

CHAPTER 3

Design Standards for Business, Commercial, Industrial, Recreational and Institutional Uses

<i>Section Number</i>	<i>Title</i>	<i>Ordinance Number</i>	<i>Date of Ordinance</i>
16-3-1	Applicability	2006-11 2008-04	11-21-06 07-01-08
16-3-2	Uniform Standards for Architectural Design	2006-11 2016-10	11-21-06 06-06-16
16-3-3	Uniform Standards for Site Design and Landscape	2006-11 2016-10	11-21-06 06-06-16
16-3-4	Additional Design Standards Based on Type of Development Use	2006-11	11-21-06
16-3-5	Signs	2006-11 2008-04	11-21-06 07-01-08
16-3-6	Parking	2006-11	11-21-06
16-3-7	Repealed.	2006-11 2014-01	11-21-06 04-07-14

SEC. 16-3-1 APPLICABILITY.

- (a) **Required.** All persons, firms, entities, or associations seeking to use property for Business, Commercial, Industrial, Institutional, or Recreational uses whether by zoning permit for a permitted use, conditional use, planned unit development, or any other way, shall file an application pursuant to this Title and Ch. 20 of the RCCO and shall comply with the requirements of this Title and Ch. 20 of the RCCO. To the extent any provision of this Title or any other ordinance of the Village conflicts with a provision of Ch. 20 of the RCCO, the more restrictive provision shall apply.
- (b) **Exceptions.** Proposed accessory cold storage buildings located on existing commercially-zoned sites (whether or not a conditional use permit governs operations on the rest of the site) and located outside of Urban Service Area, as that term is defined under Sec. 16-2-1, and/or outside of the Village Centers as identified in the adopted land use plan and neighborhood plans where the proposed structure is obscured from the highway frontage shall be exempt from the provisions of this Chapter.
- (c) **Additions.** Additions to existing buildings and structures shall comply with this Chapter when:
- (1) The addition is approved after the adoption of this Ordinance and the use of the property meets the criteria of either Chapters 4 or 5 of this Title regulating Moderate and High Impact Uses; or

- (2) Buildings and structures within three hundred feet (300') of the subject building or structure have complied with this Chapter.

SEC. 16-3-2 UNIFORM STANDARDS FOR ARCHITECTURAL DESIGN.

- (a) **Required.** These standards are applicable to all new applications after adoption of this ordinance for all permitted uses in any zoning district in which they are allowed, any conditional use or as part of a planned unit development. Design, placement and orientation of buildings shall facilitate appropriate land use integration and appropriate vehicular and pedestrian flow to adjoining areas and neighborhoods, and shall forward community character objectives as described in the Village's adopted Comprehensive Plan, as amended from time-to-time.
- (b) integration and appropriate vehicular and pedestrian flow to adjoining areas and neighborhoods, and shall forward community character objectives as described in the Village's Comprehensive Plan, if applicable, and the Village's Land Use Plan.
- (b) **Design Guidelines Manual.** The applicant shall follow the Design Guidelines Manual, as published and revised by the Village from time-to-time for all permitted Business, Commercial, Industrial, Recreational and Institutional uses, all conditional uses and all planned unit developments. These guidelines are available from the Village Clerk. Among other features, these guidelines address the standards delineated under Sec. 16-3-2(c) as well as lighting, signs and mixed-use development.
- (c) **General Standards.** These standards shall apply in all uses and may be supplemented by a special design standard, if applicable, under Section 16-3-4.
 - (1) **Future Uses and Redevelopment.** Building locations and design shall be planned to facilitate a variety of future uses and redevelopment potential. This includes circulation and parking arrangements, street and lot arrangements, and building orientations that lend themselves to future changes if, and when, initial uses are terminated.
 - (2) **Building placement.** Buildings shall be parallel to the right-of-way (or parallel to the tangent to curve taken at the midpoint) and located within the build-to zone established by the Village's Comprehensive Plan or by the Village under a conditional use permit or planned unit development. ~~If the build-to zone has not been established, the build-to zone is within ten (10) feet of the minimum setback line unless otherwise allowed by the Village.~~
 - (3) **Building facades, composition and articulation.** Buildings shall be comprised of a visually distinct base, middle and top. Buildings shall not exceed two (2) stories except as noted in the standards for specific types of places or as may be allowed for by a conditional use or in a planned unit development. This provides a flexible method of relating the building to the pedestrian (base), to the surrounding architecture (middle), and the opportunity for unique identity where the building meets the sky (top). Expression of the elements should be handled through changes in plane and material, horizontal bands, cornices, and/or varied window openings.

