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**Plan Commission**

**Crest Hill, IL**

**July 09, 2026**

**7:00 PM**

Council Chambers

20600 City Center Boulevard, Crest Hill, IL 60403

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**Agenda**

**Call to Order:**

Pledge of Allegiance

Roll Call

**Minutes:**

1. Approve the Minutes from the Plan Commission Meeting Held on May 21, 2026.

**New Business:**

2. Discussion of Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances

**Other Business:**

**Public Comment:**

**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.

MINUTES OF THE  
CREST HILL PLAN COMMISSION

The May 21, 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, Commissioner Jeff Peterson, and Commissioner John Stanton.

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

Absent were: Commissioner Cheryl Slabozeski.

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

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

On roll call, the vote was:

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

NAYES: None.

ABSTAIN: None.

ABSENT: Commissioner Slabozeski.

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

PUBLIC HEARING: Chairman Bill Thomas presented the Public Hearing and Consideration of petition SU-26-6-5-2, a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

Chairman 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 Case number SU-26-6-5-2.

(#2) Motion by Commissioner Butler seconded by Commissioner Carroll, to open a public hearing case number SU-26-6-5-2.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

The Public Hearing was opened at 7:03 p.m.

Chairman Thomas asked City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the case, explaining that Bernardino Estrada is the owner of the subject property at 103 Elsie Ave. Mr. Bernardino is requesting approval of a special use permit for a self-service storage facility for the existing commercial property. No variations have been requested regarding the application, and no site improvements have been proposed. Therefore, the existing legal non-confirming physical attributes of the Subject Property will remain unchanged. The facility would utilize the existing entrance on Elsie Avenue, and the existing basement space was not included in the proposal. Proposed hours of operation are Monday through Sunday, 9:00 a.m. to 9:00 p.m. City Planner Ghaznawi described the self-service storage use as low-impact, generating minimal traffic, noise, and parking demand, and noted that the reuse of a currently vacant commercial property supports the stability and continued investment in the surrounding area.

Bernardino and Sophia Estrada signed in and were sworn in by Chairman Thomas.

Sophia Estrada stated that they want the special use permit for the noted property to be a self-service storage facility. Ms. Estrada stated they already have the loading dock and there wouldn't be any parking changes or modifications to the building needed.

Chairman Thomas asked when the applicant bought the building. Ms. Estrada stated that the building was bought about a year and a half ago and it's been vacant since the purchase. She went on to say that recently, they have a tenant who wants to utilize the existing space as a storage unit.

Community & Economic Development Director Dan Ritter provided additional context, noting the property presents a unique set of challenges: it is zoned B-3, is not situated on a main roadway, and is surrounded by residential properties on three sides. These characteristics made it difficult to attract conventional tenants.

City Planner Atefa Ghaznawi stated that a warehouse use—another logical option for the building—would have required an upzone to M-1 (Limited Manufacturing District), which was deemed undesirable given the proximity to residential uses. The self-service storage special use was determined to be the more appropriate solution.

Commissioner Peterson inquired about site access. It was confirmed that customers would enter via the loading dock at the front of the building, and since the basement is not included in the proposal, the gravel driveway at the rear leading to the basement would not be used to access the self-storage facility. It was noted that the parking spaces out front would be adequate for those who are renting storage space.

Commissioner Carroll asked about security fencing. Director Ritter explained that traditional fencing is not required and that, given the building-contained nature of the operation, cameras would provide adequate security. Commissioner Carroll also asked about night-time lighting, and Ms. Estrada confirmed that existing exterior lighting is in place for the parking area and entrance. There were no public comments.

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

(#3) Motion by Commissioner Peterson seconded by Commissioner Stanton, to close the public hearing for petition SU-26-6-5-2.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

The Public Hearing was closed at 7:19 p.m.

