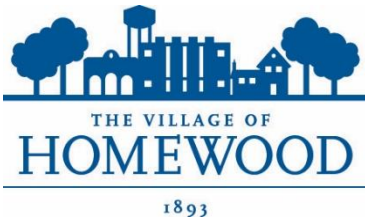


MEETING AGENDA



Appearance Commission

Village of Homewood

November 08, 2023

Meeting Start Time: 6:00 PM

Village Hall Board Room

2020 Chestnut Road, Homewood, IL

Commission Meetings will be held as in-person meetings. In addition to in-person public comment during the meeting, members of the public may submit written comments by email to pzc@homewoodil.gov or by placing written comments in the drop box outside Village Hall. Comments submitted before 4:00 p.m. on the meeting date will be distributed to all Commission members prior to the meeting.

Please see last page of agenda for virtual meeting information.

1. Call to Order

2. Roll Call

3. Minutes:

Approve minutes from the September 7, 2023 Appearance Commission meeting.

4. Public Comments

5. Regular Business:

A. Case 23-30: Sign Variance for Saint John Neumann Parish at 17951 Dixie Highway.

B. Case 23-31: Signage for All Nations Community Church at 18620 Kedzie Avenue.

6. Old Business:

A. Case 23-07: Update and Review of Appearance Plan progress and revised planning process.

7. New Business:

8. Adjourn

The public is invited to the meeting using the link below to join Webinar:
<https://us06web.zoom.us/j/84411188079?pwd=RzFRZzZmeC9RU25CN0ZhYzA0S0V6UT09>

To listen to the Meeting via phone: Dial: 1-312-626-6799
Webinar ID: 844 1118 8079 Passcode: 170845

VILLAGE OF HOMEWOOD



MEETING MINUTES

DATE OF MEETING: **September 7, 2023**

APPEARANCE COMMISSION

6:00 pm

Village Hall Board Room
2020 Chestnut Street
Homewood, IL 60430

CALL TO ORDER:

Chair Hrymak called the meeting to order at 6:00 p.m.

ROLL CALL:

Members Kluck, Quirke, Scheffke, Smith, and Chair Hrymak were present. Members Kidd and Preston were absent. In attendance from the Village was Director of Community and Economic Development Angela Mesaros. Three people were in the audience, and zero people were on Zoom.

APPROVAL OF MEETING MINUTES:

Chair Hrymak asked for changes or corrections to the meeting minutes from July 6, 2023. Chair Hrymak stated that the applicants should not be “sworn in.” Member Kluck stated to add “be damaging to windows.” Chair Hrymak called for a vote of unanimous consent. The meeting minutes were approved.

PUBLIC COMMENTS:

None.

REGULAR BUSINESS:

CASE 23-24 – 18033 Martin Avenue – Goodman Insurance Sign Variance

Chair Hrymak introduced the case and asked Director Angela Mesaros to present the case.

Director Mesaros presented the case and identified the request for a sign variance. The applicant is requesting the same sign to be moved from the west face to the north face of the building.

Chair Hrymak invited the applicant, Mr. Jeff Goodman to present his thoughts. The sign faces Martin Avenue square and there is no traffic and he wants to also update the sign. The sign would be the same size in the same casing. He is proposing only to change the sign face.

Member Kluck stated that he thinks this is a good idea; the tree is blocking the sign. However, the aluminum capping is missing from the north wall directly above where the sign would go. This should be fixed by the landlord.

Member Quirke stated the applicant does not own the building. This is a great idea. It makes a lot of sense. Need recognition of the business. Member Quirke asked about the plastic tent-like signs that the applicant puts out on the sidewalk. Mr. Goodman stated he would like to continue to keep using those signs. He gets a lot of traffic/attention to the business with those signs. Member Quirke stated he is

concerned that everyone in the village would want to do that; he has reservations about the tent signs. Ms. Mesaros stated that she would check the sign code, but a lot of businesses use these signs.

Member Scheffke had no questions about the wall sign.

Member Smith stated that she uses an A-frame sign for her business and sees the value in it.

Chair Hrymak stated that he has no problem with the A-frame sign. He asked if the proposed wall sign would be lit. Mr. Goodman stated he has not decided but probably not; he has no electricity. Chair Hrymak stated he has no issues with the proposed sign.

A motion was made by Member Quirke to approve the Sign Variance for Goodman Insurance at 18033 Martin Avenue. Seconded by Member Kluck.

AYES: Members Kluck, Quirke, Scheffke, Smith, and Chair Hrymak

NAYS: - None

ABSTENTIONS: - None

ABSENT: Members Kidd and Preston

CASE 23-25 – 18027 Dixie Highway – Façade Improvements

Chair Hrymak introduced the case and asked Director Angela Mesaros to present the case.

Director Mesaros presented the case and identified the request for façade improvements.

Chair Hrymak asked the applicant, Kwanpil Kim to present his thoughts. Mr. Kim is excited to open his business in Homewood. He has other businesses outside of Homewood. He removed the stucco from the north wall and found damage to the brick.

Mr. Cahill, the contractor for the property, stated that he plans to build a framework with 2' x 4's and install the smart siding. The masonry exterior is in disrepair and not salvageable. Smart siding is a durable option.

Member Scheffke asked about the life expectancy of the product. Mr. Cahill stated it has a limited warranty of 50 years, and would need to be painted in 25 years. Mr. Cahill further stated that Hardie board siding would not hold up to salt in winter.

Member Kluck stated that he would think the siding would be susceptible to weather/water. He has seen the brick and it looks bad. He is trying to think of a different alternative material. Mr. Cahill stated that Hardie board siding is fragile, if a car nicks it, it will break. He further stated that they are removing the chimney at the back of the building.

Member Smith stated that the product was aesthetically pleasing and asked how far down the wall the product would be placed. Mr. Cahill stated ½ an inch to an inch above the asphalt. Member Smith asked what would cover the gap. Mr. Cahill stated rubber-encased aluminum.

Member Scheffke stated that the gray would be less inclined to show dirt.

Mr. Cahill stated that they would replace the window frame.

Member Kluck stated that he prefers gray. It will look sharp longer, for maintenance.

Member Quirke stated that the terra cotta on the front façade is distinctive, beautiful and characteristic of Homewood – the color is tan. It would be worthwhile to take a look at matching it. Former Chair Jim Wright was strong on this point, so that new surfaces are characteristic of old Homewood.

Mr. Cahill stated that one reason for the darker siding is so that the front pops with a contrast of color. Also it is easier to wash/keep clean.

Member Quirke stated that he is happy they are coming to Homewood and making changes to upgrade the building. The east side of the building has a number of windows boarded up. Mr. Cahill stated that they plan to brick them up and one will become an emergency door.

Member Quirke stated that the alley is narrow and has a potential to be nicked by a car at that height. It would make sense to have reinforcement at that height.

Chair Hrymak welcomed Mr. Kim. The chimney is in bad shape; bringing it down is a great idea.

Mr. Cahill stated this is a triple course building. Three layers of brick – structurally damage to the outer layer is not hurting anything. No structural damage until you get to the inner layer.

Chair Hrymak stated that they need to look at aesthetics. Many people do not like the siding on the Hartford Building. He is not a big fan of putting siding on the building.

Mr. Cahill stated that the estimate for the face brick is \$300,000 and the brick would not match.

Chair Hrymak stated that he wants to keep the color as close to downtown Homewood as possible and to match the color of the front as well. Closer to marble on the front in color. If siding is the only option, prefer the color closer to marble.

Member Smith stated that it appears as if the grout on the front of the building is darker. It might already have the contrast built-in. Maybe bringing in gray would be a way to merge the old with the new an opportunity to mesh historic and modern.

Member Quirke stated that he recommends that the applicant do some homework and look at what color works. He is very supportive of this and does not want to delay the work. The applicant can go to the staff with a color choice.

Member Scheffke stated that he likes the white and would not want a darker siding color in the alley. He does not like gray, but he agrees to let them pick the color that they want.

A motion was made by Member Quirke to approve façade improvements at 18027 Dixie Highway, with the condition that the final color choice be discussed with village staff prior to issuance of a building permit. Seconded by Member Smith.

AYES: Members Kluck, Quirke, Scheffke, Smith, and Chair Hrymak

NAYS: - None

ABSTENTIONS: - None

ABSENT: Members Kidd and Preston

OLD BUSINESS:

Chair Hrymak asked about projects that are underway including the Appearance Plan, Sign Code revisions, Metra station, Stoney Point, the Pearson's Southgate building and signs on the Dorband House.

NEW BUSINESS:

Member Quirke asked if it would be possible to take a tour of the community to see the results of items that have been approved by the Commission. Ms. Mesaros stated that this might help with the review of the sign code, but she would have to look at the rules of the Open Meetings Act.

ADJOURN:

A motion was made by Member Scheffke. Seconded by Member Kluck. Chair Hrymak called for a vote of unanimous consent to adjourn the meeting at 6:54 p.m.; the motion passed.

Respectfully submitted,

Angela Mesaros
Director of Economic and Community Development



MEMORANDUM

DATE OF MEETING: November 2, 2023

To: Members of the Appearance Commission

From: Noah Schumerth, Assistant Director of Economic and Community Development

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Case 23-30, Sign Variance – The Parish of St John Neumann – 17951 Dixie Highway



DOCUMENTS FOR REVIEW

Title	Pages	Prepared by	Date
Application	1	Susan Gates	10/26/23
Narrative	1	Susan Gates	10/26/23
Sign Placement Exhibits	2	Susan Gates	10/26/23
Sign Elevations	3	Core Displays	10/20/23
Plat and Survey	3	Susan Gates	10/26/23
Staff Exhibits	2	Asst. Director of Comm./Econ. Dev.	10/27/23

BACKGROUND

The applicant, St John Neumann Parish, located at 17951 Dixie Highway, proposes to replace an existing (6' x 10') monument sign with a new sign of similar dimensions along the frontage on Dixie Highway. The proposed sign is an electronic message sign. The property is located within the B-2 Downtown Transition zoning district. Currently, the Village of Homewood Code of Ordinances does not permit electronic message board signs within the B-2 zoning district. The applicant has requested a variance from the Village Code of Ordinances to permit the construction of the sign.

The applicant proposes a 40 sq. ft. double-sided sign measuring 4 feet by 10 feet. Each face of the sign will be divided into two sections: (1) a 16 square foot lighted sign measuring 4 feet by 4 feet with a static image of the parish's logo and name, and (2) a 24 square foot electronic message board sign with a changeable copy measuring 4 feet by 6 feet. The sign will be placed on a base measuring 2 feet by 8 feet. According to the applicant, the sign would improve the visibility of the church to passers-by on Dixie Highway.

DISCUSSION

The proposed sign is currently not allowed per standards found in Section 30-4 of the Village Code of Ordinances:

“Changeable copy/reader board signs in the B-1 downtown core zoning district and B-2 downtown transition zoning district...”

According to St. John Neumann, the proposed sign would provide the parish with an opportunity to present its messages to passing motorists and pedestrians. The applicant has requested a variance for constructing the new sign to replace the existing monument sign on the site.

The existing monument sign measures 6 feet in height by 10 feet in length. The sign was constructed as an identification sign for the previous congregation (St. Joseph Parish). The church recently consolidated with other area congregations into a single building at 17951 Dixie Highway. The new parish proposes to update the existing monument sign with its new name and logo. (See Figure B.)

The new sign will be placed approximately 100’ to the south of the location of the existing sign, equidistant to the front property line along Dixie Highway. The new sign will maintain the dimensions of the existing sign. The staff has confirmed that there will be no utility conflicts caused by the movement of the sign by review of the revised utility plan to support the new placement of the sign (including easement encroachments or other issues affecting services outside of the subject site).

The new sign will have the following properties (see attachment “Proposed Sign Elevations”):

Sign Property	Description
Dimensions	10’ (L) x 22” (W) 6’ (H)
Type	Dual (digital bulletin board, double-sided cabinet identification sign)
Materials	Single cabinet (painted black), pan-formed panels (painted black or tan)
Other Properties	Powered from the primary structure, dual 120V 20W conduits

Village ordinances are laws, not suggestions, and should not be considered negotiable outside of the circumstances noted below. A variance should only be approved in situations where significant “hardship” or “practical difficulty” exists, or a specific regulation places an undue or unjust burden on a particular property owner. Variances must be based on objective rationale, and in proper responses from the applicant in response to the Standards for Variance.

