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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** WALTER MAGDZIARZ, COMMUNITY DEVELOPMENT DIRECTOR  
RENEE HANLON, ZONING ADMINISTRATOR  
**SUBJECT:** ORDINANCE: GRANTING SPECIAL USE FOR MASTER SIGN PLAN  
**AGENDA:** AUGUST 21, 2018 VILLAGE BOARD MEETING  
**DATE:** AUGUST 17, 2018

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**ISSUE**

Shall the Village Board approve an Ordinance granting a Special Use for master sign plan for property at 54 Snow Street.

**DISCUSSION**

The property at 54 Snow Street is currently owned and occupied by the Sugar Grove Township. The property is the former site of the Sugar Grove Library. A freestanding sign that was maintained by the library and currently exists on the property is considered a legal nonconforming use. The existing sign has manual changeable copy which is expressly prohibited by the current Zoning Ordinance. Given the residential zoning of the property, replacing the nonconforming freestanding sign is not permissible without the special use.

The current sign ordinance provides for flexibility in the sign regulations for unique situations such as this one. The mechanism for this flexibility is a special use to establish a master sign plan for the property. Any request for variation from the sign ordinance is a permitted request under the master sign plan provision. The township is requesting two (2) variations of the sign ordinance as part of the master sign plan:

- Table 14.2 *Permanent Freestanding sign types permitted by zoning district* prohibits the placement of freestanding monument signs and electronic message centers within the R-2 zoning district. The applicant is requesting relief from this ordinance section.
- Section 11-14-9 *Signs Allowed Without a Sign Permit* limits the number of wall signs to two (2) with a total of four (4) square feet for properties within residential zoning districts. The applicant is requesting a total of three (3) wall signs with a total square foot of one hundred (100) square feet. The wall signs are in compliance with the sign ordinance standards for any business zoning district.

The Planning Commission held a public hearing on August 15, 2018 to consider the request for Special Use for a Master Sign Plan and no objectors were present. After careful consideration, the Planning Commission recommended the Village Board approve the requested Special Use for Master Sign Plan at 54 Snow Street subject to the following conditions:

- No additional signage shall be constructed and maintained on the property.
- Any sign changes and/or repairs shall be in compliance with this Master Sign Plan.
- The electronic message center shall comply with the minimum standards of section 11-14-10.B.5.
- The illuminated freestanding sign and electronic message center be extinguished between the hours of 11:00 p.m. and 5:00 a.m.

#### **ATTACHMENTS**

- Planning Commission Recommendation #18-012
- Ordinance Granting A Special Use for a Master Sign Plan (54 Snow Street)
- Master Sign Plan 54 Snow Street

#### **COSTS**

All costs associated with the special use request are borne by the Applicant.

#### **RECOMMENDATION**

The Village Board approve an Ordinance Granting a Special Use for a Master Sign Plan (54 Snow Street) incorporating the Planning Commission's conditions of approval.

**VILLAGE PRESIDENT**

P. Sean Michels

**VILLAGE ADMINISTRATOR**

Brent M. Eichelberger

**VILLAGE CLERK**

Cynthia Galbreath



**COMMUNITY DEVELOPMENT DEPARTMENT**

**VILLAGE TRUSTEES**

Sean Herron  
Mari Johnson  
Ted Koch  
Heidi Lendi  
Rick Montalto  
David Paluch

