becomes visible in darkness through a translucent surface.

~~INTERNALLY ILLUMINATED BOX SIGN: An internally illuminated sign in the shape of a rectangle or square.~~

~~LOT FRONTAGE-STREET:~~ The **combined** length of the **front and any corner side yard property lines.** property frontage of any one premises parallel to and adjoining each right of way it borders, excluding alleys.

~~CANOPY OR MARQUEE SIGN: A permanent roof like structure containing signage and projecting from a building extending from part or all of a building, and constructed of a metal framework that provides protection from the elements. with an acceptable covering. Also known as a canopy sign.~~



Marquee Sign

MARQUEE AREA: The total surface area of a marquee excluding the top and bottom surfaces.

MENU BOARD: A permanent sign which functions to list items or show pictures of items for sale at a drive-thru and which is intended to be visible by motorists placing orders from their vehicles.

~~MESSAGE BOARD CHANGING SIGN (ELECTRONIC):~~ A sign such as an electronic or electronically controlled public service time, temperature or date sign, message center or reader board, where different copy changes are shown at timed intervals as ~~specified~~ **regulated** in Section 4-5-14 of this Chapter.

~~MESSAGE BOARD CHANGING SIGN (MANUAL CHANGING):~~ A sign on which copy is changed manually in the field, i.e., reader boards with changeable letters or changeable pictorial **images** patterns.

~~MONUMENT SIGN GROUND MOUNTED SIGN:~~ A sign for which the base/supports are one hundred percent (100%) (on all sides) in contact with the ground **and the width of the base is at least equal to the width of the sign face.**

MULTIFAMILY DWELLING SIGN: A sign identifying ~~the name and address of~~ a multifamily building, other than a senior facility, consisting of three (3) or more dwelling units including apartments and condominiums, which may contain the name and contact information of the management company and associated information.

MULTI-TENANT SIGN: A sign that serves as a common or collective sign for buildings with two (2) or more ground floor establishments located on the same lot or in the development which may contains the name of the development and/or information about one or more of the establishments located therein.

~~MUNICIPAL SIGN: Sign of a duly constituted municipality, as defined in the Illinois Municipal Code. and as regulated in Section 4-5-6 of this Chapter.~~

MUNICIPAL INFORMATIONAL DIRECTORY SIGNS: Municipal signs providing information about products, activities, services and amenities available within the Village which may include, maps, store directories, historic district signs, and other educational or informational signage.

MUNICIPAL REGULATORY AND DIRECTIONAL SIGNS: Signs including **vehicular or pedestrian** traffic signs or other similar regulatory devices, directional signs, ~~Glen Ellyn historic district signs, historic markers,~~ legal notices, and other informational, instructional or regulatory signs pertaining to health, hazards, parking, dumping and such emergency or non-advertising signs.

NAMEPLATE: A **small wall mounted** non-electronic sign identifying only the **business or name and occupation or profession** of the occupant of the premises on which the sign is located. If any premises includes more than one **business or** occupant, nameplate refers to all **businesses or occupants identified** as well as the name of the building and directional information ~~names and occupations or professions.~~



Nameplate

NEON SIGN: A sign in which an inert gaseous chemical element is contained in a glass tube and **which may be bent to form letters, symbols or other shapes.**

NONCOMMERCIAL SPEECH SIGN: A sign whose primary purpose is not to direct attention to a business, development, institution, good, product, or service located on the premises or for sale and which is typically of political, religious or ideological nature.

NONCONFORMING SIGN (LEGAL): Any sign which was lawfully erected and maintained ~~or granted by variation~~ prior to enactment of this Code and which fails to conform to all applicable regulations and restrictions of this Code.

NONRESIDENTIAL ESTABLISHMENT SIGN: A sign identifying an establishment other than a residential establishment such as a business, institutional, private recreational, office, or service establishment or any associated products, facilities or services located on the site.

~~OFF-PREMISES OR OUTDOOR ADVERTISING SIGN:~~ Outdoor advertising sign which advertises goods, products or services not sold or provided on the premises on which the sign is located. ~~For the purposes of this Code, the terms “billboard”, “off premises sign” and “outdoor advertising sign” may be used interchangeably. There are three (3) main types:~~

- ~~(A) Poster panel or bulletin normally mounted on a building wall or freestanding structure, with advertising copy in the form of posted paper.~~
- ~~(B) Multi-faced sign—same as above and alternating advertising messages on the one display area.~~
- ~~(C) Painted bulletin where the advertiser’s message is painted directly on the background of a wall-mounted or freestanding display area.~~

OFFICE COMPLEX: A continuous area of land and any **office buildings or** structures thereon, under single ownership or operated under a single **entity** ~~direction,~~ with **more than one** at least three (3) separate firms or **business** ~~whose offices are used for administrative, professional, or research oriented activities.~~

OFFICE COMPLEX DIRECTORY SIGN: A sign identifying the offices **or other businesses** located in an office complex.

~~ON PREMISES SIGN:~~ Any sign identifying or advertising a business, person, activity, goods, products or services located on premises where the sign is installed and maintained.

ORDER CONFIRMATION SIGN: A sign displaying items, prices and total cost of a single transaction or purchase made at a drive-thru facility. *(moved from exempt signs)*

OWNER: A person recorded as such on official records. ~~and including a duly authorized agent, purchaser, tenant lessee or devisee, or any person having a vested or contingent interest in the property in question.~~

PARAPET OR PARAPET WALL: ~~A portion of a building wall that rises above the roof level.~~ **A wall-like barrier at the edge of a roof that extends above the roof surface and which may be an extension of the exterior building wall or a continuation of a vertical feature beneath the roof.**

PARK SIGN: A sign identifying a public park or any public recreational facilities located thereon.

POLE OR PYLON SIGN: A freestanding sign that is permanently supported in a fixed location by a mast or pole that has width less than the width of the sign face and which is not supported by a building, base structure or end piers.

POLITICAL CAMPAIGN SIGN: A sign referring to a candidate or issue subject to public election. ~~or a noncommercial interest of public concern.~~

PORTABLE SIGN: A sign which is not intended to be permanently attached to a structure or to the ground, but can be moved or is intended to be moved from one location to another.

PREMISES (SITE): ~~An area of land with its appurtenances and buildings.~~

PRIMARY SIGN: ~~A sign that serves as and constitutes the principal signage to the property, site or establishment on which the sign is located and pertains to property, site or establishment identification, indicating either the name and address thereof, the major enterprise or principal product offered for sale on the premises, or a combination of these.~~

PRIVATE PARKING LOT SIGN: A sign located in a private parking lot intended to regulate traffic or parking and which may denote time limits or other legal responsibilities. Such signs may include, but not be limited to towing and no trespass signs. ~~Private parking lot traffic regulatory sign and sign denoting time limits or legal responsibilities, (struck out portion taken from exempt signs)~~

PROJECTING SIGN: Any sign other than a wall, awning, marquee or breezeway sign which is suspended from or supported by a building or wall **and not in the same plane as the wall.** ~~and which projects more than twelve inches (12") from the building or wall. Any such sign suspended under a canopy, porch, walkway covering or similar covering structure and in place approximately perpendicular to the wall of the adjoining building shall not be deemed a projecting sign.~~



Projecting Sign

PUBLIC REGULATION SIGN: Any notice or warning sign required by a valid and applicable federal, state or local law, regulation or resolution or used by a public body for the control of traffic, parking, legal notice, information or direction required by such bodies, but not including establishment identification signs. **(moved from exempt signs).**

REAL ESTATE SIGN: A sign indicating the sale, lease or rental of the parcel, structure or establishment on which the sign is located.

RESIDENTIAL DEVELOPMENT SIGN: A sign identifying a single-family detached, single-family attached or senior residential development. ~~by name, trademark or other readily recognized symbol.~~

ROOF SIGN: A sign erected on ~~and~~ or extending above the roofline or parapet of any building or structure.

~~ROOFLINE: Either the edge of the roof or the top of the parapet, which forms the top line of the building silhouette.~~

~~SHOPPING CENTER: A continuous area of land under single ownership or operating under a single direction, developed for retail commercial purposes and occupied by at least five (5) separate ground floor establishments.~~

~~SHOPPING CENTER IDENTIFICATION SIGN: A sign identifying a shopping center and one or more establishments located therein.~~

SIGHT TRIANGLE: A triangle formed by extending the lot lines at a street intersection thirty (30) feet in each direction and connecting the extended lines using a straight path.

SIGN: Any identification, description, illustration or device illuminated or non-illuminated ~~which is visible from any public place or is located on private property and exposed to the public and~~ which directs attention to **or provides information about** a product, service, place, activity, person, institution, businesses **or** and solicitation, including any permanently installed or situated merchandise or any emblem, ~~painting, banner, pennant, placard or temporary sign designed to advertise, identify or convey information. For purposes of removal, signs shall also include all sign structures.~~ **An object in the shape of a product is considered a sign.**

~~AREA OF SIGN AREA: The total area of exposed surface within a continuous perimeter enclosing the extreme limits of characters, lettering, illustrations, ornamentations, or other figures~~ **of the sign**, together with any material, or color used as an integral part of the display or to differentiate the sign from the background. **Where a base or frame is used as an integral part of the sign structure such elements shall not be included in the sign area unless lettering or graphics are located thereon. More information about how to calculate sign area can be found in Section 4-5-13.**

~~SIGN FACE: FACE OF SIGN:~~ The entire area of the sign on which copy could be placed.

SIGN INCORPORATING MOVEMENT: Any turning, rotating, swinging or other motion or simulated action of a sign or signpost.

SIGN STRUCTURE: Any structure which supports, has supports or is capable of supporting a sign including decorative cover.

SILHOUETTE ILLUMINATED BACK-LIT SIGN: A sign that is illuminated by casting or reflecting light behind the sign so as to create a silhouette or halo around the outer perimeter of the sign. Sometimes referred to as a “halo” sign.



Silhouette Illuminated Sign

SPECIAL EVENT SIGN: A temporary sign authorized by Section 4-5-7 of this Chapter to promote an event, sale or other special activity.

TEMPORARY SIGN: A sign which is not permanently affixed such as real estate and construction signs, banner signs, flags ~~(not intended to include flags of nations)~~ and other similar devices, and other signs of a temporary nature, as regulated in Section 4-5-6 and 4-5-7 of this Chapter.

TRAFFIC DIRECTIONAL SIGN: A sign which directs traffic movement into or within a site. *(moved from exempt signs, previously referred to as “private traffic direction sign”)*

UNLAWFUL SIGN: A sign which violates this Chapter.

~~USUALLY SHAPED SIGN: A sign of unusual shape shall be considered a double faced sign and the area of the sign shall be computed as one half (1/2) of the total of the exposed surfaces.~~

VIDEO DISPLAY SIGN: An electronic sign that displays motion or pictorial images and which may include the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes.

WALL SIGN: A sign attached or erected against the wall of ~~the~~ a building with the sign face in a parallel plane to the plane of the building. ~~wall and not extending above the building face or parapet.~~

WINDOW SIGN: A sign installed **on** inside **or near** a window for purpose of viewing from outside the building.

4-5-4: GENERAL STANDARDS AND DESIGN CRITERIA

~~The construction and structural components of~~ All signs shall be **constructed and maintained** in conformance with the following general provisions:

- (A) Corner Lots: Signs located within **the** thirty foot (30') ~~of the lot corner formed by the intersection of any street lines or any other~~ sight triangle must be constructed and maintained in such a manner that clearance is maintained from three feet (3') to eight feet (8') from ground level.
- (B) Electrical Requirements: All signs in which electrical wiring and connection are required shall conform to the applicable provisions of the ~~Glen Ellyn~~ Electrical Code **adopted by the Village of Glen Ellyn**. Conductors for all illuminated signs shall be enclosed in rigid conduit **or enclosed in poles** ~~or other approved~~ raceways and be controlled with an external disconnect located at the sign. **In no case shall the wiring be exposed to the view of the public.** ~~all sign circuit conduit shall be concealed from public view, where possible;~~
- (C) Framework: All signs shall be designed so that all framework for the lateral support of the sign other than **the supporting base, poles or end piers of** ~~for~~ a freestanding sign shall be contained within or behind the face of the sign or within the structure of the building to which it is attached, in such a manner as to not be visible from public view.
- (D) Glass Requirements: **All glass forming a part of any sign shall be designed to resist a ninety (90) mph three (3)-second gust wind speed and shall have safety glazing where subject to impact loads or placed in a hazardous location in accordance with the standards and regulations in the Building Code adopted by the Village.** ~~Any glass forming a part of any sign shall be heavy safety glass, a minimum of one fourth inch (1/4") in thickness. Any single piece of pane of glass that exceeds three (3) square feet shall be wired glass.~~
- (E) Illumination: Signs may be **externally illuminated, internally illuminated, silhouette illuminated or otherwise illuminated unless expressly stated otherwise in this Code.** ~~by means of external light sources, a light source contained within the sign and visible through a translucent surface or by neon tubing, with such illumination complying with the following regulations~~ **The illumination of signs shall comply with the following regulations:**
 1. Signs in the CR, C5A and any residential zoning districts shall only be externally illuminated.
 2. Illumination shall not be used for decorative, advertising or attention getting purposes, except that incidental lighting may be provided to aid in the identification of the address and the entrance location. **This requirement applies to all signs including awning and marquee signs** ~~A canopy or marquee structure shall not be illuminated from an internal source or from a ground or pole~~

Attachment: Draft 011414 Blackline (NO. 6213 : Sign Code)

~~mounted source. The illumination may come from an attached light source. The average horizontal illuminance under a canopy or marquee, including all direct, decorative, architectural and signage lighting, shall not exceed sixty (60) foot-candles measured at sixteen feet (16') below the canopy or marquee or at grade, whichever is the higher elevation, and shall not exceed thirty (30) foot-candles measured perpendicular to the face of the canopy or marquee from a distance equal to the narrowest dimension.;~~

3. Brightness Limitation: In no instance shall the lighting intensity of any sign, whether resulting from internal illumination or external illumination, exceed the **following illumination intensity**:
 - (a) **Fifty (50) foot-candles** ~~Thirty (30) foot-candles~~ measured perpendicular to the face of the sign from a distance equal to the narrowest dimension of the sign; or
 - (b) One foot-candle on the adjoining residential property lot line closest to the sign, measured three feet (3') above the surface of the ground;
 4. Constant: Illumination shall be constant in intensity and color and shall not consist of blinking, flashing, animated or scintillating lights **including externally illuminated signs which shall be illuminated only with steady and stationary light sources.** Time and temperature signs are considered **electronic message boards** ~~changing signs (automatic)~~ and shall not be considered flashing signs;
 5. Nonglaring: **Whenever an external artificial light source is used to illuminate a sign, the illumination source shall be located, shielded, and directed so as not to be directly visible from any public street and shall be so designed, located, shielded and directed so as to illuminate only the sign face and to prevent the casting of glare or direct light upon adjacent property or streets.** ~~The light from any illuminated sign shall be so shaded, shielded or directed that the light intensity will not cause glare to surrounding areas, including adjacent public rights-of-way;~~
- ~~Maximum Exposed Lighting: No exposed reflecting type bulb or incandescent lamp which exceeds fifteen (15) watts shall be used in any sign;~~
6. No Traffic Hazards: Neither the direct nor reflected light from light sources shall create a traffic hazard for, or confuse operators of motor vehicles, or in any way interfere with the driver's view of approaching, merging or intersecting traffic;
 7. **Marquee sign** ~~All luminaries shall be the cut off type with horizontally mounted flat lenses that do not extend below the marquee ceiling. with opaque tops and sides that completely block passage of light and extend downward vertically below the lowest point of the illumination source. Prismatic and drop lenses are prohibited. Illuminance shall be measured by including all on-site manmade sources.~~
 8. Projecting Light Fixtures: Gooseneck reflectors or arms projecting from the sign surface mounted with lights for the purpose of illuminating the sign shall be permitted for wall and freestanding signs, except that fixtures shall not project **more than two feet (2') over into the public right-of-way and a minimum clearance of seven feet six inches (7'6") must be maintained beneath the fixture.**

- (F) Letters to Be Secured; All letters, figures, characters or representations which are attached or superimposed on any sign shall be safely and securely built or attached to the sign structure.

- (H) Obstruction To Ventilation: No sign shall be constructed or maintained so as to obstruct any window surface required for ventilation by an applicable Code of the Village of Glen Ellyn.
- (I) Obstructions to Doors, Windows or Fire Escapes: No sign shall be constructed or maintained so as to obstruct **or obscure the visibility of** any fire escape, required exit, or window or door opening used as a means of egress. No sign shall be attached to a standpipe or fire escape.
- (J) Sign in **or over the** right-of-way: No sign, except a:
- a. **Public Regulation Sign;**
 - b. Municipal Sign;
 - c. **Awning Sign;**
 - d. **Marquee Sign;**
 - e. **Projecting Sign;**
 - f. **Light pole banners approved by the Village;**
 - g. **Common Program Sign; or**
 - h. **Special Event Sign** as authorized in this Code;

shall be placed on or extend into or over any public right-of-way or municipal property. Awnings and projecting signs are permitted to project ~~beyond the property line but~~ not closer than two feet (2') to the curb line. ~~A Wall, or Special Wall Sign as described in Section 4-5-12(E)4, as authorized in this Code may extend into or over any public right-of-way or municipal property. An awning or Common Program Sign as authorized in the Code may extend into or over any public right-of-way.~~ **The Village may, without prior notice, remove any sign unlawfully placed on public right-of-way.**

- (K) **Sign Projection:**
- a. Wall signs shall not extend more than twelve inches (12") from the wall or structural members to which they are attached or extend beyond the top or ends of the surface of the wall to which are attached.
 - b. Projecting signs may ~~project extend~~ no further than ~~two feet eight inches (2'8")~~ **four feet (4')** from the **building** wall.
- (L) Sign To Not Obstruct Vision: No sign shall be **installed** ~~placed~~ or constructed which obstructs vision or access in a manner that creates **a** dangerous conditions.
- (M) Sign To Not Constitute Traffic Hazards: In order to obtain and secure traffic safety, no sign shall be erected or maintained in such a manner as to be likely to interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device, or interfere with, mislead, ~~or~~ confuse traffic **or detract from the effectiveness of any traffic control device** as determined by the Chief of Police. Accordingly, no sign shall make use of the words "stop", "go", "look", "slow", "danger", or other similar word, phrase, symbol or character, or employ any red, yellow, orange, green or other colored lamp in such a manner as to interfere with, mislead or confuse traffic.
- (N) **Compliance with Building Code:** Any sign ~~or advertising structure,~~ as defined in this Code, shall be designed and constructed **in accordance with the standards and regulations in the Building Code adopted by the Village.**
- (O) Wind Pressure and Dead Load Requirements: ~~be the standards established by the BOCA basic/national building Code/1984 article 9, structural loads and stresses (as amended) or other provisions of this Code.~~

All permanent signs and the attached mounting shall be capable of withstanding a ninety (90) mph three (3)-second gust wind speed and of receiving dead loads based on the actual weight of the structure.

- (P) **Fire Resistance:** All permanent signs shall be constructed of fire resistant materials.
- (Q) **Minimum Clearance:** A minimum seven foot six inch (7' 6") vertical clearance must be maintained between any sign and walkway, except as otherwise permitted in Section 4-5-6 for Common Program Signs where a minimum clearance of seven feet (7') must be maintained beneath the sign support structure.

- (R) **Maintenance Required:** The owner of a sign and the owner of the premises on which such sign is located shall be jointly and severally responsible required to maintain the sign including its illumination sources, at all times in compliance with all applicable Codes and Ordinances in a safe and secure condition, in a neat and orderly condition and in good-working order, and to prevent the development of any rust, fading, corrosion, rotting or other deterioration in the physical appearance or safety of such sign. Signs constructed from wood shall be maintained to prevent wood rot or de-lamination of wood plies. Rotted or de-laminated wood signs shall be removed or replaced. The premises around freestanding signs shall be kept clean and free of all rubbish and weeds. No signs or sign structure shall have any nails, tacks, wires or sharp metal edges protruding therefrom. in a neat, safe and attractive condition. The sign and sign supports must be kept painted to prevent rust, rot or deterioration. If the sign is illuminated, the source of illumination shall be kept in a state of safe working order at all times.

- (P) **Freestanding Signs:**

1. **Material:** Freestanding signs shall be constructed of noncombustible or limited combustible materials, according to the **Building Codes adopted by the Village**, standards established by ASTM standard reference number E136-82, if electrical devices are placed on or in the signs.
2. **Structural Requirements:** Freestanding signs shall be designed and constructed in accordance with the standards established by the ~~BOCA basic/national building Code/1984, article 9, structural loads and stresses.~~ **Building Codes adopted by the Village.**

~~Signs in the CR, R0, R1, R2, R3, R4 and R5 zoning districts must have a minimum setback of ten feet (10') from each lot line. Except as otherwise noted in this Code, sign may extend to the property line, no sign shall be located less than fifty five feet (55') from the centerline of Roosevelt Road.~~

3. **Location.** Freestanding signs must maintain a minimum setback of five feet (5') from each property line.
4. **Sign Spacing.** No freestanding sign shall be located closer than thirty feet (30') to any other freestanding sign unless the Planning and Development Director determines such spacing to be impossible or impractical.
5. **Number.** A maximum of one freestanding establishment sign shall be permitted per property or development, except as otherwise expressly permitted herein for multi-tenant signs.
6. **Base Height.** The base of a monument sign shall not be greater than five feet (5') in height.

