

**Regular Meeting-Plan Commission/Zoning Board Of Appeals
Gregory J. Bielawski Municipal Center, Carol Stream, DuPage County, Illinois**

March 8, 2010

ALL MATTERS ON THE AGENDA MAY BE DISCUSSED, AMENDED AND ACTED UPON

Chairman David Michaelsen called the Regular Meeting of the Combined Plan Commission/ Zoning Board of Appeals to order at 7:30 p.m. and directed Recording Secretary Wynne Progar to call the roll.

Present: Chairman David Michaelsen, Commissioners David Hennessey, Timothy McNally, Frank Petella, Angelo Christopher, Ralph Smoot, and Dee Spink

Absent: None

Also Present: Donald Bastian, Assistant Community Development Director and Wynne Progar, Recording Secretary

MINUTES:

Commissioner Spink moved and Commissioner Christopher made the second to approve the Minutes of the Meeting of December 14, 2009 as presented. The results of the roll call vote were:

Ayes: 7 Commissioners Hennessey, McNally, Petella, Christopher, Smoot, Spink and Michaelsen
Nays: 0
Absent: 0

PUBLIC HEARING:

Commissioner Smoot moved to open the public hearing and Commissioner Spink made the second. The motion passed by unanimous voice vote.

**09295: G & S Expedited Freight, LTD – 445-449 Randy Road
*Special Use – Outdoor Activities and Operations***

Mr. Bastian presented a letter from G & S Expedited Freight withdrawing their application for the Special Use.

**09338: Angel Associates, LP – 293 - 317 S. Schmale Road
*Special Use – Drive-up Service Window***

Mr. Bastian explained that Staff is still working with Mr. Spina and due to some changes in the proposed site plan; a new public hearing notice will need to be published prior to the public hearing. As such, no PC/ZBA action is needed at this time.

Commissioner Smoot moved and Commissioner Hennessey made the second to close the Public Hearing. The results of the roll call vote were:

Ayes: 7 Commissioners Hennessey, McNally, Petella, Christopher, Smoot, Spink and Michaelsen

Nays: 0
Absent: 0

PRESENTATION:

**07200: Village of Carol Stream – 500 N. Gary Avenue
Text Amendments – Sign Code**

Mr. Bastian said that over the past few years, the Community Development Department has received feedback from not-for-profit organizations and governmental agencies expressing concern that the current Sign Code provisions for temporary signage do not allow for effective announcement or promotion of their special events. Village staff met with members of the Carol Stream Ministerium to gain an understanding of their concerns and to learn about the types of signage that would better meet their needs. The primary concerns that were expressed to staff are as follows:

- There is a lack of flexibility in the locations where temporary signs can be installed, as banners may only be affixed to buildings. This may not always maximize the visibility, and therefore, the effectiveness, of the banner;
- The length of time that temporary signs may be in place, at 15 days, was viewed to be inadequate;
- There is not much flexibility in the types of temporary signs allowed by the Code (primarily banners, or the changeable copy portion of a bulletin-board sign). As such, it was suggested that the Village consider allowing A-frame type signs if standards could be developed to address the problematic aspects of such signs;
- The number of allowable temporary sign events per year was discussed, and the Ministerium agreed that eight events per year would be adequate. There was support, however, for allowing additional temporary sign events without having to go through the formal hearing process;
- The number of temporary signs allowed per street frontage was discussed, and the current allowance of one sign per frontage was acceptable. There was support, however, for allowing additional signs per frontage without having to go through the formal hearing process.

In preparing the attached proposed Sign Code text amendments, staff considered the stated needs of not-for-profit organizations and governmental agencies, as well as the community aesthetic factors that could become an issue if the Sign Code regulations were relaxed. We also studied the Sign Code provisions of other communities to gain additional insight into how temporary signs for not-for-profit organizations and governmental agencies are regulated elsewhere.

In this report, each proposed text amendment is preceded by a brief introduction explaining the rationale for each proposed change. Following the introduction, the current and proposed Sign Code language is presented. Current text that is proposed to remain is presented in standard text, current text that is proposed for deletion is presented in ~~red-strikethrough-text~~, and recommended new text is presented in a red underline fashion. Staff encourages PC/ZBA discussion and questions during the review of the proposed text amendments.

