

**Rantoul Village Board of Trustees
Regular Study Session
December 2, 2008**

Order of Business

Board Packet Page(s)

- 1. Call to Order – Mayor Williams**
Roll Call
- 2. Public Participation**
Citizens wishing to address the Village Board with respect to any pending item of business listed upon the agenda or any matter not appearing on the agenda are asked to complete a public participation form and submit it to the Village Clerk prior to the meeting. Public comments will be limited to three minutes for each speaker.
- 3. Items from the Mayor**
- 4. Items from Trustees**
- 5. Items from the Clerk**
 - A) Adoption of Annual Meeting Schedule – 2009 1-3
 - B) Presentation of any Addendum Items for the Agenda
- 6. Items from the Plan Commission**
 - A) Zoning Text Amendment re: Community Design Standards 4, 26-55
- 7. Items from the Administrator**
- 8. Monthly Department Reports**
- 9. Items for the Consent Agenda**
Items placed upon the Consent Agenda for the Regular Board Meeting are considered by the Board of Trustees to be routine and non-controversial in nature, and are to be enacted by a single motion and subsequent roll call vote.
 - A) Approval of Minutes, Regular Study Session, November 4, 2008
 - B) Approval of Minutes, Regular Board Meeting, November 12, 2008
- 10. Items from Public Works**
 - A) Change Order No. 25 – Wastewater Treatment Plant 5-13

Order of Business

Board Packet Page(s)

11. Items from Inspection

A) Request re: Sign on Village Property – Golfview Greens I 14-25

12. Items from the Comptroller

A) Voice over Internet (VoIP) Equipment Installation 56-68
B) Annual Tax Levy

13. Items from Counsel

14. Adjournment

**Next Meeting Date:
Regular Monthly Meeting, December 9, 2008**

The Rantoul Village Board of Trustees meets in Study Session on the first Tuesday of each month at 6:15pm and in Regular Session on the second Tuesday of each month at 6:15pm. Unless otherwise noted, all proceedings are held in the Louis B. Schelling Memorial Board Room of the Rantoul Municipal Building, 333 S. Tanner Street, Rantoul, Illinois.

Statement Regarding the Americans with Disabilities Act (ADA)

The Village of Rantoul wishes to ensure that its programs, services, and activities are accessible to individuals with disabilities. All Village Board meetings are wheelchair accessible. Persons with hearing difficulties may obtain auxiliary hearing aids available at each meeting upon request. Persons requiring additional assistance regarding accessibility issues should contact the Village Administrator's office at (217) 893-1661, x. 202. TTY users should call the Illinois Relay Center at 1-800-526-0844.

Citizens may visit our website at www.village.rantoul.il.us to view live and archived video of all Village Board meetings. Citizens may also download complete Board packets containing information on all ordinances, resolutions and departmental requests under consideration by the Village Board each month.

TITLE XIII

COMMUNITY DESIGN STANDARDS

SECTION	SUBJECT
1.	PREAMBLE
2.	DEFINITIONS
3.	PROCEDURE
4.	APPLICABILITY OF SECTION 5 OF THIS TITLE
5.	STANDARDS FOR DESIGN FOR ZONING DISTRICTS DESIGNATED IN SECTION 4
6.	APPLICABILITY OF SECTION 7 OF THIS TITLE
7.	STANDARDS OF DESIGN FOR CENTRAL BUSINESS DISTRICTS

Sec. 1. Preamble

It is the general purpose and intent of this Title to foster the use and development of land in an orderly manner by both private and public interests with special consideration given to the appearance of the Village as a result of such development. It is recognized that the appearance of property has a direct bearing on the economic value of such property and also the economic value of adjacent and surrounding property. The appearance of a single property affects not only surrounding property, but the cumulative effect is to enhance or diminish the beauty of the entire Village and consequently the values of property within the Village.

It is further recognized that the appearance of property not only has economic effects but also affects the general welfare, health, and safety of Village citizens. An aesthetically pleasing environment is a clean, healthy, and safe environment.

This Title provides a procedure by which development of property within the Village may be reviewed and modified in order to enhance the aesthetic beauty of the Village, and consequently, the general welfare of the citizens and the economic value of property. Specific purposes of this Title include the following:

1. To provide for the orderly and functional arrangement of land uses and buildings.
2. To establish standards for the orderly development or redevelopment within the Village.
3. To permit public involvement in the planning of private land uses which have the potential for significant impact on the use and enjoyment of surrounding property or on the public resources and facilities of the Village.
4. To conserve and protect the taxable value of land and buildings in the Village.

5. To protect the air, water and land resources within the Village from the hazards of pollution and misuse.
6. To protect land and buildings from natural hazards including flooding, erosion and fire.
7. To preserve, protect and encourage the development of buildings, groups of buildings and development sites of distinguished architectural character and appearance.
8. To avoid the deterioration of the health, sanitation, safety, and public welfare brought about by poor planning and by indiscriminate and unregulated construction of inferior and unsuitable buildings.

Sec. 2. Definitions

The following words and phrases when used in this Title shall, for the purposes of this Title, have the meanings respectively ascribed to them below, except when the context otherwise requires.

Accent – An area covering no more than 25% of a building’s surface area visible to the public.

Appearance – The outward aspect visible to the public.

Architectural Character – The composite or aggregate of the characteristics of structure, form, materials, and function of a building, group of buildings, or other architectural composition.

Architectural Element – Part of a building’s fabric, structures and associated services, such as a window.

Architectural Style – The characteristic form and detail, as of buildings of a particular historic period.

Awning – A sloped projection made of canvas or other non-rigid material, stretched over a frame and extended over a doorway or window. The awning is supported entirely from the exterior wall of the building and provides protection from the weather.

Bargeboard – A highly ornamented or pierced board placed on the incline of the gable.

Berm – A raised form of earth to provide screening or to improve the aesthetic character. A berm must have earthen sides and a crest area of no less than four feet in width. The slope of the berm may not exceed one foot of vertical rise per three feet in horizontal distance. Berms must be at least three and one-half feet high. Organic topsoil must cover the entire berm in a way that facilitates plant growth.

Bright or Brilliant Colors - Highly saturated chroma as defined in the Munsell System of Color Notation.

Building – Any structure with substantial walls and roof which is securely affixed to the land, is entirely separated on all sides from any other structure and is used or intended for supporting or sheltering any use or occupancy.

Central Business Districts – Both the CB-Central Business District and the CBE-Central Business Extended District, collectively.

Column – A supporting pillar, especially one consisting of a usually round shaft, a capital, and a base.

Cornice – An ornamental topping that crowns the structure it is on.

Cutoff Luminaire – The candela at 90 degrees above nadir is less than 5% of rated lumens, and less than 20% of rated lumens at 80 degrees above nadir.

Development – The erection or new construction of a building, any addition to a building and any renovation of the exterior of a building, including the nature and arrangement of associated site improvements such as landscaping, screening, lighting and parking.

Entryway – A place of entrance.

Exterior Building Component – An essential and visible part of the exterior of a building.

Façade – A face or elevation of a building.

Fascia – The exposed vertical edge of a roof.

Frieze – The plain or decorative band or board located just below the storefront cornice.

Flood or Spot Light – Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

Footcandle – See Lumen.

Full Cutoff Light Fixture or Fully Shielded Light Fixture – Fixtures, as installed, that are designed or shielded in such a manner that all light rays emitted by the fixture, either directly from the lamp(s) or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.

Glare – The sensation produced by luminance within the visual field that are sufficiently greater than the luminance to which the eyes are adapted, which causes annoyance, discomfort, or loss in visual performance and visibility.

Harmony – A quality which produces an aesthetically pleasing whole as in arrangement of varied architectural and landscape elements.

Height of Luminaire – The height of a luminaire shall be the vertical distance from the ground directly below the centerline of the luminaire to the lowest direct-light-emitting part of the luminaire.

Indirect Light – Direct light that has been reflected or has scattered off of other surfaces.

Lamp – The part of the luminaire that produces the actual light.

Landscape – Elements of nature, topography, buildings, and other man made objects combined in relation to one another, including but not limited to trees, shrubs, vines, ground cover, flowers, grass, rock, stone, architectural or structural features such as fountains, reflecting pools, artwork, screens, fences, and benches so long as such non-vegetative components compose no more than 25% of required landscaping.

Light Pollution – Any adverse effect of artificial lighting, including, but not limited to, uplighting and sky glow, both of which diminish the ability to view the night sky, and light trespass.

Lighting Fixture – The entire assembly that houses the lamp or lamps.

Lumen – A unit of luminous flux. One footcandle is one lumen per square foot. For the purposes of this ordinance, the lumen output values shall be the initial lumen output ratings of a lamp.

Luminaire – A complete lighting system, and includes a lamp or lamps and a fixture.

Mechanical Equipment – Equipment, devices, and accessories, the use of which relates to water supply, drainage, heating, ventilating, air conditioning, and similar purposes.

Moulding – A decorative wood or stone contour or band, used in exterior and interior architectural elements.

Operable Shutters – Shutters capable of being closed over the window opening.

Ornamental Grass – An annual or perennial grass plant valued for its texture and color in the landscape.

Outdoor Lighting – Outdoor, electrically powered illuminating devices, outdoor lighting or reflective surfaces, lamps and similar devices, permanently installed or portable, used for illumination of advertisement.

