

**AN ORDINANCE AMENDING CHAPTERS 7 AND 30  
OF THE ARLINGTON HEIGHTS MUNICIPAL CODE**

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That Chapter 7, Other Village Government Provisions, of the Arlington Heights Municipal Code, is hereby amended by adding the following fee at the end of Section 7-1111, Design Commission Fees:

Conditional Review of Electronic Message Signs     \$500.00

SECTION TWO: That Chapter 30, Sign Regulations, of the Arlington Heights Municipal Code, is hereby amended as follows

a. That Section 30-101, Definitions, is hereby amended by adding the following definition:

14.5    Electronic Message Sign.    A portion of a monument style ground sign on which the message, copy, graphics, or display can be changed by remote or automatic means, used to advertise a business, goods, and/or services that are available on the property on which the sign is placed.

b. That Articles VII, VIII and IX are hereby renumbered as Articles VIII, IX and X, respectively,

c. That the following Article VII is hereby added:

**Article VII Electronic Message Signs**

**Section 30-701 Electronic Message Signs.** Electronic Message Signs may be permitted but only in designated major arterial commercial corridors as identified in the maps attached at the end of this Article and in accordance with the regulations set forth in this Article.

**Section 30-702 Conditional Review Process and Criteria.** All applications for an Electronic Message Sign shall be submitted to the Design Commission for review. The Design Commission shall hold public meetings to evaluate whether the proposed Electronic Message Sign meets the criteria set forth below. The Design Commission shall make a recommendation which will be forwarded to the Village Board of Trustees, where the request may be granted, denied or modified.

- a.     The Electronic Message Sign will not create a traffic hazard or demonstrable negative impact on nearby properties or be detrimental to the safety of persons residing or working in the vicinity; and
- b.     The Electronic Message Sign will serve the best interests of the Village,

and will be desirable for the public convenience; and

- c. The design of the Electronic Message Sign is compatible with the essential character of the locality, such as the sign enclosure, materials and scale; and
- d. The business demonstrates a valid need for an Electronic Message Sign. The business must explain how the sign will be used, and why their business needs an Electronic Message Sign.

**Section 30-703 Applications.**

- a. All applications for Electronic Message Signs shall be submitted to and reviewed by the Design Commission.
- b. With the application, the Petitioner must submit one copy of the following information to the Department of Planning and Community Development along with electronic pdf files:
  - 1. A letter requesting the Electronic Message Sign stating the criteria for which an Electronic Message Sign must comply and how the proposal meets those;
  - 2. Plat of Survey;
  - 3. A detailed site plan including building locations, driveways, yards, setbacks, the proposed sign location and any existing signage with dimensions;
  - 4. Color photographs of subject property and surrounding properties including existing ground signs;
  - 5. Detailed drawings of the proposed sign, fully dimensioned and drawn to scale, including fully dimensioned scaled drawings and photographs of all existing signage;
  - 6. Manufacturer's product data and specifications for the Electronic Message Sign, including written certification verifying auto-dimming function set to .3 footcandles maximum above ambient lighting conditions;
  - 7. Written list of all sign materials;
  - 8. Samples of major sign materials including colors, textures and finishes being proposed;

9. At least three full color representative images illustrating the types of advertisements to be displayed on the sign;
10. Landscape Plan indicating the proposed landscaping located a minimum of two feet out from the sign base. The plan must be drawn to scale and list the species, quantity, and size of the proposed plant materials;

A copy of the recommendation of the Design Commission will be forwarded to the Village Board.

#### **Section 30-704 Notification Requirements.**

- a. An applicant for an Electronic Message Sign shall serve written notice, either in person, by certified mail, or by similar delivery service which provides proof of service, on the last known taxpayers and/or property owners of record as reflected in the county records, of all property within 250 feet in each direction of the property lines of the subject property for which approval of an Electronic Message Sign is being requested; provided the number of feet occupied by all public roads, alleys and other public ways shall be excluded in computing the 250 feet. Such notice must be served not less than seven days and not more than 30 days prior to the date set for the meeting of the Design Commission to review the request for an Electronic Message Sign. If any part of a condominium property is located within this distance, written notification shall be made to the condominium association. If no such association exists, the applicant must notify each individual taxpayer of record in the condominium property. If, after a bona fide effort to determine such by the applicant, the owner of the property on which the notice is to be served cannot be found, the notice requirements of this Section shall be deemed satisfied.

The required notices shall contain the address of the location for which the Electronic Message Sign is requested, a brief statement of the nature of the request, the name and address of the legal and beneficial owner of the property, and time and date on which the meeting shall be held. Not less than one day prior to the meeting date, the applicant shall furnish a written statement certifying that he or she has complied with the requirements of this subsection. Attached to the written statement shall be a list of all property owners notified in accordance with the above, the receipts of the certified mail or the signatures of the property owners acknowledging the personal visit of the applicant, the returned notices which were undeliverable by the post office, along with a copy of the notice sent to each of the individuals therein specified.

