

	<b>PLAN COMMISSION AGENDA ITEM EXECUTIVE SUMMARY</b>			
	<b>Project Title/ Address:</b>	General Amendment – Temporary Signs during Construction Projects (City of St. Charles)		
	<b>City Staff:</b>	Russell Colby		
<b>Please check appropriate box (x)</b>				
	<b>PUBLIC HEARING 6/5/12</b>	<b>X</b>	<b>MEETING 6/5/12</b>	<b>X</b>
<b>APPLICATIONS UNDER CONSIDERATION:</b>				
General Amendment				
<b>ATTACHMENTS AND SUPPORTING DOCUMENTS</b>				
General Amendment Application				
Staff Memo				
<b>EXECUTIVE SUMMARY:</b>				
<p>Businesses have approached the City regarding the possibility for flexibility with temporary signs during the East Main Street/Route 64 construction project.</p> <p>Staff solicited direction from the Planning and Development Committee in May. Based on their feedback, Staff filed a General Amendment application to allow for the Director of Community Development to authorize that during construction projects, temporary signs can be placed with no time limitation. In addition to removing the time restriction, one additional temporary sign per lot can be placed, subject to other applicable requirements.</p> <p>This provision could be applied to the East Main Street construction and could also be extended to other construction projects in the future.</p>				
<b>RECOMMENDATION / SUGGESTED ACTION</b> <i>(briefly explain):</i>				
<p>Conduct the public hearing and close if all testimony has been taken. This application is also listed on the meeting agenda for a vote this evening.</p> <p>Staff is recommending approval of the General Amendment. Findings of Fact are attached to the staff report.</p>				

Community Development  
Planning Division

Phone: (630) 377-4443

Fax: (630) 377-4062



**STAFF REPORT**

**TO:** Chairman Todd Wallace  
and Plan Commission Members

Chairman Cliff Carrigan  
and Planning and Development Committee Members

**FROM:** Russell Colby, Planning Division Manager

**RE:** General Amendment To Title 17 (Zoning Ordinance)  
Temporary Signs during Construction Projects

**DATE:** May 25, 2012

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**I. GENERAL INFORMATION**

**Project Name:** General Amendment – Temporary Signs During Construction Projects

**Applicant:** City of St. Charles

**II. BACKGROUND**

Businesses have approached the City regarding the possibility for flexibility with temporary signs during the East Main Street/Route 64 construction project. The Zoning Ordinance requires sign permits for temporary signs and banners and specifies restrictions on the number of signs, the overall size, and the duration of time the sign may be posted.

Staff conferred with legal counsel on the appropriate action to grant flexibility to these requirements for properties along East Main Street for the duration of the construction project.

Based on direction from the Planning and Development Committee, Staff has filed a General Amendment to the Zoning Ordinance to allow for temporary sign requirements to be expanded during any road construction project where access or visibility of a property is affected.

### III. PROPOSAL

#### Existing Zoning Ordinance Requirements

##### **A. Permit Required**

*A permit is required to erect the temporary signs and attention getting devices listed in the following paragraphs of this Section 17.28.100, in accordance with Section 17.28.020 A (Sign Permit).*

##### **B. Time Limit**

*Unless otherwise permitted, displays of temporary signs shall be limited to fourteen (14) days per permit, and not more than four (4) such permits shall be issued to an applicant per calendar year. There shall be a minimum separation of thirty (30) days between temporary sign displays. All temporary signs permitted by this Section shall be removed no later than seven (7) days following the conclusion of the event or other condition to which the sign pertains.*

##### **C. Setbacks**

*No setback is required for temporary signs and attention getting devices that are six (6) square feet or less in surface area and five (5) feet or less in height. All other freestanding temporary signs and attention getting devices shall be set back a minimum of five (5) feet from all right-of way lines.*

##### **D. Real Estate and Other Temporary Signs Requiring a Permit**

1. *In the BL, BC, BR, CBD-1, O-R, M-1, M-2, and PL Districts, one (1) temporary sign is permitted for each street frontage of the lot. The maximum sign area and height shall be:
  - a. *For lots one (1) acre and under: Thirty-two (32) square feet of surface area. Freestanding signs shall not exceed eight (8) feet in height.*
  - b. *For lots one (1) to five (5) acres: Sixty-four (64) square feet of surface area. Freestanding signs shall not exceed eight (8) feet in height.*
  - c. *For lots five (5) acres and above: One hundred (100) square feet of surface area. Freestanding signs shall not exceed ten (10) feet in height.*
  - d. *Real estate and other temporary signs of 6 square feet or less are allowed without a permit in accordance with Paragraph 17.28.090.**
2. *In the BT Overlay and CBD-2 Districts, one (1) temporary sign is permitted for each street frontage of the lot. Each sign shall not exceed sixteen (16) square feet in surface area. Freestanding signs shall not exceed six (6) feet in height.*
3. *Real Estate signs advertising a property for sale or lease shall not be subject to a time limit but shall be removed no later than seven (7) days following the sale or lease of the property.*