7. **Support Material.** The material of the support structure shall match the primary material of the front building façade.
8. **Landscaping.** A landscape area equal to two (2) square feet for each square foot of signage is required around the base of all freestanding signs. The landscaped area shall contain living landscape material consisting of shrubs, perennial ground cover plants or a combination of both.

- (Q) **Noncommercial Speech:** Any sign that can be displayed under the provisions of this Chapter may contain a noncommercial message.
- (R) **General Safety:** Notwithstanding any other provision of this Chapter, no sign shall be constructed or maintained in any area or in any manner so as to create a nuisance or a threat to the public safety and welfare as determined by the Planning and Development Director.

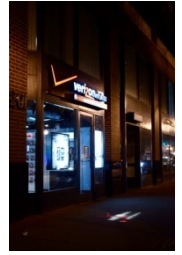
4-5-5: PROHIBITED SIGNS

The following signs are specifically prohibited:

- (A) **Abandoned sign in accordance with Section 4-5-17.**
- (B) Attention getting devices, except for balloon displays, **special event signs, public regulation signs and municipal signs** –as authorized pursuant to ~~subsection 4-5-6(D) of this Chapter, special event signs~~ banner signs as authorized pursuant to Section 4-5-6 and 4-5-7. of this Chapter
- (C) **Bare bulb illumination (except as permitted in subsection E below)**
- (D) **Electronic identification signs.**
- (E) Festoon lighting (except in the C5A and C5B zoning districts in accordance with the following):
1. All such lights shall be white in color, except as otherwise allowed in association with permitted holiday decorations.
 2. Such festoon lighting shall not blink, flash or otherwise change in illumination intensity.
 3. A minimum clearance of seven (7) feet **six (6) inches** shall be ~~provided~~ **maintained** between ground level and any festoon lighting.
 4. Such festoon lighting shall be maintained and operated in good working order.
 5. Such festoon lighting shall not be strung across vehicular access drives, between buildings or in any location where it is the opinion of the Fire Chief that such lights may interfere with emergency operations.
 6. Bare bulbs shall be kept a safe distance away from and shall not come in contact with any combustible material.
 7. All festoon lighting shall conform with the applicable provisions of the Building Code.
- (F) Indexing sign;

- (G) **Internally illuminated box signs placed on a building wall.**
- (H) **Neon tube lighting or light emitting diode (LED) lighting outlining or illuminating the features of a building or structure including, but not limited to, windows.** ~~Any sign with exposed neon tubing or festoon lighting used to outline a building or other structure; and~~
- (I) **Neon signs of any type are prohibited in the C5A and C5B zoning districts.**
- (J) **Off premise sign or billboard sign,** except for municipal signs, and **special event signs** as authorized pursuant to Sections 4-5-6 **and 4-5-7.** ~~or subsections 4-5-9(C) and (D) of this Chapter;~~
- (K) **Pole or pylon sign with the exception of municipal signs and private traffic directional signs** authorized by Section 4-5-6..
- (L) **Portable sign, except on private property in the C5A and C5B zoning districts, pursuant to subsection 4-5-6(W) of this Chapter or when authorized by the Village Manager in conjunction with construction, public notification or enforcement activities.**
- ~~(M) Projecting sign;~~
- (N) **Roof sign, including all types of inflatable balloons and other temporary signs.**
- (O) **Signs attached to a tree, utility pole, light pole or light standard whether on public or private property, except as approved by the Village on Village owned light poles or standards.**
- (P) **Signs incorporating movement such as flashing signs, rotating signs, or moving signs, animated signs, signs with moving lights, search lights, or any other sign creating the illusion of movement with the exception of public regulation signs, municipal signs and electronic message boards expressly authorized herein.**
- (Q) **Signs painted directly on a building wall, roof or fence.**
- (R) **Sign which contains words, statements or pictures of obscene, indecent or immoral characters and which offends public morals or decency of the Glen Ellyn community;**
- (S) **Vehicle and Trailer Signs. Any vehicle or trailer parked on private commercial property containing any advertising, lettering, graphics, or any other writing or illustration that advertises a business, product or service that is for sale and parked so as to be visible from any adjacent roadway. Provided however that during regular business hours, any vehicle or trailer necessary for the operation or servicing of a business on a given property and which contains advertising for the associated business, may be parked on the subject property provided that the vehicle or trailer is parked within a standard marked or striped parking space and is licensed, insured and operable and is not parked in the front yard if parking is available elsewhere on the site.. Signs placed on parked vehicles for the primary purpose of attracting attention to an occupant's presence within a building or products or services that are for sale and signs resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of this Chapter are prohibited.**
- (T) **Any sign which by reason of size, location, content, color or type or illumination and which is determined to be a traffic hazard as defined in Section 4-5-4** ~~subsections (J) and (K) of this Chapter.~~

- (U) Any sign which is located on or which extends over the public right-of-way except as **expressly permitted by Section 4-5-4(J) of this Code.** ~~as otherwise permitted in this Code. This includes signs posted on trees or utility poles.~~
- (V) Any lighted sign cast ~~projected~~ onto a public or private sidewalk, street, building or other object. ~~is prohibited in the C5A and C5B zoning districts.~~
- (W) Any sign not expressly permitted by this Code is prohibited.
- (X) **Internally illuminated or electronic window signs, including but not limited to neon signs, video displays and televisions.**



Sign Cast
onto Sidewalk

SECTION 4-5-6: EXEMPT SIGNS

The following signs shall be exempt from the requirement to obtain a **sign** permit and pay fees (**unless expressly stated otherwise below or a building permit is required for associated electrical or structural work**), but shall be subject to the other provisions of this Code, including Sections 4-5-4 and 4-5-5 of this Chapter. Exempt signs shall not be included for purpose of calculating the total allowable number and size of signs on a premises. ~~Except for municipal signs and Common Program Signs no exempt signs are permitted to be placed in, or extend into or over any municipal property, public right-of-way or public easement. No~~ **exempt sign shall exceed the maximum sign height permitted in the district it is located.**

- (A) **Not visible:** A sign that is not visible from a public right-of-way or neighboring residential property.
- (B) Address Sign. Address sign not over **three (3)** ~~two (2)~~ square feet in area.
- (C) **Automatic Teller Machine (ATM) Identification Signage:** An establishment identification sign located on an ATM machine provided that the size of such sign does not exceed a total of four (4) square feet.
- (D) **Balloon Displays:** Outdoor balloon displays in the C5A and C5B central business zoning districts provided that they comply with the following:
 1. Such displays shall be limited to **two (2)** ~~one~~ bunches of no more than six (6) balloons **per bunch** for each business location.
 2. The size of each balloon shall not exceed twenty-four inches (24") in diameter.
 3. All balloon displays must be attached to the building or placed within one foot (1') of the building.
 4. Balloon displays shall only be displayed outside of the first floor of a building.
 5. A minimum five foot (5') wide clear area along all sidewalks must be maintained free from any balloon obstructions
 6. Balloons may not be attached to structures, street furniture, utility poles or signs in the public right-of-way.
 7. Balloons shall not be placed in a location which obstructs the vision of pedestrians or motorists, restricts access or creates a dangerous condition.

- (E) **Breezeway Sign:** One sign located under the breezeway of a shopping center is permitted for each establishment in the shopping center. Establishments located in a corner unit may have two (2) breezeway signs with one sign located under the breezeway of each exterior building elevation. Breezeway signs shall not exceed four (4) square feet each.

~~Under Canopy Sign: An under canopy sign shall comply with the following regulations:~~

~~Height: No under canopy sign shall hang more than 18 inches from any canopy or other structure. There shall be a minimum of 7 feet 6 inches clearance between the walkway and any such sign;~~

~~Illumination: Illumination shall be internal only within the under canopy sign;~~

~~Number: One sign located under a canopy shall be permitted for each establishment in a building. Each sign shall not exceed 4 square feet; and~~

~~Width: The width of said sign shall not exceed three-fourths of the horizontal canopy projection.~~

- (F) **Common Program Sign:** Upon written approval of the Village Manager or his or her designee, establishments in the C5A and C5B zoning districts shall be permitted to display a maximum of one flag or projecting banner sign that recognizes the establishment as participating in a program or initiative sponsored or facilitated by a governmental entity, community service organization or educational, religious or charitable organization provided that all such flags or banners throughout the C5A and C5B districts have a uniform design, size, colors and attachment/bracket system. Such signs may extend a maximum of eighteen inches (18") over the public right-of-way and must be removed upon conclusion of the program or initiative that they are associated with. A minimum clearance of seven feet (7') must be maintained beneath any sign support structures and a maximum sign area of four (4) square feet shall be permitted for the flag or banner.

- (G) **Decorations:** Decorations customarily displayed on a national, local or religious holiday, provided they are displayed for a period of not more than sixty (60) days.

(H) **Drive-Thru Canopy Informational Signage:**

- (I) **Door Sign:** Sign affixed to a door-glass which identifies the name ~~or~~ and address of the an establishment **and not exceeding two (2) square feet.**

- ~~(J) **Educational Information Sign.** A sign that provides educational information about historic activities or events, natural features, exhibits or other similar information on or about the property on which the sign is located. (Covered under miscellaneous signage)~~

- (K) **Flags:** The official flags of any nation, political subdivision, religious, charitable, public or nonprofit organization. A corporate flag can be flown only in conjunction with the flag of the United States of America.

- (L) **Garage Sale:** One sign not to exceed ~~six (6)~~ 4-square feet **is permitted to which** advertises a private garage or yard sale. The sign must be located on private property **and** can be displayed only on the days of the sale. ~~and only for a period of up to three (3) days. A garage sale sign shall not be illuminated.~~

- ~~(M) **Government Sign:** On premises sign of a duly constituted governmental entity, other than a municipality, including special district, for the control of traffic, parking, legal notice, information or~~

~~direction required by such bodies, or authorized for a public purpose by any law, statute or ordinance, but not including primary signs.~~

- (N) Light Pole Banners: ~~Motor vehicle dealerships and S~~shopping centers comprised of six and one-half (6.5)-acres or more **and motor vehicle dealerships** shall be permitted to install banners on no more than fifty-percent 50% of the light poles on their property. A maximum of two (2) styles of banners shall be permitted with no more than one banner per pole and the banners shall be secured to the pole(s) at both the top and bottom. Each banner shall have an area of no more than eighteen (18) square feet and a minimum clearance of twelve feet (12) shall be maintained between the banners and ground level. Light pole banners **signs** shall only be displayed on privately owned light standards and shall not extend over public property.
- (O) Historic Plaque: Commemorative plaque located on ~~designated~~ historic structure **officially designated as such by the Village or other non-profit or community service organization.**
- ~~(P) Interior Sign: Sign located within the interior of any building which is not visible from the public right-of-way.~~
- (Q) Memorial Sign: Memorial sign or tablet **indicating the** ~~or~~ name of a building and/or date of **construction** ~~erection~~ when cut into any masonry surface or otherwise **made** an integral part of the structure whether **made of** bronze, aluminum or other noncombustible material.
- (R) Menu Boards: Drive-thru businesses shall be permitted to display no more than three (3) menu boards the area of which shall not exceed sixty (60) square feet each. To the extent possible, menu boards shall be oriented so that the sign face is not visible from the public right-of-way or any adjacent residential property. A sign permit is required for a menu board.
- (S) Miscellaneous Information: Informational or instructional signage not including any business names, logos, emblems or other advertisements where the height of the lettering does not exceed four inches (4").
- (T) Municipal Informational Signs: Municipal informational signs with the exception that any electronic message boards must comply with the provisions in Section 4-5-15.
- (U) Municipal Regulatory and Directional Signs: **Municipal regulatory and directional** signs approved by the Village ~~Manager-Administrator~~ or his designee for safety purposes or by the Village Board.
- (V) Nameplate: ~~Professional or occupational~~ Nameplates **that do not to exceed** two (2) square feet in area **and that are** ~~and to be~~ directly fastened to a building **including signage for** ~~This includes~~ home occupations as defined in the Zoning Code. **Where more than one business is located in a building such information must be consolidated on one common nameplate. The total square footage permitted for the common nameplate may be increased an additional two (2) square feet for each additional business above one located in the building provided that the total area of the nameplate sign does not exceed six (6) square feet.**
- ~~(W) No Trespassing Sign: No trespassing or and dumping sign that does not to exceed six (6) two (2) square feet in area. No and not more than two (2) no trespassing total signs shall be permitted per property lot. No trespassing signs may not be illuminated.~~
- (X) Noncommercial Speech: Noncommercial speech signs are only permitted on private property and may be placed on a property only with the approval of the property owner. The total area of

noncommercial speech signage on a property shall not exceed thirty two (32) square feet. Corner lots may have two (2) such signs, with one sign facing directed toward each street frontage. Noncommercial speech signs shall not be illuminated.

- (Y) **Order Confirmation Sign:** ~~A sign displaying items, prices and total cost of a single transaction or purchase made at a drive thru facility.~~ The total area of any advertising on an order confirmation sign shall not exceed two (2) square feet. *(struck out portion moved to definitions)*
- (Z) **Political Campaign Sign:** **The total area of** political campaign signs, announcing candidates seeking office or political issues, shall not exceed a total of thirty two (32) square feet for each **property premises.** Corner lots may have two (2) such signs, with one sign facing **directed toward** each street frontage. **Political campaign signs are only permitted on private property and may be placed on a property only with the approval of the property owner.** ~~These signs shall be confined within private property.~~ **Political campaign signs shall not be illuminated.**
- (AA) **Portable Sign:** One portable sign may be located on a private sidewalk for ground floor establishments in the C5A and C5B zoning districts provided that a five (5) foot area is maintained on the sidewalk free of any obstructions. Permission may be granted by a property owner to allow businesses located above or below a ground floor establishment to also use the sign. Portable signs are only permitted to be displayed when the associated business or businesses are open and shall not exceed six (6) square feet in area and four (4) feet in height. Portable signs are not allowed in the public right-of-way and shall not be illuminated.

~~Portable Sign: This sign is only allowed in the C5 zoning district. The sign is allowed only when the business is open and shall comply with the following regulations:~~

- ~~1. Area: Sign area shall not exceed six (6) square feet;~~
- ~~2. Height: Sign height shall not exceed four (4) feet in height.~~
- ~~3. Number: A single sign may be erected at a major entrance to the business but not at more than two different entrances; and~~
- ~~4. Setback: The sign shall be located only on the private property of the business and not in the right-of-way.~~

- (BB) **Private Parking Lot Sign:** Private parking lot ~~traffic regulatory sign and sign denoting time limits or legal responsibilities, not to exceeding~~ **six (6) square feet** ~~five (5) square feet in area~~ **per sign.** **Private parking lot signs shall not be illuminated.**
- (CC) **Private Warning Signs.** Such signs shall be no more than six (6) square feet in area each, shall be limited to the number necessary to accomplish the intended purpose, and shall be illuminated only as required to accomplish such purpose. Such signs may include, but no be limited to towing and no trespass signs.
- (DD) **Public Regulation Signs:** ~~Any notice or warning sign required by a valid and applicable federal, state or local law, regulation or resolution or used by a public body for the control of traffic, parking, legal notice, information or direction required by such bodies, but not including establishment identification signs.~~ *(moved to definitions)*
- (EE) **Railroad Sign:** Warnings at railroad crossings.

(FF) ~~Real Estate Sign: Sign advertising property for sale or lease. The sign~~ **Real estate signs** must be located entirely within the property to which the sign applies ~~and. The sign must be removed within seven (7) days after the sale, rental or lease has been accomplished. No more than one such sign is permitted per lot, except corner lots may have one sign per street front. Real estate sign shall not exceed five feet (5') in height.~~ **Real estate signs shall not be illuminated.**

a. **Detached single family, attached single-family and two family properties** ~~On residential lots sign,~~ may have **one real estate sign with** an area not exceeding six (6) square feet.

b. **Multi-family and nonresidential properties** ~~Lots zoned commercial shall be allowed may~~ **have** one sign with an area not exceeding **thirty two (32)** ~~sixteen (16)~~ square feet, except that corner lots may have **a maximum of two (2) thirty two (32) square foot signs with** one sign **facing directed toward each per-street frontage.**

~~Lots zoned commercial with over two hundred feet (200') of frontage shall be allowed up to two (2) signs with total a sign area not exceeding thirty two (32) square feet.~~

(GG) **Religious Symbol:** Religious symbol or commemorative plaque located on a building or **property.** ~~on grounds used for organized religious services.~~

(HH) **Scoreboard:** Scoreboard for athletic fields, **provided that no more than twenty-five (25%) of the area is used for advertising and any electronic portion thereof complies with the provisions for message boards set forth in Section 4-5-15.**

(II) **Special Event Sign:** In accordance with the provisions ~~of this Code as set forth in Sections 4-5-7. of this Chapter.~~

~~(JJ) Temporary Large Scale Development Sign: This sign is only permitted on developments with a minimum total land area of twenty (20) acres. Said sign are permitted from the time of initial on site construction until the development is ninety percent (90%) occupied. The sign shall not exceed one hundred (100) square feet of sign surface area. One such sign will be permitted for each major entrance not to exceed (2) signs for any one development. The height of such sign shall not exceed fifteen feet (15') from finished grade.~~

(KK) **Temporary Construction Signs:** One sign per construction project is permitted identifying the names of the architects, engineers, contractors and other firms or individuals involved in the project. A temporary construction sign shall not exceed thirty two (32) square feet. Corner lots may have two (2) such signs, with one ~~facing directed towards each street frontage.~~ Temporary construction signs must be located on the same site as the associated construction project, and removed prior to issuance of a certificate of occupancy, whether temporary or final. Temporary construction signs shall not be illuminated.

~~Contractor's Sign. Not more than one sign per construction project not exceeding 32 square feet. The content of such sign shall be limited to naming the architects, engineers, contractors and other firms or individuals involved with the project. The sign shall be located on the site of construction, and shall be removed prior to issuance of an occupancy permit.~~

(LL) **Temporary Developer's Sign:** One sign advertising future construction on a site shall be permitted. A temporary developer's sign shall not exceed thirty two (32) square feet. Corner lots may have two (2) such signs, with one sign ~~facing directed towards each street frontage.~~ Temporary developer's signs must be located on the same site as the associated construction

project, and removed prior to issuance of a certificate of occupancy, whether temporary or final. Temporary developer's signs shall not be illuminated.

~~Developer's Sign: One sign containing not more than 16 square feet or, on a corner lot, two signs may total 32 square feet advertising the future construction thereof. This sign shall only be permitted to be displayed after final construction approval from the Village and removed prior to issuance of a certificate of occupancy.~~

(MM) Temporary Fundraising Sign. One temporary sign advertising a fundraiser shall be permitted on a property. A temporary fundraising sign shall not exceed thirty two (32) square feet. Corner lots may have two (2) such signs, with one sign directed towards each street frontage. Temporary fundraising signs may be located a property for no more than 45 consecutive days and shall be removed with seven (7) days of the conclusion of the associated fundraiser. Temporary fundraising signs shall not be illuminated.

(NN) Temporary Hiring Signs: Temporary signs indicating that a business or other entity is hiring personnel. Such signs shall not exceed six (6) square feet in area and must be located on the same premise as the business or entity doing the hiring. Temporary hiring signs shall not be illuminated.

(OO) Private-Traffic Directional Sign: ~~Sign which directs traffic movement into or within a site. No more than two (2) one-signs shall be displayed at each entrance or exit and no more than five four (5) such signs shall be displayed on the interior of the lot. Each sign shall not exceed four (4) square feet in area and shall not exceed four (4) feet in height. In commercially zoned districts, no more than twenty five percent (25%) of each sign shall be used to advertise any business, product or service, and such signs shall contain no advertisement in residential districts. The use of standard traffic signalization (stop, yield, etc.) is not limited by this Code.~~

(PP) Window Display: Merchandise, pictures or models of products or services incorporated in a window display.

(QQ) Window Sign: Sign located on the interior **or exterior** of a display-windows in the **CR, CC, C2, C3, C4, C5 and C6** zoning districts; provided that not more than **fifty twenty five percent (5025%)** of the total window area **or not more than fifty percent (50%)** of any individual windowpane **is shall be covered Internally illuminated or electronic window signs, including but not limited to neon signs, video displays and televisions are prohibited in accordance with Section 10-5-5(X).**

4-5-7: SPECIAL EVENT SIGNS

No special event sign shall be installed outdoors except under the conditions **identified below. Special event signs shall be exempt from the requirement to obtain a permit and pay fees (except for banner signs or unless a building permit is required for associated electrical or structural work), but shall be subject to the other provisions of this Code, including Sections 4-5-4 and 4-5-5 of this Chapter. No special event sign identified below shall exceed the maximum sign height permitted in the district it is located.**

(A) Commercial Event Banner Sign: ~~An on-premises banner sign advertising or directing attention to a special product, promotion, or other commercial event may be located only in commercial districts with the issuance of a sign permit upon prior written approval by the Village Administrator or his designee in accordance with the following standards:~~

1. Application for approval shall be made by the owner or tenant of property;

2. **There shall not be more than one banner sign per lot, except that on a corner lot two (2) signs, one directed towards each street, shall be allowed;**
3. The banner sign shall be affixed **at each corner** in such a manner so ~~as the banner sign does not~~ to allow wind activation;
4. **Banner signs** ~~It~~ may be displayed for a maximum period of **fourteen (14) days;** ~~thirty (30) days;~~ and ~~must be removed within three (3) days following the event;~~
5. No entity may display a banner sign more than **three (3)** ~~two (2)~~ times a **calendar** year; **with the exception of new businesses which are permitted to display one additional banner sign advertising a grand opening;**
6. **Banner signs** ~~It~~ may not be located on or over the public right-of-way;
7. **Signage must be located on the site of the event and on property owned or controlled by the business, organization or institution hosting the event.**

(B) Special Event Sign: **Private Property On-Premises:** Special event signs, banner signs and displays for special events sponsored by governmental entities, community service organizations and educational, religious and charitable institutions are allowed in accordance with the following standards:

1. The sign must be located on property owned or controlled by the organization or institution;
2. **Such signs** ~~It~~ may be displayed for a maximum period commencing fourteen (14) days prior to, and ending three (3) days after, the scheduled event;
3. ~~The~~ Banner signs shall be affixed **at each corner** in such a manner so ~~as the banner sign does not~~ to allow wind activation;
4. ~~No on-premises special event sign~~ **Signs** shall exceed thirty two (32) square feet in **area-size;**
5. There shall not be more than one sign per lot, except that on a corner lot two (2) signs, one facing **directed towards** each street, shall be allowed;
6. No entity may display a temporary banner sign more than **three (3)** ~~two (2)~~ times a year; **except for religious institutions who shall be permitted to display such signage in conjunction with all religious holidays and events;**
8. **Signage advertising or providing direction to special events of governmental entities, community service organizations and educational, religious and charitable institutions may only be placed on private property with the permission of the property owner; and**
9. **Such signs** may not be located on or **extend** over a public right-of-way.