Pier – An upright structure of masonry to serve as a principal support, whether isolated or part of wall.

Plan Commission – The Plan Commission of the Village.

Plant Materials – Trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.

Portico – A roofed entrance porch, often supported by columns or pillars.

Proportion – Relationship of parts of a building, landscape, structures, or buildings to each other and to the whole.

Required Permit – Any permit required by Chapter 6 of the Village Code for the erection or new construction of a building, for any addition to a building, for any exterior renovation of a building and for any related site improvement.

Screening – Structure or planting which conceals the view of the areas behind such structure or planting.

Shrub – A multi stemmed woody plant other than a tree.

Significant Tree – Any deciduous tree with at least a 12-inch diameter as per standard diameter breast height or any evergreen tree 8 feet or more in height.

Storefront – Street-facing façade area below the floor plane of the second floor.

Street Hardware – Objects other than buildings, structures, and plantings located in streets and public ways and outside of buildings. Examples are: lamp posts, utility poles, traffic lights, traffic signs, benches, litter containers, planting containers, letter boxes, fire hydrants.

Streetscape – The scene as may be observed along a public street or way composed of natural and man made components, including buildings, paving, planting, street hardware, and miscellaneous structures.

Structure – Anything built or constructed which requires a permanent location in or upon the ground.

Transom – A window above an opening such as a door or window built on a horizontal crossbar, often hinged on the top to swing open for ventilation.

Utility Hardware – Devices such as poles, cross arms, transformers and vaults, gas pressure regulating assemblies, hydrants, and buffalo boxes that are used for water, gas, oil, sewer, and electrical services to a building or a project.

Utility Service – Any device including wire, pipe, and conduit which carries gas, water, electricity, oil, and communications into a building or development.

Wall Sign – A sign that is in any manner affixed to or painted upon any exterior wall of a building or structure or etched into exterior glass of a building or structure and that projects not more than 18 inches from the building or structure, including signs affixed to architectural projections from a building provided the copy area of such signs remains on a parallel plane to the face of the building façade or to the face or faces of the architectural projection to which it is affixed.

Window – An opening in the wall of a building that is covered with transparent material.

Sec. 3. Procedure

A. Application. It shall be the duty of the Zoning Administrator, after the receipt of an application for the issuance of any required permit, to determine and advise the applicant whether design review approval is required in connection with the issuance of any such required permit. If design review approval is required, the applicant shall file an application for design review approval with the Zoning Administrator in the form specified by this Section. An application for design review approval shall include a development plan which shall contain, to the extent applicable, the following:

1. The commonly known location or address of the subject property;
2. The name and address of the legal owner of the subject property;
3. The name and address of the applicant and/or the project representative if other than the legal owner;
4. The present zoning of the subject property and of all abutting properties;
5. A site plan, scaled and dimensioned, with a north arrow, and showing, without limitation, all information required to meet the standards of this Title;
6. Elevation drawings, scaled and dimensioned, and indicating the materials and colors of all proposed structures and improvements;
7. A compilation of contextual photographs, indicating, without limitation, the subject property, all abutting properties, and all facing properties;
8. For applications for new construction, building modifications, and building expansions: a color rendering, floor plans, a roof plan, a site section and wall sections as necessary to articulate the relationship of materials;
9. For applications requiring landscape or screening approval, a landscape plan meeting the requirements of Section 5.F. of this Title, together with a description of any new screening;

10. For applications requiring lighting approval, a lighting plan meeting the requirements of Section 5.J. of this Title;
11. For applications that incorporate any modifications to, or deviations from, any of the applicable standards and conditions set forth in Sections 5 and 7 of this Title, a statement indicating: (1) the necessity of the requested modifications and deviations; and (2) the extent to which the application taken as a whole satisfies the intent and purpose of this Title.

B. Authority Regarding Required Submittal. The Zoning Administrator shall have authority to waive submittal of any of the items of the development plan specified in this Section if it is found that the nature of the development applied for is such that the review of such items is not necessary to obtain compliance with this Title. If additional information or material is required in order to conduct such review, the Zoning Administrator is authorized to require any such additional items to be prepared. All such information, materials or items shall be prepared by a registered design professional if required by the Building Code or the Residential Code as adopted in the Village Code.

C. Procedure for Review. After the filing of a complete development plan, the Zoning Administrator shall either:

1. Refer the development plan to the Plan Commission if the development plan includes a request for one or more waivers of the design guidelines set forth in this Title;
2. Issue an approval of the development plan if such development plan satisfies the applicable design guidelines set forth in this Title;
3. Deny the application if the development plan either: (i) fails to satisfy the applicable design guidelines set forth in this Title; or (ii) contains any false, fraudulent or misleading material statement.

In the event the Zoning Administrator denies an application for design review approval, the Zoning Administrator shall notify the applicant in writing of such denial by first-class mail and the applicant shall have the right to appeal such denial to the Plan Commission. Such appeal shall be made in writing by the applicant and filed with the Zoning Administrator within twenty-one (21) days after the date notice of such denial was mailed to the applicant.

D. Review by Plan Commission. Upon the referral to the Commission of a development plan which involves an appeal of the denial of a development plan by the Zoning Administrator or a request for one or more waivers of the applicable design guidelines set forth in this Title, the Zoning Administrator shall schedule a public meeting to be held at the next regular or special meeting of the Plan Commission and shall send written notice thereof by first class mail to the applicant of the time and place of such public meeting. Such public meeting shall be scheduled to take place not less than five (5) business days after the date such written notice is sent to the applicant.

E. Plan Commission Meeting. In reviewing a proposed development plan which involves an appeal of the denial of a development plan by the Zoning Administrator or a request for one or more waivers of the applicable design guidelines set forth in this Title, the Plan Commission shall apply the applicable design guidelines set forth in this Title. If the Plan Commission finds that the applicant has complied with all of the applicable design guidelines in connection with an appeal, the Plan Commission shall approve the development plan. If the Plan Commission finds that the applicant has not complied with all of the applicable design guidelines, the Plan Commission may take one of the following actions:

1. Issue a conditional approval of the development plan, in which the applicant agrees to implement all additional design elements and to remove all rejected design elements as required by the Plan Commission;
2. Issue a conditional approval of the development plan in which the applicant shall, prior to beginning the development, obtain from the Corporate Authorities any requested waivers recommended by the Plan Commission through the waiver procedures established in this Section; or
3. Deny the application entirely.

F. Additional Documentation. In the event the Plan Commission requires additional documentation or material in order to conduct its review, the Plan Commission may continue its consideration of the development plan for a period not to exceed thirty (30) days in order to receive and consider any such additional documentation or material.

G. Decisions of the Plan Commission. Within five (5) business days of the close of review by the Plan Commission, the Plan Commission shall notify the applicant in writing of its decision regarding the proposed development plan by first-class mail.

I. Appeal or Request for Waiver. Any applicant may appeal the decision of the Plan Commission, or may make a request for one or more waivers of the applicable design guidelines set forth in this Title, to the Corporate Authorities. Any such appeal or request for waivers shall be in writing and shall be filed with the Village Clerk within twenty-one (21) days of the date that notice of the Plan Commission's decision was mailed to the applicant. Any such appeal or request for waivers shall be scheduled for the next regularly scheduled or special meeting of the Corporate Authorities occurring not less than ten (10) calendar days after the receipt of any such written appeal or request for waivers. The Corporate Authorities in reviewing an appeal or request for waivers may consider the development plan submitted to the Plan Commission as well as any additional information or material presented before the Corporate Authorities. Unless extended by agreement, the Corporate Authorities shall render a decision on the appeal or on the granting of waivers, if any, no later than at its next regularly scheduled meeting following the presentation by the applicant to the Corporate Authorities. The Corporate Authorities in reviewing the appeal or request for waivers shall be guided by the applicable design standards contained in this Title; provided, however, the Corporate Authorities may waive any such applicable design standards when the deficiencies will further the purposes of this Title. The

Corporate Authorities may approve the development plan as presented, approve the development plan conditioned upon modification, approve the development plan and grant waivers, reject the development plan entirely or remand the development plan to the Plan Commission for further review. Unless agreed to by the applicant, no development plan shall be remanded to the Plan Commission by the Corporate Authorities more than once.

J. Appeal of the Corporate Authorities. Any applicant aggrieved by the decision of the Corporate Authorities may further cause such decision to be reviewed in the manner provided by law.

