

Item #3:

Referral To The PCZBA: Downtown Sign Ordinance Amendments

Long Grove HBD Sign Review

Following are points of discussion and/or suggestions for potential changes to the village ordinances with regard to signage.

- Alter the regulations for new signage in the Historic Business District so that applications go through the Design Committee and then the LGBCP Board before being presented to the Village Trustees for final approval. This would bypass the Architectural Commission only with regard to signage issues.
- Neon Signs should be allowed on a case by case basis.
- Temporary signage should be allowed only for specific events and for a limited amount of time prior to the event. The opening of a new store could be considered such an event, as could a special one-time sale, or a promotional event. All temporary signage should fit within the design context of the establishment that is displaying the temporary signs. There should be very strict time limitations on the display of temporary signs and we may want to consider requiring that they are taken in each evening (see sandwich boards).
- In the original Long Grove ordinances, the designation of signs made out of wood was originally intended to keep a consistent general aesthetic in the HBD but in recent years it is has been interpreted by the Architectural Commission only in a material application. The signage ordinance should be rewritten to specify a sense of time and place with regard to wooden or wood-like signs.
- Enforcement by the village should have some bite, but perhaps there should be a forum within which to discuss each issue as it arises allowing the Design Committee to request a change prior to enforcement by the village.
- Consideration of signage size should be given to those businesses that are not on a main roadway and are therefore at a disadvantage with regard to the communication of location to the general public.
- The use of flags that contain messages, such as "Open", should also be under the purview of the Design Committee and fall under the same restrictions as any signage.
- Sandwich Boards should be allowed by special permit and should meet the standards of aesthetics that are allowable under the village ordinances, such having a sense of being handmade or artistically produced. This would mean no plastic or manufactured lettering. Most towns require such signs to be taken in on a nightly basis.
- The use of Open signs
- Temporary "ground" signage – Small wooden frames along roadside.
- Municipal signage within the HBD should be held to the same standard as commercial signage and should probably raise the bar in terms of aesthetics.
- Separate Issues – Way Finding Signage, Downtown Lighting

July 31, 2006 With additional notes on Jan. 16th, 2007

To: Village Board, Commissions & Staff
From: Long Grove Business and Community Partners

We appreciate the opportunity to participate in the review of the guidelines that our businesses and commercial properties are governed by. Strong principles have helped shape the character of Long Grove's business districts and we hope to enhance those with this update.

In the past several years, a number of issues continually arise in the course of working with business and property owners. The poor economy, overall competition and the drastically different lifestyles of today's consumers have made operating a small independent business much more challenging. Where several years ago the businesses in our Historic Business District (HBD) could count on seasonal tourists, group tours and weekday traffic for a regular flow of customers, we now have to concentrate more on local, evening and weekend business to generate more customers.

The retail world has changed to emphasize short shopping trips, convenience, internet research and recognizable images to catch people's attention. There are far fewer one-of-a-kind goods on the market, so our shops, galleries and restaurants have to work much harder to create the atmosphere and offer products and experiences that consumers expect from the reputation we've established. But unless businesses can attract enough customers to pay the rent, the "historic" charm will fade quickly.

The LGBCP and particularly its new "Design Committee" are committed to steering good planning and practices that enhance our greatest marketing tool – our unique aesthetics. We'll be working with our members to improve buildings, open spaces, parking areas, signs, maintenance, landscaping, wayfinding systems and traffic patterns. With good leadership and reasonable guidelines, we can keep our community looking like a "showplace" destination. Good taste and restraint will always be our best tool.

Our Historic Business District has a distinct appeal, but we have to consider some modifications to keep our businesses looking attractive, financially viable, our storefronts full and our economy strong. We've assembled some Design Guidelines and code details from other traditional "Main Street" communities and the best examples are being set by places that encourage streetscape creativity, attractive graphics, more places for people to be seen outdoors, an emphasis on quality and a focus on authenticity – "don't try to become something you're not".

Nobody wants to jeopardize our unique assets or historic look, but some creative solutions could be integrated to make us more business-friendly.

For the past three years we've dealt with all these issues. Since this code review has begun, we've discussed items at our Board level, in the Design Committee, in a special merchant & property owner focus group and with many individuals concerned with the aesthetic character and economic viability of our community. From those discussions, we've developed this list of items that should be considered in the scope of this review:

Addendum for the Long Grove PCZBA Public Hearing on 1/16/07:

The underlying theme in our comments and concerns, is that public policy should be designed to support community goals. We've heard almost unanimous support for the resurrection the Historic Business District as a center of commercial activity. To achieve that, the merchants and property owners need to be given the tools to succeed in today's competitive business environment. Today, we are at a disadvantage in attracting viable businesses because of the restraints and unusual expenses of operating a business here.

For example, the Economic Review that was conducted recently noted the need for many more restaurants and food-related businesses, yet the current fees and restrictions make Long Grove an undesirable location. And exterior signs are the single most effective marketing tool a business has to passersby, yet they are limited to almost pedestrian level in many cases. We hope this dialogue will result in compromises that are business-friendly, yet retain Long Grove's character. We're confident that this can be accomplished.

