



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, July 16, 2024

[immediately following Village Board Meeting]

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Committee of the Whole from **July 16, 2024**.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

2. **Discussion and Recommendation** of a Text Amendment to the Village's Zoning Ordinance related to **Residential Driveway Width Standards**.
3. **Discussion and Recommendation** of a Text Amendment to the Village's Zoning Ordinance related to **Residential Accessory Structure Exterior Facade Materials**.

NEW BUSINESS

4. **Discussion and Recommendation** of a labor agreement with Sergeants of the Village of Roscoe Police Department.
5. Discussion and Recommendation of a **Special Event Permit** for the **Roscoe Lions Club Fall Festival and Parade** to be held at **Leland Park** on **September 6th, 7th, & 8th**.
6. Discussion and Recommendation of a **Special Event Permit** for the **Stateline Disc Golf Association (SDGA) Open Presented by Nick Sommer, Country Financial** to be held at **Porter Park** on **September 28, 2024**.
7. **Discussion and Recommendation** of adoption of a policy related to the maintenance of subdivision entrance signs and landscaping.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Discussion and Recommendation of a Text Amendment to the Village's Zoning Ordinance related to Residential Driveway Width Standards		
Date:	July 12, 2024	Meeting:	Committee of the Whole – 7/19/2024
Prepared by:	Josef Kurlinkus / Elias Vareldzis	Department:	Planning / Zoning

Overview/Background Information

This is an item which was referred to the ZBA by the Village Board of Trustees for consideration. The proposal being brought forward extends the distance that the driveway can remain at full garage width, and reduces the distance from the ROW line where the taper to the roadway begins.

See attached ZBA Staff Report.

Prior Legislative Actions

The ZBA met on July 10, 2024, and conducted a public hearing on the proposed amendment, which was recommended for approval 5-0-2.

Action Required/Recommendation

Recommendation to send to the Board for Approval.

Attachments

ZBA 2024-004 – Staff Report

Zoning Board of Appeals Meeting of July 10, 2024**Application No. ZBA 2024-004**

To: Village of Roscoe Zoning Board of Appeals

From: Elias Vareldzis, Vandewalle & Associates – Village Consulting Planner

Date: July 5, 2024

Re: Village of Roscoe Proposed Zoning Code Amendments

ZBA 2024-004 - Residential Driveway Width Standards:

The Zoning Board of Appeals and Village Board have recently considered potential changes to the residential driveway standards to allow for greater flexibility in driveway widths on residential lots. The changes proposed below are intended to allow for greater flexibility in driveway design to accommodate garages that have more than two-car bays.

ZBA Considerations & Staff Recommendation:

Per Sec. 15-779, the ZBA should consider whether these proposed amendments are consistent with the purpose and intent of the Zoning Ordinance and the Village's Comprehensive Plan. Per Village Code and my recommendation, the ZBA should ultimately make one of the following findings for each proposed ordinance amendment:

- Recommend that the proposed amendments be adopted as presented.
- Recommend that the proposed amendments be adopted in a modified form.
- Recommend that the proposed amendments be rejected.

The concurring votes of four members of the ZBA are necessary to recommend the application for an amendment to the Zoning Code to the Village Board. A written finding of fact and recommendation based on these findings must be transmitted to the Village Board for their ultimate review and decision.

Below are the recommended Zoning Code modifications. Existing text for each relevant section of the Zoning Code is provided below, including proposed text changes/additions/subtractions:

ZBA 2024-004**Proposed Text Amendments – Residential Driveway Design Standards:**

Sec. 15-410(b)(6): Residential Driveway Design Standards

- 6) Residential driveway design standards.
 - a. Residential driveways shall not exceed 24 feet in width at the property line.
 - b. Residential driveways shall be constructed of a minimum of two inches of bituminous pavement with six inches of aggregate base, Portland cement concrete at least four inches in thickness, concrete pavers, paving blocks, or similar materials approved by the village engineer.
 - c. An ~~garage~~ access ~~drive~~ for a garage larger than a standard two-car garage, the width of the garage, as measured from the garage walls, is permitted to extend the full width of the garage for a distance of ~~20~~ 25 feet from the garage doors before tapering, within ~~ten~~ five feet, back to no greater than a 24 foot the maximum driveway width at the right-of-way line.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item:	Discussion and Recommendation of a Text Amendment to the Village's Zoning Ordinance related to Residential Driveway Width Standards		
Date:	July 12, 2024	Meeting:	Committee of the Whole – 7/19/2024
Prepared by:	Josef Kurlinkus / Elias Vareldzis	Department:	Planning / Zoning

Overview/Background Information

This is an item which was referred to the ZBA by Staff. There are currently no guidelines for façade materials for accessory structures in residential zoning districts. The proposal being brought forward identifies the types of materials that may be used on an accessory structure in a residential zoning district so as to maintain the characteristics of residential neighborhoods.

