



City Council Work Session

Crest Hill, IL

August 24, 2026

7:00 PM

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

Agenda

MAYOR

CLERK

TREASURER

CITY ADMINISTRATOR

1. 2026 Employee Handbook Summary of Proposed Updates – Part 2 – Policy Recommendations
2. Elected Officials Compensation Discussion

ECONOMIC DEVELOPMENT DEPARTMENT

1. Plan Commission Recommendation for Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances (Application of City of Crest Hill)
2. Plan Commission Recommendation for Preliminary and Final Plat of Subdivision, Special Use for Outdoor Recreational Plaza and Public Park/Playground; and Multiple Variations Requested from the Crest Hill Zoning Ordinance with Respect to Real Property Located at 20590-20660 City Center Boulevard in Crest Hill, Illinois (Application of the City of Crest Hill - Crest Hill Commons)

ENGINEERING DEPARTMENT

POLICE DEPARTMENT

PUBLIC WORKS DEPARTMENT

FINANCE DEPARTMENT

1. Draft Residential Utility Billing Assistance Pilot Program Discussion

PUBLIC COMMENT(Limit 3 minutes per person)

EXECUTIVE SESSION:

ADJOURNMENT

The Agenda for each regular meeting and special meeting (except a meeting held in the event of a bona fide emergency, rescheduled regular meeting, or any reconvened meeting) shall be posted at the City Hall and at the location where the meeting is to be held at least forty-eight (48) hours in advance of the holding of the meeting. The City Council shall also post on its website the agenda for any regular or special meetings. The City Council may modify its agenda for any regular or special meetings. The City Council may modify its agenda before or at the meeting for which public notice is given, provided that, in no event may the City Council act upon any matters which are not posted on the agenda at least forty-eight (48) hours in advance of the time for the holding of the meeting.



Memo – Administration Report

Crest Hill, IL

Meeting Date:	August 24, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director
Department:	Administration / Human Resources
Agenda Item:	2026 Employee Handbook Summary of Proposed Updates – Part 2 – Policy Recommendations

Summary: On July 27, 2026, staff presented approximately half of the recommended changes to the Employee Handbook during the Work Session. Those changes primarily addressed legal recommendations resulting from changes in State and Federal law. During that Work Session, there were few questions about the legal requirements, but Council members requested additional discussion regarding several operational and policy-related recommendations. This memo summarizes the remaining proposed changes for Council discussion.

This memo includes a broad summary overview of concepts and recommendations for adjustments, additions, or deletions to the existing Employee Handbook.

Representation from our City labor attorney Melissa Wolf, of Storino, Ramello, & Durkin will also be present to provide clarifications as needed, related to these requests for policy changes.

The draft policy language will be presented for an upcoming Work Session based upon policy direction on the items included in this memo. Those policies, as well as minor cleanup will be included/shown in the final redline version of the Handbook update.

Summary of Proposed Policy Changes

1. **Add a High-Deductible Health Plan (HDHP) with Health Savings Account (HSA) option (Administrative Policy)**
This will save both the City and the employees money, reduce the City's liabilities, and give the City an additional offering to discuss with our upcoming union negotiations.
2. **Add Health Insurance Opt-Out Benefit (Proposed addition to Handbook Section 7, Insurance & Other Employee Benefits)** This will encourage employees or their dependents to consider not being on the City's plan. Thus, saving the City money and possibly claims. The City would use some of the money we'd pay for the employees' insurance, and annually (or triggered by a qualifying event) offer a financial benefit, which would be paid out with each paycheck, and not as a lump sum.
3. **Add a Limited Pilot Flexible Work Program Thru April 30, 2027 (Proposed addition to Section 3 – Recruitment & Employment)** This proposed program would allow less than 15 exempt management employees the ability to request occasional remote work. Most of these positions

have employees that already work more than 40 hours per week and allowing them to ask their director or City Administrator for approval to occasionally work a few hours remotely is a retention tool that also allows work to continue to get completed.

Eligible positions include: the Police Chief, Deputy Chiefs, Finance Director, Community and Economic Development Director, Building Commissioner, Public Works Director, Public Works Superintendents, Engineering Director, HR/Assistant Administrator, and City Administrator (with Mayor approval).

4. **Add Basic Artificial Intelligence (AI) Use Policy (Proposed addition to Section 11 – Communications)** As more software includes AI tools, having a basic use policy that puts restrictions and guardrails is a recommended best practice.
5. **Updates to Employee Workdays, Clocking In/Out, and Break Periods (Proposed revisions to Sections 4.2 Work Day, 4.8 Meal and Break Periods, 5.2 Code of Conduct)** Management is proposing minor revisions to clarify what would result in discipline.

Additionally, HR is seeking clarification from City Council on the normal working hours and current directors' discretion (+/- 1 hour). Does City Council want to keep the language as is? Does the City Council want to change and give the discretion from the directors to the City Administrator? Or does the City Council want to set the hours and give management no flexibility, except for emergencies?

6. **Update Overtime Payment Examples (Proposed revisions to Section 4.9 Overtime Payment)** The current policy is legally sound; however, the examples are not clear. Our labor attorney recommends changes.
7. **Update to Confidential Policy (Proposed revision to Section 5.7 – Confidentiality Policy)** With the City Council recently creating a confidentiality policy for elected and appointed officials, the City's labor attorney recommends a few revisions to ensure consistency throughout the City.
8. **Update Personnel Forms and Program (Proposed update to Section 16 – Forms)** Although the current City Administrator feels the forms and program need revisions, to follow City Council's 2024 voted on direction, this section needs to be updated.

Additionally, a new section needs to be added stating that employees hired or promoted after July 1, 2025, will be annually evaluated for possible merit adjustments using their hire date, or promotion date – if ever promoted. (Note a change in a positions' classification does not result in a change to the annual evaluation period.)

9. **Updates in Equipment & Safety Sections (Proposed revisions & addition to Section 9 Safety & Equipment Use)** These adjustments more clearly spell out a policy for use of personal equipment and appliances as well as the City's requirements for use of a City vehicle.
10. **Updates to Travel & Meal Reimbursement Policy (Proposed revision to Section 10 – Training & Development)** While receipts will remain a requirement, the updates will reflect the newer Illinois Local Government Travel Expense Control Act and updates to the federal meals and incidental expenses (M&IE) rates.



Memo – Administration Report**Crest Hill, IL**

Meeting Date:	August 24, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Elected Officials Compensation Discussion

Summary: On Monday night staff will publicly present the gathered information pertaining to ours and nearby communities elected officials' compensation. If time permits, staff will also share initial thoughts and recommendations.

Staff are finalizing the information and will share a draft version of the information over the weekend with the elected officials.

As this will be the initial meeting that this topic is discussed, staff are seeking comments and feedback, so formal documentation can be created for City Council to review and take action on, if so desired.

**Work Session Memo****Crest Hill, IL****Meeting Date:** August 24, 2026**Submitter:** Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director**Department:** Community Development**Agenda Item:** Plan Commission recommendation on application of the City of Crest Hill for Comprehensive Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances (Case # TXT-26-1-8-1)**Summary:**

City Staff periodically review the Zoning Ordinance and the City Code of Ordinances to ensure they remain effective in advancing the City's goals pertaining to economic development, land use compatibility, community appearance, and quality of life. Through ongoing administration of the Code, Staff have identified concerns regarding the effectiveness of the City's current sign regulations. Staff have also received feedback from residents, businesses, and elected officials regarding the visual impact of permanent and temporary signage throughout the community. In addition, the current regulations do not adequately address evolving sign technologies, changing legal standards, or contemporary development practices. These shortcomings have contributed to inconsistent sign quality, visual clutter, and enforcement challenges along the City's commercial corridors. Staff propose a comprehensive review and update of the current Sign Code to modernize the regulations and ensure they remain effective, enforceable, and aligned with the City's planning and economic development objectives. Proposed text amendments include:

- Improve overall layout and structure of the Sign Code, by reorganizing relevant provisions under more condensed sub-topics.
- Establish updated standards for sign design, size, placement, maintenance, and landscaping to improve community aesthetics. New ground signs in all zoning districts will be required to have a decorative sign base (minimum 75% of sign width) and landscaping around the sign base (2 sq-ft of landscaping for every 1 sq-ft of sign area but not less than 50 sq-ft in area).
- Expand the list of prohibited signs: attention-getting devices such as feather flags, pennants, balloons, etc. will be prohibited as temporary signs; pole and pylon signs will be prohibited in all zoning districts; and digital signs will be prohibited in residential districts.
- Expand Definitions Section to add definitions for more sign typologies, and better define zoning terms, and sign requirements.

- Clarify nonconforming sign provisions that create administrative and enforcement challenges while allowing ongoing maintenance and panel changes to occur as to not create undue costs onto businesses.
- Provide clear standards for specific sign types, including window signs, awning and canopy signs, fuel station signage, and other commonly used sign formats.
- Enhance public safety by addressing visibility, traffic safety, wayfinding, illumination, and maintenance concerns.
- Streamline the review procedures and administrative processes for businesses/property owners.
- Create fair and predictable standards that balance business identification needs with neighborhood compatibility and community character.

Overall, the proposed amendments will modernize the City’s Sign Code, improve its clarity and enforceability, and support the City’s vision for attractive commercial corridors, high-quality development, and a well-maintained built environment.

A preliminary discussion of the proposed Sign Code updates took place at the Plan Commission meeting on July 9, 2026, and Staff received preliminary feedback and direction. Subsequently, the Plan Commission conducted the required public hearing for this application at its August 13, 2026, meeting and recommended unanimous but conditional approval of the requested text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinance. A copy of the draft approval Ordinance is included with the agenda backup materials for this item.

Council Action Requested: Direction to include the draft Ordinance approving comprehensive Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances on the September 8, 2026, Regular City Council Agenda for final consideration.

Attachments

- Attachment A – July 9, 2026, Approved Plan Commission Meeting Minutes
- Attachment B – August 13, 2026, Draft Plan Commission Meeting Minutes
- Attachment C - An Ordinance Approving Comprehensive Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances – Application of City of Crest Hill (with Associated Exhibits)

MINUTES OF THE CREST HILL PLAN COMMISSION

The July 9, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Cheryl Slabozeski, Commissioner Gordon Butler, Commissioner Marty Flynn, and Commissioner John Stanton.

Also present were: Community & Economic Development Director Dan Ritter, City Planner Atefa Ghaznawi, and Administrative Clerk Linda Riha.

Absent were: Commissioner Jeff Peterson.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on May 21, 2026, for Commission approval.

(#1) Motion by Commissioner Carroll seconded by Commissioner Stanton, to approve the minutes from the Plan Commission meeting held on May 21, 2026.

On roll call, the vote was:

AYES: Commissioners Carroll, Stanton, Flynn, Butler, Thomas.

NAYES: None.

ABSTAIN: Commissioner Slabozeski.

ABSENT: Commissioner Peterson.

There being five (5) affirmative votes, the MOTION CARRIED.

NEW BUSINESS: Chairman Bill Thomas presented the discussion of Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances.

City Planner Atefa Ghaznawi presented a preliminary overview of proposed text amendments to Chapter 15.12 of the Crest Hill Sign Code. City Planner Ghaznawi noted that this was an introductory discussion and that a formal public hearing is anticipated at the next Plan Commission meeting on August 13, 2026, at which a full draft of the proposed text amendments will be presented.

City Planner Ghaznawi explained that City staff has identified numerous provisions of the current sign code that are outdated, difficult to interpret, internally inconsistent, and not reflective of current community needs. The overarching goals of the proposed amendments are to improve enforceability, streamline review processes, enhance the visual character of the community, and align the code with the sign standards of comparable surrounding communities such as Plainfield, Shorewood, and Romeoville.

Community and Economic Development Director Ritter reinforced this context, observing that Crest Hill's signage quality is noticeably lower than that of surrounding municipalities—particularly along Plainfield Road and Weber Road—and that the current code represents some of the lowest standards in the area. He described the proposed amendments as a modernization effort that, in many respects, offers businesses more flexibility in sign area while establishing a higher standard of sign quality and design.

City Planner Ghaznawi presented the proposed changes to freestanding ground sign regulations. The current code establishes four categories of sign allowances based on lot size, permitting up to 150 square feet of sign area and a maximum height of 30 feet for the largest lots. City Planner Ghaznawi presented various examples of existing ground signs throughout Crest Hill that were permitted based on the current ground sign regulations. Staff proposed replacing these categories with two simpler classifications based on the number of tenants:

Single-tenant signs: Maximum sign area increased from 50 square feet to 60 square feet; maximum height reduced to 6 feet.

Multi-tenant signs: Maximum sign area increased from 50 square feet to 100 square feet; maximum height maintained at 15 feet.

Both categories would require a decorative base of at least 75 percent of the sign width, and landscaping around the base at a minimum of 2 square feet per 1 square foot of sign area (no less than 50 square feet total). City Planner Ghaznawi presented various examples of existing ground signs in Crest Hill and surrounding communities that are representative of the ground sign regulations that Staff is proposing as part of the Sign Code updates. Pole and pylon signs would be prohibited in all zoning districts, expanding the current prohibition that applies only to residential districts. For residential and office/manufacturing districts, decorative bases and landscaping requirements would similarly apply, with office/manufacturing sign area proposed to increase from 50 square feet to 80 square feet at a reduced height of 10 feet.

City Planner Ghaznawi presented proposed changes to wall sign regulations, noting that the current standard—limiting sign area to 15 percent of total wall area including doors and windows—produces disproportionate results across vastly different building scales. The proposed standard would tie permitted sign area to store frontage at a ratio of 1.5 square feet per linear foot of frontage. To address outliers at both ends of the scale, additional caps were proposed: tenants with less than 40,000 square feet of floor area would be limited to a maximum of 120 square feet of wall signage, while tenants exceeding 40,000 square feet would be capped at 400 square feet. Director Ritter noted that the linear footage approach is the prevailing standard in surrounding communities and is simpler to administer than the current percentage-of-wall-area method.

Director Ritter summarized proposed changes to temporary sign regulations. The current Sign Code allows temporary signs for 10-day periods with up to three permits per business per year, with the option to seek extensions from the City Council. The proposal would increase each permit period to up to 30 days, maintaining a maximum of three permits per business annually, while limiting the ability to seek extensions through the City Council in a case-by-case basis and in the interest of consistency and fairness across all businesses. The proposal would also prohibit certain sign types including feather/teardrop flags, inflatable signs, and other attention-getting devices that create visual clutter, safety hazards, or maintenance problems. Director Ritter cited a recent

incident at Hillcrest Shopping Center in which an inflatable sign attached to a parapet wall and roof structure caused structural damage and nearly fell into Theodore Street.

City Planner Ghaznawi noted that the proposed amendments would expand the code's definitions section, add distinct regulatory categories for window signs, canopy signs, awning signs, and gas station canopy signs, and expand the list of prohibited signs to include all pole and pylon signs in commercial, industrial, and office zoning districts.

City Planner Ghaznawi explained that existing legal nonconforming signs that received permits under a prior code would be permitted to remain as-is, provided they are not expanded or fully replaced. Panel replacements and structural maintenance would be allowed. However, if a sign sustains damage exceeding 50 percent of its replacement cost value, or if the associated business vacates the premises, the sign must be brought into compliance with the new regulations. Illegal or prohibited signs would be required to be removed within 10 days of written notification from the City. Director Ritter clarified that the intent is to avoid any immediate financial burden to existing businesses or property owners, with compliance expected to occur organically over time as signs are replaced or properties change hands.

Commissioner Flynn stated that he liked the idea and concept that staff are going after with the proposed changes to the sign code. Commissioner John Stanton raised a question regarding a gas station on Larkin Avenue that appears to have a secondary sign located remotely from its premises. City Planner Ghaznawi confirmed that off-premises signs are not permitted under the current or proposed code. Director Ritter noted that off-site signage could be considered within the context of a planned unit development with a master sign plan, but would not otherwise be permitted. Commissioner Stanton also inquired about tent sales and associated signage; Director Ritter confirmed that temporary sign permits would be required in conjunction with temporary use permits for such events, though prohibited sign types would still apply.

Commissioner Stanton further asked whether businesses could use all three temporary sign permits consecutively. City Planner Ghaznawi confirmed this would be allowed under the proposed code, resulting in up to 90 consecutive days of temporary signage. Staff noted this was an intentional design choice for simplicity, though Commissioner Stanton indicated a gap requirement between permits could be considered as a future refinement.

Commissioner Carroll inquired about fire department input regarding sign legibility in emergency response situations, referencing a prior incident involving difficulty locating a building in poor visibility conditions. Director Ritter acknowledged this as a valid concern and committed to including the fire department in the review process. He also noted that address number visibility is addressed within the sign code and that requirements exist to ensure addresses are visible from the street.

Commissioner Slabozeski asked if existing businesses would need to conform to the proposed changes to the sign code or would they be grandfathered in. Director Ritter stated that the phrase "grandfathered in," is not an appropriate legal term. The existing signs that don't meet the current or new regulations are considered legal non-conforming. If a business is operating and has a legal non-conforming sign, they wouldn't have to change it unless the business replaces the sign in its

entirety, the property becomes vacated (the new owner would need to replace sign). There wouldn't be any immediate changes that any current business or property owner would have to do. Changes would happen over time.

Commissioner Gordon stated that the changes being made to the sign code are going to work if the City stays consistent with variance requests in the future.

Chairman Thomas expressed concern about the visual impact of vacant sign panels on multi-tenant pole signs, noting the appearance of blank white panels where businesses have closed. Director Ritter acknowledged the issue and noted that chain businesses sometimes flip panels over to avoid leaving gaps and exposing the sign structure and electrical components to the elements, but that such situations generate code violation notices. Chairman Thomas also questioned whether the proposed wall sign ratio might result in some signs being less visible than those currently permitted. Director Ritter explained that the 1.5 square feet per linear foot ratio is a middle-ground standard—comparable communities range from 1:1 to 3:1—and that the Commission could consider adjusting it upward if greater visibility is desired.

Chairman Thomas raised the issue of LED sign brightness, expressing concern about light spillover affecting nearby residents. City Planner Ghaznawi noted that the sign code references the City's electrical code for illumination standards. Director Ritter added that a broader section of the municipal code addresses glare and light spillover from commercial properties, and suggested that the sign code should explicitly reference those standards. He noted that most modern LED signs are equipped with photosensors that automatically dim at night, and that he has generally found businesses cooperative when asked to reduce brightness.

Director Ritter acknowledged the broader challenge of improving sign quality in a largely built-out community where most existing signs are legally nonconforming, and noted that the City's commercial property improvement grant program—being updated to allow up to \$10,000 per business/property toward overall exterior site improvements—would be one tool to incentivize voluntary compliance. He also encouraged the Commission to hold firm on to the new standards when variance requests come forward in the future, noting that consistency in enforcement would be essential to achieving the long-term vision.

Chairman Thomas emphasized the importance of applying the new standards consistently and avoiding variance approvals that would undermine the intent of the updated code. Chairman Thomas expressed optimism about new development opportunities along North Weber Road and Broadway as areas where the new standards could have an early, visible impact.

As a result of the discussion, The Plan Commission unanimously recommend that the Staff continue to complete the applicable research and draft the proposed Sign Code text amendments for review at an upcoming Plan Commission Public Hearing.

OTHER BUSINESS: There was no other business.

PUBLIC COMMENTS: There were no public comments.

Community and Economic Development Director Ritter provided the following updates on previously reviewed projects:

103 Elsie (Storage Building) and 1818–1820 Broadway (Concrete Lifting): Both were approved by City Council. Permits have been submitted for the 1818–1820 Broadway project, which Director Ritter noted will extend water and sewer infrastructure to the east side of Broadway Street and is expected to generate further development momentum along that corridor.

Former Bowling Alley / Soccer Facility and Restaurant: A prospective purchaser is working through a small business loan, which has delayed the anticipated late-July closing. The current owners were directed to clean up the property and relocate a block that was obstructing fire department access. Director Ritter expressed optimism that new owners would begin rehabilitation within the next several weeks.

QuikTrip at Old City Hall Site: Demolition of the old City Hall building was projected for mid-to-late July, with a possible extension into August. All abatement of lead paint and asbestos has been completed. The project is awaiting utility disconnects from ComEd and NICOR and county approval of the demolition permit. Site work permits are in place and ready to proceed following demolition.

Seasons of Crest Hill (Multi-Family Residential): Permits are nearly finalized. The plat has been signed, and Director Ritter indicated that site work equipment could begin appearing on the property within one to two months.

Mather Farm Redevelopment: The project continues to advance, with staff working through an annexation agreement and related approvals. A traffic study has been submitted. Director Ritter expressed anticipation that the project would come before the Plan Commission later in the year.

City Center Plaza: A subdivision and related variance are expected to be brought before the Plan Commission at the next meeting. The project encompasses a plaza, playground, and park to be developed between the City Hall and the library, including a parcel to be conveyed to the Park District.

Zoning Use Chart Update: Director Ritter indicated that a review of the City's permitted uses chart is forthcoming, including consideration of how to address emerging uses such as data centers.

Commercial Property Improvement Grant Program: Director Ritter described amendments to the City's grant program, which will now focus on ground signs, facades, and parking lot improvements rather than wall signs, with grants of up to \$10,000 available to eligible commercial property owners. He encouraged Commission members to refer interested property or business owners to the program.

Route 66 Centennial Signage: Three new Route 66 signs have been installed at the Shell/Dunkin' Donuts location on Broadway Street, Prairie Bluff Golf Course restaurant, and Merichka's Restaurant. An existing sign is located at the City Hall. A webpage at cresthill.com/rt66 and a social media campaign were noted as forthcoming. Director Ritter acknowledged funding support from Heritage Corridor and the Joliet Arsenal Development Authority (JADA).

21225 Lidice Parkway (577,000 sq. ft. Warehouse): Director Ritter announced that a tenant has been identified for the City's largest vacant commercial building. The tenant would occupy the building in phases. Director Ritter expressed that while a manufacturing use would have been preferable, the warehouse/distribution tenancy would provide employment and generate property tax revenue for the City and its taxing districts.

There being no further business before the Commission, a motion for adjournment was in order.

(#2) Motion by Commissioner Carroll seconded by Commissioner Butler, to adjourn the July 9, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Carroll, Butler, Stanton, Flynn, Slabozeski, Thomas.

NAYES: None.

ABSENT: Commissioner Peterson.

There being six (6) affirmative votes, the MOTION CARRIED

The meeting was adjourned at 8:25 p.m.

As approved this 13th day of August, 2026.

As presented X

As amended _____



BILL THOMAS, COMMISSION CHAIRMAN

MINUTES OF THE CREST HILL PLAN COMMISSION

The August 13, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Marty Flynn, and Commissioner Jeff Peterson.

Also present were: Community Development Director Dan Ritter, and City Planner Atefa Ghaznawi.

Absent were: Commissioners John Stanton and Cheryl Slabozeski.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on July 9, 2026, for Commission approval.

(#1) Motion by Commissioner Carroll seconded by Commissioner Butler, to approve the minutes from the Plan Commission meeting held on July 9, 2026.

On roll call, the vote was:

AYES: Commissioners Carroll, Butler, Peterson, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petitions Preliminary and Final Plat of Subdivision, SU-26-7-8-1, and V-26-6-8-1, a request of the City of Crest Hill seeking special approvals from the Crest Hill Subdivision, Zoning Ordinance, and City Code to subdivide the Subject Property into four (4) Lots; Special Use for an outdoor entertainment plaza and public park/ playground in the B-3 Business Service District; and Variations request from Table 2 Zoning Districts and Standards for non-residential uses in the B-3 Business Service District, and Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance; located on the proposed 3.1 acre, B-3 Business Service District zoned property known as the City Center Plaza, at 20590-20660 City Center Boulevard, Crest Hill.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for Preliminary and Final Plat of Subdivision, Case Numbers SU-26-7-8-1, and V-26-6-8-1.

(#2) Motion by Commissioner Peterson seconded by Commissioner Flynn, to open a public hearing case number SU-26-7-8-1, and V-26-6-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Slabozeski, Stanton.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:04 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the request from the City of Crest Hill for special use for an outdoor plaza and public park/ playground referred to as Crest Hill Commons for the property located at 20590-20660 City Center Boulevard. Chairman Thomas asked Community Development Director Dan Ritter to present the specifics on this case.

Community Development Director Ritter presented the request on behalf of the City of Crest Hill. He explained that the application encompasses three related components: a preliminary and final plat of subdivision, a special use permit for an outdoor entertainment plaza and public park/playground, and variations request necessitated by the unique nature of the proposed internal lot 4 configuration.

Director Ritter described the subject property as a 19.33-acre property currently zoned B-3 Business Service District, which includes the recently completed City Hall and Police Department complex (completed in 2023), and the vacant land to the north and west of the Municipal Complex. The proposed plaza will be located between the White Oak Public Library (constructed in 2013) and the City Hall. The property was part of the original Menards Subdivision platted in 2007, the commercial development of which has not materialized to the scale originally anticipated. Director Ritter noted that the site is geographically central to the community, making it a logical location for a civic gathering space.

The project has been formally named **Crest Hill Commons** by the City Council, and is intended to serve as a centralized, all-inclusive outdoor public plaza for the community — including walking paths, a music band shell/amphitheater, a playground, event space for markets and concerts, and related amenities. Director Ritter emphasized that the intent is to create a community gathering destination for residents in Crest Hill.

Regarding the plat of subdivision, Director Ritter explained that the single large parcel would be divided into four lots: Lot 1 (remaining undeveloped land to be planned in the future), Lot 2 (City Hall and Police Department), Lot 3 (the overall Crest Hill Commons plaza parcel), and Lot 4 (an internal lot to be transferred to the Lockport Township Park District for a public park/playground). An Intergovernmental Agreement (IGA) with the Lockport Township Park District (Resolution #1250) is already in place. Director Ritter acknowledged that carving out an internal lot without

traditional frontage or setbacks is atypical, but is justified given that both owners are public entities and the arrangement is intended to be permanent, with appropriate easements in place.

The requested variations relate primarily to Lot 4 (proposed public park/playground), which — as an interior lot — does not conform to the standard B-3 zoning requirements for lot area, lot coverage, and setbacks, and variations from Section 8.3-8 Permitted Obstructions in Yards, of the Crest Hill Zoning Ordinance that allow open fencing to be located in required front and side yard setbacks and recreational structures and accessory structures in required front, side, and rear yard setbacks on all lots. Director Ritter noted that staff does not recommend specific conditions for approval given that the applicant is the City of Crest Hill itself.

Director Ritter outlined a phased construction schedule. Phase 1, for which the City Council provided preliminary direction on Monday, August 10, 2026, includes grading, underground utilities, concrete flatwork, and parking lot construction on the southern portion of the site. Subsequent phases would add irrigation, pedestrian lighting, pathways, landscaping, the playground equipment installation, and ultimately the plaza structures and shelters. The goal is to complete sufficient site work in the current season (2026) to establish ground cover, enabling use of the site as early as the following year (2027).

Director Ritter also noted that the Lot 1 parcel and adjacent commercial out-lots to the west along Weber Road would be subject to future sub-area planning as part of the City's comprehensive plan, which is nearing completion. The City is also currently working on a bike/pedestrian path plan. In the interim, Lot 1 can serve as supplemental parking for large events, and Menards has previously cooperated in making its parking lot available for public events.

No members of the public came forward to comment.

Chairman Thomas asked for a motion to close the public hearing.

(#3) Motion by Commissioner Peterson seconded by Commissioner Butler, to close the Public Hearing case number SU-26-7-8-1, and V-26-6-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:31 p.m.

Chairman Bill Thomas stated that he was excited about this project. He has been driving around, looking at places, and looking over the paperwork. Chairman Thomas shared observations from his visits to Brent Hassert Park, which he found impressive in its amenities, but noted that on recent visits the facility appeared unoccupied. He raised the question of whether the community needs another playground given the proximity of that regional facility, and suggested that a marketplace or vendor stall concept — similar to developments he observed in Batavia — might yield a more immediate community benefit as a first priority.

Chairman Thomas also emphasized the importance of vehicle barrier protections — such as knee walls and bollards — at all pedestrian access points throughout the Public Plaza, referencing incidents of vehicle intrusion at other public spaces in the region.

Director Ritter clarified that the playground is not part of Phase 1 and would be installed in a later phase alongside the pathway system, power infrastructure, and event amenities. He explained that the playground's inclusion is intended to make the space family-friendly — particularly during events such as markets, concerts, and movies — and that the Lockport Township Park District's involvement has been specifically aimed at avoiding duplication of Hassert Park's regional-scale features. The Crest Hill Commons playground is envisioned as a complementary, event-supportive amenity rather than a destination park.

Director Ritter confirmed that the current plan incorporates knee seat walls along the front of the plaza facing City Center Blvd., serving both as seating, aesthetic elements, and vehicle barriers, with defined entrance points that could also allow the space to be fenced off for ticketed events if desired.

Commissioner Peterson expressed support for including the playground, noting that providing a child-friendly space is among the first considerations for families attending events.

Chairman Bill Thomas asked for a motion to approve petitions Preliminary and Final Plat of Subdivision, SU-26-7-8-1, and V-26-6-8-1.

(#4) Motion by Commissioner Carroll seconded by Commissioner Flynn, to recommend to the City Council the conditional Approval of the petitions Preliminary and Final Plat of Subdivision, SU-26-7-8-1, and V-26-6-8-1.

On roll call, the vote was:

AYES: Commissioners Carroll, Flynn, Butler, Peterson, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Slabozeski, Stanton.

There being five (5) affirmative votes, the MOTION CARRIED.

The Plan Commission recommends City Council's conditional approval of the Preliminary and Final Plat of Subdivisions to subdivide the subject property into four (4) lots; a Special Use for an outdoor entertainment plaza and public park/ playground known as Crest Hill Commons in the B-3 Business Service District, multiple variations from Table 2, Zoning Districts and Standards for Non-Residential uses in the B-3 Business Service District, and Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance; subject to the project being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Plan Commission Staff Report for petitions for Preliminary and Final Plat of Subdivisions Case # SU-26-7-8-1, and Case # V-26-6-8-1.

This recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the August 24, 2026, Workshop and the September 8, 2026, City Council meeting for final consideration.