Sec. 4. Applicability of Section 5 of this Title

A. Designated Zoning Districts. Section 5 of this Title shall apply to all development in the following zoning districts which require the issuance of a required permit by the Village. For the purposes of this Section 4, development does not include interior building repairs or modifications. No required permit shall be issued except upon approval of the development plan in conformance with the procedures set forth in Section 3 of this Title. The zoning districts which are subject to Section 5 of this Title are as follows:

Agricultural District

AG Agriculture District

Residential Districts

R-1A Single Family Residential District

R-1 Single Family Residential District

R-2A Traditional Neighborhood Residential District

R-2 Single Family Residential District

R-3 Single Family/Duplex Residential District

R-4 General Multi-Family Residential District

Commercial Districts

C-1 Neighborhood Commercial District

C-2 General Commercial District

C-3 Interstate Commercial District

C-4 Commercial/Industrial District

OP Office Park District

Chanute Reuse Districts

CR-1 Airfield District

CR-2 Aviation Support District

CR-3 Institutional District

CR-4 Public Recreation District

Industrial Districts

I-1 Industrial District

I-2 Industrial District

B. Exceptions.

1. Developments involving residential buildings that contain four (4) or less dwelling units are exempt from the Design Standards established in Section 5.C. to 5.L. of this Title, provided, however, that this exemption shall not apply to any development that involves a Planned Unit Development.
2. Developments involving nonresidential buildings in the AG District and mobile homes in the M-1 District are exempt from the Design Standards established in Section 5.A. of this Title.
3. Authorized surfaces dedicated to the display and sale of equipment, product or merchandise are exempt from the Screening Requirements established in Section 5.C. of this Title.

Sec. 5. Standards for Design for Zoning Districts Designated in Section 4

The purpose of these standards is to establish a guideline for those items that affect the physical aspect of the Village environment in those Zoning Districts identified in Section 4 above. Pertinent to appearance is design of the site, building, and structures, planting, signs, street hardware, lighting, and miscellaneous other objects which are observed by the public. These standards are not intended to restrict imagination, innovation, or variety, but rather to assist in focusing on design principles that can result in creative solutions that will develop a satisfactory visual appearance within the Village.

A. Building Design. Architectural style is not restricted. Evaluation of the appearance of a development shall be based on the quality of its design in relationship to surroundings. All new construction of buildings and all alterations, modifications, and improvements to the exterior building facade of existing buildings shall meet the following standards:

1. Building components shall be proportional and relational to one another;
2. The construction materials for the exterior building façade in all zoning districts subject to this Section 5 of this Title are respectively set forth in Table XIII-1;
3. Bright or brilliant colors shall be for accent only and shall be limited to 25% of the building façade;
4. Building design shall be visually attractive. Variety of detail, form, or siting may be used to provide visual interest by using the following or an equivalent design element:
 - a. Roof treatment
 - b. Wall and facade treatments
 - c. Building theme or style

- d. Artistic elements
 - e. Innovative stormwater design
 - f. Site and building lighting treatment
 - g. Window or wall opening treatment
 - h. Building entry treatment
 - i. Decorative glass
 - j. Accent materials or colors
 - k. Courtyards
5. Monotony of design in single or multiple building developments shall be avoided by incorporating the following design features:
- a. Facade Articulation. No building wall or roofline that faces a public street or connects a pedestrian walkway shall have an uninterrupted length exceeding 50% of the length of the building wall.
 - b. Building Entries. Each building shall have a clearly defined, prominent, primary entrance that features at least two of the following or equivalent design elements:
 - i. Canopies and awnings
 - ii. Porticos, arches, pillars
 - iii. Decorative doors
 - iv. Entry recesses or projections
 - v. Raised cornice, parapets
 - vi. Peaked roof forms
 - c. Multi-Sided Facade Treatment. Each building shall incorporate similar material types and design elements on all sides of a building. Facades fronting a public way or adjacent to residential zoning shall incorporate at least two of the following elements or equivalent design elements:
 - i. Change in wall plane
 - ii. Mix of building materials
 - iii. Decorative building materials
 - iv. Decorative windows or doors
 - d. Rooflines. Rooflines exceeding 75' in length fronting a public way or adjacent to residential zoning shall have incorporate one of the following elements:
 - i. Change in roof plane
 - ii. Mix of roof styles
 - iii. Architectural or decorative roof materials
 - iv. Dormers, gables, gable vents, mansards
 - v. Cupolas, steeples, clock tower

6. Single-family detached dwellings in subdivisions platted on or after January 1, 2008 shall not be similar in appearance. A single-family detached dwelling unit is similar in appearance or is identical, or nearly identical, to another single-family detached dwelling within the same subdivision if it is located within a distance of five (5) adjacent lots on the same side of the street and three (3) adjacent lots immediately across the same street if any three (3) of the following characteristics are present:
 - a. roof type (gable, hip, mansard, gambrel, flat or combination);
 - b. roof height;
 - c. approximate dimensions (height and length) of the façade closest to the front lot line;
 - d. shape of the front façade silhouette;
 - e. relative locations and sizes of windows in the front elevation;
 - f. relative location and dimensions of garage door, if included on the front elevation; and
 - g. type of siding (e.g. brick veneer, lapped horizontal siding, half timber, board and batten, shakes etc.) on the front elevation.
7. Canopies covering gas station pumps, bank facilities, or other drive-through facilities.
 - a. Canopies may have a clearance of no more than 15 feet, and the overall height of canopies may not exceed 20 feet.
 - b. The square foot area of a canopy may be no greater than 450 square feet per parking space at regular gas pumps. Spaces next to special pumps, including pumps dedicated to diesel or propane, may not be factored into the calculation.

B. Relationship of Building to Site.

1. Unless otherwise provided by variance or code waiver pursuant to applicable procedures, the site shall conform to all bulk requirements of this Ordinance.
2. Newly installed utility services and service revisions necessitated by exterior alterations shall be underground where practical.

3. Site planning in which setbacks and yards are in excess of those provided in this Ordinance is encouraged to provide an interesting relationship between buildings.

C. Screening Requirements. When required by this Ordinance, screening shall be designed, constructed or planted and maintained in accordance with this Section 5.C. Unless otherwise specifically provided, areas subject to this Section 5.C. shall be effectively screened by a visual barrier through any combination of fences, walls, berming or landscaping in accordance with the following standards:

1. Outdoor storage, which includes, but is not limited to, the placing, maintaining or keeping of raw materials, junk or salvage items, inoperable vehicles, wholesale commercial products not on display, construction materials and machinery shall be screened by a visual barrier not less than 6 feet nor more than 8 feet in height to insure that such outdoor storage is not visible from any public street or from any adjacent lot.
2. Outdoor refuse dumpsters, recycling containers, compacting equipment, pallet storage, baled cardboard and other refuse or any recycling materials that are visible from any public street or any adjoining lot when viewed from an observation height of five feet shall be enclosed and screened on all sides by an opaque fence or wall to a height sufficient to provide screening of the dumpster, container, equipment, pallet or other material. Such enclosures shall be gated and situated on a paved surface. No material shall be permitted to accommodate such that it is visible above the height of the enclosure.
3. Mechanical equipment shall be located or be screened by a visual barrier so as to not be visible from any public street.
4. The exterior of parking lots shall be screened or landscaped as required by Section 5.G. of this Title.
5. Screening and landscaping, whether or not required by this Ordinance, shall not obstruct or interfere with the visibility triangle specified in Section 4 of Title VII of this Ordinance.

D. Fence and Wall Requirements. Any fence or wall utilized to satisfy the requirements of this Ordinance shall meet the following specifications:

1. Fencing materials shall include ornamental metal fencing, decorative wood fencing and decorative vinyl fencing. Chain link fencing, non-commercial grade solid wood stockade fencing and corrugated sheet metal fencing are prohibited.

2. Wall materials shall include masonry and precast decorative concrete panels. "Jersey" style concrete barriers shall be prohibited.
3. Materials and colors of fences and walls shall be compatible with surrounding development and shall be durable and intended for outdoor usage.
4. Masonry or concrete walls shall have a column or other design variation every 20 feet.

E. Landscape and Site Treatment. This Section 5.E. sets forth minimum landscaping requirements. The Morton Arboretum Tree and Shrub Handbook is hereby adopted as a guide for appropriate plantings. A copy of such handbook is on file with the Village Clerk.

1. Natural or existing topographic patterns shall be preserved and developed. Modification to topography will be permitted only where not technically feasible due to site construction, or where it contributes to improved site appearance.
2. Trees are a critical part of the vegetation that serves to decrease and filter storm water runoff, to mitigate the urban heat island effect created by paved and other built surfaces, to remove pollutants from the air, to abate visual and noise pollution, and to provide habitat for wildlife. Tree removal thus increases the burden on the community to effectively address these issues. The goals of the tree preservation provisions are to reduce tree loss during development, to reduce damage to standing trees during construction, to provide for replacement of trees lost during construction, to provide for the planting of trees where none occurred previously, and to provide for the maintenance of preserved trees after construction is completed.
3. All healthy significant trees on a site shall be preserved where feasible. No tree shall be removed until it is determined that it is not a healthy significant tree. Where preservation is not feasible, significant trees that are removed must be replaced on-site.
4. It is preferred that all replacement trees be planted on site; however, where this is not feasible, the applicant may pay a fee in lieu of the replacement tree as provided in Section 5.F.3. of this Title.
5. For every significant tree removed from a site there shall be a tree replacement ratio as follows:
 - a. Less Than (1) Acre: 1 to 1 ratio of replacement tree to removed tree, with at least one 6-inch caliper or two 4-inch caliper replacement tree(s) and additional trees that meet minimum requirements set forth in Section 5.G. of this Title.