See attached ZBA Staff Report.

Prior Legislative Actions

The ZBA met on July 10, 2024, and conducted a public hearing on the proposed amendment, which was recommended for approval 5-0-2.

Action Required/Recommendation

Recommendation to send to the Board for Approval.

Attachments

ZBA 2024-005 – Staff Report

Zoning Board of Appeals Meeting of July 10, 2024**Application No. ZBA 2024-005**

To: Village of Roscoe Zoning Board of Appeals

From: Elias Vareldzis, Vandewalle & Associates – Village Consulting Planner

Date: July 5, 2024

Re: Village of Roscoe Proposed Zoning Code Amendments

Ensuring Quality of Residential Accessory Structure Exterior Façade Materials:

The Zoning Code does not currently provide any exterior material guidelines or standards for residential garages, accessory buildings, and accessory structures. In order to ensure consistent character and development quality of accessory buildings and structures in residential neighborhoods, the Code should be amended to add additional language that specifies the types of exterior materials that should be used in the development of accessory structures on residentially zoned properties.

ZBA Considerations & Staff Recommendation:

Per Sec. 15-779, the ZBA should consider whether these proposed amendments are consistent with the purpose and intent of the Zoning Ordinance and the Village's Comprehensive Plan. Per Village Code and my recommendation, the ZBA should ultimately make one of the following findings for each proposed ordinance amendment:

- Recommend that the proposed amendments be adopted as presented.
- Recommend that the proposed amendments be adopted in a modified form.
- Recommend that the proposed amendments be rejected.

The concurring votes of four members of the ZBA are necessary to recommend the application for an amendment to the Zoning Code to the Village Board. A written finding of fact and recommendation based on these findings must be transmitted to the Village Board for their ultimate review and decision.

Below are the recommended Zoning Code modifications. Existing text for each relevant section of the Zoning Code is provided below, including proposed text changes/additions/subtractions:

ZBA 2024-005

Proposed Text Amendments – Accessory Buildings and Design:**Sec. 15-410. Development standards applicable to residential districts.**(a) *Garages.*

- (1) A lot with a single-family dwelling that is 1,199 square feet or less in area shall be required to have a single-car garage at a minimum.
- (2) A lot with a single-family dwelling that is 1,200 square feet or more in area shall be required to have a two-car garage at a minimum.
- (3) All residential garage structures must comply with the exterior building material requirements of Sec. 15-516(h).

Sec. 15-516. Accessory building.

(h)[new] The exterior materials used on all permanent accessory buildings located within residential zoning districts shall be visually compatible with those of the principal building on the lot or with the general characteristics of the surrounding neighborhood.

1. Permitted materials include brick, brick veneer, stone, stone veneer, glass, stucco, fiber cement siding, split-face or decorative block, EIFS, wood or wood composite siding, seamless metal siding, architectural/decorative metal panels, residential aluminum siding, vinyl siding, brick panels, stone panels, and similar materials.
2. Prohibited materials include smooth-face or non-decorative block, concrete panels (tilt-up or precast), asphaltic siding, metal siding with seams, poly-roofing siding, nondecorative metal panels, corrugated metal, nondecorative wood (plywood, chipboard, etc.).

Sec. 15-517. Accessory structures

- (a) No accessory structure shall be located in a required front yard nor closer to the front property line than the front or corner side elevation of the primary building.
- (b) Accessory structures shall not exceed 200 square feet in area.
- (c) Accessory structures shall be located a minimum of five feet from side and/or rear property lines.
- (d) All residential garage structures must comply with the exterior building material requirements of Sec. 15-516(h).

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 4.

Agenda Item: Sergeant's Agreement	
Date: 07-16-24	Meeting: COTW
Prepared by: Chief Samuel Hawley	Department: Police Dept.

