

VILLAGE OF PEOTONE PLANNING & ZONING COMMISSION MEETING
MUNICIPAL COMPLEX HALL
208 E. MAIN STREET
January 21, 2026
6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OR CORRECTION TO THE MINUTES OF THE NOVEMBER 20, 2024 AND OCTOBER 15, 2025 MEETINGS
- V. ANNOUNCEMENT OF DECISION OF VILLAGE BOARD IN PREVIOUS RECOMMENDATIONS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - A. Continuation of working session to discuss a proposed text amendment and map amendment creating the Downtown Overlay District; future public hearing
- VIII. GENERAL DISCUSSION
- IX. ADJOURN

**VILLAGE OF PEOTONE
PLANNING & ZONING COMMISSION
MINUTES OF NOVEMBER 20, 2024**

CALL TO ORDER:

The Regular Meeting of the Planning and Zoning Commission was called to order at 6:00pm at the Municipal Complex Hall, 208 E. Main Street, Peotone, Illinois by the Chairman, William Mercer.

ROLL CALL:

The following Planning and Zoning Members answered roll call: Mr. Mercer, Mr. Gillis, Mr. Jones, Mr. Orzel, Ms. March-Curtis, Ms. Eckhart and Ms. Modolo. Village Administrator Nick Palmer was also present.

PUBLIC COMMENT: None

MINUTES:

Motion made by Gillis to approve the minutes of June 19, 2024, Planning and Zoning Commission Meeting with suggested correction, Second by Ekhart. Typo to be corrected. All voted Aye, Motion Carried.

ANNOUNCEMENT OF DECISION OF VILLAGE BOARD IN PREVIOUS RECOMMENDATIONS:

The Historical Overlay District was previously reviewed by the Commission and recommended to the Village Board; the Board has not taken action yet. The Downtown Streetscape paving is about complete, the pavers, trees and other wrap up items will be completed soon.

OLD BUSINESS: NONE

NEW BUSINESS:

PUBLIC HEARING-PZ24 03: REQUEST TEXT AMENDMENT TO SECTION 157.082(B) OF THE PEOTONE ZONING ORDINANCE. ORDINANCE AMENDING SECTION 157.082(B) OF CHAPTER 157 OF THE PEOTONE ZONING ORDINANCE OF THE CODE OF PEOTONE – B3 AUTO-ORIENTED AND SERVICE BUSINESS DISTRICT – TRUCK PARKING AREA OR YARD AS PERMITTED USE WITH CONDITIONS.

Motion by Ekhart, Second by Jones to open the Public Hearing. Roll Call by: Mercer, Gillis, Jones, Orzel, March-Curtis, Eckhart, Modolo. Roll call vote, all voted Aye.

Administrator Palmer stated that this was legally and officially published as required by law. At the last P&Z Meeting this was discussed. The Travel Center currently has approval for overnight parking and the proposed amendment would make an allowable use with conditions for storage. The previous Administrator and staff were going to look into a Sunset Clause and Special Use. After reviewing legally, a Sunset Clause would conflict with the annexation agreement and cannot be done. It would impact revenue generating provisions already agreed to in the development agreement and cannot be imposed. A Special Use would also create some issues with the annexation/development agreement but would solely affect this property and would be limited to this project. This proposal regulates this project in anticipation of others that may come forward in the future.

The Commission reviewed the current ordinance and guidelines, preventative and proactive guidelines and how to regulate without being overly burdensome. There was in depth discussion about the length of time for storage, who is going to regulate and enforce, if there will be barriers or fencing, establishing guidelines, more detailed language, tightening up the restrictions more, working on getting a better system in place with more specifics, clarifications, enforcement and compliance. There was discussion about abandonment needing to be more defined and the time period clarified/specified. The Commission would like the revenue outlook, details about a more robust enforcement plan and the length of time determined for storage.

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Motion by Gillis, Second by Jones to close the Public Hearing. Roll call vote, all voted Aye.

GENERAL DISCUSSION

There was discussion about graffiti needing to be addressed and needing more information on what is actually currently allowed.

Gillis moved to table the discussion until the additional information about the discussed items is available which included: revenue outlook for Village portion, enforcement plan, what appropriate length of time to consider abandoned, defined graffiti/good operational condition. Also clarification on what the Mayor previously stated the ordinance states.

Motion by Gillis to table discussion, Second by Jones. Roll call vote, all voted Aye.

ADJOURN- Motion by Modolo, Second by Ekhart at 7:19pm. All voted Aye.

**VILLAGE OF PEOTONE
PLANNING & ZONING COMMISSION
MINUTES OF OCTOBER 15, 2025**

CALL TO ORDER:

The Regular Meeting of the Planning and Zoning Commission was called to order at 6:00pm at the Municipal Complex Hall, 208 E. Main Street, Peotone, Illinois by the Chairman, William Mercer.

ROLL CALL:

The following Planning and Zoning Members answered roll call: Mr. Mercer, Ms. Eckhart, Mr. Gillis, Mr. Jones. Mayor Vieaux, Village Administrator Palmer, Trustee Hudson and Maura Rigoni from Robinson Engineering were also present.

PUBLIC COMMENT: None

ANNOUNCEMENT OF DECISION OF VILLAGE BOARD IN PREVIOUS RECOMMENDATIONS:
None

OLD BUSINESS: Administrator Palmer reported that the hotel near the travel center has opened and the Village is receiving revenue checks from them. There were inquiries about Emil's Tires temporary signage at the travel center and also if the Village was receiving any revenue from sales, Palmer reported that the Village would receive revenue from any sales processed at the Peotone location.

NEW BUSINESS:

WORKING SESSION TO DISCUSS A PROPOSED TEXT AMENDMENT CREATING THE DOWNTOWN OVERLAY DISTRICT; FUTURE PUBLIC HEARING

Administrator Palmer introduced Maura Rigoni, who is a professional planner for Robinson Engineering and is doing consulting work with the Village. She explained that tonight is just a work session to review and discuss the proposed Overlay District. She reviewed the presentation and overview which had been included in the packet and the process and regulations of the text amendment process. The goal is to create an Overlay District which would establish specific regulation standards for B-1 zoned properties in the downtown while fostering development that is complementary to the existing integrity of the downtown with the purpose of historic preservation. The text amendment process would begin with a public hearing held before the Planning & Zoning Commission where they would review the text amendment and then recommend an approval or denial to the Village Board who will then be the final decision maker by approving as presented or amending. She reviewed a summary of revisions which included the boundaries of the district, permitted and special uses, dimensional standards, the review process which included improvements with the primary goal/intent to reuse buildings and sites and design guidelines which included building scale, building materials, entrances, windows and LED signage restrictions. The overlay district will help keep the character of the downtown and enforce consistency and the biggest changes would be the dimensional standards and identifying guidelines in terms of development.

Existing building will be grandfathered in; the intent is not to enforce existing businesses to update to new standards. There was discussion about the map of the overlay district and TIF boundaries and about possibly expanding the footprint of the overlay district. There was discussion about solar panels (rooftop and ground) and if they are allowed, Maura will research and look at possibly adding regulations or restrictions. There was discussion about signage specifically exterior vinyl banners and video gaming and Maura explained that the current sign ordinance is separate from the zoning ordinance and it is difficult to regulate the content of a sign, but sizing can be regulated and she will work with administration on reviewing/revising. There was discussion about implementing/enforcing outdoor storage restrictions.

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There was discussion about the proposed Façade Improvement Program which will work in tandem with the Overlay District and will give a level up in terms of ensuring that the proposed improvements are in line with the goals and objectives. There was discussion about specific window guidelines and working towards preserving the integrity of the existing buildings.

There was discussion about siding, potentially looking for a grant for a survey which could be helpful in preserving old buildings and if new businesses/buildings come, rooftop equipment, color palettes, murals, addressing alleys, solar panels, outdoor storage and vinyl banners. Maura will investigate items needing further clarification and potential revisions and will present a revision to be reviewed.

GENERAL DISCUSSION

Administrator Palmer provided an update on the old butcher shop. There was discussion about November and December meeting dates and code enforcement efforts in the Village including the empty lot on Washington Street and various nuisance properties, the majority of which are rental properties and if rental properties should be being handled differently.

ADJOURN- Motion by Gillis, Second by Ekhart at 7:22pm. All voted Aye.



Planning & Zoning Commission Memo

TO: Planning & Zoning Commission Members
From: Nick Palmer, Village Administrator
Date: January 16, 2026
Subject: **January 21, 2026 -- Meeting Overview**
For Agenda: January 21, 2026

Administrator sign off: *WNP*

Happy New Year! As we are preparing for the next regularly scheduled PZC meeting on Wednesday, January 21st, 2026 at 6 pm, I wanted to give you a brief overview of this meeting and the schedule ahead.

Following the previous meeting and comments received from PZC members at the October 2025 meeting, and additional input from the Village attorney, several edits were made to the base Overlay District document.

Maura Rigoni of Robinson Engineering, who presented at the October PZC meeting, has prepared the attached memo and both a clean copy of the Overlay District document and a red-lined version to assist you in preparing for the upcoming meeting. As you know, we also scheduled a public open house on 1/21/26 from 5:00 pm to 6:00 pm prior to the PZC meeting to give the general public an opportunity to learn more about the Overlay District concept.

Following the meeting on 1/21 of the PZC, if it seems like this document is ready for a formal hearing of both a text and map amendment, we will publish for the February 18th, 2026 PZC meeting and conduct those formal hearings. Following a recommendation by the PZC, the Overlay District will go to the Village Board for consideration.

