

**VILLAGE OF LAKE BLUFF
SPECIAL MEETING OF THE
ARCHITECTURAL BOARD OF REVIEW**

Tuesday, April 3, 2018 – 6:00 P.M.

**VILLAGE HALL FRONT DOOR
40 E. CENTER AVENUE, LAKE BLUFF, ILLINOIS**

AGENDA

1. Call to Order and Roll Call

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

The Architectural Board of Review Chair and Board Members allocate fifteen (15) minutes during this item for those individuals who would like the opportunity to address the Board on any matter not listed on the agenda. Each person addressing the Architectural Board of Review is asked to limit their comments to a maximum of three (3) minutes.

3. A Walking Tour of Downtown and Discussion of Proposed Changes to Awning Sign Regulations

4. Adjournment

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

VILLAGE OF LAKE BLUFF

Memorandum

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

FROM: Mike Croak, Building Codes Supervisor

DATE: March 30, 2018

SUBJECT: **Special Meeting Agenda Item #3 – A Walking Tour of Downtown and Discussion of Proposed Changes to Awning Sign Regulations**

At the April 3 Special Meeting at 6:00 PM, the ABR will go on a walking tour of downtown and discuss proposed revisions to the sign code. The following are among the proposed revisions to discuss:

1. Require landlords of multi-tenant buildings to obtain ABR approval for a consistent color scheme for all awning signage on their building
2. Require all text to be on the valance portion of the awning
3. Limit awning text height to 5" tall
4. Allow graphics on the main portion of the awning?
5. Allow main entrance doors or sidelights to have the business name and hour of operations, with letters not to exceed 1.5" in height

Recommendation:

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

Documents Attached:

- Zoning Ordinance Section 10-10-14(B)

Sign Code for the Central Business District

B. Central Business District: The following signs shall require a permit and review by the architectural board of review pursuant to section 10-10-15 of this chapter prior to being erected, installed or maintained in the central business zoning district (CBD). All businesses shall be limited to one awning sign, or one wall sign, or one ground sign, or one projecting sign. In addition, any sign within said district shall comply with the following standards:

1. Awning signs¹. All such signs shall comply with the following:
 - a. The size of the letters on an awning sign shall be no less than five inches (5") and no greater than seven inches (7") in height and shall be placed on the descending skirt only.
 - b. Such signs shall be constructed and erected so that the lowest portion of the projecting frame shall not be less than seven feet six inches (7'6") above the level of the sidewalk or public thoroughfare, and the lowest portion of the descending skirt shall not be less than six feet eight inches (6'8") above the level of the sidewalk or public thoroughfare.
 - c. No such sign shall extend more than two feet (2') out from the building facade over the public right of way.
 - d. The shape of all awning signs should relate to the building facade and to the awning signs on adjacent buildings. The coloring of awning signs shall be consistent throughout the awning utilizing complementary tones and shades.
2. Door signs. Such signs shall be allowed only if the door is the only available signage location for the premises, owner, occupant or business. No more than one door sign identifying the owner, occupant or business on the premises shall be allowed. Said sign shall be placed so as not to interfere with the safe ingress and egress through said door. The lettering of all door signs shall not exceed five inches (5") in height and shall be placed in the upper half of the door.
3. Flags and flagpoles. One flagpole and two (2) flags shall be permitted per zoning lot. Flagpoles shall not be permitted in the public right of way. Flagpoles shall be no greater than thirty feet (30') in height and shall be set back a minimum of ten feet (10') from all property lines.
4. Ground signs. Such signs shall comply with the following specific requirements:
 - a. No more than one ground sign per lot shall be allowed.
 - b. Said signs shall not exceed a total surface area of fifteen (15) square feet.
 - c. Said signs shall not exceed three feet (3') in height.
 - d. Said signs shall not exceed eight feet (8') in length including any foundation and supporting structures.
 - e. No extra ground signs shall be permitted for businesses on corner or through lots.
5. Municipal, school, library and park district signs.
6. On site informational sign. Such signs shall comply with the following specific requirements:

- a. No more than two (2) on site informational signs per lot shall be allowed.
 - b. Said signs shall not exceed a total surface area of three (3) square feet each.
7. Portable signs shall not be permitted.
8. Projecting signs. Such signs shall be limited to one per business in accordance with the following specific requirements:
- a. Said sign shall not exceed six (6) square feet in total surface area, not including the frame or support mechanism, and said sign shall project from a wall or facade no more than four feet (4') including the frame or support mechanism.
 - b. Said sign shall be no less than seven feet six inches (7'6") above grade at its lowest point and shall not exceed a height of twelve feet (12') at its highest point, but in no event shall said sign exceed the roofline.
9. Wall or fascia signs. Such signs shall comply with the following specific requirements:
- a. No more than one wall or fascia sign shall be permitted per business on the front facade.
 - b. Said sign shall not exceed thirty (30) square feet of total surface area or five percent (5%) of the total surface area of the building facade, whichever is less.
 - c. Said sign shall be no more than six inches (6") in depth and shall be placed flush to the face of the building on which it is attached. Said sign shall not be permitted to extend above the fascia line or coping line of the wall to which said sign is attached for one story, or located above the first floor elevation of the building.
 - d. An additional sign on a corner building with frontage on two (2) public streets shall be permitted; provided, that said additional sign shall be deducted from the total maximum sign area allowed for the front facade.
10. Window signs. The aggregate coverage of such signs shall not exceed fifteen percent (15%) per window. No sign shall be placed or maintained on the exterior of any window facing upon any street, except for warning and entrance and exit signs.