



# **AGENDA FOR REGULAR MEETING VILLAGE OF TINLEY PARK PLAN COMMISSION**

**December 15, 2016 – 7:30 P.M.  
Council Chambers  
Village Hall – 16250 S. Oak Park Avenue**

**Regular Meeting Called to Order**

**Roll Call Taken**

**Communications**

**Approval of Minutes:** Minutes of the December 1, 2016 Regular Meeting

**Item #1**

**WORKSHOP: TEXT AMENDMENT TO THE VILLAGE OF TINLEY PARK  
ZONING ORDINANCE (SECTION II AND SECTION IX) RELATED TO SIGN  
REGULATIONS – TEMPORARY SIGNS**

Continued from previous meetings. Discuss proposed Text Amendments to the Village's Sign Regulations specifically related to temporary signage, including regulations for size, number of signs, duration of display, location, and various other considerations. Other sections of the Sign Regulations will be discussed in subsequent workshops.

**Good of the Order**

**Receive Comments from the Public**

**Adjourn Meeting**



## **MINUTES OF THE VILLAGE PLAN COMMISSION**

### **VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS**

**December 1, 2016**

The Regular Meeting of the Plan Commission was held in the Council Chambers of the Village Hall, Tinley Park, Illinois on December 1, 2016 at 7:30 p.m.

#### **ROLL CALL**

Plan Commissioners: Kevin Bergthold  
Anthony Janowski  
Lori Kappel  
Peter Kroner  
Edward Matushek III, Chairman  
Mark Moylan

Absent: John Domina  
Ken Shaw  
Tim Stanton

Village Officials and Staff: Paula Wallrich, Interim Community Development Director  
Patricia Meagher, Commission Secretary

#### **CALL TO ORDER**

CHAIRMAN MATUSHEK called to order the Regular Meeting of the Plan Commission for December 1, 2016 at 7:30 p.m.

#### **ROLL CALL**

#### **COMMUNICATIONS**

There were none.

#### **APPROVAL OF MINUTES**

COMMISSIONER JANOWSKI asked that page 10 of the Minutes of November 17, 2016, be amended to reflect that "Receive Comments From The Public ... CHAIRMAN ED MATUSHEK IIII ..." be changed to "ACTING CHAIRMAN MOYLAN."

CHAIRMAN MATUSHEK asked for a Motion to approve both the October 20, 2016 Minutes as well as November 17, 2016 Minutes, as amended. COMMISSIONER JANOWSKI made the Motion, seconded by COMMISSIONER MOYLAN; all in favor.

**TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES**

**FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION**

**SUBJECT: MINUTES OF THE DECEMBER 1, 2016 SPECIAL MEETING**

**ITEM #1: PUBLIC HEARING: MACK COMPANIES – 6787 159<sup>th</sup> STREET – SPECIAL USE PERMIT FOR A RESIDENTIAL UNIT COMMERCIAL SPACE**

Consider a request for a Special Use Permit from the Applicant, Kevin McWilliams of MACK Companies, for a residence to be located above a principal use at 6787 159<sup>th</sup> Street within the B-3 (General Business and Commercial) Zoning District. This Special Use Permit would allow the Petitioner to utilize existing space on the second floor of the building for an 800 square foot one-bedroom residential unit above a commercial space.

Present were the following:

Plan Commissioners: Kevin Bergthold  
Anthony Janowski  
Lori Kappel  
Peter Kroner  
Edward Matushek III, Chairman  
Mark Moylan

Absent: John Domina  
Ken Shaw  
Tim Stanton

Village Officials and Staff: Paula Wallrich, Interim Community Development Director  
Patricia Meagher, Commission Secretary

Guest(s): Gene Steinmarch, Representative of Mack Companies

CHAIRMAN MATUSHEK asked for a Motion to open the Public Hearing. COMMISSIONER MOYLAN made the Motion, seconded by COMMISSIONER JANOWSKI; all in favor.

CHAIRMAN MATUSHEK swore in Gene Steinmarch, Representative of Mack Companies.

PAULA WALLRICH, Interim Community Development Director, presented information regarding the Petitioner's request for a Special Use Permit which would allow a residential unit on the second floor of their commercial building. This property is on the southeast corner of Oak Park Avenue and 159<sup>th</sup> Street. She presented the floor plan for the residential unit, a graphic showing the surrounding zoning, and an aerial image of the property. She pointed out that the deterioration of the building has promoted prolonged vacancies. The property owner is looking for tax relief by having a residential unit on the second floor.

MS. WALLRICH then discussed outstanding issues noting issues that Mack Companies has addressed. She highlighted various points from the letter to Mack Companies dated October 18, 2013 that was part of the Commissioners' packet, including:

## Fire

- Depending on use: second floor egress may require two separate distinct ways leading directly to the outside. *This will be completed upon redevelopment of the building.*

## Building

- 2<sup>nd</sup> means of egress required from 2<sup>nd</sup> floor office areas. *This will be completed upon redevelopment of the building.*
- Additional Change of Use inspections required when leasing tenant space. *There is a scheduled inspection for the current leased space this coming Wednesday (December 7, 2016). Any additional items that are found beyond 2013 will be identified at this time.*

MS. WALLRICH also identified that the labeling of electrical panels is being taken care of and there are some minor plumbing issues that also are being taken care of. She stated that the building has sprinklers installed. Also, the Fire Alarm and Fire Protection System are being tested annually.