Chairman Bill Thomas presented the Public Hearing and Consideration of petition TXT-26-1-8-1, a request of the City of Crest Hill seeking approval of text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for petition TXT-26-1-8-1.

(#5) Motion by Commissioner Peterson seconded by Commissioner Butler, to open a Public Hearing and Consideration of petition TXT-26-1-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes. The MOTION CARRIED.

The Public Hearing was opened at 7:45 p.m.

Chairman Thomas stated that the subject of this hearing is to discuss the proposed Text Amendments to Chapter 15.12 Sign Code to update and modernize the current Sign Code regulations. This topic was reviewed at length in the July 9th, 2026, Plan Commission meeting and City Staff is now ready to make their recommendations. Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Ghaznawi noted that the proposed text amendments to Chapter 15.12 of the Sign Code had been presented in detail at the July 9, 2026, Plan Commission meeting. The substance of the amendments has remained largely consistent, with one modification made in direct response to Commission feedback from the prior meeting.

The sole change from the previously presented version concerns the proposed maximum wall sign area. The existing Sign Code permits wall signs up to 15% of the total wall area of a tenant space/building — a standard City Planner Ghaznawi and Director Ritter described as difficult to calculate consistently by the sign contractors and the City Staff. The July proposal replaced the current requirement with a ratio of 1.5 square feet of sign area per linear foot of store frontage. In response to the Plan Commission's recommendation that this ratio was insufficiently permissive for visibility, the revised proposal increases this ratio to 2.0 square feet of sign area per linear foot of store frontage, which staff characterized as a reasonable middle ground between the prior two requirements.

Director Ritter emphasized that the overall intent of the proposed text amendments is twofold: to improve the aesthetic quality and design standards of signage along the City's commercial corridors and the community overall, and to simplify and clarify the regulations for both applicants and staff. He noted that the percentage-of-wall-area standard is uncommon among peer communities and creates calculation burdens, while the linear footage approach requires only a tape measure. Director Ritter acknowledged that no code could anticipate every circumstance and

committed to returning to the Plan Commission with further adjustments if real-world application reveals any unintended outcomes or challenges.

Chairman Thomas inquired about the Plan Commission concern about the brightness of signs and if applicable provisions were added in the updated Sign Code. City Planner Ghaznawi confirmed that provisions addressing the brightness of electronic, digital, and LED signs have been incorporated by reference to the performance standards of the Zoning Ordinance (Section 8.5) and applicable electrical codes, in response to the Plan Commission's request from the prior meeting.

Chairman Thomas acknowledged the improvements reflected in the revised proposal and noted the timeliness of updated sign regulations given emerging development activity along the Weber Road corridor (from Caton Farm Road to Renwick Road) and the Broadway corridor, where new sign standards would apply to incoming businesses and could influence reinvestment by existing businesses.

No members of the public came forward to comment.

Chairman Thomas asked for a motion to close the public hearing for Case # TXT-26-1-8-1.

(#6) Motion by Commissioner Flynn seconded by Commissioner Carroll, to close the Public Hearing case number TXT-26-1-8-1.

On roll call, the vote was:

AYES: Commissioners Flynn, Carroll, Butler, Peterson, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:55 p.m.

Chairman Bill Thomas asked for a motion to approve the requests of the City of Crest Hill for approval of text amendments to Chapter 15.12 of the Sign Code of the Crest Hill Code of Ordinances Case # TXT-26-1-8-1.

(#7) Motion by Commissioner Peterson seconded by Commissioner Butler, to approve the requests of the City of Crest Hill for approval for text amendments to Chapter 15.12 of the Sign Code of the Crest Hill Code of Ordinances Case # TXT-26-1-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Plan Commission recommends City Council's approval of the proposed text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances, subject to the proposed text amendments being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Plan Commission Staff Report for Case # TXT-26-1-8-1.

Our Recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the August 24, 2026, Workshop and the September 8, 2026, City Council meeting for final consideration.

OTHER BUSINESS: Director Ritter provided the following updates to the Plan Commission:

Hillcrest Shopping Center — New Tenants: Two new businesses are preparing to open at Hillcrest Shopping Center. (1701 N Larkin Ave, #800D) Swig Drinks, a specialty beverage concept and the first Illinois location of the brand, will be occupying the former Smoothie King space and is in the soft-opening and staff training phase, with a grand opening event planned. The business operates under the existing special use approval previously granted for that drive-through location. Additionally, Acapulco Bakery, a local area bakery with an existing location in Shorewood, will be opening a second location in the same shopping center (1701 N Larkin Ave, #600). Director Ritter noted that the shopping center ownership has also made recent investments in property maintenance, including repainting, signage repairs, and parking lot repaving at the Route 30 entrance.

Seasons at Crest Hill (Apartment Complex): Director Ritter reported that the building permit for this development is on the verge of issuance, potentially as soon as the following day, and that site work is expected to commence shortly.

QuikTrip (Former City Hall): The QuikTrip project is awaiting a final disconnect approval from ComEd, after which the former City Hall structure will be demolished, and underground utility work will commence under the previously approved permit.

GIS Consortium: The City is transitioning its geographic information system services to the GIS Consortium, a cooperative serving approximately 60 Chicagoland communities. This will provide both public-facing tools — including interactive maps for zoning, taxing districts, and utility information — and internal staff tools for more accurate data and improved operational decision-making. The transition is expected to be complete with a public website launch anticipated around mid-September.

Building Inspector Recruitment: The Community Development Department is actively recruiting a new building inspector, with interviews anticipated to start within the next one to two weeks. Director Ritter noted that code enforcement and property maintenance will be a significant focus for the new hire, particularly in the City's older residential and commercial areas.

City Website Redesign and Domain Transition: The City's website is being redesigned with a modernized layout and will transition from the cityofcresthill.com domain to **cresthill.gov**, consistent with security best practices for local governments. The existing domain will redirect to the new address for at least six months. New business cards and updated contact information for staff and officials will follow.

1693 Plainfield Road (Former HOB0/Handy Andy Site): Director Ritter reported that the property owner is advancing a plan to demolish the majority of the existing building — retaining only the O'Reilly Auto Parts portion — and redevelop the remainder of the site into approximately three commercial out-lots along Plainfield Road. Director Ritter indicated there is active interest in at least two of the proposed out-lots. This redevelopment will require a Planned Unit Development (PUD) zoning process and will come before the Plan Commission at a future meeting.

September Plan Commission Agenda: Director Ritter advised that the September meeting will include three redevelopment-related special use cases, primarily involving properties along the Route 30 and Broadway corridors, as well as a general discussion of updates to permitted and

prohibited uses in the zoning ordinance. Topics for the use discussion will include the potential prohibition of data centers, uses that may be overrepresented in the community, and areas where current regulations may be unnecessarily restrictive.

PUBLIC COMMENTS: There were no public comments.

There being no further business before the Commission, a motion for adjournment was in order.

(#8) Motion by Commissioner Carroll seconded by Commissioner Peterson, to adjourn the August 13, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 8:09 p.m.

As approved this _____ day of _____, 2026.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN

ORDINANCE NO. _____

**AN ORDINANCE APPROVING COMPREHENSIVE TEXT AMENDMENTS TO
CHAPTER 15.12 SIGN CODE OF THE CREST HILL CODE OF ORDINANCES
(APPLICATION OF CITY OF CREST HILL)**

WHEREAS, the City Council of the City of Crest Hill has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-1 (the “Code”) authorizes the corporate authorities to enact zoning ordinances that regulate land use within the City, which the City Council has exercised by enacting the Crest Hill Zoning Ordinance (the “Zoning Ordinance”); and

WHEREAS, the Code states that text amendment requests shall be permitted only upon the finding of certain requirements listed in the Code; and

WHEREAS, the City of Crest Hill has enacted procedures, requirements, and standards for text amendments in Section 12.8 of the Crest Hill Zoning Ordinance; and

WHEREAS, the City of Crest Hill (the “Applicant”) through its Community Development Department submitted an application for comprehensive text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances (“the Application”); and

WHEREAS, the Application seeks a comprehensive update of the Crest Hill Sign Code to improve overall layout and structure of the Sign Code, establish updated sign regulations, streamline the administrative procedures, improve consistency, and ensure compliance with the current legal requirements (collectively the “Proposed Comprehensive Text Amendments”); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof given, conducted a public hearing on the Application on August 13, 2026; and

WHEREAS, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission recommended unanimous but conditional approval of the proposed comprehensive text amendments outlined in the redlined exhibits attached hereto as Exhibit A-1:

- A. The proposed text amendments would have a positive effect on comprehensive planning in the community, and the proposed amendments would be consistent with Crest Hill’s planning objectives; and
- B. The proposed text amendments would improve consistency with other related provisions found in the City’s various ordinances; and

- C. Property owners throughout the community, in similar zoning classifications, would benefit from the proposed text amendments; and
- D. The proposed text amendments will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient; and
- E. The proposed text amendments are needed to improve the efficiency and effectiveness of the City's interpretation and administration of its ordinances; and
- F. If adopted, the proposed text amendments will not require other provisions of this Ordinance to be changed or modified; and

WHEREAS, the Plan Commission's recommendation to approve the proposed comprehensive text amendments was made subject to the text amendments being implemented in substantial conformance with the redlined exhibits attached hereto as Exhibit A-1 and the August 13, 2026, Community Development Department Staff Report attached hereto as Exhibit A-2 (the "Staff Report"); and

WHEREAS, the City Council has reviewed the August 13, 2026, Findings and Decision of the Plan Commission and has considered the presentations and arguments of the Applicant in an open meeting regularly scheduled; and

WHEREAS, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted subject to the requested text amendments being implemented in substantial conformance with the with the redlined exhibits attached hereto as Exhibit A-1 and application documents referenced in Exhibit A-2; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: The Preambles of this Ordinance are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the findings and decision of the City Council in relation to the Application.

SECTION 3: The proposed comprehensive text amendments to Chapter 15.12 Sign Code, attached hereto as Exhibit A-1, is hereby adopted in its entirety.

SECTION 4: In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 5: That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

SECTION 6: That the City Clerk is hereby directed to publish this Ordinance in pamphlet form.

SECTION 7: This Ordinance shall take effect upon its passage according to law.

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PASSED THIS 8th DAY OF SEPTEMBER, 2026

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderpersion Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 8th DAY OF SEPTEMBER, 2026.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

FINDINGS AND DECISION OF THE PLAN COMMISSION AS TO CASE NO. TXT-26-1-8-1 THE APPLICATION OF CITY OF CREST HILL FOR COMPREHENSIVE TEXT AMENDMENTS TO CHAPTER 15.12 SIGN CODE OF THE CREST HILL CODE OF ORDINANCES

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on August 13, 2026, being fully advised in the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

A. That the applicant, the City of Crest Hill, through its Community Development Department Staff has properly filed the Application for Text Amendments.

B. That the application seeks comprehensive text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances, as outlined in the August 13, 2026 Plan Commission Staff Report, and the proposed text amendments are as follows:

- Improve overall layout and structure of the Sign Code, by reorganizing relevant provisions under more condensed sub-topics.
- Expand Definitions, and establish updated standards for sign design, size, placement, maintenance, and landscaping to improve community aesthetics.
- Clarify nonconforming sign provisions that create administrative and enforcement challenges.
- Streamline the review procedures and administrative processes for businesses/property owners.
- Improve consistency and cohesion between the Comprehensive Plan, Zoning Ordinance, and economic development goals.
- Ensure compliance with current legal requirements and standards, including having content-neutral sign regulations.

C. That the application seeking the foregoing comprehensive text amendments was properly submitted and notice of the application and the Public Hearing were properly published;

D. That no interested parties filed their appearances herein;

H. That the public hearing was opened and called to order on August 13, 2026, the applicant presented evidence and arguments in support of its application on August 13, 2026.

I. That the rules adopted by the Plan Commission for the conduct of Public Hearings by the Plan Commission were duly followed and observed;

J. That the proposed text amendments, as considered under section 12.8-4 of the Zoning Ordinance, meet the six (6) standards for text amendment under section 12.8-4.

THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF TEXT AMENDMENTS, AS FOLLOWS:

1. That the approval of the application of City of Crest Hill for comprehensive text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for comprehensive text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances be approved subject to the text amendments being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Community Development Staff Report for this request.

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Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 13TH Day of August 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	X			
Commissioner Ken Carroll	X			
Commissioner Cheryl Slabozeski			X	
Commissioner Gordon Butler	X			
Commissioner Marty Flynn	X			
Commissioner Jeff Peterson	X			
Commissioner John Stanton			X	

Approved:

Bill Thomas, Chairman

Attest:

Christine Vershay-Hall, City Clerk

EXHIBIT A-1

Comprehensive Text Amendments to Chapter 15.12 Crest Hill Sign Code

DRAFT

EXHIBIT A-2

August 13, 2026, Community Development Department Staff Report

DRAFT

EXHIBIT A-1

CHAPTER 15.12: SIGN CODE

Section

15.12.010	Definitions
15.12.020	Permit; required
15.12.030	Permit; application
15.12.040	Permit; fees
15.12.050	Reserved
15.12.060	Issuance of permits
15.12.065	Temporary signs
15.12.067	On premises signs
15.12.070	Signs in residence districts
15.12.080	Signs in business, office and manufacturing districts
15.12.085	Exemption
15.12.090	Restrictions generally
15.12.100	Wooden signs
15.12.110	Noncombustible signs
15.12.120	Electric signs
15.12.130	Reserved
15.12.140	Reserved
15.12.150	Roof signs
15.12.160	Projecting signs
15.12.170	Reserved
15.12.180	Erection at intersections; visibility
15.12.190	Curb or sidewalk signs prohibited
15.12.200	Tacking signs on poles
15.12.210	Removal
15.12.220	Animated and intensely lighted signs
15.12.225	Perimeter or border window lighting and attention getting devices
15.12.230	Permit fee not required when
15.12.240	Powers and duties of Building Commissioner
15.12.250	Nonconforming signs
15.12.260	Revocation of permit
15.12.270	Appeal of decisions
15.12.275	Variations
15.12.276	Variation procedure
15.12.280	Violation; penalty
15.12.290	Street numbers for buildings
<u>15.12.010</u>	<u>Intent</u>
<u>15.12.020</u>	<u>Definitions</u>
<u>15.12.030</u>	<u>Prohibited Signs</u>
<u>15.12.040</u>	<u>General Sign Provisions</u>
<u>15.12.050</u>	<u>Signs in the Residential Districts</u>
<u>15.12.060</u>	<u>Signs in the Business, Office, and Manufacturing Districts</u>
<u>15.12.070</u>	<u>Exemption</u>
<u>15.12.080</u>	<u>Temporary Signs</u>
<u>15.12.090</u>	<u>Administration and Enforcement</u>

§ 15.12.010 INTENT.

The intent of this chapter is to create the legal framework for a comprehensive and balanced system of sign control and thereby to provide an attractive and effective balance between sign and the environment. With this concept in mind, this chapter is adopted for the following purposes:

(A) To authorize the use of signs which are:

(1) Compatible with their surroundings;

(2) Appropriate to, and descriptive of the type of activity to which they pertain;

(3) Balanced in the expression of the identity of individuals and of the community as a whole;
and

(4) Legible in the circumstances in which they are seen.

(B) To preserve, protect and promote the public health, safety and welfare.

(C) To provide a positive economic climate for the business and industry of the City by promoting the reasonable, orderly and effective display of sign and encouraging better communication with the public.

(D) To enhance the physical appearance of the City by preserving the scenic and natural beauty of the area.

(E) To protect the general public from damage and injury that may be caused by the faulty and uncontrolled construction and use of signs within the City.

(F) To protect the pedestrians and motorists from damage or injury caused by the distractions, obstructions and hazards created by certain signs.

(G) To protect the public investment in streets and highways by reducing distractions that may increase traffic accidents.

(H) To protect the physical and mental well-being of the general public by recognizing and encouraging a sense of appreciation for the visual environment.

(I) To preserve the value of private property by assuring the compatibility of signs with surrounding land uses.

(J) To encourage sound practices and lessen the objectionable effects of competition in respect to the placement of signs.

(K) No Discrimination Against Non-Commercial Signs or Speech: The owner of any sign which is otherwise allowed under this Section may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary. This provision does not create a right to increase the total amount of sign on a parcel or allow the substitution of an off-site commercial message in place of an on-site commercial message.
(Am. Ord. 20XX, passed X-X-26)

§ 15.12.020 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

¹For statutory provisions authorizing municipalities to license street advertising and to control the location of signs on vacant property and on buildings, see ILCS Ch. 65, Act 5, § 11-80-15; for provisions of the Highway Advertising Control Act of 1971, see ILCS Ch. 225, Act 440, § 1 et seq.

ALTERATION. Any change or modification to a structure which does not increase its exterior dimensions.

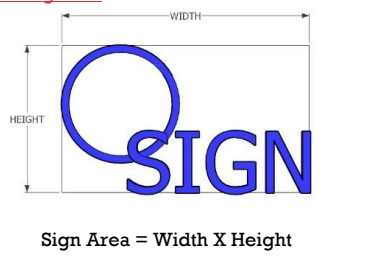
ANCHOR. The mechanical non-plastic means by which various materials and the structural members in the construction or erection of a sign are used.

ANIMATED SIGN: A sign or any part thereof which, by design, changes physical position by any movement or creates the appearance of movement.

APPROVED. As applied to any material, device, or mode of construction, means approved by the Community Development Director or their designee Building Commissioner under the provisions of this chapter, or by any other authority designated by law to give approval of the matter in question.

AREA, SIGN. That area enclosed by one continuous line, connecting the extreme points or edges of a sign. This area does not include the main supporting sign structure, but all other ornamental attachments, inner connecting links, etc., which are not a part of the main supports of the sign are to be included in determining the sign area. The area shall be determined by drawing an imaginary square or rectangular envelope so as to completely enclose each entire symbol, word, phrase, title, or name appearing on the sign as depicted in 15.12 Figure 1. The area of a sign shall be determined by calculating the area within a single continuous perimeter encompassing the entire advertising copy and/or art designed to attract attention. This shall include the extreme limits of characters, lettering, illustrations, ornamentation, or other figures, together with any other material, design, or color forming an integral part of the display. The area within the single continuous perimeter shall be calculated by determining the area of the smallest measurable square, circle, rectangle, or triangle within the single continuous perimeter, including the frame, border, or other material, which forms an integral part of the display and is used to differentiate such sign from the wall or background against which it is placed. For freestanding signs, sign area shall not include any structural or framing element lying outside the limits of the sign face where copy is placed and not forming an integral part of the display.

15.12 Figure 1



ATTENTION-GETTING DEVICE: Any pennant, flag, valance, banner, propeller, spinner, streamer, searchlight, or similar device or ornamentation designed for or intended to attract attention to it for the purpose of promotion or advertising.

AWNING: Any structure made of cloth, metal, or other material attached to a building which is constructed so as to permit its being raised or retracted to a position against the building when not in use.

AWNING SIGN: A sign attached to or in any way incorporated with the face or valance, or underside of the awning.

Sign Code

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BANNER SIGN: Any sign intended to be hung, either with or without frames, possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind. National flags, flags of political subdivisions and symbolic flags of any institution or business shall not be considered banners for the purposes of this definition.

BEAM. A horizontal or inclined structural member that carries loads principally by its flexural strength and transmits such loads to other supporting structural members.

BILLBOARD: A single- or double-faced sign, permanently affixed to or placed upon the premises which may have "changeable copy", which is used for the display of information not associated with the establishment located on the same premises as the sign. Such signs include walls of a building that are painted to display information that does not relate to a business or other establishment located in the building.

BUILDING. A structure built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind.

BUILDING COMMISSIONER. ~~Shall also refer to the Zoning Officer or any officer appointed by the Mayor to enforce the provisions of this chapter.~~

BUILDING FRONTAGE: The length of the wall of a building facing a public right-of-way. For a corner lot, each face of a building that faces a public right-of-way will be considered as a building frontage. In buildings with multiple units, the building frontage for each unit shall be considered as the width of the unit from party wall to party wall at the front of the unit regardless of if the unit has street frontage, provided, however, that the building frontage for corner units shall be the width of the unit from party wall to exterior wall of the building.

BUILDING LINE. The line that is established by the vertical face of the building or an extension thereof. ~~The rear line of the minimum front yard as designated in the Zoning Ordinance of the city.~~

BULLETIN BOARD: A manual "changeable copy sign", as defined herein, to give notice of events for public, charitable, or religious institutions.

CANOPY: A structure, other than an awning, made of cloth, metal or other material with frames attached to a building or carried by a frame supported by the ground or sidewalks. A canopy will be considered a sign when it contains advertising other than the business logo.

CANOPY SIGN: A sign attached to or in any way incorporated with the face or underside of a canopy or any other similar building projection.

CHANGEABLE COPY SIGN. A sign which displays words, lines, logos, or symbols which can change to provide different information. Changeable copy signs include computer signs, reader boards with changeable letters and time and temperature units.

COMMUNITY DEVELOPMENT DIRECTOR. ~~Shall also refer to the Building Official, Zoning Officer, or any officer appointed by the Mayor to enforce the provisions of this chapter.~~

DIRECTIONAL SIGN. A sign that directs or regulates the movement of pedestrians or vehicles into or within a site.

ELECTRONIC MESSAGE CENTER. Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments.

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Crest Hill - Buildings and Construction

ERECT. Includes build, construct, attach, hang, place, suspend or affix, and also includes the painting of wall signs.

EXTERIOR REAR WALL: An exterior wall most nearly parallel to and most distant from the exterior front wall.

FACING OR SURFACE. The surface of the sign upon, against or through which the message is displayed or illustrated on the sign.

FLAG: A symbol or a crest of either a nation or an organization of nations, a state, a municipality or a fraternal, religious, civic organization, sports team, or corporation. The symbol or crest is usually displayed on fabric or flexible material that must be affixed to a pole that is freestanding or attached to another structure.

FLASHING SIGN: Any directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means whatsoever, not including message board signs.

FREESTANDING SIGN. A sign anchored directly to the ground or supported by one or more posts, columns, or other vertical structures or supports, and is not attached to or dependent for support from any building. For the purposes of this chapter, **FREESTANDING SIGNS** shall include ground-mounted/monument signs and pylon/pole signs.

15.12 Figure 2



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~~GROUND-GROUND-MOUNTED SIGN (MONUMENT SIGN).~~ As regulated by this chapter, a freestanding sign having a solid base constructed of a masonry (or similar) material and anchored in or upon the ground.

HEIGHT, FREESTANDING SIGN. The vertical distance from average adjacent ground level, to the top of the sign including the support structure and any design element.

15.12 Figure 3



HEIGHT, WALL SIGN. The vertical dimension of an imaginary box drawn so as to completely enclose each entire symbol, word, phrase, title, or name appearing on the sign and computing the sum of all such geometric figures.

~~ILLUMINATED SIGN (External).~~ ~~A sign illuminated by a source of light which is cast upon the surface or face of the sign to illuminate the sign by reflection. Any sign which has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as part of the sign proper.~~

~~ILLUMINATED SIGN (Internal).~~ ~~A sign, all or part of which is made of incandescent or other types of lamps or a sign with painted, flush, or raised letters lighted by an electric lamp or lamps attached thereto or a sign having a border of incandescent or fluorescent lamps attached to it reflecting light on it or a transparent sign whether lighted by electricity or other illuminant.~~

MONUMENT SIGN. See **GROUND MOUNTED SIGN.**

NONCOMBUSTIBLE MATERIAL. Any material, no part of which will ignite and burn when subjected to fire. Any material which liberates flammable gas when heated to a temperature of 1380°F., for five minutes, shall not be considered noncombustible for purposes of this chapter.

~~OFF PREMISES SIGN:~~ ~~A sign that directs attention to a commercial use, business, commodity, service or activity not conducted, sold or offered upon the premises where the sign is located.~~

ON PREMISES SIGN. A sign ~~which~~ that directs attention to a business or profession conducted, including commodity, entertainment, or service sold, offered, or manufactured on the premises where the sign is located.

OTHER ADVERTISING STRUCTURE. Any marquee, canopy or awning.

OWNER. Includes his duly authorized agent or attorney, a purchaser, devisee, or any person entitled to an interest in the property in question.

~~PARKING SIGN:~~ ~~A sign that identifies a parking area for automobiles, trucks, motorcycles or any other motor vehicle.~~

~~PARKWAY:~~ ~~The area between the street curb and the sidewalk, and in those areas where no sidewalk exists, the PARKWAY shall include any portion of the right-of-way not improved by a street or sidewalk.~~

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PENNANT: A series of small flags of triangular or other geometric design tied together by a rope or other means and used as an attention-getting device.

PERSON. Includes an individual and also shall be deemed to include and to be followed by the words firm, corporation, association, estate, ~~ef~~ or trust.

POLITICAL SIGN: A sign or poster identifying or publicizing a candidate seeking public office or identifying or publicizing a public issue, or advocating a position with respect to a public issue.

PROJECTING SIGN. Any sign ~~which-that~~ is attached to a building or other structure and extends beyond the surface of that portion of the building or structure to which it is attached.

- (1) **HORIZONTAL PROJECTING SIGN.** Any sign ~~which-that~~ is greater in width than in height.
- (2) **VERTICAL PROJECTING SIGN.** Any sign ~~which-that~~ is greater in height than in width.

PORTABLE SIGN: A type of temporary sign not designed to be permanently attached to a building or anchored to the ground; any sign that is not permanently affixed to a building, structure, or the ground; a sign designed to be moved from place to place. These signs include, but are not limited to, signs attached to wood or metal frames designed to be self-supporting and moveable, and paper, cardboard, or canvas signs wrapped around supporting poles.

PUBLIC RIGHT OF WAY: The land, or interest therein, acquired for or devoted to any public way for vehicular or pedestrian travel which has been laid out in pursuance of any municipal, township, county, state, or federal law.

PUBLIC SIGN: A sign or notice erected or for which erection was required by a unit of government.

PYLON/POLE SIGN. A sign that is mounted on a freestanding pole or other support so that the bottom edge of the sign face is six feet or more above grade and does not have the appearance of a solid base.

REAL ESTATE SIGN: A sign erected for purposes of identifying a parcel or building to be available for sale, rental, or lease.

REBUILD. To reconstruct or alter a structure which may or may not increase its exterior dimensions.

REPAIR. A removal or replacement of any element or part of a sign that does not affect its plan or structural framework or any of its structural members.

ROOF SIGN. Any sign erected, constructed or maintained, wholly or partially, upon or over the roof of any structure, whether supported on the roof structure or in any other manner.

SETBACK, SIGN. The minimum distance required between any property line and any portion of a sign or sign structure.

SIGN. Includes every sign, freestanding sign, billboard, ground mounted sign, monument sign, wall sign, window sign, awning sign, canopy sign, roof sign, illuminated sign, pylon/pole sign, and projecting sign, and includes any announcement, declaration, demonstration, display illustration or insignia used to advertise or promote the interests of any person when the same is placed out of doors in view of the general public.

STRUCTURE. Includes a combination of materials assembled at a fixed location to give support or

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shelter, such as a building, bridge, trestle, tower, framework, retaining wall, tank, swimming pool, wading pool, tunnel, tent, stadium, reviewing stand, platform, bin, fence, sign, flagpole, or the like, including any construction of any kind affecting or endangering life or property.

STRUCTURAL TRIM. The molding, battens, cappings, nailing strips, latticing and platforms which are attached to the sign structure.

TEMPORARY SIGN. Any sign ~~which that~~ is not permanently affixed either to the land or to a permanent building on the land. All movable devices, including but not limited to banners; suspended cloth, fabric or cardboard pennants; flags (not intended to include flags of any nations); including feather flags; searchlights; twirling or sandwich-type signs; sidewalk or curb signs; and balloons or other air or gas-filled figures are temporary signs, whether or not they are attached to an electric or other power source.

VEHICLE SIGN: Any advertising or business sign attached to a motor vehicle.

WALL SIGN. Includes all flat signs of solid face construction which are placed against or painted on a building or other structure and attached to the exterior front, rear, or side wall of any building or other structure.

WINDOW SIGN: A sign or individual letters, symbols, or combinations thereof placed inside or upon a window facing the outside and which is intended to be seen from the exterior.
(78 Code, § 15.12.010) (Ord. 57, passed - 62; Am. Ord. 549, passed - 82; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

§ 15.12.030 PROHIBITED SIGNS.

It shall be unlawful to erect or maintain:

(A) Any sign which is not included under the types of signs permitted in the district or the general regulations of this chapter.

(B) Any sign which advertises or publicizes an activity not conducted on the premises upon which such sign is maintained, except as permitted elsewhere in this chapter.
(Am. Ord. 20XX, passed X-X-26)

~~(A)(C)~~ CURB OR SIDEWALK SIGNS PROHIBITED.

There shall be no curb or sidewalk signs, nor shall signs be attached or suspended from any outdoor bench, chair, or other article, except the signs affixed to bus benches per the contract for the same.
(78 Code, § 15.12.190) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

~~(B)(D)~~ TACKING SIGNS ON POLES.

It is unlawful for any person, firm or corporation to advertise by sign tacking or advertising by tacking, pasting, or tying any type of sign on poles, posts, trees, buildings, fences, or other structures. Real estate directional signs as tacking signs shall not be permitted.
(78 Code, § 15.12.200) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

~~(C)(E)~~ ANIMATED AND INTENSELY LIGHTED SIGNS.

No sign shall be permitted which is animated by means of flashing, scintillating, blinking or traveling

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lights of over forty watts per lamp. Public service information signs and other electronic message centers classified as “changing signs” are permitted and not subject to this wattage-rating per lamp restriction. However, all electronic message center signs shall be equipped with technology that automatically dims the electronic message center according to ambient light conditions. Electronic message center/changeable copy signs shall comply with Section 8.8 Performance Standards of the Crest Hill Zoning Ordinance.

(‘78 Code, § 15.12.220) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

~~(D)~~(F) PERIMETER OR BORDER WINDOW LIGHTING AND ~~ATTENTION~~ ATTENTION-GETTING DEVICES.

(A) Lighting around the perimeter of window or door openings with a visible source of light, such as neon, fluorescent, LED, or similar lighting source, is hereby prohibited.