If you have any questions, please let me know. Thanks

Attached documents:

Downtown Overlay District – Updated Text Amendment Memo – Maura Rigoni (dated 1/21/26)
Exhibit A – Downtown Overlay District – PZC Meeting (Dated January 21, 2026 – red-line version)
Exhibit A – Downtown Overlay District – PZC Meeting (Dated January 21, 2026 – clean Version)
DRAFT – Presentation materials for Open House meeting – January 21st at 5 pm

To: Nick Palmer, Village Administrator Date: 1/21/2026
From: Maura A Rigoni, AICP
Subject: Downtown Overlay District-Text Amendment Project No. 25-R0075.02

Background: At the October meeting, the Plan Commission reviewed the proposed text amendment to the Zoning Ordinance with regard to establishing a Downtown Overlay District. The Commissioners provided feedback and direction on various items. The Village's attorney not only reviewed the requested changes by the Plan Commission, but also the documents in its entirety to ensure compliance with local and state laws and regulations.

The attached document reflects the changes discussed by the Plan Commission as well as those identified by the Village's Attorney. Some of the notable changes are as follows:

- The term "Design Guidelines" was changed to "Design Standards." Since the regulations are incorporated into the municipal code, they are mandatory, whereas the term "guidelines" refers to recommendations.
- The purpose statement was amended to expand the goals of the overlay district further.
- The term "attention-getting device" was added to define the term when applying the signage regulations in the overlay district.
- The term "historic structure" was revised to align more closely with state and national programs.
- Section F, Permitted and Special Uses, was expanded to address outdoor storage.
- Regulations regarding solar panels were added, requiring the installation of panels to be considered a major improvement and therefore subject to Plan Commission review.
- The review procedure includes a hearing before the Plan Commission. The updated document outlines the hearing process.
- The regulations regarding demolitions were updated to align with property rights. The section was modified to strongly discourage demolition, as outright prohibition is not legal.
- Section O was reorganized to distinguish which items are goals and which are design standards, while strengthening the regulations' text to present as standards, not guidelines.
- Temporary signage regulations have been incorporated.

The above highlights the key revisions to the overlay district. Should you have any questions, please contact me to discuss.

In conjunction with the adoption of the text amendment to the Zoning Ordinance, the Plan Commission is required to formally review a map amendment that officially places the overlay on those parcels within the defined boundary. This process will be in tandem with the text amendment.

For your reference, the following page contains the information from the cover memo presented at the October Plan Commission meeting.

October 2025 Memo:

The Village has initiated the process of preparing a text amendment to the Village of Peotone's Zoning Ordinance establishing a Downtown Overlay District. Over the years, various revisions have been proposed. My review of the text amendment was requested to ensure consistency with current zoning regulations and to verify that the proposed revisions align with the goals and objectives of the overlay district.

As you are aware, the Peotone Zoning Ordinance establishes various zoning districts, including residential, business, office, industrial, and public. Each of these zoning districts has a variety of regulations specific to that district, which address items such as setbacks, building height, permitted uses, and special uses. The Village has considered implementing an overlay district to address specific development goals for those properties currently zoned B-1 within the footprint of the Downtown TIF District.

Per *The American Planning Association: Planning and Urban Design Standards*, an overlay district is defined as:

These districts are superimposed on top of portions of one or more underlying general use-based zoning districts to allow application of additional standards addressing a special purpose (such as historic preservation or floodplain protection).

The Downtown Overlay District aims to establish additional standards and regulations to support the preservation of properties and provide guidelines for both new development and redevelopment of those properties zoned B-1 within the Downtown TIF District footprint.

The proposed text amendment is presented for discussion, and a future public hearing will be scheduled for formal consideration and recommendation to the Village Board.

Below provides an overview of the proposed revisions. Please note this is not a comprehensive list of the revisions, but rather a summary of those revisions worth noting.

Summary of Revisions:

- The boundaries of the Downtown Overlay District are those properties zoned B-1 Retail within the Downtown TIF District.
 - There are properties zoned B-1 outside the TIF District, for which these regulations would not apply.
- Those uses currently permitted in the B-1 District would be permitted in the Overlay District with no exceptions.
- Dimensional Standards are proposed, which are more in line with the current development pattern within the defined area.
- A tiered review process is established to categorize the proposed building modifications. Each category has a defined application/submittal requirement as well as an approval process. Those categories are as follows:
 - No required review (routine maintenance)
 - Limited Improvements (improvements of 10% or less of the façade)
 - Minor Improvements (improvements greater than 10% less than 45% of the façade)
 - Major Improvements (improvements greater than 45% of the façade)
- The proposed text amendment encourages the reuse of buildings and sites.
- Design Guidelines are established which are intended to foster development that complements the existing character of the downtown area, whether redevelopment or new development. Such guidelines address building scale, building materials, entrances, windows, and LED signage restrictions.

Requirements or recommendations included herein are methods by which the development standards specified in the Downtown Historic Overlay District regulations can be achieved.

~~The Downtown Overlay District aims to preserve and enhance the historical character of central downtown Peotone, which features a diverse array of building types and architectural styles spanning several decades. This district seeks to safeguard the original structures while accommodating compatible new developments. By implementing design standards, the district aims to uphold historical integrity, elevate design quality, and maintain the human-scale development characteristics of downtown Peotone.~~

B. Goals. The overall goals of the Downtown Overlay District are to:

1. Foster a high-quality physical environment that preserves and reflects the downtown's historical character and function.
2. Encourage commercial use at street level whenever feasible.
3. Establish a planning framework that supports the development of secondary and transitional areas harmonious in scale and form with the downtown, fostering pedestrian-friendly spaces.
4. Address how buildings relate one to another and to the surrounding development.
5. Address how streets, drives and parking connect with the surrounding street network to create useful places.

C. Boundaries. The boundaries of the Downtown Overlay District are set forth as those properties zoned B-1-Retail Business District on the Peotone Zoning Map and that are also within the Village's Downtown TIF District. The overlay district is created as a special area to be superimposed on the underlying B-1 district within the Downtown TIF District.

D. Definitions. As used in this section 157.25 the following terms are defined as follows:

1. Attention Getting Device: Sign, devices, or ornamentations designed for or intended to attract attention to it for the purpose of promotion or advertising. Attention getting devices include sails/feather signs, pennants, flag, banner, spinner, streamer, or similar device.
2. Building Articulation: Changes in the depth of the surface of a building face or facade such as attached columns, recessed windows or window bays, horizontal banding of decorative cornices. Articulation gives texture to the building surface.
3. Building Step Back: A step-like recession in the profile of a building.

4. Facade, Exterior: The front or side elevation [if a corner building] of a building that can be seen from a public right-of-way, generally parallel to the right-of-way line. A rear wall may also be considered a facade if it provides public entrance to a building and can be seen from a public right-of-way, including alleys.
5. Historic Structure: A structure is considered historic if it is individually listed on a local inventory of Illinois historic places registered under either the Illinois National Register of Historic Preservation Program, administered by the State Places, the Illinois Register of Illinois Historic Preservation Office in Springfield, Illinois Places, under a similar County designation, or as a local landmark pursuant to a program for designating local landmarks implemented by the Village.
6. Historically Significant Building: A building is deemed historically significant if it meets one or more the criteria for a historic structure as outlined in this section. Additionally, if a building does not meet the definition of a historic structure but is over fifty (50) years old, it may still be designated historically significant by the Village Administrator. Criteria is as follows:
 - a. Architectural uniqueness or significance within the local context.
 - b. Association with significant events, persons, or cultural movements.
 - c. Contribution to the overall character and identity of the community.
 - d. Integrity of design, materials, and craftsmanship.
 - e. Degree of historical documentation and research available.
 - f. Relationship to the surrounding built environment and landscape.
 - g. Rarity or representation of a particular architectural style or period.
 - h. Ability to convey a sense of historical continuity and evolution over time.
7. LED SIGN: [Electronic message board]: Is a sign that is capable of displaying words, symbols, figures, still images, scrolling images, or moving images including video and animation, utilizing a series of grid lights that may be changed by remote or automatic means including cathode ray, light emitting diode [LED] display, plasma screen, liquid crystal display [LCD], fiber optic or other electronic media or technology.

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8. Minor Facade Alterations: Changes or alterations to the exterior of an existing building impacting greater than ten percent (10%) and no more than forty five percent (45%) of the total façade and where the change clearly meets the design ~~guidelines~~standards for the Downtown Overlay District. Examples of minor façade alterations include, ~~but are not limited to~~, replacement of wall mounted light fixtures, or modifications to building trim, cornice, roof, or parapet wall.
9. Observable Glare: A visual condition in which there is excessive contrast or an inappropriate distribution of light sources that disturbs the observer or limits the ability to distinguish details and objects.
10. Parapet Wall: A parapet wall is a low or dwarf wall built along the edge of the roof, terrace, walkway, balcony etc.
11. Major site improvements. Site improvements located outside of buildings impacting 10 percent (10%) or more of the net land area of the site related to parking, landscaping, signage, streetscape, fences, lighting or improvements within the public right-of-way or floodplain.
12. Regular site maintenance. Site improvements outside of buildings associated with routine general maintenance and repairs of parking, landscaping, signage, streetscape, fences, lighting or improvements within the public right-of-way or floodplain. Examples of site improvements considered as regular maintenance include light bulb replacement, replacement of dead or dying landscaping, and signage repairs.