- b. Not less than 15 days prior to the date of the Design Commission meeting

at which the request for an Electronic Message Sign is to be discussed, the Applicant shall post a readable sign on the site where the Electronic Message Sign is intended to go. The Notice sign must be posted on private property adjacent to the roadway. This sign must be removed no later than ten days after completion of the final meeting. The required sign shall contain the current action requested, the date, time, and place where the meeting shall be held, a statement that further information can be obtained from the applicant and the Planning Department of the Village of Arlington Heights. The words "NOTICE OF PUBLIC MEETING" must appear at the top of the sign in letters no smaller than 1.5 inches. All costs associated with the sign are to be borne by the Petitioner. See the following exhibit for an example of a notice sign.

### **NOTICE OF PUBLIC MEETING**

**MEETING FOR:     CONDITIONAL REVIEW FOR AN  
                          ELECTRONIC MESSAGE SIGN**

**MEETING LOCATION:   ARLINGTON HEIGHTS  
                                  MUNICIPAL BUILDING  
                                  33 South Arlington Heights Road**

**DATE:** (Fill in meeting date) **TIME:** (Fill in meeting time)

### **PUBLIC ATTENDANCE AND COMMENTS INVITED**

#### **FOR DETAILS CALL:**

Fill in Petitioner's	or	Village of Arlington Heights
name and phone number		Department of Planning & Community
		Development
		847-368-5200

**Section 30-705 Standards for Electronic Message Signs.** The following standards apply to all Electronic Message Signs:

- a.     Ground Signs Only. Electronic Message Signs are only permitted on monument style, ground signs and the ground sign cannot be taller than ten feet. All other requirements for ground signs as set forth in this Chapter shall apply, unless a more specific requirement is listed in this Article, in which case the requirement in this Article applies.
- b.     Display. Only high resolution, full color electronic displays are allowed, and must be maintained in "like new" operating condition, or cease operation of the sign.
- c.     Size. Electronic Message Signs must be incorporated as part of a conventional monument style ground sign which displays the business

name or use. The electronic portion of the sign must be the lower portion of the sign. The maximum size of an Electronic Message Sign shall be no more than 33% of the allowable ground sign size as set forth in the table below. The maximum allowable area of a ground sign is determined on the basis of the width and posted speed limit of the public right-of-way abutting the property on which the sign is located as set forth in the table below:

**POSTED SPEED LIMIT**

WIDTH OF PUBLIC RIGHT-OF-WAY	35 MILES PER HOUR OR LESS	OVER 35 MILES PER HOUR
UP TO 66 FEET	40 SQ. FT. TOTAL SIGN AREA PER FACE	60 SQ. FT. TOTAL SIGN AREA PER FACE
OVER 66 FEET	66 SQ. FT. TOTAL SIGN AREA PER FACE	80 SQ. FT. TOTAL SIGN AREA PER FACE

- d. Quantity. Only one electronic message sign per property is permitted.
- e. Spacing. There must be a minimum 300 feet spacing between Electronic Message Signs on the same side of any street.
- f. Separation from Residential. Electronic Message Signs are not permitted within 300 feet of any property being used for a residential use.
- g. Orientation. All Electronic Message Signs must be oriented perpendicular to the roadway to minimize the impact on properties directly across the street from the location of the sign.
- h. Operational Standards. The following operational standards apply to all Electronic Message Signs:
  - 1. The sign shall have static display only. No scrolling, fading, flashing, animation, or video is permitted, nor is any sound permitted.
  - 2. Messages must be displayed for a minimum of 10 seconds.
  - 3. The sign must use auto-dimming photocell technology so that the display brightness automatically adjusts based on ambient lighting conditions. Brightness shall be limited to .3 footcandles maximum above ambient lighting conditions at the established measurement distance based on the size of the sign, using the following formula:

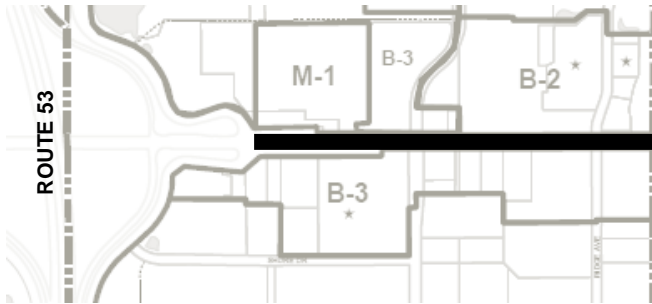
$$\text{Measurement Distance} = \sqrt{\text{Area of Sign Sq. Ft.} \times 100}$$

For example, for a ground sign that measures a total of 40 square feet, of which 13.2 square feet is an Electronic Message Sign, the lighting conditions will be measured at 36 feet from the sign.