~~(C) Special Event Sign; Off Premise: Special event signs advertising or providing direction to special events of governmental entities, community service organizations and educational, religious and charitable institutions shall be allowed on property not controlled by the organization or institution subject to the following regulations:~~

- ~~1. Signs may only be placed on private property with the permission of the property owner. ;~~

- ~~2. Off premise special event signage may be displayed for a maximum period commencing fourteen (14) days prior to, and ending three (3) days after, the scheduled event **provided that in no case shall an off premises special event sign be permitted to be displayed for more than 45 consecutive days;**~~
- ~~3. Off premise special event signage shall exceed thirty two (32) square feet in size, and there shall not be more than one sign per lot, except that on a corner lot two (2) signs, one oriented towards each street, shall be allowed; and~~

(C) **Special Event Sign** ~~Special Event Directional Sign~~; Rights of Way: Special event directional signs, whether for governmental entities, educational, religious and charitable institutions, **or** community service organizations ~~Glen Ellyn Economic Development Corporation the Downtown Glen Ellyn Alliance~~ are allowed only upon prior written approval of the Village Manager or his or her designee, in accordance with the following standards:

1. The sign may extend on, into or over the public right-of-way or easement on the basis of need, impact on pedestrian and vehicular traffic and impact on surrounding property;
2. Such signs are limited to a total of ten (10) signs for the event;
3. Each sign shall not exceed a maximum height of three feet (3') and a maximum surface area of **six (6)** ~~four (4)~~ square feet per sign;
4. No special event directional sign may be displayed for more than one day immediately preceding the event, and the sign must be removed immediately after the conclusion of the event; and
5. A minimum five foot (5') wide open area along all sidewalks must be maintained free from any obstructions.

~~Section 4-5-10: REGULATIONS BY TYPE OF SIGN~~

Regulations not shown below with strikethrough relocated elsewhere or incorporated into table.

~~The following criteria are established for signs classified by structure and function or use. Additional regulations for certain signs appear under zoning district requirements. Permits must be obtained to erect these signs as provided in Section 4-5-15 of this Chapter.~~

~~(A) Awning Sign: All awning signs shall comply with the following regulations:~~

- ~~1. Height: Awnings shall be not less than seven feet six inches (7'6") above the walkway;~~

~~(B) Freestanding Off Premises Sign: Freestanding off premises signs are allowed on unimproved lots by means of a Special Use Permit in the C3 and C4 zoning districts providing the lots have frontage on Roosevelt Road. In addition to meeting the criteria for issuance of a Special Use in Section 10-10-14 of the Zoning Code, and the regulations for freestanding signs, off premise signs shall meet the following criteria and all applicable general standards:~~

- ~~1. Area: The maximum sign surface area of an off premises sign shall be three hundred (300) square feet. The maximum size limitation shall apply to each side of a sign or sign structure. Signs may be double faced, placed back to back or V type. The area shall be measured by the smallest square, rectangle, triangle or combination thereof which will encompass the entire sign including border and trim but excluding base, supports or other structural members;~~

~~2. Height: Not to exceed twenty five feet (25')~~

~~3. Location: All off premises signs must be located in compliance with the following regulations:~~

~~a. Nonobstruction of the Traffic Signs: No sign shall be erected in such a manner as to obscure or otherwise physically interfere with an official traffic sign or obstruct the driver's view of approaching merging or intersection traffic within one thousand feet (1,000') of such sign, signal device or point of intersecting or merging traffic;~~

~~b. Proximity to Conservation/Recreation and Residential Districts: Off premises signs shall not be located closer than one hundred feet (100') from these zoning districts;~~

~~c. Separation: No two (2) sign structures on the same side of the highway shall be erected less than one hundred feet (100' feet) apart;~~

~~d. Zoning Lot: Off premises signs must meet minimum yard and lot requirements of the zoning district in which they are located; and~~

~~4. Number: No more than one off premises sign per street frontage, per lot shall be permitted.~~

~~(C) Incidental Sign: Sign indicating products, prices, trade information or other information may be attached to the building, the primary identification sign structure or on a separate structure according to the following standards:~~

~~(D) Institutional Sign: A primary signs incorporating the name, address or information referring exclusively to governmental, educational, charitable or religious institutions shall comply with the following regulations:~~

~~1. Number: One sign, except that on a corner lot, two (2) such signs, one oriented towards each street may be allowed; and~~

~~2. Type of Sign: Either freestanding or wall sign.~~

~~(E) Multi-Family Dwelling Sign: A sign indicating the name and address of the building, and the name of management, shall comply with the following regulations.~~

~~1. Number: One sign, except that on a corner lot, two (2) such signs, one oriented towards each street, may be allowed; and~~

~~2. Type of Sign: Either freestanding or wall sign.~~

~~(F) Office Complex Directory Sign: All office complex directory signs shall comply with the following regulations:~~

~~1. Setback: No directory sign shall be located closer than forty feet (40') to any property line.~~

~~(G) Canopy or Marquee: All canopy and marquees and signs on such structures shall comply with the following regulations:~~

~~1. Height: Canopies that are located over a public place or public walkway shall not be less than nine feet (9') above the walkway;~~

2. ~~Luminaries:~~

~~(H) Projecting Sign. The sign shall comply with the following regulations:~~

- ~~1. Height: There shall be a minimum clearance of seven feet (7') between the walkway and sign;~~
- ~~2. Number: A single sign may be erected at a major entrance to the business; and~~
- ~~3. This sign is only allowed in the C5 zoning district.~~

~~(I) Permanent Large Scale Development Sign: This sign is only allowed for a development of (20) or more acres, is strictly for the purpose of identifying the development, and shall contain no commercial advertising. The sign cannot be used in conjunction with a shopping center identification sign, is allowed on ornamental entry gates and shall comply with the following regulations:~~

- ~~i. Area: Sign area shall not exceed fifty (50) square feet;~~
- ~~ii. Height: Sign height shall not exceed eight feet (8')~~
- ~~iii. Number: A single sign may be erected at a major entrance to the development, but not at more than two (2) different entrances; and~~
- ~~iv. Setback: The sign shall be setback at least thirty feet (30') from all rights of way.~~

~~(J) One primary sign per establishment conforming to the provisions herein established shall be allowed.~~

~~(K) Corner properties may have two (2) signs, the total area of which shall not exceed the allowable primary sign area.~~

~~(L) In addition to the sign area allowed for the individual businesses within a multi tenant building or shopping center, one freestanding sign, which identifies the shopping center or businesses conducted therein shall be permitted.~~

~~(M)~~

~~(N) Incidental Signs. three (3) per establishment or property, except not more than two (2) in the C5 zoning district.~~

~~(O) In addition to the area allowed for the individual establishments therein, office complexes are allowed one freestanding directory sign, which identifies the names and locations of occupants within the office complex.~~

~~(P)~~

~~(Q) Special Wall Sign: An additional wall sign may be erected adjacent to a parking lot operated by the Village of Glen Ellyn. Such a sign shall identify an establishment which is immediately accessible and has a building entrance on the parking lot. Such a sign may have a maximum size of twenty five (25%) of the allowable primary signage for that establishment.~~

~~(R) Projecting signs shall have a maximum area of four (4) square feet.~~

~~(S) Awning Signs: Letters and Area of Copy: Individual letters words or symbols may be painted or otherwise permanently affixed to the awning surface. Awning signs may be considered both primary and incidental signs. To be considered an incidental sign, the use of copy shall not exceed twenty percent (20%) of the exterior surface of the awning. If the area of copy exceeds twenty percent (20%) then the awning is considered to be a primary sign; and~~

~~Canopy signs: Letters and Area of Copy: Individual letters, words or symbols may be painted or otherwise permanently affixed to a canopy surface. Canopy signs may be considered both primary signs and incidental signs. To be considered an incidental sign, the use of copy shall not exceed twenty percent (20%) of the~~

exterior surface of the canopy If the area of copy exceeds twenty percent (20%) then the canopy is considered to be a primary sign;

4-5-8: SIGN SCHEDULE (CR AND RESIDENTIAL ZONING DISTRICTS)

The following schedule establishes the type and number of signs permitted in the CR, RE, R1, R2, R2B, R3, R4 and R5 zoning districts along with the maximum permitted area and height.

CR and Residential Districts (a)			
Sign Type	Maximum Number	Maximum Area	Maximum Height
(A) Nonresidential Establishment Signs (b)			
1. Freestanding Sign (d)	One freestanding sign per property (c)	30 square feet (c)	8 feet (c)
2. Wall Sign	One wall sign for each principle building open to the public	1 square foot per lineal foot of establishment frontage per sign not to exceed 100 square feet per sign	No maximum height
(B) Multifamily Dwelling Sign			
1. Awning Sign	One sign per development	5 square feet	Permitted on first floor only
2. Freestanding Sign (d)			5 feet
3. Wall Sign			15 feet
(C)Park Signs			
1. Freestanding Sign (d)	One freestanding sign per property	30 square feet	5 feet
2. Wall Sign	One wall sign for each principle building open to the public	1 square foot per lineal foot of establishment frontage per sign not to exceed 100 square feet per sign	No maximum height
(D) Residential Development Freestanding Sign (d)	One sign permitted for developments with 20 or more units	30 square feet	5 feet
Footnotes:			
(a) Internal and silhouette illumination prohibited.			
(b) Not including home occupation signs which are governed by the Zoning Code.			
(c) Properties with 200 or more acres may have up to two freestanding signs the area of which shall not exceed 100 square feet each and the height of which shall not exceed 10 feet.			
(d) See Section 4-5-4(R) for additional freestanding sign regulations.			

4-5-9: SIGN SCHEDULE (C2 ZONING DISTRICT)

The following schedule establishes the type and number of signs permitted in the C2 zoning district along with the maximum permitted area and height.

C2 Zoning District			
Sign Type	Maximum Number	Maximum Area	Maximum Height
(A) Nonresidential Establishment Signs (single tenant building not part of a larger development) (a)			
1. Awning Sign	Two signs per establishment, not exceeding one freestanding sign	1 square foot per lineal foot of establishment frontage per sign not to exceed 25% of the area of any one awning (b)	Permitted on first floor only, minimum 7’6” clearance
2. Freestanding Sign (c)	Corner properties may have 3 signs, not exceeding one freestanding sign and two additional signs, one each on the front and corner side building elevations	50 square feet	10 feet
3. Projecting Sign		6 square feet per sign	15 feet and below and second floor windows
4. Wall Sign		1 square foot per lineal foot of establishment frontage per sign not to exceed 100 square feet	No maximum height
5. Secondary Wall Sign	4 signs for establishments with 15,000 or more square feet	.25 square feet per lineal foot of establishment frontage for each sign, not to exceed 20 square feet each	No maximum height
(B) Nonresidential Establishment Signs (establishments in multi-tenant buildings or located in the same development as other establishments)			
1. Awning Sign	One sign per establishment, corner units may have two (2) signs, one each on the front and corner side building elevations	1 square foot per lineal foot of establishment frontage per sign not to exceed 25% of the area of any one awning (b)	Permitted on first floor only, minimum 7’6” clearance
2. Projecting Sign		6 square feet per sign	15 feet
3. Wall Sign		1 square foot per lineal foot of establishment frontage per sign not to exceed 100 square feet	No maximum height
4. Secondary Wall Sign	4 signs for establishments with 15,000 or more square feet	.25 square feet per lineal foot of establishment frontage for each sign, not to exceed 20 square feet each	No maximum height
(C) Multi-Tenant Sign			
1. Properties with less than 300 feet of lot frontage (c)	One freestanding Sign	50 square feet	10 feet
2. Properties with between 300 feet and 600 feet of lot frontage (c)	One freestanding Sign	65 square feet	10 feet
3. Properties with 600 feet or more of lot frontage(c)	Two freestanding Signs	65 square feet, second sign shall not exceed 50 square feet	10 feet
(D) Park Signs (d)			
1. Freestanding Sign (c)	One freestanding sign per property and one projecting or wall sign for each principle building open to the public	50 square feet	10 feet
2. Projecting Sign (e)		6 square feet	15 feet
3. Wall Sign		1 square foot per lineal foot of establishment frontage not to exceed 100 square feet	15 feet
Footnotes:			

- (a) Total combined sign area shall not exceed 120 square feet for an interior lot and 150 square feet for a corner lot.
- (b) The total combined area of all letters and symbols on all of an establishment's awnings shall be considered the sign area.
- (c) See Section 4-5-4(Q) for additional freestanding sign regulations.
- (d) Only external illumination permitted.
- (e) Shall not be internally illuminated.

4-5-10: SIGN SCHEDULE (C3, C4 AND C6 ZONING DISTRICTS)

The following schedule establishes the type and number of signs permitted in the C3, C4 and C6 zoning districts along with the maximum permitted area and height.

C3, C4 and C6 Zoning Districts			
Sign Type	Maximum Number	Maximum Area	Maximum Height
(A) Nonresidential Establishment Signs (single tenant building not part of a larger development) (a)			
1. Awning Sign	Two signs per establishment, not exceeding one freestanding sign	1 square foot per lineal foot of establishment frontage per sign not to exceed 30% of the area of any one awning (b)	Permitted on first floor only, minimum 7'6" clearance
2. Freestanding Sign (c)	Corner properties and through lots, may have three (3) signs, including one freestanding sign and two additional signs, one each on the front and corner side building elevation	50 square feet	15 feet
3. Wall Sign		1 square foot per lineal foot of establishment frontage for each sign not to exceed 100 square feet	No maximum height
4. Secondary Wall Sign	4 signs for establishments with 15,000 or more square feet	.25 square feet per lineal foot of establishment frontage for each sign, not to exceed 20 square feet each	No maximum height
(B) Nonresidential Establishment Signs (establishments in multi-tenant buildings or located in the same development as other establishments)			
1. Awning Sign	One sign per establishment, corner units may have two (2) signs, one each on the front and corner side building elevation	1 square foot per lineal foot of establishment frontage per sign not to exceed 30% of the area of any one awning (b)	Permitted on first floor only, minimum 7'6" clearance
2. Wall Sign		1 square foot per lineal foot of establishment frontage for each sign not to exceed 100 square feet	No maximum height
3. Secondary Wall Sign	4 signs for establishments with 15,000 or more square feet	.25 square feet per lineal foot of establishment frontage for each sign, not to exceed 20 square feet each	No maximum height
(C) Multi-Tenant Sign			
1. Properties with less than 300 feet of lot frontage	One freestanding sign (c)	65 square feet	15 feet
2. Properties with between 300 feet and 600 feet of lot frontage	One freestanding sign (c)	80 square feet	15 feet
3. Properties with 600 feet or more of lot frontage	Two freestanding signs (c) (d)	First sign 100 square feet, second sign 65 square feet	15 feet
(D) Office Complex Sign (e)			
1. Freestanding Sign (c)	One freestanding sign per complex	50 square feet	15 feet
2. Wall Sign	One wall sign per complex	1 square foot per lineal foot of lot frontage not to exceed 100 square feet	No maximum height
(E) Residential Development Freestanding Sign (c)			
	One sign is permitted for developments with 20 or more dwelling units	30 square feet	5 feet

Footnotes:

- (a) Total combined area of all signs shall not exceed 120 square feet for an interior lot and 150 square feet for a corner lot.
- (b) The total combined area of all letters and symbols on all of an establishment's awnings shall be considered the sign area.
- (c) See Section 4-5-4(Q) for additional freestanding sign regulations.
- (d) A minimum of 200 feet must be maintained between each sign.
- (e) Permitted in C4 district only.

4-5-11: SIGN SCHEDULE (C5A AND C5B ZONING DISTRICTS)

The following schedule establishes the type and number of signs permitted in the C5A and C5B zoning districts along with the maximum permitted area and height.

C5A and C5B Zoning Districts (e)			
Sign Type	Maximum Number	Maximum Area	Maximum Height
(A) Nonresidential Establishment Signs (a)			
1. Awning Sign	One sign per establishment Corner properties, may have two (2) signs, one each on the front and corner side building elevation	.5 square feet per lineal foot of establishment frontage per sign not to exceed 25% of the area of any one awning (b)	Permitted on first floor only, minimum 7’6” clearance
2. Freestanding Sign (c) (d)		35 square feet	8 feet
3. Marquee Sign	Properties with building walls parallel or nearly parallel to the Illinois Prairie Path or Union Pacific railroad may have an additional sign along said building wall	.5 square feet per lineal foot of establishment frontage per sign not to exceed 50% of marquee area	Permitted on first floor only, minimum 7’6” clearance
4. Projecting Sign (f)		6 square feet per sign	15 feet and below any second floor windows
5. Wall Sign		.5 square feet per lineal foot of establishment frontage per sign not to exceed 60 square feet	C5A – 15 feet and below any second floor windows C5B - No maximum height
(B) Residential Development Identification Sign (c)			
1. Freestanding Sign (d)	One sign is permitted for developments with 20 or more dwelling units.	35 square feet	8 feet
2. Wall Sign		35 square feet	C5A – 15 feet C5B - No maximum height
(C) Park Sign – Freestanding	One per property	35 square feet	8 feet

Footnotes:

- (a) Total combined sign area shall not exceed 60 square feet for an interior lot and 75 square feet for a corner lot or lot with a building wall facing parallel or nearly parallel to the Illinois Prairie Path or Union Pacific Railroad.
- (b) The total combined area of all letters and symbols on all of an establishment's awnings shall be considered the sign area.
- (c) Permitted in C5B district only
- (d) See Section 4-5-4(Q) for additional freestanding sign regulations.
- (e) Internal illumination prohibited in C5A district and for park signs and residential identification signs in the C5A and C5B districts.
- (f) Shall not be internally illuminated.

4-5-12: SIGN SCHEDULE (I1 LIGHT INDUSTRIAL ZONING DISTRICT)

The following schedule establishes the type and number of signs permitted in the I1 Light Industrial zoning district along with the maximum permitted area and height.

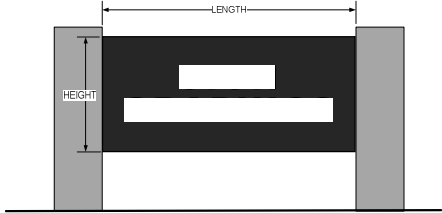
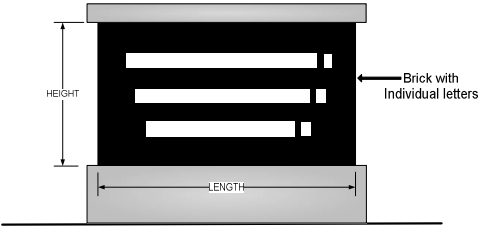
I1 Zoning District			
Sign Type	Maximum Number	Maximum Area	Maximum Height
(A) Nonresidential Establishment Signs (single tenant building not part of a larger development) (a)			
1. Freestanding Sign (b)	One per property	30 square feet	10 feet
2. Wall Sign	One per property; corner properties may have two (2) signs, one each on the front and corner side building elevations	1 square foot per lineal foot of establishment frontage per sign not to exceed 100 square feet per sign	No maximum height
(B) Nonresidential Establishment Wall Sign (establishments in multi-tenant buildings or located in the same development as other establishments)	One per property; corner properties may have two (2) signs, one each on the front and corner side building elevations	1 square foot per lineal foot of establishment frontage per sign not to exceed 100 square feet per sign	No maximum height
(C) Multi-Tenant Sign (b)	One freestanding sign	50 square feet	10 feet
Footnotes:			
a. Total combined area of all signs shall not exceed 120 square feet for an interior lot and 150 square feet for a corner lot.			
b. See Section 4-5-4(Q) for additional freestanding sign regulations.			