Overview/Background Information

A version of the Sergeant Agreement originally started in 2020 to mirror the patrol FOP contract however it was never signed. I have worked with the Police Departments new law firm to update the agreement. Two noticeable changes in the agreement are 1) the eligibility of Administrative Sergeant and the position, 2) legal protections to Sergeants when acting in their official capacity.

Key Issues

Having a signed version of the Sergeants Agreement to include the changes

Fiscal Note/Budget Impact

Cost for legal counsel when needed for Sergeants when acting in their official capacity.

Prior Legislative Actions

N/A

Action Required/Recommendation

Approving Sergeant's Agreement to send to Board

Attachments

Sergeant Agreement

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 5.

Agenda Item:	2024 Fall Festival & Parade		
Date:	7/12/2024	Meeting:	COTW 7/16/2024
Prepared by:	Janel	Department:	Admin

Overview/Background Information

The request is for a special event permit for the 114th Fall Festival.
 Festival Event Dates & Times: September 6th 5pm-10pm, September 7th 12pm-10pm, September 8th 12pm-8pm
 Parade Date: September 8th 11am

Event Highlights:
 Amusement rides for all ages
 Exhibitors showcasing local vendors and products
 Bingo tent
 A variety of food and beverage options available

Key Issues

**As of now, no alcohol permit has been requested for this event. If requested, the temporary liquor license will have to be approved by the Liquor Commission.

A kickoff meeting has already been held with the Hibbards, Public Works, Administration and the Police Department with additional meetings planned.

Fiscal Note/Budget Impact

In 2023 the Public Works cost of this event was \$1204.79 which the village was reimbursed for.

The Fall Festival is a fundraiser for the Roscoe Lions Club.

Prior Legislative Actions

This is an annual community event which has always been approved.

Action Required/Recommendation

Approval of special event permit

Attachments

Special event application



Special Event Application Form

Return completed form to Roscoe Police Department * 10595 Main St. * PO Box 312 * Roscoe, IL 61073

Assembly Block Party Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Roscoe Lions Club Fall Festival and Parade

Nature of Event:

114th Annual Fall Festival, Community Celebration, Parade and Lions Club Fundraiser

Location of Event: Leland Park (Festival) and Main St (Parade) Projected Attendance: estimated 10,000

Address of Organizer: Phone Number:

Event Date(s): Sept 6, 7 & 8 2024 (Parade Sept 8)

Event Hours: 5:00pm-10:00pm 9/6 am/pm until 12:00pm-10:00pm 9/7 am/pm 12:00pm-8:00pm 9/8

Setup/Assembly Date: Sept 3, 4 & 5 2024 Start Time: 7:00 am am/pm

Dismantle Date: Sept 9 2024 am/pm Completion Time: Sept 10 12:00pm am/pm

Please describe, in specific details, the scope of your setup/assembly work: (submit separate document if necessary)

Amusement Rides, tents, & trailer setup

40ft x 120ft exhibitors tent along Harrison St

Food Vendor tents and trucks

- Will this event require use of fireworks? Will this event require street closures Will alcohol be served? Will signage be posted? Will food be served?

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com



Special Event Application Form

Who is your point of contact for this event? (must be available during entire duration of event)

Name: Bill & Gladys Hibbard Phone Number: [REDACTED]
Email: [REDACTED]

Additional Comments:

Each food vendor is responsible for their own food Permit from the Winnebago Health Department

Applicant Signature: _____

Date: _____

Return completed application to: Roscoe Village Hall
10631 Main Street
Roscoe, Illinois 61073
permits@villageofroscoe.com

OFFICIAL USE ONLY	
Date Filed: _____	
Village Administrator: _____ Signature	Date: _____
Village Board (if necessary): _____ Signature	Date: _____
Application Fee Paid: \$100 Special Event: Neighborhood Garage Sale \$50 Special Event: Assembly \$25 Special Event: Block Party	_____ Receipt
Cc: Police Department, Public Works, Zoning, HRFPD, WCHD	



Special Event
Hold Harmless Agreement

I, Roscoe Lions Club / Bill Hibbard indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event known as Roscoe Lions Club Fall Festival & Parade to be held Sept 6 7 & 8

Signed this _____ day of _____, 20_____

Roscoe Lions Club / Bill Hibbard

Name _____

P. O. Box 304 Roscoe, Illinois 61073

Address _____

Signature _____

Witness _____

FOURTH STREET CLOSED

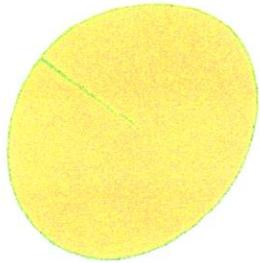
Stage

Item # 5.