E. Rules of Measurement for Exterior Facade and Site Improvements. Generally, proposed exterior facade improvements and site improvements shall be measured as the area enclosed by straight lines drawn to the extremities of the proposed improvements. An improvements calculation worksheet shall be provided to the Village Administrator upon initiating any improvements within the Downtown Overlay District, except for site improvements considered as regular maintenance, in order to determine whether review by the Village is required as provided in the section.

F. Permitted and Special Uses. ~~Uses~~All permitted and special uses are as allowed in the Downtown Overlay District in accordance with the B-1 Retail Business Zoning District as defined in ~~Chapter 157 Zoning Code~~ Section 157.080 of this chapter.

1. All operations of retail business and service uses shall be conducted entirely within a building. No outdoor storage of any kind shall be permitted, unless a special use for outdoor storage is approved in accordance with Section 157.189 of the Zoning Code.

G. Dimensional Standards. The following dimensional standards are provided for properties in the Downtown Overlay District in lieu of those standards generally applicable to properties in the B-1 Retail Business Zoning District.

1. Lot Area: The minimum lot area is two thousand five hundred (2500) square feet.
2. Lot Width: The minimum lot width is twenty-five feet (25')
3. Minimum lot area per dwelling unit: The minimum lot area per dwelling unit is one thousand (1,000) square feet.
4. Front Yard Setback: There is no minimum front yard setback. New buildings shall be built to the front property line when feasible. Staggered setbacks are encouraged, but in no case shall a setback greater than fifteen feet (15') be allowed. As an exception, the front setback may be increased to accommodate privately-owned spaces that are designed to provide space for public seating, public events, public displays, public gatherings and public performances if expressly identified by the land development application and found to be sufficiently justified to meet the intent of the Downtown Overlay Design Guidelines Standards. The area shall be landscaped and/or incorporate streetscape elements on a case-by-case basis. Exceptions will be processed as part of the application in the matter set forth in the development review procedures outlined in this article and section of design guidelines standards.
5. Side Yard Setback: There is no minimum side yard setback.
6. Rear Yard Setback: There is no minimum rear yard setback.
7. Height: The Maximum height is forty feet (40'). If a new building is proposed to be greater than two (2) stories, incorporation of building step backs and/or incorporation of building articulation is required.

H. Intent and Scope of Design Guidelines Standards. The Downtown Overlay District design guidelines standards are set forth in subsection O below.

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1. Intent. The purpose of the Downtown Overlay District Design ~~Guidelines Standards~~ is to establish and maintain a high visual quality of appearance for the Downtown Overlay District. These ~~guidelines—Standards~~ ensure that improvements associated with the exterior of buildings are compatible with or enhance the character of the Downtown Overlay District and blend with their surroundings. Additionally, the design ~~guidelines—standards~~ aim to stimulate and safeguard public and private investment by setting high standards for spatial enclosure, architectural design, building materials, and appearance. They also support the preservation of historically significant buildings.
2. Scope/Application. All improvements within the Downtown Overlay District, including construction of new buildings, restoration or rehabilitation of historically significant buildings, building additions, facade alterations, demolition of existing buildings, installation or modification of parking, landscaping, signage, streetscape, fences, lighting, and improvements within the public right-of-way or floodplain, must adhere to the intent of the ~~Design Guidelines~~ ~~design standards~~ established in the Downtown Overlay District Design ~~Guidelines Standards~~ and must be approved prior to issuance of a building permit, site plan permit, or right-of-way permit. The scope of each project shall be classified under one of the following categories and shall be subject to the development review procedures outlined below and in Table 1 of this section.

I. Review Procedures.

1. No Review Required: Site improvements considered as regular maintenance do not require application review.
2. Preliminary Review Required: When ~~site improvements~~ not considered regular maintenance ~~are proposed~~, a preliminary review of the exterior facade improvements is required. This review is facilitated through the completion of the Improvements Calculation Worksheet which assists in determining what level of review by the Village the proposed improvements are subject to. The review process will determine if improvements are considered limited, minor or major improvements. See Table 1 for Review Procedures.

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3. Limited Improvements: Exterior façade improvements that impact ten percent (10%) or less of the total facade are subject to standard building permit review.
4. Minor Improvements: Minor facade alterations that impact greater than ten percent (10%) and no more than forty-five percent (45%) of the total façade, and or minor site improvements that impact ten percent (10%) or less of the net land area on the site are subject to review and approval by the Village Administrator.
5. Major Improvements: Major Exterior facade improvements that impact greater than forty-five percent (45%) of the total façade and or major site improvements that impact greater than ten percent (10%) of the net land area on the site, and or the installation of solar panels, are subject to review by the Planning and Zoning Commission, with a recommend-recommendation to the Village Board.

REviewTable 1 Review Procedures

Improvement Classification	Application Requirement ¹	Formal Approval Process
Regular Maintenance	None	None
Limited Improvements	Improvement Calculation Worksheet, Building Permit (if applicable)	None ²
Minor Improvements	Improvements calculation worksheet, application form, fee, letter of intent, sketch plan, building elevations, schedule, supporting documents	Administrative Review
Major Improvements:	Improvements calculation worksheet, application form, fee, letter of intent, sketch plan, building elevations, schedule, supporting documents	Hearings: 1. <u>Planning</u> <u>Plan</u> Commission [Recommendation], 2. Board of Trustees [Final approval] Certificate of Approval

Notes:

1. Application Requirements per subsection (per subsection 4 & 5 below)

2. Improvements impacting 10% or less of a total facade as determined by the Village Administrator, shall not be subject to further application or procedural requirements set forth in this section.

J. Application and Process. An improvements calculation worksheet shall be required upon initiating any improvements within the Downtown Overlay District, apart from site improvements considered as regular maintenance, to determine whether review by the Village is required as outlined in this subsection. If the Village Administrator determines improvements impact ten percent (10%) or less of the total facade or site improvements are considered as regular maintenance and no review is required, such improvements shall not be subject to further application or procedural requirements set forth in this section.

1. An improvements calculation worksheet shall consist of the following:
 - a. The measurement in square feet of proposed exterior façade improvements relative to the total exterior façade that can be seen from the public right-of-way, and/or
 - b. The measurement, in square feet, of proposed site improvements relative to the net land area of the site.
2. Application Requirements. Upon being advised by the Village Administrator that a particular improvement ~~falls~~ within the Downtown Overlay District constitutes either a minor or major improvement, an application for approval shall be submitted to the Village by a person having an interest in the property for which the development is requested. The application shall consist of the following:
 - a. Development application form;
 - b. Letter of Intent describing the nature of the proposed development;
 - c. Sketch plan illustrating location of buildings and structures, off street parking areas, traffic circulation plans, lighting, landscaping and signs, as applicable to the project and/or impacted by the proposed improvements;
 - d. Building elevations showing building height, materials, architectural treatments and colors;
 - e. A time schedule for development;
 - f. Any supporting charts, maps, graphs, pictures or renderings of building elevations;

- g. The Village Administrator, Plan Commission or Board of Trustees, may request additional information from the applicant prior to proceeding with review at any stage;
- h. Waivers; Application Requirements: The Village Administrator may waive certain submittal requirements for an application if deemed he or she finds that sufficient information is provided to render a decision. The Village Administrator has the discretion to send waivers to the Plan Commission for recommendation and Board of Trustees for approval if deemed necessary.
- i. Professional Review Fees: The Village may seek outside consultants to review the proposed improvements. The applicant is solely responsible for any and all costs associated with the reviews.

3. Review Not Required: Improvements impacting ten percent (10%) or less of total facade, as determined by the Village Administrator, or site improvements considered as regular maintenance shall not be subject to further development review procedures set forth in this section; however such improvements shall be designed to meet the standards set forth in this section, to be enforced as a condition of building permit, site plan permit, or ROW permit insurance, as appropriate. Interior improvements or remodels are not subject to the regulations set forth in this section.

4. Administrative review: The Village Administrator is authorized to approve, without notice of hearing or any Planning and Zoning Commission or Board of Trustees review, minor facade alterations that do not impact greater than forty five percent (45%) of the total exterior facade and minor site improvements so long as the Village Administrator finds that the proposal meets the intent of the Downtown Overlay District Design guidelines-standards. Administrative review applications shall be distributed to the Village Mayor for review prior to approval. The Village Administrator has the discretion to refer the application to the Planning & Zoning Commission for a recommendation and to the Board of Trustees for a decision, following the hearing procedures set forth in this subsection.