Village staff has reviewed the application with the following findings related to the variance request:

- The proposed electronic message board sign would replace an existing sign that is outdated. While the sign location is being altered, the dimensions of the sign and its relationship with the public right-of-way are not being changed. Minor changes to the signage materials are proposed in response to adjustments to the type of sign being proposed. The new sign is a modernization of existing signage that is in line with proposals from other churches in Homewood, such as Faith Lutheran Church, 18645 Dixie Highway.
- Section 30-7 of the Village Code of Ordinances allows civic institutions and charitable organizations to install two types of signage: (1) identification signs; and (2) bulletin board signs that describe events or other information directly related to the use of the site. These regulations apply to places of worship.
- St. John Neumann is located within a commercial district. Churches and civic institutions are typically located within residential districts. The restriction on electronic signs within the B-1 and B-2 zoning districts is established to manage the impacts of commercial electronic signage and the general visual quality within the Village's central business district.
- The technology has evolved dramatically since the adoption of the Village's Sign Code; digital sign board technology allows for greater control of brightness, image quality, and other properties of the sign. Staff is in the process of a review and update of the Sign Code and will recommend changes in May 2024. Electronic message signs will be reviewed and discussed during this process.
- St. John Neumann is adjacent to multiple other civic uses along Dixie Highway, including the Village Hall. This building has an electronic display monument sign that is larger than the proposed sign at St John Neumann. Public buildings such as Village Hall are exempted from signage regulations.

RECOMMENDED APPEARANCE COMMISSION ACTION

The staff has reviewed the proposed sign, and the Staff recommends limitations on size, brightness, duration of message display, message transition, and movement to reduce distractions. The signage is consistent with the standards required for past electronic message signs.

The Appearance Committee may wish to consider the following motion:

Recommend approval of the proposed signage variance and electronic message board signage as proposed by Saint John Paul Neumann Parish Church on the property at 17951 Dixie Highway, The Parish of St John Neumann, subject to the following conditions:

1. Images must remain static;
2. Message display duration – minimum 12 seconds;
3. Transition between messages must be instantaneous;
4. No change in intensity, or brightness, no video displays, single messages not divided between two screens, no flashing or blinking;
5. Exterior signs shall be illuminated only during business hours or between the hours of 6:00 am and 11:00 pm, whichever is later;
6. No off-premise commercial advertising permitted;
7. Brightness limited to 0.00-foot candles at the residential lot lines;
8. In the event of a malfunction, the electronic variable message sign would be turned to a dark screen until corrected; and
9. Compliance with standards set forth by the Illinois Department of Transportation.







APPLICATION:
APPEARANCE REVIEW
2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: 17951 Dixie Hwy Homewood, IL 60430
Property Index Number(s): 29-31-400-012

Zoning District:

- R-1 R-2 R-3 R-4
- B-1 B-2 B-3 B-4
- M-1 M-2 PL-1 PL-2

Application Request

Select all applicable boxes for Appearance Commission requests below.

Proposed Development or Alterations:

- New Construction, including:
 - » Building Elevations
 - » Landscape Plan
 - » Lighting, Photometric Plan
 - » Signage
- Existing Development
 - » Exterior Alterations
 - » Landscape Plan
 - » Lighting, Photometric Plan
 - » Signage

Sign Variance

APPLICANT

Name Rev. EDMOND ARISTIL
 Company ST JOHN NEUMANN Parish
 Address 17951 Dixie Hwy
Homewood, IL 60430
 Phone [Redacted]
 Email [Redacted]
 Role [Redacted]

PROPERTY OWNER

Name The Catholic Bishop of Chicago
 Company ST JOHN NEUMANN Parish
 Address 17951 Dixie Hwy
Homewood, IL 60430
 Phone [Redacted]
 Email [Redacted]
 Check box if the applicant is the property owner

I acknowledge and attest that:

- » All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- » Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- » I agree to pay all required fees;
- » No work may be done without first obtaining a Building Permit. All work shall be completed in accordance with Village Codes and Ordinances.

EDMOND ARISTIL
Applicant Name

[Signature]
Applicant Signature

10-25-23
Date

Staff Notes

Do not write below this line.

CASE NO: _____	Fee: _____ <input type="checkbox"/> Paid	Date Received: _____
Request: _____	Action: _____	Comments/Conditions: _____
		Date: _____
This application has zoning approvals and may proceed to obtain Building Permits or a Certificate of Occupancy.		
Name: _____	Signature: _____	Date: _____

ST. JOHN NEUMANN APPEARANCE REVIEW – NOVEMBER 2, 2023**NARRATIVE**

WHAT: St. John Neumann Church in Homewood, Illinois, is requesting a sign variance and new construction review for a digital bulletin board sign that we are proposing for placement in the B-2 zoning district.

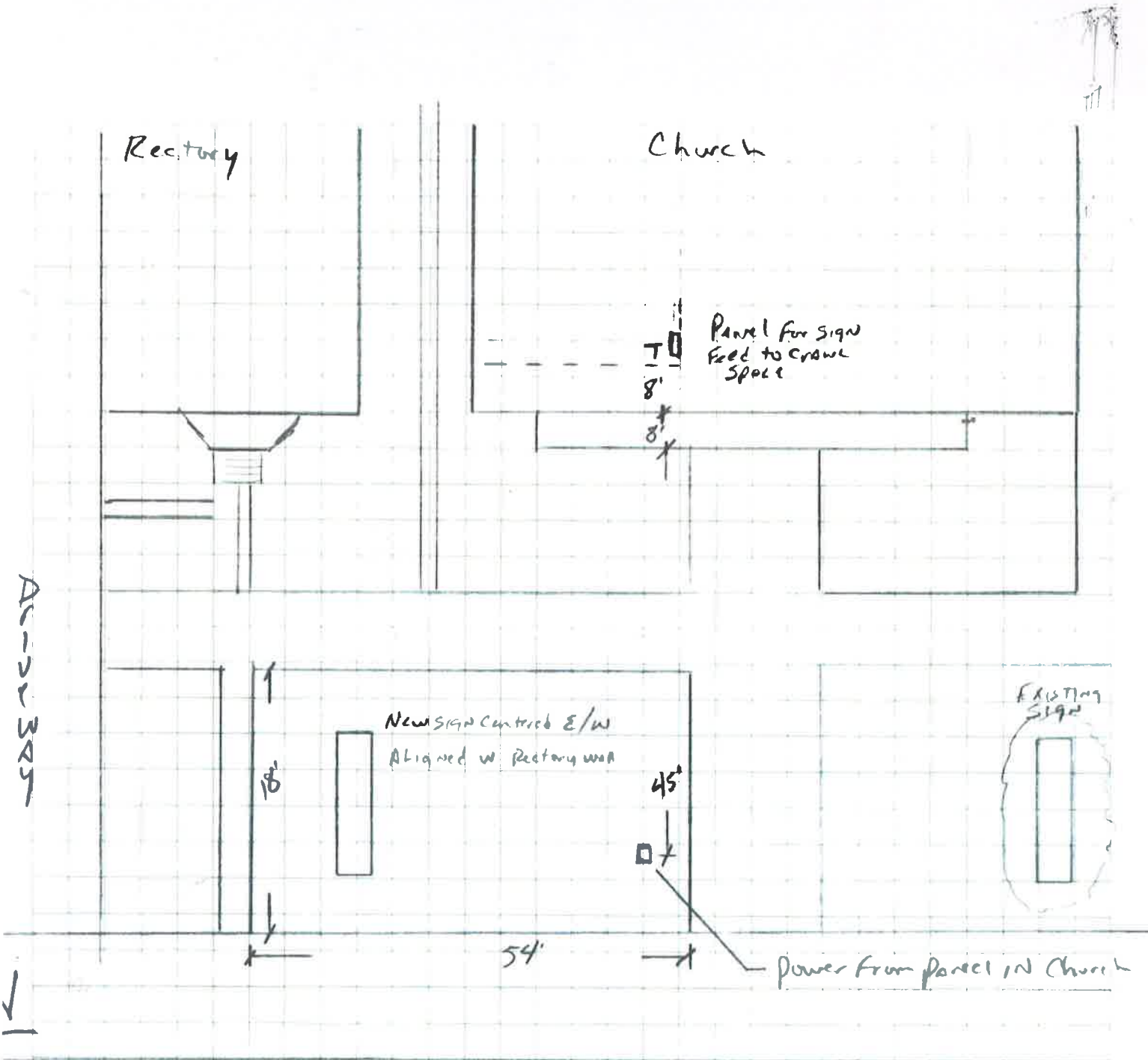
WHY: As a newly combined parish of three different south suburban communities St. John Neumann (SJN) wants a sign that reflects who we are as a new parish and one that announces our church's presence to the larger community.

HOW: Our process consisted of researching sign companies, obtaining bids, scheduling demos, reviewing proposals, determining sign size, design, and placement, as well as identifying electrical needs. We received four proposals which were narrowed down to the top two, one from Roeda Construction and one from CORE designs. Based on design, size, responsiveness and attention to detail, the recommendation was to have CORE designs be SJN's sign provider.

BUSINESS CASE:

At the Appearance Commission review, SJN will present design documents, elevation details, proposed utility changes, and supporting documentation which will demonstrate that SJN's request for a sign variance meets the sign code requirements as outlined in Section 30 of the Village of Homewood Zoning Ordinance and that SJN'S request for a variance meets the sign code standards, and conditions for approval of signs which are outside of generally permitted areas.

St. John Neumann Parish
11/02/2023





Face in Road to show 1 space

St John Neumann
Catholic Church

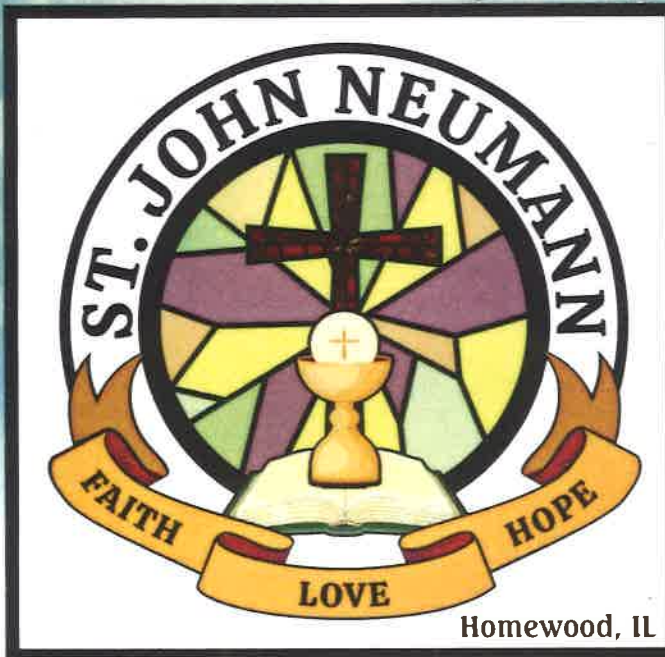
New Sign to show
with Rostery wall
Centered in Cross
Area