- b. (1) Acre up to (10) Acres: 1.5 to 1 ratio of replacement tree to removed tree, with at least one 6-inch caliper, or two 4-inch caliper replacement tree(s) and additional trees that meet minimum requirements set forth in Section 5.G. of this Title.
 - c. More Than (10) Acres: 2 to 1 ratio of replacement tree to removed tree, with at least one 6-inch caliper or two 4-inch caliper replacement tree(s) and additional trees that meet minimum requirements set forth in Section 5.G. of this Title.
6. Where vegetation exists along a site's perimeter and provides a screen to adjacent properties, such vegetation shall not be removed unless the vegetation is found to be unhealthy. If a new landscaping plan is approved for the perimeter, the new plantings must be phased into the existing vegetative screen so as to maintain a continuous screening effect for neighboring properties.

F. Site Landscape Requirements.

- 1. For any development involving the erection or new construction of a building under this Title, a landscape plan shall be prepared. Such landscape plan shall include plant location, number, species, size and expected maturity size. A landscape plan shall be to scale and shall include a directional arrow indicating "north." Such landscape plan shall also take into account the mature height and spread of any tree as well as overhead and underground utilities, driveways, sidewalks, road signs and lighting.
- 2. For any development involving the erection or new construction of a building, the landscaping requirements shall be as follows:
 - a. one canopy tree shall be planted every 50 feet along any public or street frontage between the front lot line and the back of the curb or roadway but shall not encroach within the visibility triangle specified in Section 4 of Title VII of this Ordinance; and
 - b. and at least twenty 20% of the total lot area (exclusion of any public or street frontage) must be landscaped (the "**Landscape Area**").

Landscaping must be dispersed throughout the entire Landscape Area and must not be concentrated in one location. Except for any landscaping required to be located along any parking lot perimeter or any parking lot interior, any such landscaping is not required to be evenly spaced throughout the Landscape Area.

3. The minimum number of trees, shrubs and plantings required to satisfy the parking lot perimeter, the parking lot interior and adjoining residential requirements shall be provided for as herein below. The levels of plantings for any remaining part of the Landscape Area shall be as follows:

one tree for each 2,500 square feet of remaining Landscape Area or fraction thereof

three shrubs for each 1,000 square feet of remaining Landscape Area or fraction thereof

Significant trees preserved on site shall count toward the number of trees for the Landscape Area. Shrubs may be replaced with ornamental grasses or perennials; however, such replacement shall not exceed 50% of the required number of shrubs. Outside of tree and shrub masses, the Landscape Area shall be planted in sod, turf, grass, ground cover, flowers and other vegetable cover, but shall not preclude the placement of rock, mulch and related landscape materials associated with any such planting.

When planting within the Landscape Area is not feasible, the applicant shall pay a fee in lieu to the Village, which fee will be used to pay for a comparable planting on Village property. The fee schedule is as follows:

Large canopy tree	\$500
Ornamental Tree	\$300
Evergreen	\$300
Shrub	\$75
Ornamental Grass	\$30
Perennial	\$30

4. In locations where plants will be susceptible to injury by pedestrians or motor traffic, such plants shall be protected by appropriate curbs, tree guards, or other devices where possible.

G. Parking Lot Perimeter Requirements. Parking lots shall be enhanced with landscaped spaces containing trees or tree groupings as follows:

1. The parking lot perimeter landscaping requirements of this Section 5.G. shall apply to all new private and public off-street parking lots, and to any expansion of any existing lot by more than 25% of the number of existing spaces.
2. All parking lots shall be screened from public streets and adjacent residential properties by complying with one of the following perimeter options:

- a. A perimeter landscaped area of not less than 7 feet (2-foot vehicle overhang, 5-foot area) shall be provided along any public street.
 - b. A perimeter landscaped area of not less than 10 feet, together with screening by an opaque fence, wall, berm or evergreen shrub planting hedge not less than 3 feet in height, shall be provided along any parking lot adjacent to a residential district.
3. Where perimeter parking lot areas are to be landscaped, the following minimum plant materials shall be provided:
- a. One canopy, ornamental or evergreen tree for every 50 lineal feet of perimeter area, excluding driveway openings. Trees may be properly spaced evenly or grouped. A reduction in the amount of canopy, ornamental or evergreen trees required by these provisions adjacent to any public street may be obtained when the required public or street frontage plantings does not allow for mature spread of each adjacent tree.
 - b. A diverse combination of shrubs, grasses, and flowers throughout the area.
 - c. Organic mulch, vegetative ground cover, or decorative landscape rock.

H. Parking Lot Interior Landscaping Requirements.

- 1. All new private and public off-street parking lots with forty (40) or more parking spaces and any expansion of an existing lot of more than 25% so as to contain forty (40) or more spaces are subject to the parking lot interior landscaping requirements of this Section 5.H.
- 2. Minimum landscape coverage shall be as follows:
 - a. Parking lots with 40 to 200 spaces shall have at least 7% of the interior lot area landscaped.
 - b. Parking lots with more than 200 spaces shall have at least 5% of the interior lot area landscaped.
- 3. The requirements for interior landscaping islands shall be as follows:
 - a. Interior landscape islands must be evenly distributed throughout the parking lot. Required plantings shall also be evenly distributed in the islands.

- b. Landscaped islands may be in any shape or configuration, and all landscape islands shall be a minimum of one hundred fifty (150) square feet.
 - 4. Minimum plant quantity shall be as follows:
 - a. 40-200 parking spaces: 2 trees and 5 shrubs or ornamental grasses per 20 spaces.
 - b. Over 200 parking spaces: 2 trees and 5 shrubs or ornamental grasses per 40 spaces.
 - 5. Trees should be distributed evenly throughout the parking lot and not clustered.
- I. Landscape Material Minimum Standards.
 - 1. The selection of plant materials shall be based on the Village's climate and site conditions. Plant material shall be selected for interest in its structure, texture, and color and for its ultimate growth. Plants that are hardy, harmonious to the design, and of good appearance shall be used. Plant diversity is required for the health of the overall landscaped area.
 - 2. All plants shall be A-Grade or No. 1 Grade and free of defects. All plants shall be normal health, height, leaf density, and spread as defined by the American Standard for Nursery Stock, ANSI Z60.1 latest available edition, or the American Association of Nurserymen. Plants shall have full, even, well-developed branching and a dense, fibrous, and vigorous root system.
 - 3. The following minimum sizes shall be required:
 - a. Canopy Tree: 2.5-inch diameter breast height, balled, and burlapped, or equivalent.
 - b. Ornamental Tree: 2-inch diameter breast height, balled and burlapped or equivalent or 7 feet for a multi-stemmed tree.
 - c. Evergreen Tree: 6 feet high, balled, and burlapped or equivalent.
 - d. Shrubs: 18-inch balled and burlapped or 3-gallon minimum container size.
 - e. Ornamental Grasses: 1-gallon minimum container size.
 - f. Perennials: 1-gallon minimum container size.

J. Lighting Requirements.

1. The lighting requirements of this Section 5.J. shall apply to the erection or new construction of a building under this Title and to all new outdoor lighting associated with site improvements such as parking and landscaping. For any development involving any such lighting requirements, a lighting plan shall be prepared. Any such lighting plan shall include the following information:
 - a. A site photometric plan indicating footcandle levels at grade to the lot lines.
 - b. Specifications for all luminaires, poles, and luminaire mounting arms.
 - c. Lighting specifications including footcandle initial averages, and maximum-to-minimum uniformity ratio.
 - d. The location, mounting height and lamp intensity for all exterior luminaries.
 - e. An after hours security lighting plan indicating not more than 33% of site lighting as operational.
1. Outdoor lighting fixtures must be compatible with the architectural elements located throughout the development.
3. Outdoor lighting may not create a glare that may be hazardous for motorists, bicyclists, or pedestrians.
4. In order to prevent unreasonable light pollution, any luminaire and all wall-mounted luminaries used for area light shall use a cutoff luminaire positioned in a way that the cutoff effect is maximized. Tilt arms are prohibited.
5. Facade and fascia lighting shall be as follows:
 - a. The exterior building façade lighting power shall not exceed 0.25W/ft² of the illuminated area. Floodlights used for facade lighting may be no farther from the building than one-third (1/3) the distance of the building height. The mounting height of such floodlights shall not exceed the building height.
 - b. Fascia lighting is limited to the side of the building facing the street and may not exceed an area twice the size of the building sign.

6. Outdoor lighting must consider existing light sources that impact the site and land uses that will be impacted by the lighting.
 - a. In order to prevent lighting redundancy, proposed new outdoor lighting must factor in existing light affecting the site, including light provided by public light fixtures.
 - b. All outdoor lighting shall have fixtures that shield affected residential areas and public rights-of-way from all direct light.
7. The requirements of light levels, luminaire mounting position, and timing of parking areas shall be as follows:
 - a. Lighting levels must meet a uniformity ratio of 20:1.
 - b. Average initial light levels shall not exceed 1 footcandle in residential zoning districts, and shall not exceed 2 footcandles in other districts regulated by this Title.
 - c. Light levels created by proposed new outdoor lighting shall not exceed 1 footcandle at the property line.
 - d. All lighting under a canopy must be cutoff or recessed, with no lens dropping below the horizontal plane of the canopy. Light levels under the canopy shall not exceed an average of 25 footcandles at grade.
 - e. Areas dedicated to the display of merchandise may have an average light level of up to 10 footcandles.
 - f. All exterior lighting shall be controlled by a photo sensor, or time switch that automatically reduces exterior lighting when sufficient daylight is available, and automatically extinguishes no more than one hour after the close of business, excluding lighting for security purposes. Site security lighting shall not exceed 33% of the luminaries. Individual luminaries may not increase intensity for security lighting purposes.
8. The exceptions to lighting of this Section 5.J. are as follows:
 - a. All temporary lighting needed by the police, fire, or other municipal departments, emergency services, as well as all vehicular luminaries, shall be exempt from the requirements of this Title.
 - b. All hazard warning luminaries required by law are exempt from the requirements of this Title.