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5. Hearing Procedures; Notice: Within thirty (30) days of submittal of complete application, the Village Administrator shall schedule the same for review, either by the Administrator (for minor facade alterations or minor site improvements, as defined above), or for the Village Planning and Zoning Commission for a recommendation and Board of Trustees for final action (for exterior facade improvements that impact greater than 45 percent of the total facade or major site improvements). Notice of the hearing shall be provided not more than 30 nor less than 15 days before the hearing, by first class mail, postage prepaid, to the applicant and to all adjacent property owners. Notice of the hearing shall also be published at least once in a newspaper with a general circulation within the Village. The notice shall state the common name, address and property index number of the property subject to the application, and a brief description of the development and/or redevelopment, as well as the date, time and location of the public hearing. At the public hearing, the Planning and Zoning Commission shall review the request for conformance with the Downtown Overlay District Design standards set forth in subsection O. below, and shall either recommend approval, approval with conditions or denial of a Certification of Appropriateness. Certificate of Approval relative to the improvements. Within thirty (30) days of the Plan Commission action, the Board of Trustees shall review the request and shall either approve, approve with conditions, deny the application or ask for continuance—continue the matter to allow project modification and. Where the Board of Trustees deems it appropriate to do so, it may return the matter as modified to the Plan Commission for its further review and recommendation.
- K. Reuse of Buildings and Sites. Reusing buildings and sites is a highly efficient form of redevelopment since it uses existing materials and requires fewer new resources. It can also help revitalize historical Peotone by improving the quality and function of aging buildings. Reuse can benefit the community by making efficient use of materials and structures, preserving uniqueness and character of older buildings and improving/preserving the character of the community. Village staff will work with property owners to ensure that Village requirements do not stop the permitted reuse of existing buildings. Design objectives relative to reuse are as follows:

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1. Encourage the rehabilitation of buildings in attempts to restore, repair or replace elements as necessary [in that order]. Elements that are not compatible should be removed.
2. The reuse of existing buildings should meet the requirements of the Downtown Overlay District and other Village requirements concerning landscaping, signs, lighting and site layout to the extent possible and feasible.
3. Utilize alternative approaches for reuse as addressed in the adopted Village Building Codes, as amended from time to time.
4. Use existing services and infrastructure where possible.
5. Provide for the future reuse of buildings and sites through an analysis of potential uses with consideration of internal circulation, building location and design, utilities, drainage, parking, landscaping, tree preservation and floodplain damage prevention.
6. Whenever feasible, remove and replace existing overhead utility lines with underground facilities.
7. Discourage demolition of historically significant buildings.

L. Demolition.

1. ~~It shall be unlawful for any historic structure within the Downtown Overlay District to be demolished without having first obtained a certificate for demolition. If a certificate of demolition is requested on any basis other than that of an imminent hazard or economic hardship, a certificate of demolition will not be issued until one or more of the below criteria are met.~~
2. Demolitions of historic landmarks or historically significant structures are strongly discouraged except in the following circumstances:
 - a. The structure proposed for demolition is not structurally sound.
 - b. The structure cannot be rehabilitated or reused on-site to provide for any reasonable beneficial use of the property.
 - c. The structure cannot be practically moved to another site.
3. In order for a demolition permit to issue in the Downtown Overlay District, the proposed demolition must address mitigation of any impacts associated with the visual character, historic importance of remaining structures on or adjacent to the

property and architectural integrity of remaining structures on or adjacent to the property.

4. Vacant lots after demolition. Any lots left vacant after demolition shall be treated to control fugitive dust. If the lot is to remain vacant for more than sixty (60) days, said lot shall be landscaped, mulched and seeded or sodded to establish a perennial vegetative grass cover. The lot shall be maintained and kept free of debris and litter. If common walls are exposed due to demolition of adjoining buildings, the walls shall be treated to ensure that the walls do not become a visual detriment. The treatment may be temporary or permanent depending on the potential for redevelopment of adjoining parcels. Permanent alternative treatments include architectural treatment that is like the front facade of the building or stucco. The wall treatment shall be in place within ninety (90) days of the date of demolition, unless a longer period is authorized at the time of approval of the demolition plans and shall be financial responsibility of the owner of the property upon which the demolished building is located.

M. Application of Overlay District Guidelines Standards. The guidelines standards established within this chapter shall be applied to the following:

1. Restoration or Rehabilitation of Historically Significant Buildings: Projects involving the restoration or rehabilitation of existing historically significant buildings should reflect the original architectural character of the building and its characteristics. The removal of historic materials or alteration of features and spaces that characterize the building shall be avoided. The introduction of any new design elements should be consistent with the traditional features of the building. The rehabilitation of existing historically significant buildings is encouraged to be in accordance with the secretary of the Interior's Standards for Rehabilitation. (<https://www.nps.gov/subjects/taxincentives/upload/regs-nps-36-cfr-67.pdf>)
2. Renovation Or Rehabilitation Of Existing Structures: Projects involving the renovation of existing structures that are not historically significant shall consider the context of the site to be compatible with the general character of the

downtown area. Renovations of existing structures shall be consistent with the design criteria established in the Downtown Overlay Design Guidelines Standards.

3. Building Additions: Projects involving an addition to an existing building that is not historically significant shall consider the context of the site and be compatible with the general character of the downtown area. Building additions to existing structures shall be consistent with the design criteria established in the Downtown Historic Overlay Design Guidelines Standards.
4. New Construction: Projects involving new construction shall consider the context of the site and be compatible with the general character of the downtown area. While new buildings are required to fit into their surroundings, the Village will not require uniformity of design or dictate specific architectural styles. The overall context of the downtown area includes a variety of architectural styles, and these regulations are intended to allow both flexibility and creativity in achieving compatible design solutions. All new construction projects shall be consistent with the design criteria established in the Downtown Overlay Design Guidelines Standards.

N. Applicability of Village Code. Except as specifically modified by the provisions of this section 157.125, all applicable provisions of the Village Code shall apply to the Downtown Overlay District including but not limited to building and land use provisions, off street parking and loading, landscaping and screening, signage, and lighting.

O. Downtown Overlay District Design Guidelines Standards.

1. ~~Introduction. The most important characteristic that helps Peotone is the small-town feel and charm which is defined in our comprehensive plan by following contributing qualities: rich history, accessibility, strong community identity and sense of community, size, empathy, independently owned businesses, locally controlled, and safe law enforcement presence.~~
2. Purpose and Concept. ~~These guidelines are designed to~~ ~~The regulations established in this subsection~~ provide ~~certain requirements and/or~~ guidance concerning property development in the Downtown Overlay District. ~~Recommendations consistent with the purpose and overall goals of this Section.~~

Requirements or recommendations included in the guidelines herein are methods by which the development standards specified in the Downtown Historic Overlay District regulations can be achieved.

3. Using the Guidelines. This Standards; Waivers. The Downtown Overlay District Design Standards present requirements, ideas and objectives for how to meet the goals for the Downtown Overlay District describe general concepts and standards for development and principles of design that are flexible and practical to implement. Every element described will not apply to every development. While the guidelines It takes innovative thinking to provide the necessary ingredients — the financing, design and customers to create attractive, efficient places that are economic successes. Towards that end, while the standards are meant to provide guidance to the design community and a basis of development review for Village staff, the Village will be open to new ideas and flexible in interpretation of these guidelines. These guidelines standards. Where phrased as required or prohibited, these standards are intended to as mandatory but need not be applied exactly or literally when it is found that such application will inhibit beneficial development and redevelopment in the Downtown Overlay District. In such cases, waivers to requirements or prohibitions may be granted where found to be consistent with and in furtherance of the intent and purpose of this Section, and where a waiver does not negatively impact the architectural style of the project or the surrounding properties.
4. Relationship of Zoning Standards to Design Guidelines Standards. The design standards present requirements, ideas and objectives for how to meet the goals for the Downtown Overlay District. These Statements are not the standards; they are principles or recommendations for ways to meet the standards in the district. The guidelines address how buildings relate one to another and to the surrounding development. Equally important is how the streets, drives and parking connect with the surrounding street network to create useful places. Infill development creates unique challenges for property owners, the design community and the Village. It takes innovative thinking to provide the necessary ingredients — the financing, design and customers to create attractive, efficient places that are

~~economic successes. Village staff welcomes a collaborative and creative approach with stakeholders to meet common goals.~~

5. Balancing use types and design objectives. Mixed use development is encouraged in the Downtown Overlay District to provide more localized access to goods and services within walking distances and promote economic development through high quality infill. The quality of life for residents living in our Village is influenced by access to amenities within a reasonable distance from their home. Balancing use types in Downtown Overlay District provides benefits to our citizens across the age spectrum by providing gathering places, walkability and access to basic services. ~~Design objectives Adherence to design objectives relative to achieving this balance are strongly encouraged and are as~~ follows:
 - a. Provide basic amenities that are within walking distance of residences in or near Downtown Peotone.
 - b. Incorporate connections to schools and health care facilities and employ safety measures to protect students and clients from vehicle traffic.
 - c. Encourage diversity of housing and business types that lead to socioeconomic diversity.
 - d. Incorporate parks, open space and public gathering areas to create an essential natural refuge from the surroundings of the Village.
6. **Design Requirements - Compatibility-Bulk/Form/Scale.**
 - a. The scale of buildings and development or redevelopment is important to the success of the Downtown Overlay District and shall be considered. For example, small neighborhood grocery and a large supermarket may be classified as the same type of use, but the former could be appropriate for a neighborhood commercial corner while the latter would clearly not be. Traffic generation and parking are critical concerns. Architectural design and form can also improve (or detract from) compatibility. The intent on compatibility design principle is to encourage development that is cohesive with historical Peotone by designing projects that fit the height, size and scale of surrounding sites. Planning compatible development avoids

undesirable impacts such as traffic and access issues, environmental hazards, noise and nuisance activity and negative impacts on storm drainage.

- b. Consistent with a. above, design aspects including mass, form, scale, colors, height, alignment, width and horizontal rhythm shall be consistent with the Standards set forth herein and goals and intent of this Section. All other building design aspects not addressed herein shall be in accordance with B-1 Retail Business District standards.