Large buildings should be comprised of a series of masses and forms to give the building hierarchy, scale and visual richness. Building massing and components should demonstrate consistent proportional harmonies as indicated in the guideline illustrations.

- (4) **Building Materials.** The primary facade and sides of the building visible from the public space, public parking, walkways, and rights-of-way shall be clad in finish grade materials unless otherwise allowed under a conditional use or planned unit development. Glass, brick, stone, wood, and decorative block are examples of finish grade materials that are appropriate for use on visible facades. The rear or side of the building shall use the same materials.
- (5) **Additional Facade Features.** Awnings and canopies are encouraged on commercial development. They should correspond with window and door placement and should be used to give prominence to openings. Awnings should be composed of straight planar surfaces and opaque material and shall not be lit from within.
- (6) **Glazing.** Windows should be configured to maximize facade transparency along publicly accessible/visible areas. Clear glass shall occupy a minimum of 40% of the building frontage along sidewalks and walkways intended for pedestrian circulation.
- (7) **Entrances and Entry Features.** The major public entry shall be a prominent visual feature of a building. Users should be able to discern the entry of a building from a distance to facilitate movement to the building. This entry should be oriented toward a public space such as the parking area or street right-of-way. The entry should be easily distinguishable from the rest of the building and given prominence through recess/projection, canopy or awning, change in material, height, added detail or other methods. If multiple retail tenants occupy the ground floor of a building, each should have their own separate and distinct entry. If the ground floor is occupied by office uses, a shared entrance is appropriate. Upper floors of office or residential buildings may be serviced by a single ground floor entry. Service entries and garage doors should be located in the rear or on the side of the building and screened by landscaping pursuant to subsection 16-3-2(c)(8) below.
- (8) **Design and Screening of Garage Doors, Loading Areas, Service Entries and Areas, and Mechanical Equipment.** Garage doors, loading areas, service entries and areas, and mechanical equipment shall be screened or designed with a high degree of visual appeal. This treatment can minimize the negative visual impact such necessary functions have and can help enhance and define adjacent spaces. Various techniques should be used to completely screen views into these areas. Densely planted trees, shrubs, opaque fencing, and/or garden walls should be used to screen service areas, loading areas, trash receptacles and ground-floor mechanicals. These elements should be at least seven (7) feet high (plant material should be at least seven (7) feet within 2 years of planting). A high degree of visual appeal can be attained through the use of ornamental fencing, ornamental canopies, pedestrian scale lighting, high grade finish materials, and additional design detail.
- (9) **Vehicular Entries.** Vehicular entries that allow motor vehicles to cross sidewalks and other pedestrian walkways shall be designed to slow vehicular traffic and

minimize interruption to pedestrian movements. Such areas should not be more than twenty feet (20') wide for two lanes of traffic and ten feet (10') wide for one lane. Paving for such area should be distinct from abutting drive areas and should match the materials for pedestrian movement. Bollards or similar devices shall be used to calm traffic and give pedestrians a greater sense of security as they walk across drive lanes.

- (10) **Other.** Additional standards may be applied by the Village based on site conditions and the Village Comprehensive Plan, as amended from time-to-time.

SEC. 16-3-3 UNIFORM STANDARDS FOR SITE DESIGN AND LANDSCAPE.

- (a) **Design Guidelines Manual.** The applicant shall follow the Design Guidelines Manual, as published and revised by the Village from time-to-time for all permitted Business, Commercial, Industrial, Recreational and Institutional uses, all conditional uses and all planned unit developments. These guidelines are available from the Village Clerk. Among other features these guidelines address the requirements delineated under Sec. 16-3-3(b) as well as lighting and mixed-use development. (click to view manual)
- (b) **Required.** These requirements are applicable to new applications for all permitted uses in any zoning district in which they are allowed, any conditional use or as part of a planned unit development. Design shall forward community character objectives as described in the Village's adopted Comprehensive Plan, as amended from time-to-time.
- (1) **Street Edge Landscaping.** Street edge landscaping, unless specifically excluded, shall include a rhythmic planting of trees no more than 50' on center of the tree trunk. Rhythmic planting shall mean the inclusion of 2 to 3 different species of trees planted in an alternating fashion. Trees shall be planted parallel to the right-of-way. Trees shall be canopy, deciduous trees from the Village Street Tree List. Trees bordering a parcel shall be of the same species in order to provide visual continuity along the street edge. In addition to rhythmic planting of trees, a secondary landscape layer located behind the tree line should be created using ornamental fences and continuous evergreen hedges that block views of parking areas. Unless otherwise noted these should have a minimum height of 4' above the elevation at the right-of-way. Berms should not be used as a device for visual screening unless specific approval is given by the Village Board. When berms are approved for use, they shall have a minimal slope in contrast to the surrounding landscape. When a berm is intended to screen a building from a public right-of-way, the berm must be configured so that the building is screened at all visual angles from the public right-of-way. Trees, fences, and hedges may be eliminated when there is a planned view of an open landscaped area included as part of a long-term open space management plan in a planned unit development or as provided by the standards for pedestrian main streets.
- (2) **Entry Features.** Each use shall include an entry feature at the curb cut. This visual feature can be combined with signage in compliance with the applicable ordinance. The entry feature should be visually integrated with the landscaping features.