- 1) **Commercial sign size minimum per square foot** - Many of our remodeled buildings have spaces as small as 400 square feet. While smaller, those businesses deserve the same identification opportunity as their neighbors. While the signs should always be designed and approved in relation to their building & architecture, the maximum size should be increased at the lower levels of the current table. Allowances should be made for interior signs to effectively portray the nature of the business through it's display windows. **The "Statement of purpose" in section 5-9-5 says that sign regulation is to "promote and protect the public health, safety and welfare". In a commercial district, the purpose of a sign is to identify a location, project an image and relay information to attract a visitor. This doesn't appear to have changed as suggested. If provisions are made to apply for a variation due to hardship or unusual circumstances, what are the criteria for granting a variation?**
- 2) **Set back exceptions and interior buildings (not facing a major street)** – Our unusual properties put many businesses at a disadvantage, where customers can't actually see their buildings or inside their windows from the street. Increased signage allowances and additional remote sign locations could help direct visitors to difficult locations. **Again, if variances are considered, what will be the criteria to be judged?**
- 3) **Multiple entrance buildings** – Our unique layouts & architecture face buildings in multiple directions, sometimes with several entrances, all of equal importance. Variances to sign limits should be considered to help pedestrians flow from building to building, from all directions.
- 4) **Illuminated signs / neon signs** – A serious problem is that the HBD has very little lighting on the streets, on buildings or in public areas. Shoppers and merchants feel unsafe and unwelcome after dusk, any time of year. For our businesses to be recognized by people walking and driving by, we have to do more to show signs of life and color. We continually tell merchants to leave interior lights turned on, late into the evening (even if they're closed) to project brightness and visibility. Present exterior standards for illumination of buildings & signs are appropriate for the district. But some allowances need to be made to let business reflect their personality through their windows to distinguish themselves. Subtle illuminated face signs or neon signs could accomplish that if they were designed, judged, approved and placed in a complimentary way. *See the 'OPEN' sign face samples submitted.* The commercial use of neon dates back to the 1920's (*before some of our buildings were built*), so when professionally designed it can be considered historic, and can enhance the atmosphere of the business, in the right, approved circumstances. Please consider standards and a process for submitting concepts **If a business were to apply for a variance to allow for illuminated signs inside their windows, or neon signs, what circumstances would be needed to show a hardship. If a business looks closed because of old glass, or there is no streetside entrance, what proof will be needed to show that lack of visibility is hurting the business.**
- 5) **Sandwich Board Signs** – Because of our unusual buildings, set-back entrances and in some cases, very little display window space, some businesses feel they can attract more walk-by and drive-by attention by putting portable signs out in front of their storefronts. Sample standards are attached to control quality, and time parameters could be considered. Some businesses have had variances granted, some have been denied and some just do it anyway. **Not specifically named in the code revision, sandwich boards have been used for many years in some HBD locations, while others have been recalled. If a standard regulation for these were enacted, the usual procedures for application, approval and terms for use could be implemented.**
- 6) **Temporary Signs & Banners** – As long as the HBD is the commercial and social hub of the community, there will be special events, shop activities, announcements and marketing messages that need to be conveyed. These signs should be limited within specific size & material guidelines, but the process for approval needs to be faster and less appearances before "official" meetings required. If within standards, Village staff should be able to process requests and grant approvals. **We see the regulations, shorter approvals and staff level approval process as being significant improvements.**
- 7) **Holiday Decorations & Displays** – LGBCP is hoping to coordinate seasonal displays, including lights, banners and decorations. These are fairly standard in November and December. We're hoping to extend the use of these, at least the seasonal lighting through the very dark winter months to show that we are still in business. However, we need a way to regulate such displays, so that they are coordinated and up-to date. Discrepancies arise when one building leaves their decorations on all year, while others don't. The LGBCP will try to establish guidelines, but enforcement measures should be available to us. **Extending the period of time holiday lights can be displayed would help illuminate the district in the most difficult winter months. The current 35 day restriction doesn't even cover the mid-November through year-end holiday period, when January & February are our darkest months.**

- **8) Outdoor Displays** – Some businesses have items that can be displayed outdoors, to add color and flair to their properties, and to show a sample of items for sale. Some merchants display their items in a simple, classy way, while others actually use the space to display more inventory, and that can take on a cluttered look. We would hope to be able to define an acceptable level of outdoor displays and be able to regulate or enforce that level.
- **9) Outdoor Dining** - Active, progressive districts encourage outdoor dining areas, cafés, bistros, decks, pocket parks, seating areas and patios to put “live” people outside, where passersby can see that there is a fun place to visit. Current restrictions cover most problems that might occur, but charging a business an extra fee for the privilege of offering outdoor activities is counter-productive. It places a financial barrier to food services, limits occupancy and requires extra administration. Our “outdoors” areas are some of our greatest assets, so they should be enjoyed. **We concur with some guidelines regulating outdoor dining, but disagree with the practice of charging extra fees to permit them. It is a deterrent to attracting businesses.**
- **10) Parking space requirements /business fees for parking (“HBD Parking relief- policy decision”)** – The current practice of requiring restaurant operations & new development in the HBD to guarantee a number of parking spaces or to pay a fee to offset their absence is seen as a financial obstacle to attracting these desired new tenants. It also creates a domino effect, where spaces needed to be dedicated to one business requires restrictive signs that limit parking convenience for other businesses. (Mill Pond for example) Restaurants place no different burden on the municipal lots than any other business, so to target them with these regulations is unfair. The entire community benefits from the municipal lots and the access to businesses throughout the district should be unrestricted. The fees currently collected should be accounted for in some other way, to make these lots a welcoming convenience for visitors who will enhance our sales tax revenue. **The proposed new code needs clarification. Charging restaurants or any current business property an additional fee for parking spaces that already exist is an unjustified deterrent to economic development. Fees for new construction could be appropriate, but not a change in use.**
- **11) Processes clearly defined and streamlined / variance process.** We fully expect the regulatory procedures for new business signs and exterior modifications to continue to be approved by the appropriate Boards. Where we need to improve is with the communication of such application procedures to new and existing businesses. And many of the minor issues that are easily defined could be handled at the staff level, rather than subjecting applicants to a long process where monthly meetings are the only venue for approval.
- **12) “Samples” file** – At the LGBCP, we hope to be assembling guidelines, preferred vendors & contractors and samples of good and compliant design features (signs, landscaping, paint, etc) for new and existing businesses. It is much easier to show somebody the better, or preferred examples than to give them open-ended suggestions.
- **13) Maintenance Standards** – Explore setting standards of site maintenance & public safety, where when needed, the Village could step in and get work done and charge back to the property owner, in situations such as overgrown grass, weed & tree intrusion, parking area safety & aesthetics, etc.
- **14) Enforcement** – We would always rather “lend a hand”, than use the “hammer” to make Long Grove look and function its best. Simpler, more direct codes and regulations, compliance checklists and personal assistance are ways we’re hoping to help. But for those who choose not to work with us, we need a mechanism to gain compliance. **If changes are made to the zoning code and enforcement procedures, we would request that a reasonable period of time for notification, education and compliance be set. The inconsistencies and variables are the most difficult**

We offer these thoughts to open the dialogue. Even within our groups, there are varying opinions on these points. Some issues may be addressed when and if the improvements to the streetscapes can be made in the near future. But we’re glad to discuss these concepts in more detail at any level and at any step in the process. Our wish is that the result of this revision is a better fairness and understanding of the rules we live by, and that the character of the community is protected.

John Maguire
 Community Development Director
 Long Grove Business and Community Partners

Mark Charlesworth
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 Design Committee Co-Chairs



Towns confront sandwich board signs

Updated 4/29/2008 12:28 AM

By Stefanie Frith, USA TODAY

Small business owners across the USA, looking for any edge in today's sluggish economy, are turning to inexpensive, portable sandwich board signs in front of their shops, forcing cities and towns to weigh business needs with safety and aesthetic concerns.