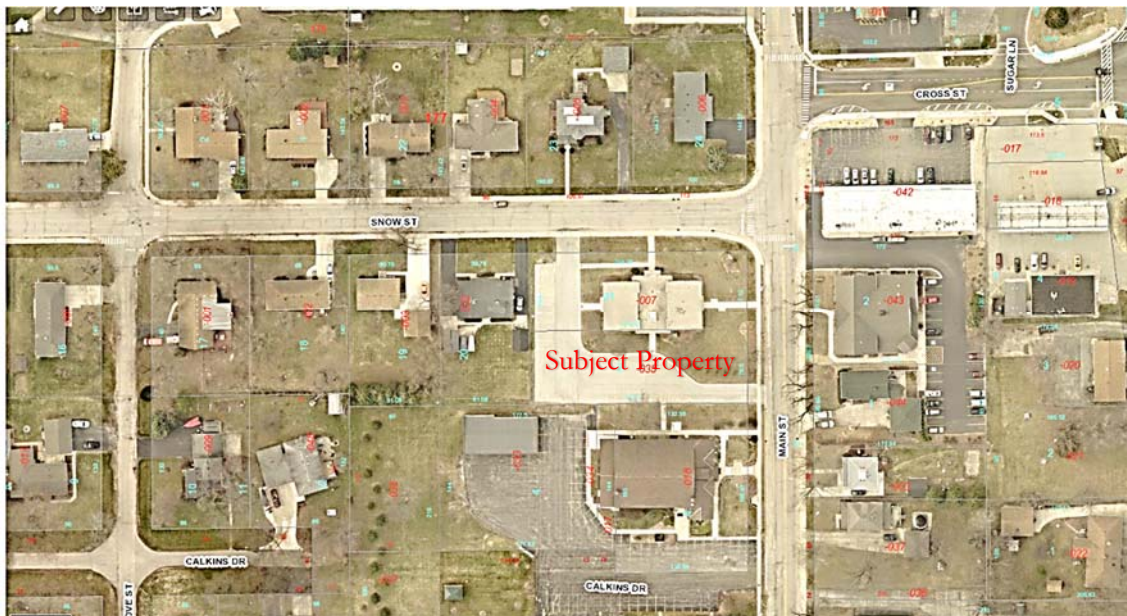
# R E C O M M E N D A T I O N **PC18-012**

TO: Village President and Board of Trustees  
FROM: Planning Commission/Zoning Board of Appeals  
DATE: Meeting of August 15, 2018  
CASE FILE: 18-012  
Special Use for Master Sign Plan  
54 Snow Street

**PROPOSAL**

The applicant is requesting a Special Use for a Master Sign Plan.

**LOCATION MAP**



## **BACKGROUND & HISTORY**

The property at 54 Snow Street is currently owned and occupied by the Sugar Grove Township. The property is the former site of the Sugar Grove Library. A freestanding sign that was maintained by the library currently exists and considered a legal nonconforming use. The existing sign has manual changeable copy which is expressly prohibited by the current Zoning Ordinance. Given the residential zoning of the property, replacing the nonconforming freestanding sign is not permissible without the Special Use.

The current sign ordinance provides for flexibility in the sign regulations for unique situations such as this one. The mechanism for this flexibility is a Special Use to establish a master sign plan for the property. Any request for variation from the sign ordinance is a permitted request under the master sign plan provision. The township is requesting two (2) variations of the sign ordinance as part of the master sign plan:

- Table 14.2 *Permanent Freestanding sign types permitted by zoning district* prohibits the placement of freestanding monument signs and electronic message centers within the R-2 zoning district. The applicant is requesting relief from this ordinance section.
- Section 11-14-9 *Signs Allowed Without a Sign Permit* limits the number of wall signs to two (2) with a total of four (4) square feet for properties within residential zoning districts. The applicant is requesting a total of three (3) wall signs with a total square foot of one hundred (100) square feet. The wall signs are in compliance with the sign ordinance standards for any business zoning district.

## **Zoning**

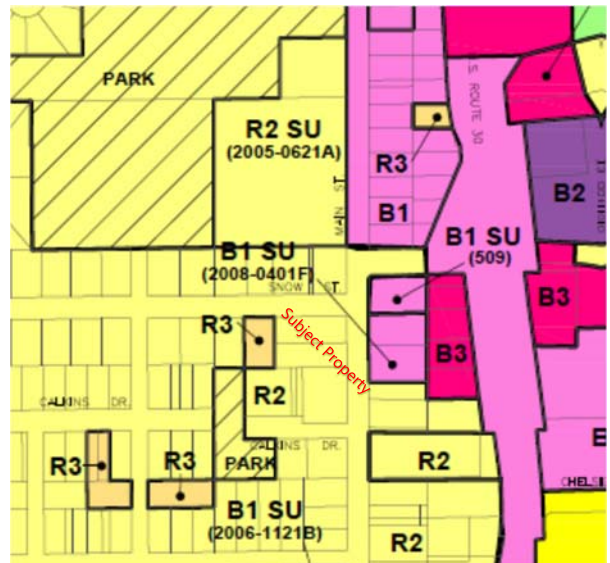
Subject Property: R-2 Detached Residential District

