



Handbook and Design Guidelines for Residential Identification Signs in the Village Right-of-Way

Adopted on 04/10/07
by Resolution 07-65



Handbook on Residential Identification Signs in the Village Right-of-Way

Purpose:

This document clarifies the intent of Section 98-333(12) of the Village Code and establishes a Village policy on how to deal with residential identification signs in the Village right-of-way (“ROW”). The handbook section (pgs. 1-3) explains which signs are grandfathered, the two available regulatory processes to request signs in the Village ROW and the applicable licensing requirements. The design guidelines section (pgs. 4-10) provides clear direction on the appropriate placement, size, design, and illumination of residential neighborhood identification signs that may be used to enhance the community’s appearance and demarcate neighborhood entrances. The guidelines include a palette of examples demonstrating well maintained and unobtrusive wayfinding signs which exhibit characteristics common to a particular neighborhood and/or street.

Ordinance Excerpt – Sec. 98-333(12):

Parkway Signs. No sign shall be permitted on any public street, alley or parkway or other public property, except that a sign advertising a garage sale or bazaar, not to exceed 9 s.f. in area, may be placed in the parkway in front of the resident for a period of time not to exceed three days.

Grandfathered Residential Identification Signs

Existing residential identification signs located in the Village ROW are hereby grandfathered in perpetuity (i.e. the signs may remain in the ROW). If a sign needs to be repaired or replaced, regardless of the replacement costs, it could be if the sign substantially complies with the original placement and design (i.e. replacement in-kind). Staff will administratively review replacement signs to determine substantial compliance with the placement and aesthetics of the original sign and the fee will be waived. All other replacements must follow the Plan Commission process outlined on page 2.

License*

Prior to the release of a building permit the party applying must be issued a license to allow the installation of a sign in the right-of-way.

* The village reserves the right to revoke the license for a sign in the public right-of-way if the area is required to fulfill a public improvement or if the sign is deemed a hazard.

Fee Waived - \$0

Existing Signs Prior to 4/10/07

Each responsible party will need to obtain a license to allow existing signs in the right-of-way to remain on Village property. Failure to obtain a license in 9 months from the time the responsible party is contacted by the Village of Glenview via letter or if the Village is unable to locate a responsible party will result in the removal of the sign.

One-Time Fee: \$75 + \$25 for each sign of the same style

Must be paid before issuance of a license to allow a sign structure and system to be located at each street corner.

Subdivisions Approved Before 4/10/07

In order to attempt to obtain a license for a new sign an applicant would have to go through the Plan Commission process as outlined on page 2, prior to appearing in front of the Board of Trustees for the ultimate approval.

Subdivisions Approved After 4/10/07

In order to attempt to obtain a license for a new sign an applicant would have to go through the Zoning Board of Appeals variation process as outlined on page 3, prior to appearing in front of the Board of Trustees for the ultimate approval.