Purpose of proposed amendment: To clarify that temporary signs permitted by the Sign Code do not count toward the maximum sign area allowed for a property through § 6-11-5, as the maximum allowable sign area is only intended to include permanent signs.

§ 6-11-5 LIMIT ON SIGN AREA.

(C) *Maximum sign area allowed.* 750 square feet of sign area will be the maximum allowed on any premises in any case, with the following exceptions:

(1) Shopping centers... (no change).

(2) The area of temporary signs shall not be included in the calculation of the maximum sign area allowed.

PROPOSED SIGN CODE AMENDMENT #2

Purpose of proposed amendment: To clarify that off-premise signs are prohibited, without the reader having to consult the existing definition of "advertising sign" or "billboard" in the Sign Code to determine that such signs are considered off-premise signs.

§ 6-11-10 PROHIBITED SIGNS.

(A) The following signs are expressly prohibited except when permitted as part of a grand opening event:

(1) Off-premise Advertising signs or billboards. (Note: This prohibition relates to commercial signs only.)

PROPOSED SIGN CODE AMENDMENT #3

This is the primary text amendment that would address the needs of not-for-profit organizations and governmental agencies, the purpose of which is: 1) To be consistent in the use of the terms "governmental agency" and "not-for-profit organization" as opposed to "charitable" or "public service groups". 2) To clarify that one such sign is permitted per street frontage. 3) To increase the allowable duration for such signs from 15 days, as currently allowed, to 30 days. 4) To clarify that temporary signs can be installed for four such events per calendar year. 5) To include banners affixed to posts as an allowable type of temporary sign. 6) To set forth the requirements applicable specifically to banners installed on posts.

§ 6-11-15 SIGNS PERMITTED IN ALL DISTRICTS.

(B) *Signs not requiring a permit.* The following signs shall be permitted in all zoning districts, and shall not require a sign permit.

(7) Temporary signs advertising auctions, special events of charitable governmental agencies or public service groups not-for-profit organizations, or other non-commercial signs. A maximum of one such sign may be installed per street frontage. Shall be not larger than 32 square feet in area, and not more than six feet in height if a ground-mounted sign. Such signs may remain for 15 30 days and must be removed upon the close of the event. A governmental agency or not-for-profit organization may install four such temporary signs per calendar year. Any ground-mounted temporary sign, including banners affixed to posts, shall comply with the sign placement requirements contained in § 6-11-11. The following regulations shall also apply to banners affixed to posts:

- (a) Posts shall be installed to a depth of at least 30 inches into the ground.
- (b) Banners shall not be permitted to hang loosely, shall maintain 18 inches of clearance above the ground, and shall remain securely affixed to the posts for the duration of the time that the banner is installed.
- (c) Posts shall be removed at the time that the banner is removed.

PROPOSED SIGN CODE AMENDMENT #4

Purpose of proposed amendment: To remove permanent signs (identification signs, bulletin boards and community message boards) from the list of signs that do not require a permit and

add them to the category of signs in the residential zones requiring a permit. The explanation for this proposed change is that all of the other signs currently listed in § 6-11-16(G) *Signs not requiring a permit* are temporary signs. In staff's view, permanent identification signs, bulletin boards and community message boards should require a permit.

§ 6-11-16 SIGNS IN THE RESIDENTIAL ZONES (R-1, R-2, R-3, R-4).

(G) Identification signs, bulletin boards and community message boards. Shall be considered permanent, are permitted only on non-residential uses, and are permitted only as follows:

(1) Identification signs and bulletin boards. For non-residential uses, for example churches, cemeteries, golf courses and private non-profit recreational areas, provided that such signs are limited to one sign per street frontage, and provided that each such sign be limited to 32 square feet in area, and six feet in height if a ground sign. Bulletin boards must be used exclusively for non-commercial announcements.

(2) Community message boards. Permitted for public institutions, on public property of more than one acre of land, not exceeding 96 square feet in area or eight feet in height.

(GH) *Signs not requiring a permit.* The following signs are permitted in the Residential Zones, shall not require a sign permit, and shall not be counted when calculating the number of signs or square footage on a premise. However, such signs shall conform with the general regulations, for example height, area, setback, clearance, and the like, for signs enumerated in the remainder of the article.