- c. Recreational and outdoor event lighting is exempt only during times the lighted area is actually in use. Nonetheless, recreational and outdoor event lighting shall be installed in a way that minimizes light emitted above the horizontal and onto adjacent property.
- d. Lighting associated with a holiday.
- e. Other exceptions as required by law.

K. Bicycle Parking Requirements. All developments involving the construction of a new parking lot shall provide at least one (1) bicycle parking space. For parking lots exceeding fifty (50) automobile spaces, bicycle parking spaces shall be provided at one (1) bicycle parking space for every fifty (50) automobile parking spaces, with a maximum of twenty bicycle parking spaces required.

L. Site Maintenance for Good Appearance

- 1. Landscape materials, other than plant materials, which have deteriorated or have been damaged or defaced, shall be properly repaired or replaced.
- 2. Plant materials that have deteriorated or died shall be replaced with healthy plantings, or the area shall be redesigned with other treatment to provide an attractive appearance.
- 3. Plant materials shall be kept watered, fed, cultivated, and pruned as required to give a healthy and well-groomed appearance during all seasons.

Sec. 6. Applicability of Section 7 of this Title

A. Designated Zoning Districts. Section 7 of this Title shall apply to all development in the Central Business Districts which requires the issuance of a required permit. No such development shall be permitted to occur except upon approval of the development plan in conformance with the procedures set forth in this Title.

B. Exceptions:

- 1. Developments involving residential buildings that contain four (4) or less dwelling units are exempt from Section 7 of this Title but shall conform to the Design Standards established in Section 5.A. and 5.B. of this Title.
- 2. For any exterior painting, renovation or other exterior alteration to any existing nonresidential building, the re-creation of the original façade is recommended, including the following:

- a. Restore and reglaze original window openings into original shapes and sizes. Window openings may not be permanently filled or reduced in size.
- b. Remove nonoriginal surface materials from the original wall surface under circumstances where the original wall surface still exists in sound condition.
- c. Restore piers to original status when such piers have been eliminated or reduced in size.

Sec. 7. Standards of Design for Central Business Districts

The purpose of these standards is to establish a guideline for those items that affect the physical aspect of the Village environment in the Central Business Districts. Pertinent to appearance in design are the site, building and structures, planting, signs, street hardware, lighting, scale of design, color and other objects observed by the public. These standards are not intended to restrict imagination, innovation or variety, but rather to assist in focusing on design principles that allow creativity with a satisfactory visual appearance while promoting the purpose and intent of this Section. In addition, these standards are not comprehensive but are intended to merely provide guidance on specific design elements. Any design elements not addressed in this Section must still be approved for the purpose of approving designs that complement the historic character of the Central Business Districts and further the goals of any downtown renewal effort.

A. Building Components and Design

1. No particular architectural style is mandated. Buildings designed under the guidelines of a particular architectural style should be consistent with that style.
2. Entryways shall be recessed to a depth that does not allow a door to swing onto the sidewalk and shall have a strong design consistent with the architecture of the rest of the building. Elements of strong entryway design include canopies, awnings, porticos, arcades, raised cornice parapets over the door, peaked roof forms, arches, large windows, or architectural details such as tile work and mouldings that are integrated into the building structure and design.
3. Windows
 - a. Windows must cover no less than 50% nor more than 75% of the storefront area; windows must cover no less than 30% nor more than 50% on the upper façade. All windows on the second and higher floors must appear operable.

- b. Windows must be vertical, with no less than a 2:1 ratio of height to width. Window separation into vertical orientation must be accomplished with a prominent architectural element. Storefront windows must start between two and three feet above the sidewalk.
 - c. No more than 25% of the storefront windows may be covered by signs. This restriction does not apply to signs permanently painted on or etched into the window to serve as the primary sign of the business.
 - d. All windows must include an architectural element that frames the window.
 - e. All window shutters must have the dimensions of operable shutters and hardware that makes the shutters appear to be operable even if the shutters are permanently fixed in an open position.
4. Cornice and Fascia
- a. The building exterior visible from the street must have a well-defined cornice or fascia that creates a strong roofline and visually caps the building, giving the building a finished appearance and unifying the building with existing structures in the Central Business Districts. This requirement is particularly important when the upper façade has little architectural distinction.
 - b. To the extent permitted by its design, all buildings must have a storefront cornice occurring between 9 and 14 feet above the sidewalk in order to complement the average height of storefront cornices on existing buildings.
5. The shape of the roof is not limited, however, all buildings must have a parapet that conceals the roof plane.
6. On buildings not located on a corner, all mechanical equipment or other utility hardware must be located on the roof or in the rear yard and must be screened from view with materials harmonious with the building. Such equipment or hardware on a corner building must be located on the roof and screened from view with materials harmonious with the buildings. Such equipment or hardware shall not be located closer than 6 feet from any residential windows. No mechanical equipment or hardware or screening materials may be visible from the street level.
7. All exterior surfaces visible from the street or the alley must present an attractive appearance and must include architectural components found on the building façade in order to tie the building together. Rear entrances are encouraged.

8. New construction must avoid excessive monotony in design by having no more than 15 feet of blank wall length without an interruption by at least two of the following: change in plane, change in texture or masonry pattern, windows, trellises with vines, or an equivalent.
9. Exterior colors are limited to low to medium saturated chroma, as explained in the Munsell System of Color Notation for primary building colors. Highly saturated colors may be used for accent or trim.
10. The materials on the following list are permitted on the building exteriors visible from the street or alley: stone, marble, face brick, decorative wood trim (e.g. Bargeboard or Gingerbread), and copper. Other nonlisted materials of similar quality and appearance may be permitted.
11. The materials on the following list are generally prohibited on the building exterior visible from the street or alley: rustic materials, such as wood shake shingles and barn wood, corrugated metal, corrugated fiberglass, aluminum siding, imitation rock work, mirror or metalized reflective glass, plywood, masonite, structure and chip board siding, exterior insulated finish system (EIFS), vinyl siding, metal siding other than copper, cinder block, split-face block or plain pre-cast panels. Other exterior materials that do not complement the historic character of the Central Business Districts or that do not further the spirit of the downtown renewal effort may also be rejected.
12. Awnings and canopies are permitted with the following restrictions:
 - a. All awnings must be made of cloth fabric or a cloth composite that has the appearance of cloth. Awning materials may not have a shiny synthetic appearance, which would conflict with the historic appearance of the Central Business Districts. Canopies must be made of materials that complement the overall historic character of the Central Business Districts.
 - b. No interior lighting is permitted over any public right-of-way within the actual structure of awnings except at the entryway, where light up to five footcandles at grade is permitted.
 - c. Awnings and canopies must be mounted no higher than 12 inches below the storefront cornice. All awnings and canopies must have a minimum vertical clearance of 8 feet above the sidewalk.
 - d. Awnings and canopies must be attached directly to the building without requiring poles or sidewalk support.

- e. On buildings wider than 25 feet, awnings and canopies must be segmented to articulate each display window and to provide a better sense of proportion to the façade.
 - f. Awnings and canopies may not cover more than 25% of storefront windows.
13. In order to promote the goals of improved aesthetics, greater energy efficiency, and safety, the following lighting standards apply to all nonexempt outdoor lighting:
- a. All light fixtures must be harmonious with the overall building design.
 - b. Mounting of light fixtures is limited to the first floor.
 - c. Lights may not move or flash.
 - d. Prohibited lighting includes fluorescent, high-pressure sodium, laser, floodlights, mercury vapor and searchlights. The prohibition against fluorescent does not apply when the fluorescent luminaire has a color rendition similar to tungsten.
 - e. All bulbs and fixtures must be non-glare and cutoff. Fixtures must be positioned in a way that the cutoff effect is maximized. Tilt arms are prohibited.
 - f. Recessed entryways must be illuminated but may not exceed an average of 5 footcandles at grade.
 - g. Building lighting, including wallpacks and arcade lighting, may not exceed a light level of 5 footcandles at grade.
 - h. Parking area lighting must comply with Section 5.H.7. of this Title.
 - i. Exempt outdoor lighting includes terraces, signs, and outdoor gathering spaces.
 - j. The foregoing lighting standards shall not apply to any structure listed on the National Registry of Historic Buildings.
14. Signs should relate in placement and size to the other elements of the building. Individual shop signs in a single storefront should relate to each other in design, size, color, and placement on the building and lettering style.