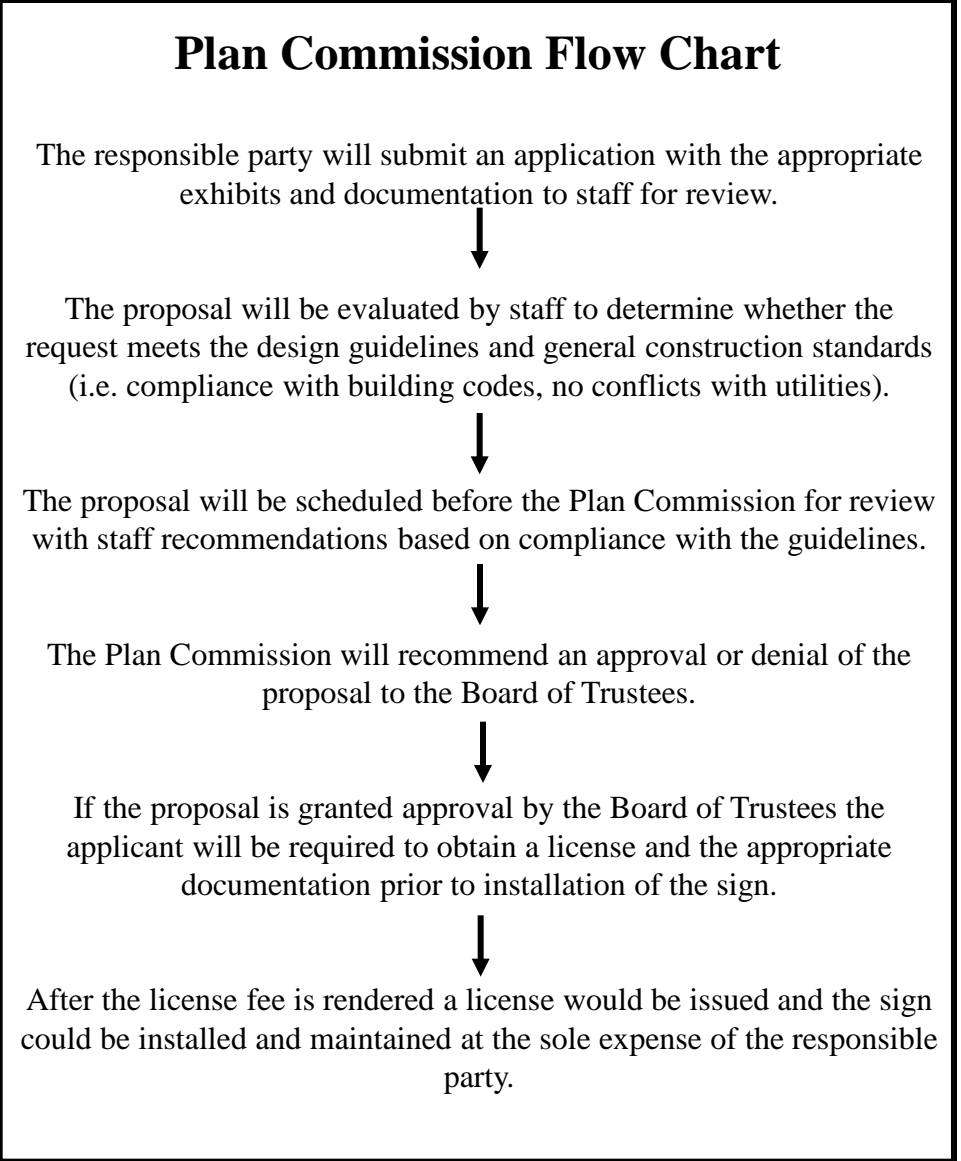
Residential Identification Sign Process for Subdivisions Approved *Before* 4/10/07

Subdivisions Approved *Before* April 10, 2007

Process for subdivisions built before 4/10/07 that want to:

- install a new residential neighborhood identification sign where no private property is available.
- replace a residential neighborhood identification sign with a sign that differs from what currently exists.

Note: If the subdivision was constructed after April 10, 2007, please see page 3 for that process. If the sign is on private property please refer to the design guidelines for residential signs on private property under separate cover.



Residential Identification Sign Process for Subdivisions Approved *After* 4/10/07

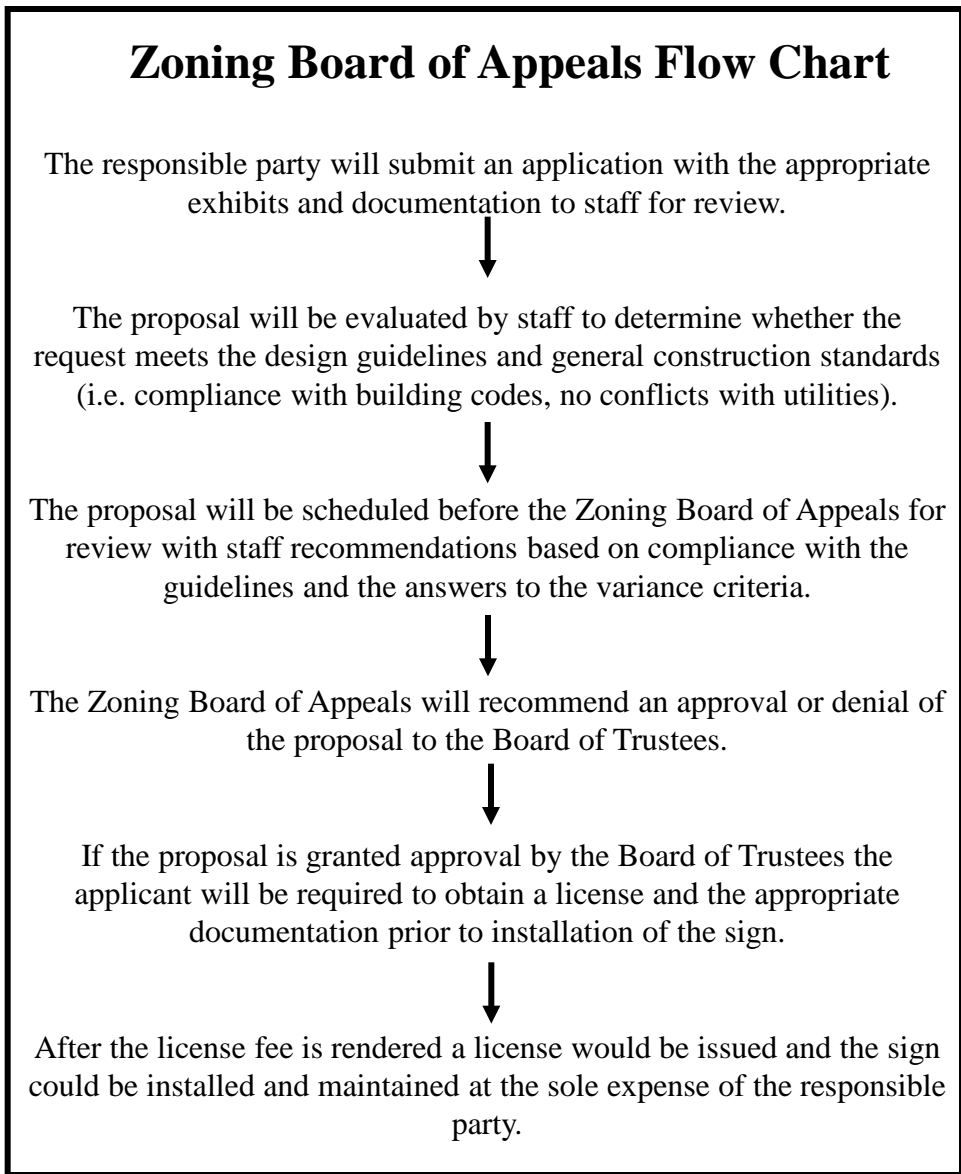
Subdivisions Approved *After* April 10, 2007