~~(1) Identification signs and bulletin boards.~~ For non-residential uses, for example churches, cemeteries, golf courses, private non-profit recreational areas, provided that such signs are limited to one sign per street frontage, and provided that each such sign be limited to 32 square feet of area, and six feet in height if a ground sign. Bulletin boards must be used exclusively for non-commercial announcements.

~~(21) Name and address plates.~~ For buildings containing more than two dwelling units, provided that such signs shall not be more than three square feet in area, and be wall mounted.

~~(32) Construction signs, residential.~~ One per lot, not exceeding six square feet in area. Such signs shall be removed upon completion of the project.

~~(43) Real estate signs, residential.~~ One per street frontage, not exceeding six square feet per side in sign area. Such signs shall be removed within ten days after the premises or lot advertised has been sold, rented or leased.

~~(54) Open house signs, residential.~~ Professionally designed and lettered open house directional signs not exceeding six square feet in surface area per face and not exceeding four feet in overall height may be placed within the public right-of-way under the following conditions:

(a) Signs may be in place on Saturdays and Sundays only between the hours of 9:00 a.m. and 6:00 p.m.

(b) Signs must be free standing, not attached to any utility pole or structure nor any traffic control sign.

(c) No attention attracting devices such as pennants, streamers, balloons, inflatable shapes, banners, flashing lights or other illumination shall be attached to an open house sign or placed in the public right-of-way.

(d) Each sign must have attached an adhesive label or other means to identify the name, business address and business telephone number of the person responsible for the placement and removal of each sign.

(e) A maximum of four signs for each house may be placed in the public right-of-way.

(f) No sign greater than 30 inches in height shall be placed within any portion of the 25 foot sight triangle as extended to the street pavement on the triangles third (non right-of-way) side. The triangle is made up of the area of 25 feet from the point of intersection of two street right-of-way lines forming a corner.

(g) No more than one sign directing the public in any one direction shall be placed by the same company at a single corner of an intersection.

(65) *Garage sale signs.* Garage sale direction signs not exceeding six square feet in surface area per face and not exceeding four feet in overall height may be placed within the public right-of-way under the following conditions:

(a) Signs may be in place on Thursdays, Fridays, Saturdays and Sundays only between the hours of 9:00 a.m. and 6:00 p.m.

(b) Signs must be free standing, not attached to any utility pole or structure nor any traffic control sign.

(c) No attention attracting devices such as pennants, streamers, balloons, inflatable shapes, banners, flashing lights or other illumination shall be attached to a garage sale sign or placed in the public right-of-way.

(d) Each sign must have attached an adhesive label or other means to identify the name, business address and business telephone number of the person responsible for the placement and removal of each sign.

(e) A maximum of four signs for each garage sale may be placed in the public right-of-way.

(f) No sign greater than 30 inches in height shall be placed within any portion of the 25 foot sight triangle as extended to the street pavement on the triangles third (non right-of-way) side. The triangle is made up of the area of 25 feet from the point of intersection of two street right-of-way lines forming a corner.

(g) No more than one sign directing the public in any one direction shall be placed at any intersection.

(h) No garage sale signs may be posted at the corners of the intersection of Lies Road and Gary Avenue.

~~(7) Community message boards. Permitted for public institutions, on public property of more than one acre of land, not exceeding 96 square feet in area or eight feet in height.~~

PROPOSED SIGN CODE AMENDMENT #5

Purpose of proposed amendment: To allow for some additional flexibility for grand opening banner signage in the B-1, B-2 and B-3 Business Districts.

§ 6-11-17 SIGNS IN THE BUSINESS ZONES (B-1, B-2, B-3)

(K) *Grand opening signs.* Grand opening signs for a one-time grand opening event to take place within two months of the start of business at a particular site in the village.