MS. WALLRICH discussed the site plan itself and the entrance off of 159<sup>th</sup> Street as being awkward. When there is a redevelopment of the site, the option of closing the 159<sup>th</sup> Street access can be addressed at that time. Also the landscaping issues have been discussed and Mack Companies has provided a Landscape Plan that allows for an expansion of the landscaping at the northwest corner of the property. The Village's Landscape Architect had minor comments regarding their proposed Landscape Plan. She also noted that Mack Companies has agreed to take the non-conforming pole sign down.

MS. WALLRICH discussed the Summary of Open Items:

1. Outstanding Change of Ownership Corrections: *Completion of corrections requested will be a condition of the Special Use Permit; however, the corrections must be completed in order to receive any Certificate(s) of Occupancy. Tenants are not permitted to occupy the building without a Certificate of Occupancy.*
2. Compliance with the Village's Landscape Ordinance: *Final approval of a Landscape Plan will be completed by Staff.*
3. Public sidewalks: *The parcel south of the property is Forest Preserve and there are no plans to extend sidewalks in that area. There is a sidewalk on the west side of Oak Park Avenue except for along the Brown's Chicken property. If and when the Brown's Chicken site is redeveloped there would be sidewalks installed on the west side of Oak Park Avenue that connect south to the existing sidewalk adjacent to the Menards property.*

COMMISSIONER KRONER stated that the area east of the property is Forest Preserve as well and there is an Urgent Care east of that and they do not have sidewalks, therefore, it does not make sense to put sidewalks there.

COMMISSIONER BERGTHOLD inquired about a bus route on the corner of this property. He questioned the safety of pedestrians needing to use this site and their options for walking safely. MS. WALLRICH stated that if pedestrians are coming from the west they would cross at the intersection. COMMISSIONER BERGTHOLD expressed concerned with individuals getting off the bus and not having a safe walkway upon exit. He felt that at least a landing would help in this instance and does not agree that a sidewalk is unnecessary. MS. WALLRICH suggested a walkway into the parking lot of the southeast corner property. COMMISSIONER KRONER added that no one should be being dropped off at the intersection of 159<sup>th</sup> and Oak Park Avenue which is considered a major intersection. COMMISSIONER BERGTHOLD pointed out that people are being dropped off every day by public

transit. MS. WALLRICH stated that there are a number of options such as doing something for the short-term and/or part of the redevelopment of the parcel. COMMISSIONER MOYLAN stated that he agreed with having a landing for individuals exiting the bus to get safely to the corner of Oak Park Avenue and 159<sup>th</sup> Street to use the crosswalks. CHAIRMAN MATUSHEK stated that when the two corners both southeast and southwest redevelop that would be the time to consider sidewalks in these areas. COMMISSIONER JANOWSKI discussed the lack of a walk sign on the traffic light and that is a safety concern as well. He recommended that Staff work with the Village Engineers and IDOT to come up with a plan for that corner. MR. STEINMARCH asked if the Commissioners could make this a consideration versus a condition which would be much easier for the Mack Companies to work on this concern. COMMISSIONER BERGTHOLD concurred with this recommendation.

COMMISSIONER JANOWSKI asked if there are annual inspections of the sprinkler systems. MS. WALLRICH confirmed that yes there are annual sprinkler inspections. COMMISSIONER JANOWSKI referred to the fifth (5<sup>th</sup>) bullet point under Fire on the letter of October 18, 2013 regarding “A separate water low relay is required for the fire alarm system to transmit to the wireless radio alarm monitoring equipment” being out of date with current requirements. MR. STEINMARCH stated that currently they require a telephone and a radio line to the Fire Department.

CHAIRMAN MATUSHEK asked if there were any other comments or questions; there were none. CHAIRMAN MATUSHEK asked for a Motion to close the Public Hearing. COMMISSIONER MOYLAN made the Motion to close the Public Hearing, seconded by COMMISSIONER JANOWSKI; all in favor.

MS. WALLRICH summarized the Standards for a Special Use and entered the written findings into the record. She noted that the request for a Special Use met the standards by protecting the health, safety and welfare of the community and not impacting the enjoyment of the neighboring property. It does not impede normal and orderly development of the surrounding area since most of it is already developed. She also noted that adequate utilities and access as well as ingress and egress are provided to the site. In all other respects it meets the Code and no Variations have been requested.