Chairman Bill Thomas asked for a motion to approve a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

(#4) Motion by Commissioner Stanton seconded by Commissioner Carroll, to recommend to the City Council the conditional approval of the petition SU-26-6-5-2, a request of Bernardino Estrada seeking approval of a Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

Chairman Thomas explained to the applicant that any recommendation that is given by the Plan Commission will be contingent on the two (2) conditions for approval, which that City staff has discussed with the applicant. The conditions are:

1. Hours of operation are limited to Monday through Sunday, 9:00 a.m. to 9:00 p.m.
2. Prohibition on the storage of flammable, explosive, toxic, hazardous, or radioactive materials.

Chairman Thomas asked the applicant if he agreed to the two (2) conditions. The applicant stated he agreed.

The Plan Commission unanimously recommends City's Council's conditional approval of the Special Use for a Self-Service Storage Facility located on the approximately 12,789 sq-ft, B-3 Business Service District zoned property located at 103 Elsie Avenue, Crest Hill. Chairman Thomas announced that this recommendation will be forwarded to the City Council and to keep in

mind that the Plan Commission is a recommendation body only. There will be a work session meeting on June 8th for discussion with City Council and then the City Council meeting will be on June 15th for the formal vote.

Chairman Bill Thomas presented the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1, a request of Javier Salazar, seeking the City of Crest Hill Zoning Ordinance special approvals to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing, Inc.; and Variations request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to decrease the required lot size, increase the maximum permitted lot coverage, and decrease the minimum required front yard, side yard, and rear yard setbacks, located on the approximately 13,860 sq-ft, B-2 General Business District zoned property located at 1818-1820 N Broadway Street, Crest Hill.

Chairman 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 Case numbers RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

(#5) Motion by Commissioner Butler seconded by Commissioner Peterson, to open a Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

The Public Hearing was opened at 7:24 p.m.

Chairman Thomas asked the City Planner Atefa Ghaznawi to present the specifics on this case.

City Planner Atefa Ghaznawi presented the multi-petition request of Javier Salazar for the approximately 13,860 sq-ft, B-2 General Business District zoned property at 1818–1820 N Broadway Street. The proposal is to rezone the Subject Property from B-2 to B-3; consolidate two parcels into one parcel, and dedicate 10 feet Utility and Sidewalk Easement; approval of a Special Use permit for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations request from the Crest Hill Zoning Ordinance to decrease the required lot size, increase the permitted lot coverage, and decrease the required front yard, side yard, rear yard setbacks for the existing building and the proposed outdoor storage. Additionally, the applicant will discontinue and seal the existing septic and water wells on the property and connect to the City's water and sewer, and will install sidewalk and landscaping improvements along Broadway Street as part of this project.

City Planner Ghaznawi described the business as specializing in concrete raising, basement waterproofing, concrete resurfacing, driveway and foundation repair, masonry sealing, and related services, and characterized the contractor-based business as compatible with the existing mix of automotive and commercial uses along the Broadway corridor. The proposed contractor-based business will have limited on-site customer traffic, with activity primarily consisting of administrative functions, equipment storage, and dispatching vehicles to off-site job locations. It was noted that a contractor-based business is not permitted under B-2 zoning and outdoor storage is not permitted in standard business districts, making both the rezoning and special use necessary for the applicant to legally operate their contractor-based business.

Attorney Sara J. Gray appeared on behalf of applicant Javier Salazar. She was sworn in by Chairman Thomas. Ms. Gray explained that she is representing Mr. Salazar and his business. Mr. Salazar is currently leasing a separate off-site storage facility to store the equipment for his business and it is causing him economic strain. The zoning change will give Mr. Salazar a better chance of success, having all of his business-related materials and equipment in one place and being able to manage his employees and business operation more efficiently. Community & Economic Development Director Ritter provided background, noting that Mr. Salazar purchased the property prior to Director Ritter's tenure with the City and had been collaborating with staff to navigate the zoning requirements. Director Ritter emphasized that Salazar had already made meaningful improvements to the site—painting the building, removing a deteriorating awning, adding planters, and replacing the roof—and had adhered to interim guidance from staff regarding exterior storage, keeping trucks and equipment stored inside the building overnight.