Process for subdivisions built after 4/10/07 that want to:

- install a new residential neighborhood identification sign where no private property is available.

Variation from Section 98-333(12)

Any new development should plan ahead and designate private property within their development for neighborhood identification signs rather than relying on the Village right-of-way. However, if special circumstances exist and necessitate the use of Village ROW, a variance request may be submitted. The case would be heard by the Zoning Board of Appeals and evaluated based on the variance criteria listed in the Zoning Code (Sec. 98-47(c)).



Residential Sign Design Guidelines

1. Location/Placement

- 1.1 If an existing neighborhood sign sits on Village right of way it may be replaced in kind.
- 1.2 A responsible party or homeowners association may submit an application to allow the construction of a new or replacement residential neighborhood identification sign on Village right-of-way, if the neighborhood was built prior to April 10, 2007.
- 1.3 Signs shall address the main street and be compliant with the clear sight triangle, explained on page 5 and represented graphically on page 6 & 7.
- 1.4 Signs shall be located a maximum of 50 ft. from the curb edge.
- 1.5 Where sidewalks exist, signs shall be located between the property line and sidewalk, and the sign must be placed at least 1 foot from the sidewalk.
- 1.6 Where no sidewalks exist, signs shall be located between the property line and roadway, and the sign must be placed at least 6 feet from the road.
- 1.7 Residential signs should be placed in a landscaped area with a variety of plantings to provide interest all year long.



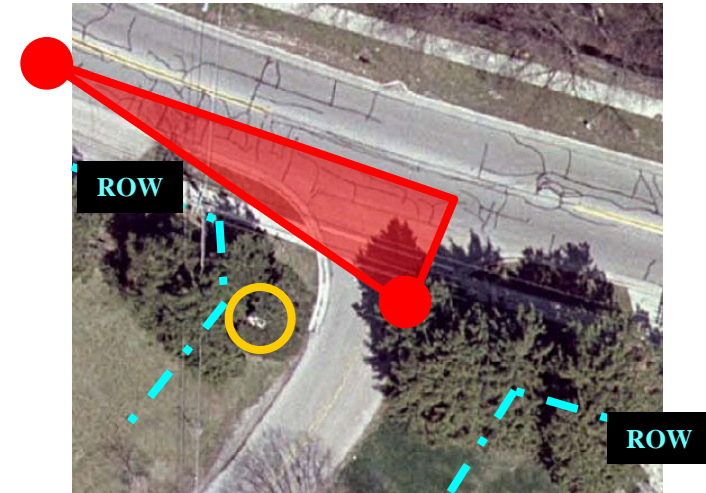
Sign is located on Village right-of-way(1.1)



Sign is visible from the main street and located between the sidewalk and the property line(1.3, 1.4, 1.5)