(B) Attention-getting devices, except electronic message center signs, as permitted by the chapter, shall be prohibited, including temporary signs. For the purpose of this regulation, attention-getting devices shall include flashing lights, strings of light bulbs, moving signs, light beams, strobe lights, animated light displays, and rotating signs, feather flags, and pennants. Lights being displayed in conjunction with traditional holiday decorations shall be exempt. (Ord. 1740, passed 7-17-17; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

(G) PYLON/POLE SIGN. Pylon/pole signs shall be prohibited in all zoning districts. **(Am. Ord. 20XX, passed X-X-26)**

(H) V-SHAPED SIGNS ~~prohibited. V-shaped signs, consisting of two single-faced signs erected without a roof or ceiling, shall not be permitted.~~ **(Am. Ord. 20XX, passed X-X-26)**

§ 15.12.040 GENERAL SIGN PROVISIONS.

The general provisions set forth in §§ 15.12.040 shall apply to all permitted sign uses. (‘78 Code, § 15.12.090) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

(A) ON PREMISES SIGNS.

Only on premises signs are permitted in any zoning district and must comply with the regulations set forth in this chapter. Off-premises signs are not permitted, except when approved by City Council. (Ord. 1799, passed 2-4-19)

(B) WOODEN SIGNS.

All wooden signs must comply with the regulations established for freestanding and wall signs found in § 15.12.080 of this chapter for those signs located in the business, office, and manufacturing districts and § 15.12.070 for those signs located in residential districts. (‘78 Code, § 15.12.100) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

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(C) NONCOMBUSTIBLE SIGNS.

Noncombustible signs shall be entirely constructed of noncombustible materials, including all supports and braces for ~~the~~ same. Such signs shall be securely attached to posts or other supporting structures and may be erected so that no part of the sign or structure extends within one foot of any property line when erected at right angles to the street frontage. Such sign structures shall be securely ~~imbedded~~ ~~embedded~~ in a concrete base. Signs erected parallel to the street frontage shall be located entirely within the property lines.

(78 Code, § 15.12.110) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-19; ~~Am. Ord. 20XX, passed X-X-26~~)

(D) ERECTION AT INTERSECTION; VISIBILITY.

No sign or other advertising structure as regulated by this chapter shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device. ~~No signs shall be permitted within a sight triangle as defined in Section §15.32.070 of the City Code of Ordinances.~~

(78 Code, § 15.12.180) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-19; ~~Am. Ord. 20XX, passed X-X-26~~)

(E) ELECTRIC SIGNS.

~~(A)~~ (1) Electric signs, made of metal or glass with lamps inside the sign or with letters composed of lamps on outside of same, or similar construction, may be erected, provided they are securely attached to posts or other supporting structures by metal supports or fasteners.

~~(B)~~ (2) Reflectors and lights shall be permitted on ground and wall signs, provided they are equipped with long restraining hoods to concentrate the illumination upon the area of the sign and so as to prevent glare upon the street or adjacent property. No light shall be of the flashing type.

(78 Code, § 15.12.120) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-19)

(F) STREET NUMBERS FOR BUILDINGS.

(1) *Establishment of number.* From and after the adoption of this section, the City Engineer shall, from time to time as necessary, establish street numbers for all lots or parcels of land situated within the corporate limits of the city, both for lots or parcels now fronting or adjoining existing streets and for all lots or parcels which may hereafter front or adjoin all new streets and highways hereinafter constructed and laid out in the city.

(2) *Minimum size and color restrictions.* The owners or persons in possession of any buildings on any lot or parcel for which there has been designated a street number shall display in a prominent place on the building the number so designated so that the same is plainly visible and readable by a person with normal vision from the street or highway on which the parcel or lot fronts or adjoins, which number shall not be less than three inches each in height and which number shall be of a shade or color which contrasts with the background thereof.

(3) *Duty to maintain.* It shall be the duty of the owner or person in possession of each such building upon which the numbers are displayed to keep and maintain the numbers in good condition so that they remain clearly visible and readable by a person with normal vision from the street or highway on which the parcel or lot fronts or adjoins.

(4) *Removing or defacing numbers.* No person shall remove or deface any house number placed upon any house in accordance with the provisions of this section. No person shall retain any number on 2026 S-XX

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his house other than that provided by the provisions hereof. No owner, agent or person in possession of any house shall refuse or neglect to number the house or cause the same to be numbered in conformity with this section.

(5) *Penalty.* Any person who shall violate the provisions of this section shall be fined not less than \$100 nor more than \$500 for each violation hereof. Each day a violation exists shall be deemed to be a separate violation.

(Ord. 928, passed 9-6-94; Am. Ord. 1799, passed 2-4-19)

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§ 15.12.060-050 SIGNS IN RESIDENCE-RESIDENTIAL DISTRICTS.

The following types of signs shall be permitted in ~~residence-residential~~ districts:

(A) *Freestanding monument signs for the residential districts*

~~(1)~~ Freestanding monument signs within the residential district are only allowed for residential developments, schools, churches, hospitals, and permitted buildings; and uses other than dwellings and must comply with the following regulations.

(1) *Permitted number.* One freestanding monument sign is permitted per public right-of-way for schools, churches, hospitals, and permitted buildings and uses other than dwellings. Residential developments may be allowed one freestanding monument sign per entrance to the development; however, no more than two ~~(2)~~ monument signs per public right-of-way.

(2) *Setback.* All freestanding monument signs must maintain a setback of not less than ten ~~(10)~~ feet from the property line, and no freestanding monument signs may be permitted within a sight triangle, except for safety-related signs. No freestanding monument sign shall conflict with drainage.

(3) *Height.* No freestanding monument sign shall be greater than ten ~~(10)~~ feet in height. The base of the sign is included in the calculation of the overall height of the sign, but not the area of the sign.

(4) *Area.* The maximum allowable area for freestanding monument signs is ~~twenty~~ (20) square feet.

(5) *Calculation of sign area for freestanding monument signs.* Electronic message center/changeable copy signs are strictly prohibited on residential development signs. In the case where electronic message/changeable copy is included in a freestanding monument sign, the changeable copy portion of the sign shall not exceed twenty (20) square feet and will not be counted towards the area of the sign but will be counted towards the overall height. Electronic message center/changeable copy signs shall comply with Section 8.8 Performance Standards of the Crest Hill Zoning Ordinance.

(6) *Landscaping.* All freestanding monument signs shall be located in a landscaped area separated and protected from vehicular circulation and parking areas. A minimum of two (2) square feet of landscaping area shall be required for every one (1) square foot of sign surface area provided, but no freestanding monument sign landscape area shall be less than fifty (50) square feet in area. Said landscape area shall consist of attractive, dense cluster(s) of vegetation. Landscaping shall be provided around the base of each freestanding sign. The landscaping shall be well maintained, which shall include but not be limited to the removal of dead or dying plant material and weeds. All signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious rubbish.

~~(7)~~ *Illumination.* Freestanding monument signs must be externally illuminated and at all times compliant with all current electrical codes. The illumination of the freestanding monument sign must be done in such a manner as to not create a hazard to motorists. Internally illuminated signs in the residential districts are prohibited.

~~(8)~~ *Decorative sign base.* All freestanding monument signs shall be designed and constructed with an integral decorative base constructed of wood, metal, masonry, or stone to conceal the sign's support structure(s) and to visually complement the building materials used on the principal building(s) on the lot. The decorative base shall be equal to at least seventy-five (75) percent of the width of the sign face. The area of the decorative sign base shall not be counted as part of the sign area. The height of the decorative sign base shall be counted in determining the sign

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(9) Architectural features. All freestanding monument signs shall be designed and constructed as an integral architectural element of the overall development incorporating elements and details and building materials used in the principal building(s). The area and height of the architectural feature shall not be computed as part of the freestanding monument sign area and height.

(10) Construction. All freestanding monument signs shall have a surface or facing of noncombustible material; provided, however, that combustible material may be safely and securely built or attached to the sign structure. No nails, tacks, or wire shall be permitted to protrude therefrom.

(11) Bracing, anchorage and supports. All freestanding monument signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the natural surface of the ground.

(12) Limitation of glass. The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semitransparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plat glass at least one-fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.

(13) Obstruction of openings. No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.

~~(7) —~~

~~(8) — Material and design. Freestanding signs shall be constructed of wood or masonry material. Architectural features will not be counted in height or the area of the sign. All structural supports of the signs shall either be encased in a masonry material or painted/coated and maintained in a like new condition. All posts, anchors and bracing shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.~~

~~(9) All freestanding signs must comply with the regulations established by § 15.12.080 of this chapter. (Am. Ord. 20XX, passed X-X-26)~~

(B) Real estate signs advertising the sale or rental of premises on which sign is located; provided, the area on one side of any such sign shall not exceed ~~twenty (20) nine~~ square feet, and not more than two (2) such signs shall be erected for any property held in single and separate ownership.

(C) No Trespassing, entrance, exit and parking signs or signs indicating the private nature of a driveway or premises; provided, that the area on one side of any such sign shall not exceed two (2) square feet.

(D) Projecting signs are prohibited in residential districts, unless installed on schools, churches, hospitals and permitted buildings and uses other than dwellings.

~~(G)~~

~~(D)(A) Temporary signs of mechanics and artisans; provided, that such signs shall be erected only on the premises where such work is being performed, the area of one side of any such sign shall not exceed 12 square feet, and such signs shall be removed promptly upon completion of the work;~~

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Commented [AG1]: Moved to Temporary Signs

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(E) Public utility signs in connection with the identification, operation, or protection of a public utility; provided, that the area on one side of any such sign shall not exceed nine (9) square feet;

(F) Bulletin boards not over fifteen (15) square feet in area for public, charitable or religious institutions when the same are located on the premises of such institutions.

("78 Code, § 15.12.070) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; Am. Ord. 20XX, passed X-X-26)

§ 15.12.~~070-060~~ SIGNS IN BUSINESS, OFFICE AND MANUFACTURING DISTRICTS.

The following types of signs shall be permitted in business, office and manufacturing districts:

(A) Any sign permitted in residential ~~residence~~-districts.

(B) Real estate signs advertising the sale or rental of premises on which the sign is located; provided, that the area on one side of any such sign shall not exceed thirty-two (32) 20 square feet, and not more than two (2) such signs shall be erected for any property held in single and separate ownership.

(C) *Wall signs.* Wall signs are permitted within the business, office, and manufacturing districts in accordance with the regulations outlined below:

(1) *Permitted number.* One (1) permanent wall sign per building or retail unit of a building shall be permitted, except for corner locations or locations adjoining internal driveways or private streets, where one (1) wall sign for each wall facing the public or private street shall be permitted. One wall sign is permitted per public right-of-way. In no case shall more than two such signs be erected upon each frontage. One (1) rear sign per building or per unit shall be permitted on any commercial building that backs up to an internal commercial street. Rear sign on the rear of a commercial building that backs up to a residential lot shall be prohibited. One (1) additional wall sign may be erected on any premises abutting upon a railroad right-of-way. Gas pump island canopies may have one (1) wall sign per street frontage. In no case shall the total number of wall signs on Gas pump island canopies exceed three (3) wall signs.

(2) *Placement of sign.* No wall sign shall cover wholly or partially any wall opening, nor extend above the roofline or beyond the corners of the building. In no case shall the wall sign extend more than nine (9) inches from the top of the wall to which the sign is to be placed. project beyond the ends or top of the wall to which it is attached. No wall sign shall be permitted to extend more than fifteen (15) inches beyond the building line, and shall not be attached to a wall of a height of less than ten (10) feet above the ground level.

(2) _____

(3) *Allowable Sign area.* The total area of all wall signs per wall shall not exceed two (2) square feet of sign area for each one (1) foot of facade frontage to which the sign is attached. Any one wall sign shall not exceed 15% of the wall area of the wall surface, including window and door areas on which they are displayed.

(a) For buildings or individual tenant spaces less than forty thousand (40,000) square feet, in no case shall any such wall sign exceed one hundred twenty (120) square feet in area;

~~(3)(b)~~ For buildings or individual tenant spaces forty thousand (40,000) square feet or more, in no case shall any such wall sign exceed four hundred (400) square feet in area.

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(4) *Illumination.* Wall signs may be externally or internally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such ~~as a~~ manner as to not create a hazard to motorists.

(5) *Materials required.* All wall signs shall have a surface or facing of noncombustible material. However, combustible structural trim may be used thereon.

(6) Automobile dealers having a new car franchise may select one street front of their choice and be permitted, in addition to those signs permitted per this chapter, one ~~(1)~~ wall sign for each make of new automobile offered for sale on the premises, and no such additional sign shall exceed ~~twenty~~ ~~(20)~~ square feet.

~~(7)~~ Wall signs are prohibited in residential districts, unless installed on schools, churches, hospitals, and permitted buildings and uses other than dwellings, which shall comply with the regulations outlined for wall signs in the business- manufacturing and office districts, per § 15.12. ~~090060~~.

~~(8)~~ Electronic message center/changeable copy signs are prohibited as wall signs in all zoning districts.

~~(7)~~

(D) Freestanding ~~monument~~ sign. Freestanding ~~monument~~ signs are permitted within the business, office, and manufacturing districts in accordance with the regulations outlined below.

~~(1) Freestanding signs in business, manufacturing, and office districts:~~

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- (1) *Permitted number.* One ~~(1)~~ freestanding monument sign is permitted per public right-of-way.

(2) *Setback.* All freestanding monument signs must maintain a setback of not less than ten ~~(10)~~ feet from the property line, and no signs ~~may shall~~ be permitted within a sight triangle as defined in Section §15.32.070 of the City Code of Ordinances, except for safety-related signs. No freestanding monument sign shall conflict with drainage.

(3) *Allowable sign height within the business districts.* ~~Height.~~ The height of a freestanding monument sign shall be limited to six (6) feet for single-tenant signs and fifteen (15) feet for multi-tenant signs, is based on the acreage of the property in which the sign is representing. The height of the sign may be based on the total acreage of a development or each individual lot. The base of a freestanding monument sign or pole of the sign is included in the calculation of the overall height of the sign, but not the area of the sign. The overall height of the sign shall be in accordance with the height established in Table A entitled Allowable Sign Area and Height for Business Districts, below. Freestanding signs in the office or manufacturing district are restricted to an overall maximum height of 15 feet.

(4) *Allowable sign area within the business districts.* The maximum allowable area for freestanding monument signs shall be limited to sixty (60) square feet for a single-tenant sign, and one hundred (100) square feet for a multi-tenant sign with no more than fifty percent (50%) of the allowable area used for any individual tenant, is based on the acreage of the property in which the sign is representing. The allowable area of the sign may be based on the total acreage of a development or each individual lot. The base of the freestanding monument sign is not included in the calculation of the overall area of the sign. In the case where the freestanding monument sign includes the name of the center or development, this text shall be included in the calculation of the overall height of the sign, but not the area. The allowable area of the freestanding sign in the business districts shall be in accordance with the sign area established in Table A entitled Allowable Sign Area and Height for Business Districts, below. Freestanding signs in the office or manufacturing district are restricted to a maximum area of 50 square feet.

(5) *Allowable sign height within the office and manufacturing districts.* The height of a freestanding monument sign shall be limited to ten (10) feet

~~(4)(6)~~ *Allowable sign area within the office and manufacturing districts.* The maximum allowable area for freestanding monument signs shall be limited to eighty (80) square feet

Table A: Allowable Sign Area and Height For Business Districts

<i>Lot or Development Acreage</i>	<i>Allowable Sign Area</i>	<i>Allowable Sign Height</i>
<i>Less than 5 acres</i>	<i>50 square feet</i>	<i>15 feet</i>
<i>5.1 acres to 15 acres</i>	<i>75 square feet</i>	<i>20 feet</i>
<i>15.1 acres to 25 acres</i>	<i>100 square feet</i>	<i>25 feet</i>
<i>25.1 acres and above</i>	<i>150 square feet</i>	<i>30 feet</i>

~~(6)(7)~~ *Electronic message center sign/changeable copy.* In the case of electronic message center/changeable copy signs, the electronic message/changeable copy portion of the sign shall not exceed twenty (20) square feet and will not be counted towards the area of the sign but will be included

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in the overall height. Electronic message center/changeable copy signs shall comply with Section 8.8 Performance Standards of the Crest Hill Zoning Ordinance.

~~(6)~~(8) Landscaping. All monument signs shall be located in a landscaped area separated and protected from vehicular circulation and parking areas. A minimum of two (2) square feet of landscaping area shall be required for every one (1) square foot of sign surface area provided, but no monument sign landscape area shall be less than fifty (50) square feet in area. The landscape area shall consist of an attractive, dense cluster of vegetation. Landscaping shall be provided around the base of each freestanding sign. The landscaping shall be well maintained, which shall include, but not be limited to the removal of dead or dying plant material and weeds. All signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious rubbish.

~~(7)~~(9) Illumination. Freestanding signs may be externally or internally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists.

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~~(10) Decorative sign base. All monument signs shall be designed and constructed with an integral decorative base constructed of wood, metal, masonry or stone to conceal the sign's support structure(s) and to visually complement the building materials used on the principal building(s) on the lot. The decorative base shall be equal to at least seventy-five (75) percent of the width of the sign face. The area of the decorative sign base shall not be counted as part of the sign area. The height of the decorative sign base shall be counted in determining the sign height.~~

~~-(11) Architectural features. All monument signs shall be designed and constructed as an integral architectural element of the overall development, incorporating elements and details and building materials used in the principal building(s). The area and height of the architectural feature shall not be computed as part of the development sign area and height.~~

~~(8) Material and design. Freestanding signs shall be constructed of materials complementary to the buildings on the property on which the sign is located. All structural supports of the signs shall either be encased in a masonry material or painted/coated and maintained in a like new condition. All posts, anchors and bracing shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.~~

~~(9) Architectural features will not be counted towards the height or the area of the sign.~~

~~(10)~~ ~~(12)~~ Automobile dealers having a new car franchise may select one street front of their choice and be permitted, in addition to those signs permitted per this chapter, one ground monument sign for each make of new automobile offered for sale on the premises, and no such additional sign shall exceed twenty (20) square feet.

~~(2) All freestanding signs must comply with the following regulations:~~

~~(1)~~ ~~(13) Construction.~~ All freestanding monument /ground signs shall have a surface or facing of noncombustible material; provided, however, that combustible material may be safely and securely built or attached to the sign structure. No nails, tacks, or wire shall be permitted to protrude therefrom.

~~(2)~~ ~~(14) Bracing, anchorage and supports.~~ All ~~freestanding~~ freestanding monument /ground signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the natural surface of the ground.

~~(3) In addition to the regulations outlined in § 15.12.080 of this chapter, all pylon signs must comply with the following requirements:~~

~~(1) Construction. Every pylon sign or pylon upon which a sign is to be erected, including all braces and supports thereof, shall be designed by a registered architect and shall be approved by the Building Commissioner as in compliance with the sign code of the city.~~

~~(2) Anchorage and supports. All pylon signs or pylon upon which a sign is to be erected shall be set in a concrete base designed to support such sign or pylon in a manner to afford the greatest protection and safety to the public.~~

~~(3) (15) Limitation of glass.~~ The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semitransparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plat glass at least one-

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fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.

~~(4) (16) Obstruction of openings.~~ No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.

~~(5) Pylon signs are prohibited in residential districts.~~

("78 Code, § 15.12.080) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

~~(E) WINDOW SIGN. Window signs shall be permitted subject to the following.~~

- ~~(1) Location. Window signs shall be displayed only in windows facing a public street, or in windows in a wall having a public entrance, but in no instance in any windows facing a residential lot.~~
- ~~(2) Sign display area. Each illuminated window sign shall be located within the exterior glass surface area of all permitted windows, but excluding doors and superficial borders or trim.~~
- ~~(3) Sign area. All window signs shall occupy no more than fifty (50) percent of the total window surface area of a storefront facing the public street. In no case shall a window sign occupy more than fifty (50) percent of a single window surface area.~~
- ~~(4) Illumination. Window signs may be illuminated and shall be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists.~~
- ~~(5) Number. No more than two (2) illuminated window signs shall be permitted for each tenant space.~~
~~(Am. Ord. 20XX, passed X-X-26)~~

~~(F) AWNING SIGN. Awning signs shall be permitted subject to the following.~~

- ~~(1) Number. Not more than two awning signs shall be permitted per street frontage. Awning signs shall be counted towards the total number of permitted wall signs.~~
- ~~(2) Location. Individual letters, words, or symbols may be affixed or applied to any awning surface facing a public street or mounted over a public entrance to an establishment and shall not face a residential lot.~~
- ~~(3) Height. The maximum height of an awning sign shall be the highest point of the awning to which the sign is attached or fifteen (15) feet, whichever is less.~~
- ~~(4) Sign display area limits. The awning sign shall not extend beyond the awning surface on which the sign is located, nor beyond the premises of a particular establishment.~~
- ~~(5) Sign area. The area of an awning sign shall not exceed one and one-half (1.5) square feet of sign area for each one (1) foot of awning to which the sign is attached, and the actual sign face shall not exceed three feet in height.~~
- ~~(6) Illumination. Awning signs may be illuminated and shall be in compliance with all current~~

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electrical codes. The illumination of the sign must not be done in such a manner as to not create a hazard to motorists.

(7) Clearance. A minimum clearance of eight (8) feet shall be provided between finished grade and the lowest point of an awning sign, but in no instance shall an awning sign extend below the lowest point of the awning to which the sign is attached.

(8) Projection. No awning sign and the awning to which it is affixed shall project more than eight (8) feet from the building wall, but shall not project into or over the roadway of any street or driveway.

(9) Setback from curb. No awning sign and the awning to which it is affixed shall project within two (2) feet of the curb of a street, driveway, or parking space.

(Am. Ord. 20XX, passed X-X-26)

(G) Canopy Sign. Canopy signs shall be permitted subject to the following.

(a) Number. Not more than one (1) canopy sign shall be permitted per street frontage per building or tenant space having an exterior public entrance.

(b) Location. Canopy signs shall be mounted on the face of a canopy.

(c) Height. The maximum height of a canopy sign shall be the highest point of the canopy to which said sign is attached or eighteen (18) feet, whichever is less.

(d) Sign display area limits. The canopy sign shall not extend beyond the canopy face on which the sign is located, nor beyond the premises of a particular establishment.

(e) Sign area. The area of an awning sign shall not exceed one and one-half (1.5) square feet of sign area for each one (1) foot of canopy to which the sign is attached, and the actual sign face shall not exceed three feet in height.

(f) Illumination. Canopy signs may be illuminated and shall be in compliance with all current electrical codes. The illumination of the sign should be done in such as manner as to not create a hazard to motorists.

(g) Clearance. A minimum clearance of eight (8) feet shall be provided between the finished grade and the lowest point of a canopy sign, but in no instance shall a canopy sign extend below the lowest point of the canopy on which the sign is attached.

(h) Projection. No canopy sign shall project more than 12 inches from the canopy to which it is attached.

(Am. Ord. 20XX, passed X-X-26)

(H) ROOF SIGNS. As regulated by this chapter, means any sign erected, constructed, and maintained upon or over the roof of any building with the principal support on the roof structure. Every roof sign, including the upright supports and braces thereof, shall be constructed entirely of incombustible materials. However, combustible structural trim may be used thereon.

(78 Code, § 15.12.150) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; Am. Ord. 20XX, passed X-X-26)

(I) PROJECTING SIGNS. Projecting signs shall be permitted subject to the following.

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(1) Construction. Every projecting sign, including the frames, braces, and supports thereof, shall be designed by a structural engineer, registered architect, or sign manufacturer and shall be approved by the Community Development Director or their designee, and shall be constructed of incombustible or approved combustible materials.

(2) Location. Every projecting sign erected or maintained over a public sidewalk shall be placed at least ten feet above the level of the same, and at a distance not greater than two feet from the face of the wall to which it is attached, measuring from the point of the sign nearest thereto, nor shall any projecting sign or part thereof extend more than eight feet from the structure to which it is attached or be nearer the curbline than two feet, whichever is the lesser. Every projecting sign erected or maintained over public driveways, alleys, and thoroughfares, other than sidewalks, shall be placed not less than 15 feet above the level of the same, and at a distance measuring from the point of the sign nearest thereto, nor shall any such projecting sign or part thereof extend more than eight feet from the structure to which it is attached.

(3) Size. All projecting signs shall be limited to a size of no greater than 15 square feet.

(4) Erection.

(a) Bracing, anchorage and supports. Projecting signs exceeding ten square feet in area for 50 pounds in weight shall not be attached to nor supported by frame buildings, nor the wooden framework of a building. The signs shall be attached to masonry walls with corrosion-resistant expansion bolts at least three-eighths of an inch in diameter, which shall be embedded at least five inches into the wall.

(b) Anchorage with wire prohibited. No projecting sign shall be secured with wire, strips of wood, or nails, nor shall any projecting sign be hung or secured to any other sign.

(Am. Ord. 20XX, passed X-X-26)

§ 15.12.150 ROOF SIGNS.

(A) ROOF SIGN, as regulated by this chapter, means any sign erected, constructed and maintained upon or over the roof of any building with the principal support on the roof structure.

(B) Every roof sign, including the upright supports and braces thereof, shall be constructed entirely of incombustible materials. However, combustible structural trim may be used thereon.

(79 Code, § 15.12.150) (Ord. 67, passed — 62; Am. Ord. 1700, passed 2 4 10)

Commented [AG2]: Moved to Section 15.12.060

§ 15.12.160 PROJECTING SIGNS.

(1) Construction. Every projecting sign, including the frames, braces and supports thereof, shall be designed by a structural engineer, registered architect or sign manufacturer and shall be approved by the Building Commissioner of the city and shall be constructed of incombustible or approved combustible materials.

(2) Location. Every projecting sign erected or maintained over a public sidewalk shall be placed at least ten feet above the level of the same, and at a distance not greater than two feet from the face of the wall to which it is attached, measuring from the point of the sign nearest thereto, nor shall

Commented [AG3]: Moved to Section 15.12.060

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~~any projecting sign or part thereof extend more than eight feet from the structure to which it is attached or be nearer the curbline than two feet, whichever is the lesser. Every projecting sign erected or maintained over public driveways, alleys and thoroughfares, other than sidewalks, shall be placed not less than 15 feet above the level of the same, and at a distance measuring from the point of the sign nearest thereto, nor shall any such projecting sign or part thereof extend more than eight feet from the structure to which it is attached.~~

~~(3) Size. All projecting signs shall be limited to a size of no greater than 15 square feet.~~

~~(4) Erection.~~

~~(1) Bracing, anchorage and supports. Projecting signs exceeding ten square feet in area for 50 pounds in weight shall not be attached to nor supported by frame buildings nor the wooden framework of a building. The signs shall be attached to masonry walls with corrosion resistant expansion bolts at least three eighths inch in diameter which shall be embedded at least five inches into the wall.~~

~~(2) Anchorage with wire prohibited. No projecting sign shall be secured with wire strips of wood or nails, nor shall any projecting sign be hung or secured to any other sign.~~

~~(5)(1) V shaped signs prohibited. V shaped signs, consisting of two single faced signs erected without a roof or ceiling, shall not be permitted.~~

~~(6)(1) Projecting signs are prohibited in residential districts, unless installed on schools, churches, hospitals and permitted buildings and uses other than dwellings.~~

("78 Code, § 15.12.160) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

Commented [AG4]: Moved to Prohibited Signs

Commented [AG5]: Moved to residential districts

§ 15.12.170 PYLON SIGNS.

~~(A) Construction. Every pylon sign or pylon upon which a sign is to be erected, including all braces and supports thereof, shall be designed by a registered architect and shall be approved by the Building Commissioner as in compliance with the sign code of the city.~~

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~~(B) Anchorage and supports. All pylon signs or pylon upon which a sign is to be erected shall be set in a concrete base designed to support such sign or pylon in a manner to afford the greatest protection and safety to the public.~~

~~(C) Limitation of glass. The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semi-transparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plate glass at least one-fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.~~

~~(D) Obstruction of openings. No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.~~

('78 Code, § 15.12.170) (Ord. 57, passed - -62; Am. Ord. 20XX, passed X-X-26)

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§ 15.12.080-070 EXEMPTION.

All signs approved by the City Council and erected on property owned or controlled by the City of Crest Hill shall be exempt from the restrictions contained in § 15.12.080-060 and the variation process and procedure contained in § 15.12.090 § 15.12.275 and 15.12.276.
(Ord. 1940, passed 1-16-23; ~~Am. Ord. 20XX, passed X-X-26~~)

§ 15.12.090-080 TEMPORARY SIGNS-Permitting Process.

Temporary signs ~~are permitted when are not allowed, except that the~~ Community Development Director or their designee, City Clerk in ~~their his/her~~ discretion, ~~may~~ issues a permit to the person or entity desiring to erect a temporary sign. The issuance of the permit shall be subject to the following requirements and limitations:

(A) The person or entity desiring the permit must fill out an application for the permit on the form approved by the Community Development Department. The application shall be signed by the applicant and shall require the following information

- (1) The name of the person or entity filling out the application;
- (2) The name of the person or entity that desires to display the temporary sign;
- (3) The name of the person or entity that owns the sign;
- (4) The address where the sign will be displayed;
- (5) The dates between which the sign is sought to be displayed;
- (6) A statement as to whether the sign will be lighted and serviced by electric power; and
- (7) A statement that the information on the application is true to the best of the applicant's belief.

(B) Upon the filling out and signing of the application, the applicant shall return it to the Community Development Director or their designee, City Clerk with a nonrefundable application fee of \$25. The Community Development Director or their designee, City Clerk shall approve or disapprove the application. The application form shall contain the alternatives "approved" and "disapproved" one of which the Community Development Director or their designee, City Clerk shall designate. ~~The application form shall also contain a signature space for the City Clerk's signature.~~

(C) General standards for temporary signs. All temporary signs shall comply with all other applicable regulations regarding the size, height, use and placement of such signs, in addition to the following: Reserved.

