



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 *June 18, 2026 AT 5:30 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, June 18, 2026
5:30 p.m.**

AGENDA

- 1. CALL TO ORDER – ROLL CALL**
- 2. ACCEPTANCE OF AGENDA**
- 3. DISCUSSION ITEMS**
 - a. Sign Code Amendments
 - b. Municipal Campus Master Plan
- 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 Amendments

ACTION

REQUESTED: ☐ Approval ☐ Concurrence ☒ Discussion ☐ Information

MEETING DATE: June 18, 2026 – Board Workshop

Executive Summary

At the May 21st Workshop, staff presented potential amendments to the Village's Sign Code, balancing business visibility needs with community aesthetics and public safety. These proposed amendments were also reviewed and supported by the Economic Development Committee. Based on the Village Board's discussion, staff has prepared an Ordinance for the Village Board's discussion and consideration.

Discussion

Proposed Temporary Signage Amendments

- *"Coming Soon" Signs:* It is proposed to allow "Coming Soon" signs for 60 days following the application and zoning approval of a Business License. The Zoning Administrator may also grant one 30-day extension. Additionally, size requirements have been clarified, depending on whether these are banners, free-standing or window signs.
- *Special promotion signs:* The duration is proposed to be extended from four 10-day periods to four 15-day periods, two of which can be combined for a 30-day special event. New businesses (within 1 year of receiving their Final Certificate of Occupancy) may receive an additional 30-day permit for a total of 60-days.

Proposed Shopping Center Directory Signs

Staff is recommending allowing certain shopping centers to install building-mounted directory signs where existing site conditions limit visibility from major roadways:

- Shopping centers may install a directory sign on an end unit, provided the total sign area does not exceed 50 percent of the total permitted shopping center freestanding sign area. A business may have a separate sign on the same frontage as the directory as long as it is not in addition to a sign within the directory.

Proposed Pilot Program - Feather Signs

While feather signs are currently prohibited under the Sign Code, during the Workshop, the Village Board was supportive of a 1-year pilot program for Village-issued feather signs.

The proposed pilot would allow qualifying new businesses in the B-1 and B-2 districts to use one Village-issued feather sign for up to 30 days, subject to a refundable deposit and operational requirements.

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 3 to 5 new businesses per month at most.

The proposed Ordinance enables this as a pilot program until July 31, 2027, with the ability to extend at the discretion and approval of the Village Board.

Clarification of Placement of Signs

The Sign Code prohibits placement of signs on fences, except "No Trespassing" and "Beware of Dog" signs. Typically, construction signs are also located on construction fences providing information about proposed development. 'Construction signs, excluding Real Estate' signs, have been added to Section 6-4.

Recommended Action

Staff is requesting feedback regarding the proposed amendments to the Ordinance.

Attachments: Redlined Ordinance
 Directory Sign Mockup

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

ORDINANCE NO. O-26-

AN ORDINANCE AMENDING CHAPTER 6, THE HANOVER PARK SIGN CODE, OF THE MUNICIPAL CODE OF THE VILLAGE OF HANOVER PARK

WHEREAS, the Village of Hanover Park is a home rule unit by virtue of the provisions of the 1970 Constitution of the State of Illinois and may exercise and perform any function pertaining to its government and affairs including adoption of this Ordinance; now, therefore,

BE IT ORDAINED by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

SECTION 1: That Chapter 6 of the Municipal Code of Hanover Park, as amended, be and is hereby amended to read as follows:

Sec. 6-3. - Definitions.

Coming soon sign. A temporary sign advertising the commencement of an approved business, service or activity.

Going out of business sign. A temporary sign advertising the termination of a business, service or activity.

Directory Sign. A wall sign designating several tenants in a shopping center.

Sec. 6-4. - Prohibited signs

(b) Prohibited placement of signs.