Local governments in states including Massachusetts, Minnesota, Oregon, California, Alabama, Tennessee and Maryland are scrambling to revamp sign ordinances regarding the signs.

"It is a growing trend," David Hickey, director of government relations for the International Sign Association, said of merchants using the signs.

Hickey said store owners are realizing their existing signs are not enough to compete and are placing more temporary signs in front of their shops — often in the public right of way.

"More and more cities are cracking down on signs in the name of aesthetics," Hickey said.

Small business owners have been hit hard by the economic slowdown. More than 30% of businesses with 500 or fewer employees have seen a decrease in gross sales and nearly 40% have seen a decrease in net profits in the past 12 months, according to a National Small Business Association. As a result, the NSBA says 54% of merchants will turn to new marketing strategies. Sandwich boards are among those techniques, Molly Brogan, NSBA vice president of public affairs, said.

Thus far, sandwich board concerns don't seem to have extended to larger cities, according to the International Sign Association, the Central City Association of Los Angeles and the Chicagoland Chamber of Commerce.

In Palm Springs, Calif., sandwich boards and other

free-standing signs have long been prohibited. But after several, often emotional meetings with merchants, the City Council voted April 16 to allow signs that say the name of the business and the word "open."

That doesn't go far enough, though, said Rodolfo Castillo, co-owner of Cactusberry frozen yogurt in downtown Palm Springs.

Castillo said he has been cited four times for his \$500 sandwich board and fined \$300. He said he doesn't care because he has to let people know he is open. "My business drops 50% if that sign is not on the street," Castillo said.

Palm Springs Mayor Pro Tem Ginny Foat said she's fine with signs as long as they don't have flashing lights like Castillo's sandwich board. "These are tough economic times," Foat said. "We need to help them out, but we can't have a city that looks like crap."

Palm Springs resident Bob Mahlowitz said free-standing signs draw shoppers like himself in. Recently, he saw Cactusberry's signs and they reminded him the store was in downtown. "I remembered it was there, and we had frozen yogurt there," he said.

Elsewhere:

Eugene, Ore.: Minor code changes are being discussed to allow sandwich boards throughout the town and not only downtown, said Mike McKerrow, the city's land use management supervisor. Doug Graves, general manager of Glass Tree Care, said he

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hopes the city works quickly. He said he had to remove his \$700 sign after someone complained to the city. "We have trees right in front of our business and people don't know where we are," Graves said.

Mobile, Ala.: Codes were amended earlier this year to allow sandwich boards in response to the 20 new restaurants that were putting menu boards in front of their stores, City Council Vice President Fred Richardson said. "If the city starts looking too tacky, we'll go back and look at it," Richardson said.

Chattanooga, Tenn.: City Councilwoman Linda Bennett said her city temporarily allowed sandwich boards while a major bridge was being renovated. Now the city is meeting with merchants to remind them they can't have the signs without a permit. "We have to protect the public right of way, but meet the needs of the merchants to advertise their business," Bennett said.

Easthampton, Mass.: Sandwich signs are allowed as long as they are removed at night. That established ordinance has been abused recently, as 25 out of the 100 businesses in the city's downtown displayed signs, city planner Stuart Beckley said. The problem comes when they place them on public sidewalks, Beckley said. A "big venting" session took place in March with merchants and an effort to overhaul the sign ordinance will start soon, he said.

Annapolis, Md.: Michael Mallinoff, director of neighborhood and environmental programs, said the city is revamping its ordinance to address what sandwich board signs can look like. "In recent months, there have been more (signs), maybe because of the economy," Mallinoff said.

Frith reports for The Desert Sun in Palm Springs, Calif.

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SANDWICH BOARD SIGNS

What are Sandwich Board Signs?

Sandwich Board Signs are self-supporting A-shaped freestanding temporary signs with only two visible sides that are situated adjacent to a business, typically on a sidewalk, that contains commercial speech. The maximum area of a sign shall be no more than six (6) square feet per side of sign with the maximum height being (42) inches.

Do I need a Sandwich Board Sign Permit?

A temporary sign permit is required prior to the installation of the sign. Only one temporary sign permit for a sandwich board sign is allowed per business and such permit is not transferable. Permits are valid for one calendar year beginning January 1, and ending December 31. If the sign is to be located within the public right-of-way, business owners shall sign a disclaimer that indemnifies the City of any liability for use of said public right-of-way. A sketch including dimensions, content, materials, and location of the sandwich board sign must be attached to the permit application. The permit application must be approved and signed by City Staff before the sandwich board sign may be displayed. If a sign is displayed prior to obtaining a sandwich board sign permit, application may be denied.

Are there restrictions on the types of materials that I can use?

Acceptable primary sandwich board sign materials include the following: steel, iron, metal, and wood. Synthetic materials such as chalkboard and whiteboard are acceptable accent materials but are limited to 50 percent of sign area on each side. Sandwich board signs shall not be illuminated, nor shall they contain moving parts or have balloons, streamers, pennants, or similar adornment attached to them.

Where can I locate a sandwich board sign on my property?

Only one sandwich board sign per business shall be permitted. Sandwich Board Signs shall not be placed more than six (6) feet from the front primary entrance of the business. Sandwich Board Signs shall not be placed so as to cause the width of the sidewalk to be reduced below four (4) feet in width, nor shall they be erected or maintained in a manner that prevents free ingress or egress from any door, window or fire escape. Attaching sandwich board signs to structures, poles, objects, signs, etc. by means of chains, cords, rope, wire, cable, etc. is prohibited. They shall be removed from public sidewalks if there is any snow accumulation (the sign may not be displayed until the snow is removed) except those located on private property. Signs shall only be displayed during business operating hours.

Code enforcement?

Sandwich board signs placed in violation of this section will result in immediate removal of the sign and the business's temporary sign permit privileges will be denied for the remainder of that year. Sandwich board signs displayed without approved permits shall be disposed of at owner's expense. Sandwich board signs within the public right-of-way may be moved/removed by the City for municipal purposes. (i.e. code enforcement, snow removal, traffic issues, maintenance, etc.). Right of Way along Highway 12 (W. Wayzata Blvd) and County Road 146 (Brown Road) is under the jurisdiction of the Minnesota Department of Transportation or Hennepin County; the City of Long Lake enforces its own sign regulations along those streets in addition to those of other agencies or jurisdictions.