- (1) No temporary sign may be displayed except with a valid sign permit.
- (2) No temporary sign shall be located upon any easement or right-of-way, except otherwise mentioned in this Chapter.
- (3) No temporary sign shall be located in such a way as to pose a traffic hazard.
- (4) All temporary signs shall be located entirely on the property being served by the sign.
- (5) A temporary sign permit shall allow the use of a temporary sign for a specified 30-day period.
- (6) A maximum of three (3) temporary sign permits shall be issued to the same business license holder in any one (1) calendar year. Waivers to allow additional sign time shall only be permitted if approved by the City Council for a unique situation or public purpose/event.
- (7) All temporary signs shall be removed within twenty-four (24) hours after the expiration of the authorization date, or if, in the opinion of the Community Development Director or their designee, the sign becomes damaged or poses an immediate danger to the general health, safety, and welfare of the community.
- (8) A Temporary Sign must be safely anchored to the ground or building:
- (9) Temporary signs designed to move, wave, or otherwise appear to be in motion shall be prohibited, including but not limited to "tear drop", "feather flags", "waving/dancing air tube", "inflatable signs", and other attention-getting devices.

(C) —

(D) No temporary permit shall be valid for a period of more than ten consecutive days.

(E) No more than three permits during any one calendar year shall be allowed for a business, except that upon application to and approval by the City Council, no more than an additional six permits may be issued by the City Clerk upon compliance with division (B) of this section. City Council approval shall not be withheld upon a showing of commercial necessity or hardship.

(F)(D) The rules concerning temporary signs set out in this section shall not apply as follows:

(1) To temporary signs placed on private property advertising for sale the real estate on which the temporary sign is placed. All such real estate signs must be removed from view no later than one week following the sale or lease of the real estate to which such signs apply. , provided however that any sign, pennant, streamer, banner, or other device upon which is placed any words, designs or symbols with reference to the rental of real property may not be displayed unless the yearly fee of \$100 or where applicable, the temporary permit fee has been paid.

(2) To political signs for candidates running for public office or to political signs the subject

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matter of which is to be voted on by the public in an election, provided ~~however~~ that all such political signs must be removed from view no later than one week following the election to which such signs apply.

~~(2)(3)~~ To Temporary signs of architects, engineers, landscape architects, contractors mechanics, and similar artisans, and the owners, financial supporters, sponsors and similar persons or firms having a role or interest with respect to the structure or project; provided that such signs shall be erected only on the premises where such work is being performed, the area of one side of any such sign shall not exceed twelve (12) square feet, and such signs shall be removed promptly upon completion of the work;

~~(G)(E)~~ Notwithstanding anything to the contrary contained above in this section, no signs, whether temporary or otherwise, shall be erected, placed, located or otherwise affixed within the parkways of the City of Crest Hill, Illinois, except for any signs set forth in the parkways by federal, state or local governmental entities, or bus stop benches when located in a lawful area or the parkway, as designated by the City of Crest Hill. Without limiting the generality of the foregoing, such restriction shall include by way of illustration, but not by way of limitation, signs such as real estate signs, garage sale signs, directional signs, political signs, advertising signs, and similar signs of a like kind and nature. For the purposes of this division (G), **PARKWAY** shall be defined as the area between the street curb and the sidewalk, and in those areas where no sidewalk exists, the **PARKWAY** shall include any portion of the right-of-way not improved by a street or sidewalk. All signs in violation of this division (G) shall be subject to immediate removal by the city.

~~(H)(F)~~ Any temporary garage sale sign advertising the City of Crest Hill sponsored bi-annual city-wide garage sale weekend as established by Resolutions 410 and 558 shall be exempt from the placement restrictions in division (G) above and shall not be subject to a separate temporary sign permit so long as the resident shall have applied for and received a garage sale permit for a city sponsored bi-annual city-wide garage sale weekend as established by Resolutions 410 and 558. Any signs exempted from the placement restrictions division (G) above shall be removed on the Monday following the last day (Sunday) of any bi-annual city-wide garage sale weekend. All such exempted signs not removed shall be subject to immediate removal and disposal by the city.

("78 Code, § 15.12.060) (Ord. 549, passed - -82; Am. Ord. 766, passed - -90; Am. Ord. 781, passed - -90; Am. Ord. 796, passed - -91; Am. Ord. 805, passed - -91; Am. Ord. 1467, passed 10-6-08; Am. Ord. 1664, passed 5-19-14; Am. Ord. 1799, passed 2-4-19; Am. Ord. 1812, passed 6-17-19; Am. Ord. 1872, passed 9-7-21: **Am. Ord. 20XX, passed X-X-26**)

~~Temporary signs of mechanics and artisans; provided, that such signs shall be erected only on the premises where such work is being performed, the area of one side of any such sign shall not exceed 12 square feet, and such signs shall be removed promptly upon completion of the work;~~

Commented [AG6]: Moved to Temporary Signs.

§ 15.12.90 ADMINISTRATION AND ENFORCEMENT**(A) PERMIT; REQUIRED.**

It is unlawful for any person, firm, or corporation, either directly or indirectly, or by its agents, to proceed with the erection, alteration, ~~or relocation,~~ or structural repair of any sign or signs in the city unless application for a permit has been made with the Community Development Director or their designee Zoning Officer and a permit has been issued therefor.

(78 Code, § 15.12.020) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; Am. Ord. 20XX, passed X-X-26)

(B) PERMIT; APPLICATION.

An application for a permit shall be submitted to the Community Development Director or their designee Zoning Officer on the form supplied by ~~them him~~ and shall be accompanied by plans and specifications setting forth the character of the sign in all its structural parts; an accurate sketch of the property designating the location of all existing and proposed signs; and, when requested by the Community Development Director or their designee Building Commissioner, a copy of the stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this chapter and all other laws and ordinances of the city as well as such other information as the Community Development Director or their designee Building Commissioner may deem necessary. Further, an application for an illuminated sign shall be accompanied by a certificate of compliance with all requirements of a Nationally Recognized Testing Laboratory (NRTL), such as UL, ETL, or CSA, the Underwriters' Laboratory, or Code of Electrical Department of the state.

(78 Code, § 15.12.030) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; Am. Ord. 20XX, passed X-X-26)

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(C) PERMIT; FEES.

The applicant for any permit for the erection, alteration, relocation or structural repair of all signs, shall, at the time of ~~their~~ his application, pay to the ~~City city clerk~~ for the use of the city a fee of \$10 for each \$1,000 or fractional part thereof, of the estimated cost of any such sign, except that the fee for the relocation of a sign shall be \$5.

(78 Code, § 15.12.040) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; ~~Am. Ord. 20XX, passed X-X-26~~)

(D) ISSUANCE OF PERMITS.

The ~~Community Development Director or their designee Building Commissioner~~ shall act upon the application for a permit within 15 days after its receipt by either approving ~~it~~, ~~or~~ rejecting it, or requiring modification of the plans and specifications. When the ~~Community Development Director or their designee Building Commissioner~~ has approved the application, the ~~Community Development Department City Clerk~~ shall issue the permit. Every permit shall be considered cancelled if active work relating to the subject sign is not commenced within a period of 60 days from the date of its issue.

(78 Code, § 15.12.060) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; ~~Am. Ord. 20XX, passed X-X-26~~)

(E) PERMIT FEE NOT REQUIRED. ~~WHEN.~~

No permit or fee shall be required for the following types of signs: official traffic signs, real estate signs advertising sale or rental, no trespassing signs or signs indicating the private nature of a driveway or premises, temporary signs of contractors, builders, plumbers, artisans and/or mechanics, and public utility signs, or other signs that do not advertise a product, service or event.

(78 Code, § 15.12.230) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; ~~Am. Ord. 20XX, passed X-X-26~~)

(F) REVOCATION OF PERMIT.

The ~~Community Development Director or their designee Mayor~~ is authorized and empowered to revoke any permit issued upon failure of the holder thereof to comply with any provision of this chapter and regulations. All rights and privileges acquired under the provisions of this chapter, or any amendment thereto, are mere licenses revocable at any time. (78 Code, § 15.12.260) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; ~~Am. Ord. 20XX, passed X-X-26~~)

(G) REMOVAL.

(1) All prohibited signs and illegal signs must be removed within ten (10) days after written notification from the Community Development Director or their designee and, upon failure to comply with such notice, the Community Development Director or their designee is authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building, structure or ground on which the sign is located. Removal shall include all aspects of the sign, including but not limited to the frame, sign supports, channel posts, foundation, electrical, and conduit.

(2) All non-conforming signs, signs that compromise health, safety, or general welfare, or are otherwise in violation of this Chapter are subject to removal by the Community Development Director or other City officials.
(Am. Ord. 20XX, passed X-X-26)

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~~(1) Any sign now or hereafter existing which no longer advertises a bona fide business conducted on the property on which the sign is erected must be removed within 30 days after written notification from the Building Commissioner and, upon failure to comply with such notice, the Building Commissioner is authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building, structure or ground on which the sign is located.~~

(H) NONCONFORMING SIGNS.

(1) Every sign or other advertising structure, except for temporary signs, in existence on the adoption of the ordinance codified in this chapter which violates or does not conform to the provisions hereof, may continue to exist and shall be deemed a legal non-conforming sign.

(2) All non-conforming signs legally existing on the date of this ordinance shall be required to be removed or modified to conform to this ordinance only when:

(a) The building or store space within a building becomes vacant, non-conforming sign shall be removed or brought into conformance with these regulations after thirty (30) days of vacancy of the subject site or tenant space. Legal non-conforming signs may remain non-conforming when the building or store space within a building is sold, transferred or conveyed, before thirty (30) days of vacancy of the subject site or tenant space.

(b) The sign structure is damaged, deteriorated, or remodeled for over fifty (50) percent of its cost value; or

(c) The sign was not legally in compliance with the previous ordinance(s) and remains illegal non-conforming.

(3) Non-conforming signs may not be enlarged or replaced in their entirety but may be modified to more closely meet current sign regulations.

(4) Signs placed in the public right-of-way without approval shall be subject to immediate removal without prior notice to the sign owner and subject to code enforcement action, including reimbursement of all costs.

(5) These provisions shall not preclude one from completing routine maintenance or modifications that are required to address current or potential safety concerns. Sign panels can be replaced or repaired by current or new businesses without jeopardizing the legal non-conforming status of a sign.

(78 Code, § 15.12.250) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-2019; **Am. Ord. 20XX, passed X-X-2026**)

~~Should the non-conforming signs be moved, removed or altered or replaced, it shall then be required to conform with the provisions of this chapter and regulations. These provisions shall not preclude one from completing routine maintenance or modifications that are required to address current or potential safety concerns. All non-conforming temporary signs, as defined by § 15.12.010, must be removed within three months from the adoption of this chapter, February 4, 2019.~~

~~(78 Code, § 15.12.250) (Ord. 57, passed - 62; Am. Ord. 1799, passed 2-4-2019)~~

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(I) POWERS AND DUTIES OF ~~COMMUNITY DEVELOPMENT DEPARTMENT BUILDING COMMISSIONER.~~

The powers and duties of the Officials in the Community Development Department Building Commissioner shall be to:

- (1) Examine all applications, plans and specifications submitted and to approve them within fifteen ~~(15)~~ days if in conformity with the provisions of this chapter, and thereupon to notify the Community Development Department City Clerk to issue a permit for such sign; or to disapprove them if they do not conform to this chapter, and to refuse permits therefor until they are modified so as to conform to such requirements, to give notice to stop work and to prosecute for any infraction or violation of this chapter.
- (2) Inspect all signs during the course of erection ~~and~~ to see that the provisions of this chapter and of the permit are carried out.
- (3) Keep all applications, plans, and specifications, and a record of all permits, refusals, inspections, and other actions taken by them ~~him~~, which record shall be kept on file with the Community Development Department City Clerk.
- (4) Stop the erection, alteration, relocation or repair of any sign where the same is being carried on contrary to the provisions of this chapter, to order the removal of any materials that may be unsafe or unfit for the purpose for which they were intended to be used, in accordance with the terms and definitions of this chapter, and to revoke the permit for such cause.

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(5) Direct that precautions shall be taken by the erection of suitable scaffolding or other protection whenever the work of erecting, altering, relocating or repairing of any sign may in ~~his~~their judgment affect the public safety.

(6) Inspect annually, or at such time as ~~they~~he ~~deems~~ necessary, each sign or other advertising structure regulated by this chapter for the purpose of ascertaining whether the same is secure or insecure and whether it ~~requires is in need of~~ removal or repair.

(7) Cause to be removed summarily and without notice any sign or other advertising structure which is an immediate peril to persons or property.
(78 Code, § 15.12.240) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; Am. Ord. 20XX, passed X-X-26)

~~(4)(1)~~ APPEAL OF DECISIONS.

Request for Appeal of Decisions shall comply with Section 12.3-5 Appeals and Review of the Crest Hill Zoning Ordinance.

~~Whenever the applicant of any sign about to be or in the course of being erected, altered, relocated or repaired, or any other person, takes exception to the decision of the Building Commissioner in refusing to approve the manner of construction, or the kinds of materials to be used in the erection, alteration, relocation or repair of any sign, or as to its safety or its compliance with the provisions of this chapter, such applicant or person or his duly authorized attorney or agent may, within ten days after such decision, take an appeal therefrom to the City Council. Such appeal shall be in writing, shall state the decision of the Building Commissioner and the reasons for the exception taken thereto, shall be verified by affidavit and shall be filed with the City Clerk. The person appealing shall have the right to appear and to be heard, if he states his desire to do so in his written appeal. A prompt decision of such appeal shall be made by the City Council and shall be duly recorded and the decision shall be final.~~

(78 Code, § 15.12.270) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19; Am. Ord. 20XX, passed X-X-26)

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VAR VARIATIONS.

Request for Variations shall comply with Section 12.6 Variations of the Crest Hill Zoning Ordinance.

- (1) ~~Purpose. The City Council may vary the requirements of the Sign Code. It is the intent of the Sign Code to use variations only to modify the application of the Sign Code to achieve a parity among properties similarly located and classified. Specifically, it is to be used to overcome some exceptional physical condition which poses practical difficulty or particular hardship in such a way as to prevent an owner from using his or her property as intended by the Sign Code. Such practical difficulty or hardship must be clearly exhibited and must be as a result of an external influence; it may not be self-imposed.~~
- (2) ~~Standards for variations:~~
- (1) ~~The City Council shall grant a variation to the Sign Code only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:~~
- (a) ~~That the property in question cannot yield a reasonable return if the Sign Code restrictions are enforced without the requested variations.~~
- (b) ~~That the plight of the owner is due to unique circumstances; and~~
- (c) ~~That the variation, if granted, will not alter the essential character of the locality.~~
- (2) ~~For the purpose of supplementing the above standards, the City Council, in making the determination, whenever there are particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:~~
- (a) ~~That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.~~
- (b) ~~The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.~~
- (c) ~~That the alleged difficulty or hardship is caused by the ordinance and has not been created by any person presently having an interest in the property.~~
- (d) ~~That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.~~
- (e) ~~That the variation granted is the minimum adjustment necessary for the reasonable use of the land.~~
- (f) ~~That the granting of any variation is in harmony with the general purposes and intent of the Sign Code, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the city's Comprehensive Plan.~~
- (g) ~~That, for reasons fully set forth in the decision by the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Sign Code would~~

~~deprive the applicant of any reasonable use of the land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.~~

~~(3) In addition, the City Council may impose such conditions and restrictions upon the premises benefitted by a variation as may be necessary to comply with the standards established in this section to reduce or minimize the effect of such variation upon other property in the neighborhood, and to better carry out the general intent of this section.~~

~~(Ord. 1940, passed 1-16-23; **Am. Ord. 20XX, passed X-X-26**)~~

~~(K) VARIATION PROCEDURE.~~

~~(1) Application for variation. An application for a variation shall be filed in writing with the City Clerk. The application shall be accompanied by such plans and data as required by Section 9 of the Crest Hill Zoning Ordinance, and all other information required by the City of Crest Hill Development Handbook.~~

~~(2) Hearing procedure for variation.~~

~~(a) Upon receipt of the application, in proper form, the City Clerk shall determine a reasonable time and place for the public hearing to be held at a regularly scheduled City Council meeting. The Notice of Public Hearing shall be published at least once, not more than 30 days, and not less than 15 before the hearing, in a newspaper of general circulation in Crest Hill. The published notice may be supplemented by such additional form of notice as the City Council, by rule, may require.~~

~~(b) The applicant shall notify surrounding property owners within 300 feet no more than 30 days but no less than 15 days prior to the public hearing. At the applicant's expense, the city will post appropriate signage on the property for notification of the public hearing. Notification procedures shall follow those outlined in the City of Crest Hill Development Handbook.~~

~~(c) The public hearing pertaining to the requested variation shall be held by the City Council within 60 days of the filing of the application. At such time, the City Council shall hear evidence on the application for variance giving due notice thereof to the concerned parties, and shall render a written decision to grant, deny, or modify the requested variation without unreasonable delay. Action taken on a variation by the City Council shall be deemed as final administrative determination, subject to change only upon proper judicial review and order.~~

~~(3) Effect of denial of a variation. No application for a variation which has been denied wholly or in part by the City Council shall be resubmitted for a period of one year from the date of said order of denial, except on grounds of new evidence or proof of changed conditions found to be valid by said City Council.~~

~~(4) Revocation:~~

~~(a) A variation shall be revoked if the testimony upon which the variance was granted was falsely given.~~

~~(b) In any case where a variation has been granted, and where no construction or development has taken place within one year of granting thereof, then without further action by the City Council, said variation shall become null and void, unless the property owner/applicant submits a formal request in~~

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~~writing seeking an extension. Such written request for extension must be submitted 30 days prior to expiration date.~~
 (Ord. 1940, passed 1-16-23; **Am. Ord. 20XX, passed X-X-26**)

(L) VIOLATION; PENALTY.

Any person found guilty of a violation of any of the provisions of this chapter shall be fined not less than ~~\$75~~ **250**, but no more than \$750 for each offense. ~~Each day a violation exists shall be deemed to be a separate violation.~~
 ('78 Code, § 15.12.280) (Ord. 549, passed - -82; Am. Ord. 766, passed - -90; Am. Ord. 998, passed 7-1-96; Am. Ord. 1799, passed 2-4-19; **Am. Ord. 20XX, passed X-X-26**)

2026 S-XX



To: Plan Commission

From: Atefa Ghaznawi, AICP, LEED AP, City Planner
Daniel Ritter, AICP, Community Development Director

Date: August 13, 2026

Re: Case # TXT-26-1-8-1: Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances

Application Background

City Staff periodically review the Zoning Ordinance and the City Code of Ordinances to ensure they remain effective in advancing the City's goals pertaining to economic development, land use compatibility, community appearance, and quality of life. Through ongoing administration of the Code, Staff have identified concerns regarding the effectiveness of the City's current sign regulations. Staff have also received feedback from residents, businesses, and elected officials regarding the visual impact of permanent and temporary signage throughout the community. Based on this feedback and Staff's experience administering the Sign Code, Staff are proposing text amendments to the City's Sign Code outlined in more details in this Staff Report. A preliminary discussion of the proposed Sign Code updates took place at the Plan Commission meeting on July 9, 2026, and Staff received preliminary feedback and direction from the Plan Commission regarding the proposed text amendments.

Application documents submitted by Applicant include:

- Exhibit B – Application for Development 2026-08-05
- Exhibit C – Current Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances
- Exhibit D – Draft Amended Chapter 15.12 Crest Hill Sign Code_Redlined 2026-08-05

Summary of Proposed Text Amendments

Through the administration, interpretation, and enforcement of the City's Sign Code (Chapter 15.12 of the Code of Ordinances), staff have identified several provisions that are outdated, difficult to interpret, or unnecessarily burdensome to administer. In addition, the current regulations do not adequately address evolving sign technologies, changing legal standards, or contemporary development practices. These shortcomings have contributed to inconsistent sign quality, visual clutter, and enforcement challenges along the City's commercial corridors.

Staff propose a comprehensive review and update of the current Sign Code to modernize the regulations and ensure they remain effective, enforceable, and aligned with the City's planning and economic development objectives. Proposed text amendments include:

- Improve overall layout and structure of the Sign Code, by reorganizing relevant provisions under more condensed sub-topics. The current Sign Code has a total of 35 sub-sections. The revised sub-sections will be grouped under 9 main sub-sections so that the City Staff and the public can better navigate the Sign Code and find relevant regulations under the same main sub-section. For example, all general provisions applicable to all sign types will be grouped under *General Sign Provisions*, and all regulations pertaining to permits,

enforcement of the code, variation and appeal requests, and non-conforming signs will be grouped under sub-section *Administration and Enforcement*.

- Establish updated standards for sign design, size, placement, maintenance, and landscaping to improve community aesthetics. New ground signs in all zoning districts will be required to have a decorative sign base (minimum 75% of sign width) and landscaping around the sign base (2 sq-ft of landscaping for every 1 sq-ft of sign area but not less than 50 sq-ft in area).
- Wall Sign Regulations: Based on the feedback from the Plan Commission, proposed wall sign area was increased from 1.5 sq-ft per 1 ft store frontage to 2 sq-ft per 1 ft store frontage.
- Expand the list of prohibited signs: attention-getting devices such as feather flags, pennants, balloons, etc. will be prohibited as temporary signs; pole and pylon signs will be prohibited in all zoning districts; and digital signs will be prohibited in residential districts.
- Expand Definitions Section to add definitions for more sign typologies, and better define zoning terms, and sign requirements.
- Ensure compliance with current legal requirements and standards, including having content-neutral sign regulations.
- Clarify nonconforming sign provisions that create administrative and enforcement challenges while allowing ongoing maintenance and panel changes to occur as to not create undue costs onto businesses.
- Provide clear standards for specific sign types, including window signs, awning and canopy signs, fuel station signage, and other commonly used sign formats.
- Improve consistency and cohesion between the Comprehensive Plan, Zoning Ordinance, and economic development goals.
- Enhance public safety by addressing visibility, traffic safety, wayfinding, illumination, and maintenance concerns.
- Streamline the review procedures and administrative processes for businesses/property owners.
- Create fair and predictable standards that balance business identification needs with neighborhood compatibility and community character.

Overall, the proposed amendments will modernize the City's Sign Code, improve its clarity and enforceability, and support the City's vision for attractive commercial corridors, high-quality development, and a well-maintained built environment.

Text Amendment Approval Standards and Findings

Section 12.8-4 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant text amendments only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings can be modified or changed as the Plan Commission deems fit and based on the specific findings from the public hearing.

1. The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Crest Hill's planning objectives.

The proposed text amendment to the Crest Hill Sign Code supports the goals and objectives of the Crest Hill Comprehensive Plan by modernizing regulations that are outdated and no longer reflect current development patterns, business needs, or industry standards. Updating the Sign Code will provide clearer, more consistent regulations that improve the quality, appearance, and functionality of signage throughout the community while maintaining compatibility with surrounding land uses. The proposed text amendments advances the City's planning objectives by promoting high-quality development, enhancing the visual character of commercial corridors, reducing regulatory ambiguities, and establishing standards that are easier for property owners, businesses, and staff to understand and administer. The proposed revisions are intended to balance the needs of businesses for effective identification and communication with the City's interest in protecting public safety, minimizing visual clutter, and preserving community aesthetics.

In addition, the amendment aligns the Crest Hill's sign regulations with current planning and zoning practices while reflecting changes in technology, sign design, and applicable legal standards. By creating a more predictable and flexible regulatory framework, the proposed text amendments will encourage economic investment while ensuring that signage remains compatible with the City's long-term land use and redevelopment goals. Overall, the proposed text amendment is consistent with the objectives of the Crest Hill Comprehensive Plan and will enhance the City's ability to effectively regulate signage in a manner that supports economic development, community character, and the public health, safety, and general welfare.

2. The consistency of the proposed text amendment with other provisions in this Ordinance.

The proposed text amendments to the Crest Hill Sign Code are consistent with the overall purpose and intent of the Crest Hill Zoning Ordinance. The revisions are designed to complement existing zoning regulations by providing updated, clear, and enforceable standards for the placement, size, height, illumination, design, and maintenance of signs across all zoning districts. The proposed text amendments do not alter the underlying zoning classifications or permitted land uses established by the Crest Hill Zoning Ordinance. Instead, they provide modernized development standards that work in conjunction with the existing zoning districts' regulations to ensure signage is compatible with surrounding land uses and development patterns. The updated provisions also improve consistency with other sections of the Zoning Ordinance related to site development, nonconforming structures, enforcement, permitting procedures, and administrative reviews.

Where necessary, the text amendments clarify definitions, eliminate outdated or conflicting provisions, and establish uniform standards that reduce ambiguity and improve the administration and enforcement of the Ordinance. The revisions are intended to create a cohesive regulatory framework that is easier for property owners, businesses, developers, and the City staff to understand and enforce. Overall, the proposed text amendments are consistent with the purpose, structure, and administration of the Crest Hill Zoning Ordinance and strengthens the City's ability to regulate signage in a fair, predictable, and legally defensible manner while supporting the public health, safety, and general welfare.

3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.

The proposed text amendment to the Crest Hill Sign Code is intended to provide community-wide benefits rather than advantages to any individual property owner or a limited group of property owners. The updated regulations will apply uniformly to all properties within the applicable zoning districts and will establish consistent standards for signage throughout the City. Property owners, businesses, developers, and residents are expected to benefit from clearer, more organized, and modern regulations that improve predictability during the permitting and development processes. The proposed text amendments will reduce ambiguity, improve administrative efficiency, and establish sign standards that better reflect current business practices, technological advancements, and contemporary planning principles. By creating a more consistent regulatory framework, the text amendments will also promote equitable treatment of similarly situated properties while preserving community character, enhancing public safety, and reducing visual clutter.

Although some property owners may be required to comply with updated design, size, location, or permitting standards for future signs, those requirements will apply consistently across all similarly zoned properties and are intended to achieve legitimate public purposes. The existing legal nonconforming signs will continue to be addressed in accordance with the Ordinance's provisions governing legal nonconforming signs, thereby minimizing unnecessary impacts on the existing properties. Overall, the proposed text amendments do not confer a special benefit upon, nor impose a unique burden on, any one property owner or a small, selected group of property owners. Instead, the text amendments provide a comprehensive update that benefits the community as a whole by establishing fair, consistent, and modern sign regulations applicable throughout the City.

4. The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.

The proposed text amendments to the Crest Hill Sign Code address several legal and administrative deficiencies within the City's existing Sign Code by replacing outdated regulations with modern, clear, and enforceable standards. The current Sign Code contains provisions that have become outdated due to changes in sign technology, business practices, planning principles, and evolving legal standards governing the regulation of signs. From an administrative standpoint, the proposed text amendments improve the organization, clarity, and consistency of the Sign Code by updating definitions, eliminating obsolete or conflicting provisions, clarifying permitting requirements, and establishing objective standards that are easier for property owners, applicants, and the City staff to interpret and administer. These revisions are expected to improve the efficiency and consistency of the permit review and enforcement processes while reducing uncertainty and the potential for inconsistent application. From a legal standpoint, the text amendments strengthen the City's ability to regulate signage in a manner that is consistent with the current constitutional requirements and applicable federal and state laws. The updated regulations emphasize objective, content-neutral standards that focus on the physical characteristics of signs, such as size, height, location, illumination, and design, rather than the message displayed. This

approach enhances the legal defensibility of the Sign Code and reduces the potential for legal challenges. Overall, the proposed text amendments remedy outdated and deficient provisions within the existing Sign Code, improve the administration and enforcement of the Crest Hill Zoning Ordinance, and provide a modern regulatory framework that better protects the public health, safety, and welfare while supporting the City's long-term planning and economic development objectives.

5. The need for the zoning text amendment.

The proposed text amendments to the Crest Hill Sign Code are necessary to modernize the City's Sign Code and ensure that it effectively addresses current development trends, business needs, sign technologies, and legal requirements. The existing Sign Code has become outdated over time and contains provisions that are no longer consistent with contemporary planning practices or the City's long-term development objectives. The text amendments are intended to provide a clear, comprehensive, and user-friendly regulatory framework that simplifies the administration of sign permits, reduces ambiguity, and promotes consistent interpretation and enforcement of the Ordinance. Updated regulations will provide more flexibility and predictability for property owners, businesses, developers, and the City staff while ensuring that signage remains compatible with surrounding land uses and the character of the community.

The proposed revisions also respond to changes in sign design and technology, including electronic message centers and other modern sign types, by establishing standards that protect public safety, minimize visual clutter, and maintain community aesthetics. In addition, the amendment incorporates objective and legally defensible regulations that are consistent with the current constitutional principles and best practices for municipal sign regulations. Updating the Crest Hill Sign Code will also help maintain Crest Hill's competitiveness with neighboring communities by providing modern sign standards that support economic development while preserving the City's visual character. The revised regulations strike an appropriate balance between allowing businesses to effectively communicate with the public and protecting the health, safety, and general welfare of the community. For these reasons, there is a clear public need for the proposed text amendments, and their adoption will improve the effectiveness, clarity, consistency, and long-term administration of the Crest Hill Zoning Ordinance.

6. Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.

The proposed text amendments have been prepared as a comprehensive update to the Crest Hill Sign Code and have been reviewed by the City Staff and the City Attorney for consistency with the remaining provisions of the Crest Hill Zoning Ordinance. The text amendments are intended to integrate with the existing regulatory framework and, as proposed, do not require substantial amendments to other sections of the Zoning Ordinance. As part of the update, cross-references, definitions, terminology, permitting procedures, and administrative provisions have been reviewed and revised where necessary to ensure consistency throughout the Ordinance. Any minor editorial revisions, renumbering, or conforming amendments necessary to maintain internal consistency have been incorporated into the proposed text amendments.

The proposed text amendments do not modify the City's zoning districts, permitted land uses, bulk standards, or development regulations outside of those directly related to signage. Instead, they modernize and clarify the regulations governing signs while maintaining consistency with the overall purpose and intent of the Crest Hill Zoning Ordinance. Accordingly, adoption of the proposed text amendments are not expected to necessitate additional substantive amendments to other provisions of the Crest Hill Zoning Ordinance. The text amendments are intended to function as a self-contained modernization of the Crest Hill Sign Code while remaining fully compatible with the Ordinance's existing administrative and development regulations. Should future changes in state or federal laws, sign technology, or planning practices occur, the City may consider additional text amendments as part of its ongoing review and maintenance of the Crest Hill Sign Code.

Staff Recommendation

Based on the drafted findings reflected in this staff report, Staff recommends the following motion to provide a recommendation to City Council. This motion may be amended by any Plan Commission member making the motion based upon the findings of the public hearing. Staff recommend any motion be made in the positive form to correspond with the applicant's request to avoid confusion.

