

VILLAGE OF RICHMOND
5600 HUNTER DRIVE
REGULAR BOARD MEETING NOTICE
OCTOBER 19, 2023
AGENDA
7:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ANNOUNCEMENTS/REQUESTS:
 - a. 2nd LRS Fall Curbside Leaf Vacuuming, Saturday, November 4, 2023
5. PUBLIC COMMENTS
6. UNFINISHED BUSINESS:
 - a. Discuss Limited Hourly Parking in Downtown Business District
7. CONSENT AGENDA:
 - a. Motion to approve the Regular Board Minutes for October 5, 2023
 - b. Motion to authorize Expenditure of Funds for Warrant Fiscal Year 23/24.06 in the amount not to exceed \$200,000.00
 - c. Motion to approve amended Full-Time Police Officers Step Pay Grade Schedule
8. NEW BUSINESS:
 - a. Presentation and acceptance of Fiscal Year 2023 Audit by Joseph Troyer & George Roach
 - b. Discussion with George Roach regarding Tax Levy
 - c. Motion to approve recommendation of the Community Development Committee regarding Wall Sign Variance for Richmond Motors property located at 5700 Ami Dr.
 - d. Motion to approve A Resolution Requesting the Designation of Broadway Street from IL Route 173 to US Route 12 as a Federal Aid Urban Route
9. COMMITTEE/DEPARTMENT REPORTS:
 - b. Community Development
 - c. Administration/Police
 - d. Public Works/Engineering
 - e. Village Clerk
10. PRESIDENT'S COMMENTS
11. TRUSTEE COMMENTS
12. CLOSED SESSION: Litigation (5 ILCS 120/2(c)(11)), Personnel (5 ILCS 120/2(c)(1)), Acquisition of Property (5 ILCS 120/2(c)(5)), Real Estate: Setting Price for Sale/Lease of Municipal Property (5 ILCS 120/2(c)(6)), Approval/Semi-Annual Review of closed minutes (5 ILCS 120/2(c)(21))
13. ACTION RESULTING FROM CLOSED SESSION
14. ADJOURNMENT

POSTED: October 12, 2023



Village of Richmond

5600 Hunter Drive • Richmond, Illinois 60071

Phone (815)678-4040 • Fax (815)678-2403

www.richmond-il.com

TONI WARDANIAN
VILLAGE PRESIDENT

TRUSTEES

RONALD KAY

CRAIG KUNZ

JAMES GERASCO

ADAM METZ

FRANK PEILER

LINDA WEISS

~

KARLA THOMAS
Village Clerk

CIRO CETRANGOLO
Police Chief/Administrator

Sign Memo

To: Community Development Committee

From: Kristen Murphy

CC: File

Date: 10-12-23

Re: 5700 Ami Dr, Richmond IL 60071

Richmond Motors (formally Richmond Motor Sales & Service) would like to apply for a wall sign variance regarding the letter height and square footage of two proposed signs. Per the Unified Development Ordinance, Chapter 6, Section 6.8.16 Table of Wall Sign Regulations, the maximum letter height for a building with a <200' width and 50' setback is 12" and 60 sqft for the sign labeled "A". The maximum letter height for a building with a 50' width and <75' setback is 6" and 12 sqft for the sign labeled "B".

Please see attachments for visual examples of each sign.

Thank you.



Village of Richmond
Application for Sign Permit and Variation, if needed

Name of Applicant: Scott McKendry Phone# 815-678-2081

Name of Land Owner: 5700 Ami, LLC

Business name: Richmond Motors

Location address: 5700 Ami Dr, Richmond, IL Zoning: Commercial

Description of business: Automotive repair

Name of person or company erecting the sign: Sign Appeal

Contact information of the Applicant: _____

Requested variation(s) from sign ordinance, if any: Larger letter height and square footage than allowed per ordinance.

Describe hardship requiring a Variation from the ordinances: Although Commercial Street is the closer road to the building, it is our intention to gain attention and business from traffic traveling Route 12. Also taking into consideration the substantial overall size of the building.

Type of Sign: ☒ Wall ☐ Ground ☐ Projecting ☐ Canopy ☐ Window

Will the sign be illuminated: Yes (if yes, electrical permit is required)

Is the sign temporary ☐ or permanent ☒

Meets Village ordinances/UDO Criteria: Yes ☐ No ☒ Ordinance reference: 6.8.7

No sign may be erected prior to approval by the Village Board of Trustees.