Borough of Eatontown
Zoning Office
47 Broad Street
Eatontown, NJ 07724
Phone: (732) 389-7618
Fax: (732) 935-1822

Application For Neon Sign

Permit Number _____
Date Issued _____
This Permit Expires _____

ALL APPLICATIONS MUST BE ACCOMPANIED BY A SKETCH SHOWING DIMENTIONS FOR PROPOSED SIGN.

BLOCK: _____ LOT(S): _____ ZONE: _____

NAME OF APPLICANT: _____

ADDRESS OF BUSINESS: _____

TELEPHONE # : () -- _____

SIGN DETAILS

SIGN DIMENSIONS: _____ X _____ SQ. FT OF SIGN AREA: _____

DIMENSION OF WINDOW SIGN IS BEING PLACED IN: _____ X _____

SQUARE FOOTAGE OF WINDOW: _____ Sq. Ft.

EXACT WORDING TO BE USED ON SIGN: _____

DATE: _____

SIGNATURE OF APPLICANT: _____

FEE FOR ZONING APPLICATION: \$40.00

NOTE: UNDER CURRENT ZONING ORDINANCE ONLY ONE NEON SIGN IS PERMITTED PER BUSINESS. IF YOU WISH MORE THAN ONE, A VARIANCE WILL BE REQUIRED. NO SIGN IS PERMITTED TO BLINK OR FLASH AT ANY TIME.

IF THE ELECTRICAL CONECTION TO THE SIGN IS HARD WIRE, AN ELECTRICAL PERMIT IS REQUIRED FROM THE BUILDING DEPARTMENT. IF PLUG-IN UNIT, NO ELECTRICAL PERMIT IS REQUIRED AT THIS TIME.

David Lothspeich

From: Tobin Fraley [tobin@humbugs.com]
Sent: Wednesday, August 03, 2011 11:21 AM
To: David Lothspeich; John Maguire; j.s.kopecky@sbcglobal.net; joshua@sweetwhimsypastry.com; Steve Douglass; contact@longgrovecafe.com; t_cream@att.net; longgrovevt@gmail.com
Cc: Rachel Perkal; Joanne Weber
Subject: Carmel, California

As a comparative, here are the signage codes for Carmel California.

17.40.010 Purpose.

Signs are instrumental in maintaining the City of Carmel-by-the-Sea's village character. The City has no house numbering system so residents often place signs outside their homes for identification. Business signs typically are made of wood and are oriented toward the pedestrian rather than the automobile. These residential and business signs create a unique village environment, which encourages exploration and discovery.

This chapter establishes standards and guidelines to preserve and enhance the appearance of the community as a place in which to live and work. These standards and guidelines ensure that signage is used as identification and not as advertisement or a notice-attracting device. Furthermore, these standards prevent the installation of an excessive number of signs, avoid visual clutter and eliminate hazards to pedestrians and motorists brought about by distracting signs.

The sign standards also implement the following objectives and policies of the General Plan:

- O1-17: Maintain diligent control over signs and other advertising or notice-attracting facilities in order to avoid unsightly, bizarre, and/or out-of-scale visual impacts, including exterior lighting and lights from window displays.
- P1-53: Limit the use of unnecessary or unsightly design elements such as excessive numbers of signs, nonfunctional awnings, exterior displays, interior displays, and architectural contrivances used primarily as advertising or notice-attracting features visible from the public right-of-way.
- P1-54: Prohibit business signs incorporating lights, luminous or fluorescent paints, or movement.
- P1-55: Encourage the location of signs near the entrance to the businesses they serve.
- P1-56: Encourage business signs that are simple in graphic design, informative of the business use, and compatible in color and design with adjoining structures.

A sign may be erected, replaced, repainted, altered, relocated or maintained only in conformance with the standards and permit procedures of this chapter. The effect of this chapter is to:

- A. Establish a permit system to allow a variety of sign types in the business district and residential areas subject to the standards and permit procedures in this chapter.
- B. Provide for temporary signs in limited circumstances on private property subject to the standards and permit procedures of this chapter.
- C. Prohibit all signs not expressly permitted by this chapter unless authorized by specific action of the Planning Commission. Prohibited signs and displays include those which are visible from exterior areas accessible to pedestrians and which are flashing, self-illuminated, neon, phosphorescent, glossy, incorporate internal lights or movement or that include strings of small lights around doors or windows. Also prohibited are exterior signs, displays or other installations that include balloons, streamers, or other notice-attracting appendages. (Ord. 2009-07 Att. A, 2009; Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.40.020 Permit Process.

A. Administrative Approval. Upon submittal of an application, the following signs may be approved by the Director: business signs, temporary business signs, business directories, menu boxes, take-away menu holders, real estate signs in the public right-of-way, and parking signs. In order to be approved, these signs must satisfy the purpose, objectives, and standards described in this chapter. At least once each year the Director shall report to the Planning Commission on the business signs, directories, menu boxes and take-away menu holders that have been approved through the administrative process.

B. Planning Commission Approval. Signs which, in the opinion of the Director, require exception from the standards described in this chapter shall be reviewed by the Planning Commission. The Planning Commission also shall review all business signs painted, etched or otherwise applied to glass, all signs made of plastics, fabric or imitation wood and all signs of architectural, cultural, and historical significance. The Commission may grant exceptions only to the number, location and design of business signs. The following criteria must be satisfied to grant the exception:

1. Number. Additional business signs may be permitted in unusual circumstances such as, but not limited to, a business that has entrances on two different public rights-of-way.
2. Location. Signs shall clearly identify the business entrance. Signs shall be pedestrian-oriented except for gas stations and motels that are recognized by the City as predominantly vehicle-oriented business. Clutter from business signs at street frontages shall be avoided. Sign clutter along street frontages from multiple businesses within a courtyard or building shall be avoided.
3. Design. Any exceptions to design standards shall retain compatibility with the design, color, and scale of the building.

C. No Permit Required. The following signs on private property do not require a permit if they meet the purpose, objectives, and standards in this chapter as determined by the Director: interior signs, alarm system identification signs, house/occupant name, no soliciting/no handbills, garage/rummage/estate sale, home business, public information signs (exit, restroom, elevator, etc.) and a variety of temporary signs as identified in this chapter. Signs which, in the opinion of the Director, are out of the ordinary or which do not meet the purpose, objectives and standards of this chapter shall be removed or referred to the Planning Commission for review. (Ord. 2009-07 Att. A, 2009; Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.40.030 Business Signs.