- c. The relationship of buildings to the streets creates the primary impression of distinctive quality in the district. Street presence can be used to create comfortable and attractive walking environments that enhance the spirit of our Village. Building articulation is one design strategy that can be used to help blend the old with the new. Most buildings within the Downtown Overlay District are two-stories in height. By incorporating architectural variations and/or building step backs, attention remains at the pedestrian level. Design objectives in this regard that must be considered are as follows:

 - i. Design building height design and scale respond to surrounding development by incorporating building step backs, setbacks, building placement and landscape buffers.
 - ii. Address negative external impacts of the development, including, but not limited to, noise, traffic, light, vibration and noxious odors by constructing landscape buffers, including trees, berms, architectural elements, walls and fences.
 - iii. Consider the extent to which larger buildings shade surrounding properties that are currently open to the sun.

7. Building Materials: Building materials shall be high-quality materials and compatible with those used for adjacent buildings. The following building materials are specifically prohibited from use as the primary finish, unfinished concrete, precast concrete block, vinyl or steel siding. All subsequent renovations, additions and related structures undertaken after the construction of an original building shall be finished with materials comparable to those used in the original construction and shall be designed in a manner conforming to the original

architectural design and general appearance. For existing historically significant buildings, the sheathing or insulation of another material over the facade or any wall visible from the street shall be prohibited unless deemed necessary to preserve the structural integrity of the building.

8. ~~Building Design Aspects: Design aspects including mass, form, scale, colors, height, alignment, width and horizontal rhythm shall be consistent with the Overlay Design Guidelines. All other building design aspects not addressed herein shall be in accordance with B-1 Retail Business District standards.~~
9. Entrances: Main entrances to buildings shall face and be clearly visible from the street and be recessed to maintain a coherent pattern along the sidewalk and to define the entry point. Recessed entrances shall allow operation of the door[s] without the doors extending beyond the property line into the public right-of-way.
10. Windows: Ground floor windows shall be transparent. The original size, shape and proportion of all windows on existing historically significant buildings shall be preserved. For new non-residential buildings, windows, doors and other transparent elements on first floor facades fronting streets is encouraged. Windows are not required to be installed where none existed in the original design. However, if the exterior of an existing historically significant building is being remodeled, renovated or rehabilitated, the size, shape and proportion of the original window openings shall generally be restored or maintained. Replacement windows shall generally conform to the style of the original windows used in the building.
11. Rooftop Equipment: Rooftop equipment shall be screened from ground level views with parapet walls or enclosures similar in form, material and detail to the primary structure. If solar panels are proposed the following regulations shall be applied:
 - a. A structural report must be provided to ensure the existing structure can support the proposed panels and associated equipment.
 - b. Low profile solar panels shall be used when possible.
 - c. The solar panels shall have minimal visual impact from public right-of-way.

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12. Color Palette: All improvements in the Downtown Overlay District shall use a historical color palette from ~~Benjamin Moore, Dutch Boy, Valspar, Sherwin Williams and other any~~ major paint ~~brands by approval manufacturer~~. A sample of the colors shall be submitted with the application for review and approval.
13. Signage: All signage proposed within the Downtown Overlay District is subject to the regulations outlined in Chapter 153 of the Municipal Code, with the exception of the following:
 - a. LED Signs, as defined in this chapter, are prohibited within the Downtown Overlay District.
 - b. Attention getting devices, as defined in this chapter, are prohibited within the Downtown Overlay District.
 - c. Temporary signs on the exterior of any building or other structure are prohibited absent specific approval by the board of trustees as part of a special event. No sign, decal or other covering may cover more than fifty percent (50%) of any window.

Exhibit A

§ 157.125 DOWNTOWN OVERLAY DISTRICT

- A. Purpose
- B. Goals
- C. Boundaries
- D. Definitions
- E. Rules for Measurement Exterior Façade and Site
- F. Uses
- G. Dimensional Standards
- H. Intent of Design Standards
- I. Review Procedures
- J. Application and Process
- K. Reuse of Buildings and Site
- L. Demolition
- M. Application of Overlay District Standards
- N. Application of Village Code
- O. Downtown Overlay District Standards

- A. Purpose. The historical character and small-town feel and charm of downtown Peotone, which features a diverse array of building types and architectural styles spanning many decades, is an important characteristic of the Village which should be nurtured and protected. As noted in the Village's comprehensive plan, those characteristics are defined by the following contributing qualities: rich history, accessibility, strong community identity and sense of community, size, empathy, independently owned businesses, locally controlled, and safe law enforcement presence. Infill development in downtown creates unique challenges for property owners, the design community and the Village. In light of the foregoing, the Village hereby creates the Downtown Overlay District aimed at preserving and enhancing the historical character of central downtown Peotone by encouraging preservation of the original structures while accommodating compatible new developments through implementation of a set of design guidelines and standards aimed at upholding historical integrity, elevating design quality, and maintaining the human-scale development characteristics of downtown Peotone.

Requirements or recommendations included herein are methods by which the development standards specified in the Downtown Historic Overlay District regulations can be achieved.

B. Goals. The overall goals of the Downtown Overlay District are to:

1. Foster a high-quality physical environment that preserves and reflects the downtown's historical character and function.
2. Encourage commercial use at street level whenever feasible.
3. Establish a planning framework that supports the development of secondary and transitional areas harmonious in scale and form with the downtown, fostering pedestrian-friendly spaces.
4. Address how buildings relate one to another and to the surrounding development.
5. Address how streets, drives and parking connect with the surrounding street network to create useful places.

C. Boundaries. The boundaries of the Downtown Overlay District are set forth as those properties zoned B-1-Retail Business District on the Peotone Zoning Map and that are also within the Village's Downtown TIF District. The overlay district is created as a special area to be superimposed on the underlying B-1 district within the Downtown TIF District.

D. Definitions. As used in this section 157.25 the following terms are defined as follows:

1. **Attention Getting Device:** Sign, devices, or ornamentations designed for or intended to attract attention to it for the purpose of promotion or advertising. Attention getting devices include sails/feather signs, pennants, flag, banner, spinner, streamer, or similar device.
2. **Building Articulation:** Changes in the depth of the surface of a building face or facade such as attached columns, recessed windows or window bays, horizontal banding of decorative cornices. Articulation gives texture to the building surface.
3. **Building Step Back:** A step-like recession in the profile of a building.
4. **Facade, Exterior:** The front or side elevation [if a corner building] of a building that can be seen from a public right-of-way, generally parallel to the right-of-way line. A rear wall may also be considered a facade if it provides public entrance to a building and can be seen from a public right-of-way, including alleys.
5. **Historic Structure:** A structure is considered historic if it is individually registered under either the Illinois-National Register of Historic Places, the Illinois Register

of Historic Places, under a similar County designation, or as a local landmark pursuant to a program for designating local landmarks implemented by the Village.

6. Historically Significant Building: A building is deemed historically significant if it meets one or more the criteria for a historic structure as outlined in this section. Additionally, if a building does not meet the definition of a historic structure but is over fifty (50) years old, it may still be designated historically significant by the Village Administrator. Criteria is as follows:
 - a. Architectural uniqueness or significance within the local context.
 - b. Association with significant events, persons, or cultural movements.
 - c. Contribution to the overall character and identity of the community.
 - d. Integrity of design, materials, and craftsmanship.
 - e. Degree of historical documentation and research available.
 - f. Relationship to the surrounding built environment and landscape.
 - g. Rarity or representation of a particular architectural style or period.
 - h. Ability to convey a sense of historical continuity and evolution over time.
7. LED SIGN: [Electronic message board]: Is a sign that is capable of displaying words, symbols, figures, still images, scrolling images, or moving images including video and animation, utilizing a series of grid lights that may be changed by remote or automatic means including cathode ray, light emitting diode [LED] display, plasma screen, liquid crystal display [LCD], fiber optic or other electronic media or technology.
8. Minor Façade Alterations: Changes or alterations to the exterior of an existing building impacting greater than ten percent (10%) and no more than forty five percent (45%) of the total façade and where the change clearly meets the design standards for the Downtown Overlay District. Examples of minor façade alterations include, but are not limited to, replacement of wall mounted light fixtures, or modifications to building trim, cornice, roof, or parapet wall.
9. Observable Glare: A visual condition in which there is excessive contrast or an inappropriate distribution of light sources that disturbs the observer or limits the ability to distinguish details and objects.

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10. Parapet Wall: A parapet wall is a low or dwarf wall built along the edge of the roof, terrace, walkway, balcony etc.
11. Major site improvements. Site improvements located outside of buildings impacting 10 percent (10%) or more of the net land area of the site related to parking, landscaping, signage, streetscape, fences, lighting or improvements within the public right-of-way or floodplain.
12. Regular site maintenance. Site improvements outside of buildings associated with routine general maintenance and repairs of parking, landscaping, signage, streetscape, fences, lighting or improvements within the public right-of-way or floodplain. Examples of site improvements considered as regular maintenance include light bulb replacement, replacement of dead or dying landscaping, and signage repairs.

E. Rules of Measurement for Exterior Facade and Site Improvements. Generally, proposed exterior facade improvements and site improvements shall be measured as the area enclosed by straight lines drawn to the extremities of the proposed improvements. An improvements calculation worksheet shall be provided to the Village Administrator upon initiating any improvements within the Downtown Overlay District, except for site improvements considered as regular maintenance, in order to determine whether review by the Village is required as provided in the section.

F. Permitted and Special Uses. All permitted and special uses are as allowed in the Downtown Overlay District in accordance with the B-1 Retail Business Zoning District as defined in Section 157.080 of this chapter.