The sign is placed in a landscaped area. (1.7)



Sign is located in public right-of-way, is between the sidewalk/road and the property line and is more than five feet from roadway. Sign does not interfere with sight triangles (1.3, 1.4, 1.6)



Enhances the sidewalk, instead of interfering with it (1.3, 1.4, 1.5)

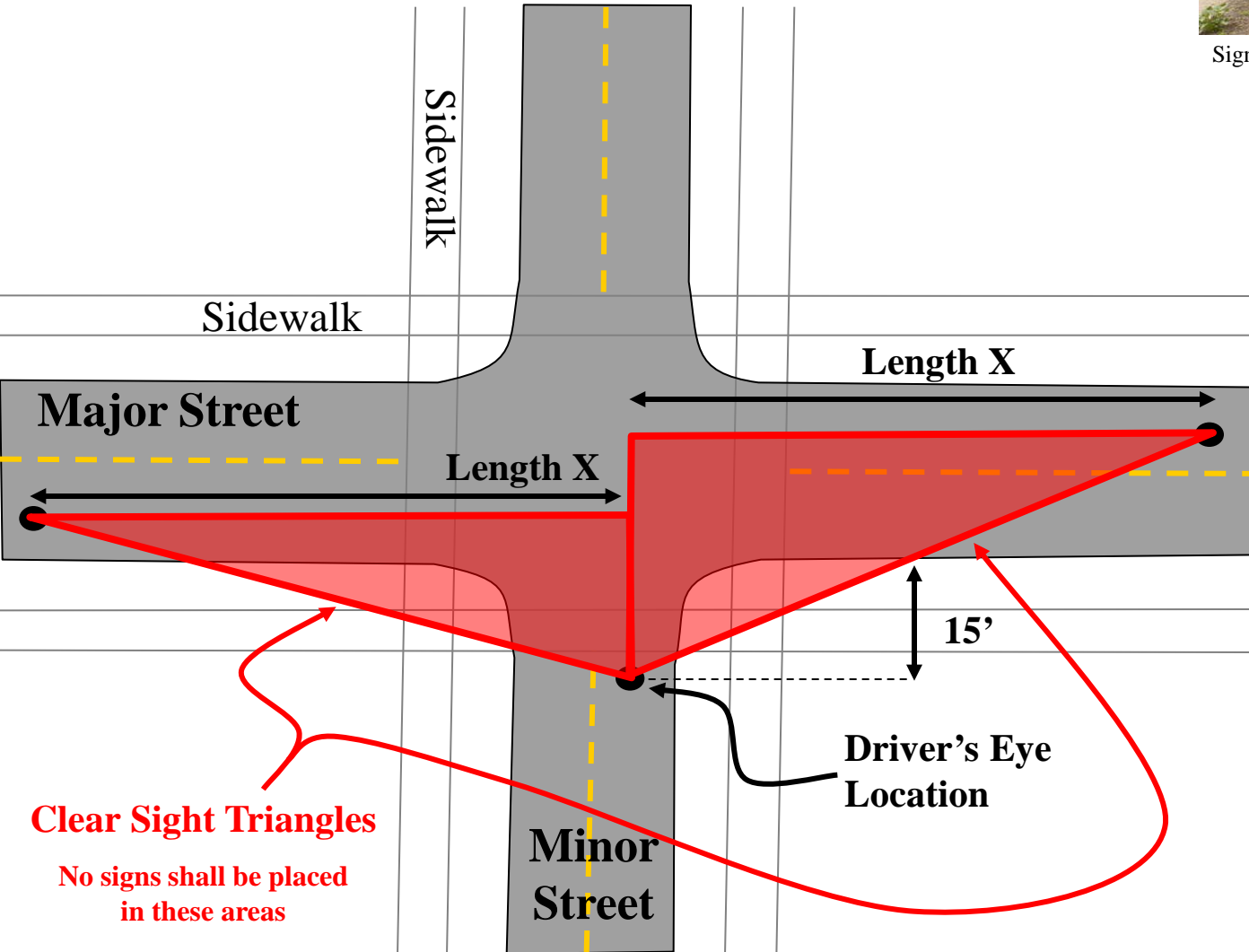
Corner Sight Triangles

What is a Corner Sight Triangle?

- A clear sight triangle is a method used to determine where objects may not be placed to ensure that a driver leaving a stop sign controlled intersection can see an approaching vehicle in either direction.
- To determine a sight triangle, use the table to the right to determine **Length X** for a 2 lane street of a given speed.
- One point of the triangle is the driver stopped 15' from the pavements edge, the other point is in the middle of the lane of the approaching vehicle **Length X** away from the stopped driver.

