

MINUTES OF THE JOINT MEETING OF THE MAYOR AND BOARD OF TRUSTEES AND PLAN COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, SEPTEMBER 13, 2022, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS .

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A ZOOM CONFERENCE CALL FOR THIS MEETING.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank Trilla, Village Clerk Deborah Hahn, Village Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, and Greg Ruffolo, Village Administrator Sean Halloran, Assistant to the Village Administrator Alex Arteaga, and Director of Community Development Michael Krol.

Members of the Plan Commission physically present: Chairman Daniel Kopp, Vice-Chairman John Wagner and Commissioners Zoltan Baksay, Ron Kanaverskis and Mike Walec.

Also present were Reuben Shell, Planner and Jackie Wells, Project Manager, from Houseal Lavigne.

Present via conference call, due to the COVID-19 pandemic - None.

Absent: Commissioner Cathy Kaczmarek, Commissioner Len Kaucky

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Administrator Halloran to lead everyone in saying the pledge of allegiance.

4. VISITOR'S BUSINESS

None present and no written comments were received.

5. DISCUSSION - Zoning Code Update

Village Administrator Halloran introduced the topic and provided a recap of the progress to date as of this fourth joint meeting. This meeting is to review the actual language to be used in the new zoning code. This is a review of two chapters of eleven total. Staff is asking the Board and Commissioners for feedback and direction from the Trustees and

Commissioners. He then turned the floor over to Ms. Jackie Wells from Houseal Lavigne.

Ms. Wells indicated that tonight they would be presenting the revisions to the next two chapters, 5 Development Standards and 6 Sign Standards, providing an overview of the main changes and structure being proposed. At the next meeting, Houseal Lavigne will present chapters 7 through 10 for review.

Ms. Wells began her presentation with an overview of what sections are to be included in Chapter 5: Development Standards:

1. Off-Street Parking and Loading
2. Landscaping
3. Driveways
4. Screening
5. Fences
6. General Townhouse, Multifamily, Mixed Use, and Nonresidential Design Standards
7. Outdoor Lighting
8. Performance Standards
9. Floodplain Regulations

Ms. Wells covered each of the major components of the section Off-Street Parking and Loading:

- Change in Use - proposed to allow Village Administrator to provide relief if additional parking is required for use but cannot be accommodated on site
- Cross Access - cross access between adjacent parking lots proposed to be required; Village Administrator proposed to provide waiver if cross access is not feasible
- Parking Maximum - allowed parking proposed to be capped at 30% more than minimum required (i.e., if 100 parking spaces required, a maximum of 130 spaces would be allowed); Village Administrator proposed to have authority to allow additional spaces beyond maximum if documented evidence of actual use and demand is justified.

After discussion, Ms. Wells posed the question to the Board, "Should the Village Administrator be the party responsible for making these determinations?" The general consensus of the Board was, yes, allow the Village Administrator to make these decisions.

Ms. Wells continued her presentation with the next topics:

- Shared Parking - allows uses that have different hours of operation to share parking spaces (i.e., a bank and a restaurant/bar); shared parking study required to prove feasibility
- Electric Vehicle Charging Stations
 - *Option 1: Requirement - 1/25 required spaces in the R-5 (multi-residential) district; 1/50 required spaces in nonresidential districts*
 - *Option 2: Incentivize - for every 1 EV station installed minimum required parking can be reduced by 0.5 spaces, up to 12 spaces in the R-5 and up to 25 spaces in nonresidential districts*

Ms. Wells posed the question to the group, "Should the Village require or incentivize the installation of EV charging stations?" The Mayor, Trustees and Commissioners voiced varying opinions, pointing out the pros and cons of each option as well as offering alternative options.

The consensus appeared to be that EV spaces should count toward the minimum number of parking spaces, but not include any requirements or incentives for the installation of same.

The next section covers bicycle parking:

- Bicycle Parking - proposed to require bicycle parking equal to 5% of vehicle parking (i.e., if 100 parking spaces are required, 5 bicycle parking spaces would be required); a minimum of 2 and maximum of 10 spaces proposed to be required

The consensus of the Board and Commissioners is to not require bicycle parking and eliminate the section completely.