A. Objectives. The primary objective of sign review is to implement the objectives and policies of the General Plan by maintaining the community's village character and natural beauty. To achieve this objective, business signs shall be:

1. Informative of the business name and use. The business name shall be the primary design feature on the sign, and all logos and other graphics shall be subordinate to the business name;
2. Simple in design. Any creative graphic depictions should be related to the business use and in scale with sign text;
3. Oriented toward the pedestrian environment within the commercial district;
4. Compatible in design, color, size and scale to the business storefront, adjoining structures and surroundings; and
5. Made of permanent and natural materials such as wood, wrought iron, ceramic or stone unless otherwise approved by the Planning Commission.

B. Types of Business Signs. There are four types of business signs that are allowed in the commercial district:

1. An exterior wall business sign which is attached to a wall, fascia or window and only one side of the sign is visible.
2. An exterior hanging business sign which hangs from a bracket mounted to a wall or overhang. Both sides of the sign are typically visible to pedestrians and contain identical designs.
3. An exterior monument business sign which is freestanding and separate from adjacent buildings. This type of sign is typically mounted on a post or a solid base.
4. An interior business sign which is located within the interior of a business, visible from exterior areas accessible to pedestrians, and includes the business name or an identifying portion of the business name. Business names and logos on merchandise are not considered signs.

C. Exterior Business Signs.

Standards for Administrative Approval of Exterior Business Signs	
Item	Standard
Maximum Number of Business Signs	One
Maximum Letter Size	Ten inches
Maximum Area (Hanging Sign)	Three square feet
Maximum Area (Wall/Monument Sign)	Six square feet
Location	<ul style="list-style-type: none"> - As close as possible to the business entrance - Below eave or parapet line of building - Hanging signs shall not project more than 30" from face of building

	<ul style="list-style-type: none"> - Hanging signs shall maintain 7' vertical clearance from sidewalk for pedestrians - Monument signs shall not be mounted higher than 3' from ground
Design	<ul style="list-style-type: none"> - Informative of business name and use - Simple in graphic design - Compatible in design, color, size and scale with business storefront, adjoining structures and surroundings - Any graphic or pictorial representations shall be in scale with the text on the sign
Material	Permanent, natural materials such as wood or lettering painted on glass, wrought iron, ceramic and stone

Note: Sign area shall be calculated as follows:

All faces of a multi-faced sign shall be included in the calculation of area except for a double-faced hanging or monument sign, in which case only one face shall be included.

For irregularly shaped signs, the area shall be that of the smallest rectangle that wholly contains the sign.

Brackets or other appurtenances incorporating design elements that are descriptive or informative of the business use will be included as part of the sign area. Also included are vacancy/no vacancy sign riders for motel/hotel signs.

D. Lighting of Exterior Signs. Businesses open to the public during hours of darkness shall be allowed limited exterior lighting to enable patrons to find and identify the business. These lights shall be turned off when the business is closed each evening.

Standards for Administrative Approval of Sign Lighting		
Number	Type and Maximum Output	Design and Mounting
<ul style="list-style-type: none"> - One per three square feet of sign area or - One for each side of a double-faced hanging sign 	<ul style="list-style-type: none"> - Incandescent (25 watts) - Halogen (20 watts) 	<ul style="list-style-type: none"> - Small, bullet-type fixtures painted to match surroundings - Mounted to nearby building element (wall, eave, post, etc.) or incorporated into support bracket - Not designed or mounted so as to become part of the sign - Architecturally compatible with building or mounted to be recessed or shielded or otherwise not readily visible to pedestrians - Aimed directly toward sign but not toward eye level of pedestrian or vehicle traffic

(Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.40.040 Interior Signs.

A. Interior Signs. Those interior signs that are visible from exterior areas accessible to pedestrians and which meet the following standards are allowed without a permit. All interior signs shall be designed and lettered in a professional and attractive manner. Interior signs that do not meet these standards are prohibited.

Standards for Permitted Interior Signs					
	Number	Maximum Size (Each Sign)	Maximum Aggregate Area of Signage	Maximum Letter Size	Information
Affixed to a window	Six	N/A	100 square inches	One inch	Closed/open, hours of operation, will return, alarm, no food or drink, credit card (see note 2)
0' - 5' from the storefront	Unlimited	One square foot	Two square feet	One inch	<ul style="list-style-type: none"> - Unlimited content - Business name or identifying part of the business name are limited in area to 10% or less area of each sign
5' or more beyond the storefront	Unlimited	N/A	Six square feet	Three inches	<ul style="list-style-type: none"> - Unlimited content - Business name or identifying part of the business name are limited in area to 10% or less of each sign

Notes:

1. Signs advertising general sales or closing-out sales/going-out-of-business sales shall adhere to the standards for permitted interior signs. Interior signs advertising closing-out sales/going-out-of-business sales may be displayed for no more than 45 days pursuant to CMC 5.20.030.

2. Credit card signs shall not exceed two square inches per sign and are exempt from the maximum aggregate area standards applicable to signs affixed to windows. Alarm system identification signs 144 square inches or smaller in sizes are exempt from the maximum aggregate area standards applicable to signs affixed to windows.

(Ord. 2005-02 § 2, 2005; Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.40.050 Other Signs Associated With a Business.

A. Temporary Business Sign. A "temporary business sign" refers to a sign temporarily approved by the City while a permanent sign is being made or is awaiting City review.

Standards for Administrative Approval of Temporary Business Signs			
Number	Maximum Size	Removal	Information
One	Three square feet	Shall be removed upon approval of a permanent sign or upon expiration of the temporary approval	<ul style="list-style-type: none"> - Simple in graphic design - Limited to business name and opening date

B. Business Directory. A "business directory" is a permanent sign listing the names of several individual businesses located on the same property, or in the same courtyard or building.

Standards for Administrative Approval of Business Directories				
Number	Maximum Size	Maximum Letter Size	Location	Design
One per courtyard or building	N/A	Business placards -- one inch lettering	On private property	<ul style="list-style-type: none"> - Simple in design - Compatible in design, color, and scale with adjacent buildings

Note: Multiple businesses which share a common entry from the exterior shall be entitled to a business sign only on the interior of the building. Directories may be placed on the building exterior to identify the interior businesses.

C. Restaurant Menu Signs. Restaurant menu signs are allowed in two forms: contained within menu boxes (for restaurants) and take-away menus (for all food uses).