Director Ritter identified this project as significant beyond the individual property, noting that it would be the first property on the east side of Broadway Street to connect to the city's newly extended water main, and that the frontage improvements—sidewalk, parkway, landscaping, and utility easement—are consistent with goals articulated in the city's comprehensive plan. Director Ritter expressed the intention to use this project as a reference for future redevelopment along Broadway Street.

Commissioner Stanton raised questions about the nature of the B-2 to B-3 rezoning and whether the zoning districts carried different dimensional standards. City Planner Atefa Ghaznawi clarified that the minimum lot area and setback requirements are actually the same between B-2 and B-3; the primary driver for the rezoning is the B-3 district's allowance of contractor-based businesses and outdoor storage, neither of which are permitted in B-2.

Commissioner Stanton also raised concerns about the extent of the requested variations, particularly the reduction of the required lot area from 1 acre to approximately 0.3 acres—a reduction of roughly 70 percent. He further questioned the drainage implications of converting a largely pervious site to an almost entirely impervious one. Director Ritter acknowledged the significant gap between the required lot size and what is being proposed but explained that virtually no parcel on the Broadway corridor meets the current 1-acre minimum, as these lots were subdivided and developed before the City was incorporated and before current zoning codes were in effect. He noted that the City Engineer had reviewed the proposed site drainage and found it acceptable in principle, with all stormwater required to be directed to Broadway via sheet drainage

and storm sewer—none of which may flow onto neighboring properties. Full grading and slope details would be required at the time of permit.

Commissioner Stanton acknowledged the rationale but expressed the view that, given the extent of the requested variations, the applicant should be expected to make more substantial improvements to the building's front facade as part of the trade-off. He framed his concern not only for this project but as a matter of setting expectations for future Broadway redevelopment. In response to Commissioner Stanton's concerns, Attorney Sara J. Gray stated that since her client purchased the property in 2025, he has made significant interior and exterior improvements to the property. By dedicating Utility and Sidewalk Easement, he is willing to work with the City to extend the water main to the east side of Broadway Street, and providing landscaping and street improvements along the property frontage. Sealing the existing wells on the property and connecting to the City's water and sewer is also another costly investment that will be completed as part of this project. Chairman Thomas and Director Ritter both acknowledged the point, with Director Ritter noting that the frontage improvements—sidewalk, landscaping, utility easements, and water connection—represent significant public benefit and that the improvements Mr. Salazar has already made to the building are significant and meaningful. Director Ritter added that staff would be willing to incorporate additional information, including before-and-after photographs, into the City Council presentation to illustrate what the applicant has already invested. Director Ritter also invited the Plan Commission to provide specific suggestions for building improvement standards that could be applied to future Broadway corridor projects, noting that an overlay zoning district is one long-term option staff can consider but it would have its own challenges for implementation.

Chairman Thomas acknowledged that the variations are substantial but contextualized them within the unique character of the Broadway Street corridor, where the existing non-conforming lot conditions make strict code compliance practically impossible for any reinvestment scenario. He expressed support for the project as an example of the kind of incremental improvement the city is seeking along Broadway Street.

There were no public comments.

Chairman Thomas asked for a motion to close the public hearing for cases RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

(#6) Motion by Commissioner Flynn seconded by Commissioner Peterson, to close the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

The Public Hearing was closed at 8:01 p.m.

Chairman Bill Thomas asked for a motion to approve the requests of Javier Salazar.

(#7) Motion by Commissioner Peterson seconded by Commissioner Flynn, to recommend to the City Council the conditional approval of the Public Hearing and Consideration of petitions RZ-26-1-5-1, SU-26-5-5-1, and V-26-5-5-1, a request of Javier Salazar.

On roll call, the vote was:

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

NAYES: Commissioner Stanton.

ABSENT: Commissioner Slabozeski.