The next section is Landscaping. Houseal Lavigne is proposing completely revamping the Village standards and introduce four landscape zones:

- Building Foundation - that portion of a building adjacent to the public right-of-way. Minimum planting 50% of the foundation, minimum number of plantings required. Purpose to soften the building from the right-of-way.
- Parking Area Perimeter - where a parking area abuts a public right-of-way. Area between the roadway and the parking lot, or sidewalk and parking lot. The goal of this screening is to block headlights, vehicle bumpers, etc. from the sidewalk or right-of-way, but not block views into the parking lot itself for security/safety reasons. Requirement for low shrubs, native grasses, with a choice to do some sort of masonry wall

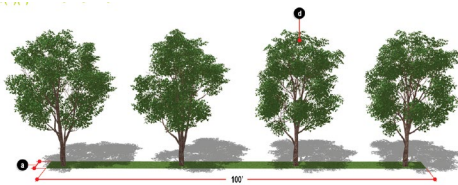
- Parking Area Interior - within a parking lot. A little more dynamic than some of the other standards. The proposal includes two different scenarios for the number of plantings:
 - Off-street parking area in the front of the principal building - required to install end caps, median amount requirements, island amount requirements. More landscaping requirements due to proximity to the public right-of-way.
 - Off-street parking area to the rear of principal building - required to install end caps but would be able to choose whether to install medians or islands.

A lengthy discussion was had weighing the pros and cons of each option. The Commissioners reviewed the current rules and the effect of a rule change on existing plantings. Part of the discussion also raised the question as to the purpose of plantings in a parking lot. Although primarily for aesthetics, it can also benefit the environment and water and/or flood management.

The consensus of the group was to limit the planting requirements, both for parking lots abutting the right-of-way and in the rear of a building, to end caps only.

- Transition - where one lot abuts another lot, interior side, or rear yard. Proposing four types of transition areas from minimal to full screen. The type of transition area would be based on the use of the subject lot and the adjacent lot. Transition Zone types:

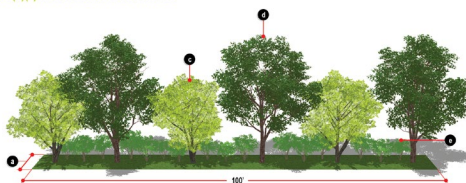
○ **A.**



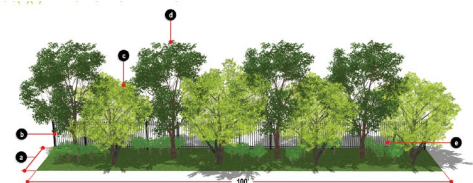
○ **C.**



○ **B.**



○ **D.**



Requirements for landscaping improvements. (Letter refers to the images on previous page):

Table 16-6-3(H)(3): Transition Zone Types					
Specification		Type A	Type B	Type C	Type D
(a)	Minimum Zone Width (1)	5 feet	10 feet	15 feet	20 feet
(b)	Minimum Fence/Wall Height (2)(3)	optional	optional	6 feet	6 feet
<i>Minimum Number of Landscape Elements per 100 Linear Feet</i>					
(c)	Understory Tree	optional	3	4	5
(d)	Canopy/Evergreen Tree	4	3	4	5
(e)	Shrubs/Native Grasses	optional	15	25	35
Notes					
(1) Required yard setbacks may be utilized for transition zone landscape.					
(2) Fence or wall requirements may be satisfied by a solid evergreen hedge with a maximum height of six (6) feet, as approved by the Zoning Administrator.					
(3) Fencing shall still be required on the subject lot in any instance that the adjoining property contains a fence along the lot line.					

The Board and Commissioners discussed the options offered and any benefits and drawbacks they may pose. The consensus was to accept the transition zone plantings as proposed.

In the next section, Driveways, Houseal Lavigne is proposing:

- Single-Slab Driveway
 - o 20 feet wide maximum at property line

- Garage Access Drive
 - Width of garage doors. Taper to maximum driveway width
- Parking Pad
 - 5 feet from side property line. Screened with 6-foot privacy fence

A discussion was had on the variety of garages, driveways and parking areas in the Village and how they might fit into these restrictions and the implications of repaving or reconstructing existing drives. The major sticking point was to allow the width of the drive at the street to be the same width at the garage door. This is the current restriction with a maximum of 33 feet. The consensus of the group was to retain the current width restrictions and add the parking pad guidelines.

In the next section, the updated restrictions on screening include requiring screening in the following circumstances:

- Grease traps, trash, and recycling receptacles
- Ground/wall mounted mechanical units
- Roof mounted mechanical units
- Loading docks and truck parking areas

Ms. Wells indicated that although Willowbrook currently has requirements for screening, the proposed update includes enhanced methods and expanded instances where required. Roof mounted mechanical units, when visible from the right-of-way, are added to the screening requirements. The Board and Commissioners agreed on the proposed screening section.