CHAIRMAN MATUSHEK asked for the Motion to be read. COMMISSIONER KRONER made the Motion to consider recommending that the Village Board grant the Petitioner, Mack Companies, a Special Use Permit to allow for an 880 square foot, one-bedroom residence located above a principal use at 6787 159<sup>th</sup> Street in the B-3 (General Business and Commercial) Zoning District, based on the evidence provided that the Petitioner has provided evidence establishing that they have met the standards within Section X.J.5., of the Zoning Ordinance, with the following conditions:

1. That the outstanding Change of Ownership conditions be completed by the property owner prior to receiving a Certificate of Occupancy.
2. That a Landscape Plan be submitted to Staff by December 15, 2016 and an escrow or bond be provided to guarantee the installation of the landscaping by June 1, 2017; and
3. That the existing nonconforming freestanding sign be altered to meet the Village’s current Sign Regulations or be replaced with a new sign meeting the Village’s current Sign Regulations.

COMMISSIONER JANOWSKI seconded the Motion.

AYE: Plan Commissioners Kevin Bergthold, Lori Kappel, Mark Moylan, Anthony Janowski, Peter Kroner, and Chairman Ed Matushek

NAY: None

ABSENT: John Domina, Ken Shaw, and Tim Stanton

THE MOTION WAS APPROVED by roll call. CHAIRMAN MATUSHEK declared the Motion approved.

DRAFT

**TO: VILLAGE OF TINLEY PARK PRESIDENT AND BOARD OF TRUSTEES**

**FROM: VILLAGE OF TINLEY PARK PLAN COMMISSION**

**SUBJECT: MINUTES OF THE DECEMBER 1, 2016 SPECIAL MEETING**

**ITEM #2: PUBLIC HEARING: UNITED ATHLETICS – 6805 W. 159<sup>TH</sup> STREET – SPECIAL USE PERMIT FOR A COMMERCIAL INDOOR RECREATION USE GREATER THAN 3,500 SQUARE FEET.**

Consider a request for a Special Use Permit from the Petitioner, Michael Kociolek of United Athletics, for a commercial indoor recreation use greater than 3,500 square feet at 6805 W. 159<sup>th</sup> Street within the B-2 PD (Community Shopping, Bementowne Mall Planned Unit Development) Zoning District. This Special Use Permit would allow the Petitioner to utilize an existing 15,000 square foot tenant space for a gymnastics training facility.

Present were the following:

Plan Commissioners: Kevin Bergthold  
Anthony Janowski  
Lori Kappel  
Peter Kroner  
Edward Matushek III, Chairman  
Mark Moylan

Absent: John Domina  
Ken Shaw  
Tim Stanton

Village Officials and Staff: Paula Wallrich, Interim Community Development Director  
Patricia Meagher, Commission Secretary

Guest(s): Michael Kociolek, Representative of United Athletics

CHAIRMAN MATUSHEK requested a Motion to open the Public Hearing. COMMISSIONER MOYLAN made the Motion, seconded by COMMISSIONER JANOWSKI; all in favor.

CHAIRMAN MATUSHEK swore in Michael Kociolek of United Athletics.

PAULA WALLRICH, Interim Community Development Director, began her presentation stating that a Special Use request is required for indoor recreation uses greater than 3,500 SF in the B-2 Zoning District. She presented diagrams of the site stating that to the west of the proposed tenant space is the Amish Furniture Store and to the south is the Menard's warehouse and delivery/pick-up. She also noted the access to the facility will be on the east (Oak Park Avenue) side of the building rather than the north side of the building.

MS. WALLRICH noted concerns from the last Workshop. The first concern was safe access due to the majority of clients being children, ages two (2) to eighteen (18). There had been discussion of stop signs and/or crosswalks. Staff is recommending two (2) crosswalks at this time. Also represented in the

diagram were the security cameras that the Petitioner has agreed to install. She then discussed the parking ratios and stated they satisfy the parking requirement. Their hours of business are Monday through Friday, 9:00 a.m., to 9:00 p.m., Saturday 8:00 a.m., to 7:00 p.m., and Sundays, when birthday parties are held, 9:00 a.m., to 5:00 p.m. They anticipate ten (10) employees. The ratio is 8:1, eight (8) children to a class with no more than four (4) classes at a time. There is no food service on site. There is a small amount of retail which includes equipment/gear but is not substantial. At the last Workshop, the economic impact was discussed and MS. WALLRICH included an email from BRAD BETTENHAUSEN, Village Treasurer, of November 22, 2016 in the PC packet for review. In this email it stated that the Village is not allowed to request any single businesses' tax returns. Also discussed was secondary economic impact as parents drop off their children for classes may in fact visit another business in the area.

CHAIRMAN MATUSHEK asked if there were any provisions for a stop sign for this site for traffic heading east in front of the building on the north side and children will be crossing in that area to get to the north side parking lot. He felt that this should be a condition placed on this request. MICHAEL KOCIOLEK stated that Menards, the property owner, does not object to putting a stop sign in.

MS. WALLRICH stated that there were some questions about the signage. United Athletics will meet Village codes and agreed to put an awning over the east doorway. United Athletics presented a diagram of a white awning and by MS. WALLRICH'S recommendation United Athletics has agreed to change it to a blue awning.