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

Chairman Thomas confirmed that the applicant was aware of and agreed to the six (6) conditions of approval:

1. A 10-foot-wide public sidewalk and utility easement shall be dedicated along the entire west property line facing Broadway Street, and contiguous parcels under the same ownership shall be consolidated. A Plat of Easement and Plat of Consolidation (or a combined Plat of Subdivision) shall be prepared by a licensed surveyor. The signed and stamped Plat(s) shall be submitted by the property owner in the required form within 60 days following approval of the Special Use permit and recorded prior to any exterior storage occurring on-site.
2. Curbed turf area, landscaping, and trees shall be provided along Broadway Street frontage as part of the proposed site development per the approved plans. This shall encompass the parkway, subject to IDOT approval, and a minimum of 10 feet inside of the lot frontage.
3. A 5-foot-wide sidewalk shall be installed along Broadway Street frontage. The property owner shall work with the City to coordinate the sidewalk and landscaping improvements with the City's Water Main Installation. An IDOT permit shall be obtained for any work within the public right-of-way. Please refer to the IDOT website for more information regarding the IDOT permit requirements.
4. The property owner shall connect to the City's water main within 6 months following completion of the City's water main installation on the property. This requirement may be extended up to an additional 6 months with approval of the Director of Engineering for weather, technical, or other delays not caused by the property owner.
5. The property owner shall discontinue and seal the existing septic and water wells on the property and connect to the City's sewer main within 6 months following approval of the Special Use permit and prior to any exterior storage occurring on-site. A permit shall be obtained from the Will County Public Health Department, in addition to the City of Crest Hill, to discontinue and seal the existing septic and water wells.
6. No parking shall occur in the front yard, unless solely accessed from the private lot. Pavement shall be minimized in the front yard to only what is necessary to access the building and site per the proposed site plan.

Ms. Gray stated that she had spoken with Mr. Salazar about these conditions, and he agreed to the six (6) conditions.

The Plan Commission recommends City's Council's conditional approval to rezone the Subject Property from B-2 to B-3; Special Use for a Contractor-Based Business known as Concrete Raising & Waterproofing Inc.; and Variations Request from Table 2 Zoning District Standards for Nonresidential Districts, and Section 8.2-18 Outdoor Storage of the Crest Hill Zoning Ordinance to Decrease the Required Lot Size, Increase the Maximum Permitted Lot Coverage, and Decrease

the Minimum Required Front Yard, Side Yard, and Rear Yard Setbacks, subject to the project being implemented in substantial conformance with the six (6) conditions for approval and application documents referenced in the May 21, 2026, Plan Commission Staff Report for petitions Case # RZ-26-1-5-1, Case # SU-26-5-5-1, and Case # V-26-5-5-1. Chairman Thomas announced that 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 hear this case at the June 8<sup>th</sup>, 2026, work session meeting and the June 15<sup>th</sup>, 2026, City Council meeting.

OTHER BUSINESS:

Chairman Bill Thomas presented the reorganization of the plan Commission (election of Chair, Vice Chair, and Secretary for one-year terms), stating that pursuant to the Plan Commission bylaws, the annual election of officers is conducted at the May meeting. All three current officers expressed interest in retaining their positions. Bill Thomas as Chairman, Ken Carroll as Vice Chairman and Cheryl Slabozeski as Secretary.

Chairman Thomas asked for a motion to approve an additional one-year term of Bill Thomas as Plan Commission Chairman.

(#8) Motion by Commissioner Carroll seconded by Commissioner Peterson, to approve an additional one-year term of Bill Thomas as Plan Commission Chairman.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

Chairman Thomas asked for a motion to approve an additional one-year term of Ken Carroll as Plan Commission Vice Chairman.

(#9) Motion by Commissioner Peterson seconded by Commissioner Stanton, to approve an additional one-year term of Ken Carroll as Plan Commission Vice Chairman.

On roll call, the vote was:

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

NAYES: None.

ABSTAIN: Commissioner Carroll.