The next topic of discussion is Fences, beginning with the current regulations for specific roadways. The current regulation for Route 83 is an 8-foot maximum height with up to 100% opacity, while Plainfield Road, 63rd, 75th and Madison Streets have a 6-foot-high maximum with 100% opacity. The proposal is to make all the same at 8-foot maximum height and 100% opacity.

There was a discussion regarding a small number of homes on 63rd Street, east of Route 83, where some residents are neighbored by residents of other villages. The consensus was to remove 63rd Street from the regulations which apply to specific roadways.

For single-family and duplex residential areas, the current regulations specify, for the front yard, a 3-foot maximum and 80% maximum opacity is allowed, with the same regulations for the exterior side yard. The proposed regulations would be:

- Front Yard
 - 4-foot maximum height
 - 50% maximum opacity
- Exterior Side Yard - at the property line
 - 4-foot maximum
 - 50% maximum opacity
- Exterior Side Yard - 7-feet from the property line
 - 6-foot maximum
 - 100% maximum opacity

There was some disagreement regarding the requirement to place a 100% opaque fence in an exterior side yard a minimum of 7 feet from the property line. Commissioners and Trustees felt this was akin to donating your land to the Village, i.e., land becoming part of the public right-of-way or parkway.

For single-family and duplex residential properties, not fronting one of the designated roadways, for front yard and exterior side yard, the current regulations are a 3-foot maximum height and 80% maximum opacity. The proposed regulations for both are to increase to a 4-foot maximum height and reduce the opacity to 50%. If installing fencing on an exterior side yard, if 100% opacity is desired, i.e., privacy fence, it must be 7 feet from the property line.

Again, there was pushback against requiring the 7-foot set back. There was also discussion on general privacy concerns with the proposal to reduce the fencing opacity from 80% to 50%. The majority felt that if a resident desired it, they should be allowed to build a 4-foot fence, with 100% opacity, in both the front yard and the exterior side yard. Ms. Wells suggested checking with the Public Safety committee before confirming change as she was aware of pushback in other communities regarding safety over privacy concerns.

A question was raised regarding the General Provisions paragraph of the Fences section regarding the requirement to locate fences a minimum of one (1) foot from any right-of-way. The Trustees and Commissioners felt a fence should be allowed to be located on the property line.

For single-family and duplex residential properties, the interior side yard and rear yard, the current regulations are a 5-foot maximum height and 100% maximum opacity. The proposed regulations for both are a 6-foot maximum height and still 100% opacity.

The next section covers General Townhouse, Multifamily, Mixed-Use and Non-residential Design Standards. These standards apply:

- Applicable to townhouse, multifamily, mixed-use, and nonresidential development only
- Specified standards for:
 - Exterior Building Cladding Materials - percent requirement of various materials based on the elevation of the building and the district the building is located in
 - Façade Articulation - minimal requirement, avoiding huge expanses of flat walls
 - Glazing (windows) - minimum percent requirement

The purpose of this section is to require higher quality building materials, using time- and weather-tested materials that age better. Trustee Neal felt as the Village moves into a redevelopment phase, these are areas to be considered.

The question was raised on what the different glazing standards meant, and it was suggested that examples could be provided before any action was taken. Ms. Wells indicated that examples could be provided.

As the discussion continued on the various aspects of the design standards, Ms. Wells reminded the Trustees and Commissioners, to not just consider the current use of a structure, but also what it might become in the future. The design standards can offer flexibility of usage and be of benefit in future redevelopment.

Under the Outdoor Lighting Design Standards, Ms. Wells indicated that no new standards were being suggested, adding only standards for color and brightness for LED fixtures. She also indicated that the Performance Standards in this section are the same as the current ordinances.

The information outlined in Chapter 6: Sign Standards is a fully new sign ordinance with a new set of standards to be considered.

1. Purpose and Intent

- Enhance physical appearance of Village
- Make Willowbrook a more enjoyable and pleasing community and create an attractive economic and business climate
- Reduce sign distractions which may increase traffic accidents
- Eliminate hazards caused by unsafe signs
- Relieve pedestrian and traffic congestion
- Avoid the "canceling out" effect of adjacent signs

REMINDER: Proposed sign standards would not apply to existing, approved Planned Unit Developments (PUD) such as - Town Center, Whole Foods, and Pete's.