North: R-2 Detached Residential

South: R-2 Detached Residential

East: B-1 Community Shopping

West: R-3 Medium Density Residential



## **Evaluation**

When considering special use requests, the Zoning Ordinance provides standards to be considered. Each standard is addressed below.

1. *How will the special use be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and the Zoning Ordinance?*

The current use of the property is in keeping with the comprehensive plan in that public facilities are to be located in the central core of the community. Allowing the replacement of the existing sign will improve the appearance of this highly visible corner.

2. *How will the special use be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and will not alter the essential character of the area?*

The proposed sign will be of an appropriate size and will be similar to other signage in the area.

3. *Will the special use be hazardous or disturbing to existing or future neighborhood uses?*

The Master Sign Plan is appropriate for the area.

4. *Will the special use be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structure, refuse disposal, water, sewers and schools or will the persons or agencies responsible for the establishment of the proposed use be able to provide such services?*

NA

5. *Will the special use create excessive additional requirements, at public cost, for public facilities and services, and be detrimental to the economic welfare of the village?*

No

6. *Will the special use involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors?*

The proposed freestanding sign will be illuminated; however, the sign will be maintained in full compliance with the standards of the sign ordinance.

7. *Will the special use have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets and highways?*

NA

8. *Will the special use increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue or relief?*

No

9. *Will the special use result in the destruction, loss or damage of natural, scenic or historic features of major importance to the village?*

No

**RECOMMENDATION**

Approval of Petition #18-012 Special Use for Master Sign Plan at 54 Snow Street subject to the following conditions:

- No additional signage shall be constructed and maintained on the property.
- Any sign changes and/or repairs shall be in compliance with this Master Sign Plan.
- The electronic message center shall comply with the minimum standards of section 11-14-10.B.5.
- The illuminated freestanding sign and electronic message center be extinguished between the hours of 11:00 p.m. and 5:00 a.m.

AYES: Oschenschlager, Eckert, Wilson, Guddendorf, Sabo, Eckert

NAYES: None

ABSENT: Jones and White

Motion Passed



**VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS**

**ORDINANCE NO. 2018-0821\_**

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**AN ORDINANCE GRANTING A SPECIAL USE FOR MASTER SIGN PLAN AT 54 SNOW STREET  
(SUGAR GROVE TOWNSHIP)**

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Adopted by the Board of Trustees and President of the Village of Sugar Grove  
this 21st day of August 2018

Published in pamphlet form by authority of the Board of Trustees of the Village of Sugar Grove  
this 21<sup>st</sup> day of August, 2018



**ORDINANCE NO. 2018-0821\_**

**AN ORDINANCE GRANTING A SPECIAL USE FOR MASTER SIGN PLAN AT 54 SNOW STREET  
(SUGAR GROVE TOWNSHIP)**

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**WHEREAS**, the Village of Sugar Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

**WHEREAS**, Sugar Grove Township has requested approval of a Special Use permit for master sign plan, property legally described in Exhibit A, attached hereto and made a part hereof by this reference; and,

**WHEREAS**, after due notice the Planning Commission held a public hearing on August 15, 2018, at which no objectors were present; and,

**WHEREAS**, after careful and deliberate consideration, the Planning Commission recommended approval of the Special Use for master sign plan in its Recommendation PC18-012; and,

**WHEREAS**, the Village Board has reviewed the request and has deemed that the Special Use for master sign plan is in compliance with the Zoning Ordinance of the Village of Sugar Grove;

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

**SECTION ONE: SPECIAL USE FOR MASTER SIGN PLAN**

The subject property described in *Exhibit A* is hereby granted a special use for master sign plan as illustrated by *Exhibit B* with the following conditions:

- No additional signage shall be constructed and maintained on the property.
- Any sign changes and/or repairs shall be in compliance with this Master Sign Plan.
- The electronic message center shall comply with the minimum standards of section 11-14-10.B.5.
- The illuminated freestanding sign and electronic message center be extinguished between the hours of 11:00 p.m. and 5:00 a.m.