St John

St John

St John

4' x 4' double-faced lighted sign

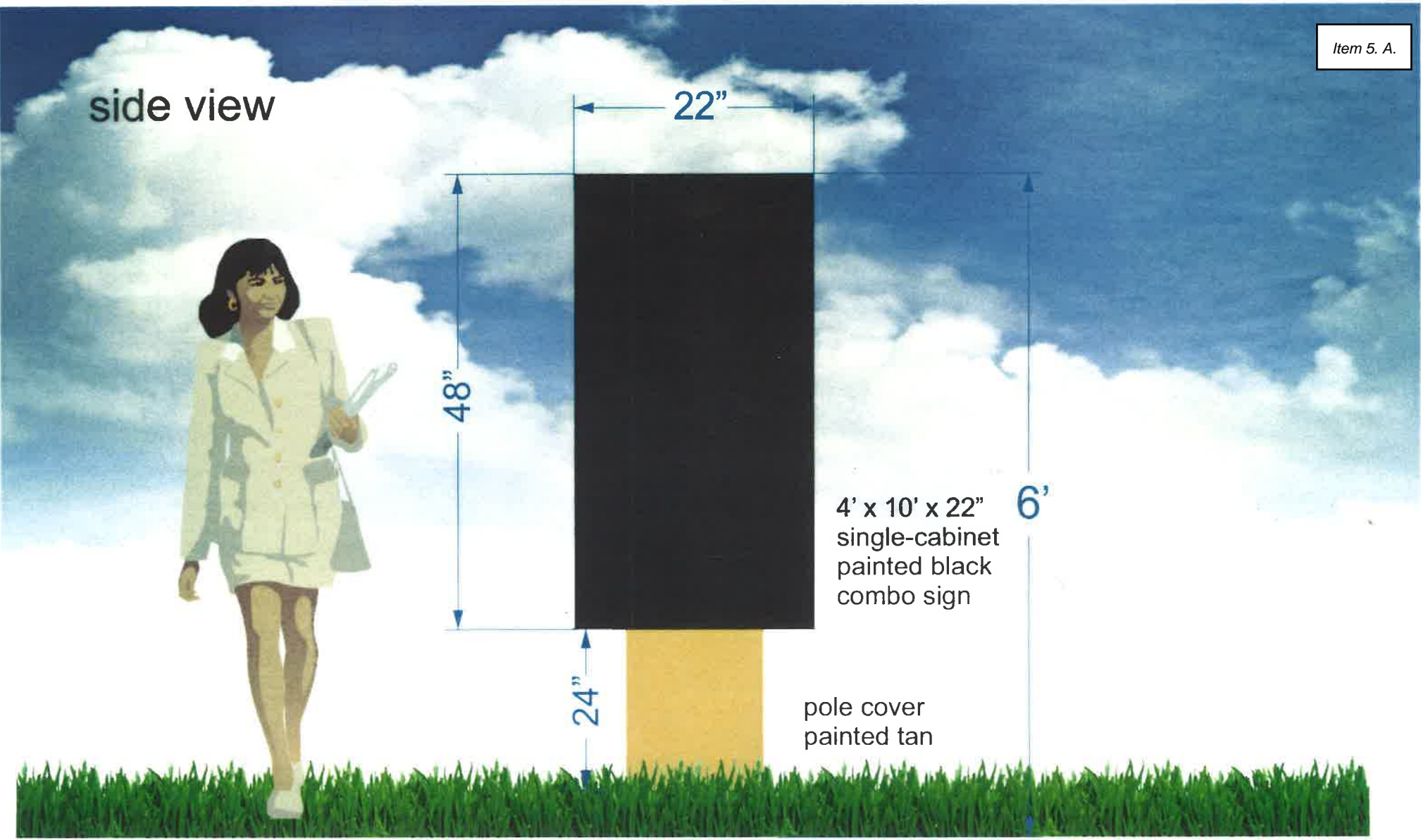


4' x 6' double-sided digital sign

- ◆ **Build Communities**
 - ◆ **Make Disciples**
 - ◆ **Inspire Witness**
-
- A still life photograph showing a dark metal chalice on the right, a pencil lying horizontally in the middle, and two pieces of golden-brown bread in the foreground. The background is a bright, slightly hazy blue sky with soft white clouds.

2' x 8' x 12" pole cover - painted tan

side view



4' x 10' x 22"
single-cabinet
painted black
combo sign

pole cover
painted tan

APPROVED BY: _____

NOTE: Layout at discretion of Art Department.

No; Please Do not alter layout.

Unauthorized use, reproduction, or display shall render infringer liable for up to \$100,000 in statutory damages per infringement, plus attorneys fees under the U.S. Copyright Act, 17 U.S.C. 412



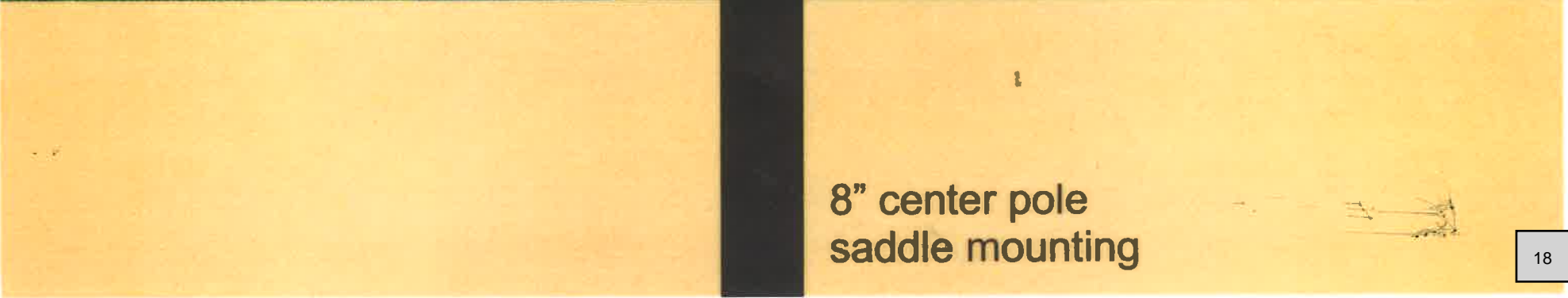
side view



4' x 10' x 22"
single-cabinet
painted black
combo sign
pan-formed panels

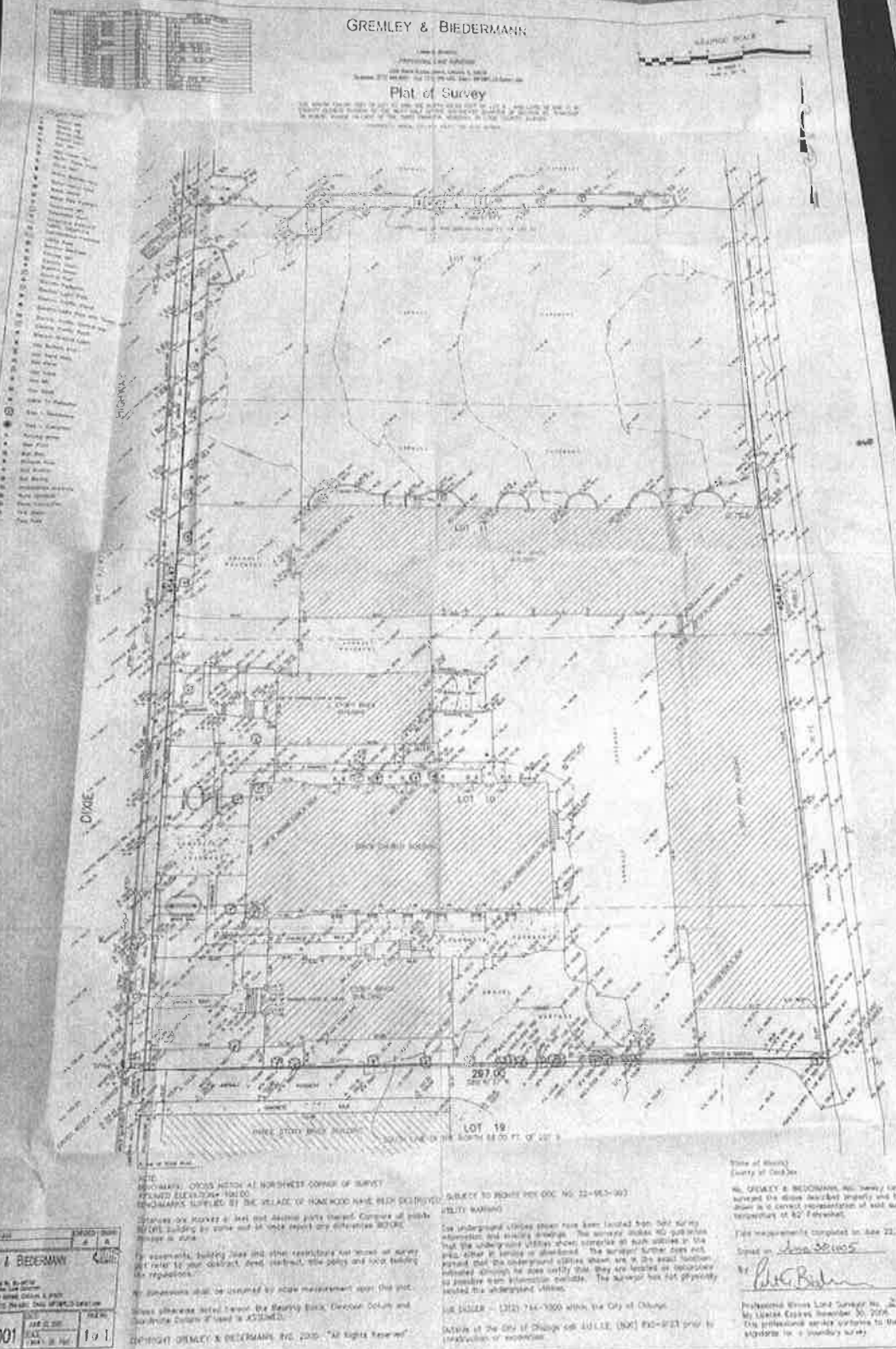


2' x 8' x 12" pole cover - painted tan



8" center pole
saddle mounting

ω

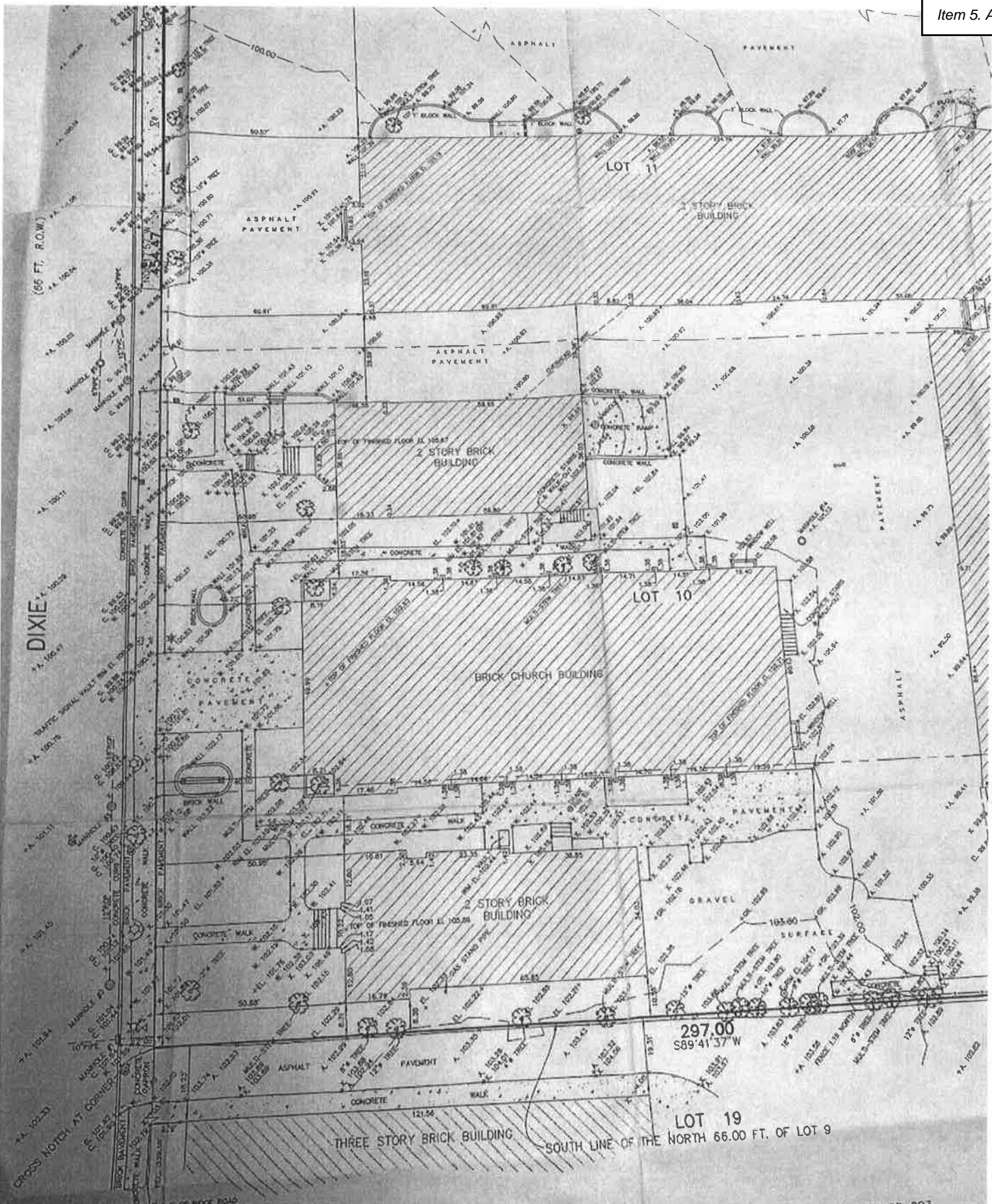


Professional Surveyor of Illinois
 License No. 022713
GREMLEY & BIEDERMANN
 646 1/2 E. Superior Street, Chicago, Illinois
 Telephone: 222-6632, 744-1711
 2005-03516-001
 101

NOTICE: BENCHMARKS, CONTROL POINTS AND NORTHWEST CORNER OF SURVEY PLANNED ELEVATED PAVEMENT (E.E.P.) BENCHMARKS SUPPORTED BY THE VERGE OF HOMEWOOD HAVE BEEN DESTROYED. CONTRACTOR MUST SET AND MARK NEW BENCHMARKS. CONTRACTOR TO BE RESPONSIBLE FOR SETTING AND MARKING ALL BENCHMARKS. CONTRACTOR TO BE RESPONSIBLE FOR SETTING AND MARKING ALL BENCHMARKS.