(2) Signs affixed to fences and railings, except "No Trespassing", "Beware of Dog", and "Construction", excluding "Real Estate" signs in accordance with all other applicable sections of this article.

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Sec. 6-5. Temporary signs.

(a) *Temporary signs not requiring permits.* The following types of temporary signs do not require permits, but must conform with all other requirements of this article. These signs are permitted in districts where specified.

- (1) *Government signs.* Of any type, number area, height, location, or illumination as specified by law or statute.
- (2) *Political signs.* Shall not exceed six square feet per side of each sign and 36 square feet per lot, posted on private property, provided that said signs are removed from non-residential properties no more than seven days after the election or activity to which they pertain.
- (3) *Real estate signs and construction signs.* Not exceeding one double-faced sign per street on which the property fronts. Such signs shall not be illuminated, must be removed seven days following the closing of the sale or lease or the completion of construction, and shall not exceed the following size restrictions:
 - a. For residential, historic, and limited office districts: Six square feet per side.
 - b. For commercial districts: 24 square feet per side.
 - c. For industrial districts: 48 square feet per side.

- d. For vacant land, zoned R single-family residence district, greater than five acres in size: 48 square feet per side.
- (4) *Civic event signs.* Shall not exceed 40 square feet in area per side and a maximum of one double-faced sign per street on which the property fronts. Civic event signs shall be posted no earlier than 30 days prior to the event and shall be removed no more than seven days following the event.
- (5) *Garage sale signs.* Not exceeding six square feet in area per side and four feet in height. One garage sale sign is permitted per frontage at the garage sale location. The sign must be displayed on private residential property and must identify the address and dates of the sale. Off-site signs shall only be permitted on private property with the consent of the owner of the property where the sign is placed. Signs may be displayed only one day prior to or during the sale.
- (6) *Temporary window signs.* Not exceeding 50 percent of the window area.
- (7) *Open house signs.* Shall not exceed one double-faced sign and six square feet per side. The sign must be located on the property offering the open house. Additional double-faced signs, not exceeding six square feet per side, may be located on private property with the consent of the property owner at the nearest intersection to the property holding the open house. Said signs shall be posted only during the hours the house is open.
- (8) *Corporate flags.* In districts where permitted and in accordance with the following requirements:
- One corporate flag shall be permitted per business, not to exceed 20 square feet in area.
 - The flag shall be flown from a permanently mounted flagpole. The height of the flagpole shall not exceed 20 feet or the height of the building, whichever is lower.
 - Governmental flags may be flown on the same pole as a corporate flag.
 - Faded or torn flags shall be removed, replaced, or repaired to original condition.
- (9) *Light pole banners.* Only in shopping centers, and as permitted below:
- Banners shall not exceed 96 inches in length and 33 inches in width.
 - A maximum of two banners are permitted per pole.
 - The banners shall not advertise any products, but may include the name and logo of the shopping center or businesses within the shopping center.
 - Faded or torn banners shall be removed, replaced, or repaired to original condition.
 - A minimum eight-foot vertical clearance shall be maintained for all light pole banners.
- (10) *Help wanted signs.* Located on private property, shall not exceed one double-faced sign per street frontage, and not exceeding the following size restrictions:
- Six square feet per side in residential, historic and limited office districts.
 - Twenty-four square feet per side in business districts.
 - Forty-eight square feet per side in industrial streets [districts].
- (11) *Going out of business signs.* One sign, not to be displayed more than 90 days before the termination date of the business. The sign must be displayed on private property and may be no more than 40 square feet if a banner or 24 square feet per side if free-standing.
- (12) *Model subdivision signs.* Shall not exceed 150 square feet in area and must be located on the development premises. The sign must be removed when the last lot is sold.
- (13) *Model signs.* Not exceeding one double-faced sign per model, six square feet per side, and must be removed when the last model is sold.