**SECTION TWO: GENERAL PROVISIONS**

**REPEALER**: That all ordinances or portions thereof in conflict herewith are hereby repealed to the extent of any such conflict.

**SEVERABILITY**: Should any provision of this ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this ordinance.

**EFFECTIVE DATE:** This ordinance shall be in full force and effect on and after its approval, passage and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 21st day of August 2018.

\_\_\_\_\_  
P. Sean Michels,  
President of the Board of Trustees

ATTEST: \_\_\_\_\_  
Cynthia L. Galbreath,  
Village Clerk

	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Trustee Sean Herron	___	___	___	___
Trustee Mari Johnson	___	___	___	___
Trustee Ted Koch	___	___	___	___
Trustee Heidi Lendi	___	___	___	___
Trustee David Paluch	___	___	___	___
Trustee Rick Montalto	___	___	___	___

**Exhibit A**

*Legal Description*

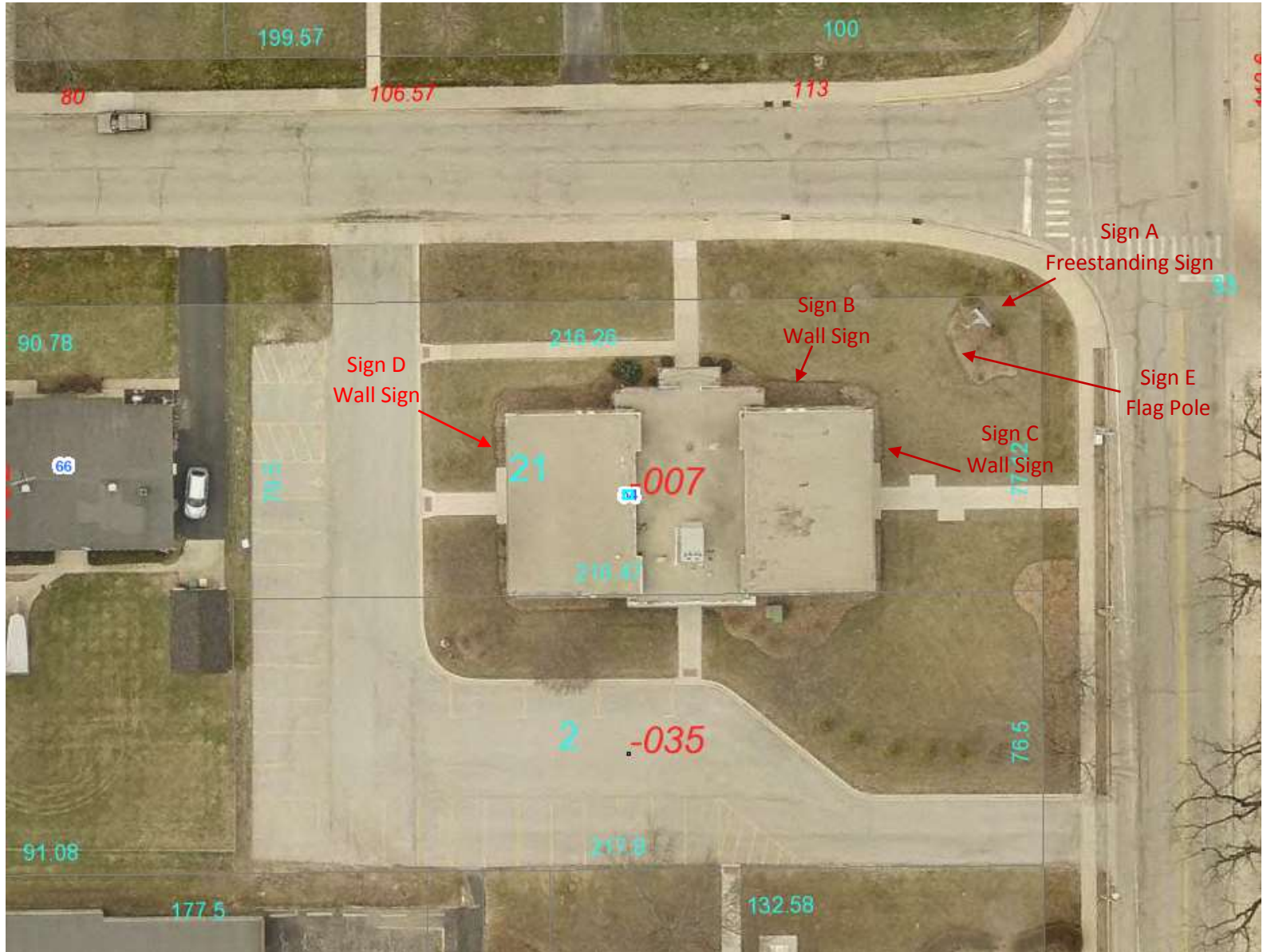
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TWN OF SUGAR GROVE, IN THE VILLAGE OF SUGAR  
GROVE, KANE COUNTY, ILLINOIS