- a. Only monument, wall signs and projecting signs are permitted in the Central Business Districts. In addition, the following rules apply to signs:
 - (1) Signs may not cover any architectural details, cornices, or windows, with the exception of signs painted on or etched into storefront windows.
 - (2) Wall signs are generally limited to the storefront; however, up to 25% of the sign may project onto the upper façade as long as no other rules are violated, such as covering a window.
 - (3) Projecting signs may not project more than 60 inches from the building or to the back side of the curb, whichever is a lesser distance.
 - (4) Projecting signs must be at least eight feet above the sidewalk.
 - (5) New buildings must provide a sign frieze in order to define a strong boundary between the storefront and upper façade.
 - (6) Each lot may have no more than one monument sign.
- b. Each business may display signage in an amount not to exceed one square foot of signage per lineal foot of storefront, with additional restrictions stated as follows:
 - (1) Sign size must be in proportion to the storefront and building as a whole. For wall signs, a ratio of one square foot of sign area per each linear foot of storefront determines the maximum signable area; however, all buildings shall have a minimum signable area of 25 square feet.
 - (2) Temporary window signs may not obscure more than 25% of the storefront window area. A window sign that serves as the business' primary business sign does not factor into this calculation; however, such a window sign may not itself obscure more than 25% of the storefront window area.
 - (3) Projecting signs may be no larger than 12 square feet.
 - (4) Monument signs may be no more than 6 feet tall. A ratio of one square foot of sign area per lineal foot of storefront determines the maximum signable area; however, no monument sign may exceed 50 square feet of signable area. Every monument sign

may have at least 25 square foot of signable area, regardless of the amount of lineal feet of storefront.

- c. Interior lighting of signs is prohibited. Signs may not flash or move.
 - d. The following materials are encouraged for signs: wood, paint on wall, paint/goldleaf on glass, masonry relief, etched glass, structural pigmented glass, decals, fabric awnings, banners, leaded or stained glass transoms, tile, terrazzo, porcelain enamel, sheet metal, adhesive vinyl. All sign material must be of exterior quality and must be durable.
 - e. Sign mounting must protect the integrity of the façade materials and façade design.
15. All new construction must be at least two stories in height, with the first floor between 12 and 15 feet in height and upper stories between 9 and 12 feet in height. Buildings may be no more than 2 stories taller than any adjacent buildings, and may in no case be more than 4 stories.
16. Both street-facing sides of corner buildings will be treated like the storefront façade, therefore, all storefront façade requirements apply to both street-facing sides.

B. Parking Lot Perimeter Landscaping Requirements

- 1. The parking lot perimeter landscaping requirements shall apply to all new private and public off-street parking lots and to any expansion of any existing lot by more than 25% of the number of existing spaces.
- 2. All parking lots shall be screened from public streets and sidewalks with at least a 7-foot wide landscaped area and wheel stops that prevent any vehicle overhang into the landscaped area (2-foot vehicle overhang, 5-foot area). Where a solid fence/wall is utilized, plant materials must be on the street-side of the fence/wall.
- 3. All fencing or walls utilized shall meet the specifications of Section 5.C. of this Title.
- 4. Where perimeter areas are to be landscaped, the following minimum plant materials shall be provided:
 - a. One canopy, ornamental or evergreen tree for every 50 lineal feet of perimeter area. Trees may be spaced evenly or grouped. A reduction in the amount of canopy, ornamental or evergreen trees required by

these provisions adjacent to any public street may be obtained when the required public or street frontage plantings are taken into account.

- b. A diverse combination of shrubs, ornamental grasses, and flowers throughout the landscaped area.
 5. The selection of plant materials shall be based on the Morton Arboretum Tree and Shrub Handbook. Plant material shall be selected for interest in its structure, texture, and color and for its ultimate growth. Plants that are indigenous to the area and others that will be hardy, harmonious to the design, and of good appearance shall be used. Plant diversity is required for the health of the overall landscaped area.
 6. All plants shall be A-Grade or No. 1 Grade and free of defects. All plants shall be normal health, height, leaf density, and spread as defined by the American Standard for Nursery Stock, ANSI Z60.1 latest available edition, or the American Association of Nurserymen. Plants shall have full, even, well-developed branching and a dense, fibrous, and vigorous root system.
 7. The following minimum sizes shall be required:
 - a. Canopy Tree: 2.5-inch caliper measured 6 inches above ground, balled, and burlapped, or equivalent.
 - b. Ornamental Tree: 2-inch caliper, balled and burlapped or equivalent or 7 feet for a multi-stemmed tree.
 - c. Evergreen Tree: 6 feet high, balled, and burlapped or equivalent.
 - d. Shrubs: 18-inch balled and burlapped or 3-gallon minimum container size.
 8. All landscaping shall be installed according to sound horticultural practices in a manner designed to encourage quick establishment and healthy growth.
- C. Site Landscaping. To the extent applicable, Section 5.F.2. will apply to the public or street frontage, excluding the exterior parking requirements. The minimum installation sizes set forth above in Section 7.B.7. above shall also apply.
- D. Maintenance Standards. Maintenance standards in this Section apply to all properties in the Central Business Districts. All exterior façade materials must be maintained in sound and attractive condition. Any rotten, broken, or otherwise deteriorated materials shall be repaired or replaced in kind. Peeling and/or chalking painted surfaces shall be repainted or otherwise refinished. Permanent boarding or filling in of windows on any side of the building is prohibited. All surfaces shall be kept free of debris, such as tape and staples.

- E. Streetscape Provisions. Businesses in the Central Business Districts may temporarily place items on the sidewalk in the public right-of-way, directly next to the building if such items do not unreasonably interfere with the flow of pedestrian traffic, obstruct the entryway, or become unstable or prone to toppling or blowing away.

TABLE XIII-1

The percentage of permitted construction materials for the exterior façade of all buildings in each of the applicable zoning district shall be as set forth below. (NOTE: The percentage requirement is exclusive of all windows, doors and trim). The permitted construction materials shall be brick, natural or architectural cast stone, stucco, split face block or masonry veneer, tinted and/or textured concrete masonry units, tilt-up concrete panels designed with a brick veneer or other architectural design, architecturally designed metal panels or non-reflective glass. Smooth-faced concrete masonry units, painted masonry units, EIFS panels located less than ten (10) feet above grade or over more than 10% of any building wall, siding (except in all residential districts where walls are not required to be constructed of the approved materials listed in this Table XIII-1), prefabricated steel panels of the type used on farm, storage and industrial buildings and plain tilt-up concrete panels shall be prohibited.

A. For lots in any subdivision platted on or after January 1, 2008:

- AG** – 0% (except a single family home will be required to have 100% of the exterior walls which face the street on the first floor will be brick, stone, stucco or masonry veneer)
- R-1A** – 100% of the entire first floor exterior walls;
- R-1** – 100% of the first floor exterior walls for all front yards
- R-2** – 25 % of the first floor exterior walls for all front yards
- R-2A** – 0% of the first floor exterior walls for all front yards
- R-3** – 100% of the first floor exterior walls for all front yards
- R-4** – 50% for the entire building and all floors.
- C-1** – 100% for the entire first floor exterior walls for all front yards only
- C-2** – 100% of entire building exterior walls for all front yards only
- C-3** – 100% of the entire building exterior walls
- C-4** – 100% of the walls that face a street; other walls may be constructed of common brick, pre-cast concrete or plain concrete block
- OP** -100% of building exterior walls
- CR-1** – 100% of building exterior walls that are in front yards
- CR-2** – 100% of building exterior walls that are in the front yards
- CR-3** – 100% of building exterior walls
- CR-4** – 100% of building exterior walls
- I-1** – 100% of building exterior walls
- I-2** – 100% of building exterior walls


B. For lots existing or platted prior to January 1, 2008:

- R-1, R-1A** – 100% of the first floor exterior walls for all front yards only
- R-2, R-2A, R-3 & R-4** – The façade must conform to existing residential buildings in the neighborhood area and those that border the property including across the street.
- C-1** – 100% of the first floor exterior walls for all front yards
- C-2** – 100% of the first floor exterior walls for all front yards
- CR-1** – 25% of exterior walls that are considered front yards
- CR-2** – 100% of exterior walls that are considered front yards
- CR-3** – 100% of the building exterior walls
- CR-4** – 100% of the building exterior walls

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 1

ITEM: VOICE OVER INTERNET EQUIPMENT INSTALLATION	DEPARTMENT: COMPROLLER
AGENDA SECTION:	AMOUNT: \$22,935.00
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 11/21/08
<p>SUMMARY HIGHLIGHTS: Earlier this year the board approved the purchase of Cisco equipment to upgrade our phone systems village-wide and convert to a voice over internet protocol (VOIP). This conversion will greatly enhance our phone systems at all of our buildings, will improve customer service to our citizens and reduce our monthly telephone costs by an estimated \$2,500. The second phase of that project is to hire a company to install the equipment and make the conversion. We have solicited proposals for this project. We have received two proposals that we have evaluated. We have selected Burwood Group, Inc. of Normal, Il. Burwood Group, a Cisco Gold partner, will design, install and configure the conversion to the VOIP phone system. They have estimated 139 man-hours to complete the project at a not to exceed cost of \$22,935.00. There will also be some additional costs separate from this project for additional equipment and costs associated with the conversion of the current phone lines with Verizon. I have attached Burwood's proposal along with the projected cost savings. The estimated completion of this project is the middle of January.</p>	
<p>RECOMMENDED ACTION: Accept proposal from Burwood Group, Inc. to install VOIP equipment to replace old phone systems.</p>	
DEPARTMENT HEAD APPROVAL: 	VILLAGE ADMINISTRATOR:

Benefits of VoIP

1. Saves money on local phone bills, phone system administration.

- Current local phone bill averages \$6250/month. Estimated monthly VoIP phone costs = \$2500.
- All current Village phone systems will be combined into one (except Police), meaning that all calls from all buildings, departments, etc. will be transferrable to anywhere else in the Village.
- Current phone systems, particularly the Rec department and Economic Development, are obsolete, problematic, and un-repairable. Municipal building phone system is at least 15 years old.
- Mailbox services and call routing features will be centralized.
- Telephone numbers are associated with an IP phone, not a location .
- Take phone with you when you move offices - simply plug into VoIP-ready jack .