1. All operations of retail business and service uses shall be conducted entirely within a building. No outdoor storage of any kind shall be permitted, unless a special use for outdoor storage is approved in accordance with Section 157.189 of the Zoning Code.

G. Dimensional Standards. The following dimensional standards are provided for properties in the Downtown Overlay District in lieu of those standards generally applicable to properties in the B-1 Retail Business Zoning District.

1. Lot Area: The minimum lot area is two thousand five hundred (2500) square feet.

2. Lot Width: The minimum lot width is twenty-five feet (25')
3. Minimum lot area per dwelling unit: The minimum lot area per dwelling unit is one thousand (1,000) square feet.
4. Front Yard Setback: There is no minimum front yard setback. New buildings shall be built to the front property line when feasible. Staggered setbacks are encouraged, but in no case shall a setback greater than fifteen feet (15') be allowed. As an exception, the front setback may be increased to accommodate privately-owned spaces that are designed to provide space for public seating, public events, public displays, public gatherings and public performances if expressly identified by the land development application and found to be sufficiently justified to meet the intent of the Downtown Overlay Design Standards. The area shall be landscaped and/or incorporate streetscape elements on a case-by-case basis. Exceptions will be processed as part of the application in the matter set forth in the development review procedures outlined in this article and section of design standards.
5. Side Yard Setback: There is no minimum side yard setback.
6. Rear Yard Setback: There is no minimum rear yard setback.
7. Height: The Maximum height is forty feet (40'). If a new building is proposed to be greater than two (2) stories, incorporation of building step backs and/or incorporation of building articulation is required.

H. Intent and Scope of Design Standards. The Downtown Overlay District design standards are set forth in subsection O below.

1. Intent. The purpose of the Downtown Overlay District Design Standards is to establish and maintain a high visual quality of appearance for the Downtown Overlay District. These Standards ensure that improvements associated with the exterior of buildings are compatible with or enhance the character of the Downtown Overlay District and blend with their surroundings. Additionally, the design standards aim to stimulate and safeguard public and private investment by setting high standards for spatial enclosure, architectural design, building materials, and appearance. They also support the preservation of historically significant buildings.

2. Scope/Application. All improvements within the Downtown Overlay District, including construction of new buildings, restoration or rehabilitation of historically significant buildings, building additions, facade alterations, demolition of existing buildings, installation or modification of parking, landscaping, signage, streetscape, fences, lighting, and improvements within the public right-of-way or floodplain, must adhere to the intent of the design standards established in the Downtown Overlay District Design Standards and must be approved prior to issuance of a building permit, site plan permit, or right-of-way permit. The scope of each project shall be classified under one of the following categories and shall be subject to the development review procedures outlined below and in Table 1 of this section.

I. Review Procedures.

1. No Review Required: Site improvements considered as regular maintenance do not require application review.
2. Preliminary Review Required: When site improvements not considered regular maintenance are proposed, a preliminary review of the exterior facade improvements is required. This review is facilitated through the completion of the Improvements Calculation Worksheet which assists in determining what level of review by the Village the proposed improvements are subject to. The review process will determine if improvements are considered limited, minor or major improvements. See Table 1 for Review Procedures.
3. Limited Improvements: Exterior façade improvements that impact ten percent (10%) or less of the total facade are subject to standard building permit review.
4. Minor Improvements: Minor facade alterations that impact greater than ten percent (10%) and no more than forty-five percent (45%) of the total façade, and or minor site improvements that impact ten percent (10%) or less of the net land area on the site are subject to review and approval by the Village Administrator.
5. Major Improvements: Major Exterior facade improvements that impact greater than forty-five percent (45%) of the total façade and or major site improvements that impact greater than ten percent (10%) of the net land area on the site, and or

the installation of solar panels, are subject to review by the Planning and Zoning Commission, with a recommendation to the Village Board.

Table 1 Review Procedures

Improvement Classification	Application Requirement¹	Formal Approval Process
Regular Maintenance	None	None
Limited Improvements	Improvement Calculation Worksheet, Building Permit (if applicable)	None ²
Minor Improvements	Improvements calculation worksheet, application form, fee, letter of intent, sketch plan, building elevations, schedule, supporting documents	Administrative Review
Major Improvements:	Improvements calculation worksheet, application form, fee, letter of intent, sketch plan, building elevations, schedule, supporting documents	Hearings: 1. Plan Commission [Recommendation], 2. Board of Trustees [Final approval] Certificate of Appropriateness

Notes:

1. Application Requirements per subsection (per subsection 4 & 5 below)
2. Improvements impacting 10% or less of a total facade as determined by the Village Administrator, shall not be subject to further application or procedural requirements set forth in this section.

J. Application and Process. An improvements calculation worksheet shall be required upon initiating any improvements within the Downtown Overlay District, apart from site improvements considered as regular maintenance, to determine whether review by the Village is required as outlined in this subsection. If the Village Administrator determines improvements impact ten percent (10%) or less of the total facade or site improvements are considered as regular maintenance and no review is required, such improvements shall not be subject to further application or procedural requirements set forth in this section.

1. An improvements calculation worksheet shall consist of the following:

- a. The measurement in square feet of proposed exterior façade improvements relative to the total exterior façade that can be seen from the public right-of-way, and/or
 - b. The measurement, in square feet, of proposed site improvements relative to the net land area of the site.
2. Application Requirements. Upon being advised by the Village Administrator that a particular improvement within the Downtown Overlay District constitutes either a minor or major improvement, an application for approval shall be submitted to the Village by a person having an interest in the property for which the development is requested. The application shall consist of the following:
 - a. Development application form;
 - b. Letter of Intent describing the nature of the proposed development;
 - c. Sketch plan illustrating location of buildings and structures, off street parking areas, traffic circulation plans, lighting, landscaping and signs, as applicable to the project and/or impacted by the proposed improvements;
 - d. Building elevations showing building height, materials, architectural treatments and colors;
 - e. A time schedule for development;
 - f. Any supporting charts, maps, graphs, pictures or renderings of building elevations;
 - g. The Village Administrator, Plan Commission or Board of Trustees, may request additional information from the applicant prior to proceeding with review at any stage;
 - h. Waivers; Application Requirements: The Village Administrator may waive certain submittal requirements for an application if he or she finds that sufficient information is provided to render a decision. The Village Administrator has the discretion to send waivers to the Plan Commission for recommendation and Board of Trustees for approval if deemed necessary.
 - i. Professional Review Fees: The Village may seek outside consultants to review the proposed improvements. The applicant is solely responsible for any and all costs associated with the reviews.

3. Review Not Required: Improvements impacting ten percent (10%) or less of total facade, as determined by the Village Administrator, or site improvements considered as regular maintenance shall not be subject to further development review procedures set forth in this section; however such improvements shall be designed to meet the standards set forth in this section, to be enforced as a condition of building permit, site plan permit, or ROW permit insurance, as appropriate. Interior improvements or remodels are not subject to the regulations set forth in this section.
4. Administrative review: The Village Administrator is authorized to approve, without notice of hearing or any Planning and Zoning Commission or Board of Trustees review, minor facade alterations that do not impact greater than forty five percent (45%) of the total exterior facade and minor site improvements so long as the Village Administrator finds that the proposal meets the intent of the Downtown Overlay District Design Standards. Administrative review applications shall be distributed to the Village Mayor for review prior to approval. The Village Administrator has the discretion to refer the application to the Planning & Zoning Commission for a recommendation and to the Board of Trustees for a decision, following the hearing procedures set forth in this subsection.
5. Hearing Procedures; Notice: Within thirty (30) days of submittal of complete application, the Village Administrator shall schedule the same for review, either by the Administrator (for minor facade alterations or minor site improvements, as defined above), or for the Village Planning and Zoning Commission for a recommendation and Board of Trustees for final action (for exterior facade improvements that impact greater than 45 percent of the total facade or major site improvements). Notice of the hearing shall be provided not more than 30 nor less than 15 days before the hearing, by first class mail, postage prepaid, to the applicant and to all adjacent property owners. Notice of the hearing shall also be published at least once in a newspaper with a general circulation within the Village. The notice shall state the common name, address and property index number of the property subject to the application, and a brief description of the

development and/or redevelopment, as well as the date, time and location of the public hearing. At the public hearing, the Planning and Zoning Commission shall review the request for conformance with the Downtown Overlay District Design standards set forth in subsection O. below, and shall either recommend approval, approval with conditions or denial of a Certificate of Approval relative to the improvements. Within thirty (30) days of the Plan Commission action, the Board of Trustees shall review the request and shall either approve, approve with conditions, deny the application or continue the matter to allow project modification. Where the Board of Trustees deems it appropriate to do so, it may return the matter as modified to the Plan Commission for its further review and recommendation.

K. Reuse of Buildings and Sites. Reusing buildings and sites is a highly efficient form of redevelopment since it uses existing materials and requires fewer new resources. It can also help revitalize historical Peotone by improving the quality and function of aging buildings. Reuse can benefit the community by making efficient use of materials and structures, preserving uniqueness and character of older buildings and improving/preserving the character of the community. Village staff will work with property owners to ensure that Village requirements do not stop the permitted reuse of existing buildings. Design objectives relative to reuse are as follows:

1. Encourage the rehabilitation of buildings in attempts to restore, repair or replace elements as necessary [in that order]. Elements that are not compatible should be removed.
2. The reuse of existing buildings should meet the requirements of the Downtown Overlay District and other Village requirements concerning landscaping, signs, lighting and site layout to the extent possible and feasible.
3. Utilize alternative approaches for reuse as addressed in the adopted Village Building Codes, as amended from time to time.
4. Use existing services and infrastructure where possible.
5. Provide for the future reuse of buildings and sites through an analysis of potential uses with consideration of internal circulation, building location and design,

utilities, drainage, parking, landscaping, tree preservation and floodplain damage prevention.