2. Limit on Sign Area

- Permanent Sign Area - 2 sq ft of sign area per linear foot of primary lot frontage and 1 sq ft of sign area per linear foot of secondary lot frontage
- Temporary Sign Area - 1 sq ft of sign area per lineal foot of lot frontage

The new standards propose to base the total allowable sign area on the total lot area and lot frontage area which could then be allocated between different sign types.

The discussion centered on allowing more signage as opposed to less, without overwhelming the area with signs. Sign ordinance last updated 4 to 5 years ago. Trustees and Commissioners requested that what is currently being allowed, e.g., at Town Center, and other newer businesses, be reviewed.

3. Sign Measurement

















By federal law, sign size cannot be restricted solely based on the content.

4. Permitted and Allowed Sign Types by District

The solid dot in the charts on the following page indicates that a use is allowable subject to ordinance restrictions with permit, and the open dot (circle) is use allowable subject to ordinance restrictions without a permit. Blank spaces indicate a sign type that is prohibited in the respective district.

Table 9-6-04 Permitted and Allowed Sign Types by District									
Sign Type	District								
	R-1	R-2	R-3	R-4	R-5	B	LOR	M-1	I
<i>Permanent Signs</i>									
Wall Sign						•(1)	•	•	•
Single-Tenant Monument Sign	•(1)(2)	•(1)(2)	•(1)(2)	•(1)(2)	•(1)(2)	•	•	•	•
Multi-Tenant Monument Sign						•	•	•	•
Awning/Canopy Sign						•	•	•	•
Projecting Sign						•			
Window Sign, Permanent						•			
On-Site Traffic Directional Sign				○(1)	○(1)	○	○	○	○
<i>Notes:</i>									
(1) Sign shall be permitted for nonresidential, mixed use, or multifamily developments only.									
(2) Sign shall be permitted at entryways or gateways to subdivisions or neighborhoods only.									

The group requested that the permit requirement for permanent window signs be changed to allowable without a permit.

Table 9-6-04 Permitted and Allowed Sign Types by District									
Sign Type	District								
	R-1	R-2	R-3	R-4	R-5	B	LOR	M-1	I
<i>Temporary Signs</i>									
Wall Mounted Banner Sign						●	●	●	●
Ground Mounted Banner Sign						●	●	●	●
Window Sign, Temporary						●	●	●	●
Feather Sign						●	●	●	●
A-Frame/Sandwich Board Sign						○	○	○	○
Post Sign	○	○	○	○	○				○
Yard Sign	○	○	○	○	○				○
<i>Notes:</i>									
(1) Sign shall be permitted for nonresidential, mixed use, or multifamily developments only.									
(2) Sign shall be permitted at entryways or gateways to subdivisions or neighborhoods only.									

5. Standards for Permanent Signs

- Wall Signs (P)
 - Primary Wall Signs - 10% of façade
 - Secondary Wall Signs
- Single-Tenant Monument Signs (P)
 - Area: 50 sq ft max
 - Height: 7 ft max
- Multi-Tenant Monument Signs (P)
 - B District Area: 200 sq ft max
 - LOR/M-1 District Area: 100 sq ft max
 - Height: 16 ft max
- Awning/Canopy Signs (P)
 - Area: 50% of face of awning/canopy max
- Projecting Signs (P)
 - Area: 4 sq ft max
 - Height: 12 ft max
 - Clearance: 10 ft min
- Window Signs (P)
 - Area: 25% of each window max
- On-Site Traffic Directional Signs (A) (Not included in the total signage area allowed)
 - Area: 4 sq ft max
 - Height: 4 ft max

6. **Standards for Temporary Signs** REMINDER: Temporary sign standards apply to permanent uses only. Signs for temporary uses proposed to be approved through the temporary use permit process.

- Concurrent Display
 - Single-tenant building: 2 temporary signs max
 - Multi-tenant building: 1 temporary sign per tenant max; maximum of 2 freestanding temporary signs
- Display Period
 - 14 days max
 - 3 nonconcurrent display periods per year
 - 30-day min separation between display periods
- Wall Mounted Banner (P)
 - Area: 5% of façade
- Ground Mounted Banner (P)
 - Area: 20 sq ft max
 - Height: 5 ft max
- Window Signs, Temporary (P)
 - Area: 25% of each window max
- Feather (P)
 - Area: 16 sq ft max
 - Height: 10 ft max

The Mayor, Board and Commissioners requested that "feather" signs be added to the prohibited types of signs.