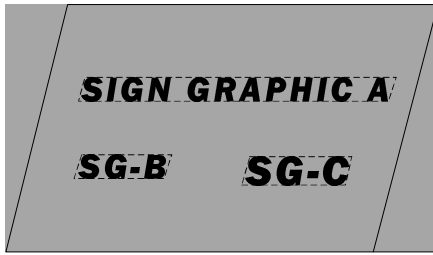
4-5-13: SIGN AREA AND HEIGHT COMPUTATIONS

(A) **Sign Area:** The area of a sign shall be computed in accordance with the following:

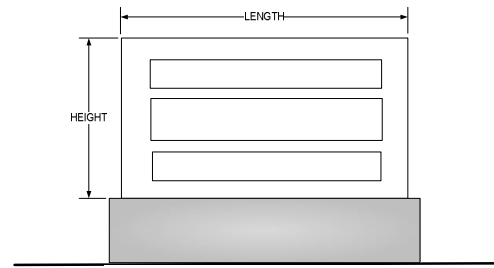
1. The area of a sign shall be measured by computing the area of the smallest polygon that can encompass all words, letters, figures, emblems, and other elements of the sign (see diagrams “a” and “e” below).
2. Any material or color used as an integral part of the display or to differentiate the sign from the surface on which it is placed shall be included in calculating the area of the sign (see diagrams “b, c, d and f” below).
3. 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 (see diagrams “c, d and f” below).
4. Only one side of a double faced sign shall be used in calculating the area of the sign provided that both faces are the same dimension, parallel to each other, and supported by the same structure.
5. When different elements of a sign are separated by a distance equal to or greater than half of the maximum height of the tallest element of the sign, such elements shall be considered separate signs (see diagram “g” below).

Examples:

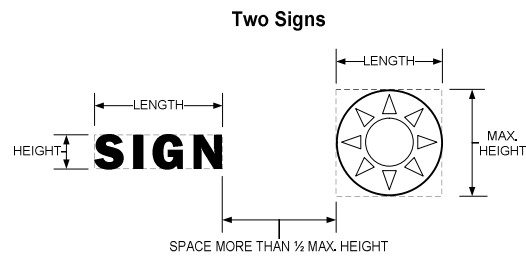
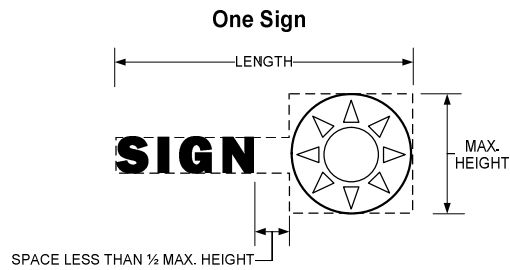
a. Individual letters/elements mounted on a building  SIGN AREA = AREA WITHIN DASHED LINES	b. Wall sign with contrasting background on building or box sign  SIGN AREA = LENGTH x HEIGHT
c. Freestanding sign  SIGN AREA = LENGTH x HEIGHT	d. Individual letters mounted on brick or other background  SIGN AREA = LENGTH x HEIGHT

e. Sign area of awning

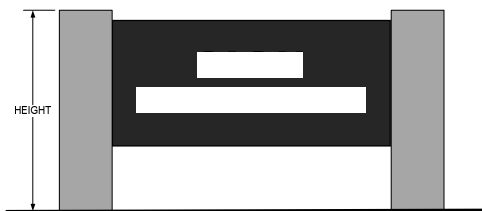
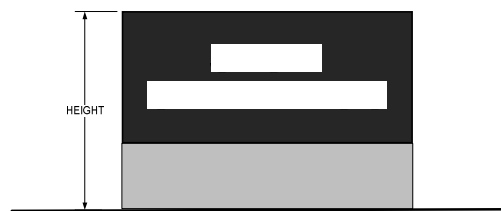
AREA A + AREA B + AREA C = SIGN AREA
NOTE: AREA WITHIN DASHED LINES

f. Sign area of multi-tenant sign

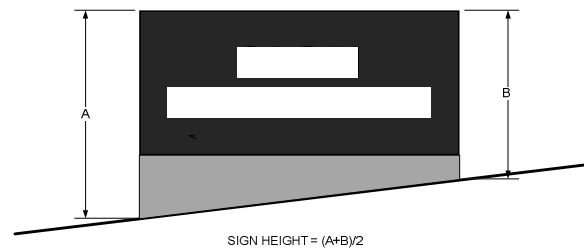
SIGN AREA = LENGTH x HEIGHT

g. Spacing between different sign elements

- (B) **Sign Height:** The height of a sign shall be the distance measured from grade level vertically to the highest point of the sign structure. Where a freestanding sign is located on uneven ground the height shall be the average height of the two extreme ends of the sign measured from grade (see diagram “c” below).

Examples:**a. Freestanding sign supported by end piers****b. Monument sign**

c. Freestanding sign on uneven ground

**4-5-14: BONUS PROVISIONS TO INCREASE SIGN AREA**

The maximum **permitted** sign areas for on-premises signs in commercially zoned districts set forth in Section 4-5-8 to 4-5-12 may be increased by a specified percentage for compliance with the design criteria listed below. The percentage increases shall be based on the original maximum sign area allowed. If more than one criteria is met, then bonuses may be granted cumulatively.

(A) Individual Letters: Ten percent (10%) bonus for any wall sign which consists of individual letters mounted directly on the building surface. **For the purposes of this Code, letters mounted on a raceway are not considered individual letter signs.**

~~(B) Landscaping: Ten percent (10%) bonus for any freestanding sign which is erected in a landscaped area. The landscaped areas must contain a minimum of two (2) square feet for each square foot of the sign. The landscape design must be approved by the Architectural Review Commission.~~

~~Example: if a sign of 120 square feet was allowable, it could be increased to 120 square feet plus 10 percent, or 132 square feet, if a 12 foot by 20 foot or 240 square foot, landscape area was installed was installed.~~

(C) Setback: **One percent (1%) cumulative bonus for any wall sign for every 10 feet the building is setback above and beyond the required building setback.** Ten percent (10%) bonus for any wall sign for each full increment of setback of one hundred feet (100') from the front lot line.

Examples:

40 foot setback ————— no bonus

110 foot setback ————— 10 percent bonus

160 foot setback ————— 10 percent bonus

215 foot setback ————— 20 percent bonus

~~(D) Shopping Centers: Ten percent (10%) bonus for wall signs within a shopping center provided the shopping center management mandates each business establishment within the shopping center to have uniform or complimentary sign colors so long as such uniform or complementary color scheme is approved by the and Zoning Official.~~

(E) Ground Mounted: Ten percent (10%) bonus for any ground mounted sign.

(F) Matching Materials: Ten percent (10%) bonus for over fifty percent (50%) of the sign face and support structure matches the materials on the façade of the building.

4-5-15: MESSAGE BOARD SIGNS

Message boards (manual changing or electronic) ~~Changing Sign (Manual or Automatic): Also known as an electronically variable message sign (electronically variable), this sign shall be allowed subject to the following regulations, in addition to all other applicable regulations in this Code:~~

- (A) **Message boards** ~~the sign~~ shall be erected only by attachment to **a freestanding** ~~the primary~~ sign. **Only one message board sign** per property is allowed.
- (B) The area of a message board shall be included in the allowable **area of primary** identification signage for the establishment **or property**. The maximum area of a message board shall not exceed eighteen (18) square feet, **unless operated by a governmental body**.
- (C) **Messages must be static**, the use of **video displays**, animation, or flashing, scrolling or blinking characters is prohibited.
- (D) **All message boards are** subject to the illumination standards in Subsection 4-5-4(E).
- (E) **Message board text and graphics must be located on a black or “paper-white” background.**
- (F) **A message board sign** displaying time, temperature or date is allowed only in commercial districts, with the exception of **the C5A and C5B districts** and C5 (~~C5 may be allowed as a variation~~); **The message shall update** ~~appear~~ in intervals of no less than five (5) seconds.
- (G) **An electronically variable message board**, other than a time, temperature and date sign **is allowed for governmental bodies and for property in the CC, CR, C3, C4 and C6 districts subject to only in commercial districts, except C4 and C5 (C5 may be allowed as a variation), of this Chapter, and the following regulations:**
 - 1. ~~Brightness Control:~~ The sign shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination;
 - 2. ~~Hours of Operation:~~ **In locations where an electronic message board is visible to an adjacent residential use, the message board sign may operate only between the hours of six o'clock (6:00) A.M. and ten o'clock (10:00) P.M. in commercial zoning districts where the establishments abuts a residential district; and shall be turned off when not in operation.**
 - 3. ~~Minimal Interval:~~ The message displayed on such sign may be changed no more than **once every 30 seconds.** ~~twice in any twelve (12) hour period;~~
 - 4. **The face of an electronically variable message board shall be oriented away from any adjacent residential properties to the extent possible and shall not cause illumination in excess of .05 foot-candles at any residential property line adjoining or across the street from the electronically variable message sign.**
 - 5. **Messages must change instantaneously and shall not fade out or dissolve.**
 - 6. **Single messages shall not be divided between two or more screens.**

7. The Village shall have the right to utilize any electronically variable message board during emergency situations to provide instructions and information to the public. Examples of such emergency situations may include, but not be limited to, natural disasters and Amber Alerts.

4-5-16: CC COMMUNITY COLLEGE SPECIAL SIGN DISTRICT

In accordance with Subsection 4-5-17(G)1(c) of this Code, the CC Community College zoning district is hereby designated as a special sign district. The permitted type number, height and area of signage in this district shall be in accordance with a comprehensive sign plan approved by the Village. Signage in this district shall otherwise comply with all other provisions in this Code.

4-5-17: SIGN CODE ADMINISTRATION

This Sign Code shall be administered in accordance with the following provisions:

- (A) Type, Size, Location and Number of SIGNS. Permitted SIGN types and the maximum surface area, maximum height, location and number of such SIGNS are established for zoning districts as they are defined in the Zoning Code, and delineated on the zoning district map published annually by the Village. Each SIGN type permitted shall meet all the applicable standards in this Code.
- (B) Sign Permit Required: Unless otherwise exempted from this Code, no sign shall be erected, altered or relocated without a permit being issued by the Building and Zoning Official. When an electrical permit is required, it shall be obtained at the same time as the sign permit;
1. Permit Exceptions: No permit shall be required for repainting, cleaning and other normal maintenance or repair of a sign, or for changing copy on a sign specifically designed for the use of changeable copy;
 2. Permit Application: Application for a permit shall be made ~~to upon blanks provided by the Building and Zoning Official~~ **on the forms provided by the Village** and shall include the following information:
 - a. Permit Fees: Every applicant shall pay ~~a fee~~ **the applicable permit fee set forth in the Village Code.** ~~for a permit to construct, replace or install a sign. canopy, awning, marquee or banner, for a comprehensive sign plan or for a sign variation. See subsection ____ of this title. Exempt: institutional special event signs, exception of banner signs.~~
 - b. Identity: Name, address, **email address** and telephone number of applicant; owner of sign; person, firm, corporation or association **submitting the application** ~~erecting the sign and the owner of the property if the property is not owned by the applicant.~~
 - c. **Proof of Ownership: Proof of ownership in the form of a deed or title insurance policy for the property on which the sign is to be placed.**
 - d. Location: Location of the building, structure or parcel of property to which, or upon which, the sign is to be attached or erected.
 - e. **Sign Site Plan: A site-plan showing the position location of the proposed sign(s) and any other existing signs on the property in relation to nearby buildings, structures, access drives and parking spaces and street grade with the setback of the sign from any adjacent rights-of-way identified.**

- f. Structural Drawings: **Unless waived by the Building and Zoning Official, two (2)** copies of plans and specifications showing the method of construction, location and support. These plans must be sealed by a registered architect, ~~or~~ structural engineer or registered professional engineer.
- g. **Sign Elevation Sketch:** An elevation **or** sketch showing sign faces, exposed surfaces and proposed message thereof accurately represented in scale as to size, proportion, **dimensions of letters and features**, color **and with the total square footage of the sign noted thereon.**
- h. **Building Elevation. If the sign is to be placed on a building or other structure, an elevation or photo rendering drawn to scale shall be submitted showing the sign thereon.**
- i. Owner's consent: **If the sign is proposed to be placed on property not owned by the applicant,** written consent of the owner(s) of the building, structure or land on which the sign is to be erected.
- j. Indemnification: The owner of the sign for any and all signage projecting over the public right-of-way shall indemnify and hold the Village harmless from any damage, cause of action or claim to be caused by the improper construction or maintenance of the sign.
- k. Removal Upon Abandonment: A statement that the sign owners agree to remove the sign at their own expense in the event the sign is ~~not maintained or~~ is abandoned as defined in Subsection (D) of this Section.
- l. Other information: Such other information as may be **reasonably** required by the Building and Zoning Official to show full compliance with this and all other Ordinances of the Village.

(B) Issuance of Permit: It shall be the duty of the Building and Zoning Official **or his or her designee, who shall be the enforcing officer,** upon the filing of an application for a permit to examine such plans and specifications, ~~the premises upon which it is proposed to erect the sign or other advertising structure and other data; and if it shall appear that the~~ **and determine whether or not the** proposed structure is in compliance with all requirements of this Code and all other provisions of the Village Code, **in which event a permit shall be issued.** ~~he shall then issue the permit.~~ If the work authorized under the permit has not been **initiated** within six (6) months **and completed within twelve (12) months** after the date of issuance, the permit shall become null and void.

(C) Removal of Unsafe or Unlawful Sign: If the Building and Zoning Official shall find that any sign is unsafe, insecure or a menace to the public, or has been constructed, erected or maintained in violation of the provisions of this Section, ~~he shall give written notice~~ **shall be given** to the **property owner, sign owner or** permittee thereof. If the **property owner, sign owner or** permittee fails to remove or alter the structure so as to comply with the standards herein set forth within fifteen (15) days after such notice, the Building and Zoning Official ~~may shall recommend to the Village Board that they authorize judicial process to~~ cause the sign to be removed or repaired to place the sign in a safe condition pursuant to the provisions ~~and of division 31, unsafe buildings, article 11, corporate powers granted by the and functions of the Illinois Municipal Code as amended.~~

(D) Removal of Abandoned Sign:

- 1. ~~Generally: Any sign which is located on property which becomes vacant, or any sign which pertains to a use or activity which no longer applies, or if the occupying business relocates, shall be deemed to be abandoned; and~~

1. Nonconforming Sign: If the Building and Zoning Official finds that a nonconforming sign is abandoned, the Official shall give written notice to the permittee or owner to remove the sign ~~thereof~~. If the permittee or owner fails to remove or bring such sign and sign structure into conformance with this Chapter within thirty (30) days after such notice, the Building and Zoning Official may initiate judicial process to cause the sign to be removed, and the owner shall be subject to the general penalty provisions ~~of Title 1, Chapter 4~~ of this Code.
2. Conforming Sign: If the Building and Zoning Official finds that a conforming sign is abandoned, the Official shall give written notice to the permittee or owner thereof. If the permittee or owner fails to cover the sign face with an opaque single color material or remove the sign face ~~and structure~~ within thirty (30) days after such requirement notice, the Building and Zoning Official may initiate judicial process to cause the sign to be removed, and the owner shall be subject to the general penalty provisions ~~of Title 1, Chapter 4~~ of this Code.

(E) Enforcement Official:

1. The **Planning and Development Director** ~~Building and Zoning Official~~ is hereby authorized and directed to enforce all of the provisions of this Chapter. Upon presentation of proper credentials, the **Planning and Development Director** ~~Building and Zoning Official~~, or a duly authorized representative, may enter, at reasonable times, any building, structure or premises in the Village to perform any duty imposed by this Chapter.
2. Where there is any ambiguity or dispute concerning the interpretation of this Chapter, the **Planning and Development Director** ~~Building and Zoning Official~~ shall prevail, subject to appeal as provided herein.

(F) Sign Variation Request:

1. Manner of Requesting:
 - a. Any person seeking a variation from this Chapter shall ~~be entitled to a hearing before the Architectural Review Commission~~ **file an application with the Planning and Development Director who shall, in a timely manner, place the request on an agenda for the Architectural Review Commission to consider at a public hearing. The Architectural Review Commission shall act in an advisory capacity and make a recommendation on the request to the Village Board of Trustees. Upon receiving a recommendation from the Architectural Review Commission, the request shall be scheduled for consideration by the Village Board in a timely manner. The Village Board shall then approve, approve with conditions or deny the application.**
 - b. An application for variation must be filed with the Director of Planning and Development **on the forms provided by the Village and** ~~The request shall contain at least the following: name, address and telephone number of the applicant; the location of the property upon which the sign is to be located; a description of the proposed signage including an elevation plan; and a brief summary of the relief sought and the evidence to be presented. The Director of Planning and Development shall prepare an application form.~~
 - i. **Application Fee: Every applicant shall pay the applicable application fee for a sign variation request set forth in the Village Code..**

- ii. **Sign Variation Application:** A completed sign variation application, including information about how the request complies with the standards for granting approval of a sign variation set forth in subsection 3 below.
 - iii. **Identity:** Name, address, email address and telephone number of applicant, person, firm, corporation or association proposing to install the sign and the owner of the property if the property is not owned by the applicant.
 - iv. **Proof of Ownership:** Proof of ownership in the form of a deed or title insurance policy for the property on which the sign is proposed.
 - v. **Legal Description.** A current legal description of the property.
 - vi. **Location:** Location of the building, structure or parcel of property to which, or upon which, the sign is to be attached or erected.
 - vii. **Sign Plan:** A dimensioned plan showing the location of the proposed sign(s) and all other existing signage on the property in relation to nearby buildings, structures, drive aisles and parking spaces with the setback of the sign(s) from any adjacent rights-of-way identified.
 - viii. **Sign Elevation:** An elevation or sketch showing sign faces, exposed surfaces and proposed message thereof accurately represented in scale as to size, proportion, dimensions of letters and features, color and with the total square footage of the sign noted thereon.
 - ix. **Building Elevation.** If the sign is to be placed on a building or other structure, an elevation or photo rendering drawn to scale shall be submitted showing the sign thereon and indicating the height of the sign.
 - x. **Owner's Consent:** If the sign is proposed to be placed on property not owned by the applicant, written consent of the owner(s) of the building, structure or land on which the sign is to be proposed granting the applicant the right to file the variation request.
 - xi. **Design Information:** A description of the proposed kind, color and texture of materials, including cut sheets, pictures or samples as may be deemed appropriate by the Planning and Development Director.
 - xii. **Landscape Plan:** A landscape plan shall be provided if a freestanding sign is proposed.
 - xiii. **Other Information:** Such other information as may be reasonably required by the Planning and Development Director.
- c. Any entity which, by reason of unique circumstances relating to a geographic area larger than twenty five (25) acres which requires regulations beyond the application and scope of the specific provisions in this Code, may be deemed a special sign district and may apply to the Village Board for approval of a comprehensive sign plan. Said plan shall include all proposed signs for which the entity seeks approval, the Sign Code sections for which **any** variations **are** required and a statement of the need for the signage and its relation to the district.

2. Hearing: The Architectural Review Commission will conduct a public hearing at a regularly scheduled meeting to consider the request. Said hearing ~~shall will~~ be duly advertised in a newspaper with a general circulation within the municipality not less than fifteen (15) nor more than thirty (30) days before the hearing;
3. Evidence and Findings: The applicant or his **or her** representative is required to attend the hearing and present the case.
4. Evidence and Findings: The applicant or his or her representative is required to attend the hearing and present the case.
 - a. The Architectural Review Commission shall conduct an evidentiary hearing and shall ~~use the criteria in Section 10-10-12 of the Zoning Code and the Statement of Purpose found in Section 4-5-2 of this Chapter to evaluate the request.~~ **not recommend approval of the request unless the Commission makes positive findings based on the evidence presented that all of the following standards have been met:**
 - i. The request complies with the Statement of Purpose found in Section 4-5-2 of this Chapter; and
 - ii. The plight of the owner is based on unique circumstances due to an unusual physical limitation, such as an irregular lot shape, substantial lot depth, unusual geographic location, exceptional topographic feature, or other condition, that is peculiar to the subject property or establishment and the conditions upon which the request is based are not generally applicable to other property within the same zoning district; and
 - iii. The variation, if granted, would have no adverse impact on property values in the surrounding area or be injurious to other property or improvements in the neighborhood in which the property is located; and
 - iv. The variation, if granted, would have no adverse impact on the existing or desired character of the surrounding area; and
 - v. The variation, if granted, would not endanger, the public health, safety or welfare.
 - b. For the purpose of supplementing the above standards, the Architectural Review Commission, in making its findings and recommendation may also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:
 - i. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.
 - ii. That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant.
 - iii. That the variation is the minimum variation necessary.
 - iv. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.

c. **A showing that the granting of the requested variation would be more profitable to the applicant or that the sign would be more valuable if the requested variation is granted is not grounds for granting approval of a variation.**

5. The Architectural Review Commission may recommend and the Village Board may require such conditions and restrictions upon the premises benefited by a sign variation as may be necessary in their opinion to comply with the standards set forth in this Section, to reduce or minimize **any** injurious effects of such sign variation upon other property in the neighborhood, ~~and/or~~ to implement the general purpose and intent of this Chapter **or to bring the existing or proposed signs on the property into compliance or closer into compliance with this Code and the Village's Appearance Review Guidelines.** ~~The Village Board of Trustees may approve, deny or require such conditions and restrictions as may be necessary to implement the general purpose and intent of this Code; and~~
6. Ordinance: All variations shall be granted only by the adoption and approval of an Ordinance. **Violation of any condition or limitation set forth in an approved Ordinance shall be a violation of this Code and shall constitute grounds for revocation of the variance.**
7. **The grant of a sign variation shall not authorize construction or maintenance of any sign, but shall merely authorize the preparation, filing and processing of a sign permit application.**

(G) Appeals:

1. Notice of Appeals: Any person aggrieved by a decision of the ~~Building and Zoning Official~~ **Planning and Development Director** may appeal to the Village Board of Trustees by a written notice to the Village ~~Manager Administrator~~. **Such appeal must be filed within 10 working days of the action being appealed.**
2. Stay Pending Appeal: The ~~Building and Zoning Official~~ **Planning and Development Director** shall take no further action on the matter pending the Village Board's decision, except for unsafe signs which present an immediate and serious danger to the public.
3. Appeals Promptly Heard: ~~This appeal shall be heard at the next regularly scheduled meeting of~~ **by** the Village Board **in a timely manner**, and that body may affirm, reverse or modify the action of the ~~Building and Zoning Official~~ **Planning and Development Director.**

(H) **Legal** Nonconforming Signs:

1. Defined: Signs **legally** existing at the time of the enactment of this Chapter and not conforming to its provisions shall be regarded as **legal** nonconforming signs.
2. Statement of Policy: It is not the intent of this Chapter to encourage their survival **of legal nonconforming signs** but rather to bring such signs into conformance **with the provisions of the Sign Code.** **Legal** nonconforming signs are permitted to continue, subject to the following provisions in Subsections (H)3 and (H)4 of this Section;
3. Restrictions on **Legal** Nonconforming Signs: **Legal** nonconforming signs shall not be:
 - a. Reestablished if **the sign has been abandoned** ~~discontinued~~ for a period of thirty (30) **consecutive** days.