Please include a scale photograph or diagram illustrating the following information:

1. Wall sign: The setback of the building; the signable area; the exact location and outer dimensions of the sign; the proposed height to the top of the sign; and an exact representation of the face of the building to which the sign is to be attached shall be illustrated.
2. Ground Sign: The setback of the building; the location of the sign on the property, including front and side yard setbacks and the distance from the sign to the building; the height of the sign; the property frontage; the zoning district; and the distance from the sign to adjacent ground signs shall be illustrated.
3. Projecting Sign: The proposed location of the sign on the building, including the distance that the sign is pinned away from the building, the distance from the face of the building wall to the outer-

most point on the sign and the distance between the sidewalk grade and the top and bottom of the sign, and an exact representation of the face of the building to which the sign is to be attached shall be illustrated.

4. Canopy or Awning sign: The complete dimensions of the canopy or awning to which the sign is to be attached; the location and outer dimensions of the sign or lettering; and the distance from sidewalk grade to the top and bottom of the sign shall be illustrated.
5. Window Sign: The dimensions of the window or glass surface on which the sign is to be applied; the location and outer dimensions of the sign; location of any other window signs on the face of the building on which the sign is to be attached shall be illustrated.
6. Illuminated Sign: Two (2) copies of the plans and specifications showing the method of construction and the types of materials to be used and the method of illumination and support.

Colored sketch, drawn to scale, which accurately represents all features of the sign including, but not limited to, size, message, letter style, border, surface texture and all exposed structural elements.

One (1) color sample for each color which is proposed to be used on the sign, if required approval by Community Development Committee. The color sample shall consist of either the manufacturer's color chart, or in cases of custom colors, an actual sample of the paint to be used, applied to an appropriate material.

Five (5) copies of this application and color supporting information shall be submitted to the Village Hall for the Community Development Committee ("CDC") one (1) week prior to its regularly scheduled meeting. Call the Village Hall at (815)678-4040 for meeting dates.

_____FOR OFFICE USE ONLY_____

Date received: 10/10/23 Date of CDC Meeting: 10/16/23

Reviewed by CDC: Yes ___ No ___ Variance Needed: Yes ☒ No ___ Date: _____

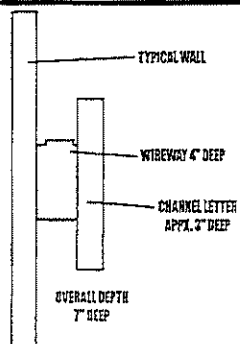
Approval by Village Board: Yes ___ No ___ Date: _____

Notes: _____

Permit No. Issued: _____

Date Issued: _____

Amount Owed: \$ _____



Typical Channel Letter Cross Section LED Illumination - Raceway Mounted



All sketches remain the property of Sign Appeal. - Subject to copyright laws.

These plans are the exclusive property of Sign Appeal and are the result of the original work of its employees. They are submitted to you for the sole purpose of your consideration of whether to purchase the plans or to purchase from Sign Appeal a complete sign manufactured according to these plans. Distribution or exhibition of these plans to construct a sign similar to the one herein is expressly prohibited. In the event that such exhibition occurs, Sign Appeal expects to be reimbursed \$500 in compensation for time and effort in creating these plans.



www.signappeal.com

email:sales@signappeal.com

PROPOSED BY:

Sign Appeal

20 E. Grand Ave.
Fox Lake, IL 60020

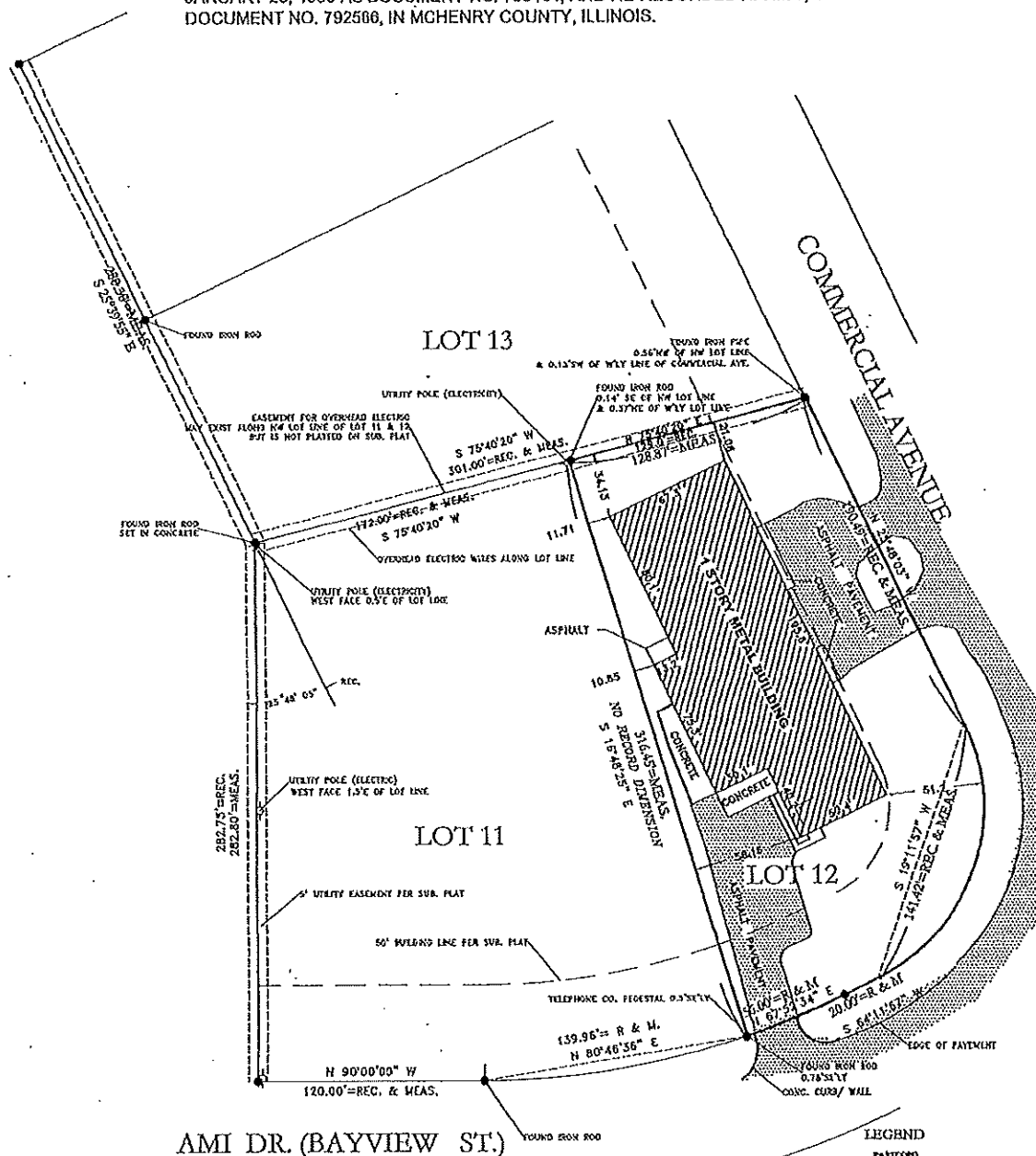
847-587-4300

Fax 847-587-6879

LAND SURVEYORS

PLAT OF SURVEY

LOT 12 IN MAY INDUSTRIAL PARK UNIT ONE, BEING A SUBDIVISION OF PART OF THE
SOUTHWEST QUARTER OF SECTION 4, AND PART OF THE NORTH HALF OF THE
NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 46 NORTH, RANGE 8, EAST OF THE
THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED
JANUARY 28, 1980 AS DOCUMENT NO. 789104, AND RE-RECORDED APRIL 3, 1980 AS
DOCUMENT NO. 792566, IN MCHEMRY COUNTY, ILLINOIS.



ONLY THOSE BUILDING LINE RESTRICTIONS OR EASEMENTS
SHOWN ON A RECORDED SURVEYING PLAT ARE SHOWN HEREON
UNLESS THE DESCRIPTION ORDERED TO BE SURVEYED CONTAINS
A PROPER DESCRIPTION OF THE REQUIRED BUILDING LINES OR
EASEMENTS.
*NO DISTANCE SHOULD BE ASSUMED BY SCALING.
*NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED
UNLESS OTHERWISE NOTED.
*COMPARE DEPICTED MEASUREMENTS AND BOUNDARY
CORNERS BEFORE BUILDING AND BUDGETARILY REPORT ANY
APPARENT DISCREPANCY TO THE SURVEYOR.
*THIS SURVEY AND PLAT SURVEY ARE VOID WITHOUT
EXPRESSED STATE AND FEDERAL APPROVAL.
*UNLESS AN ACQUANT MEASUREMENTS WERE OBTAINED USING
A LEICA TSP1203, ROBOTIC TOTAL STATION AND A LEICA RTX GPS.