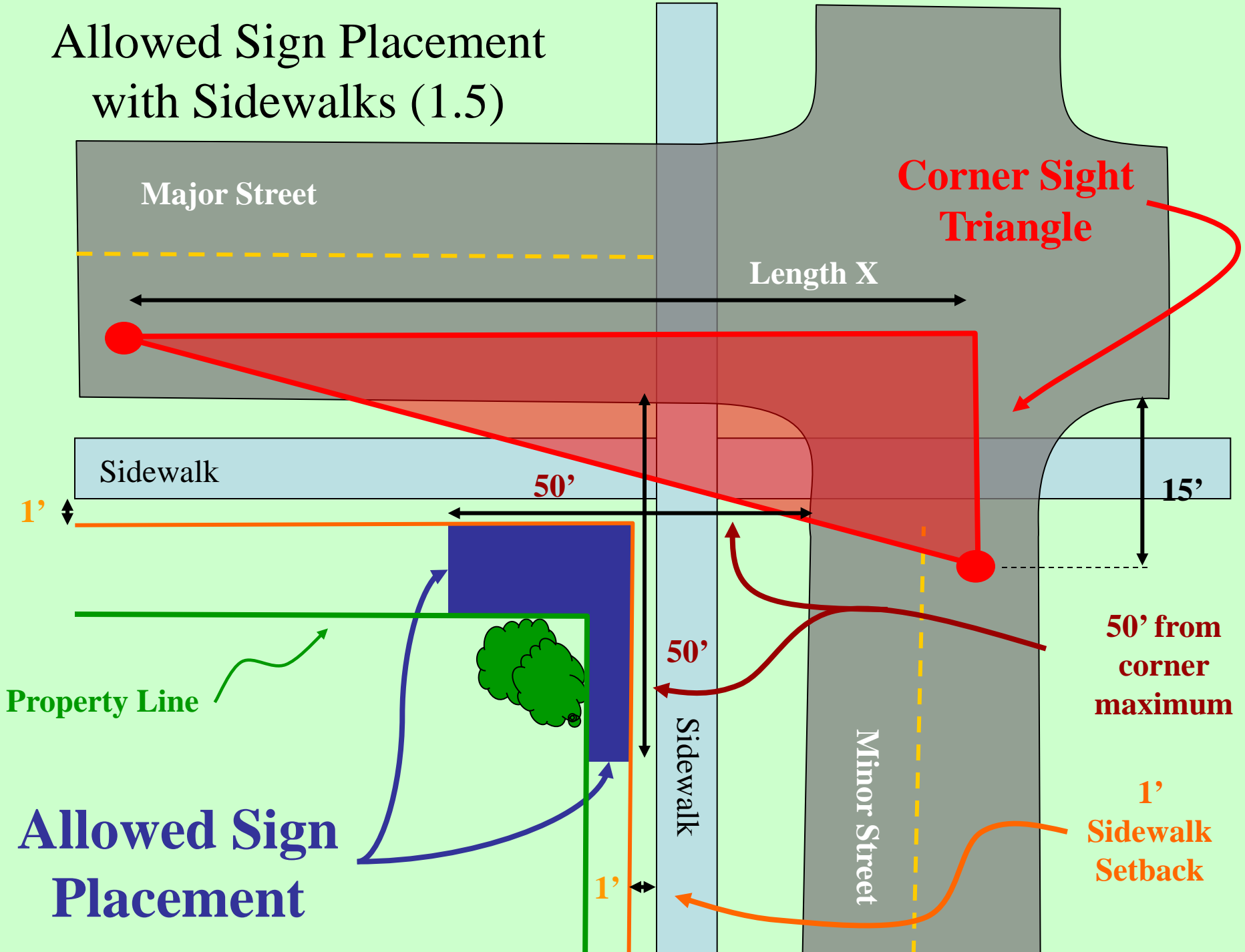


Sign does not obstruct driver sightlines (1.3)