- b. Expanded, enlarged, re-erected, replaced or, except for changing signs, altered in copy **(including the replacement of the sign face).**
- c. Reconstructed after damage or destruction to an extent equal to or more than fifty percent (50%) of the sign's original value, as determined by the ~~enforcement~~ **Planning and Development Director.**
- d. Moved in whole or part to another location unless the sign is made to conform to all regulations in this Chapter.
- e. Structurally altered so as to prolong the life of the sign.

4. **Any monument sign that does not conform to this Code shall not be required to be brought into compliance upon replacement of the sign face if the only nonconformity is the height of the base.**

5. **In the event of the construction of a new building, any building addition that increases the gross floor area of an existing building by twenty five percent (25%) or more, or any exterior remodeling, renovation or rehabilitation of a building that triggers the requirement for exterior appearance review, shall require all nonconforming signs on the premises to be brought into conformance with the provisions of this Chapter.**

6. Maintenance:

- a. Normal repair and maintenance shall be allowed.
- b. **Immediately upon the removal of a sign, the wall, structure or other appurtenances previously used to support the sign shall be repaired so as to return the building, structure or site to the condition it was in prior to installation of the sign. Specifically, any remaining holes in a wall must be repaired in kind, no wires shall be left exposed and the ground around a removed freestanding sign shall be graded and planted with grass or other landscaping.**

(I) Penalties and Interpretation:

- 1. Penalties: Any person who violates **any of** the provisions of this Chapter shall be subject to the general penalty provisions set forth in Title 1, Chapter 4 of the **Village Code** for each violation, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues; and
- 2. Interpretation: Should any regulation in this Chapter be in conflict with provisions of any other lawfully adopted rule, regulation or Ordinance, the more restrictive provision shall prevail.

(J) **Severability:** ~~Furthermore~~ If any section, subsection, sentence, clause or phrase of this Chapter is held to be invalid **by a court of competent jurisdiction**, then all remaining parts, which are severable from the invalid parts, shall be valid and remain in effect



GLEN ELLYN SIGN CODE

January 27, 2014

Attachment: Proposed Code 012714 (NO. 6213 : Sign Code)

TABLE OF CONTENTS:		PAGE(S)
SECTION 4-5-1	SHORT TITLE	1
SECTION 4-5-2	STATEMENT OF PURPOSE	1-2
SECTION 4-5-3	DEFINITIONS	2-8
SECTION 4-5-4	GENERAL STANDARDS AND DESIGN CRITERIA	8-12
SECTION 4-5-5	PROHIBITED SIGNS	12-14
SECTION 4-5-6	EXEMPT SIGNS	14-19
SECTION 4-5-7	SPECIAL EVENT SIGNS	19-21
SECTION 4-5-8	SIGN SCHEDULE (CR AND RESIDENTIAL ZONING DISTRICTS)	22
SECTION 4-5-9	SIGN SCHEDULE (C2 ZONING DISTRICT)	23
SECTION 4-5-10	SIGN SCHEDULE (C3, C4 AND C6 ZONING DISTRICTS)	24
SECTION 4-5-11	SIGN SCHEDULE (C5A AND C5B ZONING DISTRICTS)	25-26
SECTION 4-5-12	SIGN SCHEDULE (I1 ZONING DISTRICT)	27
SECTION 4-5-13	SIGN AREA AND HEIGHT COMPUTATIONS	28
SECTION 4-5-14	BONUS PROVISIONS TO INCREASE SIGN AREA	31
SECTION 4-5-15	MESSAGE BOARDS	31-32
SECTION 4-5-16	CC COMMUNITY COLLEGE SPECIAL SIGN DISTRICT	32
SECTION 4-5-17	SIGN CODE ADMINISTRATION	32-40

CHAPTER 5 SIGN CODE

4-5-1: SHORT TITLE

This Chapter shall be known and cited as the GLEN ELLYN SIGN CODE.

4-5-2: STATEMENT OF PURPOSE

It is hereby determined that the primary purpose of signage is to help people find what they need without difficulty or confusion. Thus, while not restricting freedom of expression, regulations must be established for preventing an overload of graphic messages in the environment. The purpose of SIGNS is subordinate to the structures and land use functions they reference. SIGNS are to be considered accessory components of an overall composition of architectural elements, not as freestanding or dominant architectural elements by themselves. There should not be a proliferation of off-premise SIGNS as it can obscure the legitimate efforts of local business ESTABLISHMENTS to reasonably identify the location and nature of their businesses.

This Code establishes standards and regulations for the erection, display, safety and maintenance of SIGNS which are intended to allow a person to observe or ignore graphic messages, according to that person's own purpose, as well as to encourage the general attractiveness of the community and to protect property values. These standards and regulations are intended to meet the following objectives:

- (A) Effective Communication: A reasonable, orderly and effective display of SIGNS is to be promoted by authorizing the use of SIGNS which:
1. Are legible in the context in which they are viewed;
 2. Are appropriate to the functions to which they pertain;
 3. Clearly and efficiently identify and classify the goods, services, facilities, activities and locations made available to the community by businesses, COMMUNITY SERVICE ORGANIZATIONS and other enterprises; and
 4. Eliminate or reduce the "canceling out" effect created by the inappropriate placement of SIGNS in proximity to one another.
- (B) Public Welfare: The public health, safety and welfare is to be preserved, protected and promoted through SIGN regulations which:
1. Recognize that SIGNS are a necessary means of visual communication for the convenience of the general public taken as a whole, as opposed to the convenience of any individual person;
 2. Minimize the blighting influence posed by visual clutter, decay and neglect;
 3. Reduce distractions, obstructions, and hazards to pedestrian and automobile traffic caused by the indiscriminate placement and use of SIGNS and to protect pedestrians

- and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting or illegible signage;
4. Prohibit the placement of SIGNS which obstruct vision or access in a manner which creates dangerous conditions;
 5. Protect the physical and mental well-being of the general public by encouraging a sense of aesthetic appreciation for the Village's visual environment and ensuring that SIGNS harmonize with their surroundings and are consistent with the character of their community context;
 6. Promote the use of graphics which are aesthetically pleasing, of appropriate scale, and integrated with surrounding buildings and landscaping, in order to meet the community's expressed desire for quality development;
 7. Protect the value of the Village's architectural resources, by ensuring that the integrity of the architectural elements and character of buildings and sites to which SIGNS principally relate is maintained;
 8. Assure that public benefits derived from expenditures of public funds for the improvement and beautification of streets in accordance with the Downtown, Roosevelt Road and Historic Stacy's Corners streetscape plans, and other public structures and spaces, are protected by exercising reasonable controls over the character and design of graphic structures;
 9. Preserve the value of private property by assuring the compatibility of SIGNS with surrounding land uses;
 10. Promote economic development by encouraging a more attractive economic and business climate within the commercial areas of the Village;
 11. Further the objectives of the Comprehensive Plan and Downtown Strategic Plan;
 12. Protect the general public from damage and injury caused by the faulty and uncontrolled construction and use of SIGNS within the Village; and
 13. Respect the rights of nearby property OWNERS.

4-5-3: DEFINITIONS

Unless otherwise expressly stated or the context clearly indicates a different sense, the terms set forth below shall, for the purposes of this Code, have the meanings, indicated herein. In the event a conflict arises concerning terms not defined in this Section, the following sources shall be consulted and the definition found in the sources listed in order of priority to be consulted shall be deemed correct:

- (A) Glen Ellyn zoning ordinance 3617-Z, as amended.
- (B) Webster's Collegiate Dictionary, most recent edition.

ABANDONED SIGN: A SIGN located on property which becomes vacant, or any SIGN which pertains to a use or activity which is no longer available on the premises where the SIGN is displayed.

ANIMATED SIGN: Any SIGN which includes action or motion. For the purposes of this Code, this term does not refer to flashing, changing or INDEXING SIGNS, which are separately identified.

ATTENTION GETTING DEVICE: A SIGN or other device designed to attract attention. Examples of such SIGNS and devices include searchlights, beacon lights, lighting bands and any pennant, flag, banner, propeller, spinner, streamer, whirligig, inflatable device, balloon or similar device/ornamentation designed for the purposes of attracting attention or for promotion or advertising.

AWNING: An architectural projection, which provides weather protection, identity or decoration which is supported by the building to which it is attached and composed of a lightweight rigid or retractable skeleton structure over which another cover is attached which may be of made of fabric or other materials.

AWNING AREA: The total surface area of an AWNING including any side panels and valances.

AWNING SIGN: Individual letters, words or symbols painted or otherwise permanently affixed to an AWNING surface.

BANNER SIGN: A TEMPORARY SIGN composed of cloth, canvas or other lightweight material either enclosed or not enclosed in a rigid frame.

BARE BULB ILLUMINATION: Exposed or uncovered lighting elements, for example, light bulbs without a cover.

BILLBOARD: See definition of Off Premise SIGN.

BREEZEWAY SIGN: A SIGN attached to the underside of a breezeway or arcade in a shopping center which identifies the ESTABLISHMENTS located therein.



BOX SIGN, INTERNALLY ILLUMINATED: An internally ILLUMINATED SIGN in the shape of a rectangle or square.

COMMON PROGRAM SIGN: A uniform flag or projecting banner associated with a program or initiative sponsored or facilitated by a governmental entity, COMMUNITY SERVICE ORGANIZATION or educational, religious or charitable organization.

COMMUNITY SERVICE ORGANIZATION: A not for profit entity or corporation whose principal purpose is to provide services, financial assistance or personnel which benefit the residents of the Village of Glen Ellyn.

COPY: The wording or symbols on a SIGN surface, either in permanent or changing letter form.

DEVELOPMENT: An area of land sharing common elements such as access drives, parking and stormwater facilities and constructed as a unified site.

DOUBLE-SIDED SIGN: A SIGN with two (2) distinct faces, each designed to be viewed from separate directions.

DRIVE-THRU CANOPY INFORMATIONAL SIGNAGE: SIGNS placed on the canopy of drive-thru ESTABLISHMENTS intended to guide traffic and provide instructional information to motorists such as OPEN, CLOSED and CLEARANCE and including no advertisements.

ELECTRONIC IDENTIFICATION SIGN: An electronic SIGN constituting the main ESTABLISHMENT identification signage which may include the name or other generally recognizable symbol or logo of an ESTABLISHMENT, not including ELECTRONIC MESSAGE BOARDS.

ESTABLISHMENT: An individual business, institution or activity that occupies a portion of a building and has its own exterior public entrance accessible from ground level.

ESTABLISHMENT FRONTAGE: The linear length of the principal building frontage of an ESTABLISHMENT oriented towards the front property line.

EXTERNAL ILLUMINATION: Illumination of a SIGN that is affected by an artificial source of light not contained within the SIGN itself, but not including silhouette lighting.

FESTOON LIGHTING: A group of two (2) or more bulbs hung or strung on a building or structure, which are not shaded or hooded to prevent direct rays of light from being visible.

FLASHING SIGN: Any SIGN, exclusive of “MESSAGE BOARDS (ELECTRONIC)” on which illumination intermittently flashes off and on in whole or in part, or which includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source.

FREESTANDING SIGN: A SIGN erected on a freestanding frame, mast or pole or supported by the ground and not attached to any building, including but not limited to “MONUMENT SIGNS” and “POLE OR PYLON SIGNS”.

ILLUMINATED SIGN: Any SIGN which emanates or receives light. Light may be transmitted internally through the SIGN FACE, be illuminated externally, or illuminated by indirect light.

INDEXING SIGN: A SIGN that has a series of triangular vertical sections that turn or stop, designed to show three (3) messages in the same area.

INDIVIDUAL LETTER WALL SIGN: Any SIGN made of individual letters that is mounted directly on the face of a building.

INTERNAL ILLUMINATION: A light source that is concealed or contained within the SIGN and becomes visible in darkness through a translucent surface.

LOT FRONTAGE: The combined length of the front and any corner side yard property lines.

MARQUEE SIGN: A permanent roof like structure containing signage and projecting from a building that provides protection from the elements. Also known as a canopy SIGN.

MARQUEE AREA: The total surface area of a marquee excluding the top and bottom surfaces.



MARQUEE SIGN

MENU BOARD: A permanent SIGN which functions to list items or show pictures of items for sale at a drive-thru and which is intended to be visible by motorists placing orders from their vehicles.

MESSAGE BOARD (ELECTRONIC): A SIGN such as an electronic or electronically controlled time, temperature or date SIGN, message center or reader board, where different COPY changes are shown at timed intervals as regulated in Section 4-5-14 of this Chapter.

MESSAGE BOARD (MANUAL CHANGING): A SIGN on which COPY is changed manually in the field, i.e., reader boards with changeable letters or changeable pictorial images.

MONUMENT SIGN: A SIGN for which the base/supports are one hundred percent (100%) (on all sides) in contact with the ground and the width of the base is at least equal to the width of the SIGN FACE.

MULTIFAMILY DWELLING SIGN: A SIGN identifying a multifamily building, other than a senior facility, consisting of three (3) or more dwelling units including apartments and condominiums, which may contain the name and contact information of the management company and associated information.

MULTI-TENANT SIGN: A SIGN that serves as a common or collective SIGN for buildings with two (2) or more ground floor ESTABLISHMENTS located on the same lot or in the DEVELOPMENT which may contain the name of the DEVELOPMENT and/or information about one or more of the ESTABLISHMENTS located therein.

MUNICIPAL SIGN: SIGN of a duly constituted municipality, as defined in the Illinois Municipal Code.

MUNICIPAL INFORMATIONAL SIGNS: MUNICIPAL SIGNS providing information about products, activities, services and amenities available within the Village which may include, maps, store directories, historic district SIGNS, and other educational or informational signage.

MUNICIPAL REGULATORY AND DIRECTIONAL SIGNS: SIGNS including vehicular or pedestrian traffic SIGNS or other similar regulatory devices, directional SIGNS, legal notices, and other informational, instructional or regulatory SIGNS pertaining to health, hazards, parking, dumping and such emergency or non-advertising SIGNS.

NAMEPLATE: A small wall-mounted non-electronic SIGN identifying a business or occupant located on the premises on which the SIGN is located. If any premises includes more than one business or occupant, NAMEPLATE refers to all the businesses or occupants identified as well as the name of the building and directional information.



NAMEPLATE

NEON SIGN: A SIGN in which an inert gaseous chemical element is contained in a glass tube and which may be bent to form letters, symbols or other shapes.

NONCOMMERCIAL SPEECH SIGN: A SIGN whose primary purpose is not to direct attention to a business, DEVELOPMENT, institution, good, product, or service located on the premises or for sale and which is typically of political, religious or ideological nature.

NONCONFORMING SIGN (LEGAL): Any SIGN which was lawfully erected and maintained prior to enactment of this Code and which fails to conform to all applicable regulations and restrictions of this Code.

NONRESIDENTIAL ESTABLISHMENT SIGN: A SIGN identifying an ESTABLISHMENT other than a residential ESTABLISHMENT such as a business, institutional, private recreational, office, or service ESTABLISHMENT or any associated products, facilities or services located on the site.

OFF-PREMISES SIGN: Outdoor SIGN which advertises goods, products or services not sold or provided on the premises on which the SIGN is located.

OFFICE COMPLEX: A continuous area of land and any office buildings or structures thereon, under single ownership or operated under a single entity with more than one firm or business.

OFFICE COMPLEX DIRECTORY SIGN: A SIGN identifying the offices or other businesses located in an OFFICE COMPLEX.

ORDER CONFIRMATION SIGN: A SIGN displaying items, prices and total cost of a single transaction or purchase made at a drive-thru facility.

OWNER: A person recorded as such on official records.

PARAPET OR PARAPET WALL: A wall-like barrier at the edge of a roof that extends above the roof surface and which may be an extension of the exterior building wall or a continuation of a vertical feature beneath the roof.

PARK SIGN: A SIGN identifying a public park or any public recreational facilities located thereon.

POLE OR PYLON SIGN: A FREESTANDING SIGN that is permanently supported in a fixed location by a mast or pole that has width less than the width of the SIGN FACE and which is not supported by a building, base structure or end piers.

POLITICAL CAMPAIGN SIGN: A SIGN referring to a candidate or issue subject to public election.

PORTABLE SIGN: A SIGN which is not intended to be permanently attached to a structure or to the ground, but can be moved or is intended to be moved from one location to another.

PRIVATE PARKING LOT SIGN: A SIGN located in a private parking lot intended to regulate traffic or parking and which may denote time limits or other legal responsibilities. Such SIGNS may include, but not be limited to towing and no trespass SIGNS.

PROJECTING SIGN: Any SIGN other than a wall, AWNING, MARQUEE or BREEZEWAY SIGN which is suspended from or supported by a building or wall and not in the same plane as the wall.



PROJECTING SIGN

PUBLIC REGULATION SIGN: Any notice or warning SIGN required by a valid and applicable federal, state or local law, regulation or resolution or used by a public body for the control of traffic, parking, legal notice, information or direction required by such bodies, but not including ESTABLISHMENT identification SIGNS.

REAL ESTATE SIGN: A SIGN indicating the sale, lease or rental of the parcel, structure or ESTABLISHMENT on which the SIGN is located.

RESIDENTIAL DEVELOPMENT SIGN: A SIGN identifying a single-family detached, single-family attached or senior residential DEVELOPMENT.

ROOF SIGN: A signed erected on or extending above the roof or PARAPET of any building or structure.

SIGHT TRIANGLE: A triangle formed by extending the lot lines at a street intersection thirty (30) feet in each direction and connecting the extended lines using a straight path.

SIGN: Any identification, description, illustration or device illuminated or non-illuminated which directs attention to or provides information about a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise or any emblem, banner, pennant, placard or TEMPORARY SIGN designed to advertise, identify or convey information. An object in the shape of a product is considered a SIGN.

SIGN AREA: The total area within a continuous perimeter enclosing the extreme limits of characters, lettering, illustrations, ornamentations, or other figures of the SIGN, together with any material, or color used as an integral part of the display or to differentiate the SIGN from the background. Where a base or frame is used as an integral part of the SIGN STRUCTURE such elements shall not be included in the SIGN AREA unless lettering or graphics are located thereon. More information about how to calculate SIGN AREA can be found in Section 4-5-13.

SIGN FACE: The entire area of the SIGN on which COPY could be placed.

SIGN INCORPORATING MOVEMENT: Any turning, rotating, swinging or other motion or simulated action of a SIGN or signpost.

SIGN STRUCTURE: Any structure which supports, has supports or is capable of supporting a SIGN including decorative cover.

SILHOUETTE ILLUMINATED SIGN: A SIGN that is illuminated by casting or reflecting light behind the SIGN so as to create a silhouette or halo around the outer perimeter of the SIGN. Sometimes referred to as a “halo” SIGN.



SILHOUETTE ILLUMINATED
SIGN

SPECIAL EVENT SIGN: A TEMPORARY SIGN authorized by Section 4-5-7 of this Chapter to promote an event, sale or other special activity.

TEMPORARY SIGN: A SIGN which is not permanently affixed such as real estate and construction SIGNS, BANNER SIGNS, and other similar devices, and other SIGNS of a temporary nature, as regulated in Sections 4-5-6 and 4-5-7 of this Chapter.

TRAFFIC DIRECTIONAL SIGN: A SIGN which directs traffic movement into or within a site.

UNLAWFUL SIGN: A SIGN which violates this Chapter.

VIDEO DISPLAY SIGN: An electronic SIGN that displays motion or pictorial images and which may include the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes.

WALL SIGN: A SIGN attached or erected against the wall of a building with the SIGN FACE in a parallel plane to the plane of the building.

WINDOW SIGN: A SIGN installed on, inside or near a window for purpose of viewing from outside the building.