- (3) **Shared Cross-Easements.** Vehicular access between adjacent sites shall occur when possible, eliminating the need to return to the public street when traveling between multiple adjacent sites. Site access from arterial and local streets shall be shared between sites whenever possible.
- (4) **New Access Drives.** New access drives should be located directly across the street from existing drives, if possible. Access drives, where they cross public walks and at property edges, should not exceed 24 feet, except when landscaped median features are incorporated.
- (5) **Traffic Calming.** Internal local streets shall include features for traffic-calming.
- (6) **Landscape Features in Large Surface Parking Lots.** For large surface parking lots with more than fifty (50) parking spaces, landscaped islands shall be located along the edges of large parking lots and along the likely pedestrian routes. For every twenty (20) parking spaces, three hundred (300) square feet of landscaped area should be provided. For the purposes of this paragraph, landscape features shall be defined as canopy trees (where the canopy is intended to be at least eight (8) feet above grade) and hedges or bushes with an intended height of four (4) feet or greater. The pattern and geometry of the landscape should follow the geometry of the buildings and circulation system. It should not appear as a series of isolated plantings unrelated to the visual character of the spaces created by the buildings and lots. Where feasible, trees and landscape features should be combined to create larger public spaces/greens within or adjacent to buildings and active uses.
- (7) **Pedestrians and Bicycles.** Street cross-sections shall include either sidewalks or pathways for pedestrian movement (collectively referred to as “Walkways”). These may be combined with off-road bicycle trails and circulation. Pedestrian Walkways should be incorporated into all site plans along the public edges of parcels, between parking areas and buildings, as connections between adjacent sites, and within large parking areas. Pedestrian crosswalks should receive special paving treatments that are intended to calm traffic and provide a visually attractive pavement pattern for both drivers and pedestrians.
- (8) **Pedestrian Movement in Surface Parking Lots.** Pedestrian Walkways provide a safe and attractive means of passage for pedestrians to and from their vehicles. Walkways should be located on rows that terminate at the building entrance and buffered from driving lanes and parking stalls with landscaping. Walkways should be pronounced with decorative paving, brick or other similar material, and pedestrian-scaled lighting. Pedestrian crossings should be provided to access the Walkways from other locations within the lot. Any material used shall be conducive with crossing motor vehicle traffic to avoid the creation of a hazard.
- (9) **Open Space and Natural Resource Protection.** Site design should accommodate open space and existing environmental features identified in the Village’s adopted Comprehensive Plan, as amended from time-to-time, with a stewardship plan for its management.
- (10) **Linkages to Trails, Environmental Features and Public Places.** Pedestrian linkages shall be provided to abutting trail systems and pedestrian Walkways. The internal trails and Walkways shall be connected in a pedestrian-friendly manner to the commercial uses on the site, building entries, and parking access.

- (11) **Outdoor Activities, Displays, and Public Art.** Outdoor activities and displays of goods should be encouraged, especially when they will increase the presence of pedestrian activity. Use of public art should be encouraged, especially for site gateways, building entrances, and public places.
- (12) **Multiple Uses for Outdoor Areas.** Multiple uses of outdoor areas should be encouraged and incorporated into the overall site design and plans. For example, portions of a surface parking lot could be used on some occasions for displays of goods.
- (13) **Outdoor Lighting.** All lighting fixtures should be selected to avoid negative impacts on neighboring properties. Lighting shall be directional and utilize full cutoff luminaires. Storefronts should be illuminated allowing light to spill onto adjacent walkways and spaces. Wall-mounted light fixtures have the ability to highlight architectural elements and enliven facades while illuminating public areas adjacent to the building. Outdoor seating areas should be illuminated using pedestrian level lighting at comfortable illumination levels. Utilizing pole-mounted fixtures and lit bollards to illuminate Walkways is also an effective approach to defining the pedestrian zone and surrounding areas. Lighting fixtures should conceal the light source and provide diffused or soft reflected light.
- (14) **Other Standards.** Additional standards may be applied by the Village based on site conditions, the Village adopted Comprehensive Plan as amended from time-to-time.