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(14) Coming soon signs. One sign, not to be displayed for more than 60 days, following the application and zoning approval of a business license. The Zoning Administrator may grant one 30-day extension. Signs may be no more than 40 square feet if a banner or 24 square feet per side if free-standing. Additional window signs must follow all other window sign regulations in this chapter.

(b) *Temporary signs requiring permits.*

(1) Special promotion signs for:

a. *Businesses not located within a shopping center:*

1. A maximum of four permits shall be issued to businesses located on shopping center outlots and all other businesses not located within a shopping center each calendar year. Each permit shall be associated with only one temporary sign. No more than one temporary wall banner can be permitted per business at one time.
2. Each permit shall be valid for not more than fifteen consecutive days, and two, fifteen-day periods may be held consecutively. There shall be a gap of at least 30 days following a 30-day period prior to another permit for a temporary sign being issued. Businesses may, during their first year after receiving a Final Certificate of Occupancy, receive an additional 30-day permit.
3. The applicant shall post a \$100.00 cash bond as part of the permit to ensure the removal of the signs when the permit expires. Failure to remove the signs shall result in the forfeiture of the bond and other enforcement action.
4. Temporary wall banner signs must be located on the same zoning lot as the subject business and can be up to 40 square feet in the aggregate by right. Larger banners may be permissible based upon building frontage and setback as follows:

Building Setback from Property Line (feet)	Maximum Sign Area Per Lineal Foot of Building Frontage
0—100	1.00 sq. ft. to 1 ft.
101—200	1.25 sq. ft. to 1 ft.
201—300	1.50 sq. ft. to 1 ft.
301—400	1.75 sq. ft. to 1 ft.
401—500	2.00 sq. ft. to 1 ft.
Over 500	2.25 sq. ft. to 1 ft.

b. *Businesses located within a shopping center:*

1. Each individual business in a shopping center shall be permitted three permits each calendar year.
2. Each permit shall be valid for not more than fifteen consecutive days, and the two fifteen-day periods may be held consecutively for a total of 30 days. Each permit shall be associated with only one temporary sign. Only one temporary wall banner shall be permitted per business at one time. Businesses may, during their first year after receiving a Final Certificate of Occupancy, receive an additional 30-day permit. 3. If more than three businesses display permitted special promotion signs concurrently, it shall be considered a shopping center-wide event.

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4. Each shopping center shall be permitted three shopping-center-wide events per calendar year, in addition to the individual business special promotion events. Each event shall not exceed more than ten consecutive days.
5. Temporary wall banner signs must be affixed to the wall of the subject business and can be up to 40 square feet in the aggregate by right. Larger banners may be permissible based upon building frontage and setback as follows:

Building Setback from Property Line (feet)	Maximum Sign Area Per Lineal Foot of Building Frontage
0—100	1.00 sq. ft. to 1 ft.
101—200	1.25 sq. ft. to 1 ft.
201—300	1.50 sq. ft. to 1 ft.
301—400	1.75 sq. ft. to 1 ft.
401—500	2.00 sq. ft. to 1 ft.
Over 500	2.25 sq. ft. to 1 ft.

6. The applicant shall post a \$100.00 cash bond as part of the permit to ensure the removal of the signs when the permit expires. Failure to remove the signs shall result in the forfeiture of the bond and other enforcement action.
7. Written permission from the landlord or manager of the shopping center is required before a permit is issued.

(2) Grand opening signs shall conform to the following regulations:

- a. For the grand opening of a new business, one special promotion sign permit may be issued. The permit shall be valid for a maximum of ~~60 days and must be issued within 120 days from the date of issuance of the business license.~~
- b. The applicant shall post a \$100.00 cash bond as part of the permit to ensure the removal of the signs when the permit expires. Failure to remove the signs shall result in the forfeiture of the bond and other enforcement action.
- c. Grand opening signs must be located on the same zoning lot as the subject business and can be up to 40 square feet in the aggregate by right. Larger banners may be permissible based upon building frontage and setback as follows:

Building Setback from Property Line (feet)	Maximum Sign Area Per Lineal Foot of Building Frontage
0—100	1.00 sq. ft. to 1 ft.
101—200	1.25 sq. ft. to 1 ft.
201—300	1.50 sq. ft. to 1 ft.
301—400	1.75 sq. ft. to 1 ft.
401—500	2.00 sq. ft. to 1 ft.
Over 500	2.25 sq. ft. to 1 ft.