*EXHIBIT B*

**Sugar Grove Township  
54 Snow Street  
Master Sign Plan**



# Master Sign Plan



# Sign A Freestanding Sign

Aurora Sign Co., Inc. 2011

SIGN TO BE UL LISTED

Disconnect Switch

TYPICAL SINGLE-FACED FRAME DETAIL

Dark Red faux brick with grey grout shown on rendering

**SINGLE FACE ILLUMINATED SIGN - 1 REQUIRED**  
 FABRICATE AND INSTALL SIGN OF ALUMINUM AND ACRYLIC, HEADER SIGN TO BE ALUMINUM WITH WHITE ACRYLIC FACE, VINYL TO BE APPLIED FIRST SURFACE.  
 ALL EXPOSED METAL TO BE COATED WITH ACRYLIC POLYURETHANE.  
 INTERNAL ILLUMINATION TO BE WHITE LEDS.  
 SEE SCHEDULE A FOR EMC UNIT  
 SCALE 3/4"=1'

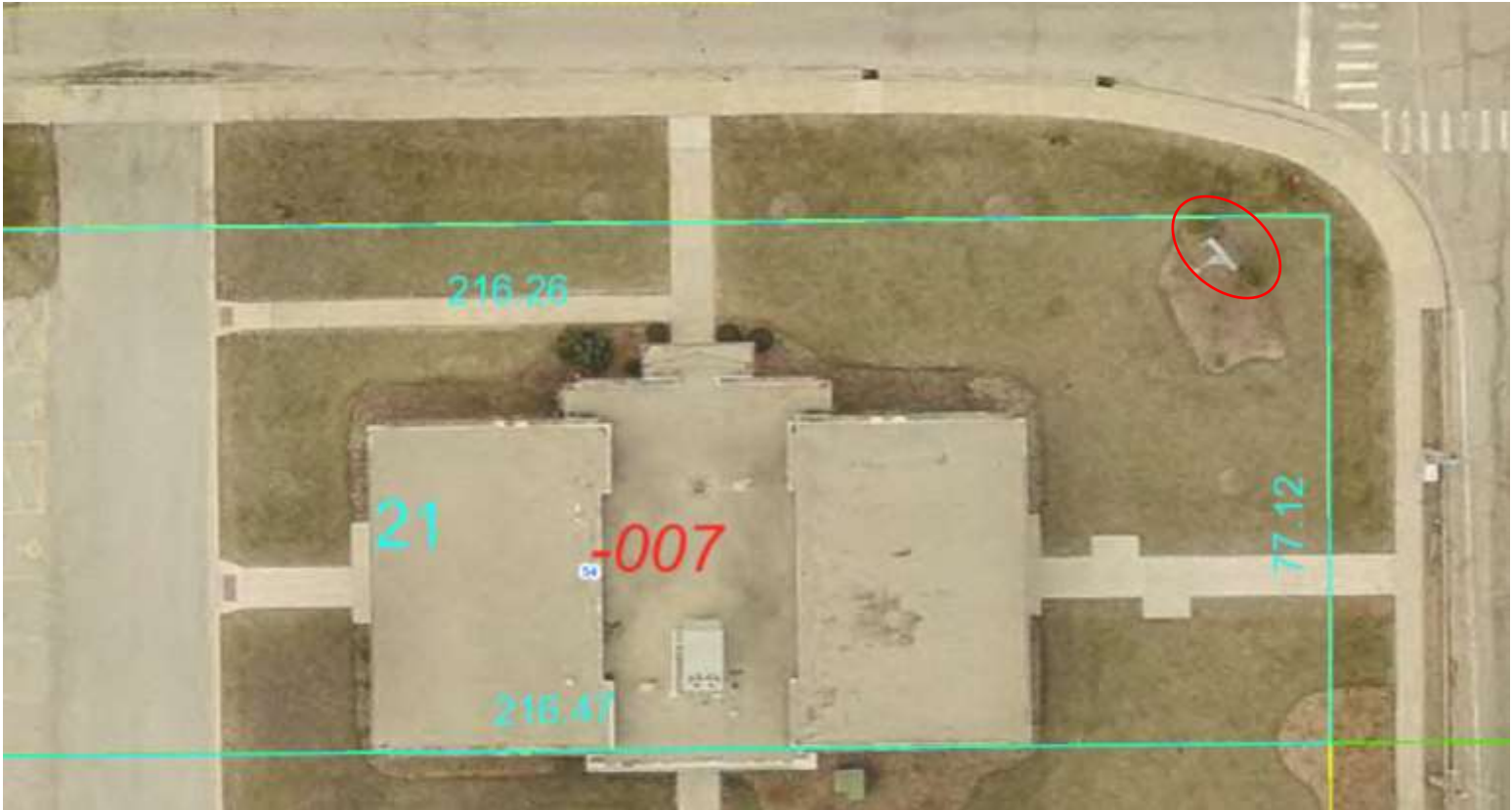
**SCHEDULE A**  
 W8MM COLOR  
 PIXEL MATRIX 36x90  
 CABINET SIZE 17" H X 5' 3" L  
 VIEWING ARE 12" H X 5" L  
 SINGLE FACE  
 CHARACTER SIZE 4 LINES  
 1/25 CHARACTERS AT A 4" TYPE

**INSTALLATION INSTRUCTIONS**  
 SET 4" STEEL PIPE IN CONCRETE FOOTING TO BE 24" ROUND BY 4" DEEP.  
 CONNECT TO ELECTRICAL SERVICE TO BE PROVIDED BY OTHERS PRIOR TO INSTALL.