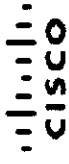
2. Simpler Infrastructure - one set of CAT5 cables.

- Existing cabling can be used and managed all in one.

3. Scalable – Simply extend the existing data network.

- As office space and building needs change, the voice and data network can be extended to these new locations with one process.
- Phones will be available in situations where current networking has been deployed, but standard phone services have not.
- The redundancy and investment of the Village fiber optic infrastructure will be more effectively utilized.

ROI Estimates for Village of Rantoul Cisco Unified Communications vs. Current PBX



82 IP Phones, Unity Connection w/ Integrated Messaging

PBX	Year 1	Year 2	Year 3	Year 4	Year 6	Year 7	Year 8	Year 9	Year 10
Estimated PBX Costs									
1. *Equipment Upgrade	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
2. **PBX/POTS lines	\$75,000	\$75,000	\$75,000	\$75,000	\$78,000	\$78,000	\$78,000	\$78,000	\$78,000
3. Estimated Moves and changes Expense	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Total Cost	\$76,500	\$76,500	\$126,500	\$76,500	\$79,500	\$79,500	\$79,500	\$79,500	\$79,500
Cumulative Costs	\$76,500	\$153,000	\$279,500	\$356,000	\$432,500	\$517,000	\$676,000	\$755,500	\$835,000

*EQ upgrade is Estimated at 50k in yr 3

**Pots lines (conservatively at 75k)

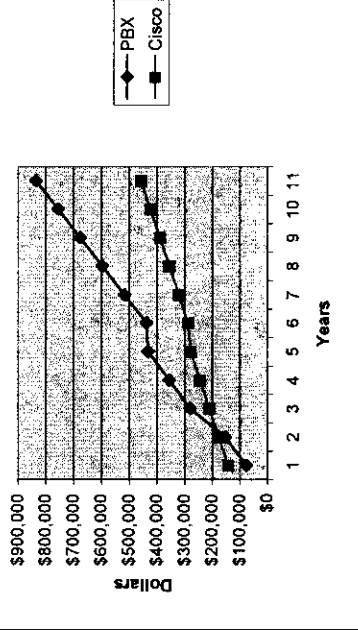
Cisco	Year 1	Year 2	Year 3	Year 4	Year 6	Year 7	Year 8	Year 9	Year 10
UC Estimated Costs									
1. IP Telephony Equipment	\$32,114	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2. Estimated Installation	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3. Smartnet (Cisco Maintenance)	\$3,896	\$3,896	\$3,896	\$3,896	\$3,896	\$3,896	\$3,896	\$3,896	\$3,896
4. *PRI & Line Costs	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Network Costs									
1. POE Network Upgrade	\$51,173	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$142,183	\$33,896	\$33,896	\$33,896	\$33,896	\$33,896	\$33,896	\$33,896	\$33,896
Cumulative Costs	\$142,183	\$176,079	\$209,975	\$243,871	\$277,767	\$321,263	\$389,055	\$422,951	\$456,847

*PRI & Line Cost (conservatively at 30k)

Estimated Summary Cost Comparison

Traditional PBX 5 year costs	\$432,500
Cisco IP 5 year costs	\$277,767
Estimated 5 year cost savings	<u>\$154,733</u>
Traditional PBX 10 year costs	\$835,000
Cisco IP 10 year costs	\$456,847
Estimated 10 year cost savings	<u>\$378,153</u>

ROI Comparison: Cisco UC vs. Centrex/PBX



November 17, 2008

Village of Rantoul
Attention: Mr. Chris Houston
IT Manager
P.O. Box 38
333 S. Tanner St.
Rantoul, IL 61866

Dear Mr. Houston:

Thank you for the opportunity to submit a response to the Village of Rantoul converged communications network RFP. As you requested in your RFP, we have prepared this response to outline the qualifications of Burwood Group, Inc. and to answer all of the questions outlined in your RFP.

Burwood Group, Inc. was incorporated in 1997 by Mark Theoharous. The company has grown 100 percent annually each year with no outside funding. Today we have over 70 employees (67 in Illinois) within the organization. Total 2007 revenues were in excess of \$37,000,000 with 90% of the revenue in Illinois.

Burwood Group, Inc. is headquartered in Chicago, Illinois, with offices located in Bloomington, Illinois, Peoria, Illinois, and Davenport, Iowa. The resources that will be responsible for implementing the Village of Rantoul voice solution are based in the Bloomington and Peoria offices.

Burwood Group, Inc. is a Cisco Gold Partner with specializations in Advanced Unified Communications, Advanced Routing & Switching, Advanced Security, Advanced Wireless LAN, and Advanced Data Center Storage Networking.. Burwood Group, Inc. also holds Microsoft Gold Partner status, as well as certifications with VMware and EMC Storage.

We are excited about the opportunity to work with the Village of Rantoul on this important initiative, and we look forward to building the relationship between our two organizations. If you have any questions regarding this proposal, please do not hesitate to call me at (309) 750-2317.

Very Truly Yours,

Todd Harrison
Burwood Group, Inc.

All information contained in this proposal and quotation is confidential and proprietary to Burwood Group, Inc., constituting trade secrets and privileged confidential property. It is furnished to the Village of Rantoul in confidence, with the understanding that it will not be used for purposes other than the evaluation of this proposal or be disclosed to any third party without the written permission of Burwood Group, Inc. Duplication of this proposal and quotation is strictly forbidden, and all copies shall be returned upon request to Burwood Group, Inc.

Village of Rantoul

Converged Communications Network RFP Response

November 25, 2008

Version 1

This proposal is valid until December 15, 2008

Created by:

Todd Harrison

Burwood Group, Inc.
200 W. College Avenue, Suite 403
Normal, Illinois 61761
(309) 834-3100

Revision History:

- Created on November 15, 2008 by Todd Harrison
- Updated on November 25, 2008 by Todd Henry

Table of Contents

1.0 BACKGROUND	4
2.0 APPROACH.....	4
3.0 SCOPE	5
4.0 DELIVERABLES.....	6
5.0 ASSUMPTIONS	6
6.0 SCHEDULE AND HOURS ESTIMATE	7
7.0 PROJECT ORGANIZATION	8
8.0 BURWOOD GROUP'S EXPERIENCE WITH CISCO IPT	9
9.0 QUALIFICATIONS OF BURWOOD GROUP, INC.....	9
BURWOOD GROUP INFORMATION	10
Responses	10

1.0 Background

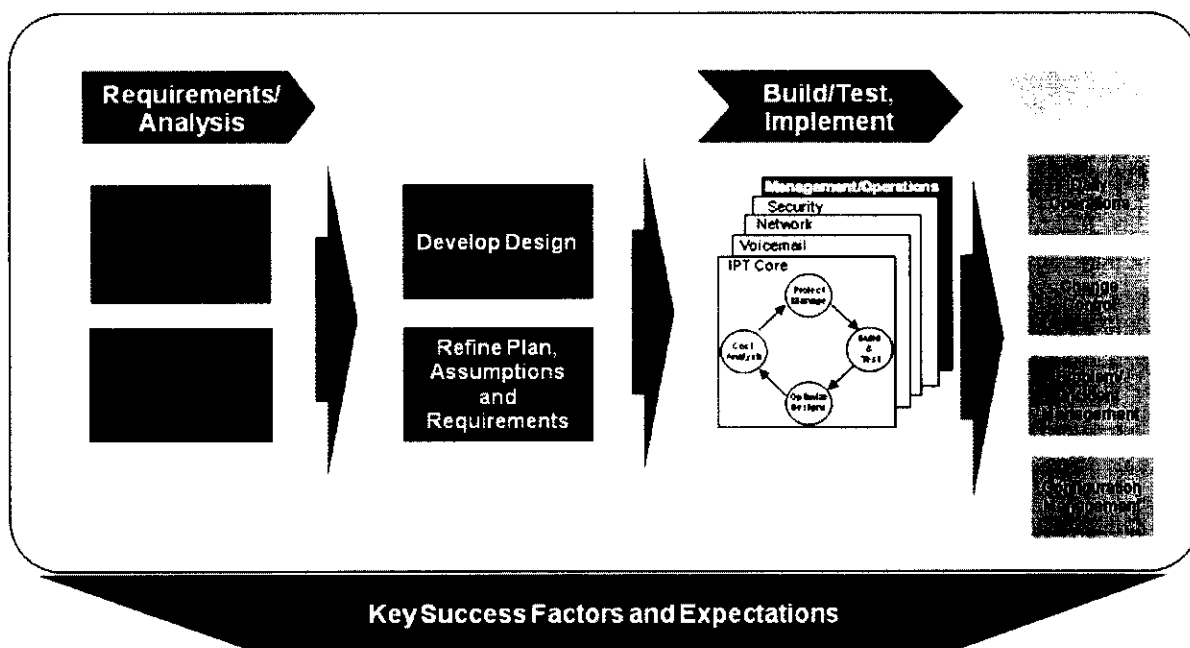
The Village of Rantoul has asked Burwood Group, Inc. to develop a response to the Converged Communications Network RFP to assist the Village in migrating to a converged Cisco-based communications infrastructure encompassing voice, video and data transmission. The goal of the project is to:

- Allow the Village to better serve the community in a fiscally responsible and efficient manner. By combining voice, video and data onto an end to end network infrastructure, the Village will find significant cost savings to give us a positive return on our investment
- Improve communication to enhance public safety & services in the community
- Improve the speed, mobility, and communication functionality of our systems to better serve our staff

This solution will include the installation and configuration of pre-purchased Cisco IP telephony hardware, software, and voice mail equipment, training of system administrators, maintenance and support of purchased and installed equipment and software, and upgrades to the installed systems as necessary.