6. Whenever feasible, remove and replace existing overhead utility lines with underground facilities.
7. Discourage demolition of historically significant buildings.

L. Demolition.

1. Demolitions of historic landmarks or historically significant structures are strongly discouraged except in the following circumstances:
 - a. The structure proposed for demolition is not structurally sound.
 - b. The structure cannot be rehabilitated or reused on-site to provide for any reasonable beneficial use of the property.
 - c. The structure cannot be practically moved to another site.
2. In order for a demolition permit to issue in the Downtown Overlay District, the proposed demolition must address mitigation of any impacts associated with the visual character, historic importance of remaining structures on or adjacent to the property and architectural integrity of remaining structures on or adjacent to the property.
3. Vacant lots after demolition. Any lots left vacant after demolition shall be treated to control fugitive dust. If the lot is to remain vacant for more than sixty (60) days, said lot shall be landscaped, mulched and seeded or sodded to establish a perennial vegetative grass cover. The lot shall be maintained and kept free of debris and litter. If common walls are exposed due to demolition of adjoining buildings, the walls shall be treated to ensure that the walls do not become a visual detriment. The treatment may be temporary or permanent depending on the potential for redevelopment of adjoining parcels. Permanent alternative treatments include architectural treatment that is like the front facade of the building or stucco. The wall treatment shall be in place within ninety (90) days of the date of demolition, unless a longer period is authorized at the time of approval of the demolition plans and shall be financial responsibility of the owner of the property upon which the demolished building is located.

M. Application of Overlay District Standards. The standards established within this chapter shall be applied to the following:

1. Restoration or Rehabilitation of Historically Significant Buildings: Projects involving the restoration or rehabilitation of existing historically significant buildings should reflect the original architectural character of the building and its characteristics. The removal of historic materials or alteration of features and spaces that characterize the building shall be avoided. The introduction of any new design elements should be consistent with the traditional features of the building. The rehabilitation of existing historically significant buildings is encouraged to be in accordance with the secretary of the Interior's Standards for Rehabilitation. (<https://www.nps.gov/subjects/taxincentives/upload/regs-nps-36-cfr-67.pdf>)
2. Renovation Or Rehabilitation Of Existing Structures: Projects involving the renovation of existing structures that are not historically significant shall consider the context of the site to be compatible with the general character of the downtown area. Renovations of existing structures shall be consistent with the design criteria established in the Downtown Overlay Design Standards.
3. Building Additions: Projects involving an addition to an existing building that is not historically significant shall consider the context of the site and be compatible with the general character of the downtown area. Building additions to existing structures shall be consistent with the design criteria established in the Downtown Historic Overlay Design-Standards.
4. New Construction: Projects involving new construction shall consider the context of the site and be compatible with the general character of the downtown area. While new buildings are required to fit into their surroundings, the Village will not require uniformity of design or dictate specific architectural styles. The overall context of the downtown area includes a variety of architectural styles, and these regulations are intended to allow both flexibility and creativity in achieving compatible design solutions. All new construction projects shall be consistent with the design criteria established in the Downtown Overlay Design Standards.

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- N. Applicability of Village Code. Except as specifically modified by the provisions of this section 157.125, all applicable provisions of the Village Code shall apply to the Downtown Overlay District including but not limited to building and land use provisions, off street parking and loading, landscaping and screening, signage, and lighting.
- O. Downtown Overlay District Design Standards.
 - 1. Purpose and Concept. -The regulations established in this subsection provide certain requirements and/or guidance concerning property development in the Downtown Overlay District consistent with the purpose and overall goals of this Section. Requirements or recommendations included herein are methods by which the development standards specified in the Downtown Historic Overlay District regulations can be achieved.
 - 2. Using the Standards; Waivers. The Downtown Overlay District Design Standards present requirements, ideas and objectives for how to meet the goals for the Downtown Overlay District—that are flexible and practical to implement. Every element described will not apply to every development. It takes innovative thinking to provide the necessary ingredients — the financing, design and customers to create attractive, efficient places that are economic successes. Towards that end, while the standards are meant to provide guidance to the design community and a basis of development review for Village staff, the Village will be open to new ideas and flexible in interpretation of these standards. Where phrased as required or prohibited, these standards are intended as mandatory, but need not be applied exactly or literally when it is found that such application will inhibit beneficial development and redevelopment in the Downtown Overlay District. In such cases, waivers to requirements or prohibitions may be granted where found to be consistent with and in furtherance of the intent and purpose of this Section, and where a waiver does not negatively impact the architectural style of the project or the surrounding properties.
 - 3. Relationship of Zoning Standards to Design Standards. The design standards present requirements, ideas and objectives for how to meet the goals for the Downtown Overlay District. The standards address how buildings relate one to another and to the surrounding development. Equally important is how the streets,

drives and parking connect with the surrounding street network to create useful places. Infill development creates unique challenges for property owners, the design community and the Village. It takes innovative thinking to provide the necessary ingredients — the financing, design and customers to create attractive, efficient places that are economic successes.

4. Balancing use types and design objectives. Mixed use development is encouraged in the Downtown Overlay District to provide more localized access to goods and services within walking distances and promote economic development through high quality infill. The quality of life for residents living in our Village is influenced by access to amenities within a reasonable distance from their home. Balancing use types in Downtown Overlay District provides benefits to our citizens across the age spectrum by providing gathering places, walkability and access to basic services. Adherence to design objectives relative to achieving this balance are strongly encouraged and are as follows:
 - a. Provide basic amenities that are within walking distance of residences in or near Downtown Peotone.
 - b. Incorporate connections to schools and health care facilities and employ safety measures to protect students and clients from vehicle traffic.
 - c. Encourage diversity of housing and business types that lead to socioeconomic diversity.
 - d. Incorporate parks, open space and public gathering areas to create an essential natural refuge from the surroundings of the Village.
5. Design Requirements - Compatibility-Bulk/Form/Scale.
 - a. The scale of buildings and development or redevelopment is important to the success of the Downtown Overlay District and shall be considered. For example, small neighborhood grocery and a large supermarket may be classified as the same type of use, but the former could be appropriate for a neighborhood commercial corner while the latter would clearly not be. Traffic generation and parking are critical concerns. Architectural design and form can also improve (or detract from) compatibility. The intent on compatibility design principle is to encourage development that is cohesive

with historical Peotone by designing projects that fit the height, size and scale of surrounding sites. Planning compatible development avoids undesirable impacts such as traffic and access issues, environmental hazards, noise and nuisance activity and negative impacts on storm drainage.

- b. Consistent with a. above, design aspects including mass, form, scale, colors, height, alignment, width and horizontal rhythm shall be consistent with the Standards set forth herein and and goals and intent of this Section. All other building design aspects not addressed herein shall be in accordance with B-1 Retail Business District standards.
- c. The relationship of buildings to the streets creates the primary impression of distinctive quality in the district. Street presence can be used to create comfortable and attractive walking environments that enhance the spirit of our Village. Building articulation is one design strategy that can be used to help blend the old with the new. Most buildings within the Downtown Overlay District are two-stories in height. By incorporating architectural variations and/or building step backs, attention remains at the pedestrian level. Design objectives in this regard that must be considered are as follows:
 - i. Design building height design and scale respond to surrounding development by incorporating building step backs, setbacks, building placement and landscape buffers.
 - ii. Address negative external impacts of the development, including, but not limited to, noise, traffic, light, vibration and noxious odors by constructing landscape buffers, including trees, berms, architectural elements, walls and fences.
 - iii. Consider the extent to which larger buildings shade surrounding properties that are currently open to the sun.
6. Building Materials: Building materials shall be high-quality materials and compatible with those used for adjacent buildings. The following building materials are specifically prohibited from use as the primary finish, unfinished concrete, precast concrete block, vinyl or steel siding. All subsequent renovations, additions and related structures undertaken after the construction of an original

building shall be finished with materials comparable to those used in the original construction and shall be designed in a manner conforming to the original architectural design and general appearance. For existing historically significant buildings, the sheathing or insulation of another material over the facade or any wall visible from the street shall be prohibited unless deemed necessary to preserve the structural integrity of the building.

7. Entrances: Main entrances to buildings shall face and be clearly visible from the street and be recessed to maintain a coherent pattern along the sidewalk and to define the entry point. Recessed entrances shall allow operation of the door[s] without the doors extending beyond the property line into the public right-of-way.
8. Windows: Ground floor windows shall be transparent. The original size, shape and proportion of all windows on existing historically significant buildings shall be preserved. For new non-residential buildings, windows, doors and other transparent elements on first floor facades fronting streets is encouraged. Windows are not required to be installed where none existed in the original design. However, if the exterior of an existing historically significant building is being remodeled, renovated or rehabilitated, the size, shape and proportion of the original window openings shall generally be restored or maintained. Replacement windows shall generally conform to the style of the original windows used in the building.
9. Rooftop Equipment: Rooftop equipment shall be screened from ground level views with parapet walls or enclosures similar in form, material and detail to the primary structure. If solar panels are proposed the following regulations shall be applied:
 - a. A structural report must be provided to ensure the existing structure can support the proposed panels and associated equipment.
 - b. Low profile solar panels shall be used when possible.
 - c. The solar panels shall have minimal visual impact from public right-of-way.