MS. WALLRICH also addressed the security cameras that United Athletics has agreed to by placing them at all three (3) corners of their business. MR. KOCIOLEK stated that this will allow them to view every angle of the building on the three (3) sides and interiors as well.

COMMISSIONER KRONER inquired about the windows and if they will have an open view versus covered as they currently are. MR. KOCIOLEK stated that they will become open.

MS. WALLRICH showed a picture of the existing lighting at night time and noted that it will be adequate. She also presented pictures of United Athletics' Frankfort facility.

MS. WALLRICH addressed the soundproofing concern. She stated that there is a provision in the Zoning Ordinance that if there were a complaint the Village could investigate the issue at that time as a Nuisance. The Petitioner has supplied information regarding the walls being 1.5" drywall with insulation, which provides a sound barrier and that the music played is only played as background music.

MS. WALLRICH addressed the stop signs/crosswalks and that she will make a change to the Plan and the Commissioners can refer back to the Plan in their conditions.

MS. WALLRICH also addressed the tax revenue and the estimated amount for Hancock Fabrics when they were there was about \$12,200 annual sales tax.

CHAIRMAN MATUSHEK asked if there were any questions or further testimony. COMMISSIONER JANKOWSKI referred to the pictures of the Frankfort location of United Athletics and noted the height of that ceiling versus the Tinley Park site. He inquired if the ceiling would be raised to reflect the ceiling in Frankfort. Mr. Kociolek stated that yes, they will be taking the current ceiling out and raising it; it will be about 17.5' to the bottom of the joist and all sprinkler accommodations will be raised with that ceiling. COMMISSIONER JANKOWSKI inquired about the sound transmission and that United Athletics' transmission was right around fifty (50) decibels. He would like to make a condition that the decibels, according to the ASTM Standard, does not exceed seventy (70) decibels. MS. WALLRICH stated that



right now noise is regulated by Code and can be addressed in a more consistent fashion in this way. She expressed concern about establishing a standard for this one facility without adequate research and that isn't uniformly applied to all property. She also stated that this could be something considered when working on the Text Amendments. COMMISSIONER JANKOWSKI stated that due to this Special Use a Standard he felt it could be on a case-by-case basis. MS. WALLRICH stated that Staff will work on a comparison to other communities to present background information to all of the Commissioners. This could also be a condition that this information be studied by Staff and present to the Commission once that is completed.

COMMISSIONER KRONER brought up an idea regarding the Bremen Township Youth Services Agency just north on Oak Park Avenue. He would like MR. KOCIOLEK to consider providing use of the facility to the children free of charge. MR. KOCIOLEK stated that they would absolutely do that. He also stated that they were approached by the Illinois Special Olympics for use as well and they will be moving forward with their request.

CHAIRMAN MATUSHEK asked if there were any other comments or questions; there were none. He requested a Motion to close the Public Hearing. COMMISSIONER KRONER made the Motion, seconded by COMMISSIONER MOYLAN; all in favor.

MS. WALLRICH summarized the Standards for a Special Use and entered the written findings into the record. She stated that the proposed use would not negatively impact the adjacent property or get in the way of the orderly development of the area. There is adequate ingress and egress by the discussion of crosswalks and she will make the change regarding a stop sign. There are no Variations being requested. United Athletics has agreed to put up an awning, open up the windows, and the signage will have to conform to Village codes.

COMMISSIONER MOYLAN made the Motion to consider recommending that the Village Board grant the Petitioner, United Athletics, a Special Use Permit for a commercial indoor recreation use greater than 3,500 square feet at 6805 W. 159<sup>th</sup> Street within the B-2 PD (Community Shopping, Bementowne Mall Planned Unit Development) Zoning District. This Special Use Permit would allow the Petitioner to utilize an existing 15,000 square foot tenant space for a gymnastics training facility, based on the evidence provided at this hearing and that the Petitioners have provided evidence establishing that they have met the standards within Section X.J.5., of the Zoning Ordinance, and any other facts or unique circumstances that the Plan Commission will allow, with the following conditions:

1. That the Petitioner provide security cameras;
2. That the Petitioner make improvements to the façade, including the erection of an awning on the access door on the east façade and the removal of the opaque covering on all windows; and
3. That crosswalks be implemented on the exterior of the tenant space per Staff recommendations and a stop sign be located on the northeast corner controlling the east/west traffic.

COMMISSIONER KRONER seconded the Motion.

AYE: Plan Commissioners Kevin Bergthold, Lori Kappel, Mark Moylan, Anthony Janowski, Peter Kroner, and Chairman Ed Matushek

NAY: None

ABSENT: John Domina, Ken Shaw, and Tim Stanton

THE MOTION WAS APPROVED by roll call. CHAIRMAN MATUSHEK declared the Motion approved.

CHAIRMAN MATUSHEK asked MR. KOCIOLEK when they anticipate opening. MR. KOCIOLEK stated that they are anticipating February 6, 2017 with everything going smoothly.

DRAFT

## **RECEIVE COMMENTS FROM THE PUBLIC**

CHAIRMAN MATUSHEK asked if there were comments from the public.