- d. In addition to other approved grand opening signs, a business may be granted use of a temporary, Village-issued "now open" sign with the posting of a \$250 refundable deposit for a maximum of 30 days. The style and design of the sign shall be at the discretion of the Village.

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This Village-issued sign program shall be in place until July 31, 2027. The program may be extended at the discretion and approval of the Village Board.

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Sec. 6-8. Permitted signs in business districts.

- (b) *Permitted permanent signs for businesses located within shopping centers.*
- (2) Wall signs shall comply with the approved shopping center sign plan and the following requirements:
- f. End units on shopping center buildings shall be permitted a second wall sign on an additional building face, provided the sign area does not exceed 50 percent of the sign area permitted on the alternate building frontage. Shopping centers may also install a directory sign on an end unit, provided the total sign area does not exceed 50 percent of the total permitted shopping center freestanding sign area. A business may have a separate sign on the same frontage as the directory as long as it is not in addition to a sign within the directory.

SECTION 2: Any person, firm or corporation violating any provision of this ordinance shall be fined not less than seventy five (\$75.00) dollars nor more than one thousand five hundred (\$1,500.00) dollars, and each day a violation continues shall be considered a separate violation.

SECTION 3: That each section, paragraph, sentence, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance nor any part thereof, other than the part affected by such decision.

SECTION 4: That except as to the amendments heretofore mentioned, all chapters, sections, paragraphs, and subparagraphs of the Municipal Code of Hanover Park shall remain in full force and effect.

SECTION 5: That this Ordinance shall, by authority of the Village Board of the Village of Hanover Park, be published in pamphlet form. From and after ten days after said publication, this Ordinance shall be in full force and effect.

ADOPTED this day of , 2026, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: _____
Rodney S. Craig
Village President

ATTESTED, filed in my office, and
published in pamphlet form this
day of _____, 2026.

Kristy Merrill, Village Clerk



Mock-up of a Directory sign on the short side of Greenbrook Shopping Plaza (pl ignore the round shopping bag icon on wall)







Hanover Park ^{USA}

AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Courtney Sage, Interim Village Manager
T. J. Moore, Director of Public Works

SUBJECT: Village Master Campus Plan

ACTION

REQUESTED: ☐ Approval ☐ Concurrence ☒ Discussion ☐ Information

MEETING DATE: June 18, 2026 – Board Workshop

Executive Summary

As part of the Strategic Plan, the implementation of a Campus Master Plan was identified as a necessary objective. Staff will provide an overview of the goals of a Village Campus Master Plan. A request to approve a Master Planning Services Agreement is included on the regular Board meeting agenda following the Workshop.

Discussion

The need for a new Village Hall and Public Works facility was highlighted in the approved FY2025-FY2029 Strategic Plan. It has been identified that both buildings have reached a point where future renovations present a poor return on investment due to their age and structural limitations.

Although the 50-year-old Village Hall is structurally sound due to its concrete and block construction, modernizing the facility to meet current building and accessibility codes presents prohibitive financial hurdles.

- **Accessibility Compliance:** Updating just four bathrooms on the first and second floors (west side) to meet modern ADA accessibility codes in 2023 was estimated at approximately \$800,000. The high cost is driven by the difficulty of modifying the building's block construction and relocating primary electrical conduits.
- **Elevator Replacement:** Future building updates will require expanding the elevator cars to meet modern standards, which necessitates the installation of an entirely new elevator shafts. While architectural services are required to finalize this estimate, the projected costs are prohibitively high and prompt the consideration of alternative facility options.
- **Inefficient Space Utilization:** Although the building possesses a large geometric square footage, the functional workspace is highly restricted. Excessive hallways and poor layout limit the overall usable space for employees and operations.