SEC. 16-3-4 ADDITIONAL DESIGN STANDARDS BASED ON TYPE OF DEVELOPMENT USE.

- (a) **Village Center Streets.** Village Centers are the properties within the Village Centers as designated by the Village's Land Use Plan. A Village Center street is a linear paved pedestrian place bordering active commercial uses or mixed uses intended for informal gatherings, sidewalk cafes, seating and similar activities. In Village Center Streets, the following design standards shall supplement Sections 16-3-2 and 16-3-3 as indicated below:
 - (1) **Building Placement.** Buildings' front façade shall parallel right-of-way (or be tangent to curves) and be located within the build-to zone (a distance 0 to 10' from the right-of-way boundary). This build-to zone may be extended to 20' for high-traffic arterials as part of a planned unit development. Buildings shall fully occupy the corners of corner lots and of 50% of the length of the build-to-zone along the street edge. The building facades should align parallel to the edge and create a continuous street edge along a predetermined build-to line. Side setbacks along buildings are not desired. Zero-lot line developments and common wall structures are permitted and should be encouraged.
 - (2) **Additional Facade Features.** Upper level balconies and terraces overlooking the main street should be included.
 - (3) **Glazing.** Windows should be configured to maximize transparency from publicly accessible/visible areas. Clear glass shall occupy a minimum of 65% of the building frontage between the heights of three feet and eight feet on the ground

floor. Reductions in the 65%, down to 25%, are permitted on facades that are not considered highly visible to the general public and for which alternative pedestrian friendly features add an appropriate pedestrian scale to the building façade. The glazing should allow visibility for at least 10' into an interior area which is typically accessible to the general public during regular business hours. Interior building layouts should be adjusted to locate active spaces, such as shopping areas, product displays and office spaces, abutting the windows to further enhance the visual connection and activity outside of the building.

- (4) **Entrances and Entry Features.** Along front facades and facades facing surface parking lots, there shall be at least one building entry located every 100'. For single commercial uses, only one entry must be a general public entry -- use of secondary entries may be determined by the occupant.
 - (5) **Future Uses and Redevelopment.** Proposals for Village center areas shall include examples of how future uses, other than the initially proposed use, can be accommodated effectively. An example of this would be demonstrating that a lower level office use could be used for retail or that an upper level commercial use could be converted to residential development.
 - (6) **Street Edge Landscaping.** In addition to the uniform standards for street edge landscaping, streets should consider use of trees set into gratings included in paved areas and any trees selected shall be from the approved Village Street Tree List. Berms are not allowed. Street trees are not required when a Village Center street is part of a planned unit development and the distance across the street, from building face to building face, is less than 100'.
 - (7) **Traffic Calming.** Where possible, streets should be linked to local streets that incorporate major traffic calming devices integrated with pedestrian movement.
 - (8) **Pedestrians/Sidepaths.** Pedestrian sidepaths along streets shall be sufficiently large to accommodate sidewalk seating (at least 15' of paved area) which may include trees in grates.
 - (9) **Pedestrian Movement in Surface Parking Lots.** Pedestrian walkways should lead directly to the street.
 - (10) **Outdoor Activities, Displays, and Public Art.** Outdoor activities, displays, and public art should occur on the street.
 - (11) **Multiple Uses for Outdoor Areas.** The creation of public plazas and other public places should have direct links to the street area. Overly large plazas and public spaces should be avoided.
 - (12) **Outdoor Lighting.** Outdoor lighting should also be used to illuminate building facades on the street.
- (b) **Mixed Use Arterials.** A mixed use arterial comprises the real property abutting and adjacent to an arterial highway within the Village area designated as a Mixed-Use Arterial by the Village's Land Use Plan. Along these arterials, the following design standards are applicable and shall supplement Sections 16-3-2 and 16-3-3 as indicated below:
- (1) **Building Placement.** Buildings' front façade shall parallel right-of-way (or be tangent to curves) and be located within the build-to zone (a distance 0 to 10' from the right-of-way boundary). This build-to zone may be extended to 20' as part of a conditional use permit or planned unit development.