The Plan Commission recommends City Council approval of the proposed text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances, subject to the proposed text amendments being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Plan Commission Staff Report for Case # TXT-26-1-8-1.

EXHIBIT A**Supplemental Text Amendment Approval Facts to Consider Per Crest Hill
Zoning Ordinance Section 12.8-4**

1. *The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Crest Hill's planning objectives.*
2. *The consistency of the proposed text amendment with other provisions in this Ordinance.*
3. *The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.*
4. *The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.*
5. *The need for the zoning text amendment.*
6. *Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.*

**EXHIBIT B****Application for Development**

For Office Use Only: Case Number: TXT-26-1-8-1

Project Name: Text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances**Owner:** City of Crest Hill **Correspondence To:** _____**Street address:** 20600 City Center Blvd **Street address:** _____**City, St., Zip:** Crest Hill, IL 60403 **City, St., Zip:** _____**Phone:** 815-741-5106 **Phone:** _____**Email:** _____ **Email:** _____**Property Address:****Street address:** N/A**Property Information:****Lot Width:** _____**City, St., Zip:** _____ **Lot Depth:** _____**PIN:** _____ **Total Area:** _____

*Submit an electronic version of the legal description only in a Word document to:

buildingdepartment@cityofcresthill.com**Existing Zoning:** N/A **Existing Land Use:** _____**Requested Zoning:** _____ **Proposed Land Use:** _____**Adjoining Properties Zoning and Uses:****North of Property:** _____**South of Property:** _____**East of Property:** _____**West of Property:** _____**Purpose Statement (intended use and approval sought):** _____**Text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances**

Development Request: Please check all that apply and describe:

☐ Rezoning: _____

☐ Special Use: _____

☐ Variance: _____

☐ Planned Unit Development: _____

☐ Annexation: _____

☐ Plat: _____

☒ Other: Text Amendment to Chapter 15.12 Crest Hill Sign Code

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

☐ Civil Engineer: _____ Phone: _____

Company: _____ Email: _____

☐ Contractor: _____ Phone: _____

Company: _____ Email: _____

☐ Architect: _____ Phone: _____

Company: _____ Email: _____

☐ Builder: _____ Phone: _____

Company: _____ Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

Dan Ritter 
Signature of the Applicant

8/5/26
Date

If you (the applicant) are not the owner of record, please provide the owner's signature.


Signature of the Owner

8/5/26
Date

EXHIBIT C - Current Sign Code

CHAPTER 15.12: SIGN CODE

Section

15.12.010	Definitions
15.12.020	Permit; required
15.12.030	Permit; application
15.12.040	Permit; fees
15.12.050	Reserved
15.12.060	Issuance of permits
15.12.065	Temporary signs
15.12.067	On premises signs
15.12.070	Signs in residence districts
15.12.080	Signs in business, office and manufacturing districts
15.12.085	Exemption
15.12.090	Restrictions generally
15.12.100	Wooden signs
15.12.110	Noncombustible signs
15.12.120	Electric signs
15.12.130	Reserved
15.12.140	Reserved
15.12.150	Roof signs
15.12.160	Projecting signs
15.12.170	Reserved
15.12.180	Erection at intersections; visibility
15.12.190	Curb or sidewalk signs prohibited
15.12.200	Tacking signs on poles
15.12.210	Removal
15.12.220	Animated and intensely lighted signs
15.12.225	Perimeter or border window lighting and attention getting devices
15.12.230	Permit fee not required when
15.12.240	Powers and duties of Building Commissioner
15.12.250	Nonconforming signs
15.12.260	Revocation of permit
15.12.270	Appeal of decisions
15.12.275	Variations
15.12.276	Variation procedure
15.12.280	Violation; penalty
15.12.290	Street numbers for buildings

§ 15.12.010 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

¹For statutory provisions authorizing municipalities to license street advertising and to control the location of signs on vacant property and on buildings, see ILCS Ch. 65, Act 5, § 11-80-15; for provisions of the Highway Advertising Control Act of 1971, see ILCS Ch. 225, Act 440, § 1 et seq.

ALTERATION. Any change or modification to a structure which does not increase its exterior dimensions.

ANCHOR. The mechanical nonplastic means by which various materials and the structural members in the construction or erection of a sign are used.

APPROVED. As applied to any material, device, or mode of construction, means approved by the Building Commissioner under the provisions of this chapter, or by any other authority designated by law to give approval of the matter in question.

AREA, SIGN. The area of a sign shall be determined by calculating the area within a single continuous perimeter encompassing the entire advertising copy and/or art designed to attract attention. This shall include the extreme limits of characters, lettering, illustrations, ornamentation, or other figures, together with any other material, design, or color forming an integral part of the display. The area within the single continuous perimeter shall be calculated by determining the area of the smallest measurable square, circle, rectangle, or triangle within the single continuous perimeter, including the frame, border, or other material, which forms an integral part of the display and is used to differentiate such sign from the wall or background against which it is placed. For freestanding signs, sign area shall not include any structural or framing element lying outside the limits of the sign face where copy is placed and not forming an integral part of the display.

BEAM. A horizontal or inclined structural member that carries loads principally by its flexural strength and transmits such loads to other supporting structural members.

BUILDING. A structure built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind.

BUILDING COMMISSIONER. Shall also refer to the Zoning Officer or any officer appointed by the Mayor to enforce the provisions of this chapter.

BUILDING LINE. The rear line of the minimum front yard as designated in the Zoning Ordinance of the city.

CHANGEABLE COPY SIGN. A sign which displays words, lines, logos, or symbols which can change to provide different information. Changeable copy signs include computer signs, reader boards with changeable letters and time and temperature units.

ELECTRONIC MESSAGE CENTER. Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display screen composed of electrically illuminated segments.

ERECT. Includes build, construct, attach, hang, place, suspend or affix, and also includes the painting of wall signs.

FACING OR SURFACE. The surface of the sign upon, against or through which the message is displayed or illustrated on the sign.

FREESTANDING SIGN. A sign anchored directly to the ground or supported by one or more posts, columns, or other vertical structures or supports, and is not attached to or dependent for support from any building. For the purposes of this chapter, **FREESTANDING SIGNS** shall include ground mounted and pylon/pole signs.

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GROUND MOUNTED SIGN (MONUMENT SIGN). As regulated by this chapter a freestanding sign having a solid base constructed of a masonry (or similar) material and anchored in or upon the ground.

HEIGHT, FREESTANDING SIGN. The vertical distance from average adjacent ground level, to the top of the sign including the support structure and any design element.

HEIGHT, WALL SIGN. The vertical dimension of an imaginary box drawn so as to completely enclose each entire symbol, word, phrase, title, or name appearing on the sign and computing the sum of all such geometric figures.

ILLUMINATED SIGN. Any sign which has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as part of the sign proper.

MONUMENT SIGN. See **GROUND MOUNTED SIGN**.

NONCOMBUSTIBLE MATERIAL. Any material, no part of which will ignite and burn when subjected to fire. Any material which liberates flammable gas when heated to a temperature of 1380°F., for five minutes, shall not be considered noncombustible for purposes of this chapter.

ON PREMISES SIGN. A sign which directs attention to a business or profession conducted, including commodity, entertainment, or service sold, offered, or manufactured on the premises where the sign is located.

OTHER ADVERTISING STRUCTURE. Any marquee, canopy or awning.

OWNER. Includes his duly authorized agent or attorney, a purchaser, devisee, or any person entitled to an interest in the property in question.

PERSON. Includes an individual and also shall be deemed to include and to be followed by the words firm, corporation, association, estate of trust.

PROJECTING SIGN. Any sign which is attached to a building or other structure and extends beyond the surface of that portion of the building or structure to which it is attached.

(1) **HORIZONTAL PROJECTING SIGN.** Any sign which is greater in width than in height.

(2) **VERTICAL PROJECTING SIGN.** Any sign which is greater in height than in width.

PYLON/POLE SIGN. A sign that is mounted on a freestanding pole or other support so that the bottom edge of the sign face is six feet or more above grade and does not have the appearance of a solid base.

REBUILD. To reconstruct or alter a structure which may or may not increase its exterior dimensions.

REPAIR. A removal or replacement of any element or part of a sign that does not affect its plan or structural framework or any of its structural members.

ROOF SIGN. Any sign erected, constructed or maintained, wholly or partially, upon or over the roof of any structure, whether supported on the roof structure or in any other manner.

SETBACK, SIGN. The minimum distance required between any property line and any portion of a sign or sign structure.

SIGN. Includes every sign, freestanding sign, billboard, ground mounted sign, monument sign, wall sign, window sign, roof sign, illuminated sign, pylon/pole sign, and projecting sign, and includes any announcement, declaration, demonstration, display illustration or insignia used to advertise or promote the interests of any person when the same is placed out of doors in view of the general public.

STRUCTURE. Includes a combination of materials assembled at a fixed location to give support or shelter, such as a building, bridge, trestle, tower, framework, retaining wall, tank, swimming pool, wading pool, tunnel, tent, stadium, reviewing stand, platform, bin, fence, sign, flagpole, or the like, including any construction of any kind affecting or endangering life or property.

STRUCTURAL TRIM. The molding, battens, cappings, nailing strips, latticing and platforms which are attached to the sign structure.

TEMPORARY SIGN. Any sign which is not permanently affixed either to the land or to a permanent building on the land. All movable devices, including but not limited to banners; suspended cloth, fabric or cardboard pennants; flags (not intended to include flags of any nations); including feather flags; searchlights; twirling or sandwich-type signs; sidewalk or curb signs; and balloons or other air or gas-filled figures are temporary signs, whether or not they are attached to an electric or other power source.

WALL SIGN. Includes all flat signs of solid face construction which are placed against or painted on a building or other structure and attached to the exterior front, rear or side wall of any building or other structure.

('78 Code, § 15.12.010) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19)

§ 15.12.020 PERMIT; REQUIRED.

It is unlawful for any person, firm or corporation, either directly or indirectly, or by its agents, to proceed with the erection, alteration, or relocation of any sign or signs in the city unless application for a permit has been made with the Zoning Officer and a permit has been issued therefor.

('78 Code, § 15.12.020) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.030 PERMIT; APPLICATION.

An application for a permit shall be submitted to the Zoning Officer on the form supplied by him and shall be accompanied by plans and specifications setting forth the character of the sign in all its structural parts; an accurate sketch of the property designating the location of all existing and proposed signs; and, when requested by the Building Commissioner, a copy of the stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this chapter and all other laws and ordinances of the city as well as such other information as the Building Commissioner may deem necessary. Further, an application for an illuminated sign shall be accompanied by a certificate of compliance with all requirements of the Underwriters' Laboratory, or Code of Electrical Department of the state.

('78 Code, § 15.12.030) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

Sign Code

§ 15.12.040 PERMIT; FEES.

The applicant for any permit for the erection, alteration, relocation or structural repair of all signs, shall, at the time of his application, pay to the city clerk for the use of the city a fee of \$10 for each \$1,000 or fractional part thereof, of the estimated cost of any such sign, except that the fee for the relocation of a sign shall be \$5.

(78 Code, § 15.12.040) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.050 RESERVED.

(78 Code, § 15.12.050) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19)

§ 15.12.060 ISSUANCE OF PERMITS.

The Building Commissioner shall act upon the application for a permit within 15 days after its receipt by either approving or rejecting it, or requiring modification of the plans and specifications. When the Building Commissioner has approved the application, the City Clerk shall issue the permit. Every permit shall be considered cancelled if active work is not commenced within a period of 60 days from the date of its issue.

(78 Code, § 15.12.060) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.065 TEMPORARY SIGNS.

Temporary signs are not allowed, except that the City Clerk in his/her discretion may issue a permit to the person or entity desiring to erect a temporary sign. The issuance of the permit shall be subject to the following requirements and limitations:

(A) The person or entity desiring the permit must fill out an application for the permit. The application shall be signed by the applicant and shall require the following information

- (1) The name of the person or entity filling out the application;
- (2) The name of the person or entity that desires to display the temporary sign;
- (3) The name of the person or entity that owns the sign;
- (4) The address where the sign will be displayed;
- (5) The dates between which the sign is sought to be displayed;
- (6) A statement as to whether the sign will be lighted and serviced by electric power; and
- (7) A statement that the information on the application is true to the best of the applicant's belief.

(B) Upon the filling out and signing the application, the applicant shall return it to the City Clerk with a nonrefundable application fee of \$25. The City Clerk shall approve or disapprove the application. The application form shall contain the alternatives "approved" and "disapproved" one of which the City Clerk shall designate. The application form shall also contain a signature space for the City Clerk's signature.

(C) Reserved.

(D) No temporary permit shall be valid for a period of more than ten consecutive days.

(E) No more than three permits during any one calendar year shall be allowed for a business, except that upon application to and approval by the City Council, no more than an additional six permits may be issued by the City Clerk upon compliance with division (B) of this section. City Council approval shall not be withheld upon a showing of commercial necessity or hardship.

(F) The rules concerning temporary signs set out in this section shall not apply as follows:

(1) To temporary signs placed on private property advertising for sale the real estate on which the temporary sign is placed, provided however that any sign, pennant, streamer, banner, or other device upon which is placed any words, designs or symbols with reference to the rental of real property may not be displayed unless the yearly fee of \$100 or where applicable, the temporary permit fee has been paid.

(2) To political signs for candidates running for public office or to political signs the subject matter of which is to be voted on by the public in an election, provided however that all such political signs must be removed from view no later than one week following the election to which such signs apply.

(G) Notwithstanding anything to the contrary contained above in this section, no signs, whether temporary or otherwise, shall be erected, placed, located or otherwise affixed within the parkways of the City of Crest Hill, Illinois, except for any signs set forth in the parkways by federal, state or local governmental entities, or bus stop benches when located in a lawful area or the parkway, as designated by the City of Crest Hill. Without limiting the generality of the foregoing, such restriction shall include by way of illustration, but not by way of limitation, signs such as real estate signs, garage sale signs, directional signs, political signs, advertising signs, and similar signs of a like kind and nature. For the purposes of this division (G), **PARKWAY** shall be defined as the area between the street curb and the sidewalk, and in those areas where no sidewalk exists, the **PARKWAY** shall include any portion of the right-of-way not improved by a street or sidewalk. All signs in violation of this division (G) shall be subject to immediate removal by the city.

(H) Any temporary garage sale sign advertising the City of Crest Hill sponsored bi-annual city-wide garage sale weekend as established by Resolutions 410 and 558 shall be exempt from the placement restrictions in division (G) above and shall not be subject to a separate temporary sign permit so long as the resident shall have applied for and received a garage sale permit for a city sponsored bi-annual city-wide garage sale weekend as established by Resolutions 410 and 558. Any signs exempted from the placement restrictions division (G) above shall be removed on the Monday following the last day (Sunday) of any bi-annual city-wide garage sale weekend. All such exempted signs not removed shall be subject to immediate removal and disposal by the city.

("78 Code, § 15.12.060) (Ord. 549, passed - -82; Am. Ord. 766, passed - -90; Am. Ord. 781, passed - -90; Am. Ord. 796, passed - -91; Am. Ord. 805, passed - -91; Am. Ord. 1467, passed 10-6-08; Am. Ord. 1664, passed 5-19-14; Am. Ord. 1799, passed 2-4-19; Am. Ord. 1812, passed 6-17-19; Am. Ord. 1872, passed 9-7-21)

§ 15.12.067 ON PREMISES SIGNS.

Only on premises signs are permitted in any zoning district and must comply with the regulations set forth in this chapter. Off-premises signs are not permitted, except when approved by City Council.
(Ord. 1799, passed 2-4-19)

Sign Code

§ 15.12.070 SIGNS IN RESIDENCE DISTRICTS.

The following type of signs shall be permitted in residence districts:

- (A) Reserved.
- (B) *Freestanding signs for the residential districts.*

Sign Code

(1) Freestanding signs within the residential district are only allowed for residential developments, schools, churches, hospitals, and permitted buildings; and uses other than dwellings and must comply with the following regulations.

(a) *Permitted number.* One freestanding sign is permitted per public right-of-way for schools, churches, hospitals, and permitted buildings and uses other than dwellings. Residential developments may be allowed one freestanding sign per entrance to the development, however no more than two signs per public-right-of-way.

(b) *Setback.* All freestanding signs must maintain a setback of not less than ten feet from the property line and no signs may be permitted within a sight triangle, except for safety-related signs. No freestanding sign shall conflict with drainage.

(c) *Height.* No freestanding sign shall be greater than ten feet in height. The base of the sign is included in the calculation of the overall height of the sign, but not the area of the sign.

(d) *Area.* The maximum allowable area for freestanding signs is 20 square feet.

(e) *Calculation of sign area for freestanding signs.* Electronic message center/changeable copy signs are strictly prohibited on residential development signs. In the case where electronic message/changeable copy is included in a sign, the changeable copy portion of the sign shall not exceed 20 square feet and will not be counted towards the area of the sign but will be counted towards the overall height.

(f) *Landscaping.* Landscaping shall be provided around the base of each freestanding sign. The landscaping shall be well maintained which shall include but not be limited to the removal of dead or dying plant material and weeds. All signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious rubbish.

(g) *Illumination.* Freestanding signs must be externally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists. Internally illuminated signs in the residential districts are prohibited.

(h) *Material and design.* Freestanding signs shall be constructed of wood or masonry material. Architectural features will not be counted in height or the area of the sign. All structural supports of the signs shall either be encased in a masonry material or painted/coated and maintained in a like new condition. All posts, anchors and bracing shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.

(i) All freestanding signs must comply with the regulations established by § 15.12.080 of this chapter.

(C) Real estate signs advertising the sale or rental of premises on which sign is located; provided, the area on one side of any such sign shall not exceed nine square feet and not more than two such signs shall be erected for any property held in single and separate ownership.

(D) Trespassing, entrance, exit and parking signs or signs indicating the private nature of a driveway or premises; provided, that the area on one side of any such sign shall not exceed two square feet.

(E) Temporary signs of mechanics and artisans; provided, that such signs shall be erected only on the premises where such work is being performed, the area of one side of any such sign shall not exceed 12 square feet, and such signs shall be removed promptly upon completion of the work;

(F) Public utility signs in connection with the identification, operation, or protection of a public utility; provided, that the area on one side of any such sign shall not exceed nine square feet;

(G) Bulletin boards not over 15 square feet in area for public, charitable or religious institutions when the same are located on the premises of such institutions.

('78 Code, § 15.12.070) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.080 SIGNS IN BUSINESS, OFFICE AND MANUFACTURING DISTRICTS.

The following types of signs shall be permitted in business, office and manufacturing districts:

(A) Any sign permitted in residence districts.

(B) Real estate signs advertising the sale or rental of premises on which the sign is located; provided, that the area on one side of any such sign shall not exceed 20 square feet, and not more than two such signs shall be erected for any property held in single and separate ownership.

(C) *Wall signs.* Wall signs are permitted within the business, office, and manufacturing districts in accordance with the regulations outlined below:

(1) *Permitted number.* One wall sign is permitted per public right-of-way. In no case shall more than two such signs be erected upon each frontage. One additional wall sign may be erected on any premises abutting upon a railroad right-of-way.

(2) *Placement of sign.* No wall sign shall cover wholly or partially any wall opening, nor project beyond the ends or top of the wall to which it is attached. No wall sign shall be permitted to extend more than 15 inches beyond the building line, and shall not be attached to a wall of a height of less than ten feet above the ground level.

(3) *Allowable area.* Any one wall sign shall not exceed 15% of the wall area of the wall surface, including window and door areas on which they are displayed.

(4) *Illumination.* Wall signs may be externally or internally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists.

(5) *Materials required.* All wall signs shall have a surface or facing of noncombustible material. However, combustible structural trim may be used thereon.

(6) Automobile dealers having a new car franchise may select one street front of their choice and be permitted, in addition to those signs permitted per this chapter, one sign for each make of new automobile offered for sale on the premises, and no such additional sign shall exceed 20 square feet.

(7) Wall signs are prohibited in residential districts, unless installed on schools, churches, hospitals, and permitted buildings and uses other than dwellings, which shall comply with the regulations outlined for wall signs in the business, manufacturing and office districts, per § 15.12.080.

(D) *Freestanding sign.* Freestanding signs are permitted within the business, office, and manufacturing districts in accordance with the regulations outlined below.

(1) Freestanding signs in business, manufacturing, and office districts:

Sign Code

(a) *Permitted number.* One freestanding sign is permitted per public right-of-way.

(b) *Setback.* All freestanding signs must maintain a setback of not less than ten feet from the property line and no signs may be permitted within a sight triangle, except for safety-related signs. No freestanding sign shall conflict with drainage.

(c) *Height.* The height of a freestanding sign is based on the acreage of the property in which the sign is representing. The height of the sign may be based on the total acreage of a development or each individual lot. The base or pole of the sign is included in the calculation of the overall height of the sign, but not the area of the sign. The overall height of the sign shall be in accordance with the height established in Table A entitled Allowable Sign Area and Height for Business Districts, below. Freestanding signs in the office or manufacturing district are restricted to an overall maximum height of 15 feet.

(d) *Allowable sign area within the business districts.* The maximum allowable area for freestanding signs is based on the acreage of the property in which the sign is representing. The allowable area of the sign may be based on the total acreage of a development or each individual lot. The base of the sign is not included in the calculation of the overall area of the sign. In the case where the freestanding sign includes the name of the center or development, this text shall be included in the calculation of the overall height of the sign, but not the area. The allowable area of the freestanding sign in the business districts shall be in accordance with the sign area established in Table A entitled Allowable Sign Area and Height for Business Districts, below. Freestanding signs in the office or manufacturing district are restricted to a maximum area of 50 square feet.

Table A: Allowable Sign Area and Height For Business Districts

<i>Lot or Development Acreage</i>	<i>Allowable Sign Area</i>	<i>Allowable Sign Height</i>
Less than 5 acres	50 square feet	15 feet
5.1 acres to 15 acres	75 square feet	20 feet
15.1 acres to 25 acres	100 square feet	25 feet
25.1 acres and above	150 square feet	30 feet

(e) *Electronic message center sign/changeable copy.* In the case of electronic message center/changeable copy signs, the electronic message/changeable copy portion of the sign shall not exceed 20 square feet and will not be counted towards the area of the sign but will be included in the overall height.

(f) *Landscaping.* Landscaping shall be provided around the base of each freestanding sign. The landscaping shall be well maintained which shall include, but not be limited to the removal of dead or dying plant material and weeds. All signs and the premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary and inoffensive condition, and free and clear of all obnoxious rubbish.

(g) *Illumination.* Freestanding signs may be externally or internally illuminated and be in compliance with all current electrical codes. The illumination of the sign should be done in such a manner as to not create a hazard to motorists.

(h) *Material and design.* Freestanding signs shall be constructed of materials complementary to the buildings on the property on which the sign is located. All structural supports of the signs shall either be encased in a masonry material or painted/coated and maintained in a like new condition. All posts, anchors and bracing shall be treated to protect them from moisture by creosoting or other approved methods when they rest upon or enter into the ground.

(i) Architectural features will not be counted towards the height or the area of the sign.

(j) Automobile dealers having a new car franchise may select one street front of their choice and be permitted, in addition to those signs permitted per this chapter, one sign for each make of new automobile offered for sale on the premises, and no such additional sign shall exceed 20 square feet.

(2) All freestanding signs must comply with the following regulations:

(a) *Construction.* All freestanding/ground signs shall have a surface or facing of noncombustible material; provided, however, that combustible material may be safely and securely built or attached to the sign structure. No nails, tacks, or wire shall be permitted to protrude therefrom.

(b) Reserved.

(c) Reserved.

(d) *Bracing, anchorage and supports.* All freestanding/ground signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the natural surface of the ground.

(3) In addition to the regulations outlined in § 15.12.080 of this chapter, all pylon signs must comply with the following requirements:

(a) *Construction.* Every pylon sign or pylon upon which a sign is to be erected, including all braces and supports thereof, shall be designed by a registered architect and shall be approved by the Building Commissioner as in compliance with the sign code of the city.

(b) *Anchorage and supports.* All pylon signs or pylon upon which a sign is to be erected shall be set in a concrete base designed to support such sign or pylon in a manner to afford the greatest protection and safety to the public.

(c) *Limitation of glass.* The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semitransparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plat glass at least one-fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.

(d) *Obstruction of openings.* No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.

(e) Pylon signs are prohibited in residential districts.
(’78 Code, § 15.12.080) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.085 EXEMPTION.

All signs approved by the City Council and erected on property owned or controlled by the City of Crest Hill shall be exempt from the restrictions contained in § 15.12.080 and the variation process and procedure contained in §§ 15.12.275 and 15.12.276.

(Ord. 1940, passed 1-16-23)

§ 15.12.090 RESTRICTIONS GENERALLY.

The restrictions set forth in §§ 15.12.100 through 15.12.220 shall apply to all permitted sign uses. ('78 Code, § 15.12.090) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.100 WOODEN SIGNS.

All wooden signs must comply with the regulations established for freestanding and wall signs found in § 15.12.080 of this chapter for those signs located in the business, office, and manufacturing districts and § 15.12.070 for those signs located in residential districts.

('78 Code, § 15.12.100) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.110 NONCOMBUSTIBLE SIGNS.

Noncombustible signs shall be entirely constructed of noncombustible materials, including all supports and braces for same. Such signs shall be securely attached to posts or other supporting structures and may be erected so that no part of the sign or structure extends within one foot of any property line when erected at right angles to the street frontage. Such sign structures shall be securely imbedded in concrete base. Signs erected parallel to the street frontage shall be located entirely within the property lines.

('78 Code, § 15.12.110) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.120 ELECTRIC SIGNS.

(A) Electric signs, made of metal or glass with lamps inside the sign or with letters composed of lamps on outside of same, or similar construction, may be erected, provided they are securely attached to posts or other supporting structures by metal supports or fasteners.

(B) Reflectors and lights shall be permitted on ground and wall signs, provided they are equipped with long restraining hoods to concentrate the illumination upon the area of the sign and so as to prevent glare upon the street or adjacent property. No light shall be of the flashing type.

('78 Code, § 15.12.120) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.130 RESERVED.

('78 Code, § 15.12.130) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.140 RESERVED.

('78 Code, § 15.12.140) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.150 ROOF SIGNS.

(A) **ROOF SIGN**, as regulated by this chapter, means any sign erected, constructed and maintained upon or over the roof of any building with the principal support on the roof structure.

(B) Every roof sign, including the upright supports and braces thereof, shall be constructed entirely of incombustible materials. However, combustible structural trim may be used thereon.
(78 Code, § 15.12.150) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.160 PROJECTING SIGNS.

(A) *Construction.* Every projecting sign, including the frames, braces and supports thereof, shall be designed by a structural engineer, registered architect or sign manufacturer and shall be approved by the Building Commissioner of the city and shall be constructed of incombustible or approved combustible materials.

(B) *Location.* Every projecting sign erected or maintained over a public sidewalk shall be placed at least ten feet above the level of the same, and at a distance not greater than two feet from the face of the wall to which it is attached, measuring from the point of the sign nearest thereto, nor shall any projecting sign or part thereof extend more than eight feet from the structure to which it is attached or be nearer the curbline than two feet, whichever is the lesser. Every projecting sign erected or maintained over public driveways, alleys and thoroughfares, other than sidewalks, shall be placed not less than 15 feet above the level of the same, and at a distance measuring from the point of the sign nearest thereto, nor shall any such projecting sign or part thereof extend more than eight feet from the structure to which it is attached.

(C) *Size.* All projecting signs shall be limited to a size of no greater than 15 square feet.

(D) *Erection.*

(1) *Bracing, anchorage and supports.* Projecting signs exceeding ten square feet in area for 50 pounds in weight shall not be attached to nor supported by frame buildings nor the wooden framework of a building. The signs shall be attached to masonry walls with corrosion resistant expansion bolts at least three-eighths inch in diameter which shall be embedded at least five inches into the wall.

(2) *Anchorage with wire prohibited.* No projecting sign shall be secured with wire, strips of wood or nails, nor shall any projecting sign be hung or secured to any other sign.

(E) *V-shaped signs prohibited.* V-shaped signs, consisting of two single-faced signs erected without a roof or ceiling, shall not be permitted.

(F) Projecting signs are prohibited in residential districts, unless installed on schools, churches, hospitals and permitted buildings and uses other than dwellings.
(78 Code, § 15.12.160) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.170 PYLON SIGNS.

(A) *Construction.* Every pylon sign or pylon upon which a sign is to be erected, including all braces and supports thereof, shall be designed by a registered architect and shall be approved by the Building Commissioner as in compliance with the sign code of the city.

Sign Code

(B) *Anchorage and supports.* All pylon signs or pylon upon which a sign is to be erected shall be set in a concrete base designed to support such sign or pylon in a manner to afford the greatest protection and safety to the public.

(C) *Limitation of glass.* The lettering or advertising designs of signs to be illuminated may be composed of glass or other transparent or semi transparent noncombustible material. Any glass forming a part of any sign shall be safety glass or plat glass at least one-fourth inch thick and, in case any single piece or pane of glass has an area exceeding three square feet in area, constructed of wire glass or safety glass shall be permitted on each side of a sign.

(D) *Obstruction of openings.* No sign, nor the braces or chains supporting or slaying same, shall be so erected or constructed so as to obstruct any door, window or fire escape of any building. No sign of any kind shall be attached to a stand pipe or fire escape.
(78 Code, § 15.12.170) (Ord. 57, passed - -62)

§ 15.12.180 ERECTION AT INTERSECTION; VISIBILITY.

No sign or other advertising structure as regulated by this chapter shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.

(78 Code, § 15.12.180) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.190 CURB OR SIDEWALK SIGNS PROHIBITED.

There shall be no curb or sidewalk signs, nor shall signs be attached or suspended from any outdoor bench, chair, or other article.

(78 Code, § 15.12.190) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.200 TACKING SIGNS ON POLES.

It is unlawful for any person, firm or corporation to advertise by sign tacking or advertise by tacking, pasting or tying on poles, posts, trees, buildings, fences or other structures. Real estate directional signs shall not be permitted.

(78 Code, § 15.12.200) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.210 REMOVAL.