SUBJECT TO RECORD NO. 000 000 NO. 22-063-003
 UTILITY WARNING
 The underground utilities shown have been located from our utility information and field surveys. The surveyor makes no guarantee that the underground utilities shown complete or that utility is in the ground and the surveyor makes no guarantee that the utility is in the ground. The surveyor is not responsible for any damage to or destruction of any utility which may occur as a result of any excavation or construction work. The surveyor has not previously located the underground utilities.

State of Illinois
 County of Cook
 We, GREMLEY & BIEDERMANN, do hereby certify that we have surveyed the above described property and that the same has been surveyed in correct accordance with laws and regulations relating thereto.
 Date of completion on Jan 22, 2005
 Signed: *[Signature]*
 Professional Surveyor of Illinois
 My License Expires December 31, 2006
 My profession is a boundary survey



NOTE:
 BENCHMARK: CROSS NOTCH AT NORTHWEST CORNER OF SURVEY
 ASSUMED ELEVATION = 100.00
 BENCHMARKS SUPPLIED BY THE VILLAGE OF HOMEWOOD HAVE BEEN DESTROYED
 Distances are marked in feet and decimal parts thereof. Compare all points
 BEFORE building by same and at once report any differences BEFORE
 any work is done.

SUBJECT TO RIGHTS PER DOC. NO. 22-963-093
 UTILITY WARNING

The underground utilities shown have been located from field information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further warrants that the underground utilities shown are in fact located as shown.

CHECKED: DRAWN

STATE OF ILLINOIS
Office of the Secretary of State
I hereby certify that this is a true and
correct copy, consisting of *one*
pages, as taken from the original on file in
this office.



George H. Ryan

George H. Ryan
Secretary of State

DATED *September 25, 1975*

BY *Robert J. Hall*

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE OF MEETING: November 2, 2023

To: Appearance Commission

From: Noah Schumerth, Assistant Director of Community and Economic Development

Through: Angela Mesaros, Director of Community and Economic Development

Topic: Case 23-31: All Nations Community Church Monument Signage, 18620 Kedzie Avenue



DOCUMENTS FOR REVIEW

Title	Pages	Prepared by	Date
Application	1	Ken Richmond	10/26/23
Narrative	1	Signs Plus	10/26/23
Sample Elevations	1	Signs Plus	8/8/23
Engineering Drawings/Sections	3	Signs Plus	8/8/23
Staff Exhibits	2	Asst. Dir. Comm./Econ. Development	10/27/23

BACKGROUND

The applicant has proposed an electronic bulletin board sign in the front of All Nations Community Church, located at 18620 Kedzie Avenue. The sign will replace existing monument signage serving as an identification sign and located in front of the church building. The sign will be located within the R-1 Single-Family Residential zoning district, within which the church site is currently located. The Village Code of Ordinances does not restrict the placement of electronic bulletin board signs or other electronic displays in this district if such signage meets Village standards and receives approval from the Appearance Commission.

DISCUSSION

The signage proposed by the applicant will replace existing monument signage located in the front yard setback of the church building. The sign consists of two monument signs angled approximately 60 degrees from the public right-of-way and placed in a V-pattern facing toward from the church (see Figure A). Each existing sign is a bulletin board sign with changeable letters and a backlit sign portion with sign copy identifying the name of the church. Recent photographs submitted by the applicant note that the sign is currently utilizing outdated technology and is currently below general standards of maintenance. The applicant has proposed to replace the monument signs with electronic bulletin board signs providing identification of the church and information about the church.



Figure A: Existing signage at All Nations Community Church. Note V-shaped monument sign and changeable letter signage.

All Nations Community Church is classified as a civic or charitable institution in the Village Code of Ordinances, and is permitted to provide signage with significant restrictions per Section 30-7 of the Village Code of Ordinances:

“ No sign shall be displayed on the building or premises...except for identification signs, identifying the name or nature of the institution or organization and bulletin board signs, being structures of a permanent nature but having changeable words or figures.” (Section 30-7, Code of Ordinances)

These types of signage are permitted within the R-1 Single-Family Residential zoning district where this structure is located, provided that signage design meets specific restrictions in Village ordinances. Changeable copy/reader boards may also be used as bulletin board signs within the R-1 zoning district, so long as form standards are met pursuant Sections 30-4 and 30-5 of the Village Code of Ordinances and the purpose of the sign is to identify the church or display announcements/public service messages.

The new sign will have the following properties (see attachment “Proposed Sign Elevations”):

Sign Property	Description
Sign Dimensions (x2)	10’ (L) x 8” (W) x 5’ 6” (H)
Base Dimensions (x2)	11.5’ (L), 9” (W), 1’ 6” (H)
Sign Type (x2)	Dual (LED backlit cabinet, digital bulletin board with LED changeable copy)
Materials	Single cabinet (painted black), brick base
Other Properties	Powered from primary structure, dual 120V 20W conduits



Figure B: Inset of design of proposed signage. Signage to be repeated twice to create V-pattern with monument signs at 60 degree angle.

Each of the two proposed monument signs includes an LED backlit cabinet sign measuring 12 inches by 10 feet across the top of the sign serving as an identification sign for the church. The remainder of the sign area on each sign (36.5 inches by 10 feet) is an electronic bulletin board with changeable copy and LED display. The sign will be attached to an existing 1' 6" brick sign base with steel base plates with metal panels. The existing brick monument sign base is approximately 18 inches longer than the new sign, measuring 11 feet and 5 inches in length. The dimensions of all signage proposed meets the form standards found in the Village Code of Ordinances. No details on landscaping are currently provided by the applicant, and staff has provided recommendations for the provision of landscape plans which show details about any proposed landscaping to accompany the sign proposal and ensure a suitable transition between the ground and the proposed signage.

On-site analysis reveals that the signs are visible from multiple residential properties nearby, including two homes at 3200-3208 186th Street, two homes along Kedzie Avenue (18559 and 18655 Kedzie), and two homes along Mallard Drive (3201-3205 Mallard Drive). Electronic bulletin board signage may have impacts on these properties, where the signage is visible from the front of the residential structures where screening is not present. Staff recommends that restrictions be placed on brightness, the rate of change for messaging on the sign, and the ability to disable the sign when damage or signage errors are present.



Figure C: View from Kedzie Avenue (looking south) demonstrating visibility of signage from neighboring residential properties on 186th Street.

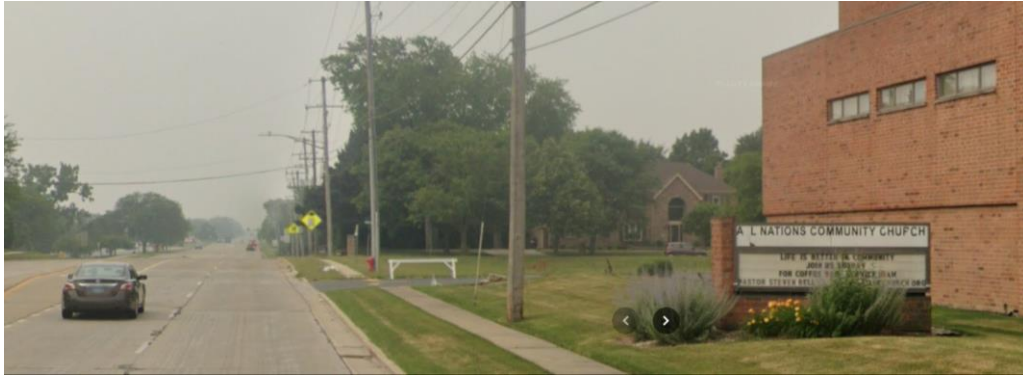


Figure D: View from Kedzie Avenue (looking north) demonstrating visibility of signage from neighboring residential properties on Mallard Drive.

Staff recommends numerous conditions which have been placed on other electronic bulletin board signs at civic and charitable institutions throughout the Village. These conditions are currently being recommended for inclusion as standardized form requirements for all electronic signs in most zoning districts. These conditions include:

- 1) All images displayed on signs shall remain static;
- 2) All messages on signs must have a minimum duration of 12 seconds without flashing, blinking, or movement;
- 3) Transitions between messages on the signs must be instantaneous;
- 4) No change in intensity or brightness, nor video displays of any type, shall be used to display any message
- 5) Single messages shall not be divided between two screens,
- 6) No flashing or blinking shall be used for any message;
- 7) Exterior signs shall be illuminated only during business hours or between the hours of 6:00am to 11:00pm, whichever is later;
- 8) No off-premise commercial advertising shall be permitted at any time;
- 9) Brightness shall be limited to 0.00 foot candles at the residential lot lines;
- 10) In event of malfunction, the electronic bulletin board sign will be turned to dark screen until corrected; and
- 11) Compliance with standards set forth by the Illinois Department of Transportation,

In addition, staff recommends an additional condition for consideration by the Appearance Commission to protect nearby residential properties:

- 12) Brightness output for all displays, when used, shall be limited to 0.3 footcandles above ambient lighting conditions for all signage.

STAFF COMMENTS

- 1) The proposed type of signage is allowable under requirements within the R-1 Single-Family Residential zoning district.
- 2) The proposed signage meets all requirements for signage form set forth in the Village Code of Ordinances.
- 3) The proposed signage is recommended to be subject to a set of conditions which are commonly recommended for the type of signage and use of the signage proposed by the applicant.
- 4) Staff will be recommending changes to the Sign Code in May 2024 which addresses common zoning conflicts for civic and charitable institutions placing signage in commercial zones, allowing for extremely limited placements of electronic signage and other types of modern signage barred by present signage regulations.

RECOMMENDED APPEARANCE COMMISSION ACTION

Staff has reviewed the proposed signage, and recommends limitations on the size, brightness, duration of message display, message transition, and movement to reduce distractions while remaining in line with best practices for signage adjacent to residential property. The signage meets requirements for signage form and placement set forth in the Village Code of Ordinances.

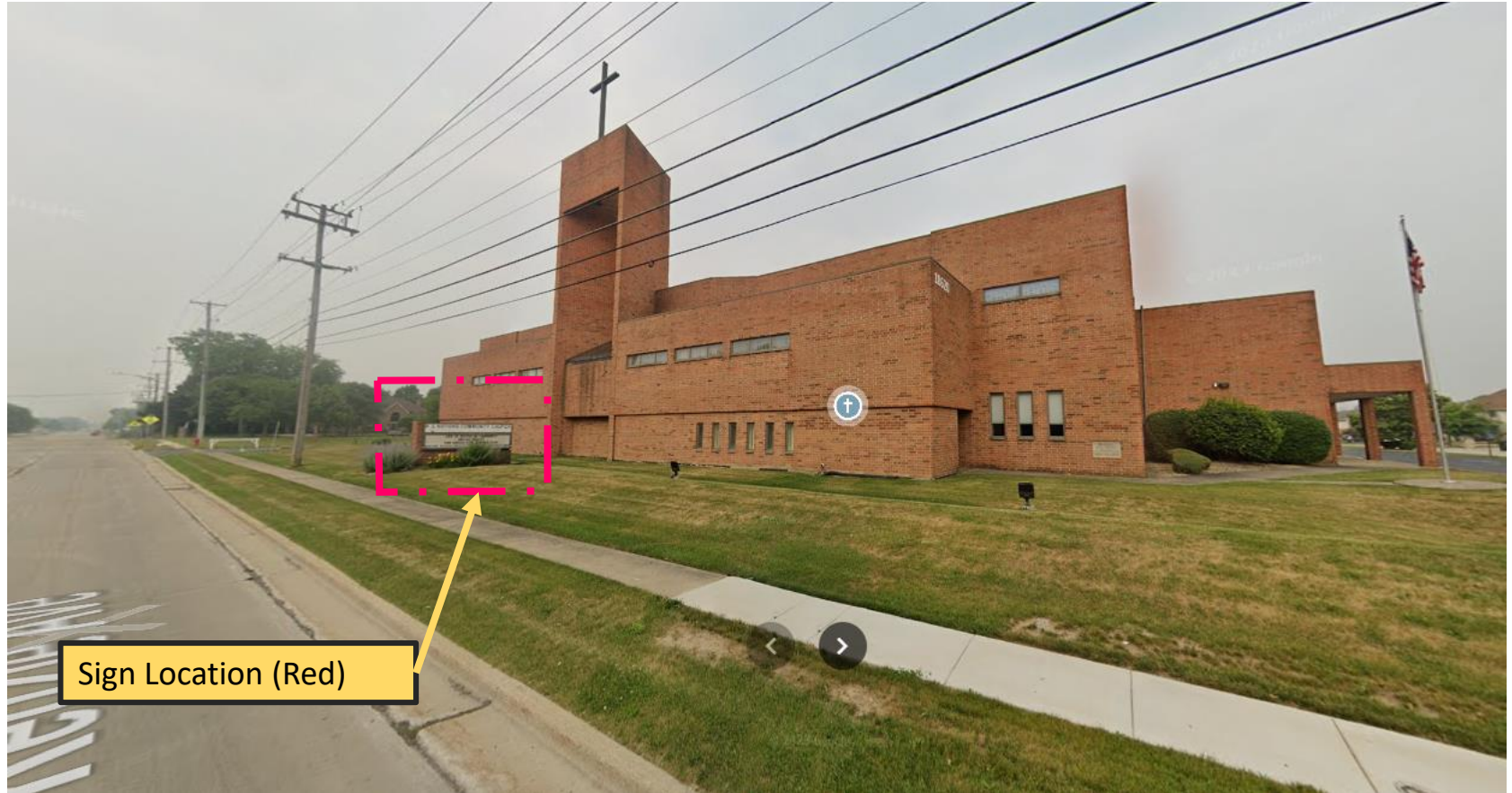
The Appearance Commission may wish to make the following recommendation:

Approve electronic message board signage as proposed by All Nations Community Church on the property at 18620 Kedzie Avenue, subject to the following conditions:

- 1) All signage constructed shall meet the following form requirements:
 - a. All images displayed on signs shall remain static;
 - b. All messages on signs must have a minimum duration of 12 seconds without flashing, blinking, or movement;
 - c. Transitions between messages on the signs must be instantaneous;
 - d. No change in intensity or brightness, nor video displays of any type, shall be used to display any message
 - e. Single messages shall not be divided between two screens,
 - f. No flashing or blinking shall be used for any message;
 - g. Exterior signs shall be illuminated only during business hours or between the hours of 6:00am to 11:00pm, whichever is later;
 - h. No off-premise commercial advertising shall be permitted at any time;
 - i. Brightness shall be limited to 0.00 foot candles at the residential lot lines;
 - j. In event of malfunction, the electronic bulletin board sign will be turned to dark screen until corrected; and
 - k. Compliance with standards set forth by the Illinois Department of Transportation
 - l. Brightness output for all displays, when used, shall be limited to 0.3 footcandles above ambient lighting conditions for all signage.
- 2) Applicant shall provide staff with details regarding landscaping accompanying signage proposed in this application, including a landscape plan, narrative detailing landscaping improvements, and other documents as requested in partnership with Village staff.

Item 5. B.





Sign Location (Red)





Item 5. B.

APPLICATION: APPEARANCE REVIEW

2020 Chestnut Road, Homewood, IL 60430

PROPERTY INFORMATION

Street Address: 18620 Kedzie Ave Homewood, IL 60430

Property Index Number(s): _____

Zoning District:

- R-1 R-2 R-3 R-4
- B-1 B-2 B-3 B-4
- M-1 M-2 PL-1 PL-2

<p>Application Request <i>Select all applicable boxes for Appearance Commission requests below.</i></p> <p><input type="checkbox"/> New Construction, including:</p> <ul style="list-style-type: none"> » Building Elevations » Landscape Plan » Lighting, Photometric Plan » Signage <p><input type="checkbox"/> Existing Development</p> <ul style="list-style-type: none"> » Exterior Alterations » Landscape Plan » Lighting, Photometric Plan » Signage <p><input type="checkbox"/> Sign Variance</p>	<p>Proposed Development or Alterations:</p> <p>_____</p>
---	---

APPLICANT

Name Ken Richmond

Company Attractive Sign & Lighting

Address _____

Phone _____

Email _____

Role _____

PROPERTY OWNER

Name Pastor Steven Bell

Company All Nations Community Church

Address 18620 Kedzie Ave
Homewood, IL 60430

Phone _____

Email _____

Check box if the applicant is the property owner

I acknowledge and attest that:

- » All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- » Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- » I agree to pay all required fees;
- » No work may be done without first obtaining a Building Permit. All work shall be completed in accordance with Village Codes and Ordinances.

<u>Ken Richmond</u>	<u>Kenneth Richmond</u>	<u>10/26/23</u>
Applicant Name	Applicant Signature	Date

Staff Notes

Do not write below this line.

CASE NO: _____ Fee: _____ Paid Date Received: _____

Request:	Action:	Comments/Conditions:	Date:
_____	_____	_____	_____
_____	_____	_____	_____

This application has zoning approvals and may proceed to obtain Building Permits or a Certificate of Occupancy.

Name: _____ Signature: _____ Date: _____

Village of Homewood / Noah Schumerth

All Nations Community Church / Sign Project

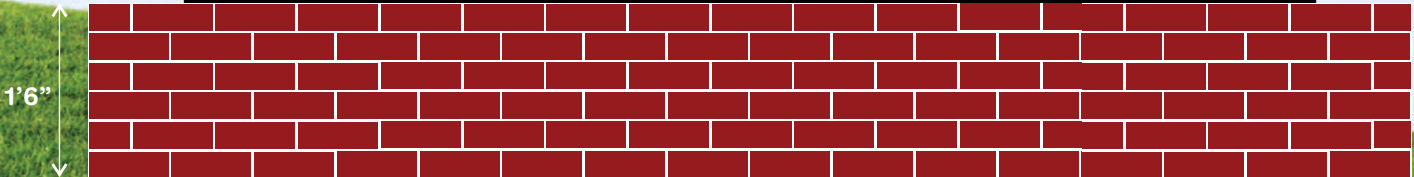
New Sign Standards & Requirements for the Electronic Changeable Messages. Our Ascend product will meet the Village of Homewood requirements in full.

- Church will communicate messaging for church information / events only
- Images / messages will remain static for 12 seconds & change with No motion or Blinking
- Church will not display video or scrolling message
- Brightness will be measured at 0.00 foot candles regarding the residential properties
- Should the sign malfunction it can be immediately shut down through the software
- DOT requirements for the sign will be in compliance
- The Church will adhere to the times the Village of Homewood sets for sign illumination.
- Sign will be under the 8' height requirement

Thank you for your consideration.

Signs Plus

10'0"



11'5"

Existing red brick base.

Reference #: **sk-135629-3b**
Product Manager: **Rob P**
Date: **August 8, 2023**

ID Face Vinyl: *Digital Print*
ID Cabinet: *Black*
LED Display: *Full Color*



SIGNS PLUS
NEW IDEAS-NEW TECHNOLOGY, INC.
800-848-4262
info@SignsPlusSigns.com
www.SignsPlusSigns.com



APPROVAL

DATE

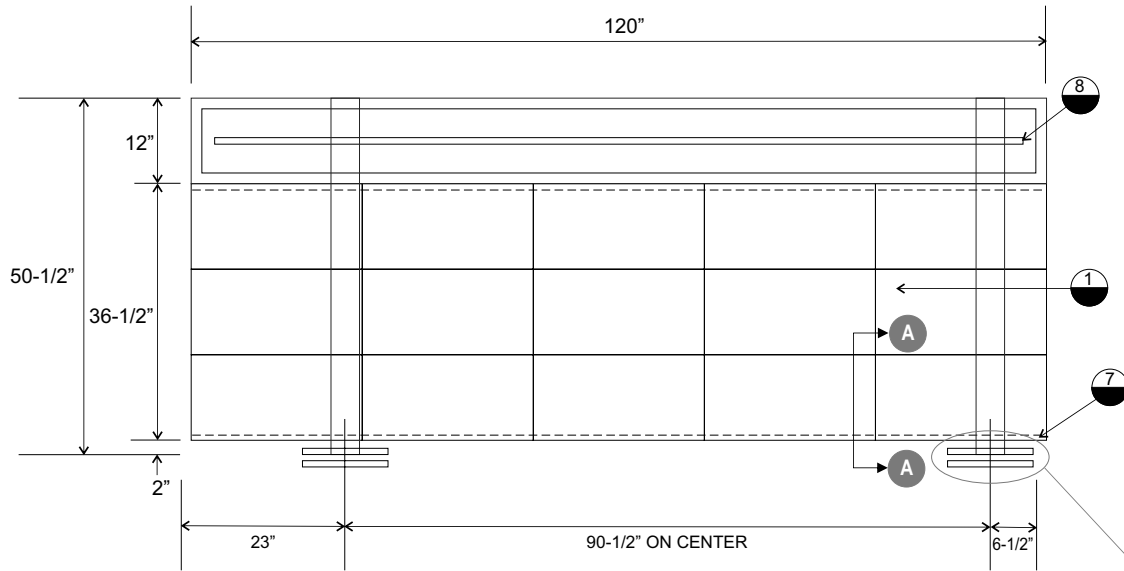
PRINT NAME

SIGNATURE

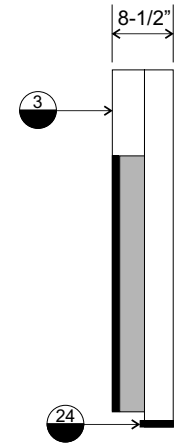
A FAX SIGNATURE IS BINDING UPON BOTH

TWO OF TWO (2) SIGNS

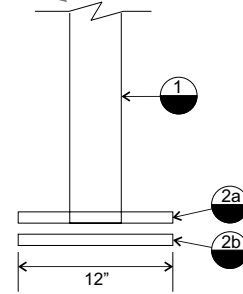
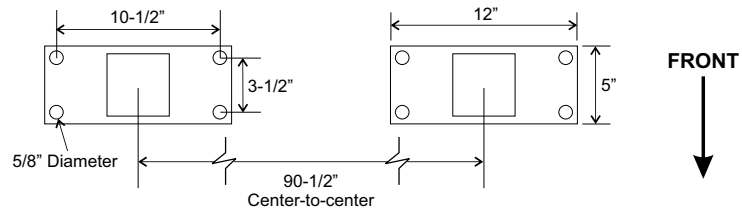
FRONT VIEW



SIDE VIEW



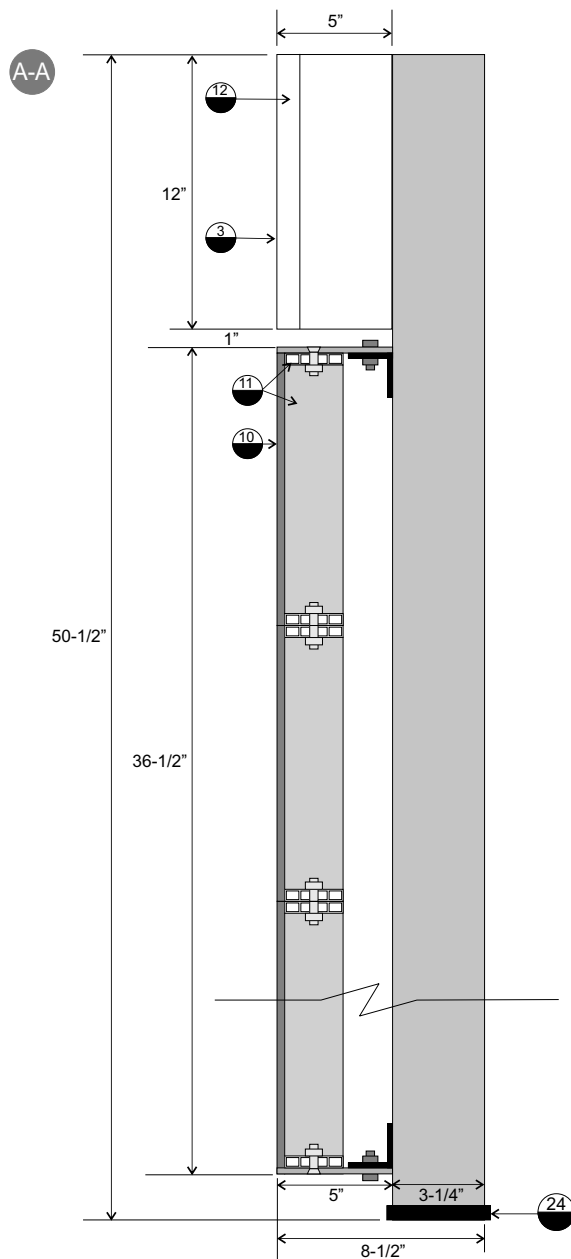
BASE PLATE DETAIL




Model: Ascend 8mm 120x400		
 NEW IDEAS-NEW TECHNOLOGY, INC. 4242 McIntosh Lane Sarasota, FL 34232 800-848-4262	Drawn by: LE Date: 8-16-2023	DRWG.#: A410 ID1L3 1090
	SK# 135629-3b ALL NATIONS COMMUNITY CHURCH 18620 KEDZIE AVE., HOMEWOOD, IL 60430	