A question was raised regarding the supposed temporary, free-standing "Space for Rent" signs at retail establishments. The size is generally larger than most temporary signs, e.g., 4' x 8', and they are displayed longer than 14 days, many for months, or longer. The suggestion is to change "Ground Mounted Banner" to just "Ground Mounted" and increase the maximum sizes. Another suggestion was made to limit these commercial signs for 90 days, require a permit, and impose a fine for non-compliance. Ms. Wells indicated it would be difficult to impose these types of restrictions on commercial real estate signs only without being seen as discriminatory. The general feeling was to somehow word it so that the restrictions did not apply to the smaller real estate signs, such as found at a home for sale, but rather only or the larger free-standing signs used for commercial property for sale or lease.

The consensus was reached for the larger commercial property real estate signs (ground mounted temporary signs) to limit the duration to 6 months and charge \$50.00 per month. The owner/realtor would need to specify in advance how long they want to display the sign. For non-compliance, the fine would be covered under the Fines and Penalties section of the Village Code.

7. General Sign Standards

Electronic Message Boards

- 1/3 of sign area required to be permanent copy
- EMB counted as part of maximum sign area
- Electronic message shall:
 - *Contain a static message or image only*
 - *Transition instantly - no dissolving, fading, scrolling, etc.*
 - *Not change more often than every 10 seconds*

The questions before the Board and Commissioners is should the Village allow electronic message boards? If so, should they be allowed in specified locations only?

Currently these signs are not allowed by code. Any existing signs in the Village are by Planned Unit Development (PUD). The suggestion was made that, if allowed, the signs be allowed on monument type signs only. The Mayor asked if electronic message boards could be made as a "by special use only" item (by hearing and permit) in the code. The decision was made to consider the issue and revisit it.

8. Prohibited Signs and Content

- Billboards
- Off-premises signs
- Pole/pylon signs
- Flashing signs
- Roof signs
- Marquee signs
- Signs attached to a utility pole, a tree, a standpipe, gutter, drain or fire escape
- Signs erected so as to impair access to a roof
- Signs located, erected or maintained upon, over or project into any public right-of-way or easement unless otherwise allowing by this Chapter
- Pennants, streamers, and portable signs not specifically permitted or allowed by this Chapter
- Signs, not specifically permitted or allowed by this Chapter, which move or have moving parts, which movement is caused either by the wind or mechanically
- Signs in conflict with traffic signals, vehicular or pedestrian travel, access to fire hydrants and fire lanes and exits, and other signs which reasonably impede or impair the public health, safety and welfare
- Signs on vehicles, boats, or trailers parked so as to be visible from a public right-of-way for a period which exceeds three (3) days. All vehicles displaying signs shall be currently licensed, operable, parked on the property of the business owning or leasing the vehicle, and in the parking area furthest from any street right-of-way, so as to minimize the effects of additional signage

- on the property, except for vehicles actively in transport, or in the specific act of receiving or delivering merchandise or rendering a service
- Signs employing exposed neon lights not completely covered by other acceptable sign materials, except for permanent or temporary window signs as regulated in this Chapter
- Attention getting devices
- Signs hung across any street or alley
- Signs painted on or otherwise affixed to fences

Ms. Wells asked if there should any other sign types be prohibited? Should any of the proposed prohibited sign types be allowed?

The Mayor indicated that there has been interest expressed in erecting billboards along Interstate 55. What has been informally discussed would be paying a fee up-front, then an annual permit fee. The Board and Commissioners were against the idea of erecting billboards on Village land.

Ms. Wells indicated, as there were no more questions or comments, the next steps will be to present the following chapters at the next meeting:

- Chapter 7: Subdivision Standards and Procedures
- Chapter 8: Planned Unit Development Procedures
- Chapter 9: Zoning Procedures
- Chapter 10: Nonconformities

She thanked the Board and Commissioners and indicated that the changes suggested will be incorporated and she would present them at the next meeting.

6. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Astrella to adjourn the Joint Meeting at the hour of 9:32 p.m.

ROLL CALL VOTE: AYES: Trustees Astrella, Berglund, Davi, Mistele, Neal and Ruffolo. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2022.

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Joint Meeting of the Mayor and Board of Trustees and Plan Commission
September 13, 2022

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.