Agreement Name: Agreement Approval for Municipal Campus Master Planning Services

Executed By: Courtney Sage

Board Workshop
June 18, 2026 Pg. 14

- **Legacy Police Department Infrastructure:** The building was originally designed as a dual-use facility with the Police Department. Following the police relocation, reconfiguring the vacant space has proven structurally unfeasible. For example, the former jail cells are integral to the west wing's structural integrity. Removing them would require removing the roof, which would be tantamount to tearing down that portion of the building.
- **Lack of Public Amenities:** The facility lacks adequate first-floor public spaces, such as a dedicated community room. The existing Board Room is not well-suited for general community use, leaving a gap in public service amenities of which there is a demonstrated need.

The current Public Works facility has far exceeded its useful life and no longer meets the operational needs of the Department or the community.

Key challenges include:

- **Fleet Maintenance Limitations:** The Public Works garage was not originally designed to accommodate Fire Department apparatus. As a result, the Village's largest fire vehicles cannot be serviced indoors, and even smaller fleet vehicles operate with only inches of clearance when navigating the garage bays. Furthermore, standard Public Works vehicles have become larger and more specialized, rendering the current indoor repair space inadequate to meet modern needs. The low door clearances of the Butler Building, fleet garage, and water garage artificially restrict the Village's equipment purchases, forcing staff to specify specialized equipment solely to navigate these outdated facility constraints.
- **Space and Staffing Constraints:** The current lunchroom is a repurposed garage, lacking proper electrical power and facilities, and is not large enough for the entire department. Additionally, storage closets are actively being used as office space for part-time staff because there is no room left for expansion. The exterior "yard space" required for daily Public Works operations, such as storing pipes, streetlights, water appurtenances, and excavation spoils, is very tight, especially when the need to move fire vehicles to the fleet garages and fuel island is taken into account. The Village currently uses the property at the Bayside Lift Station for some storage. This creates severe operational inefficiencies.
- **Inadequate Locker Rooms:** The facility's locker rooms cannot be expanded. This poses a severe issue for the women's locker room, as the Village continues to employ more female personnel than was contemplated when the building was constructed. Even minor modifications to the facilities would require significant upgrades to meet modern building codes, meaning that the locker & bathrooms have been largely untouched for 40 years and are in severe need of updating.
- **Failing Infrastructure ("Butler Building"):** The existing street garage, a prefabricated steel building, was designed for an approximate 20-year lifespan but has now been in use for over 30 years. Despite robust preventive maintenance, prolonged exposure to road salt is actively corroding the structure, making future failure inevitable.

The Master Plan will evaluate two primary alternatives:

1. Constructing a new Village Hall in the Village Center and building a new Public Works facility on the site of the current Village Hall and Public Works campus.
2. Construct Village Hall and Public Works buildings at the existing site, with construction designed to meet the operational needs of both Village and Public Works staff — whether combined into a single facility or maintained as two separate buildings.

During this process, the consultant will prepare a Needs Assessment Report, develop a Facility Program Report, prepare conceptual site planning, and prepare preliminary budget estimates and implementation timelines. The resulting Master Plan Report will assist in making a final recommendation to the Village Board for next steps, if the Board wishes to pursue the construction of new facilities.

A representative from Leopardo Construction will be in attendance to present information about the Master Campus Plan process and answer the Village Board's questions.

Recommended Action

This information is being provided for discussion.

Attachments:

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

☐	Minority Owned Business
☐	Woman Owned Business
☐	Veteran Owned Business
☐	LGBTQ+ Owned Business
☐	Disability Owned Busine
☒	Not Applicable