- (2) **Future Uses and Redevelopment.** Proposals for arterial corridors shall include examples of how future uses, other than the initially proposed use, can be accommodated effectively. An example of this would be demonstrating that a lower level office use could be used for retail or that an upper level commercial use could be converted to residential development.
 - (3) **Street Edge Landscaping.** The view of large surface parking areas from the arterial shall be diminished through the use of the uniform standards for street-edge landscaping under Sec. 16-3-3(b)(1). This standard should not be used to diminish views of the architecture of the buildings or the signage for businesses. Any trees selected shall be from the approved Village Street Tree List.
- (c) **Parkways, Not Including Abutting Business Development.** The parkway is the corridor, designated as Parkways by the Village's Land Use Plan. For parkways, the following design standards are applicable and shall supplement Sections 16-3-2 and 16-3-3 as indicated below:
- (1) **Building Placement.** Buildings should be set back behind the street edge landscaping. Set backs further from the street may be allowed by conditional use permit or planned unit development. The area between the building and the arterial shall not include parking.
 - (2) **Future Uses and Redevelopment.** Proposals for parkways shall include examples of how future uses, other than the initially proposed use, can be accommodated effectively.
 - (3) **Street Edge Landscaping.** Parkways shall include a double row of canopy shade trees planted in a rhythmic pattern with a walkway or bicycle path located between the rows. The edge of the parkway along the private property line shall include an ornamental fence or continuous coniferous hedge at least 4' high. The parkway or edge shall not include berms. Any trees selected shall be from the approved Village Street Tree List.
- (d) **Business and Industrial Campuses.** Business and Industrial Campuses are planned unit developments designated as Business and Industrial Campus by the Village's Land Use Plan. In such areas, the following design standards shall be applicable and supplement Sections 16-3-2 and 16-3-3 as indicated below:
- (1) **Building Placement.** Building placements shall be determined by a planned unit development. The buildings shall be organized such that they create a clear hierarchy of major and minor campus places. Individual buildings shall conform to a set of internal build-to-zones and regulating lines that create a harmonious composition of all buildings and dominate the degree to which each building stands out as an individual architectural object.
 - (2) **Building Facades, Composition and Articulation.** Buildings taller than three (3) stories are allowed only by planned unit development. Additional specifications may be required by the Village upon recommendation from the Village Engineer and/or the Fire Chief.
 - (3) **Vehicular Entries.** Vehicular entries shall be established by the planned unit development and shall follow the regulations for Village center main streets and arterial business and mixed use corridors.

- (4) **Street Edge Landscaping.** When buildings are set back from the arterial the landscape shall follow the standards for the arterial parkway under Sec. 16-3-4(c). Any trees selected shall be from the approved Village Street Tree List.
- (5) **Entry Features.** There should be a significant landmark feature marking the gateway or entrance. This feature could be part of the architecture of a signature building, a work of public art, or major environmental feature in addition to, or instead of, gateway posts or fence walls.
- (6) **Pedestrians and Bicycles.** There shall be an internal system of pedestrian and bicycle trails that are linked to surrounding trails and provide an inviting system for internal campus movement.
- (7) **Multiple Uses for Outdoor Areas.** Business and industrial campuses shall include at least one large common open space that serves as a central park and environmental feature for the campus. Campuses should be linked to Village Centers or other areas of pedestrian activity that provide an amenity for business users and employees. This might include modest retail uses for dining, shared business uses, recreational facilities, or similar activities.

SEC. 16-3-5 SIGNS.

All signs within the Village shall comply with and meet the requirements of Chapter 7 of Title 16.

SEC. 16-3-6 PARKING.

- (a) **Parking Ratios, Maximums and Areas.** Parking ratios shall not exceed 3.5 parking spaces for every 1000 gross square feet of business, commercial, industrial, recreational or institutional use unless specially allowed as part of a planned unit development. Surface parking lots shall be located in the rear or sides of buildings. In larger commercial developments, exceeding 30,000 gross square feet of new uses, parking areas shall be shared by adjacent users. Uses that generate their peak traffic at different times of the day are prime candidates for shared parking.
- (b) **Design of Surface Parking Lots.** Surface lots should be organized as simple geometric shapes with strong edges of landscaping, decorative fences/garden walls, lighting and/or buildings to reinforce the space as well as provide screening from adjacent rights-of-way and public spaces. If large parking areas are required, they should be organized into patterns that approximate streets and blocks in order to facilitate future redevelopment of the site.

SEC. 16-3-7 REPEALED.