1. Menu Box. A menu box is a permanently mounted architectural element on, or immediately adjacent to, the business for displaying menus, awards, or daily specials in restaurants.

2. Take-Away Menu Holder. A take-away menu holder is a small, temporary or permanent container holding take-away menus for free distribution to the public.

Standards for Administrative Approval of Restaurant Menu Signs					
Type	Number	Maximum Size	Location	Contents	Design
Menu box	One	Four square feet	<ul style="list-style-type: none"> - Not affixed to door or window - At the entry 	Menu identical to that being used in the restaurant, special menus, awards	<ul style="list-style-type: none"> - Compatible with scale, colors, and materials of storefront
Take-away menu holder	One	One square foot	<ul style="list-style-type: none"> - At the entry - Not affixed to a window 	Take-away menus only	<ul style="list-style-type: none"> - Constructed of wood or basketry

D. Parking Sign. A sign that authorizes or prohibits the parking of specified vehicles on private property in the commercial (CC, SC, RC) and multifamily (R-4) districts.

Standards for Administrative Approval of Parking Signs					
Number	Maximum Size	Letter Size	Location	Information	Design
One per property frontage	Two square feet	Three inches	<ul style="list-style-type: none"> - Private property - Installed on walls, fences, or buildings - Location must be reasonably visible to motorists 	States parking rights on the property and cites CMC10.32.080(H)	Compatible in design and color with storefront or building

(Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.40.070 Temporary Signs.

Standards for Permitted Temporary Signs						
Type of Sign	Number Allowed	Maximum Size	Maximum Letter Size	Location	Material	Information
Garage/Yard/Rummage/Estate Sale	One	Three square feet	Three inches	<ul style="list-style-type: none"> - On private property where the sale is located - Only during hours of sale not nailed to trees 	Less than permanent material allowed	N/A
Charitable Organization/Special Event	One per business	Three square feet	Three inches	N/A	Less than permanent material allowed	<ul style="list-style-type: none"> - Maximum display of 15 days - Displayed four times a year - Must be removed at end of event
Health, Safety, and Welfare	N/A	Minimum size needed	No limit	N/A	Less than permanent material allowed	Minimum time necessary
Construction	One per contractor, architect, or subcontractor	Per sign – three square feet Aggregate area – six square feet area	No limit	Private property	Permanent or less than permanent materials allowed	Must have active building permit
Real Estate	One per property frontage	Three square feet (excludes support base and sign riders)	Three inches	<ul style="list-style-type: none"> - Only on the private property that is for sale, exchange, or rent - Refer to Note 1 	Less than permanent material allowed	<ul style="list-style-type: none"> - Limited to property that is for sale, lease, rent, or exchange - Owner or agent name, address and telephone number - Directions to property - Brochure boxes are allowed
Real Estate Sign Riders	One per real estate sign	6" tall x 24" wide	No limit	<ul style="list-style-type: none"> - Only on private property that is for sale, exchange, or rent - Refer to Note 1 	Less than permanent material allowed	e.g., Condominiums; Do Not Disturb; By Appointment Only; For Lease; For Rent; Sale or Lease; Sale Pending; Directions (if not on real estate sign), Features
Open House	One per property frontage	Three square feet	No limit	<ul style="list-style-type: none"> - Only on the private property that 	Less than permanent	<ul style="list-style-type: none"> - Limited to open house,

				is for sale, exchange, or rent – Refer to Note 1	material allowed	name of real estate company and directions to property – Only during daylight hours

Notes:

1. May be placed on public property only with issuance of an encroachment permit.
2. This permit will be authorized only when:
 - Trees, shrubs or structures prevent the sign from being seen on private property;
 - All signs shall be mounted on a four-inch by four-inch wooden post; and
 - Sign location is to be determined by the Director.

David Lothspeich

From: Tobin Fraley [tobin@humbugs.com]
Sent: Wednesday, August 03, 2011 11:21 AM
To: David Lothspeich; j.s.kopecky@sbcglobal.net; Steve Douglass; joshua@sweetwhimsypastry.com; John Maguire; contact@longgrovecafe.com; t_cream@att.net; longgrovevt@gmail.com
Cc: Rachel Perkal; Joanne Weber
Subject: Woodstock, NY Signage Regulations

More comparative information

General regulations. The provisions contained within this section shall apply to all signs and to all districts, regardless of designation, within the Town of Woodstock.

- (1) Any sign or use of signs not specifically permitted by provision of these regulations is prohibited, including but not limited to the following:
 - (a) Real estate "sold" and "under contract" signs;
 - (b) Movable signs, except permitted temporary signs;
 - (c) Multiple-faced, other than double-faced, signs;
 - (d) Billboards;
 - (e) Signs or other advertising devices which advertise a profit-making business or organization and which appear upon permanent pickup and delivery containers;
 - (f) Directly illuminated signs or advertising devices, unless specifically permitted;
 - (g) Signs which employ reflective or luminous material or paint in their construction;
 - (h) Neon signs or signs with letters or features formed of internally illuminated glass or transparent tubing;
 - (i) All internally lighted signs; and
 - (j) Any off-premises sign, except for directional signs permitted in accordance with Subsection F of this section.
- (2) No sign shall be located in such a way as to interfere with driver vision, pedestrian traffic or other traffic.
- (3) Any illuminated sign or lighting device shall employ only lights emitting a light of constant intensity, and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving light or lights. String, rope or similar low-voltage lighting products shall not be formed into words or pictorial representations of commercial products. In no event shall an illuminated sign or lighting device be so placed or directed so as to permit the beams and illumination therefrom to be directed or beamed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or other nuisance.
- (4) No sign shall be erected or maintained which would project above the front or face of a building a distance of more than 12 inches, except as otherwise provided herein, such as those projecting from the face of a theater or motel marquee. Any projecting or freestanding sign which projects into or above any pedestrian right-of-way or sidewalk shall have clearance of not less than eight feet above the sidewalk or the surrounding ground level. No projecting or freestanding sign shall be permitted to project into or above any public driveway or thoroughfare for vehicular travel.
- (5) No sign shall be placed on the roof of any building.
- (6) No portable or temporary sign shall be placed on the front or face of a building or on any

premises, except as otherwise provided herein.