Port-a-Potty

Concession Stand

Beer Tent



Driveway

Broad Street Closed

Leland Park

Restroom

Tent 120' X 40"

Harrison Street

Skinner

E L E C
ATM

Shelter

Cafe

Bingo Tent

THIRD STREET

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: SDGA Open Presented by Nick Sommer Country Financial			
Date: 7/12/2024		Meeting: COTW 7/16/2024	
Prepared by: Janel		Department: Admin	

Overview/Background Information

The request is for a special event permit for a disc golf tournament to be held at Porter Park on September 28th. This event will be a 2 round Disc Golf tournament as a season closer for the 2024 Disc Golf Season. This tournament is hosted by the Stateline Disc Golf Association and presented by Nick Sommer Country Financial. This event is expected to sell out and provide plenty of exposure to the Porter Park disc golf course and the associations involved. The cabin will be utilized as part of the event.

Key Issues

Projected attendance is 72.

Fiscal Note/Budget Impact

N/A

Prior Legislative Actions

Previous disc golf tournaments approved

Action Required/Recommendation

Approval of special event permit

Attachments

Special event application



Special Event Application Form

Return completed form to Roscoe Village Hall * 10631 Main St. * PO Box 283 * Roscoe, IL 61073

Assembly Block Party Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

SDGA Open Presented by Nick Sommer Country Financial (Stateline Disc Golf Association)

Nature of Event:

Disc Golf Tournament

Location of Event: Porter Park Projected Attendance: 72

Address of Organizer: Phone Number

Event Date(s): 9/28/24

Event Hours: 8:00 am am/pm until 6:30 pm am/pm

Setup/Assembly Date: 9/28/24 Start Time: am/pm

Dismantle Date: 9/28/24 am/pm Completion Time: am/pm

Please describe, in specific details, the scope of your setup/assembly work: (submit separate document if necessary)

Four horizontal lines for describing the event scope.

- Will this event require use of fireworks? Will this event require street closures? Will alcohol be served? Will signage be posted? Will food be served?

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com



Special Event Application Form

Who is your point of contact for this event? (must be available during entire duration of event)

Name: Joshua Garcia Phone Number: [REDACTED]

Email: [REDACTED]

Additional Comments:

Applicant Signature:

Date:

Return completed application to: Roscoe Village Hall
10631 Main Street
Roscoe, Illinois 61073
permits@villageofroscoe.com

OFFICIAL USE ONLY	
Date Filed:	_____
Village Administrator:	_____ Date: _____
	Signature
Village Board (if necessary):	_____ Date: _____
	Signature
Application Fee Paid:	\$100 Special Event: Neighborhood Garage Sale
	\$50 Special Event: Assembly
	\$25 Special Event: Block Party
	_____ Receipt
Cc: Police Department, Public Works, Zoning, HRFPD, WCHD	

Special Event
Site Plan Exhibit

Please provide a site plan depicting the location of the proposed event, as well all applicable items identified in the Application Checklist. An aerial photograph of the event location will be provided by Village upon request for use by applicant.

Event Site Plan:

Special Event
Hold Harmless Agreement

I, Joshua Garcia indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event known as SDGA Open Presented by Nick Sommer Country Financial to be held September 28, 2024
Signed this 17 day of April, 202024

Joshua Garcia

Name

Address

Signature

Nick Sommer

Witness



10631 MAIN STREET
PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@villageofroscoe.com

TEMPORARY SIGN/BANNER PERMIT APPLICATION

SIGN LOCATION (exact address) 6598 Windflower Ln, Roscoe, IL 61073
BUSINESS NAME Nick Sommer Country Financial
BUSINESS ADDRESS 10514 Main St, Roscoe, IL 61073
MOBILE [REDACTED] EMAIL [REDACTED]

REASON FOR TEMPORARY SIGN/BANNER

Sponser advertisement

DATE FOR PLACEMENT September 28, 2024
DATE FOR REMOVAL September 28, 2024
SIZE OF BANNER LENGTH 2' HEIGHT 2'
SIZE OF SIGN LENGTH 2' HEIGHT 2'

Concurrent display. All nonresidential developments shall be permitted to display three temporary signs of any type concurrently.