Any sign now or hereafter existing which no longer advertises a bona fide business conducted on the property on which the sign is erected must be removed within 30 days after written notification from the Building Commissioner and, upon failure to comply with such notice, the Building Commissioner is authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building, structure or ground on which the sign is located.

(78 Code, § 15.12.210) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.220 ANIMATED AND INTENSELY LIGHTED SIGNS.

No sign shall be permitted which is animated by means of flashing, scintillating, blinking or traveling lights of over forty watts per lamp. Public service information signs and other electronic message centers classified as "changing signs" are permitted and not subject to this wattage-rating per lamp restriction. However, all electronic message center signs shall be equipped with technology that automatically dims the electronic message center according to ambient light conditions.

("78 Code, § 15.12.220) (Ord. 57, passed - -62; Am. Ord. 549, passed - -82; Am. Ord. 1799, passed 2-4-19)

§ 15.12.225 PERIMETER OR BORDER WINDOW LIGHTING AND ATTENTION GETTING DEVICES.

(A) Lighting around the perimeter of window or door openings with a visible source of light, such as neon, fluorescent, LED or similar lighting source is hereby prohibited.

(B) Attention-getting devices, except electronic message center signs, as permitted by the chapter shall be prohibited. For the purpose of this regulation, attention-getting devices shall include flashing lights, strings of light bulbs, moving signs, light beams, strobe lights, animated light display, and rotating signs. Lights being displayed in conjunction with traditional holiday decorations shall be exempt.

(Ord. 1740, passed 7-17-17; Am. Ord. 1799, passed 2-4-19)

§ 15.12.230 PERMIT FEE NOT REQUIRED WHEN.

No permit or fee shall be required for the following types of signs: official traffic signs, real estate signs advertising sale or rental, trespassing signs or signs indicating private nature of a driveway or premises, temporary signs of contractors, builders, plumbers, artisans and/or mechanics, and public utility signs or other signs that do not advertise a product, service or event.

("78 Code, § 15.12.230) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.240 POWERS AND DUTIES OF BUILDING COMMISSIONER.

The powers and duties of the Building Commissioner shall be to:

(A) Examine all applications, plans and specifications submitted and to approve them within 15 days if in conformity with the provisions of this chapter, and thereupon to notify the City Clerk to issue a permit for such sign; or to disapprove them if they do not conform to this chapter, and to refuse permits therefor until they are modified so as to conform to such requirements, to give notice to stop work and to prosecute for any infraction or violation of this chapter.

(B) Inspect all signs during the course of erection and to see that the provisions of this chapter and of the permit are carried out.

(C) Keep all applications, plans and specifications and a record of all permits, refusals, inspections, and other action taken by him, which record shall be kept on file with the City Clerk.

(D) Stop the erection, alteration, relocation or repair of any sign where the same is being carried on contrary to the provisions of this chapter, to order the removal of any materials that may be unsafe or unfit for the purpose for which they were intended to be used, in accordance with the terms and definitions of this chapter, and to revoke the permit for such cause.

(E) Direct that precautions shall be taken by the erection of suitable scaffolding or other protection whenever the work of erecting, altering, relocating or repairing of any sign may in his judgment affect the public safety.

(F) Inspect annually, or at such time as he deems necessary, each sign or other advertising structure regulated by this chapter for the purpose of ascertaining whether the same is secure or insecure and whether it is in need of removal or repair.

(G) Cause to be removed summarily and without notice any sign or other advertising structure which is an immediate peril to persons or property.

('78 Code, § 15.12.240) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.250 NONCONFORMING SIGNS.

Every sign or other advertising structure, except for temporary signs, in existence on the adoption of the ordinance codified in this chapter which violates or does not conform to the provisions hereof, may continue to exist and shall be deemed a legal non-conforming sign. Should the non-conforming signs be moved, removed or altered or replaced, it shall then be required to conform with the provisions of this chapter and regulations. These provisions shall not preclude one from completing routine maintenance or modifications that are required to address current or potential safety concerns. All non-conforming temporary signs, as defined by § 15.12.010, must be removed within three months from the adoption of this chapter, February 4, 2019.

('78 Code, § 15.12.250) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-2019)

§ 15.12.260 REVOCATION OF PERMIT.

The Mayor is authorized and empowered to revoke any permit issued upon failure of the holder thereof to comply with any provision of this chapter and regulations. All rights and privileges acquired under the provisions of this chapter, or any amendment thereto, are mere licenses revocable at any time.

('78 Code, § 15.12.260) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.270 APPEAL OF DECISIONS.

Whenever the applicant of any sign about to be or in the course of being erected, altered, relocated or repaired, or any other person, takes exception to the decision of the Building Commissioner in refusing to approve the manner of construction, or the kinds of materials to be used in the erection, alteration, relocation or repair of any sign, or as to its safety or its compliance with the provisions of this chapter, such applicant or person or his duly-authorized attorney or agent may, within ten days after such decision, take an appeal therefrom to the City Council. Such appeal shall be in writing, shall state the decision of the Building Commissioner and the reasons for the exception taken thereto, shall be verified by affidavit and shall be filed with the City Clerk. The person appealing shall have the right to appear and to be heard, if he states his desire to do so in his written appeal. A prompt decision of such appeal shall be made by the City Council and shall be duly recorded and the decision shall be final.

('78 Code, § 15.12.270) (Ord. 57, passed - -62; Am. Ord. 1799, passed 2-4-19)

§ 15.12.275 VARIATIONS.

(A) Purpose. The City Council may vary the requirements of the Sign Code. It is the intent of the Sign Code to use variations only to modify the application of the Sign Code to achieve a parity among properties similarly located and classified. Specifically, it is to be used to overcome some exceptional physical condition which poses practical difficulty or particular hardship in such a way as to prevent an owner from using his or her property as intended by the Sign Code. Such practical difficulty or hardship must be clearly exhibited and must be as a result of an external influence; it may not be self-imposed.

(B) Standards for variations.

(1) The City Council shall grant a variation to the Sign Code only when it shall have been determined, and recorded in writing, that all of the following standards are complied with:

(a) That the property in question cannot yield a reasonable return if the Sign Code restrictions are enforced without the requested variations.

(b) That the plight of the owner is due to unique circumstances; and

(c) That the variation, if granted, will not alter the essential character of the locality.

(2) For the purpose of supplementing the above standards, the City Council, in making the determination, whenever there are particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

(a) That the particular physical surroundings, shape, or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

(b) The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.

(c) That the alleged difficulty or hardship is caused by the ordinance and has not been created by any person presently having an interest in the property.

(d) That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

(e) That the variation granted is the minimum adjustment necessary for the reasonable use of the land.

(f) That the granting of any variation is in harmony with the general purposes and intent of the Sign Code, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the city's Comprehensive Plan.

(g) That, for reasons fully set forth in the decision by the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Sign Code would

Sign Code

deprive the applicant of any reasonable use of the land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.

(3) In addition, the City Council may impose such conditions and restrictions upon the premises benefitted by a variation as may be necessary to comply with the standards established in this section to reduce or minimize the effect of such variation upon other property in the neighborhood, and to better carry out the general intent of this section.

(Ord. 1940, passed 1-16-23)

§ 15.12.276 VARIATION PROCEDURE.

(A) Application for variation. An application for a variation shall be filed in writing with the City Clerk. The application shall be accompanied by such plans and data as required by Section 9 of the Crest Hill Zoning Ordinance, and all other information required by the City of Crest Hill Development Handbook.

(B) Hearing procedure for variation.

(1) Upon receipt of the application, in proper form, the City Clerk shall determine a reasonable time and place for the public hearing to be held at a regularly scheduled City Council meeting. The Notice of Public Hearing shall be published at least once, not more than 30 days, and not less than 15 before the hearing, in a newspaper of general circulation in Crest Hill. The published notice may be supplemented by such additional form of notice as the City Council, by rule, may require.

(2) The applicant shall notify surrounding properly owners within 300 feet no more than 30 days but no less than 15 days prior to the public hearing. At the applicant's expense, the city will post appropriate signage on the property for notification of the public hearing. Notification procedures shall follow those outlined in the City of Crest Hill Development Handbook.

(3) The public hearing pertaining to the requested variation shall be held by the City Council within 60 days of the filing of the application. At such time, the City Council shall hear evidence on the application for variance giving due notice thereof to the concerned parties, and shall render a written decision to grant, deny, or modify the requested variation without unreasonable delay. Action taken on a variation by the City Council shall be deemed as final administrative determination, subject to change only upon proper judicial review and order.

(C) Effect of denial of a variation. No application for a variation which has been denied wholly or in part by the City Council shall be resubmitted for a period of one year from the date of said order of denial, except on grounds of new evidence or proof of changed conditions found to be valid by said City Council.

(D) Revocation.

(1) A variation shall be revoked if the testimony upon which the variance was granted was falsely given.

(2) In any case where a variation has been granted, and where no construction or development has taken place within one year of granting thereof, then without further action by the City Council, said variation shall become null and void, unless the property owner/applicant submits a formal request in

writing seeking an extension. Such written request for extension must be submitted 30 days prior to expiration date.

(Ord. 1940, passed 1-16-23)

§ 15.12.280 VIOLATION; PENALTY.

Any person found guilty of a violation of any of the provisions of this chapter shall be fined not less than \$75, but no more than \$750 for each offense.

('78 Code, § 15.12.280) (Ord. 549, passed - -82; Am. Ord. 766, passed - -90; Am. Ord. 998, passed 7-1-96; Am. Ord. 1799, passed 2-4-19)

§ 15.12.290 STREET NUMBERS FOR BUILDINGS.

(A) *Establishment of number.* From and after the adoption of this section, the City Engineer shall, from time to time as necessary, establish street numbers for all lots or parcels of land situated within the corporate limits of the city, both for lots or parcels now fronting or adjoining existing streets and for all lots or parcels which may hereafter front or adjoin all new streets and highways hereinafter constructed and laid out in the city.

(B) *Minimum size and color restrictions.* The owners or persons in possession of any buildings on any lot or parcel for which there has been designated a street number shall display in a prominent place on the building the number so designated so that the same is plainly visible and readable by a person with normal vision from the street or highway on which the parcel or lot fronts or adjoins, which number shall not be less than three inches each in height and which number shall be of a shade or color which contrasts with the background thereof.

(C) *Duty to maintain.* It shall be the duty of the owner or person in possession of each such building upon which the numbers are displayed to keep and maintain the numbers in good condition so that they remain clearly visible and readable by a person with normal vision from the street or highway on which the parcel or lot fronts or adjoins.

(D) *Removing or defacing numbers.* No person shall remove or deface any house number placed upon any house in accordance with the provisions of this section. No person shall retain any number on his house other than that provided by the provisions hereof. No owner, agent or person in possession of any house shall refuse or neglect to number the house or cause the same to be numbered in conformity with this section.

(E) *Penalty.* Any person who shall violate the provisions of this section shall be fined not less than \$100 nor more than \$500 for each violation hereof. Each day a violation exists shall be deemed to be a separate violation.

(Ord. 928, passed 9-6-94; Am. Ord. 1799, passed 2-4-19)



Work Session Agenda Memo

Crest Hill, IL

Meeting Date: August 24, 2026

Submitter: Daniel Ritter, Community Development Director

Department: Community Development

Agenda Item: Plan Commission Recommendation for Preliminary and Final Plat of Subdivision, Special Use for Outdoor Recreational Plaza and Public Park/ Playground; and Multiple Variations Requested from the Crest Hill Zoning Ordinance with respect to real property located at 20590-20660 City Center Boulevard in Crest Hill, Illinois (Application of the City of Crest Hill - Crest Hill Commons)

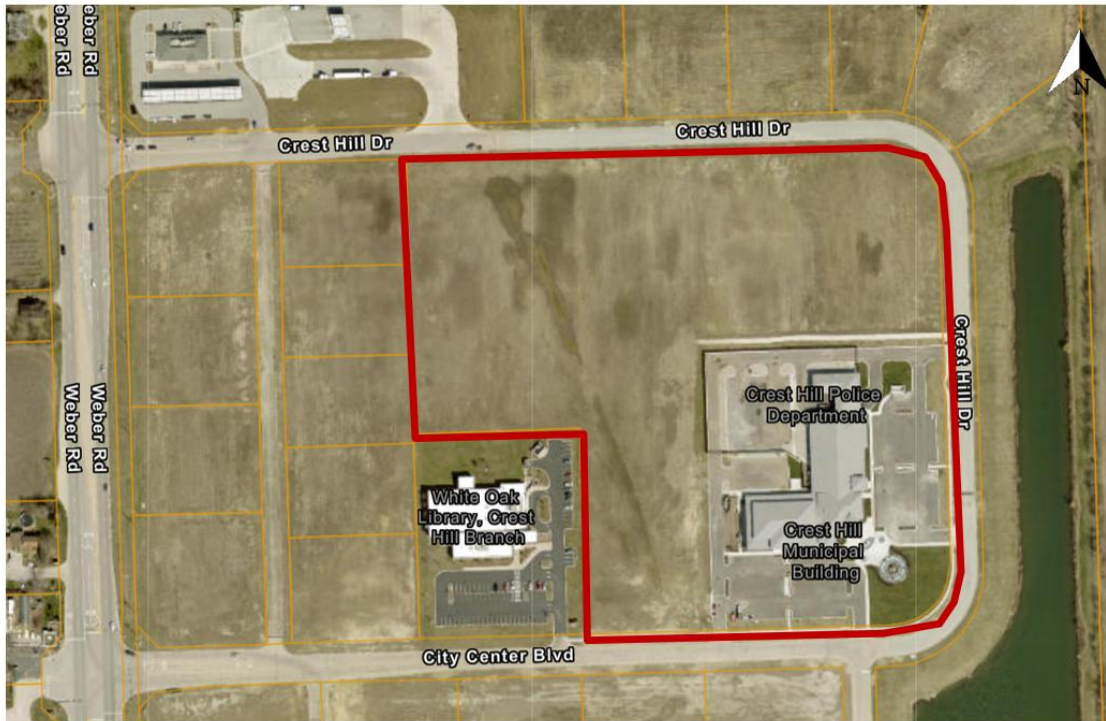
Summary:

The subject property consists of a 19.33-acre parcel located at 20590–20600 City Center Boulevard, currently occupied by the City of Crest Hill's City Hall and Police Department, which opened in 2023. The property also includes multiple public parking lots, a secured police vehicle storage area, and the Veterans and Police Memorial. The remainder of the site is vacant and available for future development. The entire property is owned by the City of Crest Hill.

In 2023, the City Council approved the initial conceptual design for a public plaza. To further advance the project, the City entered into an Agreement with the Lockport Township Park District in 2024 to provide a playground. Additional direction to proceed with the plaza's design and construction was issued in 2025 and 2026 by City Council. The initial name of the project and public space is Crest Hill Commons. The new lots will be addressed as 20650 (Plaza) and 20660 (Playground) City Center Blvd.

To facilitate implementation of the project, the City will need to approve a subdivision of the existing 19.33-acre parcel into four separate lots. The subdivision will create individual lots for the existing City Hall, the public plaza, the inclusive playground, and the remaining developable property while preserving coordinated access through shared access and utility easements. The application also includes a request for a Special Use Permit to allow the public plaza and outdoor entertainment venue and a public park/ playground, together with several zoning variations necessary to accommodate the proposed subdivision and unique site design.

Although no specific design site improvements are being proposed and approved as part of the zoning request, the concept plans indicate how the overall layout is anticipated but may change, as directed by City Council. Because the inclusive playground will be located within the larger public plaza while being owned and maintained by a separate governmental agency, the project presents a unique circumstance that is not specifically contemplated by the City's land development regulations. The proposed lot configuration, combined with easements and the fact that both property owners are public taxing bodies working cooperatively, provides sufficient justification for the requested subdivision design and associated zoning relief. The Subject Property is illustrated on the map below:



The proposed City Center Plaza represents a significant public investment that will transform underutilized municipal property into a vibrant civic gathering space serving residents, businesses, and visitors. The project is consistent with the City's Comprehensive Plan and advances its vision of creating a centralized destination for community events, recreation, public ceremonies, and civic engagement. The plaza will complement the existing City Hall and Library campus, enhance the visual character of the City Center, and provide long-term benefits for the community.

The Plan Commission conducted the required public hearing for this application at its August 13, 2026, meeting and recommended unanimous approval of the requested Preliminary and Final Plat of Subdivision, Special Use, and Variation from the Crest Hill Zoning Ordinance and the Crest Hill Code of Ordinances, subject to the project being implemented in substantial conformance with documents referenced in the Staff Report. A copy of the draft approval Ordinance being reviewed by the City Attorney is included with the agenda backup materials for this item.

Council Action Requested: Direction to include an ordinance for approval of Crest Hill Commons zoning requests on the September 8, 2026, Regular City Council Agenda for final consideration.

Attachments:

- Attachment A – August 13, 2026, Plan Commission Meeting Transcript
- Attachment B- Plan Commission Staff Report – Crest Hill Commons 8-13-26
- Attachment C – An Ordinance Approving Final Plat of Subdivision, Special Use Permit, and Variations from the Crest Hill Zoning Ordinance with Respect to Certain Real Property Located at 20590-20660 City Center Blvd in Crest Hill, Illinois (City of Crest Hill – Crest Hill Commons)

MINUTES OF THE CREST HILL PLAN COMMISSION

The August 13, 2026, Plan Commission meeting was called to order by Chairman Bill Thomas, at 7:00 p.m. in the Council Chambers of the City Center, 20600 City Center Boulevard, Crest Hill, Will County, Illinois.

The Pledge of Allegiance was recited in unison.

Roll call indicated the following present: Chairman Bill Thomas, Commissioner Ken Carroll, Commissioner Gordon Butler, Commissioner Marty Flynn, and Commissioner Jeff Peterson.

Also present were: Community Development Director Dan Ritter, and City Planner Atefa Ghaznawi.

Absent were: Commissioners John Stanton and Cheryl Slabozeski.

APPROVAL OF MINUTES: Chairman Thomas asked for a motion to approve the minutes from the Plan Commission meeting held on July 9, 2026, for Commission approval.

(#1) Motion by Commissioner Carroll seconded by Commissioner Butler, to approve the minutes from the Plan Commission meeting held on July 9, 2026.

On roll call, the vote was:

AYES: Commissioners Carroll, Butler, Peterson, Flynn, Chairman Thomas.

NAYES: None.

ABSTAIN: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petitions Preliminary and Final Plat of Subdivision, SU-26-7-8-1, and V-26-6-8-1, a request of the City of Crest Hill seeking special approvals from the Crest Hill Subdivision, Zoning Ordinance, and City Code to subdivide the Subject Property into four (4) Lots; Special Use for an outdoor entertainment plaza and public park/ playground in the B-3 Business Service District; and Variations request from Table 2 Zoning Districts and Standards for non-residential uses in the B-3 Business Service District, and Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance; located on the proposed 3.1 acre, B-3 Business Service District zoned property known as the City Center Plaza, at 20590-20660 City Center Boulevard, Crest Hill.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for Preliminary and Final Plat of Subdivision, Case Numbers SU-26-7-8-1, and V-26-6-8-1.

(#2) Motion by Commissioner Peterson seconded by Commissioner Flynn, to open a public hearing case number SU-26-7-8-1, and V-26-6-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Flynn, Carroll, Butler, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Slabozeski, Stanton.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was opened at 7:04 p.m.

Chairman Thomas stated that the subject of the hearing is to discuss the request from the City of Crest Hill for special use for an outdoor plaza and public park/ playground referred to as Crest Hill Commons for the property located at 20590-20660 City Center Boulevard. Chairman Thomas asked Community Development Director Dan Ritter to present the specifics on this case.

Community Development Director Ritter presented the request on behalf of the City of Crest Hill. He explained that the application encompasses three related components: a preliminary and final plat of subdivision, a special use permit for an outdoor entertainment plaza and public park/playground, and variations request necessitated by the unique nature of the proposed internal lot 4 configuration.

Director Ritter described the subject property as a 19.33-acre property currently zoned B-3 Business Service District, which includes the recently completed City Hall and Police Department complex (completed in 2023), and the vacant land to the north and west of the Municipal Complex. The proposed plaza will be located between the White Oak Public Library (constructed in 2013) and the City Hall. The property was part of the original Menards Subdivision platted in 2007, the commercial development of which has not materialized to the scale originally anticipated. Director Ritter noted that the site is geographically central to the community, making it a logical location for a civic gathering space.

The project has been formally named **Crest Hill Commons** by the City Council, and is intended to serve as a centralized, all-inclusive outdoor public plaza for the community — including walking paths, a music band shell/amphitheater, a playground, event space for markets and concerts, and related amenities. Director Ritter emphasized that the intent is to create a community gathering destination for residents in Crest Hill.

Regarding the plat of subdivision, Director Ritter explained that the single large parcel would be divided into four lots: Lot 1 (remaining undeveloped land to be planned in the future), Lot 2 (City Hall and Police Department), Lot 3 (the overall Crest Hill Commons plaza parcel), and Lot 4 (an internal lot to be transferred to the Lockport Township Park District for a public park/playground). An Intergovernmental Agreement (IGA) with the Lockport Township Park District (Resolution #1250) is already in place. Director Ritter acknowledged that carving out an internal lot without

traditional frontage or setbacks is atypical, but is justified given that both owners are public entities and the arrangement is intended to be permanent, with appropriate easements in place.

The requested variations relate primarily to Lot 4 (proposed public park/playground), which — as an interior lot — does not conform to the standard B-3 zoning requirements for lot area, lot coverage, and setbacks, and variations from Section 8.3-8 Permitted Obstructions in Yards, of the Crest Hill Zoning Ordinance that allow open fencing to be located in required front and side yard setbacks and recreational structures and accessory structures in required front, side, and rear yard setbacks on all lots. Director Ritter noted that staff does not recommend specific conditions for approval given that the applicant is the City of Crest Hill itself.

Director Ritter outlined a phased construction schedule. Phase 1, for which the City Council provided preliminary direction on Monday, August 10, 2026, includes grading, underground utilities, concrete flatwork, and parking lot construction on the southern portion of the site. Subsequent phases would add irrigation, pedestrian lighting, pathways, landscaping, the playground equipment installation, and ultimately the plaza structures and shelters. The goal is to complete sufficient site work in the current season (2026) to establish ground cover, enabling use of the site as early as the following year (2027).

Director Ritter also noted that the Lot 1 parcel and adjacent commercial out-lots to the west along Weber Road would be subject to future sub-area planning as part of the City's comprehensive plan, which is nearing completion. The City is also currently working on a bike/pedestrian path plan. In the interim, Lot 1 can serve as supplemental parking for large events, and Menards has previously cooperated in making its parking lot available for public events.

No members of the public came forward to comment.

Chairman Thomas asked for a motion to close the public hearing.

(#3) Motion by Commissioner Peterson seconded by Commissioner Butler, to close the Public Hearing case number SU-26-7-8-1, and V-26-6-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:31 p.m.

Chairman Bill Thomas stated that he was excited about this project. He has been driving around, looking at places, and looking over the paperwork. Chairman Thomas shared observations from his visits to Brent Hassert Park, which he found impressive in its amenities, but noted that on recent visits the facility appeared unoccupied. He raised the question of whether the community needs another playground given the proximity of that regional facility, and suggested that a marketplace or vendor stall concept — similar to developments he observed in Batavia — might yield a more immediate community benefit as a first priority.

Chairman Thomas also emphasized the importance of vehicle barrier protections — such as knee walls and bollards — at all pedestrian access points throughout the Public Plaza, referencing incidents of vehicle intrusion at other public spaces in the region.

Director Ritter clarified that the playground is not part of Phase 1 and would be installed in a later phase alongside the pathway system, power infrastructure, and event amenities. He explained that the playground's inclusion is intended to make the space family-friendly — particularly during events such as markets, concerts, and movies — and that the Lockport Township Park District's involvement has been specifically aimed at avoiding duplication of Hassert Park's regional-scale features. The Crest Hill Commons playground is envisioned as a complementary, event-supportive amenity rather than a destination park.

Director Ritter confirmed that the current plan incorporates knee seat walls along the front of the plaza facing City Center Blvd., serving both as seating, aesthetic elements, and vehicle barriers, with defined entrance points that could also allow the space to be fenced off for ticketed events if desired.

Commissioner Peterson expressed support for including the playground, noting that providing a child-friendly space is among the first considerations for families attending events.

Chairman Bill Thomas asked for a motion to approve petitions Preliminary and Final Plat of Subdivision, SU-26-7-8-1, and V-26-6-8-1.

(#4) Motion by Commissioner Carroll seconded by Commissioner Flynn, to recommend to the City Council the conditional Approval of the petitions Preliminary and Final Plat of Subdivision, SU-26-7-8-1, and V-26-6-8-1.

On roll call, the vote was:

AYES: Commissioners Carroll, Flynn, Butler, Peterson, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Slabozeski, Stanton.

There being five (5) affirmative votes, the MOTION CARRIED.

The Plan Commission recommends City Council's conditional approval of the Preliminary and Final Plat of Subdivisions to subdivide the subject property into four (4) lots; a Special Use for an outdoor entertainment plaza and public park/ playground known as Crest Hill Commons in the B-3 Business Service District, multiple variations from Table 2, Zoning Districts and Standards for Non-Residential uses in the B-3 Business Service District, and Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance; subject to the project being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Plan Commission Staff Report for petitions for Preliminary and Final Plat of Subdivisions Case # SU-26-7-8-1, and Case # V-26-6-8-1.

This recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the August 24, 2026, Workshop and the September 8, 2026, City Council meeting for final consideration.

Chairman Bill Thomas presented the Public Hearing and Consideration of petition TXT-26-1-8-1, a request of the City of Crest Hill seeking approval of text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances.

Chairman Bill Thomas asked if the paperwork was in order. City Planner Atefa Ghaznawi stated that the necessary paperwork was in order.

Chairman Thomas asked for a Motion to Open the Public Hearing for petition TXT-26-1-8-1.

(#5) Motion by Commissioner Peterson seconded by Commissioner Butler, to open a Public Hearing and Consideration of petition TXT-26-1-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes. The MOTION CARRIED.

The Public Hearing was opened at 7:45 p.m.

Chairman Thomas stated that the subject of this hearing is to discuss the proposed Text Amendments to Chapter 15.12 Sign Code to update and modernize the current Sign Code regulations. This topic was reviewed at length in the July 9th, 2026, Plan Commission meeting and City Staff is now ready to make their recommendations. Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Ghaznawi noted that the proposed text amendments to Chapter 15.12 of the Sign Code had been presented in detail at the July 9, 2026, Plan Commission meeting. The substance of the amendments has remained largely consistent, with one modification made in direct response to Commission feedback from the prior meeting.

The sole change from the previously presented version concerns the proposed maximum wall sign area. The existing Sign Code permits wall signs up to 15% of the total wall area of a tenant space/building — a standard City Planner Ghaznawi and Director Ritter described as difficult to calculate consistently by the sign contractors and the City Staff. The July proposal replaced the current requirement with a ratio of 1.5 square feet of sign area per linear foot of store frontage. In response to the Plan Commission's recommendation that this ratio was insufficiently permissive for visibility, the revised proposal increases this ratio to 2.0 square feet of sign area per linear foot of store frontage, which staff characterized as a reasonable middle ground between the prior two requirements.

Director Ritter emphasized that the overall intent of the proposed text amendments is twofold: to improve the aesthetic quality and design standards of signage along the City's commercial corridors and the community overall, and to simplify and clarify the regulations for both applicants and staff. He noted that the percentage-of-wall-area standard is uncommon among peer communities and creates calculation burdens, while the linear footage approach requires only a tape measure. Director Ritter acknowledged that no code could anticipate every circumstance and

committed to returning to the Plan Commission with further adjustments if real-world application reveals any unintended outcomes or challenges.

Chairman Thomas inquired about the Plan Commission concern about the brightness of signs and if applicable provisions were added in the updated Sign Code. City Planner Ghaznawi confirmed that provisions addressing the brightness of electronic, digital, and LED signs have been incorporated by reference to the performance standards of the Zoning Ordinance (Section 8.5) and applicable electrical codes, in response to the Plan Commission's request from the prior meeting.

Chairman Thomas acknowledged the improvements reflected in the revised proposal and noted the timeliness of updated sign regulations given emerging development activity along the Weber Road corridor (from Caton Farm Road to Renwick Road) and the Broadway corridor, where new sign standards would apply to incoming businesses and could influence reinvestment by existing businesses.

No members of the public came forward to comment.

Chairman Thomas asked for a motion to close the public hearing for Case # TXT-26-1-8-1.

(#6) Motion by Commissioner Flynn seconded by Commissioner Carroll, to close the Public Hearing case number TXT-26-1-8-1.

On roll call, the vote was:

AYES: Commissioners Flynn, Carroll, Butler, Peterson, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Public Hearing was closed at 7:55 p.m.

Chairman Bill Thomas asked for a motion to approve the requests of the City of Crest Hill for approval of text amendments to Chapter 15.12 of the Sign Code of the Crest Hill Code of Ordinances Case # TXT-26-1-8-1.

(#7) Motion by Commissioner Peterson seconded by Commissioner Butler, to approve the requests of the City of Crest Hill for approval for text amendments to Chapter 15.12 of the Sign Code of the Crest Hill Code of Ordinances Case # TXT-26-1-8-1.

On roll call, the vote was:

AYES: Commissioners Peterson, Butler, Carroll, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The Plan Commission recommends City Council's approval of the proposed text amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances, subject to the proposed text amendments being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Plan Commission Staff Report for Case # TXT-26-1-8-1.

Our Recommendation will be forwarded to the City Council; keep in mind that the Plan Commission is a recommendation body only. The City Council will tentatively hear this case at the August 24, 2026, Workshop and the September 8, 2026, City Council meeting for final consideration.

OTHER BUSINESS: Director Ritter provided the following updates to the Plan Commission:

Hillcrest Shopping Center — New Tenants: Two new businesses are preparing to open at Hillcrest Shopping Center. (1701 N Larkin Ave, #800D) Swig Drinks, a specialty beverage concept and the first Illinois location of the brand, will be occupying the former Smoothie King space and is in the soft-opening and staff training phase, with a grand opening event planned. The business operates under the existing special use approval previously granted for that drive-through location. Additionally, Acapulco Bakery, a local area bakery with an existing location in Shorewood, will be opening a second location in the same shopping center (1701 N Larkin Ave, #600). Director Ritter noted that the shopping center ownership has also made recent investments in property maintenance, including repainting, signage repairs, and parking lot repaving at the Route 30 entrance.