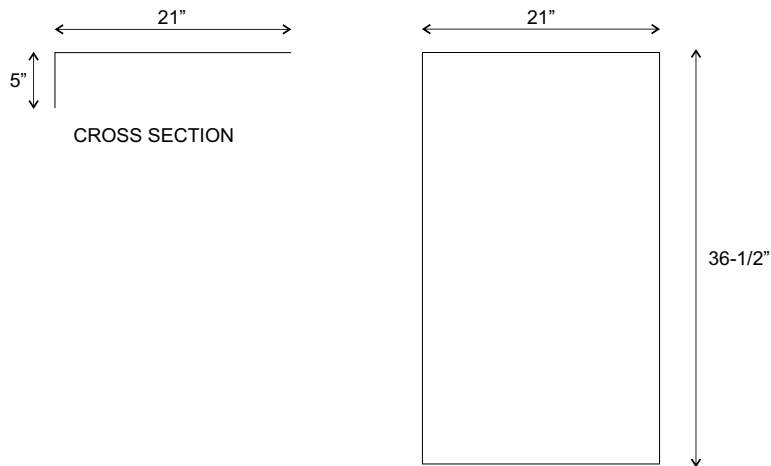
- ① 4" x 4" x 1/8" STRUCTURAL STEEL TUBE
- ②a 5" x 12" x 3/16" PLATE STEEL
WELDED TO 4" x 4" STEEL TUBES, QTY: 2 PER SIGN
- ②b 5" x 12" x 3/16" PLATE STEEL
LOOSE MATCH PLATES, SHIPPED WITH SIGNS, QTY: 2 PER SIGN
- ③ 1' x 10' x 5" DEEP EXTRUDED ALUMINUM ID CABINET,
SINGLE SIDED
- ④ LED DISPLAY: 8mm - 120 x 400 MATRIX
- ⑦ 1/8" x 2" x 2" x 71" STEEL ANGLE, QTY 2
- ⑧ INTERNAL WHITE LED ILLUMINATION
- ⑩ 1' x 2' LED PANEL
- ⑪ LED MODULE CNC MACHINED ALUMINUM FRAME
- ⑫ FACE RETAINER
- ⑬ CENTER, PERFORATED ALUMINUM BACK
- ⑱ A2-70 STAINLESS SOCKET HEAD MACHINE SCREWS
WITH CAPTIVE WASHERS; M8-1.25 x 20
- ⑳ A2-70 STAINLESS SOCKET HEAD MACHINE SCREWS
WITH CAPTIVE WASHERS; M8-1.25 x 20, QTY 8 PER SIDE

NOTES:
ELECTRICAL REQUIREMENTS:
120-VOLT, MAX DRAW: 6.4 AMPS

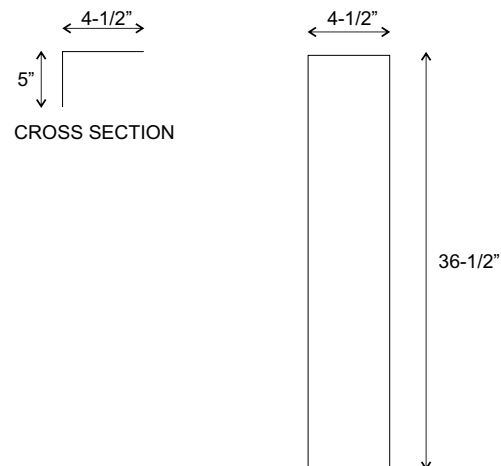


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 <small>NEW IDEAS-NEW TECHNOLOGY, INC.</small>	Drawn by: LE	DRWG.#:
	Date: 8-16-2023	A410 ID1L3 1090
4242 McIntosh Lane Sarasota, FL 34232 800-848-4262	SK# 135629-3b ALL NATIONS COMMUNITY CHURCH 18620 KEDZIE AVE., HOMEWOOD, IL 60430	
<small>J:\LED Ascend\Engineer Drawing - All Nations Church #135629-3b - Sign 2 Rev. 8-16-2023</small>		

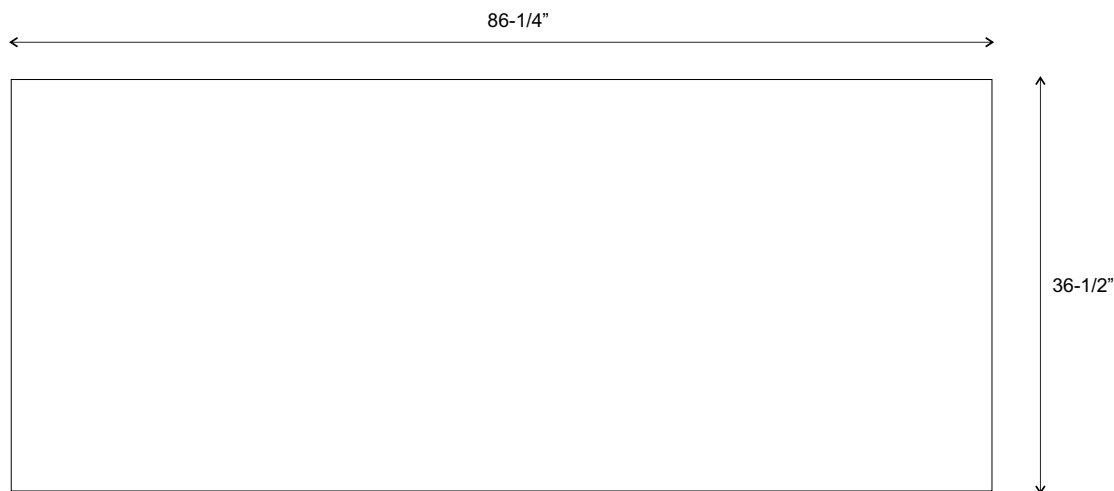
RIGHT BACK/ENDS (QTY: 1)




LEFT BACK/END PERFORATED ALUMINUM (QTY: 1)



CENTER BACK - FLAT PERFORATED ALUMINUM (QTY: 1)



Model: Ascend 8mm 120x400		
 <small>NEW IDEAS-NEW TECHNOLOGY, INC.</small>	Drawn by: LE Date: 8-16-2023	DRWG.#: A410 ID1L3 1090
4242 McIntosh Lane Sarasota, FL 34232 800-848-4262	SK# 135629-3b ALL NATIONS COMMUNITY CHURCH 18620 KEDZIE AVE., HOMEWOOD, IL 60430	

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VILLAGE OF HOMEWOOD



MEMORANDUM

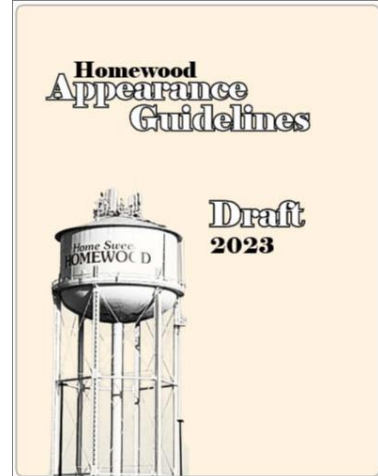
DATE OF MEETING: November 2, 2023

To: Appearance Commission

From: Noah Schumerth, Assistant Director of Economic and Community Development

Through: Angela Mesaros, Director of Economic and Community Development

Topic: Appearance Plan Update



DOCUMENTS FOR REVIEW

Title	Pages	Prepared by	Date
Appearance Plan Copy	9	Village of Homewood VMO	5/18/1998
Draft Proposed Timeline	3	Asst. Director of Econ/Comm. Dev.	10/25/2023

BACKGROUND

The Village of Homewood Appearance Plan is the Village’s set of comprehensive design standards, used in the evaluation of development projects in the Village, including commercial, industrial, and multi-family projects. This Plan is regularly used by the Appearance Plan to consider cases related to the design of sites, buildings, landscaping improvements, and other projects. This Plan is also used as a tool for evaluating project proposals and negotiating improved design outcomes with developers and development partners on projects throughout the Village.

The Appearance Plan was last updated in 1998, establishing the authority of the Appearance Commission and adopting a broad set of design standards to apply for all developments. In the 25 years since the last adoption of a Village Appearance Plan, changes have occurred in suburban development markets, land use demands on the Village have evolved, and a growing understanding of the impacts of low-quality urban design on the function and form of American municipalities has emerged. As such, updates are necessary to provide a successful roadmap for new development in the Village.

The Village began the process of updating the Appearance Plan (and the sign code in Chapter 30 of Village Ordinances) in late 2021. Village staff completed public engagement strategies throughout 2022-2023, and began efforts to draw up recommendations for the new plan. However, Village staff has identified areas requiring additional attention in the plan development process, including a closer examination of the proposed scope of the plan, greater data collection on existing community architecture, and the construction of modernized plan templates and designs. With staff capacity

increases in late 2023, staff has restarted work on the Appearance Plan and will continue to develop the plan through early 2024.

This update has been provided to inform members of the Appearance Commission about the ongoing updates to the plan, and provide an approximate timeline for the delivery of an updated plan draft for review and discussion. There are currently no approvals required by Commission members, and this memo will serve as an informative document for Commissioners and members of the public.

DISCUSSION

Previous Work Completed

Staff began updating the Appearance Plan in early 2022, and has made significant progress in the development of a new Appearance Plan over the past 18 months. This work focused on public engagement and early development of the Appearance Plan document. This work was completed through June 2023 before staff work on the plan was paused.

Progress on the development of the Appearance Plan prior to June 2023 is detailed below:

Public Engagement
Completed public engagement session with interactive materials at Fall Fest 2022
Completed Appearance Plan workshop with survey questions and interactive materials in March 2023
Completed survey questions with two questions in conjunction with March 2023 workshop
Plan Support Work
Completed two photo analyses of existing design conditions in the community in March/May 2023
Plan Drafting
Completed sample branding graphics and cover/back page design template
Completed outline of plan draft and some introductory sections of text
Early development of recommendations for specific design guidelines

Future Work Plan

In resuming progress in the development of the Appearance Plan, staff has identified several tasks to be completed prior to the creation of a final draft of the plan document. These tasks respond to areas where more research or staff work shall be completed to ensure a modernized, high-quality design standards document. These areas of focus include:

1. Establishing Goals
2. Organizing Plan Outcomes
3. Continuing Public Engagement
4. Developing Recommendations
5. Integrating with Other Plans
6. Continuing Sign Code Revisions
7. Designing a Plan Template

Establishing Goals

The existing Appearance Plan identifies three goals that the Appearance Plan must accomplish:

1. Coordinate design outcomes with the Zoning Ordinance.
2. Provide community design guidance with clear recommendations.
3. Base recommended design guidelines in community input.

These goals were presented to the Appearance Commission in early 2023 as goal statements to be integrated into the new Appearance Plan. These goals represent critical functions of the Appearance Plan in guiding development in the Village. However, staff has noted that a full modernization of the Appearance Plan will require a more in-depth exploration of how the Appearance Plan will respond to the current needs of the Village of Homewood. A more detailed set of goals will be developed by staff for review by the Appearance Commission with the draft plan document.

Organizing Plan Outcomes

The existing Appearance Plan provides a single set of design guidelines, which guide development broadly for all projects across the Village. Staff is currently investigating opportunities for strategically organizing design guidelines within the new document, including tailoring recommendations to specific geographic areas, existing plan areas, building typologies, or other methods of organizing the plan document. Staff will continue to work with the Appearance Commission and other planning stakeholders to identify a recommended method of plan organization.

Continuing Public Engagement

One critical component of the revised work plan for the Appearance Plan is the inclusion of an expanded suite of public engagement opportunities. This is crucial for the success of the plan as a document that is responsive to the public, which has been a goal of this project since its inception. Staff has identified groups who are affected by design and development outcomes in the community, and has begun to prepare methods to engage these groups to gather Appearance Plan input. These groups include:

Group	Proposed Engagement Strategies
Youth	<ul style="list-style-type: none"> - Establishing a Youth Steering Committee (may become a more permanent engagement opportunity for youth) - Completing a student community engagement event with younger students/children
Business Owners	<ul style="list-style-type: none"> - Input workshop with members of the Homewood Business Association
Developers	<ul style="list-style-type: none"> - Survey or similar strategy to engage with members of the development community
Other Community Groups	<ul style="list-style-type: none"> - Provide future engagement opportunities with the arts council and other interested community groups

A report of preliminary findings from previous public engagement efforts has been attached to this memo for review by Appearance Commission members. Staff may look to additional opportunities to gather input from the general public prior to the completion of the public engagement period. Staff is seeking to complete public engagement efforts by the end of January 2024.