CUSTOMER: NRIL J. ANDERSON, P. C.
 DRAWN BY: CAD CHECKED BY: FWZ
 SCALE: 1" = 60'
 JOB NUMBER 2023-052



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT BUREAU
BUREAU STANDARDS FOR A BUREAU SURVEY.

SURVEYOR'S CERTIFICATE

STATE OF MICHIGAN }
COUNTY OF MICHIGAN } S.S.

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE
DESCRIBED PROPERTY IN ACCORDANCE WITH THE OFFICIAL
RECORDS, AND THAT THE PLAT DRAWN HEREON IS A
CORRECT REPRESENTATION OF SAID SURVEY,
SIGNED AND SEALED AT SPRING CROVE, MICHIGAN COUNTY,
MICHIGAN THIS 17TH DAY OF MAY, 1925.

RECORDS FILED 12TH DAY OF MAY, 1973.
Frank W. Zahn
 RECORDS PROFESSIONAL LAND SURVEYOR NO. 2823



Visual example of a 16"
letter size for "MOTORS"

**CHANNEL LETTER SIGN
WIREWAY MOUNTED
LED INTERNAL ILLUMINATION
LIGHTED FACES IN COLORS SHOWN.**

SIGN "A"



THIS PROPOSED SIGN IS 55"X276"

(105 sqft).

**THE MAXIMUM LETTER HEIGHT ON THE WORD
MOTORS WHICH IS 34" TALL**

THE WORD RICHMOND IS 16"

**CHANNEL LETTER SIGN
WIREWAY MOUNTED
LED INTERNAL ILLUMINATION
LIGHTED FACES IN COLORS SHOWN.**



**PER EXISTING CODES THIS SIGN IS 20"X83"
WHICH IS 12 SQ FT MAXIMUM ALLOWED
CHANNEL LETTER SIGN
WIREWAY MOUNTED
LED INTERNAL ILLUMINATION
LIGHTED FACES IN COLORS SHOWN.**

SIGN "B"



**THIS PROPOSED SIGN IS 35"X166" (40 SQ FT)
IT IS WITHIN REASONABLE PROPORTION
TO THE BUILDING FACE BUT EXCEEDS ALLOWED
LETTER HEIGHT AND SQUARE FOOTAGE
RICHMOND IS 11" TALL AND MOTORS IS 22" TALL
CHANNEL LETTER SIGN
WIREWAY MOUNTED
LED INTERNAL ILLUMINATION
LIGHTED FACES IN COLORS SHOWN.**

*Village of Richmond
5600 Hunter Drive
Richmond, IL 60071*

RESOLUTION NO. R2023-__

**A RESOLUTION REQUESTING THE DESIGNATION OF
BROADWAY STREET FROM IL ROUTE 173 TO US ROUTE 12
AS A FEDERAL AID URBAN ROUTE**

WHEREAS, the McHenry County Council of Mayors has adopted policies for the implementation of the Surface Transportation Program (STP), subject to the approval by the Illinois Department of Transportation (IDOT) and concurrence from the Federal Highway Administration (FHWA) in accordance with the FAST Act of 2015 and any successor programs; and

WHEREAS, the FAST Act of 2015 has adopted criteria to functionally classify a roadway, including analysis of the operational characteristics, location and connection to existing functionally classified roadways, through an engineering study; and

WHEREAS, Baxter & Woodman, Inc. has completed the necessary engineering study and compiled documents for submittal to the McHenry County Council of Mayors which states Broadway Street from Kenosha Street (IL 173) to North Main Street (US 12) satisfies the functional classification criteria of a minor collector.

NOW, THEREFORE, BE IT RESOLVED by the Village President and Board of Trustees of the Village of Richmond, McHenry County, Illinois, that the Village hereby submits its application for functional classification of Broadway Street from Kenosha Street (IL 173) to North Main Street (US 12) as a minor collector, located within the limits of the Village of Richmond and Richmond Township, and otherwise qualifying for said designation under the standards of the Illinois Department of Transportation, and respectfully requests approval of said application.

ADOPTED AND APPROVED this 19th day of October, 2023.

APPROVED:

Toni Wardanian, Village President

ATTEST:

Karla Thomas, Village Clerk