- (7) No sign or part thereof shall contain or consist of banners, posters, pennants, ribbons, balloons, streamers, spinners, or similar moving, fluttering or revolving devices. Included within this prohibition are signs which are mechanically animated, such as moving, rotating or revolving signs. Said devices shall not be used for the purpose of advertising or attracting attention when not part of a sign.
- (8) All signs shall be constructed of wood, metal or other durable material approved by the Zoning Enforcement Officer. All signs shall be so constructed as to withstand reasonable wind and weather and to be neither a detriment nor a hazard to the public health, safety, and welfare. The Zoning Enforcement Officer shall issue notice to owners of signs in violation of this provision. Said owners shall be permitted 10 days within which to make necessary repairs to or remove all signs in violation of the provisions of this section.
- (9) Any sign may consist in whole or in part of three-dimensional elements designed to physically represent the object advertised. A representational sign shall not project more than three feet beyond the principal structure to which it is attached and shall be limited to a sign area of not more than 10 square feet. Only one such sign per establishment shall be permitted. In calculating the sign area, the largest cross-sectional area, considering all possible views, shall be used.

B. Administrative standards.

- (1) For the purpose of determining the number of signs, a sign shall be considered to be a display surface or device containing elements organized, related and composed to form a unit. Where advertising material is displayed in a random manner without an organized relationship of elements, each element shall be considered to be a single sign.
- (2) The surface area of a sign shall be computed to include the entire area within a regular geometric form, or contiguous combination of forms, comprising all of the display area of the sign and including all of the elements of the material displayed. Structural support members shall not be included in the calculation of sign surface area. Areas permitted are maximums for each face of the sign, whether single-sided or two-sided, with the total area of all faces of any sign not exceeding twice the permitted area of one face.
- (3) For the purposes of this chapter, the term "sign" shall not include any sign erected and maintained pursuant to, and in the discharge of, any governmental function, or required by law, ordinance or governmental regulation, with the exception that government building or facility identification and/or name signs shall adhere to Subsection C(1) of this section. The term "sign" shall additionally not include the following:
 - (a) Memorial signs or tablets, names of buildings and/or dates of erection when cut into any masonry surface or when constructed of bronze, stainless steel or similar material.
 - (b) Displays of automotive maintenance merchandise by gasoline stations, located between the principal building and the gasoline pump island(s).
 - (c) Signs integral to gasoline pumps and racks for the display of automotive maintenance merchandise. The display of gasoline prices upon signs other than those integral to gasoline pumps shall be considered as signs.
 - (d) Traditional barber poles.

C. Permitted signs in all districts.

- (1) The following signs are permitted in any use district without issuance of a sign permit or payment of a permit fee:
 - (a) For each bed-and-breakfast establishment, artist studio, governmental use, boardinghouse or apartment building, one wall or borderless sign not exceeding eight square feet in area or one freestanding double-faced sign not exceeding eight square feet per side or face.
 - (b) One double-faced freestanding, projecting or single-faced wall sign denoting the name and address of the occupant of a single-family premises, such sign not exceeding two square feet in area per side or face, provided that a projecting sign shall not project more than three feet from the principal building on the lot.

- (c) One double-faced freestanding, projecting or single-faced wall sign denoting the name, address, profession or home occupation of the occupants of the single-family premises on which the sign is located, such sign not exceeding two square feet in area per side or face, provided that a projecting sign shall not project more than three feet from the principal building on the lot.
 - (2) The following signs are permitted in any use district as a special permit use subject to the procedures and requirements of Article VI of this chapter and the further requirement that a sign permit be issued in accordance with Subsection G of this section:
 - (a) Any sign advertising a commercial or not-for-profit enterprise, other than the uses listed in Subsection C(1), in a district zoned residential. Such sign shall not exceed 10 square feet in area and shall advertise only the name of the owner, trade names, products sold and/or the business or activity conducted on the premises where such sign is located.
- D. Permitted signs in commercial and light industrial districts. Within the Hamlet Commercial (HC), Neighborhood Commercial (NC), and Light Industrial (LI) Districts, no sign, except those allowed without a permit under Subsection C(1), shall be erected and maintained unless a sign permit is issued prior to installation in accordance with Subsection G of this section.
- (1) The primary purpose of each sign shall be for identification and may state the owner's name, trade names, trademarks, products sold, and/or commercial activity conducted on the premises on which the sign is located. All signs must be located on the premises of the business activity, except as noted in Subsection E of this section which relates to directional signs.
 - (2) Each business or industrial establishment so located shall be permitted one of the following alternative sign displays:
 - (a) One projecting double-faced sign, not exceeding 10 square feet per side, provided that such sign shall not project more than five feet beyond the principal building on the lot, and provided further that such sign shall not extend more than 13 feet above ground level or exceed the height of the building at the point of location of the sign, whichever is more restrictive.
 - (b) One freestanding double-faced sign, not exceeding 10 square feet per side or face, provided that such sign shall not extend more than 10 feet above ground level at the point of location of the sign. Furthermore, the sign shall not be located closer than eight feet to said ground level if located in an area of pedestrian traffic.
 - (c) Not more than two wall, hanging, or borderless signs having an aggregate area of not more than 25 square feet, provided that neither of the signs extends above the height of the building at the point of location of such sign, and provided further that neither sign extends beyond the end of the building at the point of the location of such sign.
 - (3) In addition to the signs described in Subsection D(2) above, a restaurant shall be permitted one menu board to be placed in the window or mounted flat against the face of the building not to exceed four square feet in size.
- E. Temporary signs.
- (1) All signs of a temporary nature, such as political posters, banners, and signs of a similar nature, restricted to church, school, civic and other nonprofit functions, shall be permitted for a period of 30 days, except as otherwise explicitly provided by this section, without issuance of a sign permit or payment of a fee. Such signs shall not, however, be attached to fences, trees, utility poles, traffic signs, or the like, nor be placed in a position that will either obstruct or impair vision of traffic or in any manner create a hazard or disturbance to the health, welfare or safety of the general public. Such signs may not represent a commercial product, activity or enterprise and shall not exceed 24 square feet per side. All such signs shall be removed within seven days of the close of the advertised event.
 - (2) The following specific temporary sign types are more explicitly addressed by this chapter as provided below:
 - (a) Temporary window signs and posters shall be permitted without permit or fee, provided that they do not exceed 15% of the aggregate surface of the establishment's windows on the side of the building in which the temporary window signs and posters appear.
 - (b) Temporary "for sale" real estate signs and signs of a similar nature not exceeding four square

feet per side in area within any residential or commercial district or 10 square feet per side in any light industrial district shall be permitted without any permit or fee. All such signs shall be removed immediately upon sale or lease of the premises.