4-5-4: GENERAL STANDARDS AND DESIGN CRITERIA

All SIGNS shall be constructed and maintained in conformance with the following general provisions:

- (A) **Corner Lots:** SIGNS located within the thirty foot (30') SIGHT TRIANGLE must be constructed and maintained in such a manner that clearance is maintained from three feet (3') to eight feet (8') from ground level.
- (B) **Electrical Requirements:** All SIGNS in which electrical wiring and connection are required shall conform to the applicable provisions of the Electrical Code adopted by the Village of Glen Ellyn. Conductors for all ILLUMINATED SIGNS shall be enclosed in rigid conduit or enclosed in poles or raceways and be controlled with an external disconnect located at the SIGN. In no case shall the wiring be exposed to the view of the public.
- (C) **Framework:** All SIGNS shall be designed so that all framework for the lateral support of the SIGN, other than the supporting base, poles or end piers of a FREESTANDING SIGN, shall be contained within or behind the face of the SIGN or within the structure of the building to which it is attached, in such a manner as to not be visible from public view.

- (D) Glass Requirements: All glass forming a part of any SIGN shall be designed to resist a ninety (90) mph three (3)-second gust wind speed and shall have safety glazing where subject to impact loads or placed in a hazardous location in accordance with the standards and regulations in the Building Code adopted by the Village.
- (E) Illumination: SIGNS may be EXTERNALLY ILLUMINATED, INTERNALLY ILLUMINATED, SILHOUETTE ILLUMINATED or otherwise illuminated unless expressly stated otherwise in this Code. The illumination of SIGNS shall comply with the following regulations:
1. SIGNS in the CR, C5A and any residential zoning districts shall only be externally illuminated.
 2. Illumination shall not be used for decorative, advertising or attention getting purposes, except that incidental lighting may be provided to aid in the identification of the address and the entrance location. This requirement applies to all SIGNS including AWNING and MARQUEE SIGNS.
 3. Brightness Limitation: In no instance shall the lighting intensity of any SIGN, whether resulting from INTERNAL ILLUMINATION or EXTERNAL ILLUMINATION, exceed the following:
 - (a) Fifty (50) foot-candles measured perpendicular to the face of the SIGN from a distance equal to the narrowest dimension of the SIGN; or
 - (b) One foot-candle on the adjoining residential property lot line closest to the SIGN, measured three feet (3') above the surface of the ground.
 4. Constant: Illumination shall be constant in intensity and color and shall not consist of blinking, flashing, animated or scintillating lights including externally ILLUMINATED SIGNS which shall be illuminated only with steady and stationary light sources. Time and temperature SIGNS are considered electronic message boards and shall not be considered FLASHING SIGNS.
 5. Nonglaring: Whenever an external artificial light source is used to illuminate a SIGN, the illumination source shall be located, shielded, and directed so as not to be directly visible from any public street and shall be so designed, located, shielded and directed so as to illuminate only the SIGN FACE and to prevent the casting of glare or direct light upon adjacent property or streets.
 6. No Traffic Hazards: Neither the direct nor reflected light from light sources shall create a traffic hazard for, or confuse operators of motor vehicles, or in any way interfere with the driver's view of approaching, merging or intersecting traffic.
 7. MARQUEE SIGN luminaries shall be the cut off type with horizontally mounted flat lenses that do not extend below the marquee ceiling. Prismatic and drop lenses are prohibited.

8. Projecting Light Fixtures: Gooseneck reflectors or arms projecting from the SIGN surface mounted with lights for the purpose of illuminating the SIGN shall be permitted for wall and FREESTANDING SIGNS, except that fixtures shall not project more than two feet (2') over the public right-of-way and a minimum clearance of seven feet six inches (7'6") must be maintained beneath the fixture.
- (F) Letters to Be Secured: All letters, figures, characters or representations which are attached or superimposed on any SIGN shall be safely and securely built or attached to the SIGN STRUCTURE.
- (G) Obstruction To Ventilation: No SIGN shall be constructed or maintained so as to obstruct any window surface required for ventilation by an applicable Code of the Village of Glen Ellyn.
- (H) Obstructions to Doors, Windows or Fire Escapes: No SIGN shall be constructed or maintained so as to obstruct or obscure the visibility of any fire escape, required exit, or window or door opening used as a means of egress. No SIGN shall be attached to a standpipe or fire escape.
- (I) SIGN in or over the right-of-way: No SIGN, except a:
1. PUBLIC REGULATION SIGN;
 2. MUNICIPAL SIGN;
 3. AWNING SIGN;
 4. MARQUEE SIGN;
 5. PROJECTING SIGN;
 6. Light pole banners approved by the Village;
 7. COMMON PROGRAM SIGN; or
 8. SPECIAL EVENT SIGN; as authorized in this Code;
- shall be placed on or extend into or over any public right-of-way or municipal property. AWNINGS and PROJECTING SIGNS are permitted to project no closer than two feet (2') to the curb line. The Village may, without prior notice, remove any SIGN unlawfully placed on public right-of-way.
- (J) SIGN Projection:
1. WALL SIGNS shall not extend more than twelve inches (12") from the wall or structural members to which they are attached or extend beyond the top or ends of the surface of the wall to which are attached.

2. PROJECTING SIGNS may extend no further than four feet (4') from the building wall.
- (K) SIGN To Not Obstruct Vision: No SIGN shall be installed or constructed which obstructs vision or access in a manner that creates a dangerous condition.
 - (L) SIGN To Not Constitute Traffic Hazards: In order to obtain and secure traffic safety, no SIGN shall be erected or maintained in such a manner as to be likely to interfere with, obstruct the view of, or be confused with any authorized traffic SIGN, signal or device, or interfere with, mislead, confuse traffic or detract from the effectiveness of any traffic control device as determined by the Chief of Police. Accordingly, no SIGN shall make use of the words "stop", "go", "look", "slow", "danger", or other similar word, phrase, symbol or character, or employ any red, yellow, orange, green or other colored lamp in such a manner as to interfere with, mislead or confuse traffic.
 - (M) Compliance with Building Code: Any SIGN as defined in this Code, shall be designed and constructed in accordance with the standards and regulations in the Building Code adopted by the Village.
 - (N) Wind Pressure and Dead Load Requirements: All permanent SIGNS and the attached mounting shall be capable of withstanding a ninety (90) mph three (3)-second gust wind speed and of receiving dead loads based on the actual weight of the structure.
 - (O) Fire Resistance: All permanent SIGNS shall be constructed of fire resistant materials.
 - (P) Minimum Clearance: A minimum seven foot six inch (7' 6") vertical clearance must be maintained between any SIGN and walkway, except as otherwise permitted in Section 4-5-6 for COMMON PROGRAM SIGNS where a minimum clearance of seven feet (7') must be maintained beneath the SIGN support structure.
 - (Q) Maintenance Required: The OWNER of a SIGN and the OWNER of the premises on which such SIGN is located shall be jointly and severally responsible to maintain the SIGN including its illumination sources, at all times in compliance with all applicable Codes and Ordinances in a safe and secure condition, in a neat and orderly condition and in good-working order, and to prevent the development of any rust, fading, corrosion, rotting or other deterioration in the physical appearance or safety of such SIGN. SIGNS constructed from wood shall be maintained to prevent wood rot or de-lamination of wood plies. Rotted or de-laminated wood SIGNS shall be removed or replaced. The premises around FREESTANDING SIGNS shall be kept clean and free of all rubbish and weeds. No SIGNS or SIGN STRUCTURE shall have any nails, tacks, wires or sharp metal edges protruding there from.
 - (R) FREESTANDING SIGNS:
 - 1. Material: FREESTANDING SIGNS shall be constructed of noncombustible or limited combustible materials, according to the Building Codes adopted by the Village.

2. Structural Requirements: FREESTANDING SIGNS shall be designed and constructed in accordance with the standards established by the Building Codes adopted by the Village.
 3. Location: FREESTANDING SIGNS must maintain a minimum setback of five feet (5') from each property line.
 4. SIGN Spacing: No FREESTANDING SIGN shall be located closer than thirty feet (30') to any other FREESTANDING SIGN unless the Planning and Development Director determines such spacing to be impossible or impractical.
 5. Number: A maximum of one freestanding ESTABLISHMENT SIGN shall be permitted per property or DEVELOPMENT, except as otherwise expressly permitted herein for MULT-TENANT SIGNS.
 6. Base Height: The base of a MONUMENT SIGN shall not be greater than five feet (5') in height.
 7. Support Material: The material of the support structure shall match the primary material of the front building façade.
 8. Landscaping: A landscape area equal to two (2) square feet for each square foot of signage is required around the base of all FREESTANDING SIGNS. The landscaped area shall contain living landscape material consisting of shrubs, perennial ground cover plants or a combination of both.
- (S) Noncommercial Speech: Any SIGN that can be displayed under the provisions of this Chapter may contain a noncommercial message.
- (T) General Safety: Notwithstanding any other provision of this Chapter, no SIGN shall be constructed or maintained in any area or in any manner so as to create a nuisance or a threat to the public safety and welfare as determined by the Planning and Development Director.

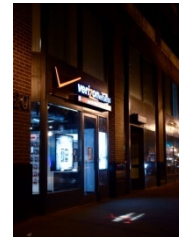
4-5-5: PROHIBITED SIGNS

The following SIGNS are specifically prohibited:

- (A) ABANDONED SIGN in accordance with Section 4-5-17.
- (B) ATTENTION GETTING DEVICES, except for balloon displays, SPECIAL EVENT SIGNS, PUBLIC REGULATION SIGNS and MUNICIPAL SIGNS expressly authorized by Sections 4-5-6 and 4-5-7.
- (C) BARE BULB ILLUMINATION (except as permitted in subsection E below)
- (D) ELECTRONIC IDENTIFICATION SIGNS.

- (E) FESTOON LIGHTING (except in the C5A and C5B zoning districts in accordance with the following):
1. All such lights shall be white in color, except as otherwise allowed in association with permitted holiday decorations.
 2. Such FESTOON LIGHTING shall not blink, flash or otherwise change in illumination intensity.
 3. A minimum clearance of seven feet six inches (7'6") shall be maintained between ground level and any FESTOON LIGHTING.
 4. Such FESTOON LIGHTING shall be maintained and operated in good working order.
 5. Such FESTOON LIGHTING shall not be strung across vehicular access drives, between buildings or in any location where it is the opinion of the Fire Chief that such lights may interfere with emergency operations.
 6. Bare bulbs shall be kept a safe distance away from and shall not come in contact with any combustible material.
 7. All FESTOON LIGHTING shall conform with the applicable provisions of the Building Code.
- (F) INDEXING SIGN.
- (G) INTERNALLY ILLUMINATED BOX SIGNS placed on a building wall.
- (H) Neon tube lighting or light emitting diode (LED) lighting outlining or illuminating the features of a building or structure including, but not limited to, windows.
- (I) NEON SIGNS of any type are prohibited in the C5A and C5B zoning districts.
- (J) Off premise SIGN or BILLBOARD SIGN, except for MUNICIPAL SIGNS, and SPECIAL EVENT SIGNS authorized pursuant to Sections 4-5-6 and 4-5-7.
- (K) POLE OR PYLON SIGN with the exception of MUNICIPAL SIGNS and private TRAFFIC DIRECTIONAL SIGNS authorized by Section 4-5-6.
- (L) PORTABLE SIGN, except on private property in the C5A and C5B zoning districts, pursuant to subsection 4-5-6(W) of this Chapter or when authorized by the Village Manager in conjunction with construction, public notification or enforcement activities.
- (M) ROOF SIGN, including all types of inflatable balloons and other TEMPORARY SIGNS.
- (N) SIGNS attached to a tree, utility pole, light pole or light standard whether on public or private property, except as approved by the Village on Village owned light poles or standards.

- (O) SIGNS incorporating movement such as FLASHING SIGNS, rotating SIGNS, moving SIGNS, ANIMATED SIGNS, SIGNS with moving lights, search lights, or any other SIGN creating the illusion of movement with the exception of PUBLIC REGULATION and MUNICIPAL SIGNS and ELECTRONIC MESSAGE BOARDS expressly authorized herein.
- (P) SIGNS painted directly on a building wall, roof or fence.
- (Q) SIGN which contains words, statements or pictures of obscene, indecent or immoral characters and which offends public morals or decency of the Glen Ellyn community.
- (R) Vehicle and Trailer SIGNS. Any vehicle or trailer parked on private commercial property containing any advertising, lettering, graphics, or any other writing or illustration that advertises a business, product or service that is for sale and parked so as to be visible from any adjacent roadway. Provided however that during regular business hours, any vehicle or trailer necessary for the operation or servicing of a business on a given property and which contains advertising for the associated business, may be parked on the subject property provided that the vehicle or trailer is parked within a standard marked or striped parking space and is licensed, insured and operable and is not parked in the front yard if parking is available elsewhere on the site. SIGNS placed on parked vehicles for the primary purpose of attracting attention to an occupant's presence within a building or products or services that are for sale and SIGNS resting on, or attached to, vehicles or trailers used as a means to circumvent the provisions of this Chapter are prohibited.
- (S) Any SIGN which by reason of size, location, content, color or type of illumination which is determined to be a traffic hazard as defined in Section 4-5-4 of this Chapter.
- (T) Any SIGN which is located on or which extends over the public right-of-way except as expressly permitted by Section 4-5-4(J) of this Code.
- (U) Any lighted SIGN cast onto a public or private sidewalk, street, building or other object.
- (V) Any SIGN not expressly permitted by this Code is prohibited.
- (W) Internally illuminated or electronic window signs, including but not limited to neon signs, VIDEO DISPLAYS and televisions.



SIGN Cast
onto Sidewalk

4-5-6: EXEMPT SIGNS

The following SIGNS shall be exempt from the requirement to obtain a SIGN permit and pay fees (unless expressly stated otherwise below or a building permit is required for associated electrical or structural work), but shall be subject to the other provisions of this Code, including Sections 4-5-4 and 4-5-5 of this Chapter. Exempt SIGNS shall not be included for purpose of calculating the total allowable number and size of SIGNS on a premises. No exempt SIGN shall exceed the maximum SIGN height permitted in the district it is located.

- (A) Not Visible: A SIGN that is not visible from a public right-of-way or neighboring residential property.
- (B) Address SIGN: Address SIGN not over three (3) square feet in area.
- (C) Automatic Teller Machine (ATM) Identification Signage: An ESTABLISHMENT identification SIGN located on an ATM machine provided that the size of such SIGN does not exceed a total of four (4) square feet.
- (D) Balloon Displays: Outdoor balloon displays in the C5A and C5B central business zoning districts provided that they comply with the following:
 - 1. Such displays shall be limited to two (2) bunches of no more than six (6) balloons per bunch for each business location.
 - 2. The size of each balloon shall not exceed twenty-four inches (24") in diameter.
 - 3. All balloon displays must be attached to the building or placed within one foot (1') of the building.
 - 4. Balloon displays shall only be displayed outside of the first floor of a building.
 - 5. A minimum five foot (5') wide clear area along all sidewalks must be maintained free from any balloon obstructions.
 - 6. Balloons may not be attached to structures, street furniture, utility poles or SIGNS in the public right-of-way.
 - 7. Balloons shall not be placed in a location which obstructs the vision of pedestrians or motorists, restricts access or creates a dangerous condition.
- (E) BREEZEWAY SIGN: One SIGN located under the breezeway of a shopping center is permitted for each ESTABLISHMENT in the shopping center. ESTABLISHMENTS located in a corner unit may have two (2) BREEZEWAY SIGNS with one SIGN located under the breezeway of each exterior building elevation. BREEZEWAY SIGNS shall not exceed four (4) square feet each.
- (F) COMMON PROGRAM SIGN: Upon written approval of the Village Manager or his or her designee, ESTABLISHMENTS in the C5A and C5B zoning districts shall be permitted to display a maximum of one flag or projecting BANNER SIGN that recognizes the ESTABLISHMENT as participating in a program or initiative sponsored or facilitated by a governmental entity, COMMUNITY SERVICE ORGANIZATION or educational, religious or charitable organization provided that all such flags or banners throughout the C5A and C5B districts have a uniform design, size, colors and attachment/bracket system. Such SIGNS may extend a maximum of eighteen inches (18") over the public right-of-way and must be removed upon conclusion of the program or initiative that they are associated with. A minimum clearance of seven feet (7') must be maintained beneath any SIGN support structures and a maximum SIGN AREA of four (4) square feet shall be permitted for the flag or banner.

- (G) Decorations: Decorations customarily displayed on a national, local or religious holiday, provided they are displayed for a period of not more than sixty (60) days.
- (H) Door SIGN: SIGN affixed to a door which identifies the name or address of the ESTABLISHMENT and not exceeding two (2) square feet.
- (I) DRIVE-THRU CANOPY INFORMATIONAL SIGNAGE:
- (J) Flags: The official flags of any nation, political subdivision, religious, charitable, public or nonprofit organization. A corporate flag can be flown only in conjunction with the flag of the United States of America.
- (K) Garage Sale: One SIGN not to exceed six (6) square feet is permitted to advertise a private garage or yard sale. The SIGN must be located on private property and can be displayed only on the days of the sale. A garage sale SIGN shall not be illuminated.
- (L) Light Pole Banners: Shopping centers comprised of six and one-half (6.5)-acres or more and motor vehicle dealerships shall be permitted to install banners on no more than fifty-percent (50%) of the light poles on their property. A maximum of two (2) styles of banners shall be permitted with no more than one banner per pole and the banners shall be secured to the pole(s) at both the top and bottom. Each banner shall have an area of no more than eighteen (18) square feet and a minimum clearance of twelve feet (12') shall be maintained between the banners and ground level. Light pole BANNER SIGNS shall only be displayed on privately owned light standards and shall not extend over public property.
- (M) Historic Plaque: Commemorative plaque located on a historic structure officially designated as such by the Village or other non-profit or COMMUNITY SERVICE ORGANIZATION.
- (N) Memorial SIGN: Memorial SIGN or tablet indicating the name of a building and/or date of construction when cut into any masonry surface or otherwise made an integral part of the structure whether made of bronze, aluminum or other noncombustible material.
- (O) MENU BOARDS: Drive-thru businesses shall be permitted to display no more than three (3) MENU BOARDS the area of which shall not exceed sixty (60) square feet each. To the extent possible, MENU BOARDS shall be oriented so that the SIGN FACE is not visible from the public right-of-way or any adjacent residential property. A SIGN permit is required for a MENU BOARD.
- (P) Miscellaneous Information: Informational or instructional signage not including any business names, logos, emblems or other advertisements where the height of the lettering does not exceed four inches (4").
- (Q) MUNICIPAL INFORMATIONAL SIGNS: MUNICIPAL INFORMATIONAL SIGNS with the exception that any electronic message boards must comply with the provisions in Section 4-5-15.

- (R) MUNICIPAL REGULATORY AND DIRECTIONAL SIGNS: MUNICIPAL REGULATORY AND DIRECTIONAL SIGNS approved by the Village Manager or his designee for safety purposes or by the Village Board.
- (S) NAMEPLATE: NAMEPLATES that do not exceed two (2) square feet in area and that are directly fastened to a building, including signage for home occupations as defined in the Zoning Code. Where more than one business is located in a building such information must be consolidated on one common NAMEPLATE. The total square footage permitted for the common NAMEPLATE SIGN may be increased an additional two (2) square feet for each additional business above one located in the building, provided that the total area of the NAMEPLATE SIGN does not exceed six (6) square feet.
- (T) Noncommercial Speech: NONCOMMERCIAL SPEECH SIGNS are only permitted on private property and may be placed on a property only with the approval of the property OWNER. The total area of NONCOMMERCIAL SPEECH SIGNAGE on a property shall not exceed thirty two (32) square feet. Corner lots may have two (2) such SIGNS, with one SIGN directed toward each street frontage. NONCOMMERCIAL SPEECH SIGNS shall not be illuminated.
- (U) ORDER CONFIRMATION SIGN: The total area of any advertising on an ORDER CONFIRMATION SIGN shall not exceed two (2) square feet.
- (V) POLITICAL CAMPAIGN SIGN: The total area of POLITICAL CAMPAIGN SIGNS, announcing candidates seeking office or political issues, shall not exceed a total of thirty two (32) square feet for each property. Corner lots may have two (2) such SIGNS, with one SIGN directed toward each street frontage. POLITICAL CAMPAIGN SIGNS are only permitted on private property and may be placed on a property only with the approval of the property OWNER. POLITICAL CAMPAIGN SIGNS shall not be illuminated.
- (W) PORTABLE SIGN: One PORTABLE SIGN may be located on a private sidewalk for ground floor ESTABLISHMENTS in the C5A and C5B zoning districts provided that a five (5) foot area is maintained on the sidewalk free of any obstructions. Permission may be granted by a property OWNER to allow businesses located above or below a ground floor ESTABLISHMENT to also use the SIGN. PORTABLE SIGNS are only permitted to be displayed when the associated business or businesses are open and shall not exceed six (6) square feet in area and four (4) feet in height. PORTABLE SIGNS are not allowed in the public right-of-way and shall not be illuminated.
- (X) PRIVATE PARKING LOT SIGN: PRIVATE PARKING LOT SIGN not exceeding six (6) square feet in area per SIGN. PRIVATE PARKING LOT SIGNS shall not be illuminated.
- (Y) Private Warning SIGNS: Such SIGNS shall be no more than six (6) square feet in area each, shall be limited to the number necessary to accomplish the intended purpose, and shall be illuminated only as required to accomplish such purpose. Such SIGNS may include, but not be limited to towing and no trespass SIGNS.

(Z) PUBLIC REGULATION SIGNS:

(AA) Railroad SIGN: Warnings at railroad crossings.

(BB) REAL ESTATE SIGN: REAL ESTATE SIGNS must be located entirely within the property to which the SIGN applies and must be removed within seven (7) days after the sale, rental or lease has been accomplished. REAL ESTATE SIGNS shall not be illuminated.