2.0 Approach

Burwood Group utilizes an approach which provides an adaptable framework for successfully delivering information technology solutions faster, requiring fewer people, and involving less risk, while enabling higher quality results. Our approach helps teams directly address the most common causes of technology project failure in order to improve success rates, solution quality, and business impact.



3.0 Scope

We understand the scope of Burwood Group's involvement in the project to include:

- Burwood Group Project Manager:
 1. Assist in development of the project plan, timelines, and milestones.
 2. Coordinate technical team activities
 3. Drive adoption of best practices
 4. Lead design meetings and guide the project team
 5. Conduct regular status meetings
 6. Act as the focal point for project communications and task assignment

- Burwood Group Project Team:
 1. Design, install and configure Unified Communications Manager Business Edition
 2. Assist in creating and executing test/acceptance plans
 3. Add phones and users to Unified Communications Manager database
 4. Assign extensions to all phones and users
 5. Prepare and design dial plan
 6. Configure one voice gateway router, including SRST
 7. Create template for additional voice routers
 8. Configure Unity auto-attendant
 9. Configure directory access in the auto-attendant
 10. Configure time-of-day routing for proper handling of inbound calls
 11. Configure LAN switches for CDP to assign appropriate voice VLAN for each port
 12. Configure DHCP option 150 (TFTP server)
 13. Configure default button template for each phone
 14. Configure single device to provide ports for analog phone
 15. Create template for additional analog devices
 16. Mentor IT staff and provide knowledge transfer throughout entire process
 17. Create as-built documentation
 18. Provide administrative training for one technical user – 4 hours fixed
 19. Provide general phone usage training for two village employees, who will then train all other users – 4 hours fixed

Burwood Group understands that the following items are *not* within the scope of Burwood's responsibilities:

- Unboxing and physical deployment of phones or switches
- Deployment and configuration of any infrastructure devices (routers/switches/firewalls, etc.)
- Training of users other than the administrative training of one user and general phone usage of two trainers who will then train the Village of Rantoul user base.
- Cabling for the proposed solution
- Procuring and installing power for the proposed solution

Any changes to the scope outlined or assistance with other Village of Rantoul initiatives will require a separate arrangement. Burwood Group will utilize the Project Change Control Document in Appendix A if changes are required.

4.0 Deliverables

The deliverables for the project will be:

- Detailed design documents for:
 - Cisco Unified Communications Manager Business Edition
 - Cisco Unity Connection
- Implementation Plan
- Deployed solutions:
 - Cisco Unified Communications Manager Business Edition
 - Cisco Unity Connection
- Migration of:
 - 20–30 analog telephones to the new phone system
- Administrative and training and knowledge transfer – 4 hours
- End user training – 4 hours
- As-Built Documentation

5.0 Assumptions

The following assumptions have been made based on the information provided thus far:

- There currently is no functioning Cisco IPT solution at the Village of Rantoul
- The Village of Rantoul has purchased all necessary hardware for the solution
- Village of Rantoul will be responsible for understanding and providing power for the proposed solution.
- Village of Rantoul will be responsible for cabling for the solution
- Village of Rantoul will be responsible for procuring the necessary circuits for the solution

6.0 Schedule and Hours Estimate

Burwood's Estimate of the total amount of work required is summarized below:

Phase	Work Breakdown/Activities	Hours	Cost
Requirements/Design	Requirements Gathering		
	Prepare Design (Voice and QoS)		
		16	\$2,640.00
Build	Install BE Server		
	DCHP Preparation		
	Prepare CUCM Configuration		
	Prepare Unity Configuration		
	AutoAttendant Configuration		
	Prepare BAT Templates		
	BAT Phones		
	Voice Gateway Voice Configuration		
	VG224 Voice Configuration		
	Switch QoS and Voice VLAN Configuration		
	Phone Setup Training		
	End User Training		
			67
Implement/Test	Cutover and Test Plan Execution		
	Post Go-Live Support (on-site)		
		16	\$2,640.00
Document	Update Documentation		
	Administrator Training		
		12	\$1,980.00
Project Management	QA		
	Project Management		
		28	\$4,620.00
Project Total		139	\$22,935.00

Burwood Group fees are based on an hourly rate of \$165/hr for the implementation of this solution.

7.0 Project Organization

Burwood Group will obtain direction from Chris Houston and other personnel assigned by the Village of Rantoul. Burwood Group uses a strict methodology for completing all projects. We feel that the most important part of the project is gathering the appropriate requirements. This can best be accomplished by individuals who have hands-on experience implementing the technology in a production environment.

Project Manager – Melissa Baker: Melissa Baker brings 15 years of experience in managing large and complex projects to her role at Burwood Group. She has successfully managed many of Burwood Group's past IPT projects, guiding those projects to completion on time and under budget.

Technical Lead – Todd Henry (CCIE #19934): Todd brings 12 years of Cisco technology experience to his role in Burwood Group. Todd's experience includes working as a consultant with a large and diverse group of clients. In his time as a consultant, Todd has learned that listening to the clients' need and delivering projects to their satisfaction builds strong relationships and repeat business. Todd has led many complex projects including several large IPT deployments.

Burwood Group attributes its success in delivering large projects on time and under budget due to its adherence to a strict project implementation methodology. Each phase of the project requires a written sign-off by a representative of the customer project sponsor prior to the beginning of the next phase. This ensures that all parties are on the same page throughout the project. The first phase of work will include requirements gathering and design steps. During this phase of work, each aspect of the design will be discussed and reviewed with the Village of Rantoul project team until consensus is reached on the design. Once the design is signed off, the system is implemented, tested and deployed as designed.

8.0 Burwood Group's Experience with Cisco IPT

- Winston and Strawn LLC. – This Chicago based law firm turned to Burwood Group to help them evaluate, design, and implement a new converged communications infrastructure. The design for this global law firm includes Cisco Unified Communications Manager, Cisco IP Phones, Exchange 2007 Unified Messaging Integration, Many custom features such as privacy and barge, intercom functionality, mobility etc. needed by the busy attorneys. This deployment encompasses 12 sites on 3 continents including 5000 Cisco handsets.
- Methodist Medical Center – Peoria based Methodist Medical Center has partnered with Burwood Group on many technology initiatives including Unified Communications, Core Network design, technology refresh in the access layer, as well as long term technology roadmaps.
- Illinois Valley Community College – When Illinois Valley Community College needed help with long-term technology planning, they turned to Burwood Group for assistance. One result of the technology planning sessions was a three year plan to revamp communications at their Spring Valley Campus. Burwood Group has led the implementation of a new network infrastructure including PoE access switches, LWAPP based wireless infrastructure, and a Unified Communications system including Presence technology.
- Should more examples of Burwood Group's work be desired, please contact us and we will be happy to provide them.

9.0 Qualifications of Burwood Group, Inc.

Below is a summary of Burwood Group's qualifications for this project.

- Burwood Group is a Cisco Gold Partner with extensive experience consulting for Unified Communications solutions.
- Burwood Group has been awarded a top security partner awarded for a 13-state Midwest region.
- Burwood Group is Cisco certified in the following areas:
 - Advanced Unified Communications
 - Advanced Security
 - Advanced Wireless (expertise in point-to-point bridging and outdoor wireless mesh designs)

Note: It is important to consider partnering with a consulting firm that will design an infrastructure that positions the Village of Rantoul for future Unified Communications projects. Burwood Group has the necessary experience and qualifications to provide immediate solutions with the future in mind

Burwood Group Information

Coordinator for the RFP response:

Todd Harrison
Business Development Manger
Phone: (309) 750-2317
Fax: (312) 327-4601
tharrison@burwood.com

Corporate Office Address

Burwood Group, Inc.
20 North Clark Street, Suite 1950
Chicago, Illinois 60602
State Tax ID 2861-2671
Federal Tax ID 36-4180073

Remittance Address

Burwood Group, Inc.
20 North Clark Street, Suite 1950
Chicago, Illinois 60602

Responses

Any responses or questions regarding this proposal for services should be directed to:

Todd Harrison
Business Development Manger
Phone: (309) 750-2317
Fax: (312) 327-4601
tharrison@burwood.com