ABSENT: Commissioner Slabozeski.

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

Chairman Thomas asked for a motion to approve an additional one-year term of Cheryl Slabozeski as Plan Commission Secretary.

(#10) Motion by Commissioner Flynn seconded by Commissioner Carroll, to approve an additional one-year term of Cheryl Slabozeski as Plan Commission Secretary.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

The slate of officers remains unchanged: Chairman Bill Thomas, Vice Chairman Ken Carroll, and Secretary Cheryl Slabozewski.

PUBLIC COMMENTS: There were no public comments.

Community & Economic Development Director Dan Ritter provided a staff update on several recent and upcoming developments:

- FAVA Auto Body (1923 Broadway St), Playtime Soccer (former bowling alley, 905 Theodore St), and Muscle Methods were all approved by City Council and are ongoing. Muscle Methods has opened in its new space.
- QuikTrip (former City Hall site) has completed lead and asbestos abatement and is working toward utility disconnection, with demolition anticipated in early July and site work planned for summer and fall 2026.
- Seasons of Crest Hill (new apartment complex) has submitted building permits and final engineering for review, with site work and underground utility work expected to begin within the next one to two months.
- The June 11 Plan Commission meeting has been canceled.
- New Route 66 centennial 3D signs, consistent with the sign outside City Hall, were delivered to the Public Works facility and will be installed across the city within the coming weeks, accompanied by a social media campaign and public contest.
- The Comprehensive Plan update is nearing a first draft, with Houseal Lavigne close to completing initial materials. Staff review will be followed by Plan Commission review and a public open house.
- Mather Farm / US Capital Development Project (Division Street and Weber Road, southwest corner): City Council gave conceptual approval. The project covers the western half of the Mather Farm property and will consist of two approximately 375,000 sq-ft speculative light industrial warehouse buildings with single-sided docks facing existing freight operations, and an office-oriented front facade along Weber Road. Commercial lots along Weber Road will remain and are expected to be more marketable as the area develops.
- Lucky Brothers Gas Station (Quick Run at Broadway/Route 66): Phase 2 truck fueling modifications are being revised due to challenges with site layout and bedrock conditions.

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

(#11) Motion by Commissioner Peterson seconded by Commissioner Stanton, to adjourn the May 21, 2026, Plan Commission meeting.

On roll call, the vote was:

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

NAYES: None.

ABSENT: Commissioner Slabozeski.

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

The meeting was adjourned at 8:14 p.m.

As approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

As presented \_\_\_\_\_

As amended \_\_\_\_\_

\_\_\_\_\_  
BILL THOMAS, COMMISSION CHAIRMAN

DRAFT



**To:** Plan Commission

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

**Date:** July 9, 2026

**Re:** Discussion of Text Amendments to Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances

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### 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 considering amendments to the City's Sign Code and are requesting preliminary feedback and direction from the Plan Commission regarding the proposed text amendments before formally presenting the proposed text amendments to the Plan Commission at a Public Hearing, tentatively scheduled for August 13, 2026.

### 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 proposes 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 would 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).

- Expand the list of prohibited signs: attention-getting devices such as feather flags, pennants, balloons, etc. will be prohibited as temporary signs; and pole and pylon signs will be prohibited in all zoning 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, proposed amendments would 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.

### **Staff Recommendation**

Direct staff to complete the applicable research and draft the proposed Sign Code text amendments for review at a Plan Commission public hearing. Provide any feedback on specific changes beyond those outlined that the Commission would like to be researched.

### **Attachments**

- Exhibit A - Chapter 15.12 Sign Code of the Crest Hill Code of Ordinances (Current)

## 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.

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<sup>1</sup>For 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.

**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)

**§ 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)

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**Crest Hill - Building and Construction**

Item 2.  
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**§ 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.*

(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:

(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**

<b>Lot or Development Acreage</b>	<b>Allowable Sign Area</b>	<b>Allowable Sign Height</b>
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.

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(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.

(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

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 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.

(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)