Seasons at Crest Hill (Apartment Complex): Director Ritter reported that the building permit for this development is on the verge of issuance, potentially as soon as the following day, and that site work is expected to commence shortly.

QuikTrip (Former City Hall): The QuikTrip project is awaiting a final disconnect approval from ComEd, after which the former City Hall structure will be demolished, and underground utility work will commence under the previously approved permit.

GIS Consortium: The City is transitioning its geographic information system services to the GIS Consortium, a cooperative serving approximately 60 Chicagoland communities. This will provide both public-facing tools — including interactive maps for zoning, taxing districts, and utility information — and internal staff tools for more accurate data and improved operational decision-making. The transition is expected to be complete with a public website launch anticipated around mid-September.

Building Inspector Recruitment: The Community Development Department is actively recruiting a new building inspector, with interviews anticipated to start within the next one to two weeks. Director Ritter noted that code enforcement and property maintenance will be a significant focus for the new hire, particularly in the City's older residential and commercial areas.

City Website Redesign and Domain Transition: The City's website is being redesigned with a modernized layout and will transition from the cityofcresthill.com domain to **cresthill.gov**, consistent with security best practices for local governments. The existing domain will redirect to the new address for at least six months. New business cards and updated contact information for staff and officials will follow.

1693 Plainfield Road (Former HOB0/Handy Andy Site): Director Ritter reported that the property owner is advancing a plan to demolish the majority of the existing building — retaining only the O'Reilly Auto Parts portion — and redevelop the remainder of the site into approximately three commercial out-lots along Plainfield Road. Director Ritter indicated there is active interest in at least two of the proposed out-lots. This redevelopment will require a Planned Unit Development (PUD) zoning process and will come before the Plan Commission at a future meeting.

September Plan Commission Agenda: Director Ritter advised that the September meeting will include three redevelopment-related special use cases, primarily involving properties along the Route 30 and Broadway corridors, as well as a general discussion of updates to permitted and

prohibited uses in the zoning ordinance. Topics for the use discussion will include the potential prohibition of data centers, uses that may be overrepresented in the community, and areas where current regulations may be unnecessarily restrictive.

PUBLIC COMMENTS: There were no public comments.

There being no further business before the Commission, a motion for adjournment was in order.

(#8) Motion by Commissioner Carroll seconded by Commissioner Peterson, to adjourn the August 13, 2026, Plan Commission meeting.

On roll call, the vote was:

AYES: Commissioners Carroll, Peterson, Butler, Flynn, Chairman Thomas.

NAYES: None.

ABSENT: Commissioners Stanton, Slabozeski.

There being five (5) affirmative votes, the MOTION CARRIED.

The meeting was adjourned at 8:09 p.m.

As approved this _____ day of _____, 2026.

As presented _____

As amended _____

BILL THOMAS, COMMISSION CHAIRMAN

ORDINANCE NO. _____

**AN ORDINANCE APPROVING FINAL PLAT OF SUBDIVISION, SPECIAL USE
PERMIT, AND VARIATIONS FROM THE CREST HILL ZONING ORDINANCE
WITH RESPECT TO CERTAIN REAL PROPERTY LOCATED AT 20590-20660 CITY
CENTER BLVD IN CREST HILL, ILLINOIS
(CITY OF CREST HILL - CREST HILL COMMONS)**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-5 (the “Code”) authorizes the corporate authorities to vary the application of its local Zoning Requirements “in harmony with their general purpose and intent and in accordance with general or specific rules therein contained in cases where there are practical difficulties or particular hardship in the way of carrying out the strict letter of any of those regulations relating to the use, construction, or alteration of buildings or structures or the use of land;” and

WHEREAS, the Code states that subdivision of land, special use, and variation requests shall be permitted only upon the finding of certain requirements listed in the Code; and

WHEREAS, the City of Crest Hill (“City”) has enacted procedures, requirements, and standards for variations from its Zoning Requirements in Section 12.6-2 of the Crest Hill Zoning Ordinance; and

WHEREAS, the City has enacted procedures, requirements, and standards for special uses in Section 12.7-6 of the Crest Hill Zoning Ordinance; and

WHEREAS, the City has enacted procedures, requirements, and standards for subdivision of land in Section 15.32 Subdivision Regulations of the Crest Hill Code of Ordinances; and

WHEREAS, the City of Crest Hill (the “Applicant”) is the owner of real property located at 20590-20660 City Center Blvd in the City of Crest Hill, Illinois, bearing PIN 11-04-29-302-013-0000, which are legally described in Exhibit 1 of the attached Exhibit A (the “Property”), and has filed an application requesting approval of Preliminary and Final Plat of Subdivision, Special Use for an outdoor recreational facility, and Variations from the Crest Hill Zoning Ordinance on the Property (the “Application”); and

WHEREAS, the Crest Hill Plan Commission, after proper notice thereof was given, conducted a public hearing on the Application on August 13, 2026; and

WHEREAS, based on the evidence presented at the public hearing and upon making the following findings, which are more fully detailed in the Findings and Decision attached hereto as Exhibit A, the Plan Commission recommended unanimous conditional approval of the requested Preliminary and Final Plat of Subdivision, Special Use, and Variations outlined in Exhibit 2 of the attached Exhibit A at its August 13, 2026, meeting:

- A. The Preliminary and Final Plat of Subdivision, Special Use, and Variations are in harmony with the general purpose and intent of the Zoning Ordinance; and

- B. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, or general welfare, and the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- C. The plight of the owner is due to unique circumstances, and thus strict enforcement of the Zoning Ordinance would result in practical difficulties or impose exceptional hardships due to the special and unusual conditions that are not generally found on other properties in the same zoning district; and
- D. The Property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the Zoning Ordinance; and
- E. The Preliminary and Final Plat of Subdivision, Special Use and Variation, if granted, will not alter the essential character of the locality and will not be a substantial detriment to adjacent properties; and

WHEREAS, the Plan Commission's recommendation to approve the Preliminary and Final Plat of Subdivision, Special Use, and Variations listed in Exhibit 2 of the attached Exhibit A was made subject to the project being implemented in substantial conformance with the condition that it be in substantial conformance with the provided documents referenced in the August 13, 2026 Staff Report attached hereto as Exhibit 3 of the Attached Exhibit A (the "Staff Report"); and

WHEREAS, the City Council has examined the August 13, 2026, Findings and Decision of the Plan Commission and has considered the presentations and arguments of the City of Crest Hill in an open meeting regularly scheduled; and

WHEREAS, the City Council finds that it is in the best interests of the City that the recommendation of the Plan Commission be adopted and that the Application be granted based on substantial conformance with the application documents referenced in Exhibit 3 of the Attached Exhibit A; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will County, Illinois, as follows:

SECTION 1: The Preambles of this Ordinance are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts and ratifies the Findings and Decision of the Plan Commission, attached hereto and incorporated by reference herein as Exhibit A, as the findings and decision of the City Council in relation to the Application.

SECTION 3: The Plat of Subdivision prepared by Robinson Engineering LTD, last revised June 24, 2026, Special Use, and Variations listed in Exhibit 2 of the attached Exhibit A are hereby granted and approved subject to the project being implemented in

substantial conformance with the application documents referenced in Exhibit 3 of the Attached Exhibit A, as follows:

SECTION 4: The City Clerk is hereby authorized and directed to record a copy of this Ordinance and Plat of Subdivision referenced in Section 3 against the Subject Property in the office of the Will County Recorder, and further to annotate the Special Use permit granted hereby on the Crest Hill Official Zoning Map.

SECTION 5: This Ordinance shall take effect upon its passage according to law.

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PASSED THIS 8TH DAY OF SEPTEMBER, 2026

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Ray Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 8TH DAY OF SEPTEMBER, 2026.

Raymond R Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk

EXHIBIT A

FINDINGS AND DECISION OF THE PLAN COMMISSION AS THE APPLICATION OF THE CITY OF CREST HILL FOR PRELIMINARY AND FINAL PLAT OF SUBDIVISION, SPECIAL USE FOR AN OUTDOOR ENTERTAINMENT FACILITY/PARK AND VARIATIONS FROM THE CREST HILL ZONING ORDINANCE AT PROPERTY LOCATED AT 20590-20660 CITY CENTER BLVD IN THE CITY OF CREST HILL, ILLINOIS.CASE NO. SU-26-7-8-1 AND CASE NO. V-26-6-8-1

THIS APPLICATION, coming before the Plan Commission for hearing and decision, and the Plan Commission having heard the evidence in support and opposition to the application at a regularly scheduled meeting held on August 13, 2026, being fully advised on the premises, THE COMMISSION DOES MAKE THE FOLLOWING FINDINGS:

A. That the applicant, City of Crest Hill, is the owner of real property located at 20590-20660 City Center Blvd in the City of Crest Hill, Illinois, bearing PIN 11-04-29-302-013-0000;

B. That the application seeks to subdivide one (1) lot into four (4) lots with easements, a Special Use, and the addition of a new self-service storage facility, and Variations from the Crest Hill Zoning Ordinance and Code of Ordinances for the property described in the application, commonly known as 20590-20660 City Center Blvd in Crest Hill, Illinois (the “Property”), which is legally described in Exhibit A-1, attached hereto and incorporated herein by reference;

C. That the Property is zoned B-3, Business Service District;

D. That the application seeks approval of Preliminary and Final Plat of Subdivision, Special Use for an Outdoor Entertainment Facility with a Plaza/Park, and variations from Table 2, Business Districts and Standards for non-residential uses in the B-3, Business Service District of the Crest Hill Zoning Ordinance that would decrease the minimum lot area and Section 8.3-8 Permitted Obstructions in Yards, of the Crest Hill Zoning Ordinance that would allow open fencing to be located in required front and corner side yard setbacks and recreational structures and equipment in required front, corner side, and interior side yard setbacks All requested Variations are listed in the attached Exhibit A-2 and relate to the property located at 20590-20660 City Center Boulevard in Crest Hill, Illinois, with PIN 11-04-29-302-013-0000

F. That the application for the Preliminary and Final Plat of Subdivision, Special Use for Outdoor Entertainment Facility, and variations was properly submitted and notice of the application and the public hearing were properly made;

G. That no interested parties filed their appearances herein;

H. That the public hearing was opened and called to order on August 13, 2026, and the applicant presented evidence and arguments in support of its application on August 13, 2026.

I. That the rules adopted by the Plan Commission for the conduct of Public Hearings by the Plan Commission were duly followed and observed;

J. That the proposed Preliminary and Final Plat of Subdivision, Special Use, and variations requested, as considered under section 12.6 and section 12.7 of the Zoning Ordinance, meet the eight (8) standards for special use under section 12.7-6, and three (3) standards for the granting of a variation under section 12.6-2 as well as the supplemental considerations set forth in subsections 12.6-2(1)-(8).

THEREFORE, IT IS THE DECISION OF THE PLAN COMMISSION OF THE CITY OF CREST HILL, ILLINOIS, BASED UPON THE EVIDENCE HEARD BY SAME AND ARGUMENTS AND SUGGESTIONS HEARD AT THE PUBLIC HEARING, AND HAVING DULY CONSIDERED THE MANDATES AND STANDARDS AS SET FORTH IN THE CITY OF CREST HILL, ILLINOIS ZONING ORDINANCE FOR THE GRANTING OF PRELIMINARY AND FINAL PLAT OF SUBDIVISION, SPECIAL USE AND VARIANCES, AS FOLLOWS:

1. That the approval of the application of the City of Crest Hill for Preliminary and Final Plat of Subdivision, Special Use for an Outdoor Entertainment Facility with a park/plaza, and variations as listed in attached Exhibit A-2 for property located at 20590 - 20660 City Center Blvd in Crest Hill, Illinois with PIN 11-04-29-302-013-0000 is supported by the evidence adduced;

2. It is therefore the recommendation of the City of Crest Hill Plan Commission that the application for the Preliminary and Final Plat of Subdivision, Special Use, and variations request be granted subject to the project being implemented in substantial conformance with the plans and application documents referenced in the August 13, 2026, Community Development Staff Report for this request.

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Adopted by the Plan Commission of the City of Crest Hill, Illinois, this 13TH Day of August 2026 upon the following voice vote:

	Aye	Nay	Absent	Abstain
Commissioner Bill Thomas	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Ken Carroll	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Cheryl Slabozeski	<u> </u>	<u> </u>	<u>X</u>	<u> </u>
Commissioner Gordon Butler	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Marty Flynn	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Commissioner Jeff Peterson	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Commissioner John Stanton	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

Approved:

Bill Thomas, Chairman

Attest:

Christine Vershay-Hall, City Clerk

EXHIBIT A-1

LEGAL DESCRIPTION

PROPERTY ADDRESS: 20590-20660 CITY CENTER BOULEVARD, CREST HILL, IL,
60403

PERMANENT INDEX NOs: 11-04-29-302-013-0000

LEGAL DESCRIPTION:

LOT 40 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A
SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP
36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO
THE PLAT THEREOF RECORDED JUNE 29, 2011, AS DOCUMENT NO. R2011-060527,
SITUATED IN WILL COUNTY, ILLINOIS.

EXHIBIT A-2

20590 – 20660 CITY CENTER BLVD (CREST HILL COMMONS) – LIST OF REQUESTED VARIATIONS

Crest Hill Zoning Ordinance

Table 2, Business Districts and Standards for non-residential uses in the B-3

- a. Decrease the minimum Lot Area of Lot 4 to .131 with no public frontage instead of the minimum of 1 acre.
- b. Allow all setbacks on all lots to be 0 feet on all lots.
- c. Allow lot coverage up to 100% on all lots

Section 8.3-8 Permitted Obstructions In Yards

- d. Allow open fencing to be located in required front and corner side yard setbacks and recreational structures and equipment in all required yard setbacks on all lots.

EXHIBIT A-3

August 13, 2026 Community Development Department Staff Report



To: Plan Commission

From: Daniel Ritter, AICP, Community Development Director

Date: August 13, 2026

Re: 20590 - 20660 City Center Blvd (Crest Hill City Hall and Crest Hill Commons) Preliminary and Final Plat of Subdivision; Special Use for Outdoor Recreational Plaza and Public Park/ Playground (Case # SU-26-7-8-1); and Multiple Variations Requested from the Crest Hill Zoning Ordinance (Case # V-26-6-8-1)

Project Details

Project:	Preliminary and Final Plat of Subdivision; Special Use for Outdoor Recreation (Plaza/Park) referred to as Crest Hill Commons and Public Park/ Playground, and multiple variations requested from the Crest Hill Zoning Ordinance
Applicant:	City of Crest Hill
Requests:	Special approvals from the City of Crest Hill Subdivision and Zoning Ordinances to subdivide the subject property into four (4) lots; a special use permit for an outdoor recreational plaza and public park/ playground with multiple variations from Table 2 Zoning Districts and Standards for non-residential uses in the B-3 Business Service District, and Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance. No specific site improvements are proposed in this application, but it will allow for a future public City Center Plaza to be developed with the Lockport Township Park District owning a separate playground lot.
Location:	20590, 20600, 20650, and 20660 City Center Blvd (the "Subject Property")

Site Details

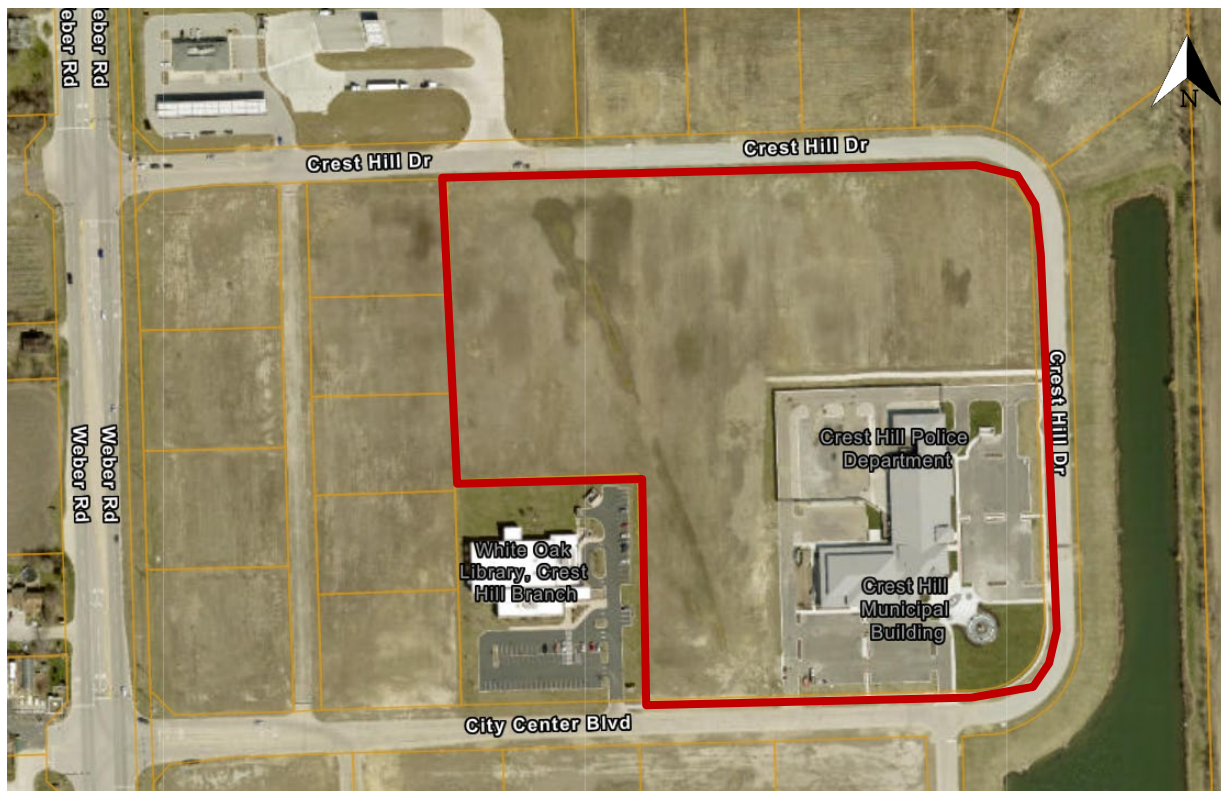
Lot Size:	Approximately 19.33 acres
Existing Zoning:	B-3, Business Service District
Existing Improvements:	Crest Hill City Hall and Police Station (Future Lot 2) and Vacant Land (Lots 1, 3, 4)

Surrounding Zoning and Land Use Summary

	Land Use	Comp Plan	Zoning
Subject Parcel	City Offices and Public Plaza	Commercial	B-3
North	Vacant Land	Commercial	B-3
South	Vacant Land and Menards Store	Commercial	B-3
East	Vacant Land & Prison Property	Commercial/ Prison	B-3 / M-1
West	White Oak Public Library & Vacant Land	Commercial	B-3

Exhibits

- Exhibit C – Application for Development 2026-7-17
- Exhibit D – Legal Description of Subject Property
- Exhibit E – Final Plat of Subdivision Prepared by Robinson Engineering LTD. 2026-07-09

Figure 1: 20590 - 20660 Civic Center Blvd (the Subject Property) Existing Conditions

Application Background

The subject property consists of a 19.33-acre parcel located at 20590–20600 City Center Boulevard, currently occupied by the City of Crest Hill's City Hall and Police Department, which opened in 2023. The property also includes multiple public parking lots, a secured police vehicle storage area, and the Veterans and Police Memorial. The remainder of the site is vacant and available for future development. The entire property is owned by the City of Crest Hill.

The area was originally planned for large-scale commercial development following the construction of Menards in 2007 and remained under Menards' ownership for several years. However, the Great Recession and subsequent shifts in the retail market significantly reduced demand for commercial development within the area. In response, the City established a long-term vision to transform the site into a true civic and community center that will integrate municipal services, public gathering spaces, complementary commercial development, and the potential for future residential uses.

The first phase of this vision was realized with the construction of the White Oak Library District's Crest Hill Branch in 2013, followed by the completion of the new City Hall and Police Department in 2023. Together, these public facilities established the foundation for a centralized civic campus serving residents and visitors alike. Following the completion of City Hall, planning efforts shifted toward creating a public plaza that will physically and functionally connect these civic destinations while providing a dedicated community gathering space. The proposed plaza is intended to accommodate a wide variety of public events and recreational activities, including Winter Fest, Easter Egg Hunts, farmers and artisan markets, concerts, library programming, family activities, and other community celebrations.

In 2023, the City Council approved the initial conceptual design for the public plaza. To further advance the project, the City entered into an Intergovernmental Agreement (IGA) with the Lockport Township Park District (LTPD) in 2024 through Resolution No. 1250. The agreement provides for the Park District to own and construct an inclusive playground that will serve as a key component of the overall plaza development. Establishing separate ownership of the playground parcel eliminates potential legal, insurance, maintenance, and grant administration complications that can arise if the land remained under City ownership and was leased to the Lockport Township Park District. The initial naming of the project and public space is Crest Hill Commons. The new lots will be addressed as 20650 (Plaza) and 20660 (Playground) City Center Blvd. Due to engineering considerations, usability timing, and funding availability, the overall plaza development is planned in two phases:

Phase 1 will establish the foundational infrastructure necessary for the site to function as a public gathering space. Improvements include new driveway access, a parking lot connecting City Hall and the library, the inclusive playground, pedestrian walkways, underground electrical and utility infrastructure, initial landscaping, benches, site grading, and seeding. Completing these improvements first will allow the plaza to begin serving the community while the primary lawn and gathering areas become established.

Phase 2 will complete the vision for the civic plaza and is anticipated to include a bandshell or performance stage, additional walkways, enhanced landscaping, decorative lighting, sound systems, shade structures, bicycle parking, public art opportunities, and other amenities that will support year-round programming and community events. The overall design is intended to seamlessly integrate the City Hall and Library campuses into a unified civic destination that functions as the City's central gathering place.

Project Request Summary

To facilitate implementation of the project, the City is requesting approval to subdivide the existing 19.33-acre parcel into four separate lots. The subdivision will create individual lots for the existing City Hall, the public plaza, the inclusive playground, and the remaining developable property while preserving coordinated access through shared access and utility easements. The application also includes a request for a Special Use Permit to allow the public plaza and outdoor entertainment venue and a public park/ playground, together with several zoning variations necessary to accommodate the proposed subdivision and unique site design.

Although no site improvements are being proposed and approved as part of this application, conceptual plans for the overall plaza and Phase 1 improvements have been submitted to illustrate the intended layout and long-term vision. Because the inclusive playground will be located within the larger public plaza while being owned and maintained by a separate governmental agency, the project presents a unique circumstance that is not specifically contemplated by the City's land development regulations. The proposed lot configuration, combined with reciprocal access easements and the fact that both property owners are public taxing bodies working cooperatively under an approved Intergovernmental Agreement, provides sufficient justification for the requested subdivision design and associated zoning relief.

Following approval of the Final Plat of Subdivision, Special Use Permit, and requested zoning variations by the City Council, ownership of the playground parcel will subsequently be conveyed to the Lockport Township Park District in accordance with the approved Intergovernmental Agreement. Any future construction of the public plaza will remain subject to final City Council approval of the detailed site plans.

Figure 2: City Center Overall - Conceptual Plan



Figure 3: Crest Hill Commons - Conceptual Overall Plaza Plan

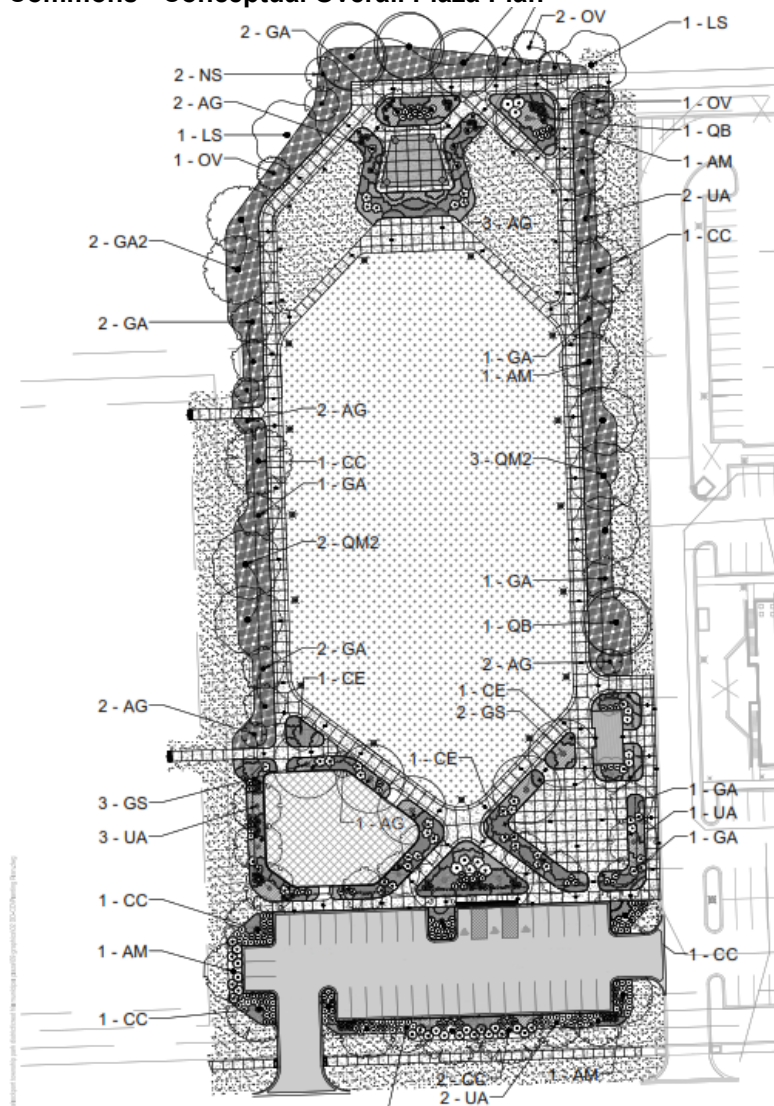


Figure 4: Crest Hill Commons - Conceptual Phase 1 Plaza Plan



Summary of Requested Petitions

To subdivide the subject property into four (4) lots and allow for the development of a public plaza, the City seeks approval of the following petitions:

- (i) Preliminary and Final Plat of Subdivision to subdivide the subject property into four (4) lots.
- (ii) SU-26-7-8-1: Special Use for an outdoor entertainment plaza and public park/ playground in the B-3 Business Service District.
- (iii) V-26-6-8-1:
 - 1. Three variations from Table 2 Zoning Districts and Standards for Non-Residential Uses of the Crest Hill Zoning Ordinance in the B-3 Business Service District that decrease the minimum required lot area from 1 acre to 0.131 acres (Lot 4, proposed park/playground); all setbacks to 0 feet; and lot coverage permitted up to 100%.
 - 2. Variations from Section 8.3-8 Permitted Obstructions in Yards, of the Crest Hill Zoning Ordinance that allow open fencing to be located in required front and side yard setbacks and recreational structures and accessory structures in required front, side, and rear yard setbacks on all lots.

Staff Analysis

Overall, staff believes the Subject Property presents a unique circumstance within the B-3 Business Service District due to its physical characteristics, surrounding land uses, and the significant public benefit the proposed development will provide. The combined size, configuration, and location of the four parcels limit their suitability for traditional commercial development while making the site ideally suited for a centralized public gathering space that complements and connects the existing Public Library and City Hall campus.

The proposed City Center Plaza directly advances the goals and objectives of the Comprehensive Plan by establishing a centralized community gathering space capable of accommodating both everyday public use and a variety of planned community events. The development will create an inviting civic destination that enhances community identity, expands recreational and social opportunities, and provides a welcoming venue for residents and visitors alike.

In addition to the broad public benefit, the project is expected to generate positive economic impacts for the surrounding area. The addition of a high-quality public plaza, park amenities, and community events will attract visitors throughout the year, increasing activity within the City Center and encouraging patronage of nearby businesses. Continued public investment in the area will further strengthen the City Center as a destination, enhance the attractiveness of surrounding properties, and help stimulate additional private redevelopment and investment over time.

Staff reviewed the proposed development and re-subdivision of the Subject Property with respect to the applicable City regulations. The Crest Hill Zoning Ordinance classifies Outdoor Recreational and Entertainment Facilities as Special Use in the B-3 Business Service District. To subdivide the Subject Property into four (4) lots and develop Lots 3 and 4 as a public park/playground and City Plaza both proposed park/ playground and public plaza must be formally established as a special use in the B-3 Business Service District , and the above-mentioned variations are required from the Crest Hill Zoning Ordinance to address the non-conformities associated with the property's proposed specific physical characteristics. No site improvements are proposed in this application.

Special Use Approval Standards and Findings

Section 12.7-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a special use only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings may be modified or changed as the Plan Commission deems fit and based upon any specific findings from the public hearing before their adoption.

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
The proposed public plaza is intended to provide a safe, accessible, and well-maintained public gathering space that promotes community engagement, recreation, and civic activities. As a municipally owned and operated facility, the plaza will be designed and maintained in accordance with all applicable building, accessibility, life safety, and engineering standards. The project includes pedestrian walkways, lighting, landscaping, seating areas, and other site amenities that enhance public safety and usability. The proposed use is expected to be inclusive and improve the general welfare of the community by creating a centralized location for public events, informal gatherings, and civic functions while enhancing the quality of life for residents.
2. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
The proposed public plaza is compatible with the surrounding governmental, institutional, commercial, and residential uses. The development will complement the existing City Hall and Library by creating an attractive civic space that encourages public activity and strengthens the City's municipal campus. The project will replace vacant land with high-quality public improvements, landscaping, and amenities that are expected to enhance the appearance of the area and contribute positively to surrounding property values. The proposed use will not negatively impact neighboring properties and is anticipated to encourage additional investment in the surrounding area.
3. That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
The proposed public plaza is consistent with the City's long-range planning objectives and will serve as an anchor for future redevelopment within the City Center. The project activates currently underutilized property while complementing existing public facilities and encouraging additional commercial and mixed-use investment nearby. The proposed use will not restrict future development opportunities on adjacent properties and is expected to support continued revitalization consistent with the Comprehensive Plan and the intent of the B-3 zoning district.
4. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.
The subject property is currently served by existing public infrastructure, including municipal water, sanitary sewer, stormwater management facilities, roadways, sidewalks, and public utilities. The property is part of the recently developed City Hall campus, where the necessary infrastructure has already been constructed to support

public facilities. Any additional utility connections or site improvements required for the plaza will be reviewed and completed in accordance with applicable City engineering standards. Staff finds that adequate public facilities exist to serve the proposed development.