Display period. The permitted display period of a temporary sign in a nonresidential district shall be a maximum of 30 days.

A total of three nonconcurrent display periods shall be permitted per single-tenant building or unit of a multitenant building per calendar year. Nonconcurrent display periods shall be separated by a minimum of 30 days.

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION FURNISHED ABOVE IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE APPLICANT AGREES TO REMOVE TEMPORARY SIGN BY THE REMOVAL DATE ABOVE.

[Signature] 6/28/24
SIGNATURE DATE

FOR OFFICE USE ONLY	
DATE _____	PROPERTY ZONED _____
	TOWNSHIP _____
PERMIT APPROVED/NOT APPROVED _____	_____ Zoning Administrator

SUBDIVISION ENTRANCE MAINTENANCE POLICY

- A. Purpose.** The purpose of this policy is to identify the Village's stance regarding the repair and/or replacement of subdivision entrance signs and support walls within the Village's Right-of-Way (ROW); the maintenance and/or replacement of said signs and/or support walls; and the addition of new features such as lighting, fencing, irrigation, seasonal color, and annual plantings.
- B. General Standards.** The repair, replacement, or alteration of an existing subdivision entrance sign and/or support wall shall adhere to the requirements identified within the Village Sign Ordinance. The Applicant shall coordinate with the Zoning Administrator and/or the Village Planning Department to ensure the requirements of this ordinance are met.
- C. Subdivision entrance signs located on private property.** Maintenance and repair of subdivision entrance signs not located within the Village's right-of-way, or upon Village owned property shall be the sole responsibility of the established HOA or owner of the parcel upon which the signage is located. An HOA or parcel owner may request that the Village assume responsibility for the repair and maintenance of such signage, however, prior to assuming any such responsibility for repair or maintenance, the HOA or owner of the parcel on which the sign is located shall be required to dedicate that portion of the of the parcel as public right-of-way or to deed the ownership of the parcel to the Village of Roscoe. The Village shall not maintain or repair subdivision entrance signs located on private property.
- D. Maintenance, repair and replacement of existing subdivision signs and/or support walls.**

The Village shall maintain, repair and/or replace all subdivision signs and/or replacement walls within the Village Right-of-Way (ROW) only and not under the jurisdiction or maintained by an established Homeowner's Association (HOA) in accordance with the following:

1. **Repair:** Repair and maintenance of current signage shall always be considered as the first option for the Village's maintenance program. Repair shall be limited to repainting the monument sign, sign panel and/or the individual letters affixed to the support walls identifying the name of the subdivision no more than once every five (5) years. A standardized palette of paint colors shall be maintained by the **Village Planning & Community Development Department** and shall be used to repaint existing signs.
2. **Removal and/or replacement:** Should an existing sign become damaged or deteriorated beyond economic repair, as determined by **Public Works Director**, the Village shall remove and dispose of said sign. The sign shall then be replaced at an amount not to exceed **\$3,500** per subdivision in accordance with the following:
 - a. Signs shall be replaced in accordance with a standardized sign template as determined by the Village Planning Department to include material, color, shape, size and font.

b. Monument signs shall include the replacement of the sign panel and/ or the individual letters affixed to the monument sign. The sign panel shall be similar in size to what was removed, or shall adhere to a standardized sign template as determined by the Village Planning Department, to include color, shape, size and font.

c. Replacement of the sign panel and/ or the individual letters shall not include any repairs to the monument structure itself. Should it be determined that the monument structure itself is damaged or deteriorated beyond economic repair, as determined by Public Services Director, the Village shall remove and dispose of said monument structure and replace the monument sign with freestanding standardized sign as determined by the Village Planning Department to include material, color, shape, size and font.

C. Maintenance, repair and replacement of existing landscaping, irrigation and lighting.

1. **Landscaping:** The Village shall maintain plant material and landscape mulch at the subdivision entrances. Any new and/ or additional plant material that is above and beyond what was initially approved and accepted by the Village shall be approved in advance by the **Public Works Director**, and shall be paid for and maintained at the sole expense of the established HOA or group of homeowners within a subdivision.