A TINLEY PARK RESIDENT addressed the Commissioners. First, he asked PATRICIA MEAGHER to confirm that she was the Commission Secretary. MS. MEAGHER confirmed that. He also inquired if MS. MEAGHER was the Commission Secretary last year. MS. MEAGHER stated that no, she is new to this position. The Resident had a number of questions:

1. Are the meetings recorded? CHAIRMAN MATUSHEK stated that yes they are.
2. Was the meeting of September 3, 2015 recorded? MS. WALLRICH stated that past meeting recordings are typically recorded but are erased once they are formally approved by the Commission. She stated that the Commission Secretary will write the Minutes in draft form. They will come before the Commissioners for approval. Once they are approved, the audio is deleted. She referred THE RESIDENT to LAURA GODETTE, Deputy Clerk, at the Village Hall to inquire about the certainty of this process.
3. Do the Public Hearings get notice in the newspaper? CHAIRMAN MATUSHEK stated that the Commission is required by Ordinance to post every Public Hearing in the newspaper per State law. MS. WALLRICH stated that the Chairman has a blue folder that provides evidence of Public Notice at every meeting. THE RESIDENT inquired about who actually puts the Notice in the paper. MS. WALLRICH stated that Clerical Staff does this. THE RESIDENT stated that the reason for his question on this topic is that for the September 3, 2015 Plan Commission Meeting the Notice was not published correctly and that COMMISSIONER KRONER made the observation that this was the case.
4. THE RESIDENT brought up the subject of Text Amendments and what the process is. MS. WALLRICH stated that the Professional Staff includes herself and STEPHANIE KISLER, Planner I, whose jobs are to support the Plan Commission, the Zoning Board of Appeals, and the Village Board. There could either be an initiative such as tonight's request by COMMISSIONER JANOWSKI wanting a Text Amendment for Performance Standards for noise/sound. For an instance such as this, Staff will research and bring examples to the Commissioners and discussion will be held towards a possible Text Amendment. If a Text Amendment is confirmed they will approve it and it will then be brought to the Village Board for final approval. Currently, Staff is working on Text Amendments for regulations for signs, fences and the Legacy Code. COMMISSIONER KRONER addressed two prior meetings regarding Text Amendments at which there was discussion amongst the Commissioners and with audience members— the first meeting being held at the Odyssey Country Club and the second being at Central Middle School. The information received was discussed and then brought to Staff. For example, information has been brought back to Staff for more diverse information from surrounding communities to best create Text Amendments. MS. WALLRICH pointed out that for those two meeting the Minutes were verbatim via court reporters as well as our Commission Secretary. She also pointed out that there is a Citizens Advisory Committee that also provides recommendations.
5. THE RESIDENT inquired about one (1) parking space per unit still being in Legacy Code and why? MS. WALLRICH stated that this is typical for downtown areas. THE RESIDENT strongly stated that this issue needs to be addressed for the possibility of a Text Amendment in the future.

**GOOD OF THE ORDER**

COMMISSIONER KRONER addressed the topic of signs that the Commissioners and Staff have been working on and asked if this could start to be addressed one piece at a time versus big picture all at once. MS. WALLRICH stated that this can be done.

**ADJOURN MEETING**

A Motion was made by COMMISSIONER JANOWSKI, seconded by COMMISSIONER MOYLAN, to adjourn the Regular Meeting of the Plan Commission of December 1, 2016 at 8:40 p.m. The Motion was approved by voice call. CHAIRMAN MATUSHEK declared the Meeting adjourned.

# PLAN COMMISSION STAFF REPORT

December 15, 2016

## Text Amendments to the Zoning Ordinance: Sign Regulations – Temporary Signs



### WORKSHOP MEMO

As part of the continued review of the Village's Sign Regulations (Section IX) this memo will address Section IX.D.7. (Temporary Signs) of the Zoning Ordinance. Enforcement is a consistent issue with temporary signs, including compliance with maximum sizes, duration of the display, and location. The current regulations allow for little administrative flexibility in some critical areas, such as consideration for special events and the relationship between size and duration of display.

Temporary signage trends are constantly changing with respect to size, format, and delivery. As businesses continue to look for new ways to attract attention, it has been difficult to remain current with the marketplace. Just the temporary nature of these signs challenges the permitting and enforcement processes. The following analysis is Staff's attempt at streamlining the permitting process and provide for more consistent regulation of temporary signs. Signs, both permanent and temporary, impact the aesthetics of a community; therefore, regulations need to define the balance between aesthetics and economic impact by providing regulations that allow our business to remain successful and competitive yet attractive. Staff has attempted to provide this balance in the following analysis. The Plan Commission is encouraged to do their own 'inventory' of temporary signs within our community and surrounding communities in preparation for this workshop.

## CONSIDERATIONS FOR TEMPORARY SIGNS

Staff has provided a list of considerations for Temporary Sign Regulations below. In addition, for each consideration Staff has provided analysis of the current Sign Regulations, the proposed text amendments by Staff, and comparable information from other communities.