Develop Recommendations

Based on community feedback, existing community conditions, best planning/design practices and previously collected information from the Appearance Plan development process, Village staff will create a set of recommended design guidelines for review by members of the Appearance Commission. Staff seeks to develop more prescriptive guidance for design in the new plan document, increasing objectivity in design review and promoting constructive site-specific dialogue on design for new projects in the Village. These recommendations will be drafted as public engagement ends in early 2024.

Integrating with Other Plans

Staff has numerous other plans which will share planning authority with the Appearance Plan, including the Village Comprehensive Plan, the upcoming Transit-Oriented Development (TOD) Downtown Master Plan, the Halsted Corridor Improvement Plan and other plans which provide granular planning recommendations for specific areas of the Village. Staff will be working to establish the role of the Appearance Plan alongside these plans (generally providing practical design guidelines to use for

fulfilling the goals of other current and future plans), and prepare recommendations which work in harmony with existing plans.

Continuing Sign Code Revisions

An essential component of regulating community design and promoting a high-quality built environment is the regulation of the design of signage throughout the Village. In addition to updating the Appearance Plan, staff has been tasked with the revision of the sign code to provide greater design regulation of signage and improve the administrative quality of sign regulations. Village staff will continue to develop sound signage standards which work in harmony with design recommendations within the new Appearance Plan document.

Designing a Plan Template

Document design is critical to modern municipal plans, and ensuring that the document is attractive, easy to identify, and clearly legible is critical for the successful use of the plan by its stakeholders, including members of the public, developers, public officials, and Village staff. Staff has determined the need to move away from a plan structure and visual design which emphasizes the plan's codification in the Village Code of Ordinances. Instead, Village staff will seek to create a plan template which uses modern document design to create a plan more reflective of best practices in planning. This effort will allow the document to take on a more visual quality which is essential to legibility for all stakeholders of the plan.

FUTURE TIMELINE

A revised copy of the proposed timeline for the Appearance Plan update has been attached to this memorandum. Staff currently plans to complete work for a hearing before the Appearance Commission in April/May 2024.

STAFF COMMENTS

1. Staff is resuming updates to the Appearance Plan document; these updates were initiated in early 2022 by the Appearance Commission and Village staff.
2. Public engagement and preliminary work on plan writing were completed by June 2023, when work on the new plan document was paused.
3. Staff is resuming public engagement to collect additional targeted input on design needs in the Village; Staff is targeting business and community groups, youth, and members of the development community; additional input may be sought from other members of the public.
4. Staff will resume work on developing recommended design guidelines to populate the Appearance Plan in December 2023.
5. Staff will continue to develop a plan template and document design "in-house," preparing a modernized version of the Appearance Plan.
6. Staff will continue to work on revisions to the Sign Code beginning in December 2023, in tandem with the development of new recommended design guidelines in the Appearance Plan.
7. Staff plans to present a final draft of the new Appearance Plan and accompanying Sign Code revisions by April/May 2024.

RECOMMENDED APPEARANCE COMMISSION ACTION

No motion is required. This agenda item serves as an update on an ongoing project initiated by public officials and being carried out by Village staff. Please contact the Village Manager’s Office for more information.

No motion required.

ORDINANCE NO. M 1319
AN ORDINANCE ADOPTING AN APPEARANCE PLAN AS PROVIDED IN
SECTION 78-130 OF THE HOMEWOOD MUNICIPAL CODE

WHEREAS, the Homewood Appearance Commission is entrusted with the responsibility of preparing an Appearance Plan establishing guidelines to protect and stabilize the general appearance of buildings, structures, open areas, and landscaping for the multiple dwelling, business, public lands and manufacturing zoning districts of the Village of Homewood; and

WHEREAS, in furtherance of the preparation of a current Appearance Plan, Public Hearings providing opportunity for public review and input were held by the Appearance Commission on August 20, September 3, October 1 and October 29, 1997; and

WHEREAS, the Appearance Commission approved and recommended a current Appearance Plan at its meeting of January 7, 1998; and

WHEREAS, to become operational that plan must be approved and adopted by the Homewood Village Board.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Homewood, Cook County, Illinois, that:

SECTION ONE - APPEARANCE PLAN

An Appearance Plan establishing standards and guidelines for future projects in the Village of Homewood, and providing information and guidelines as to how architects, planners, developers, designers and property owners shall develop property relative to acceptable design and appearance principles is hereby approved and adopted. Said Appearance Plan is attached hereto as Exhibit "A" and made a part hereof.

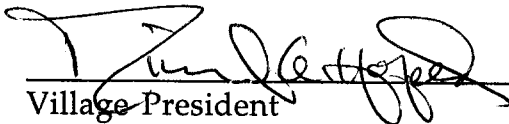
SECTION TWO - REPEAL OF PRIOR APPEARANCE PLANS

Any and all prior Appearance Plans previously adopted by the Village of Homewood are hereby repealed in their entirety.

SECTION THREE - EFFECTIVE DATE

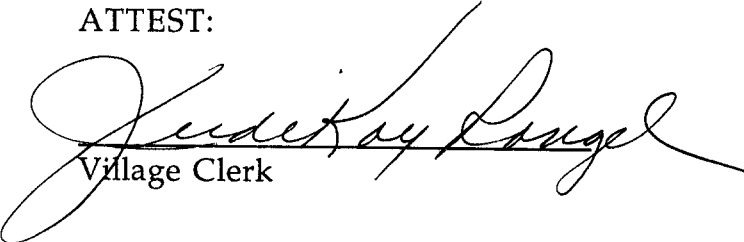
This ordinance shall be in full force and effect from and after its passage and approval in accordance with law.

PASSED AND APPROVED this 10th day of February, 1998.



Village President

ATTEST:



Village Clerk

AYES: 6 NAYS: 0 ABSTENTIONS: 0 ABSENCES: 0

VILLAGE OF HOMEWOOD APPEARANCE PLAN

MISSION STATEMENT

The Appearance Commission will concern itself with and act in matters affecting the physical and aesthetic appearance of commercial and publicly owned buildings, structures and their supporting elements.

BASIS FOR THE APPEARANCE PLAN

The Homewood Village Board of Trustees adopted an appearance code, Ordinance No. MC-88, on May 25, 1971, which provided for the appointment of an Appearance Commission.

The Appearance Commission was empowered to develop an Appearance Plan to establish rules and guidelines to protect and stabilize the general appearance of buildings, structures, open areas, and landscaping in the multiple dwelling, business, public lands and manufacturing zoning districts of the Village of Homewood.

The Appearance Ordinance and applicable sections of the Appearance Plan will be administered through the Board of Trustees, Village of Homewood, with the Appearance Commission acting upon matters relating to appearance as authorized by the Appearance Code.

STATEMENT OF POLICY - APPEARANCE COMMISSION

The Statement of Policy is to function in a manner that is consistent with and in conjunction with the provisions of the Homewood Municipal Code. To view, listen and decide on all matters brought before it in an understanding and indiscriminatory manner keeping in mind the best interests of the citizens of the Village of Homewood pertaining to the enhancement of community appearance.

AREAS OF JURISDICTION

The Appearance Ordinance provides the jurisdictional areas of the Appearance Commission within the Village of Homewood are zoned:

- B-2 Community Business District
- B-3 Service Business District
- M Manufacturing District
- R-3 General Residence District (Multi-family)

These areas include both privately and publicly owned properties. Elements under jurisdiction in these areas by the Appearance Commission include:

- a. Improved and unimproved land including streets, parkways, parking lots, gardens, malls, yards, right-of-way and other similar elements;
- b. External architectural aspects of buildings and structures including use of materials;
- c. Landscaping - natural and man made;
- d. Exterior furniture, hardware, signs, fences, lighting, supplementary structures and appurtenances.

The purpose of these criteria is to establish rules and guidelines for judging the aesthetic value of a given project in relation to the overall affect upon the Village of Homewood as a whole.

The criteria provides specific information and guidelines as to how the architects, planners, developers, designers and property owners shall develop and use their property relative to acceptable design and appearance principles. Pertinent to the appearance shall be the site development, streets and approaches, zoning provisions, building design, landscaping, signing and lighting.

To provide legal and administrative means for enforcement of the Homewood Appearance Code.

A. DEFINITIONS

Definitions included in this section are of certain words and terms used in this Appearance Plan.

APPEARANCE: The outward aspect of an object or scene visible to the public.

APPURTENANCES: The visible, functional objects accessory to and part of buildings.

ARCHITECTURAL CHARACTER: The composite or aggregate of the characteristics of structure, form materials, and function of a building, group of buildings, or the architectural compositions.

ARCHITECTURAL CONCEPT: The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, which produces the architectural character.

ARCHITECTURAL FEATURE: A prominent or significant part or element of a building, structure or site.

ARCHITECTURAL STYLE: A characteristic form and detail, as of a particular historic period.

ATTRACTIVE: Having qualities that arouse interest and pleasure in the observer.

BERM: A raised form of earth to provide screening or to improve the aesthetic character.

COMPATIBILITY: Harmony in the appearance of two or more buildings, structures and landscape developments in the same vicinity.

CONSERVATION: The protection and care which prevent destruction or deterioration of historical or otherwise significant structures, buildings or natural resources.

EXTERNAL ARCHITECTURAL FEATURE: The architectural style and general arrangement of such portion of a building or structure as is designated to be open to view from a public street, place or way, including the kind, color and texture of the building material of such portion and the type of windows, doors, lights attached or ground signs, and other fixtures appurtenant to such portion.

HARMONY: A quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements.

LANDSCAPE: Elements of nature, topography, buildings, and other man-made objects combined in relation to one another.

LOGIC OF DESIGN: Accepted principles and criteria of validity in the solution of the problem of design.

MECHANICAL EQUIPMENT: Equipment, devices and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning, and similar purposes.

MISCELLANEOUS STRUCTURES: Structures, other than buildings; for example, memorials, stagings, antennas, water tanks and towers, sheds, shelters, fences and walls, kennels, transformers, drive-up facilities.

PLANT MATERIALS: Trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.

PROPORTION: Relationship of parts of a building, landscape, structures, or buildings to each other and to the whole-balance.

RULES OR PROCEDURE: Regulations adopted by the Appearance Commission for the administration of duties delegated by the Village Board.

SCALE: Harmonious relationship of the size of parts to one another and to the human figure.

SCREENING: Structure or planting which conceals from view from public ways the areas behind such structure or planting.

SHRUB: A multi-stemmed woody plant other than a tree.

SITE BREAK: A structural or landscape device to interrupt long vistas and create visual interest in a site development.

STREET HARDWARE: Objects other than buildings, structures, and plantings located in streets and public ways and outside of buildings; for example, lamp posts, utility poles, traffic lights, traffic signs, benches, litter containers, planting containers, letter boxes, fire hydrants.

STREETSCAPE:The scene as may be observed along a public street or way composed of natural and man-made components, including buildings, paving, planting, street hardware, and miscellaneous structures.

UTILITARIAN STRUCTURE: A structure or enclosure relating to mechanical or electrical services to a building or development.

UTILITY HARDWARE: Devices such as poles, cross-arms, transformers and vaults, gas pressure regulating assemblies, hydrants, and buffalo boxes that are used for water, gas, oil, sewer and electrical services to a building or a project.

UTILITY SERVICE: Any device, including wire, pipe, and conduit which carries gas, water, electricity, oil and communications into a building or development.

VILLAGE:The Village of Homewood, Illinois.

B. RELATIONSHIP OF BUILDINGS TO SITE:

1. The site shall be planned to accomplish a desirable transition with the streetscape, and to provide for adequate planting, pedestrian movement, and parking areas.

2. Site planning in which setbacks and yards are in excess of zoning restrictions is encouraged to provide an acceptable transition between buildings.

3. The height and scale of each building shall be compatible with its site and adjoining buildings.

4. Newly installed utility services, and service revisions necessitated by exterior alterations, shall be underground. Transformers mounted on utility poles shall be discouraged.

5. In relating buildings to site, the provisions of the Homewood Municipal Code in regard to bulk regulations, standards, and off-street parking shall be part of this criteria. This shall also apply to subsection C which follows:

C. RELATIONSHIP OF BUILDING AND SITE TO ADJOINING AREA

1. Adjacent buildings of different architectural styles shall be made compatible by such means as screens, site breaks, and other materials.