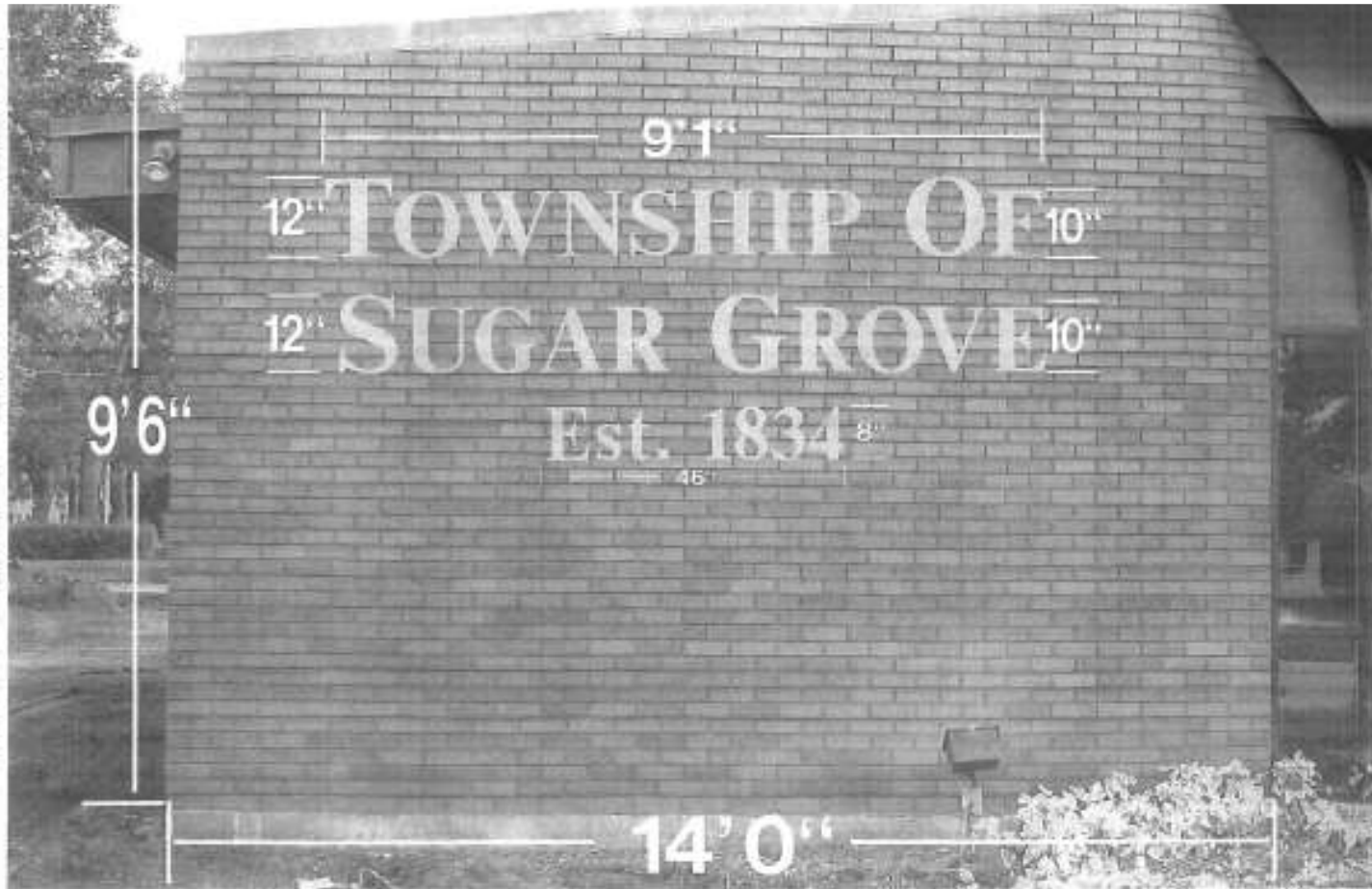
1100 Route 34 Aurora, Illinois 60503 630 898 3900 office 630 898 6091 fax	Prepared For: SUGAR GROVE TOWNSHIP	Address: 54 SNOW ST	Drawn: 180060	Sheet: 2	Design Date: 7/25/18	Rev 1:	Rev 2:	Rev 3:	Rev 4:	Rev 5:	Address:
JC	Location Name:	City/State:	SUGAR GROVE, IL								County:
											Phone:

NOTE: THIS DRAWING IS THE PROPERTY OF AURORA SIGN CO. IT IS NOT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY MANNER WITHOUT WRITTEN CONSENT FROM AURORA SIGN CO. CHARGES OF UP TO \$200.00 WILL BE ASSESSED FOR ANY MISUSE OF THESE DRAWINGS.

**Location of Freestanding Sign**



**Sign B**  
**Wall Sign**



This is the largest wall sign on the building at less than thirty (30) square feet. All wall signs on the building are in compliance with sign ordinance provisions.



**Sign C**  
**Wall Sign**



**Sign D**  
**Wall Sign**



**Sign E  
Flag Pole**



The flag pole is in compliance with the sign ordinance.