1. Detached single family, attached single-family and two family properties may have one REAL ESTATE SIGN with an area not exceeding six (6) square feet.
2. Multi-family and nonresidential properties may have one SIGN with an area not exceeding thirty two (32) square feet, except that corner lots may have a maximum of two (2) with one SIGN directed toward each street frontage.

(CC) Religious Symbol: Religious symbol or commemorative plaque located on a building or property.

(DD) Scoreboard: Scoreboard for athletic fields, provided that no more than twenty-five percent (25%) of the area is used for advertising and any electronic portion thereof complies with the provisions for message boards set forth in Section 4-5-15.

(EE) SPECIAL EVENT SIGN: In accordance with the provisions set forth in Section 4-5-7.

(FF) Temporary Construction SIGNS: One SIGN per construction project is permitted identifying the names of the architects, engineers, contractors and other firms or individuals involved in the project. A temporary construction SIGN shall not exceed thirty two (32) square feet. Corner lots may have two (2) such SIGNS, with one SIGN directed towards each street frontage. Temporary construction SIGNS must be located on the same site as the associated construction project, and removed prior to issuance of a certificate of occupancy, whether temporary or final. Temporary construction SIGNS shall not be illuminated.

(GG) Temporary Developer's SIGN: One SIGN advertising future construction on a site shall be permitted. A temporary developer's SIGN shall not exceed thirty two (32) square feet. Corner lots may have two (2) such SIGNS, with one SIGN directed towards each street frontage. Temporary developer's SIGNS must be located on the same site as the associated construction project, and removed prior to issuance of a certificate of occupancy, whether temporary or final. Temporary developer's SIGNS shall not be illuminated.

(HH) Temporary Fundraising SIGN: One TEMPORARY SIGN advertising a fundraiser shall be permitted on a property. A temporary fundraising SIGN shall not exceed thirty two (32) square feet. Corner lots may have two (2) such SIGNS, with one SIGN directed towards each street frontage. Temporary fundraising SIGNS may be located on a property for no more than 45 consecutive days and shall be removed with seven (7) days

of the conclusion of the associated fundraiser. Temporary fundraising SIGNS shall not be illuminated.

- (II) Temporary Hiring SIGNS: TEMPORARY SIGNS indicating that a business or other entity is hiring personnel. Such SIGNS shall not exceed six (6) square feet in area and must be located on the same premise as the business or entity doing the hiring. Temporary hiring SIGNS shall not be illuminated.
- (JJ) TRAFFIC DIRECTIONAL SIGN: No more than two (2) SIGNS shall be displayed at each entrance or exit and no more than five (5) such SIGNS shall be displayed on the interior of the lot. Each SIGN shall not exceed four (4) square feet in area and four (4) feet in height. In commercially zoned districts, no more than twenty five percent (25%) of each SIGN shall be used to advertise any business, product or service, and such SIGNS shall contain no advertisement in residential districts. The use of standard traffic signalization (stop, yield, etc.) is not limited by this Code.
- (KK) Window Display: Merchandise, pictures or models of products or services incorporated in a window display.
- (LL) Window SIGN: SIGN located on the interior or exterior of a window in the CR, CC, C2, C3, C4, C5 and C6 zoning districts; provided that not more than fifty percent (50%) of the total window area or an individual windowpane is covered. Internally illuminated or electronic window signs, including but not limited to neon signs, VIDEO DISPLAYS and televisions are prohibited in accordance with Section 10-5-5(W).

4-5-7: SPECIAL EVENT SIGNS

No SPECIAL EVENT SIGN shall be installed outdoors except under the conditions identified below. SPECIAL EVENT SIGNS shall be exempt from the requirement to obtain a permit and pay fees (except for BANNER SIGNS or unless a building permit is required for associated electrical or structural work), but shall be subject to the other provisions of this Code, including Sections 4-5-4 and 4-5-5 of this Chapter. No SPECIAL EVENT SIGN identified below shall exceed the maximum SIGN height permitted in the district it is located.

- (A) Commercial Event BANNER SIGN: An on-premises BANNER SIGN advertising or directing attention to a special product, promotion, or other commercial event may be located only in commercial districts with the issuance of a SIGN permit in accordance with the following standards:
 1. Application for approval shall be made by the OWNER or tenant of property;
 2. SIGNS shall not exceed thirty two (32) square feet in area;
 3. There shall not be more than one BANNER SIGN per lot, except that on a corner lot two (2) SIGNS, one directed towards each street, shall be allowed;
 4. The BANNER SIGN shall be affixed at each corner in such a manner so as not to allow wind activation;

5. BANNER SIGNS may be displayed for a maximum period of fourteen (14) days;
 6. No entity may display a BANNER SIGN more than three (3) times a calendar year; with the exception of new businesses which are permitted to display one additional BANNER SIGN advertising a grand opening;
 7. BANNER SIGNS may not be located on or over the public right-of-way;
 8. Signage must be located on the site of the event and on property owned or controlled by the business, organization or institution hosting the event.
- (B) SPECIAL EVENT SIGN: Private Property: SPECIAL EVENT SIGNS, BANNER SIGNS and displays for special events sponsored by governmental entities, COMMUNITY SERVICE ORGANIZATIONS and educational, religious and charitable institutions are allowed in accordance with the following standards:
1. The SIGN must be located on property owned or controlled by the organization or institution;
 2. Such SIGNS may be displayed for a maximum period commencing fourteen (14) days prior to, and ending three (3) days after, the scheduled event;
 3. BANNER SIGNS shall be affixed at each corner in such a manner so as not to allow wind activation;
 4. SIGNS shall not exceed thirty two (32) square feet in area;
 5. There shall not be more than one SIGN per lot, except that on a corner lot two (2) SIGNS, one directed towards each street, shall be allowed;
 6. No entity may display a temporary BANNER SIGN more than three (3) times a year; except for religious institutions who shall be permitted to display such signage in conjunction with all religious holidays and events;
 9. Signage advertising or providing direction to special events of governmental entities, COMMUNITY SERVICE ORGANIZATIONS and educational, religious and charitable institutions may only be placed on private property with the permission of the property OWNER; and
 10. Such SIGNS may not be located on or extend over a public right-of-way.
- (C) SPECIAL EVENT SIGN; Rights of Way: Special event directional SIGNS, whether for governmental entities, educational, religious and charitable institutions, or COMMUNITY SERVICE ORGANIZATIONS are allowed only upon prior written approval of the Village Manager or his or her designee, in accordance with the following standards:

1. The SIGN may extend on, into or over the public right-of-way or easement on the basis of need, impact on pedestrian and vehicular traffic and impact on surrounding property;
2. Such SIGNS are limited to a total of ten (10) SIGNS for the event;
3. Each SIGN shall not exceed a maximum height of three feet (3') and a maximum surface area of six (6) square feet per SIGN;
4. No special event directional SIGN may be displayed for more than one day immediately preceding the event, and the SIGN must be removed immediately after the conclusion of the event; and
5. A minimum five foot (5') wide open area along all sidewalks must be maintained free from any obstructions.

4-5-8: SIGN SCHEDULE (CR AND RESIDENTIAL ZONING DISTRICTS)

The following schedule establishes the type and number of SIGNS permitted in the CR, RE, R1, R2, R2B, R3, R4 and R5 zoning districts along with the maximum permitted area and height.

CR and Residential Districts (a)			
SIGN Type	Maximum Number	Maximum Area	Maximum Height
(A) NONRESIDENTIAL ESTABLISHMENT SIGNS (b)			
1. FREESTANDING SIGN (d)	One FREESTANDING SIGN per property (c)	30 square feet (c)	8 feet (c)
2. WALL SIGN	One WALL SIGN for each principle building open to the public	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 100 square feet per SIGN	No maximum height
(B) MULTIFAMILY DWELLING SIGN			
1. AWNING SIGN	One SIGN per DEVELOPMENT	5 square feet	Permitted on first floor only
2. FREESTANDING SIGN (d)			5 feet
3. WALL SIGN			15 feet
(C) PARK SIGNS			
1. FREESTANDING SIGN (d)	One FREESTANDING SIGN per property	30 square feet	5 feet
2. WALL SIGN	One WALL SIGN for each principle building open to the public	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 100 square feet per SIGN	No maximum height
(D) Residential DEVELOPMENT FREESTANDING SIGN (d)	One SIGN permitted for DEVELOPMENTS with 20 or more units	30 square feet	5 feet
Footnotes:			
(a) INTERNAL and SILHOUETTE ILLUMINATION prohibited.			
(b) Not including home occupation SIGNS which are governed by the Zoning Code.			
(c) Properties with 200 or more acres may have up to two FREESTANDING SIGNS the area of which shall not exceed 100 square feet each and the height of which shall not exceed 10 feet.			
(d) See Section 4-5-4(R) for additional FREESTANDING SIGN regulations.			

4-5-9: SIGN SCHEDULE (C2 ZONING DISTRICT)**7.C.t**

The following schedule establishes the type and number of SIGNS permitted in the C2 zoning district along with the maximum permitted area and height.

C2 Zoning District			
SIGN Type	Maximum Number	Maximum Area	Maximum Height
(A) NONRESIDENTIAL ESTABLISHMENT SIGNS (single tenant building not part of a larger DEVELOPMENT) (a)			
1. AWNING SIGN	Two SIGNS per ESTABLISHMENT, not exceeding one FREESTANDING SIGN	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 25% of the area of any one AWNING (b)	Permitted on first floor only, minimum 7'6" clearance
2. FREESTANDING SIGN (c)		50 square feet	10 feet
3. PROJECTING SIGN	Corner properties may have 3 SIGNS, not exceeding one FREESTANDING SIGN and two additional SIGNS, one each on the front and corner side building elevations	6 square feet per SIGN	15 feet and below any second floor windows
4. WALL SIGN		1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 100 square feet	No maximum height
5. Secondary WALL SIGN	4 SIGNS for ESTABLISHMENTS with 15,000 or more square feet	.25 square feet per lineal foot of ESTABLISHMENT FRONTAGE for each SIGN, not to exceed 20 square feet each	No maximum height
(B) NONRESIDENTIAL ESTABLISHMENT SIGNS (ESTABLISHMENTS in multi-tenant buildings or located in the same development as other ESTABLISHMENTS)			
1. AWNING SIGN	One SIGN per ESTABLISHMENT, corner units may have two (2) SIGNS, one each on the front and corner side building elevations	1 square feet per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 25% of the area of any one AWNING (b)	Permitted on first floor only, minimum 7'6" clearance
2. PROJECTING SIGN		6 square feet per SIGN	15 feet
3. WALL SIGN		1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 100 square feet	No maximum height
4. Secondary WALL SIGN	4 SIGNS for ESTABLISHMENTS with 15,000 or more square feet	.25 square feet per lineal foot of ESTABLISHMENT FRONTAGE for each SIGN, not to exceed 20 square feet each	No maximum height
(C) MULTI-TENANT SIGN			
1. Properties with less than 300 feet of LOT FRONTAGE (c)	One FREESTANDING SIGN	50 square feet	10 feet
2. Properties with between 300 feet and 600 feet of LOT FRONTAGE (c)	One FREESTANDING SIGN	65 square feet	10 feet
3. Properties with 600 feet or more of LOT FRONTAGE(c)	Two FREESTANDING SIGNS	65 square feet, second SIGN shall not exceed 50 square feet	10 feet
(D) PARK SIGNS (d)			
1. FREESTANDING SIGN (c)	One FREESTANDING SIGN per property and one projecting or WALL SIGN for each principle building open to the public	50 square feet	10 feet
2. PROJECTING SIGN (e)		6 square feet	15 feet
3. WALL SIGN		1 square foot per lineal foot of ESTABLISHMENT FRONTAGE not to exceed 100 square feet	15 feet

Footnotes:

(a) Total combined SIGN AREA shall not exceed 120 square feet for an interior lot and 150 square feet for a corner lot.

(b) The total combined area of all letters and symbols on all of an ESTABLISHMENT'S AWNINGS shall be considered the SIGN AREA.

(c) See Section 4-5-4(R) for additional FREESTANDING SIGN regulations.

(d) Only EXTERNAL ILLUMINATION permitted.

(e) Shall not be internally illuminated.

Attachment: Proposed Code 012714 (NO. 6213 : Sign Code)

4-5-10: SIGN SCHEDULE (C3, C4 AND C6 ZONING DISTRICTS)

The following schedule establishes the type and number of SIGNS permitted in the C3, C4 and C6 zoning districts along with the maximum permitted area and height.

C3, C4 and C6 Zoning Districts			
SIGN Type	Maximum Number	Maximum Area	Maximum Height
(A) NONRESIDENTIAL ESTABLISHMENT SIGNS (single tenant building not part of a larger development) (a)			
1. AWNING SIGN	Two SIGNS per ESTABLISHMENT, not exceeding one FREESTANDING SIGN Corner properties and through lots, may have three (3) SIGNS, including one FREESTANDING SIGN and two additional SIGNS, one each on the front and corner side building elevations	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 30% of the area of any one AWNING (b)	Permitted on first floor only, minimum 7'6" clearance
2. FREESTANDING SIGN (c)		50 square feet	15 feet
3. WALL SIGN		1 square foot per lineal foot of ESTABLISHMENT FRONTAGE for each SIGN not to exceed 100 square feet	No maximum height
4. Secondary WALL SIGN	4 SIGNS for ESTABLISHMENTS with 15,000 or more square feet	.25 square feet per lineal foot of ESTABLISHMENT FRONTAGE for each SIGN, not to exceed 20 square feet each	No maximum height
(B) NONRESIDENTIAL ESTABLISHMENT SIGNS (ESTABLISHMENTS in multi-tenant buildings or located in the same DEVELOPMENT as other ESTABLISHMENTS)			
1. AWNING SIGN	One SIGN per ESTABLISHMENT, corner units may have two (2) SIGNS, one each on the front and corner side building elevations	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 30% of the area of any one AWNING (b)	Permitted on first floor only, minimum 7'6" clearance
2. WALL SIGN		1 square foot per lineal foot of ESTABLISHMENT FRONTAGE for each SIGN not to exceed 100 square feet	No maximum height
3. Secondary WALL SIGN	4 SIGNS for ESTABLISHMENT with 15,000 or more square feet	.25 square feet per lineal foot of ESTABLISHMENT FRONTAGE for each SIGN, not to exceed 20 square feet each	No maximum height
(C) MULTI-TENANT SIGN			
1. Properties with less than 300 feet of LOT FRONTAGE	One FREESTANDING SIGN (c)	65 square feet	15 feet
2. Properties with between 300 feet and 600 feet of LOT FRONTAGE	One FREESTANDING SIGN (c)	80 square feet	15 feet
3. Properties with 600 feet or more of LOT FRONTAGE	Two FREESTANDING SIGNS (c) (d)	First SIGN 100 square feet, second SIGN 65 square feet	15 feet
(D) OFFICE COMPLEX SIGN (e)			
1. FREESTANDING SIGN (c)	One FREESTANDING SIGN per complex	50 square feet	15 feet
2. WALL SIGN	One WALL SIGN per complex	1 square foot per lineal foot of LOT FRONTAGE not to exceed 100 square feet	No maximum height
(E) Residential DEVELOPMENT FREESTANDING SIGN (c)			
	One SIGN is permitted for DEVELOPMENTS with 20 or more dwelling units	30 square feet	5 feet

Footnotes:

- (a) Total combined area of all SIGNS shall not exceed 120 square feet for an interior lot and 150 square feet for a corner lot.
- (b) The total combined area of all letters and symbols on all of an ESTABLISHMENT'S AWNINGS shall be considered the SIGN AREA.
- (c) See Section 4-5-4(R) for additional FREESTANDING SIGN regulations.
- (d) A minimum of 200 feet must be maintained between each SIGN.
- (e) Permitted in C4 district only.

4-5-11: SIGN SCHEDULE (C5A AND C5B ZONING DISTRICTS)

The following schedule establishes the type and number of SIGNS permitted in the C5A and C5B zoning districts along with the maximum permitted area and height.

C5A and C5B Zoning Districts (e)			
SIGN Type	Maximum Number	Maximum Area	Maximum Height
(A) NONRESIDENTIAL ESTABLISHMENT SIGNS (a)			
1. AWNING SIGN	One SIGN per ESTABLISHMENT Corner properties, may have two (2) SIGNS, one each on the front and corner side building elevations	.5 square feet per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 25% of the area of any one AWNING (b)	Permitted on first floor only, minimum 7’6” clearance
2. FREESTANDING SIGN (c) (d)		35 square feet	8 feet
3. MARQUEE SIGN	Properties with building walls parallel or nearly parallel to the Illinois Prairie Path or Union Pacific railroad may have an additional SIGN along said building wall	.5 square feet per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 50% of MARQUEE AREA	Permitted on first floor only, minimum 7’6” clearance
4. PROJECTING SIGN (f)		6 square feet per SIGN	15 feet and below any second floor windows
5. WALL SIGN		.5 square feet per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 60 square feet	C5A – 15 feet and below any second floor windows C5B - No maximum height
(B) Residential DEVELOPMENT Identification SIGN (c)			
1. FREESTANDING SIGN (d)	One SIGN is permitted for DEVELOPMENTS with 20 or more dwelling units	35 square feet	8 feet
2. WALL SIGN		35 square feet	C5A – 15 feet C5B - No maximum height
(C) PARK SIGN – Freestanding	One per property	35 square feet	8 feet

Footnotes:

- (a) Total combined SIGN AREA shall not exceed 60 square feet for an interior lot and 75 square feet for a corner lot or lot with a building wall parallel or nearly parallel to the Illinois Prairie Path or Union Pacific Railroad.
- (b) The total combined area of all letters and symbols on all of an ESTABLISHMENT'S AWNINGS shall be considered the SIGN AREA.
- (c) Permitted in C5B district only
- (d) See Section 4-5-4(R) for additional FREESTANDING SIGN regulations.
- (e) Internal and silhouette illumination is prohibited in C5A district and for PARK SIGNS and residential identification SIGNS in the C5A and C5B districts.
- (f) Shall not be internally illuminated.

4-5-12: SIGN SCHEDULE (I1 LIGHT INDUSTRIAL ZONING DISTRICT)

The following schedule establishes the type and number of SIGNS permitted in the I1 Light Industrial zoning district along with the maximum permitted area and height.

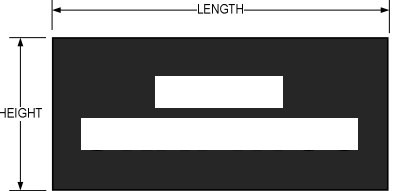
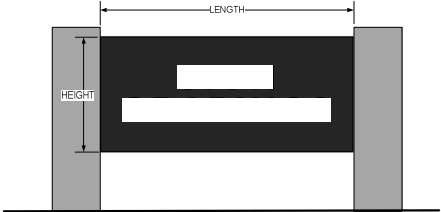
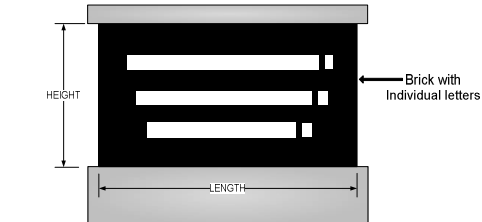
I1 Zoning District			
SIGN Type	Maximum Number	Maximum Area	Maximum Height
(A) NONRESIDENTIAL ESTABLISHMENT SIGNS (single tenant building not part of a larger DEVELOPMENT) (a)			
1. FREESTANDING SIGN (b)	One per property	30 square feet	10 feet
2. WALL SIGN	One per property; corner properties may have two (2) SIGNS, one each on the front and corner side building elevations	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 100 square feet per SIGN	No maximum height
(B) Nonresidential ESTABLISHMENT WALL SIGN (ESTABLISHMENTS in multi-tenant buildings or located in the same DEVELOPMENT as other ESTABLISHMENTS)	One per property; corner properties may have two (2) SIGNS, one each on the front and corner side building elevations	1 square foot per lineal foot of ESTABLISHMENT FRONTAGE per SIGN not to exceed 100 square feet per SIGN	No maximum height
(C) MULTI-TENANT SIGN (b)	One FREESTANDING SIGN	50 square feet	10 feet
Footnotes: (a) Total combined area of all SIGNS shall not exceed 120 square feet for an interior lot and 150 square feet for a corner lot. (b) See Section 4-5-4(R) for additional FREESTANDING SIGN regulations.			

4-5-13: SIGN AREA AND HEIGHT COMPUTATIONS

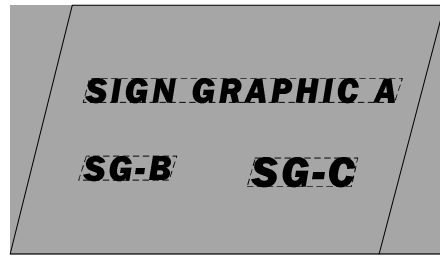
(A) **SIGN AREA:** The area of a SIGN shall be computed in accordance with the following:

1. The area of a SIGN shall be measured by computing the area of the smallest polygon that can encompass all words, letters, figures, emblems, and other elements of the SIGN (see diagrams “a” and “e” below).
2. Any material or color used as an integral part of the display or to differentiate the SIGN from the surface on which it is placed shall be included in calculating the area of the SIGN (see diagrams “b, c, d and f” below).
3. 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 (see diagrams “c, d and f” below).
4. Only one side of a double faced SIGN shall be used in calculating the area of the SIGN provided that both faces are the same dimension, parallel to each other, and supported by the same structure.
5. When different elements of a SIGN are separated by a distance equal to or greater than half of the maximum height of the tallest element of the SIGN, such elements shall be considered separate SIGNS (see diagram “g” below).