10. Color Palette: All improvements in the Downtown Overlay District shall use a historical color palette from any major paint manufacturer. A sample of the colors shall be submitted with the application for review and approval.
11. Signage: All signage proposed within the Downtown Overlay District is subject to the regulations outlined in Chapter 153 of the Municipal Code, with the exception of the following:
 - a. LED Signs, as defined in this chapter, are prohibited within the Downtown Overlay District.
 - b. Attention getting devices, as defined in this chapter, are prohibited within the Downtown Overlay District.
 - c. Temporary signs on the exterior of any building or other structure are prohibited absent specific approval by the board of trustees as part of a special event. No sign, decal or other covering may cover more than fifty percent (50%) of any window.

Exhibit A

§ 157.125 DOWNTOWN OVERLAY DISTRICT

- A. Purpose
- B. Goals
- C. Boundaries
- D. Definitions
- E. Rules for Measurement Exterior Façade and Site
- F. Uses
- G. Dimensional Standards
- H. Intent of Design Guidelines Standards
- I. Review Procedures
- J. Application and Process
- K. Reuse of Buildings and Site
- L. Demolition
- M. Application of Overlay District Guidelines Standards
- N. Application of Village Code
- O. Downtown Overlay District Guidelines Standards

A. Purpose. The historical character and small-town feel and charm of downtown Peotone, which features a diverse array of building types and architectural styles spanning many decades, is an important characteristic of the Village which should be nurtured and protected. As noted in the Village's comprehensive plan, those characteristics are defined by the following contributing qualities: rich history, accessibility, strong community identity and sense of community, size, empathy, independently owned businesses, locally controlled, and safe law enforcement presence. Infill development in downtown creates unique challenges for property owners, the design community and the Village. In light of the foregoing, the Village hereby creates the Downtown Overlay District aimed at preserving and enhancing the historical character of central downtown Peotone by encouraging preservation of the original structures while accommodating compatible new developments through implementation of a set of design guidelines and standards aimed at upholding historical integrity, elevating design quality, and maintaining the human-scale development characteristics of downtown Peotone.

What is an Overlay District?

These districts are superimposed on top of portions of one or more underlying general use-based zoning districts to allow application of additional standards addressing a special purpose (such as historic preservation or floodplain protection).

-- *The American Planning Association: Planning and Urban Design Standards*



Purpose Statement of Overlay District

The **historical character** and **small-town feel and charm** of downtown Peotone, which features a diverse array of building types and architectural styles spanning many decades, is an **important characteristic** of the Village which should be **nurtured and protected**.....

.....the Village hereby creates the Downtown Overlay District aimed at **preserving and enhancing** the **historical character** of central downtown Peotone by **encouraging preservation** of the original structures while accommodating compatible new developments.....

.....Requirements or recommendations included herein are methods by which the **development standards** specified in the Downtown Historic Overlay District regulations can be **achieved**.



Design Standards

Balancing Use Types

Encourage Mixed Use Development, provide basic amenities, encourage diversity housing and business types

Compatibility-Bulk/Form/Scale

Encourage development that is cohesive with historical Peotone- fit height, size and scale of surrounding site

Building Materials

High quality materials, prohibiting materials such as unfished concrete, vinyl or steel siding

Entrances

Orientation with respect to the street

Windows

Ground floor window should be transparent, size, shape and proportion of the original windows maintained

Roof-Top Equipment

Adquately screened

Color Palette

Historical color palette

Signage

Prohibit LED signs, and restrict temporary and window signage

refer to draft text amendment document for complete detail on design standards



Review Procedure

Improvement Classification	Application Requirement	Formal Approval Process
Regular Maintenance	None	None
Limited Improvements	Improvement Calculation Worksheet, Building Permit (if applicable)	None
Minor Improvements	Improvements calculation worksheet, application form, fee, letter of intent, sketch plan, building elevations, schedule, supporting documents	Administrative Review
Major Improvements:	Improvements calculation worksheet, application form, fee, letter of intent, sketch plan, building elevations, schedule, supporting documents	Hearings: 1. Plan Commission [Recommendation], 2. Board of Trustees [Final approval] Certificate of Approval

- ▶ **Limited Improvements:** Exterior façade improvements that impact **ten percent (10%) or less** of the total facade
- ▶ **Minor Improvements:** Minor facade alterations that impact **greater than ten percent (10%) and no more than forty-five percent (45%)** of the total façade, and or minor site improvements that impact **ten percent (10%) or less of the net land area** on the site.
- ▶ **Major Improvements:** Major Exterior facade improvements that impact **greater than forty-five percent (45%) of the total façade and or major site** improvements that impact **greater than ten percent (10%) of the net land area** on the site, and or the installation of solar panels.

refer to draft text amendment document for complete outline of process



Bulk Regulations

Regulations	Overlay District	B-1
Lot Width	25'	None
Front Yard Setback	No minimum required	25'
Side Yard Setback	No minimum required	10'
Rear Yard Setback	No minimum required	25% Depth of lot, shall not exceed 30'
	No minimum required	10'

Permitted and Special Uses

All permitted and special uses are as allowed in the Downtown Overlay District in accordance with the **B-1 Retail Business Zoning District**.

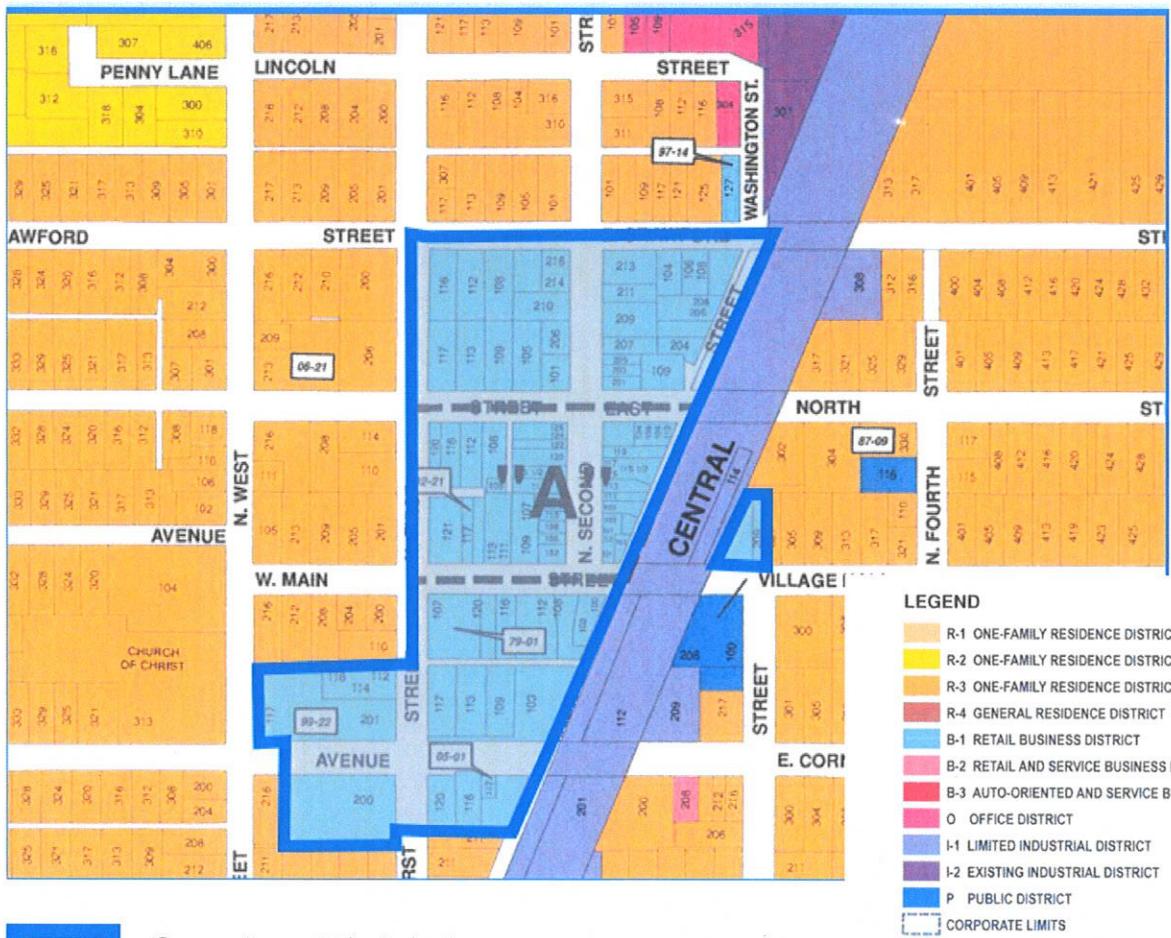
All operations of retail business and service uses shall be conducted entirely within a building. **No outdoor storage** of any kind shall be permitted, unless a special use for outdoor storage is approved

refer to draft text amendment document for complete list of bulk regulations



Proposed Overlay Boundary

The boundaries of the Downtown Overlay District are set forth as those properties zoned B-1-Retail Business District on the Peotone Zoning Map and that are also within the Village's Downtown TIF District.



Overlay District