### 1. Size:

- a. **Current Code**: 16 SF per side for a total of 32 SF.
- b. **Staff Proposal**: Permit range of sizes 25 SF – 100 SF based on duration. Smaller signs would be allowed longer periods of time; larger signs allowed shorter periods of time. Staff also proposes to allow signs greater than 100 square feet in certain areas at the discretion of the Zoning Administrator, which is necessary for large inflatable signs and signs for temporary uses/special events.
- c. **Comparison Ordinances**:



1. **Orland Park**: Does not define a maximum sign face area for banners, pennants, and hot air balloon type signs; however, temporary signs for public, charitable, or religious events can be a maximum of 40 sqft.
2. **New Lenox**: Allows up to 50 SF and ten feet (10') in height; however, an inflatable balloon can be a maximum of twenty-five feet (25') in height and diameter. Vertical banners are limited to 30 SF and fifteen feet (15') in height.
3. **Naperville**: 32 SF maximum. Inflatable signs can be a maximum of twenty-five feet (25') in height. Noncommercial special event signs can be a maximum of 8 SF and five feet (5') in height.
4. **Frankfort**: Portable signs can be 16 SF per side and up to four feet (4') tall. Banners can be 24 SF per side and up to four feet (4') tall. Inflatable signs do not have size limitations.





## 2. Number of Signs:

- a. **Current Code:** Zoning Administrator determines the allowable number of temporary signs.
- b. **Staff Proposal:** Continue to allow the Zoning Administrator to have authority to regulate the allowable number of signs; however, Staff added that the number of signs must be proportional to the area in which the signs are placed and the size of the sign (attempt to evaluate impact).
- c. **Comparison Ordinances:**
  1. **Orland Park:** No restriction listed.
  2. **New Lenox:** One (1) sign per lot, except within multi-tenant shopping centers each business may have one (1) sign so long as not more than 50% of the businesses have temporary signage at the same time. Three (3) vertical banners are allowed per lot, except for businesses within multi-tenant shopping centers are allowed one (1) vertical banner each provided that not more than 50% of the businesses have a vertical banner displayed at the same time.
  3. **Naperville:** No restriction listed.
  4. **Frankfort:** One (1) sign per permit.



## 3. Frequency/Duration:

- a. **Current Code:** Temporary signs are allowed for one (1) month per every six (6) month period (i.e. total of two (2) months of display per year).
- b. **Staff Proposal:** Create a matrix for duration of display that is based on the size of the sign. A smaller sign (ex. 25 SF) could be allowed for a period of four (4) weeks at a time while a large sign (ex. 100 SF) could be allowed for up to one (1) week. Staff also added that each entity would be allowed a maximum of eight (8) weeks of display period within a twelve (12) month period, which allows more flexibility than the current code but still results in the same allowable total amount of time.
- c. **Comparison Ordinances:**
  1. **Orland Park:** Pennants are allowed for grand openings for no longer than 14 days. Banners attached to buildings are allowed for no more than thirty (30) days at a time and no more than five (5) times per year. Freestanding banners or banners mounted to freestanding signs are allowed for no more than fourteen (14) days at a time and no more than five (5) times per year (i.e. total of two and a half (2.5) months of display per year).
  2. **New Lenox:** Special event signs are permitted for up to fourteen (14) days at a time and are allow up to four (4) times per calendar year (i.e. total of two (2) months of display per year).



3. **Naperville**: Allowed for a one (1) week period four (4) times per calendar year (i.e. total of one (1) month of display per year).
4. **Frankfort**: Permits are good for fifteen (15) days and no more than six (6) permits can be issued per applicant per calendar year (i.e. total of three (3) months of display per year).

#### 4. Location:

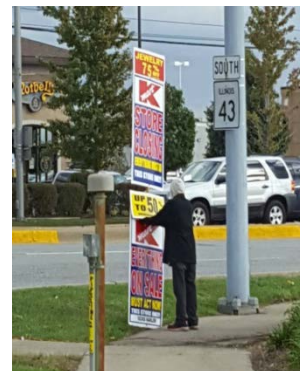
- a. **Current Code**: Does not provide any location requirements.
- b. **Staff Proposal**: To clarify by adding that temporary signs are only allowed within private property lines. The Plan Commission may also want to consider setbacks for temporary signs mounted on the ground and whether to permit signs above a roof line.
- c. **Comparison Ordinances**:

1. **Orland Park**: Banners and pennants may be wall-mounted, ground-mounted, or attached to an existing freestanding sign. Hot air balloons can be displayed on the roof or in the parking lot. Signs are not permitted in parkways or within sight triangles. All freestanding signs shall be setback a minimum of five feet (5').
2. **New Lenox**: May be attached to the building or within a front yard setback provided that it is setback a minimum of ten feet (10') from any property line. Inflatable balloons are only allowed on the ground and must be setback twenty feet (20') from property lines. Temporary signs are not permitted to be located within parking spaces, the public right-of-way, in the way of sidewalks, or in areas that obstruct clear sight/vehicular visibility.
3. **Naperville**: Must be setback ten feet (10') from the property line when adjacent to major arterial or five feet (5') when adjacent to another street.
4. **Frankfort**: Portable signs must meet a setback requirement. Banners can only be affixed to a wall. Criteria for locations of inflatable signs does not distinguish where on the lot the inflatable is allowed to be placed.