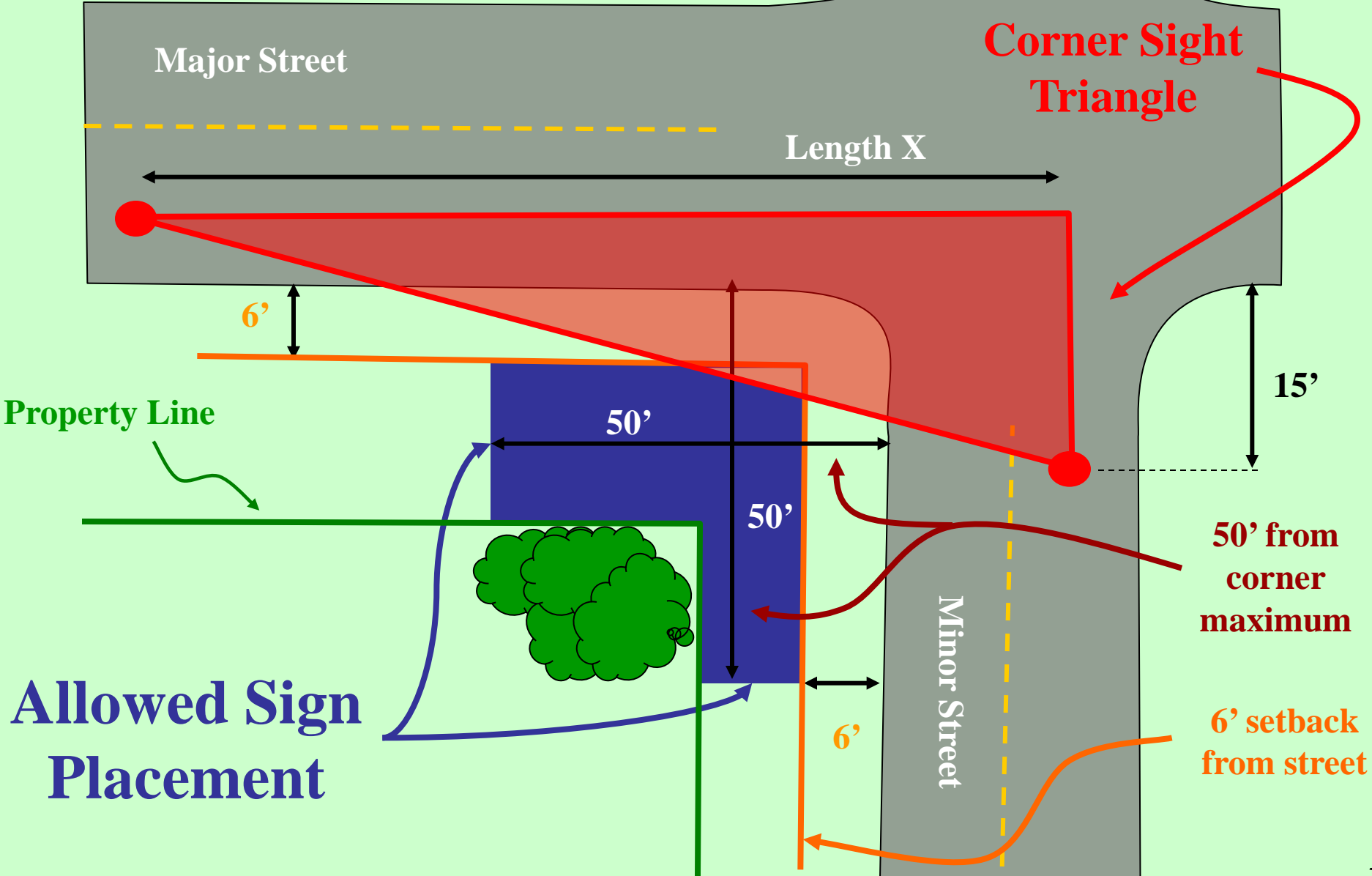


Major Street Posted Speed	Length X
10 mph	170 ft
15 mph	225 ft
20 mph	280 ft
25 mph	335 ft
30 mph	390 ft
35 mph	445 ft
40 mph	500 ft
45 mph	555 ft
50 mph	610 ft
55 mph	665 ft
60 mph	720 ft

Allowed Sign Placement with Sidewalks (1.5)



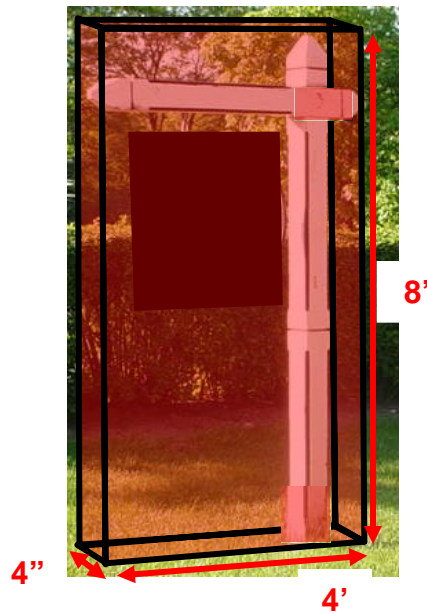
Allowed Sign Placement With No Sidewalks (1.6)