(1) *Grand opening banners advertising a new business opening on the lot.* One temporary banner may be installed per street frontage, not to exceed 32 square feet in area. Banners must be and securely affixed to either a building or posts. Banners affixed to posts shall comply with the sign placement requirements contained in § 6-11-11. The following regulations shall also apply to banners affixed to posts:

- (a) Posts shall be installed to a depth of at least 30 inches into the ground.
- (b) Banners shall not be permitted to hang loosely, shall maintain 18 inches of clearance above the ground, and shall remain securely affixed to the posts for the duration of the time that the banner is installed.
- (c) Posts shall be removed at the time that the banner is removed.

All such signs shall be considered temporary, shall be permitted for a maximum of one, four week period, and shall not count toward time conditions placed on other temporary banners. In addition to the temporary banner permitted under this section, no more than one other permitted temporary banner may be displayed at any one time.

Mr. Bastian noted that the discussion on these revisions started in 2007 with the Ministerium and other non-profit organizations wanted to place banners for various activities through the year. Since it was required to put banners onto a building, many of those buildings were well back from the roadway and could not be seen by passing motorists. The amendments will allow them flexibility of locations while still regulating types of signs and the time allowed for the banner's presence.

Mr. Smoot asked if these amendments will still allow "A-frame" types of signs and was told that it will not allow them due to site distance triangle regulations. Mr. Bastian said that what would be allowed are banners attached to posts that will be placed behind the site distance triangle on corners.

Commissioner McNally asked if the 6 foot maximum height includes the sign and the post and Mr. Bastian said that a 4X8 sign on posts that allow 18 inch clearance is approximately 6 feet. Commissioner McNally said that the regulation should be stated more clearly.

Chairman Michaelsen commented that he feels that the regulation language is clear.

Commissioner Petella asked about the post material and asked how it could be mounted in the winter. Mr. Bastian said that what staff had in mind was to use the metal type of post that is used to mount wire fencing to. That post could probably to driven into the ground until the coldest part of the winter. He added that another type of post would be the put a metal post holder into the ground and when not having a banner, the wood post could be removed from the holder until the next use of a banner. This would create a permanent location for the organization.

Chairman Michaelsen asked if there will be a permit required for such banners that have a post holder in the ground and Mr. Bastian said that no permit will be required.

Commissioner Hennessey asked about utility lines that run underground and Mr. Bastian said that the current 30 inches is a bit of overkill for a temporary sign post. He added that whatever depth is required will be determined by regulation and that the staff will give a hand-out regarding the placement of the banners, and they will have to call JULIE to get locates of the utilities that are in the vicinity of the location wanted. The Village wants to have secure banners and will follow up on the locations.

Chairman Michaelsen suggested that the non-profit and governmental units choose a permanent location for their banners and install permanent post holders, where the holder remains under ground and the post can be removed.

Mr. Bastian said that since it would become another Code Enforcement issue, he is reluctant to make temporary banners a permitted action.

Commissioner Petella suggested a trial period of 30 days for the length of time to have a banner on display and see if any complaints are filed.

Chairman Michaelsen said that he is concerned that 30 days is too long.

There was discussion of the requirements covered in the proposed amendment.

Commissioner McNally moved to recommend approval of the amendment to the Sign Code with the changes as discussed. Commissioner Smoot made the second. The results of the roll call vote were:

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| Ayes: | 5 | Commissioners Hennessey, McNally, Petella, Smoot & Michaelsen |
| Nays: | 2 | Commissioners Christopher and Spink |

**11107: Village of Carol Stream – 500 N. Gary Avenue
2010 Official Zoning Map**

Commissioner Spink moved and Commissioner Petella made the second to recommend approval of the 2010 Official Zoning Map. The results of the roll call vote were:

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| Ayes: | 7 | Commissioners Hennessey, McNally, Petella, Christopher, Smoot, Spink and Michaelsen |
| Nays: | 0 | |
| Absent: | 0 | |

NEW BUSINESS:

Commissioner McNally moved and Commissioner Spink made the second to cancel the meeting of March 22nd since no cases are ready for that meeting. The results of the roll call vote were:

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| Ayes: | 7 | Commissioners Hennessey, McNally, Petella, Christopher, Smoot, Spink and Michaelsen |
| Nays: | 0 | |
| Absent: | 0 | |

Commissioner Smoot moved and Commissioner Petella made the second to adjourn. The motion passed by a unanimous voice vote.

FOR THE COMBINED BOARD