2. Irrigation Systems.

a. The Village acknowledges that some subdivision entrances may have included underground irrigation systems installed by the original developer. The Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.

c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the irrigation system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

3. **Sign lighting:** It is understood that some subdivision entrances may have included overhead or directional lighting to illuminate the subdivision sign. As of this date, the Village shall no longer operate, maintain and/ or repair these systems. It is further understood these systems shall remain in place, but shall be considered as abandoned.

- a. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- b. Established HOA or group of homeowners within a subdivision desiring to assume responsibility for these systems, they may do so only after submitting a request for transfer of maintenance responsibilities to the Village, and receiving approval for such transfer from the Village Board of Trustees.
- c. Upon approval of the transfer of ownership and maintenance responsibilities the established HOA or group of homeowners within a subdivision shall become solely responsible for all maintenance and repair costs associated with the lighting system. The Village shall not participate in, nor shall they assume payment of any utility bills associated with the maintenance of these systems.

D. Upgrade and/ or replacement – Non-standard. In the event that a subdivision sign is located within the Village ROW and a group of homeowners within a subdivision with or without an HOA desire to replace their subdivision sign with something other than the current signage, or different than the standardized sign template as determined by the Village Planning Department, the following information shall be submitted to the Village Planning Department for consideration:

1. **Petition.** A petition containing the signatures of not less than fifty (50) percent plus one (1) of the property owners within the subdivision plat where the entrance sign is located. Signatures from renters shall not be deemed as consent.

The petition shall include language indicating those signing are aware that all design and construction costs, and future maintenance responsibilities of signage and surrounding landscaping to include pruning of plants, mulching of plant beds, irrigation systems, lighting, etc. , are the sole responsibility of the established HOA or the group of homeowners within the subdivision.

2. **Sign design:** A detailed drawing of the proposed sign, prepared in accordance with the standards identified within the Village Sign Ordinance, to include material and color selection.

4. **Landscape plan:** A landscape plan identifying the exact location of the proposed sign and all landscaping enhancements.

5. **Village Board Approval:** Upgrades and replacements beyond the standard sign replacement of the Village shall require prior approval of Village Board.

6. **Sign Grant:** Should the Village Board approve this request, the group of homeowners may be eligible for a \$3,500 grant per sub-division, based upon budgeted funds. If the Village Board approves and authorizes the grant, the group of homeowners within a subdivision shall become

solely responsible for all maintenance and repair costs of associated signage and landscaping of the subdivision entrance. The Village shall not participate in any maintenance responsibility or utility costs associated with subdivision entrances.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Discussion and Recommendation of a Policy for Subdivision Entrance Maintenance & Signage

Date: July 12, 2024

Meeting: Committee of the Whole – 7/19/2024

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

The Village Board of Trustees has requested that staff create a draft policy related to the uniform maintenance of subdivision entryways and signage. The attached policy identifies the responsibilities of the Village in maintaining subdivision entryway signage and landscaping & sets a maximum \$ amount for the installation of new signage outside of what the developer has installed upon dedication of the subdivision. It also provides the process for HOAs or neighborhood associations to request more elaborate signs & landscaping to be maintained by the association.

Key Issues

- Responsibility of basic maintenance of signs and landscaping on Village ROW or Property is that of the Village.
- Signs on private property remain responsibility of property owner (generally an HOA).
- HOAs may request that they be allowed to install Lighting or Irrigation, but this will be responsibility of the HOA.
- HOAs may request a grant up to the established dollar amount of replacement & repair to be set by the Board (draft policy identifies \$3500), and to install more elaborate signage / landscaping upon request of 51% of Owners in the effected Plat.

Fiscal Note/Budget Impact

Board needs to decide the maximum amount to spend on installation of new signage/repairs to be allocated to subdivision for quinquennial maintenance and repair.

Prior Legislative Actions

The draft policy is up for initial discussion by the COTW on July 19, 2024. This has not been previously reviewed by the Committee, but has been created as a starting point for discussion.

Action Required/Recommendation

Discussion and Recommendation to the Board of any changes or comments to the draft subdivision policy.

Attachments

Subdivision Entrance Maintenance Policy – Draft for Discussion Purposes.