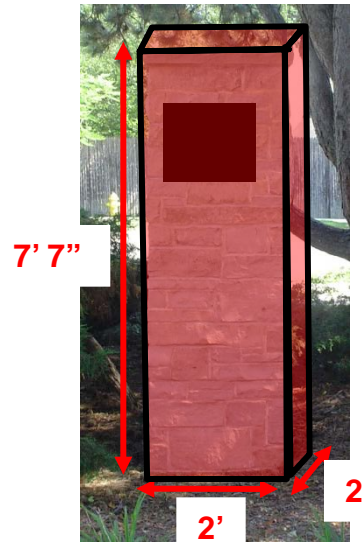
Residential Sign Design Guidelines

2. Design Standards (text, graphics, sign square footage, total volume)

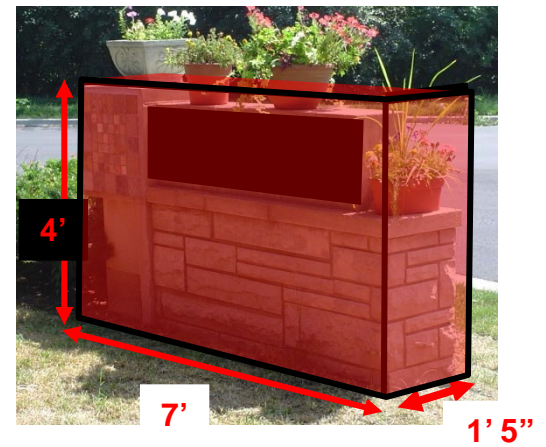
- 2.1 The sign shall be a maximum of 8 square feet in area. Text should be no more than 12 inches in height.
- 2.2 The total sign structure and system volume (i.e. pillar, post, monument, column, wall, sign, plaque) should fit in a box no larger than 60 cubic feet with no dimension larger than 12 feet. Lights are not counted toward the maximum total volume, but are required to comply with the maximum height of 12 feet.
- 2.3 Signs that resemble traffic signs are prohibited.



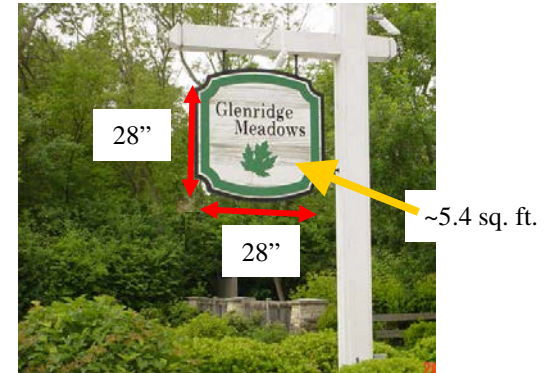
Total volume of less than 60 cubic feet (i.e. 10.65 cu ft.) (2.2)



Total volume of less than 60 cubic feet (i.e. 30.33 cu ft.) (2.2)



Total volume of less than 60 cubic feet (i.e. 42 cu ft.) (2.2)



Sign area is under 8 sf. Text should be no taller than 12". (2.1, 2.2)



Text should be no more than 12" tall. (2.1)