#### 4. Other Considerations:

- Illumination of Temporary Signs
- Requiring Permits for Temporary Signs (require for all or some?)
- Types of Temporary Signs (what should be allowed or prohibited?)
  - a. "Portable signs", such as sandwich boards/easel signs
  - b. Inflatables
  - c. Hand-held signs (*pictured at right*)
  - d. Construction Signs
  - e. Real Estate Signs
  - f. Civic Signs
  - g. Garage Sale Signs





- Electronic Message Centers (EMC); currently, if a property has an EMC it precludes any additional temporary signage.
- Temporary Signs for Special Events or Temporary Uses
  - a. **Current Code:** No special regulations for Special Events or Temporary Uses.
  - b. **Staff Proposal:** To offer an extension of time for special circumstances with approval by the Zoning Administrator. Also allowing off-premise signs for charitable or non-profit special event signs with short duration of display.
  - c. **Comparison Ordinances:**
    1. **Orland Park:** 40 SF no more than twenty-one (21) days before the special event and must be taken down within seven (7) days after the special event.
    2. **New Lenox:** Temporary signs are considered Special Event signs.
    3. **Naperville:** Temporary signs are considered Special Event signs, defined as “promoting special community activities, special events, grand openings for businesses, the activities of nonprofit organizations, or the sale or lease of real property, and are subject to the following provisions of this Section. Temporary signs are limited to events outside the normal routine of the business activities and are used to promote the special event itself. All signage must be temporarily anchored or secured to the ground or building.”
    4. **Frankfort:** Temporary signs are considered Special Event signs. Other types of temporary signs mentioned within their ordinance include civic signs, political signs, real estate signs, window signs, development signs, garage sale signs, and contractor signs.
- Automotive Uses
  - a. **Current Code:** No special provisions for automotive dealerships.
  - b. **Staff Proposal:** To allow the B-5 Zoning District (where automotive dealerships reside) the same matrix of sign face area and duration of display as other zoning districts, except instead of allowing a total of eight (8) weeks of display periods per twelve (12) month period they would be allowed twelve (12) weeks per twelve (12) month period (i.e. total of 3 months of display per year).
  - c. **Comparison Ordinances:**
    1. **Orland Park:** Banners affixed to light poles are allowed on light poles that are adjacent to the public right-of-way but are limited to one (1) banner per every thirty (30) lineal feet. No other special temporary sign regulations are noted for automotive districts.
    2. **New Lenox:** No special regulations.
    3. **Naperville:** No special regulations.
    4. **Frankfort:** Inflatable signs are allowed for auto dealerships and anchor tenants.



## PROPOSED TEXT AMENDMENTS FOR TEMPORARY SIGNS AS OF 12/8/2016

### I. STANDARDS FOR TEMPORARY SIGNS

#### 1. General Regulations for Temporary Signs:

- a. The regulations within this Section apply to all temporary signage visible from a public right-of-way.
- b. Permit(s) are required for temporary signs, except:
  - (1) Sandwich boards/easel signs when located within ten (10) feet of a store entrance door, a maximum of eight (8) square feet of sign face area per side, and a maximum height of four (4) feet;
  - (2) Civic signs erected by the Village of Tinley Park;
  - (3) Garage sale signs (give dimensional regulations and limitation of time);
  - (4) Political signs (give dimensional regulations and limitation of time);
  - (5) Signs as noted in “Exemptions” (Section IX.C.11.); and
  - (6) Other temporary sign type that shouldn’t require permits?
- c. Location of Temporary Signs: All temporary signs must be within private property lines and are not permitted within the public right-of-way. Additionally, the property owner must give permission to locate the sign within the private property. Temporary signs shall not be located on utility poles or traffic signs. Allowed on roof? Setback requirement? Temporary signs must identify a use or event located within the premises of where the sign is located (i.e. off-site signage is not allowed).
  - (1) Exemptions:
    - i. Civic signs erected by the Village of Tinley Park;
    - ii. Signs advertising a special event for a charitable or non-profit entity when displayed for less than seven (7) days; and
    - iii. Garage sale signs?
- d. Materials: Temporary signs may be constructed of materials including, but not limited to: fabric, wood, vinyl, or plastic.
- e. Illumination of Temporary Signs: No lighting shall be installed in order to

## PROPOSED TEXT AMENDMENTS FOR TEMPORARY SIGNS AS OF 12/8/2016

illuminate a temporary sign without obtaining an electrical permit issued by the Village. **Allow illumination?**