Examples:

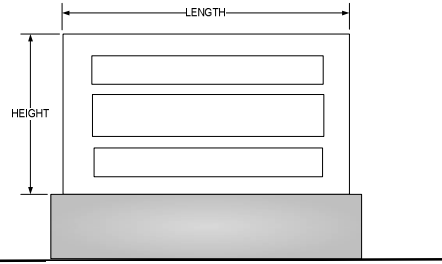
a. Individual letters/elements mounted on a building  SIGN AREA = AREA WITHIN DASHED LINES	b. WALL SIGN with contrasting background on building or box SIGN  SIGN AREA = LENGTH x HEIGHT
c. FREESTANDING SIGN  SIGN AREA = LENGTH x HEIGHT	d. Individual letters mounted on brick or other background  SIGN AREA = LENGTH x HEIGHT

e. SIGN AREA of AWNING



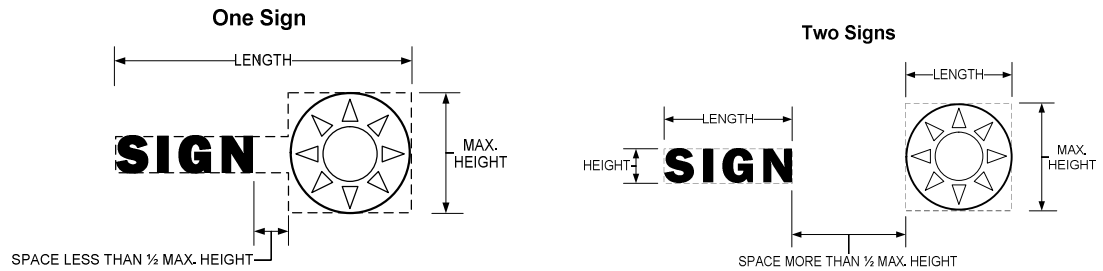
AREA A + AREA B + AREA C = SIGN AREA
NOTE: AREA WITHIN DASHED LINES

f. SIGN AREA of MULTI-TENANT SIGN



SIGN AREA = LENGTH x HEIGHT

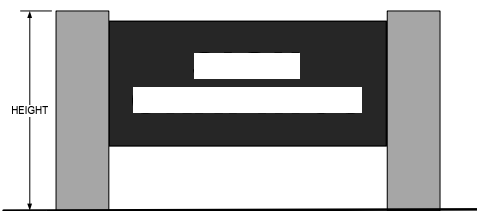
g. Spacing between different SIGN elements



- (B) **SIGN Height:** The height of a SIGN shall be the distance measured from grade level vertically to the highest point of the SIGN STRUCTURE. Where a FREESTANDING SIGN is located on uneven ground the height shall be the average height of the two extreme ends of the SIGN measured from grade (see diagram “c” below).

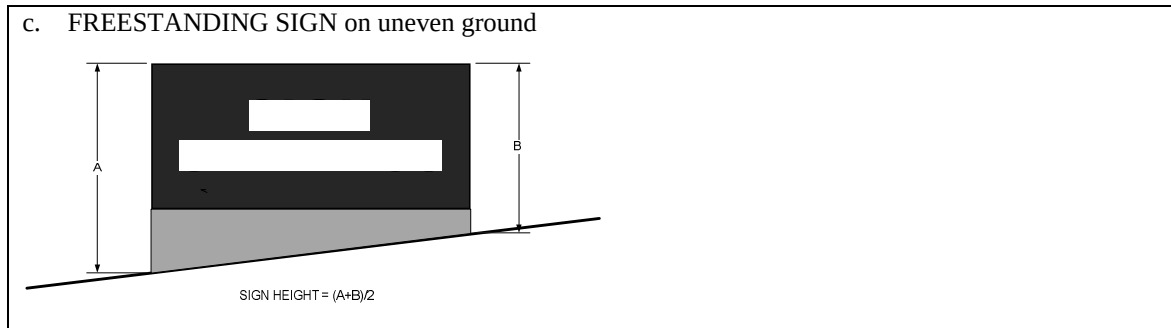
Examples:

a. FREESTANDING SIGN supported by end piers



b. MONUMENT SIGN





4-5-14: BONUS PROVISIONS TO INCREASE SIGN AREA

The maximum permitted SIGN AREA set forth in Sections 4-5-8 to 4-5-12 may be increased by a specified percentage for compliance with the design criteria listed below. The percentage increase shall be based on the original maximum SIGN AREA allowed. If more than one criterion is met, then bonuses may be granted cumulatively.

- (A) Individual Letters: Ten percent (10%) bonus for any WALL SIGN which consists of individual letters mounted directly on the building surface. For the purposes of this Code, letters mounted on a raceway are not considered individual letter SIGNS.
- (B) Setback: One percent (1%) cumulative bonus for any WALL SIGN for every 10 feet the building is setback above and beyond the required building setback.

4-5-15: MESSAGE BOARDS

Message boards (manual changing or electronic) shall be allowed subject to the following regulations, in addition to all other applicable regulations in this Code:

- (A) Message boards shall be erected only by attachment to a FREESTANDING SIGN. Only one message board per property is allowed.
- (B) The area of a message board shall be included in the allowable area of identification signage for the ESTABLISHMENT or property. The maximum area of a message board shall not exceed eighteen (18) square feet, unless operated by a governmental body.
- (C) Messages must be static, the use of VIDEO DISPLAYS, animation, or flashing, scrolling or blinking characters is prohibited.
- (D) All message boards are subject to the illumination standards in Subsection 4-5-4(E).
- (E) Message board text and graphics must be located on a black or “paper-white” background.
- (F) A message board displaying time, temperature or date is allowed only in commercial districts, with the exception of the C5A and C5B districts. The message shall update in intervals of no less than five (5) seconds.

- (G) An electronically variable message board SIGN, other than a time, temperature and date SIGN is allowed for governmental bodies and for property in the CC, CR, C3, C4 and C6 districts subject to the following regulations:
1. The SIGN shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the SIGN in direct relation to the ambient outdoor illumination.
 2. In locations where an electronic message board is visible to an adjacent residential use, the message board may operate only between the hours of six o'clock (6:00) A.M. and ten o'clock (10:00) P.M. and shall be turned off when not in operation.
 3. The message displayed on such SIGN may be changed no more than once every 30 seconds.
 4. The face of an electronically variable message board shall be oriented away from any adjacent residential properties to the extent possible and shall not cause illumination in excess of .05 foot-candles at any residential property line adjoining or across the street from the electronically variable message board.
 5. Messages must change instantaneously and shall not fade out or dissolve.
 6. Single messages shall not be divided between two or more screens.
 7. The Village shall have the right to utilize any ELECTRONIC MESSAGE BOARD during emergency situations to provide instructions and information to the public. Examples of such emergency situations may include, but not be limited to, natural disasters and Amber Alerts.

4-5-16: CC COMMUNITY COLLEGE SPECIAL SIGN DISTRICT

In accordance with Subsection 4-5-17(G)1(c) of this Code, the CC Community College zoning district is hereby designated as a special SIGN district. The permitted type, number, height and area of signage in this district shall be in accordance with a comprehensive SIGN plan approved by the Village. Signage in this district shall otherwise comply with all other provisions in this Code.

4-5-17: SIGN CODE ADMINISTRATION

This SIGN Code shall be administered in accordance with the following provisions:

- (A) Type, Size, Location and Number of SIGNS. Permitted SIGN types and the maximum surface area, maximum height, location and number of such SIGNS are established for zoning districts as they are defined in the Zoning Code, and delineated on the zoning district map published annually by the Village. Each SIGN type permitted shall meet all the applicable standards in this Code.

(B) SIGN Permit Required: Unless otherwise exempted from this Code, no SIGN shall be erected, altered or relocated without a permit being issued by the Building and Zoning Official. When an electrical permit is required, it shall be obtained at the same time as the SIGN permit.

1. Permit Exceptions: No permit shall be required for repainting, cleaning and other normal maintenance or repair of a SIGN, or for changing COPY on a SIGN specifically designed for the use of changeable COPY.
2. Permit Application: Application for a permit shall be made to the Building and Zoning Official on the forms provided by the Village and shall include the following information:
 - a. Permit Fees: Every applicant shall pay the applicable permit fee set forth in the Village Code.
 - b. Identity: Name, address, email address and telephone number of applicant, person, firm, corporation or association submitting the application and the OWNER of the property if the property is not owned by the applicant.
 - c. Proof of Ownership: Proof of ownership in the form of a deed or title insurance policy for the property on which the sign is to be placed.
 - d. Location: Location of the building, structure or parcel of property to which, or upon which, the SIGN is to be attached or erected.
 - e. SIGN Plan: A plan showing the location of the proposed SIGN(s) and any other existing SIGNS on the property in relation to nearby buildings, structures, access drives and parking spaces with the setback of the SIGN from any adjacent rights-of-way identified.
 - f. Structural Drawings: Unless waived by the Building and Zoning Official, two (2) copies of plans and specifications showing the method of construction, location and support. These plans must be sealed by a registered architect, structural engineer or registered professional engineer.
 - g. SIGN Elevation: An elevation or sketch showing SIGN FACES, exposed surfaces and proposed message thereof accurately represented in scale as to size, proportion, dimensions of letters and features, color and with the total square footage of the SIGN noted thereon.
 - h. Building Elevation: If the SIGN is to be placed on a building or other structure, an elevation or photo rendering drawn to scale shall be submitted showing the SIGN thereon.
 - i. OWNER'S consent: If the SIGN is proposed to be placed on property not owned by the applicant, written consent of the OWNER(S) of the building, structure or land on which the sign is to be erected.

- j. Indemnification: The OWNER of the SIGN for any and all signage projecting over the public right-of-way shall indemnify and hold the Village harmless from any damage, cause of action or claim to be caused by the improper construction or maintenance of the SIGN.
 - k. Removal Upon Abandonment: A statement that the SIGN OWNERS agree to remove the SIGN at their own expense in the event the SIGN is abandoned as defined in Subsection (D) of this Section.
 - l. Other information: Such other information as may be reasonably required by the Building and Zoning Official to show full compliance with this and all other Ordinances of the Village.
- (C) Issuance of Permit: It shall be the duty of the Building and Zoning Official or his or her designee, upon the filing of an application for a permit to examine such plans and specifications, and determine whether or not the proposed structure is in compliance with all requirements of this Code and all other provisions of the Village Code, in which event a permit shall be issued. If the work authorized under the permit has not been initiated within six (6) months and completed within twelve (12) months after the date of issuance, the permit shall become null and void.
- (D) Removal of Unsafe or UNLAWFUL SIGN: If the Building and Zoning Official shall find that any SIGN is unsafe, insecure or a menace to the public, or has been constructed, erected or maintained in violation of the provisions of this Section, written notice shall be given to the property OWNER, SIGN OWNER or permittee thereof. If the property OWNER, SIGN OWNER or permittee fails to remove or alter the structure so as to comply with the standards herein set forth within fifteen (15) days after such notice, the Building and Zoning Official may cause the SIGN to be removed or repaired to place the SIGN in a safe condition pursuant to the corporate powers granted by the Illinois Municipal Code as amended.
- (E) Removal of ABANDONED SIGN:
- 1. Nonconforming SIGN: If the Building and Zoning Official finds that a nonconforming SIGN is abandoned, the Official shall give written notice to the permittee or OWNER to remove the SIGN. If the permittee or OWNER fails to remove or bring such SIGN and SIGN STRUCTURE into conformance with this Chapter within thirty (30) days after such notice, the Building and Zoning Official may initiate judicial process to cause the SIGN to be removed, and the OWNER shall be subject to the general penalty provisions of this Code.
 - 2. Conforming SIGN: If the Building and Zoning Official finds that a conforming SIGN is abandoned, the Official shall give written notice to the permittee or OWNER thereof. If the permittee or OWNER fails to cover the SIGN FACE with an opaque single color material or remove the SIGN FACE within thirty (30) days after such requirement notice, the Building and Zoning Official may initiate judicial process to

cause the SIGN to be removed, and the OWNER shall be subject to the general penalty provisions of this Code.

(F) Enforcement Official:

1. The Planning and Development Director is hereby authorized and directed to enforce all of the provisions of this Chapter. Upon presentation of proper credentials, the Planning and Development Director, or a duly authorized representative, may enter, at reasonable times, any building, structure or premises in the Village to perform any duty imposed by this Chapter.
2. Where there is any ambiguity or dispute concerning the interpretation of this Chapter, the interpretation of the Planning and Development Director shall prevail, subject to appeal as provided herein.

(G) SIGN Variation Request:

1. Manner of Requesting:
 - a. Any person seeking a variation from this Chapter shall file an application with the Planning and Development Director who shall, in a timely manner, place the request on an agenda for the Architectural Review Commission to consider at a public hearing. The Architectural Review Commission shall act in an advisory capacity and make a recommendation on the request to the Village Board of Trustees. Upon receiving a recommendation from the Architectural Review Commission, the request shall be scheduled for consideration by the Village Board in a timely manner. The Village Board shall then approve, approve with conditions or deny the application.
 - b. An application for variation must be filed with the Director of Planning and Development on the forms provided by the Village and shall contain at least the following:
 - i. Application Fee: Every applicant shall pay the applicable application fee for a SIGN variation request set forth in the Village Code.
 - ii. SIGN Variation Application: A completed SIGN variation application, including information about how the request complies with the standards for granting approval of a SIGN variation set forth in Subsection 3 below.
 - iii. Identity: Name, address, email address and telephone number of applicant, person, firm, corporation or association proposing to install the SIGN and the OWNER of the property if the property is not owned by the applicant.
 - iv. Proof of Ownership: Proof of ownership in the form of a deed or title insurance policy for the property on which the SIGN is proposed.
 - v. Legal Description: A current legal description of the property.

- vi. Location: Location of the building, structure or parcel of property to which, or upon which, the SIGN is to be attached or erected.
 - vii. SIGN Plan: A dimensioned plan showing the location of the proposed SIGN(s) and all other existing signage on the property in relation to nearby buildings, structures, drive aisles and parking spaces with the setback of the SIGN(s) from any adjacent rights-of-way identified.
 - viii. SIGN Elevation: An elevation or sketch showing SIGN FACES, exposed surfaces and proposed message thereof accurately represented in scale as to size, proportion, dimensions of letters and features, color and with the total square footage of the SIGN noted thereon measured from ground level.
 - ix. Building Elevation: If the SIGN is to be placed on a building or other structure, an elevation or photo rendering drawn to scale shall be submitted showing the SIGN thereon and indicating the height of the SIGN.
 - x. Owner's Consent: If the SIGN is proposed to be placed on property not owned by the applicant, written consent of the OWNER(S) of the building, structure or land on which the SIGN is proposed granting the applicant the right to file the variation request.
 - xi. Design Information: A description of the proposed kind, color and texture of materials, including cut sheets, pictures or samples as may be deemed appropriate by the Planning and Development Director.
 - xii. Landscape Plan: A landscape plan shall be provided if a FREESTANDING SIGN is proposed.
 - xiii. Other Information: Such other information as may be reasonably required by the Planning and Development Director.
- c. Any entity which, by reason of unique circumstances relating to a geographic area larger than twenty five (25) acres which requires regulations beyond the application and scope of the specific provisions in this Code, may be deemed a special SIGN district and may apply to the Village Board for approval of a comprehensive SIGN plan. Said plan shall include all proposed SIGNS for which the entity seeks approval, the Sign Code sections for which any variations are requested and a statement of the need for the signage and its relation to the district.
2. Hearing: The Architectural Review Commission will conduct a public hearing at a regularly scheduled meeting to consider the request. Said hearing shall be duly advertised in a newspaper with a general circulation within the municipality not less than fifteen (15) nor more than thirty (30) days before the hearing;
 3. Evidence and Findings: The applicant or his or her representative is required to attend the hearing and present the case.

- a. The Architectural Review Commission shall conduct an evidentiary hearing and shall not recommend approval of the request unless the Commission makes positive findings based on the evidence presented that all of the following standards have been met:
 - i. The request complies with the Statement of Purpose found in Section 4-5-2 of this Chapter; and
 - ii. The plight of the OWNER is based on unique circumstances due to an unusual physical limitation, such as an irregular lot shape, substantial lot depth, unusual geographic location, exceptional topographic feature, or other condition, that is peculiar to the subject property or ESTABLISHMENT and the conditions upon which the request is based are not generally applicable to other property within the same zoning district; and
 - iii. The variation, if granted, would have no adverse impact on property values in the surrounding area or be injurious to other property or improvements in the neighborhood in which the property is located; and
 - iv. The variation, if granted, would have no adverse impact on the existing or desired character of the surrounding area; and
 - v. The variation, if granted, would not endanger, the public health, safety or welfare.
 - b. For the purpose of supplementing the above standards, the Architectural Review Commission, in making its findings and recommendation may also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:
 - i. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.
 - ii. That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant.
 - iii. That the variation is the minimum variation necessary.
 - iv. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
 - c. A showing that the granting of the requested variation would be more profitable to the applicant or that the SIGN would be more valuable if the requested variation is granted is not grounds for granting approval of a variation.
4. The Architectural Review Commission may recommend and the Village Board may require such conditions and restrictions upon the premises benefited by a SIGN

variation as may be necessary in their opinion to comply with the standards set forth in this Section, to reduce or minimize any injurious effects of such sign variation upon other property in the neighborhood, to implement the general purpose and intent of this Chapter or to bring the existing or proposed SIGNS on the property into compliance or closer into compliance with this Code and the Village's Appearance Review Guidelines.

5. Ordinance: All variations shall be granted only by the adoption and approval of an Ordinance. Violation of any condition or limitation set forth in an approved Ordinance shall be a violation of this Code and shall constitute grounds for revocation of the variance.
6. The grant of a SIGN variation shall not authorize construction or maintenance of any SIGN, but shall merely authorize the preparation, filing and processing of a SIGN permit application.

(H) Appeals:

1. Notice of Appeals: Any person aggrieved by a decision of the Planning and Development Director may appeal to the Village Board of Trustees by a written notice to the Village Manager. Such appeal must be filed within 10 working days of the action being appealed.
2. Stay Pending Appeal: The Planning and Development Director shall take no further action on the matter pending the Village Board's decision, except for unsafe SIGNS which present an immediate and serious danger to the public.
3. Appeals Promptly Heard: The appeal shall be heard by the Village Board in a timely manner, and that body may affirm, reverse or modify the action of the Building and Zoning Official.

(I) Legal Nonconforming SIGNS:

1. Defined: SIGNS legally existing at the time of the enactment of this Chapter and not conforming to its provisions shall be regarded as legal nonconforming SIGNS.
2. Statement of Policy: It is not the intent of this Chapter to encourage the survival of legal nonconforming SIGNS but rather to bring such SIGNS into conformance with the provisions of the SIGN Code. Legal nonconforming SIGNS are permitted to continue, subject to the following provisions in Subsections (H)3 and (H)4 of this Section.
3. Restrictions on Legal Nonconforming SIGNS: Legal nonconforming SIGNS shall not be:
 - a. Reestablished if the SIGN has been abandoned for a period of thirty (30) consecutive days.

- b. Expanded, enlarged, re-erected, replaced or, except for changing SIGNS, altered in COPY (including the replacement of the SIGN FACE).
 - c. Reconstructed after damage or destruction to an extent equal to or more than fifty percent (50%) of the SIGN'S original value, as determined by the Planning and Development Director.
 - d. Moved in whole or part to another location unless the SIGN is made to conform to all regulations in this Chapter.
 - e. Structurally altered so as to prolong the life of the SIGN.
4. Any MONUMENT SIGN that does not conform to this Code shall not be required to be brought into compliance upon replacement of the SIGN FACE if the only nonconformity is the height of the base.
 5. In the event of the construction of a new building, any building addition that increases the gross floor area of an existing building by twenty five percent (25%) or more, or any exterior remodeling, renovation or rehabilitation of a building that triggers the requirement for exterior appearance review, shall require all nonconforming SIGNS on the premises to be brought into conformance with the provisions of this Chapter.
 6. Maintenance:
 - a. Normal repair and maintenance shall be allowed.
 - b. Immediately upon the removal of a SIGN, the wall, structure or other appurtenances previously used to support the SIGN shall be repaired so as to return the building, structure or site to the condition it was in prior to installation of the SIGN. Specifically, any remaining holes in a wall must be repaired in kind, no wires shall be left exposed and the ground around a removed FREESTANDING SIGN shall be graded and planted with grass or other landscaping.

(J) Penalties and Interpretation:

1. Penalties: Any person who violates any of the provisions of this Chapter shall be subject to the general penalty provision set forth in Title 1, Chapter 4 of the Village Code for each violation, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues; and
2. Interpretation: Should any regulation in this Chapter be in conflict with provisions of any other lawfully adopted rule, regulation or Ordinance, the more restrictive provision shall prevail.

(K) Severability: If any section, subsection, sentence, clause or phrase of this Chapter is held to be invalid by a court of competent jurisdiction, then all remaining parts, which are severable from the invalid parts, shall be valid and remain in effect.

X:\Plandev\PLANNING\CODES\SIGN CODE\Update\Draft 011414 Clean CAPS.docx

Attachment: Proposed Code 012714 (NO. 6213 : Sign Code)