- (c) A temporary single-sided real estate development sign not exceeding 10 square feet shall be permitted without fee or permit on property being sold, leased or developed and is to be erected parallel to the fronting highway, set back not less than 15 feet, or attached to the building face. The sign shall be limited to a duration of 24 months unless otherwise authorized by the Planning Board.
- (d) A temporary single-sided construction sign denoting the architect, engineer, and/or contractor shall be permitted without permit or fee when placed upon premises under construction and for which a building permit has been issued, not exceeding four square feet in sign area. Said sign shall be removed immediately upon issuance of a certificate of occupancy or use for the premises or upon termination or revocation of the building permit.
- (e) A temporary garage sale, yard sale, barn sale, tag sale, or similarly descriptive sign, not exceeding six square feet per side in area, located fully on the property on which such sale is being conducted, and restricted to a period of not more than 48 hours in advance of the sale nor more than 12 hours after its completion shall be permitted. Such signs shall be further restricted by the provisions of § 260-50 of this chapter.

F. Directional and notification signs.

- (1) Business and public destinations that are isolated from primary routes of travel shall be permitted a maximum of two off-site directional signs subject to the issuance of a sign permit in accordance with Subsection G and the following additional requirements:
 - (a) In locations with more than one directional sign, all such signs shall be affixed to a common standard and shall be graphically coordinated and arranged so as to present a neat and orderly appearance. Any such standard shall be designed to accommodate the later addition of further directional signs.
 - (b) No directional sign shall be more than three square feet in area. In locations with more than one directional sign, the aggregate area of all such directional signs shall not exceed 12 square feet.
 - (c) An off-premises directional sign permit shall be acquired from the New York State Department of Environmental Conservation (DEC).
 - (d) A letter of authorization shall be obtained from the owner of the property on which the sign will be located.
Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1).
- (2) Each general, business or light industrial use may erect on-site directional and notification signs, provided that the individual signs do not exceed two square feet in area and are limited to such text as "Office," "Entrance," "Exit," "Reserved Parking" or "No Parking." Permits shall be granted only if the applicant can clearly demonstrate that any such on-site directional or notification sign will be set back not less than five feet from any public right-of-way or any property line. During site plan review, as governed by Article VII of this chapter, the Planning Board may recommend that the Zoning Enforcement Officer issue sign permits for such signs.

- G. Sign permit required. Except as otherwise stated herein, no sign or other device for advertising or notification purposes of any kind shall be erected, established, added to, or altered until a sign permit has been issued by the Zoning Enforcement Officer. All applications shall include such information as may be required by the Zoning Enforcement Officer to determine compliance with these sign regulations and shall be accompanied by payment of the required sign permit fee in accordance with a schedule established and reviewed annually by the Town Board.

David Lothspeich

From: Sun-Times FOIA [foia@SunTimes.Com]

Sent: Tuesday, August 02, 2011 4:17 PM

To: David Lothspeich

Subject: Freedom of Information Request

Dear FOIA Officer,

We are making a request under the Illinois Freedom of Information Act (5ILCS 140).

We are requesting a list of all full, part-time and seasonal employees of Long Grove, Illinois. We ask that this list include the name, title department, annual salary and start date of all employees. If salary data is not available on an annual basis, please indicate the format for the provided salaries (hourly, monthly, etc.). In addition, we ask that part-time or seasonal status be indicated if applicable. In addition, we request that all bonus, overtime and supplementary pay be indicated for each employee.

Also, we ask that this list be provided in electronic format, specifically a spreadsheet or database.

We ask that the data be sent via e-mail attachment to foia@suntimes.com or that the data be placed on a CD-ROM and mailed to:

Chicago Sun-Times

Attn: Art Golab

350 N. Orleans

Chicago, IL 60654

As members of the news media, we request a waiver of any fees, because the purpose of this request is in the public interest.

We expect to be notified as to the status of our request within seven working days, as specified in the Act.

We expect that if this request is denied, we will be notified in writing of the reasons for denial and given the names and titles of the persons responsible for this decision.

If you have any questions, please feel free to contact us.

Thank you for your time and effort on this matter and we look forward to hearing back from you.

Sincerely,

Polly Smith

Deputy Metro Editor

Chicago Sun-Times

foia@suntimes.com

(312) 321-2522

HERONS LANDING WATER SSA
Commitment to Prepay SSA Taxes

The undersigned, being the legal and/or beneficial owner of real property within the Herons Landing Subdivision as indicated below (the "**Property**"), which Property is included within the Herons Landing Water Special Service Area (the "**SSA**") as established by the Village of Long Grove pursuant to Village of Long Grove Ordinance No. 2011-O-21 (the "**SSA Ordinance**"), does hereby commit to prepay the SSA taxes due from the Property pursuant to the SSA Ordinance in full within 15 calendar days after notice from the Village that such prepayment is due (the "**Prepayment Notice**"). It is anticipated that the Village will issue the Prepayment Notice in December 2011. In conjunction with this Commitment, the undersigned acknowledges:

- A. The Village will rely on this Commitment for marketing the bonds to be sold pursuant to the SSA Ordinance. As such, any failure to perform as contemplated under this Commitment will result in additional financing and issuance costs for the SSA.
- B. A down-payment of \$6,300.00 is required, which down-payment shall be delivered to the Village with the delivery of this Commitment.
- C. The balance of the prepayment, being \$18,900.00 (the "**Balance**"), shall be paid and delivered to the Village within 15 calendar days after the Village issues the Prepayment Notice. Any Balance obligation paid later than 15 days after the Prepayment Notice shall be subject to a late charge of 1.0% per day until such Balance is paid; provided, however, that no Balance may be paid later than 30 days after the Prepayment Notice.
- D. In the event that the undersigned does not pay the Balance within 30 days after the Prepayment Notice, the SSA tax obligations relating to the Property will be included in the bond financing contemplated under the SSA Ordinance. The down-payment amount (less any late charges as contemplated in Paragraph C above) shall be applied to the undersigned's annual SSA tax obligations until exhausted.
- E. The prepayment is made with the understanding that, in the event that the SSA project does not proceed or costs less than contemplated in conjunction with the bond financing, the undersigned will receive a *pro rata* refund of the prepayment amount after all SSA expenses have been paid.

IN WITNESS WHEREOF, the undersigned does hereby agree and commit to make the prepayment of SSA taxes as herein set forth.

Name: _____ Property Address: _____

Signature: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY
OF _____, 2011.

Notary Public