2. Allowable Types of Temporary Signs: The following types of temporary signs are permitted with stipulations below. In the event that a proposed type of sign is not included on the list below, the Zoning Administrator or his designee may determine if the proposed sign type is similar and compatible with the allowable types and choose to allow or prohibit the proposed temporary sign.
  - a. Banner: Banners may be placed on a wall or as a freestanding temporary sign. A freestanding temporary banner shall not exceed ten (10) feet in height from grade.
  - b. Flag/Feather Sign: Flags/feather signs (also known as vertical signs) are typically used as temporary freestanding ground signs. A freestanding temporary flag/feather sign shall not exceed twelve (12) feet in height from grade.
  - c. Lawn Signs: Lawn signs are typically smaller temporary freestanding signs that are placed into the ground using thin metal stakes.
  - d. Inflatable Signs: Inflatable signs may be **placed on the ground or on top of a tenant space**. The maximum height of an inflatable sign is twenty-five (25) feet from grade.
  - e. Construction Signs: **Relocate from another section?**
  - f. Real Estate Signs: **Relocate from another section?**
  - g. Political Signs: **Relocate from another section?**

### ADD GRAPHIC SHOWING SIGN TYPES

3. Prohibited Temporary Signs: The following types are expressly prohibited.
  - a. Off-premise temporary signs, except as provided in Section IX.I.1.c.(1).
  - b. Temporary signs for properties with freestanding signs containing electronic message centers (EMC) or dynamic variable electronic messages (DVEM), including but not limited to banners, flag/feather signs, lawn signs, inflatable signs, construction signs, and real estate signs.
  - c. Hand-held Signs
4. Number of Temporary Signs: The allowable number of temporary signs shall be determined by the Zoning Administrator or his designee. The number of temporary signs displayed shall not be ostentatious and the number and size of

**PROPOSED TEXT AMENDMENTS FOR TEMPORARY SIGNS AS OF 12/8/2016**

said signs shall be proportional to the area in which the signs are placed.

5. Sign Face Area and Allowable Duration of Display: Temporary signs shall be permitted within the R-1, R-2, R-3, R-4, R-5, R-6, R-7, B-1, B-2, B-3, B-4, B-5, ORI, & M-1 Zoning Districts for a maximum duration of time based on the size of the sign face area in accordance with the table below:

<b>SIGN FACE AREA AND ALLOWABLE DURATION OF DISPLAY FOR TEMPORARY SIGNS IN ALL ZONING DISTRICTS</b>	
<b>Maximum Allowable Sign Face Area</b>	<b>Maximum Duration of Display</b>
Twenty-five (25) square feet	Four (4) weeks
Fifty (50) square feet	Three (3) weeks
Seventy-five (75) square feet	Two (2) weeks
One hundred (100) square feet	One (1) week
Greater than one hundred (100) square feet	At the discretion of the Zoning Administrator or his designee

- a. Number of Display Periods Per Year:

- (1) R-1, R-2, R-3, R-4, R-5, R-6, R-7, B-1, B-2, B-3, B-4, ORI, & M-1 Zoning Districts: An entity is allowed a maximum of eight (8) weeks of display within a twelve (12) month period.
- (2) B-5 Zoning District: An entity is allowed a maximum of twelve (12) weeks of display within a twelve (12) month period.

- b. Extensions for Display Period: The Zoning Administrator or his designee may extend the allowable duration of display in special circumstances (ex. grand opening, store closing, charitable events, temporary/seasonal uses), but a letter requesting additional time must be submitted for consideration.

6. Non-Compliance: Should a temporary sign be erected that does not comply with the regulations above, the Village reserves the right to remove such sign immediately or require the entity to remove the sign until such sign is brought into compliance.

## **CURRENT TEMPORARY SIGN REGULATIONS**

### **7. Temporary Signs:**

The following signs may be allowed and shall require a permit:

- a. Pennants or streamers specially approved by the Zoning Administrator or his designee after showing that the pennants or streamers are an integral part of a campaign or program for the promotion of a specific product or event, and then only for the location and period of time designated by the Zoning Administrator or designee;
- b. Temporary signs not to exceed a total of thirty-two (32) square feet and sixteen (16) square feet for each face. Signs shall be non-illuminated. Each permit shall specify the location of the sign on the property or building along with a rendering of the statements or pictures proposed. Each permit shall be valid for a period of one (1) month in any six (6) month period and may be renewed at the discretion of the Building Department;
- c. A sign shall no longer be considered a temporary sign if said sign is in place for a time period exceeding one (1) month, without expressed written consent from the Zoning Administrator or designee;
- d. The Zoning Administrator or designee shall reserve the right to limit the number of temporary signs on a property or building; and
- e. For Sale, Rent, or Lease Signs: Signs advertising the availability of a business or commercial site or building for sale, rent, or lease, provided that such a sign shall not exceed sixteen (16) square feet per face. If a multi-faced sign or more than one sign is erected, the combined areas of all signs shall not exceed thirty-two (32) square feet in total area. Such sign(s) shall be removed within seven (7) days after a sale is closed or a lease or rental agreement is signed. For shopping centers, real estate or leasing information may be displayed on the main shopping center identification sign if the total area of such information does not exceed twenty-five (25) percent of the sign display area.