Written certification from the manufacturer must be provided with the application which verifies the auto-dimming function in accordance with the requirements in this paragraph. Verification of compliance with the brightness standard will be accomplished using a footcandle illuminance meter based on procedures as established by the International Sign Association.

4. Off-premises advertising is not allowed.
5. All Electronic Message Signs are only permitted to be illuminated the same hours that the business the sign represents is open.

# Designated Commercial Corridors for Electronic Message Signs



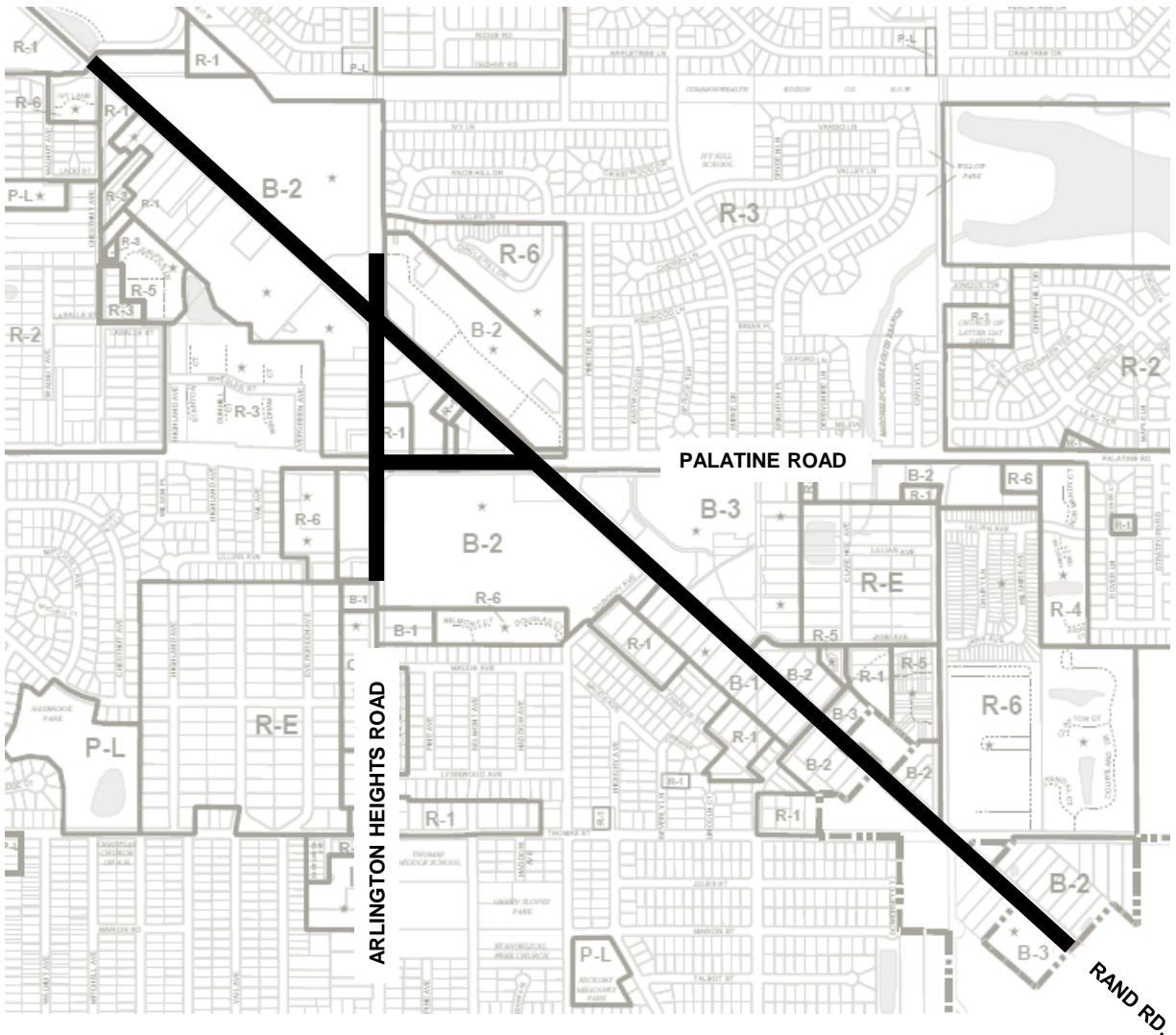
DUNDEE ROAD

## MAP LEGEND



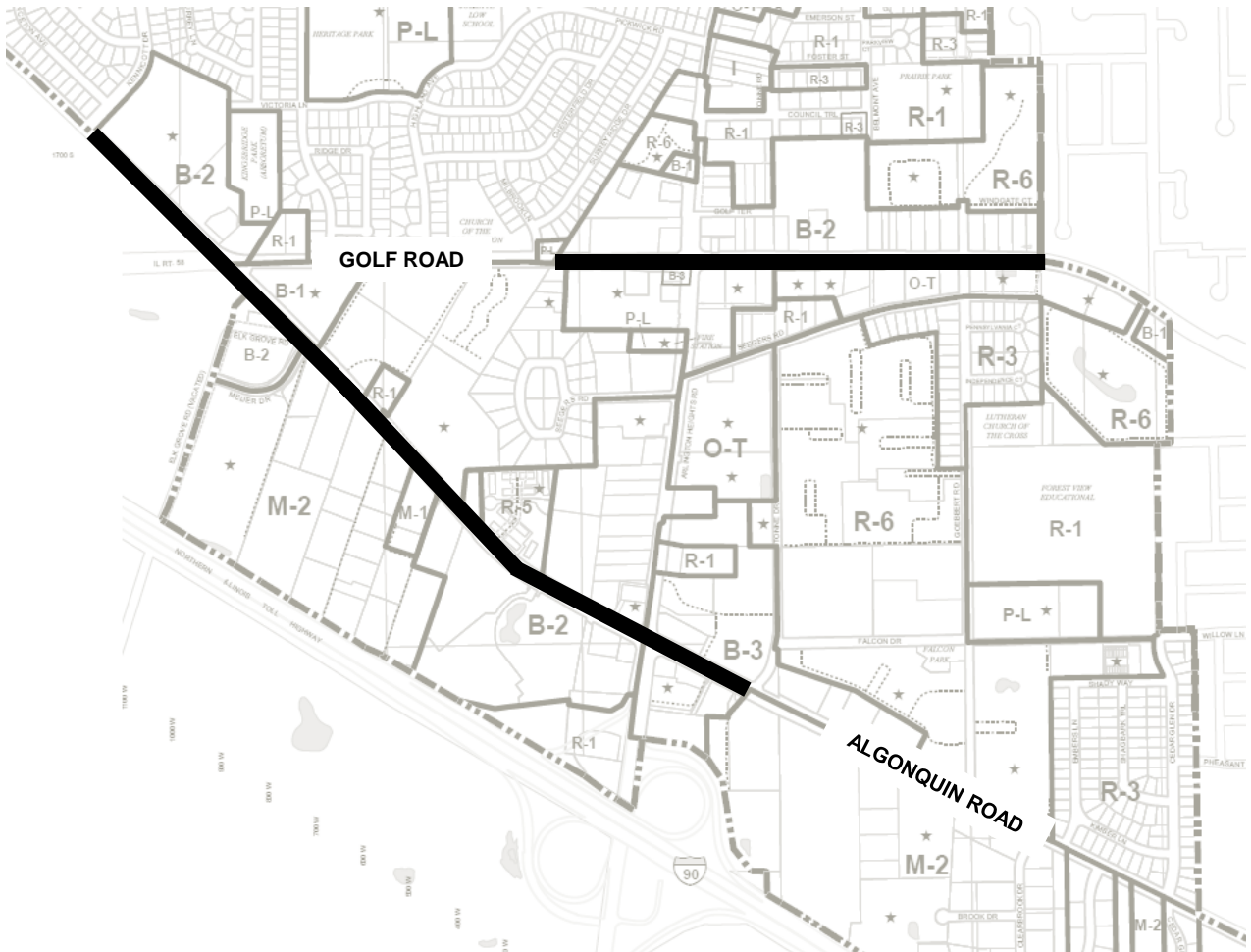
INDICATES PERMITTED  
LOCATIONS FOR  
ELECTRONIC MESSAGE SIGNS

**Map 1:** Dundee Road Corridor



**Map 2:** Rand Road, Palatine Road, and Arlington Heights Road Corridors

# Designated Commercial Corridors for Electronic Message Signs



**Map 3:** Algonquin Road, Golf Road, and Arlington Heights Road Corridors

## MAP LEGEND

**INDICATES PERMITTED  
LOCATIONS FOR  
ELECTRONIC MESSAGE SIGNS**



SECTION THREE: The various provisions of this Ordinance are to be considered severable, and if any part of this Ordinance is held invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION FOUR: This Ordinance repeals all ordinances or parts of ordinances in conflict with the provisions hereof, and shall be in full force and effect after its passage, approval and publication in pamphlet form, in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 20th day of November, 2017.

ATTEST:

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village Clerk