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

The proposed public plaza will utilize the existing access drives and parking facilities serving the City Hall and Library campus, which were designed to accommodate public use. The development is not expected to generate significant daily traffic beyond existing conditions. While occasional special events can temporarily increase traffic volumes, the City's existing roadway network, along with permanent and temporary parking facilities, is adequate to accommodate these events. The City also has the ability to implement temporary traffic management measures, directional signage, and event coordination when necessary to ensure safe and efficient vehicle and pedestrian circulation.

6. That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations
7. in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.

The proposed public plaza has been reviewed for compliance with the applicable provisions of the Crest Hill Zoning Ordinance and other City regulations. The development will comply with all applicable building, engineering, accessibility, landscaping, stormwater management, and permitting requirements. The requested Special Use is appropriate for the site and is consistent with the purpose and intent of the zoning ordinance. Staff finds that the proposal satisfies the applicable review standards and that any modifications approved through the Special Use process will remain consistent with the public interest and the City's adopted planning goals.

Variation Approval Standards and Findings

Section 12.6-2 of the Zoning Ordinance states the Plan Commission shall recommend, and the City Council shall grant a variation only when it shall have been determined, and recorded in writing, that all of the following standards are complied with. Staff has drafted the following findings of fact identified in bold italic font. These drafted findings may be modified or changed as the Plan Commission deems fit and based upon any specific findings from the public hearing before their adoption.

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone.

The subject property is uniquely situated within the City's municipal campus and is intended to function as a public gathering space serving City Hall, the Library, and the surrounding community. Strict application of the zoning regulations prevents the development of the plaza as designed and significantly limits the property's ability to fulfill its intended public purpose. The requested variations will allow the City to develop the property in a manner that creates a functional, accessible, and attractive civic space while maximizing the public benefit of the site. Staff finds that the requested relief is necessary to allow the property to achieve its intended use as a public amenity consistent with the City's long-term planning objectives.

2. That the plight of the owner is due to unique circumstances.

The need for the requested variations results from the unique characteristics of the subject property and its planned role within the City's civic campus. The property is directly adjacent to the recently constructed City Hall, the Library, and other municipal improvements and was specifically identified as the location for a centralized public gathering space. The property's size, configuration, location, and relationship to the surrounding public facilities create circumstances that are not generally applicable to other properties within the B-3 zoning district. These unique conditions necessitate the requested variations to accommodate the design and functionality of the proposed public plaza.

3. That the variation, if granted, will not alter the essential character of the locality.

The proposed variation will not alter the essential character of the surrounding area. Rather, the public plaza will enhance the City's civic center by transforming underutilized municipal property into an attractive, publicly accessible gathering space featuring landscaping, seating, pedestrian amenities, and event space. The plaza is compatible with the surrounding governmental, institutional, commercial, and residential uses and is consistent with the City's Comprehensive Plan, which identifies the City Center as a focal point for community activity. Staff finds that the proposed variation will improve the appearance, functionality, and overall character of the area while providing a lasting public benefit.

In addition, Section 12.6-2 of the Zoning Ordinance further suggests that the Plan Commission supplement the above standards by taking into consideration the extent to which the facts listed on Exhibit A have been established by the evidence presented during the public hearing process and further support the approval of the Applicant's requests.

Staff Recommendation

Based on the review of the application, the submitted plans, and the findings outlined in this report, Staff finds that the proposed Plat of Subdivision, Special Use Permit and requested Variations satisfy the applicable review standards of the Crest Hill Zoning Ordinance.

The proposed City Center Plaza represents a significant public investment that will transform underutilized municipal property into a vibrant civic gathering space serving residents, businesses, and visitors. The project is consistent with the City's Comprehensive Plan and advances its vision of creating a centralized destination for community events, recreation, public ceremonies, and civic engagement. The plaza will complement the existing City Hall and Library campus, enhance the visual character of the City Center, and provide long-term economic and quality-of-life benefits for the community.

Therefore, Staff recommends that the Plan Commission recommend approval to the City Council of the requested Plat of Subdivision, Special Use Permit, and requested Variations for the proposed Crest Hill Commons plaza and public park/playground, subject to the plans submitted.

Recommended Motion

Based on the findings reflected in this staff report, the Staff recommends the following motion:

The Plan Commission recommends City Council conditional approval of the Preliminary and Final Plat of Subdivision to subdivide the subject property into four (4) lots; a Special Use for an outdoor entertainment plaza known as Crest Hill Commons, multiple variations from Table 2 Zoning Districts and Standards for Non-Residential uses in the B-3 Business Service District, and Section 8.3-8 Permitted Obstructions in Yards of the Crest Hill Zoning Ordinance; subject to the project being implemented in substantial conformance with the application documents referenced in the August 13, 2026, Plan Commission Staff Report for petitions under Case # SU-26-7-8-1, and Case # V-26-6-8-1.

Exhibit A**Supplemental Variation Approval Facts to Consider Per Zoning Ordinance Section 12.6-2**

1. *That the particular physical surroundings, shape, or topographical condition of the specific property involved will result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.*
2. *The conditions upon which the petition for a variation is based are unique to the property owner for which the variation is sought and are not applicable, generally, to the other property within the same zoning classification.*
3. *That the alleged difficulty or hardship is caused by the Ordinance and has not been created by any person presently having an interest in the property.*
4. *That the proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase congestion in the public streets or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.*
5. *That the variation does not permit a use otherwise excluded from the particular zone except for uses authorized by the Plan Commission, subject to the approval of the City Council, as "similar and compatible uses."*
6. *That the variation granted is the minimum adjustment necessary for the reasonable use of the land.*
7. *That the granting of any variation is in harmony with the general purposes and intent of the Zoning Ordinance, and will not be injurious to the neighborhood, be detrimental to the public welfare, alter the essential character of the locality, or be in conflict with the Comprehensive Plan for development of the City.*
8. *That, for reasons fully set forth in the recommendations of the Plan Commission, and the report of the City Council, the aforesaid circumstances or conditions are such that the strict application of the provisions of the Zoning Ordinance deprives the applicant of any reasonable use of his land. Mere loss in value shall not justify a variation; there must be a deprivation of beneficial use of land.*

Exhibit B**Supplemental Special Use Approval Facts to Consider Per Zoning Ordinance Section 12.7-6**

1. *That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.*
2. *That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*
3. *That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*
4. *That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.*
5. *That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.*
6. *That special use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable City regulations, except as such regulations may in each instance be modified by the City Council pursuant to the recommendation of the Plan Commission.*

Exhibit C
Application For Development (2 Pages)

City of Crest Hill Development Handbook

Appendix C



Application for Development

For Office Use Only: Case Number:

Project Name: City Center Plaza and Park

Owner: City of Crest Hill Correspondence To: Daniel Ritter

Street address: 20600 City Center Street address: 20600 City Center Blvd

City, St., Zip: Crest Hill, IL 60403 City, St., Zip: Crest Hill, IL 60403

Phone: 815-741-5107 Phone: _____

Email: dr.itter@cityofcresthill.com Email: _____

Property Address: _____ Property Information: _____

Street address: 20650 City Center Blvd Lot Width: ~929'

City, St., Zip: Crest Hill, IL 60403 Lot Depth: ~701'

PIN: 11-04-29-302-013-0000 Total Area: 19.325 acres

*Submit an electronic version of the legal description only in a Word document to:
buildingdepartment@cityofcresthill.com

Existing Zoning: B-3 Existing Land Use: Vacant

Requested Zoning: B-3 Proposed Land Use: Public Plaza/Park

Adjoining Properties Zoning and Uses:

North of Property: Vacant B-3

South of Property: Vacant/Menards B-3

East of Property: Vacant/Stateville M-1

West of Property: Public Library B-3

Purpose Statement (intended use and approval sought): _____

City of Crest Hill Development Handbook

Appendix C

Development Request: Please check all that apply and describe:

☐ Rezoning: _____

☒ Special Use: Outdoor Rec. Park

☒ Variance: Lot Bulk Standards

☐ Planned Unit Development: _____

☐ Annexation: _____

☒ Plat: Final Plat of Subdivision - 4 lots

☐ Other: _____

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

☐ Civil Engineer: Robinson Eng. Phone: _____

Company: _____ Email: _____

☐ Contractor: _____ Phone: _____

Company: _____ Email: _____

☐ Architect: _____ Phone: _____

Company: _____ Email: _____

☐ Builder: _____ Phone: _____

Company: _____ Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

[Signature]
Signature of the Applicant

7/17/2026
Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

[Signature]
Signature of the Owner

7/17/26
Date

Exhibit D
Legal Description

PERMANENT INDEX NO: 11-04-29-302-013-0000

LEGAL DESCRIPTION: LOT 40 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 29, 2011, AS DOCUMENT NO. R2011-060527, SITUATED IN WILL COUNTY, ILLINOIS.

Exhibit E

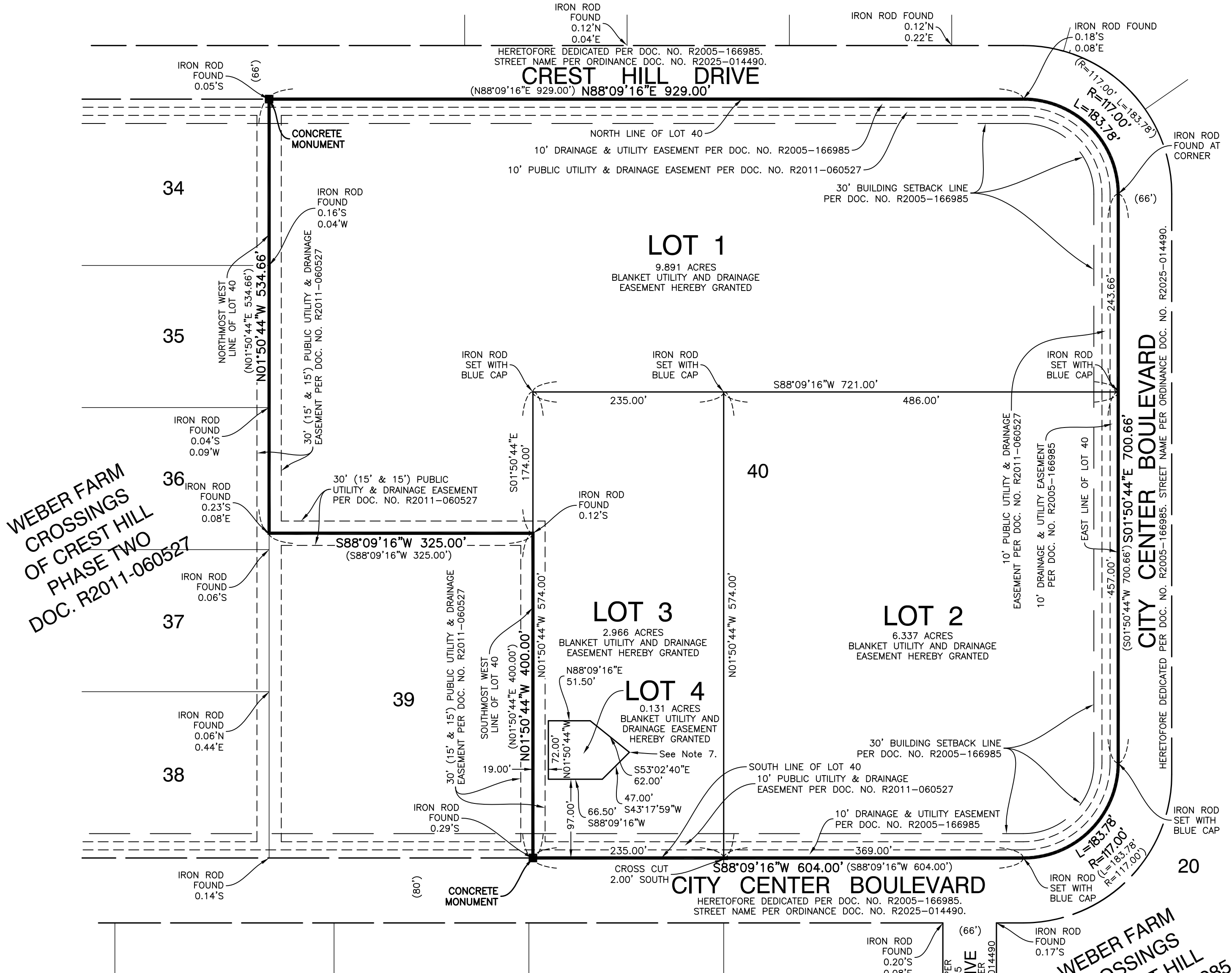
Final Plat of Subdivision – City Center and Park Subdivision dated 7/9/26

CITY CENTER AND PARK SUBDIVISION

N

AREA IN THIS RESUBDIVISION = 841,776 SQ. FT. OR 19.325 ACRES

BEING A RESUBDIVISION OF LOT 40 IN WEBER FARM CROSSINGS OF CREST HILL PHASE TWO, BEING A SUBDIVISION IN PART OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN WILL COUNTY, ILLINOIS.



State of Illinois)
County of Will) ss

The undersigned, City of Crest Hill, an Illinois municipal corporation, as Titleholder to the property as described hereon, in the City of Crest Hill, Illinois, does hereby certify that as such Titleholder it has caused said property to be surveyed and subdivided as shown hereon.

Also, this is to certify that the property described herein, to the best of the Titleholder's knowledge and belief, lies within the boundaries of:

Richland School District 88A
Lockport Township High School District 205
Joliet Junior College Community College District 525

Dated this _____ day of _____, 20____

By: _____ MAYOR

Attest: _____ CITY CLERK

State of Illinois)
County of Will) ss

I, _____ a Notary Public in and for said County in the State aforesaid do hereby certify that

_____ and _____ of the City of Crest Hill, Illinois personally known to me to be the same persons whose names are subscribed to the foregoing instrument as Mayor and City Clerk respectively, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said city, for the uses and purposes therein set forth; and that the said City Clerk did also then and there acknowledge that he/she, as Custodian of the Corporate Seal of said city, did affix said Seal of said city to the said instrument as his/her own free and voluntary act, and as the free and voluntary act of said city, for the uses and purposes therein set forth.

Given under my hand and seal this _____ day of _____, 20____

NOTARY PUBLIC

State of Illinois)
County of Will) ss

This is to certify that I find no delinquent or unpaid current taxes or special assessments against any of the real estate included in this plat of subdivision.

Dated this _____ day of _____, 20____

WILL COUNTY CLERK

State of Illinois)
County of Will) ss

I, _____, Director of the Tax Mapping and Platting Office do hereby certify that I have checked the property description on this plat against available county records and find said description to be true and correct, the property herein described is

located on Map Page # _____ and Identified as Permanent Real Estate Tax Index

Number (P.I.N.) _____

Dated this _____ day of _____, 20____

DIRECTOR

State of Illinois)
County of Will) ss

This Instrument No. _____ was filed for record in the Recorder's Office of

Will County, Illinois, on the _____ day of _____, 20____, at _____ o'clock _____ .m.

WILL COUNTY RECORDER

EASEMENT PROVISIONS PER DOC. NO. R2005-166985 & DOC. NO. R2011-060527

EASEMENT PROVISIONS
An easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to:

Commonwealth Edison Company,
A.T. & T.,
Applicable Cable Television Company,
Grantees

their respective successors and assigns, jointly and severally, to install, operate, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as a "Common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. Obstructions shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2(e), as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole or in part to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by other terms such as, "allotments", "common elements", "open space", "open area", "common ground", "parking and common area". The terms "common area or areas" and "Common Elements" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, "Service Business District or Structures" such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

An easement is hereby reserved for and granted to NORTHERN ILLINOIS GAS COMPANY, its successors and assigns ("Ni-Gas") to install, operate, maintain, repair and remove, facilities used in connection with the transmission and distribution of natural gas in, over, under, across, along and upon the surface of the property shown on this plat marked "Easement", Common Area or Areas", and streets and alleys, whether public or private, and the property designated in the Declaration of Condominium and/or on this plat as "Common Elements". Together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, and to serve other property, adjacent or otherwise, and the right to remove obstructions, including but not limited to trees, bushes, roots and fences, as may be reasonably required incident to the rights herein given, on the right to enter upon the property for all such purposes. Obstructions shall not be placed over Ni-Gas facilities or in, upon or over the property identified on this plat for utility purposes without the prior written consent of Ni-Gas. After installation of any such facilities, the grade of the property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in Section 605/2(e) of the "Condominium Property Act" (Illinois Compiled Statutes, Ch. 765, Sec. 605/2(e)), as amended from time to time. The term "Common Area or Areas" is defined as a lot, parcel or area of real property, including real property surfaced with interior driveways and walkways, the beneficial use and enjoyment of which is reserved in whole or in part to the separately owned lots, parcels or areas within the property, even though such areas may be designated on this plat by other terms.

THE EASEMENTS ARE HEREBY RESERVED AND GRANTED TO THE CITY OF CREST HILL AND OTHER GOVERNMENTAL AUTHORITIES HAVING JURISDICTION OF THE LAND SUBDIVIDED HEREBY, OVER ALL PUBLIC UTILITY, DRAINAGE AND DETENTION EASEMENTS FOR INGRESS, EGRESS AND THE PERFORMANCE OF MUNICIPAL AND OTHER GOVERNMENTAL SERVICES, INCLUDING WATER MAIN, STORM AND SANITARY SEWER AND RELATED MAINTENANCE OPERATIONS, INCLUDING RELOCATION, RENEWAL AND REMOVAL OF THESE FACILITIES.

BLANKET UTILITY AND DRAINAGE EASEMENT PROVISIONS

A BLANKET EASEMENT FOR UTILITIES AND DRAINAGE IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF CREST HILL, ILLINOIS, AND TO THOSE PUBLIC UTILITY COMPANIES OPERATING UNDER FRANCHISE FROM THE CITY OF CREST HILL, ILLINOIS, INCLUDING, BUT NOT LIMITED TO COMMONWEALTH EDISON COMPANY, A.T. & T., APPLICABLE CABLE TELEVISION COMPANIES, NORTHERN ILLINOIS GAS COMPANY, AND THEIR SUCCESSORS AND ASSIGNS, OVER LOTS 1, 2, 3, AND 4 AS SHOWN HEREON, FOR THE PERPETUAL RIGHT, PRIVILEGE, AND AUTHORITY TO CONSTRUCT, RECONSTRUCT, REPAIR, INSPECT, MAINTAIN, AND OPERATE VARIOUS UTILITY TRANSMISSION AND DISTRIBUTION SYSTEMS AND INCLUDING WATERMAINS AND SERVICES, STORM WATER DETENTION, STORM AND / OR SANITARY SEWER MAINS AND SERVICES, STREET LIGHTS AND WIRING TOGETHER WITH ANY AND ALL NECESSARY MANHOLES, CATCH BASINS, CONNECTIONS, APPLIANCES, AND OTHER STRUCTURES AND APPURTENANCES AS MAY BE DEEMED NECESSARY BY SAID CITY, OVER, UPON, ALONG, UNDER, AND THROUGH SAID INDICATED BLANKET EASEMENT, TOGETHER WITH RIGHT OF ACCESS ACROSS THE PROPERTY FOR NECESSARY MEN AND EQUIPMENT TO DO ANY OF THE ABOVE WORK. THE RIGHT IS ALSO GRANTED TO CUT DOWN, TRIM, OR REMOVE ANY TREES, SHRUBS, OR OTHER PLANTS ON THE BLANKET EASEMENT THAT INTERFERE WITH THE SAME OPERATION OF THE SEWERS OR OTHER UTILITIES. NO PERMANENT STRUCTURES SHALL BE PLACED ON SAID BLANKET EASEMENT, BUT SAME MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES OR RIGHTS. WHERE THE EASEMENT IS USED FOR BOTH SEWER AND OTHER UTILITIES, THE OTHER UTILITY INSTALLATION SHALL BE SUBJECT TO THE ORDINANCES OF THE CITY OF CREST HILL.

AN EASEMENT FOR ACCESS OF PEDESTRIANS AND MAINTENANCE TO PUBLICLY ACCESSIBLE AREAS IS GRANTED OVER LOTS 2, 3, AND 4 FOR THEIR MUTUAL BENEFIT.

PARKING EASEMENT PROVISIONS

AN EASEMENT FOR VEHICULAR PARKING IN DESIGNATED PARKING AREAS IS GRANTED OVER LOTS 2 AND 3 FOR THE BENEFIT OF LOTS 2, 3, AND 4.

Do not fold original plat.

Upon recordation of this document, return signed original or copy thereof to the following:

Robinson Engineering, Ltd.
10045 W. Lincoln Highway
Frankfort, Illinois 60423
(815) 806-0300

Attention: Survey Department

State of Illinois)
County of Will) ss

We, Robinson Engineering, Ltd., Illinois Professional Design Firm Number 184001128, do hereby certify that a land survey has been made under our direction of the following described property:

Lot 40 in Weber Farm Crossings of Crest Hill Phase Two, being a subdivision of part of the Southwest Quarter of Section 29, Township 36 North, Range 10 East of the Third Principal Meridian, according to the plat thereof recorded June 29, 2011, as Document No. R2011-060527, situated in Will County, Illinois.

We have resubdivided said property into lots all of which is represented on the plat hereon drawn. Distances are shown in feet and decimal parts thereof and angular bearings are shown in degrees, minutes and seconds.

We further state that said property falls within the Corporate Limits of the City of Crest Hill, Will County, Illinois and that based on examination of the Federal Emergency Management Agency Maps of Will County, Illinois and Incorporated Areas Panel 153 of 585, Map Number 17197C0153G with a Map Revised Date of February 15, 2019, the lots included in this plat do not lie in a Special Flood Hazard Area, subject to uncertainties, inaccuracies, and scale of said map and the uncertainties and inaccuracies associated with scaling from said map.

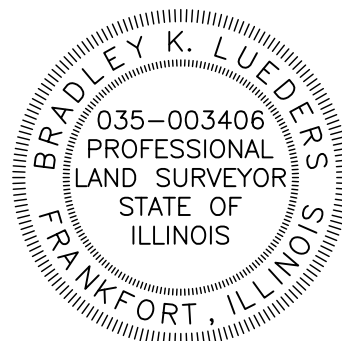
We hereby designate the City of Crest Hill, Will County, Illinois, to submit this plat, in the original version as dated and signed below for recording on our behalf.

All exterior and interior corners have been found or set per 765 ILCS 205/1.

Dated at Frankfort, Illinois, this 24th day of June, 2026.

FOR REVIEW

Illinois Professional Land Surveyor No. 035-003406
License Expiration Date: November 30, 2026



Notes:

1 The ground coordinate system used and bearings provided for on this plat are derived from Global Navigation Satellite System (GNSS) measurements. The values shown on the hereon drawn plat are estimated Illinois State Plane Eastern Zone North American Datum 1983 (GEOID18) GROUND coordinates based upon the following project location information:

41°34'22.224244805" North Latitude (WGS '84)
88°07'06.345563070" West Longitude (WGS '84)
538.695 Ellipsoid Height U.S. Survey Feet (WGS '84)
647.427 Elevation

Use of the above information should yield a combined factor of 1.0000467548.

Ground distances should be divided by the combination factor to arrive at grid distances. Grid distances should be multiplied by the combination factor to arrive at ground distances.

2 Compare all points before building and report any difference at once.

3 This subdivision plat was prepared with the benefit of Fidelity National Title Insurance Company Commitment issued by Wheatland Title Company, File Number ROB-2024-9570.0 with an Effective Date of June 11, 2024.

4 The property included in this subdivision is subject to covenants, conditions, restrictions and easements contained in Declaration of Reciprocal Easements and Restrictive Covenants recorded October 21, 2005, as Document Number R2005-184961. See document for particulars.

5 Per Note #11 on the plat of subdivision for Weber Farm Crossings of Crest Hill Phase Two, recorded as Doc. No. R2011-060527, stormwater detention has been provided off-site on Lot 20 in Weber Farm Crossings of Crest Hill, recorded as Doc. No. R2005-166985.

6 Per Note #12 on the plat of subdivision for Weber Farm Crossings of Crest Hill Phase Two, recorded as Doc. No. R2011-060527, if any individual lot site plan exceeds 85% impervious coverage, extra on-site detention shall be provided.

7. IRON ROD SET WITH BLUE CAP at all corners of Lot 4.

8. (XXX.XX') Denotes record dimensions or dimension computed from record dimension values

XXX.XX' Denotes measured dimension or dimension computed from measured dimension values.

State of Illinois)
County of Will) ss

Robinson Engineering does hereby state that to the best of our knowledge and belief the drainage of surface waters will not be changed by the construction of such subdivision or any part thereof or that if such surface water drainage will change, adequate provision has been made for the collection and diversion of such surface waters into public areas or drains which the subdivider has a right to use and that such surface waters will not be deposited on the property of adjoining land owners in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.

Dated at Frankfort, Illinois, this 26th day of June, 2026.

Engineer

State of Illinois)
County of Will) ss

Approved by the City of Crest Hill Planning Commission at a meeting held on the _____ day of _____, 20____.

CHAIRPERSON

MAYOR

State of Illinois)
County of Will) ss

Approved by the City Council of the City of Crest Hill at a meeting held on the _____ day of _____, 20____.

MAYOR

CITY CLERK

ROBINSON ENGINEERING, LTD.
CONSULTING REGISTERED PROFESSIONAL ENGINEERS
AND PROFESSIONAL LAND SURVEYORS
10045 W. LINCOLN HIGHWAY, FRANKFORT, ILLINOIS 60423
(815) 806-0300 Web: www.relld.com
© COPYRIGHT 2025
ILLINOIS DESIGN FIRM REGISTRATION NO. 184001128.

FOR: CITY OF CREST HILL
20600 CITY CENTER BOULEVARD
CREST HILL, ILLINOIS 60403

Drawn by: B.K.L. Date: 4-18-2025
Checked by: B.K.L. Scale: 1" = 100'
Sheet 1 of 1 Project No. 24-R0443

REVISIONS

No.	Date	Remarks
1	9-23-2025	ACCESS EASEMENT PROVISIONS REVISED PER CITY REQUEST
2	6-24-2026	CERTIFICATION DATES REVISED PER CITY REQUEST

Draft Residential Utility Billing Assistance Pilot Program

Effective Upon Adoption Through December 31, 2026

Purpose: The City recognizes that temporary financial issues may occasionally affect a resident's ability to timely pay utility bills. The purpose of this pilot program is to provide City Staff with reasonable flexibility to extend payment options to residential utility customers which will continue to maintain the financial integrity of the City's utility operations while also allowing the City to gain valuable experience over the duration of the pilot program, which is for a limited duration.

This pilot program expires on December 31, 2026, unless extended, modified, or adopted as a permanent program by the City Council.

Part I – One-Time Late Fee Waiver

Eligibility: Any residential utility account holder in good standing may request a one-time waiver of a utility late fee during the term of this pilot program. This waiver request can be made before the utility bill due date.

Conditions:

1. The waiver shall apply only to late the fee and it will not reduce, waive, or otherwise affect the underlying utility charges.
2. Each residential utility account shall be eligible for only one (1) late fee waiver during the pilot program period. If a residential utility customer has already used a waiver through previous programs, no additional late fee waiver is available.
3. The customer must verbally request the waiver, with a written request preferred

Approval Authority:

A one-time late fee waiver may be approved by any of the following:

- Utility Billing Supervisor, Finance Director, Assistant City Administrator or City Administrator

Documentation:

The Finance Department staff shall maintain a record of all approved and denied waiver requests for review at the conclusion of the pilot program.

Draft Residential Utility Billing Assistance Pilot Program

Part II – Residential Utility Payment Plans

Purpose: Residential utility account holders experiencing temporary financial issues may request a payment plan after a utility bill due date has passed.

Eligibility:

1. The requester must be the account holder of a residential utility account.
2. The payment plan request must be made after the bill's initial due date.
3. The customer must remain current on all future utility billings while participating in the payment plan.
4. The customer must agree in writing to the terms established by the City.

General Requirements:

1. Payment plans shall be for a term of less than twelve (12) months.
2. City Staff will seek to establish payment plans of the shortest duration that are reasonably practical based upon the account holder's circumstances and repayment ability.
3. The City may require automatic payments or other payment assurances when deemed appropriate.
4. Failure to comply with the payment plan terms may result in termination of the agreement and reinstatement of normal collection procedures, including but not limited to being shut off.
5. Approval of a payment plan is discretionary and shall be based upon the customer's circumstances and ability to repay the outstanding balance.

Approval Authority:

The following officials are authorized to approve payment plans based upon the total outstanding balance to be repaid:

Outstanding Balance	Approval Authority:
\$100 - \$1,000	Utility Billing Supervisor
\$1,001 - \$2,500	Finance Director
\$2,501 - \$5,000	Assistant City Administrator or City Administrator

Draft Residential Utility Billing Assistance Pilot Program

Greater than \$5,000	City Council
----------------------	--------------

Payment Plan Terms

1. Payment plans shall include a written agreement specifying at least the following:
 - Outstanding balance; payment amount; payment schedule; final payoff date; and consequences of default.
2. The approving official may require:
 - An initial down payment; more frequent payments; and/or additional conditions deemed necessary to protect the City's interests.
3. Unless authorized by the City Council, no payment plan approved under this policy may extend beyond twelve (12) months.

Reporting

At the conclusion of the pilot program, staff shall prepare a report to the City Council summarizing:

- Number of late fee waiver requests;
- Number of late fee waivers approved;
- Number of payment plans approved;
- Dollar amounts included in payment plans;
- Default rates; and
- Recommendations regarding continuation, modification, etc.

Sunset Provision: This Residential Water Billing Assistance Pilot Program shall automatically expire on December 31, 2026, unless further action is taken by the City Council to extend or modify the pilot program.