2. Attractive landscape transition to adjoining properties shall be provided.

3. Harmony in texture, lines, and masses is required.

4. Buildings should have a similar scale to those in the surrounding area.

D. LANDSCAPE AND SITE TREATMENT

Landscape elements included in these criteria consist of all forms of planting and vegetation, ground forms, rock groupings, water patterns, and all visible construction except buildings and utilitarian structures.

1. Where natural or existing topographic patterns contribute to beauty and utility of a development, they shall be preserved and developed. Modification to topography will be permitted where it contributes to good appearance. Design which allows for the preservation of existing mature trees is encouraged.

2. Landscape treatment shall be provided to enhance architectural features, strengthen vistas, and provide shade.

3. Unity of design shall be achieved by repetition of certain plant varieties and other materials and by correlation with adjacent developments.

4. Plant material shall be selected for interest in its structure, texture, and color and for its ultimate growth. Plants that are indigenous to the area and others that will be hardy, harmonious to the design and of good appearance shall be used.

5. In locations where plants will be susceptible to injury by pedestrian or motor traffic, they shall be protected by appropriate curbs, tree guards, or other devices.

6. Parking areas and traffic ways shall be enhanced with landscaped spaces containing trees or tree groupings. Parking areas shall be treated with decorative elements, building wall extensions, plantings, fences or other innovative means so as to largely screen parking from public view.

7. Where building sites limit planting, the placement of trees in parkways or paved areas will be required. Planting areas within parking lots shall be encouraged.

8. Screening of service yards, and other places which tend to be unsightly, shall be accomplished by use of walls, fencing, planting, or combinations of these. Screening shall be equally effective in winter and summer.

9. In areas where general planting will not prosper, other materials, such as fences, walls and pavings; of wood, brick, stone, and gravel, shall be used. Carefully selected plants shall be combined with such materials where possible.

10. Exterior lighting, when used, shall enhance the building design and the adjoining landscape. Lighting standards and fixtures shall be of a design and size compatible with the building and adjacent areas. Lighting shall be restrained in design, and excessive brightness so it has no light spill over to adjacent properties, and brilliant colors avoided.

11. Final approval of a project will require a complete landscape plan showing type, size and location of plant material, lighting treatment, etc. Applicants must specify planting material of intermediate size that is commercially available in order to achieve an effective landscape concept.

E. BUILDING DESIGN

Architectural style, contemporary, traditional or other shall not be restricted. Evaluation by the Appearance Commission of building design and its supporting elements shall be based on:

1. Acceptable design principals and proper use of materials and supporting surrounding elements;

2. Buildings shall, with their own design concept, be an asset in the aesthetic sense to the Village of Homewood;

3. Materials shall be compatible with and complimentary to the design; as follows:

a. Materials shall be of a permanent nature and require a minimum amount of maintenance;

b. Exposed structural frames that reflect the design principals of the building shall be an integral part of the building design;

c. Colors shall be harmonious, with bright or brilliant colors used mainly for accent.

4. Mechanical or electrical equipment and utility hardware, whether located on the roof, ground or attached to the building, shall be screened from the public view. Screening shall be accomplished with the use of fences, walls, enclosures or approved plantings. Materials used shall be compatible with the materials used on the building and throughout the project.

5. Exterior lighting shall be part of the architectural concept. Fixtures, standards and placement of these units and all exposed accessories shall be harmonious with building design. Lighting shall be restrained in design and excessive brightness so it has no light spill over to adjacent properties, and brilliant colors shall be avoided.

6. Truck docks, refuse and waste removal areas, service yards, storage yards and exterior work areas shall be screened from public view by the same methods as described in paragraph 4 above. Screening materials and design of same shall reflect the design concept of the building or structure.

7. Signs shall be part of the architectural concept and all signing shall conform to the sign regulations of the Municipal Code of the Village of Homewood, Illinois. Signs shall also be governed by Section F. SIGNS of this Appearance Plan.

8. Homewood Municipal Code which directly affects structural appearance, shall be part of this criteria.

F. SIGNS

1. Wall, ground, and identification signs shall be part of the architectural concept. Size color, lettering, locations, and arrangement shall be harmonious with the building design, and shall be compatible with signs on adjoining buildings.

2. Materials used in signs shall be of sound architectural character, be durable, and be harmonious with building design and surrounding landscape. Materials that tend to become illegible shall be avoided.

3. Every sign shall be scaled and designed so as to conform with relationship to buildings and surrounds.

4. Colors shall be used harmoniously and with restraint. Lighting shall be harmonious with the design. If external spot or floor lighting is used, it shall be arranged so that light source is shielded from view.

5. The provisions of the Homewood Municipal Code as it regulates signs, shall be part of the criteria of this subsection.

G. MISCELLANEOUS STRUCTURES AND STREET HARDWARE

1. Miscellaneous structures include any structures, other than buildings, visible to view from any public way or ways.

Street hardware includes all objects not commonly referred to as structures and located in streets and public ways and outside of buildings. (See Section A. DEFINITIONS).

2. Miscellaneous structures and street hardware located on private property shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, colors shall be in harmony with buildings and surroundings.

3. Miscellaneous structures and street hardware located in public ways and other public property shall be harmonious with design of adjacent buildings and other structures and Village landscape.

4. Lighting in connection with miscellaneous structures and street hardware shall meet the criteria applicable to site, landscape, buildings, and signs

5. The provisions of the Homewood Municipal Code which directly affect appearance shall be part of the criteria of this sub-section G.

H. LIGHTING

1. All exterior lighting should balance the need for energy conservation with the needs for safety, security and decoration.

2. All exterior lighting shall be part of the architectural and landscape design concept. Fixtures, standards and all exposed accessories shall be concealed or harmonious with other project design materials.

3. Exterior lighting shall not be designed to permit an adverse affect upon neighboring properties. Designers shall specify appropriate light cut-off angles for all sources of strong illumination.

4. All free-standing parking lot and internal access route lighting shall be metal halide incandescent or florescent luminaries.

5. Floodlighting or up lighting fixtures shall be located or shielded so that their presence is minimized and the light source is hidden from view.

I. SITE MAINTENANCE

1. For continued good appearance, the choice of materials and their use must be conducive to easy maintenance and upkeep.

2. Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage and abuse.

3. Provisions for cleaning of structures and control of dirt and refuse shall be included in the design. Such configurations that tend to catch and accumulate debris, leaves, dirt, trash and rubbish shall be avoided.

4. Areas of a site requiring maintenance shall be addressed by the petitioner's proposal if the lack of proper maintenance has affected or will affect the desired final appearance.

J. FACTORS FOR EVALUATION

In addition to the Appearance Code the following factors relating to buildings, signs, structures or developments which affect appearance will be included in the Appearance Commission's evaluation of a project's design submission:

1. Conformance to all ordinances of the Village of Homewood including all amendments thereto;

2. Use of exterior space;

3. Architectural concept and aesthetic value;

4. Material selection;

5. Compatibility with adjoining buildings, miscellaneous structures and space;

6. Circulation - vehicular, pedestrian and parking.

VILLAGE OF HOMEWOOD



MEMORANDUM

DATE: 9/28/2023

To: Angela Mesaros, Director of Economic and Community Development

From: Noah Schumerth, Assistant Director of Community and Economic Development

Topic: Updates to Work Plan for Appearance Plan Development

Introduction

The Appearance Plan for the Village of Homewood, last officially updated in 1998, is slated for a full update to reflect new development pressures and changes which have occurred in the Village in the past 25 years. The Village began the process of gathering public input and data to revise the Appearance Plan in 2022; however, project progress stalled in summer 2023.

The purpose of this memo is to detail a revised work plan for completing the Appearance Plan in late 2023/early 2024, building off of the previous work completed by staff. At this time, all work is to be completed by Village staff under the supervision of the Planning and Zoning Commission and the Appearance Committee.

Revised Appearance Plan Project Timeline

Complete Revised Project Scoping – Late September/Early October 2023

- Determine whether additional public input is needed to complete the Appearance Plan draft (Noah)

Host Workshop #1 – October 2023 (COMPLETE)

- Revisit plan goals/purpose in new meeting to ensure department cohesion and clear approach after review of initial draft
- Determine scope for new plan document
 - Determine areas of applicability (zoning districts/areas of focus)
 - Consider connection to RTA document/other planning documents
- Determine plan type (checklists with need to meet minimum number of criteria? general guidelines set? hierarchical guidelines set? contextual plan?) and plan organization strategy (building typology? street section? neighborhood/planning area? zone?)
 - May be worth discussion with Appearance Commission members
 - Organizational structure will be based on the priorities the Village has identified in design (what designs are most important to the success of the Village? Where do we take design most seriously? How do we isolate these priorities?)

VILLAGE OF HOMEWOOD



Complete Public Engagement and Refine Results – November 2023 through January 2024

- Complete follow-up with Appearance Commission for launch of project and opportunity to provide feedback on what they'd like to see in the plan itself (what makes it easier to administer, more useful based on the previous feedback they have provided)
- Engage with young adults through H-F School District, Library, and H-F Park District
- Continue ongoing connection with individuals at Homewood Farmer's Markets
- Collect input from business community, arts council, etc. (attend monthly meeting with each to have a presentation on the Appearance Plan goals/progress and collect additional input)
- Conduct outreach with common development partners working with the Village to identify particularly difficult design standards to meet with current market conditions, identify areas where cost implications are high compared to marginal benefit for design and include in outreach report.
- Refine results of input and prepare report to distribute to Appearance Commission; Planning and Zoning Commission; place report on website after release to public boards/commissions.
 - Complete preliminary report of data collected prior to June 2023.
 - Tabulate and summarize data with visually interesting methods; place into report.
 - Complete architectural analysis of the building stated as preferred buildings, summarize in report for Commissioners (include historical analysis as needed).
- Host workshop with Appearance Commission with release of report. Invite the public to participate in the workshop, or on-demand through the website

Host Workshop #2 – December 2023

- Identify best practices, both visually and organizationally, within planning resources to develop a plan theme and document design template

Host Workshop #3 –January 2024

- Pair public priorities to plan categories/areas of interest, complete activities to use public comments to develop priorities for design guidelines, prioritize and create a hierarchy of design principles for different types of development

VILLAGE OF HOMEWOOD



Develop Plan Draft –January 2024 through March 2024

- Begin identifying sign code design principles, functional and attractive signage in the Village (see Sign Code section below)
- Organize design principles into categories based on plan organization
- Write draft appearance plan (text with basic structure outline for Appearance Commission reference)

Refine Plan Draft – March 2024 through April 2024

- Present new Appearance Plan text in a public hearing at the Appearance Commission and the public and collect structured feedback.
 - Make the same information available online for those who aren't able to attend in person.
- Complete final draft of new Appearance Plan based on the feedback received from Appearance Commission and any additional input from the public (text and basic structure guide)
- Complete graphic design for the new guidelines with Village branding and design concepts, transfer text into new graphic design format to create final plan draft.

Complete Approvals – April 2024 through May 2024

- Take the final draft to the Appearance Commission for recommendation to the Village Board for adoption.
- Draft revised Municipal Code language for Chapter 28, or identify area of Municipal Code to amend to codify set of guidelines.
- Draft an ordinance for the revise Municipal Code language and update of the referenced plan.
- Take the final draft to the Village Board for adoption.
- Publish in Municode and on Village website.

VILLAGE OF HOMEWOOD



Revised Sign Code Project Timeline

Prepare for Sign Code Update – January/February 2024

- Collect best practices in signage codes, including best practices on zoning enforceability, presentation of sign types and form regulations, and language to ensure content neutrality.
- Collect guidance and model code language for navigating legal challenges surrounding signage.
- Include Village Attorney in legal review.

Host Workshop #4 – February 2024

- Collect and evaluate signage examples from around the Village to determine constraints for appropriate signage development.
- Use workshop time with staff to determine signage types and sizes deemed appropriate for different districts or development areas.
- Complete current code assessment to identify current administration challenges and shortcomings

Prepare and Review Sign Code Draft – February 2024 through April 2024

- Collect responses from elected and appointed officials and the public.
- Present draft revised regulations to the Appearance Commission, tying into the public feedback collected during the Appearance Guidelines update process. Collect input from the Commission and the public.
- Publish draft regulations on website for review and feedback.

Refine Plan Draft – April 2024 through May 2024

- Revise updated sign ordinance based on public comments and feedback from public commissions.
- Present final draft of revised sign ordinance to the Appearance Commission for a recommendation to the Board.
- Present final draft of updated sign ordinance to Village Board for adoption.
- Publish in Municode and on Village website.