



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

Village President
Rodney S. Craig

Village Clerk
Kristy Merrill

Trustees
Troy Albuck
Yasmeen Bankole
Jenni Broccolino
Liza Gutierrez
Jon Kunkel
Herb Porter

Interim Village Manager
Courtney Sage

VILLAGE OF HANOVER PARK **PUBLIC NOTICE OF SPECIAL MEETING OF THE VILLAGE BOARD**

Public Notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

Village Board of the Village of Hanover Park

(Name of public body)

HAS SCHEDULED A SPECIAL MEETING FOR *May 21, 2026 AT 6:00 p.m.*

2121 W. Lake Street, Hanover Park, IL 60133, Room 214

(Location)

Agenda Attached

Posted on : _____

(Date)

By _____

Kristy Merrill, Village Clerk



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VILLAGE OF HANOVER PARK

VILLAGE BOARD SPECIAL WORKSHOP MEETING

2121 Lake Street, Room 214, Hanover Park, IL 60133

Thursday, May 21, 2026
6:00 p.m.

AGENDA

1. CALL TO ORDER – ROLL CALL
2. ACCEPTANCE OF AGENDA
3. DISCUSSION ITEMS
 - a. Sign Code
4. ADJOURNMENT



Hanover Park ^{USA}

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Courtney Sage, Interim Village Manager
Shubhra Govind, Director of Community & Economic Development

SUBJECT: Sign Code Update

ACTION

REQUESTED: ☐ Approval ☐ Concurrence ☒ Discussion ☐ Information

MEETING DATE: May 21, 2026 – Board Workshop

Executive Summary

The Village Board requested a discussion regarding temporary signage in the Village. Staff has reviewed the Village's current regulations and has prepared several potential amendments for discussion. These proposed amendments are intended to provide additional visibility and marketing opportunities for local businesses, particularly newly established businesses and those without frontage along major roadways.

Discussion

Existing Conditions and Visibility Challenges

Signage is essential for businesses to attract customers. The Village maintains a Sign Code intended to preserve community aesthetics and ensure public safety. Staff regularly reviews the Code in response to changing business needs, development patterns, and signage practices.

Staff has identified several recurring challenges impacting business visibility, including:

- Shopping centers without monument signs that rely solely on wall signage for tenant identification;
- Commercial properties with limited frontage or visibility along major roadways;
- Building orientations and site layouts that reduce tenant exposure; and
- The need for increased visibility during a business's first year of operation.

Several affected commercial areas are identified in Exhibit 2.

Proposed Temporary Signage Amendments

To address visibility concerns, staff evaluated several approaches intended to provide businesses with additional promotional opportunities while maintaining reasonable aesthetic and operational standards. These amendments were also discussed by the Economic Development Committee on May 12th, who provided their additional recommendations. Staff is proposing amendments that would:

- Allow increased duration and/or size allowances for certain temporary signs;

- Provide additional flexibility for businesses with limited street visibility; and
- Better support new businesses during initial occupancy and customer establishment periods.

“Coming Soon” Signs

Staff proposes adding “Coming Soon” signs to the existing temporary business status sign category, similar to current “Going Out of Business” signage provisions. This amendment is intended to provide businesses with an opportunity to promote upcoming openings prior to occupancy.

Public Right-of-Way Directional Sign Analysis

Staff researched the possibility of directional signage within the public right-of-way. It was determined that public right-of-way directional signs would likely not be a practical or effective approach for the Village because:

- Hanover Park’s major roadways are primarily controlled by external agencies, including the DuPage County Division of Transportation, the Illinois Department of Transportation, and the Illinois State Toll Highway Authority; and
- Significant capital investment would likely be required for large monument-style signage, while smaller utility pole-mounted signs have demonstrated limited effectiveness.

Shopping Center Directory Signs

Besides amendments to temporary signage, staff is recommending allowing certain shopping centers to install building-mounted directory signs where:

- Existing site conditions limit visibility from major roadways; and
- No monument signage currently exists.

These directory signs would improve tenant visibility and customer wayfinding while providing a more permanent and organized signage solution for multi-tenant commercial centers.

Feather Signs

Staff is also presenting for the Village Board’s consideration a potential new temporary signage option involving Village-issued feather signs.

Feather signs have historically not been permitted under the Sign Code because they are classified as prohibited moving or fluttering signs. Staff recognizes that feather signs are highly visible and attention-grabbing and may provide an effective promotional tool for businesses seeking additional visibility.

Should the Village Board wish to explore this option further, staff is proposing a limited and controlled pilot program that would:

- Allow the Village to issue one branded feather sign to qualifying new businesses in the B-1 and B-2 business districts;
- Limit use to a temporary 30-day period;
- Require a refundable \$250 deposit; and
- Include additional operational requirements as outlined within this memorandum.

The proposed approach is intended to balance business promotion opportunities with appropriate oversight and consistency through standardized Village branding and administration. Typically, there may be three to five new businesses per month at most.

Recommended Action

Staff requests direction on the proposed amendments and if the Village Board would like an Ordinance developed for consideration at a future meeting.

Attachments: Exhibit 1 – Proposed Amendments
 Exhibit 2 – Commercial Zones and Major Streets

Budgeted Item:	☐ Yes	☒ No
Budgeted Amount:	\$ N/A	
Actual Cost:	\$ N/A	
Account Number:	N/A	

Sign Ordinance Section	Current Regulation	Proposed Regulation	EDC Recommendation
Addition of two new Signs in Sec. 6-3. Definitions	Defines: “Going out of business sign”	Adding “coming soon” sign, to permit businesses to have a sign announcing their opening	See below.
	N/A	Creating a “directory sign” for the ends of shopping centers (see exhibit 3)	See below.
Sec. 6-5.(a) Temporary signs not requiring a permit	Permits “going out of business signs”	Permits “going out of business <u>and coming soon signs</u> ”, not to be displayed more than 60 days before the termination or issuance of a business license.	Add “Coming Soon” sign as permissible and able to be put up for 60 days after Business License is issued.
Sec. 6-5.(b)(1)a. & b.Special promotion signs	Four permits per year	Should this be changed?	Change the duration for Special Promotion Signs from 10 days to 15 days, so that 4 permits are allowed for 15 days each, and two 15-day permits can be consecutive, then have a 30-day gap. This now will provide a total of 60 days (15x4) instead of the current 40 days (10x4)
	10 days each		
	Two 10-day permits may be consecutive		
	Must have a 30-day gap between signs		
Sec. 6-5.(b)(2) Grand opening signs	Permit shall be valid for 30 days	Businesses on lots not adjacent to arterial streets without monument signs may have a permit for 60 days	Supportive - Increase the duration from 30 days to 60 days for all new businesses (not just those with limited visibility)
	No feather signs allowed	Businesses may use one Village-issued, Hanover Park branded “now open” feather sign	Supportive of Village-issued feather signs – 1 per new business, for a 30-day period with a refundable deposit, with Village-branding, saying ‘Now Open’. Will go to show Village supporting new business, and control quantity and quality.
Sec. 6-8. Permitted signs in business districts	End units of shopping centers may have an additional wall sign	Shopping centers may install a directory sign on the ends of shopping centers.	Supportive of directory wall-sign for shopping centers with short side facing major street.