#### Proposed Amendment

4. *During construction or reconstruction of public improvements, if the Director of Community Development determines that the construction will disrupt access or visibility of lots directly adjacent to the construction, the Director may authorize the following for lots adjacent to the construction:
  - a. *Temporary signs shall not be subject to time limits specified in Section 17.28.100.B, but shall not be placed for longer than the duration of the construction.*
  - b. *One (1) additional temporary sign per lot shall be permitted, subject to all other applicable requirements.*
  - c. *A permit for a temporary sign authorized under this Section may be terminated if the conditions stated herein are not complied with.**

#### **IV. ANALYSIS**

- Under the proposed amendment, staff will be able to administratively grant:
  - A longer time period for the placement of temporary signs (not to exceed the duration of the construction project).
  - One additional temporary sign per lot.
- This provision has been drafted so that the Director of Community Development has the discretion to authorize these expanded provisions for any property where construction activity affects access or visibility of the property.

#### **V. REQUESTED ACTION**

Staff is recommending approval of the Application for General Amendment and has provided Findings of Fact.

#### **Attachments**

Findings of Fact for General Amendment

**FINDINGS OF FACT**  
**GENERAL AMENDMENT**

1. The consistency of the proposed amendment with the City’s Comprehensive Plan.

**The Comprehensive Plan does not address temporary signs.**

2. The consistency of the proposed amendment with the intent and general regulations of this Title.

**The amendment meets the purpose of Chapter 17.28 “Signs” by allowing businesses to temporarily increase signage during public construction projects that may restrict visibly and access to their property.**

3. Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, is more workable than the existing text, or reflects a change in policy.

**The amendment reflects a change in policy to allow for increased flexibility for temporary signage during construction projects.**

4. The extent to which the proposed amendment would be in the public interest and would not serve solely the interest of the applicant.

**The amendment has been proposed by the City and is in the public interest of assisting business during temporary interruptions that are outside of their control.**

5. The extent to which the proposed amendment creates nonconformities.

**Not applicable.**

6. The implications of the proposed amendment on all similarly zoned property in the City.

**The amendment will be applied equally to all applicable zoning districts.**

# CITY OF ST. CHARLES

TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984

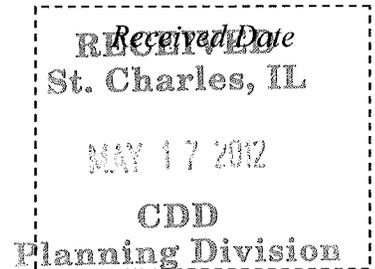


COMMUNITY DEVELOPMENT/PLANNING DIVISION

PHONE: (630) 377-4443 FAX: (630) 377-4062

## GENERAL AMENDMENT APPLICATION

<b>CITYVIEW</b>	
Project Name:	<u>Title 17- Gen. Amend. 7.28 "Signs"</u>
Project Number:	<u>2012 -PR- 0060</u>
Application Number:	<u>2012 -AP- 011</u>



**Instructions:**

To request an amendment to the text of the St. Charles Zoning Ordinance, complete this application and submit it with all required attachments to the Planning Division.

City staff will review submittals for completeness and for compliance with applicable requirements prior to establishing a meeting or public hearing date for an application.

The information you provide must be complete and accurate. If you have a question please call the Planning Division and we will be happy to assist you.

<b>1. Applicant:</b>	Name <u>City of St. Charles</u>	Phone <u>630-377-4443</u>
	Address <u>2 E. Main St. St. Charles, IL 60174</u>	Fax <u>630-377-4062</u>
		Email <u>rcolby@stcharlesil.gov</u>
<b>2. Billing:</b> <i>Who is responsible for paying application fees and reimbursements?</i>	Name <u>Same</u>	Phone
	Address	Fax
		Email

**Attachment Checklist**

- APPLICATION:** Completed application form
- APPLICATION FEE:** Application fee in accordance with Appendix B of the Zoning Ordinance.
- REIMBURSEMENT OF FEES AGREEMENT:** An original, executed Reimbursement of Fees Agreement and deposit of funds in escrow with the City, as provided by Appendix B of the Zoning Ordinance.
- WORDING OF THE REQUESTED TEXT AMENDMENT**  
One (1) copy of Proposed Amendment (Letter Sized) and one (1) Electronic Microsoft Word version on CD-ROM



**Proposed Amendment:**

Amend the zoning ordinance to provide that for the Building Commissioner (or other official) to issue a permit for temporary signage related to the disruption of business due to construction or reconstruction of public improvements for a period not longer than the duration of the construction, reserving to the officer the right to terminate the permit if the conditions stated therein are not complied with.