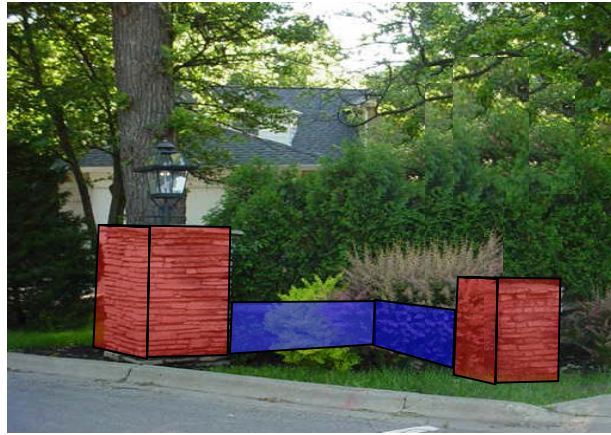
Residential Sign Design Guidelines

2. Design Standards (wall and fence combinations)

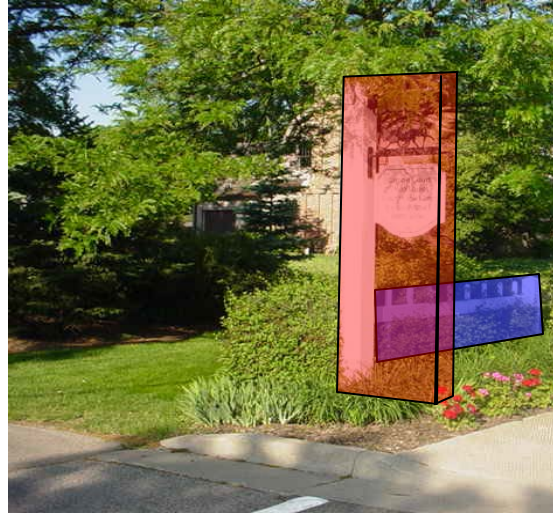
2.5 Pillars, walls or other elements shall count as part of a sign structure and system and thus is regulated by the 60 cubic ft volume regulations (see 2.3).

2.6 Fences shall be permitted at a maximum height of 4 feet and shall be at least 50% open. Fences will not be counted toward the 60 cubic feet maximum volume, but must be no longer than 20 linear feet in total length.

ok

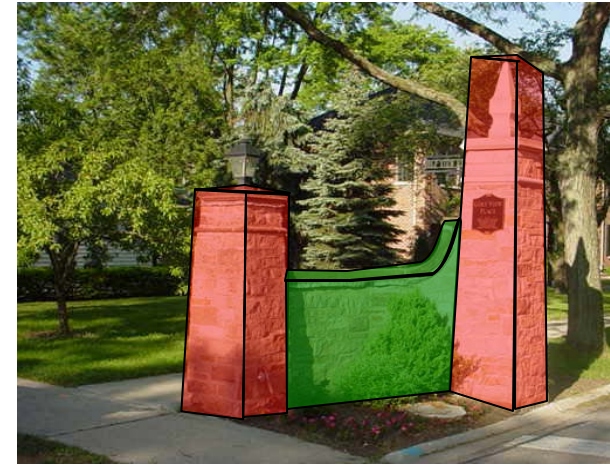


Two pillars are used that equal less than 60 cubic feet. Fence is less than 20 linear ft. and is 50% open, therefore the sign system is compliant. (2.3, 2.5, 2.6)



Fence is less than 20 linear ft and 50% open, therefore it is not counted toward the total sign volume (2.6)

no



While this sign system is aesthetically pleasing and exhibits quality architectural details the wall and column system equals more than the permitted 60 cubic feet of volume (-175 cu ft.) (2.5)



The three elements together (monument & 2 pillars) equal more than 60 cubic feet. The fence is compliant, but the 2 pillars would most likely have to be removed to meet the design guidelines (-103 cu ft) (2.5)

Residential Sign Design Guidelines

ok

3. Construction and Maintenance

- 3.1 Wood, stone, brick, metal and composites materials design to look like the aforementioned are the preferred materials for residential signs. All materials shall be treated or designed to withstand the elements. Materials should match or complement the materials in the neighborhood.
- 3.2 Signs should be in a shape which exhibit characteristics common to a particular neighborhood and/or street.
- 3.3 A foundation shall be constructed to the proper depth to ensure the sign is secure.
- 3.4 Wind load capacities, as determined by the product manufacturer or design professional, shall be provided to staff as part of the permit process and shall comply with applicable Village building codes.
- 3.5 Signs shall not be broken, in disrepair, rotten, rusted or dirty. When not specifically addressed by this ordinance, provisions of the 1998 Property Maintenance Code shall apply.



Well maintained sign designed to withstand inclement weather (3.1 & 3.5)



Sign constructed of stone, wood and metal. (3.1)



A solid foundation supports this residential sign (3.3)

Residential Sign Design Guidelines

4. Lighting

- 4.1 Signs shall not be internally illuminated.
- 4.2 Signs may be externally illuminated by light fixtures focused on one or both sides of the sign from above. Spot lights on the ground should be hidden from sight with landscaping.
- 4.3 Single light fixtures above the sign or on stand along poles may be used to illuminate an adjacent area in addition to the sign itself. Lights are not counted toward the maximum total volume, but are required to comply with the maximum height of 12 feet.
- 4.4 No more than 3 lights should accompany a single sign.
- 4.5 The amount of light on an adjacent property cast by a light should not exceed .1 footcandles.*



A single fixture can light the sign (4.2)

ok



Fixtures can be placed on both sides to light the sign (4.2)



Light fixtures can be used to light the area in addition to the sign (4.3)

* Please refer to section 98-382 of the Zoning code for more details on lighting standards.