

DIVISION 14 - COMMUNITY DESIGN STANDARDS

SECTION 15.14-1 - PREAMBLE. It is the general purpose and intent of this Code to foster the use and development of land in an orderly manner by both private and public interests with special consideration given to the appearance of the community as a result of such development. It is recognized that the appearance of property has a direct bearing on the economic value of such property and also the economic value of adjacent and surrounding property. The appearance of a single property affects not only surrounding property, but the cumulative affect is to enhance or diminish the beauty of the entire Town, and consequently the values of property within the Town.

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

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

- A. To provide for the orderly and functional arrangement of land uses and buildings.
- B. To establish standards for the orderly development or redevelopment within the Town of Normal.
- C. To permit public involvement in the planning of private land uses which have the potential for significant impact on the use and enjoyment of surrounding property or on the public resources and facilities of the Community.
- D. To conserve and protect the taxable value of land and buildings in the Town of Normal.
- E. To protect the air, water and land resources within Normal from the hazards of pollution and misuse.
- F. To protect land and buildings from natural hazards including flooding, erosion and fire.
- G. To preserve, protect and encourage the development of buildings, groups of buildings and development sites of distinguished architectural character and appearance.
- H. To avoid the deterioration of the health, sanitation, safety, and public welfare brought about by poor planning and by indiscriminate and unregulated construction of inferior and unsuitable buildings.

SECTION 15.14-2 – APPLICATION.

A. This Division shall apply to all new development in the following Zoning Districts, which development requires the issuance of a permit by the Town of Normal. The application of this Division to sites developed prior to 12/1/03 is explained in SEC. 15.14-2(B) below. Development does not include interior building repairs or modifications. No permit shall be issued except upon approval of the development plan in conformance with the procedures and standards set forth in this Division. Maintenance standards in this Division apply to all development approved pursuant to this Division. Zoning Districts which are subject to this Division are as follows:

1. R-1AA – Single Family Residence District
2. R-1A – Single Family Residence District
3. R-1B – Single Family Residence District
4. R-2 Mixed Residence District
5. R-3A – Medium Density Multiple Family Residence District.
6. R-3B – High Density Multiple Family Residence District.
7. C-1 – Office District.
8. C-2 – Neighborhood Shopping District.
9. C-3 – Community/Regional Shopping District.
10. B-1 – General Business District.
11. M-1 – Restricted Manufacturing District.
12. M-2 – General Manufacturing District
13. S-2 – Public Lands and Institutions District

B. Exceptions.

1. In the R-1AA, R-1A, R-1B and R-2 Districts, this Division only applies to the development that involves a Special Use Permit or a Planned Unit Development.
2. Hard surfaces dedicated to equipment, product, or merchandise storage are exempt from the parking lot interior landscaping requirements set forth in SEC. 15-14-7(G).
3. The M-2 district is excluded from the Building Design Standards established in SEC. 15.14-7(A).
4. The M-1 district is excluded from the following Building Design Standard: SEC. 15.14-7(A)(6)(d) – Rooflines.
5. Sites developed prior to 12/1/03 must come into compliance with the landscaping provisions of this Division to the extent that the site is altered. In order to establish the number of plantings required, the site perimeter adjacent to the site alterations will be measured. The baseline tree and shrub requirements set forth in SEC. 15.14-7(D) shall be calculated based on that perimeter. The plantings required will then be installed on the site where plantings are deficient, including along public right-of-way, in areas

that screen parking, and within the parking lot. If a parking lot is being resurfaced as part of the project, it must come into compliance with the interior parking lot landscaping standards of this Division.

Adding or replacing signs shall not trigger compliance with the entire Division. However, new freestanding signs must be landscaped around the base.

(Entire SEC. 15.14-2 Amended 1/20/04 by Ord. No. 4926)(SEC. 15.14-2 Amended 9/20/10 by Ord. No. 5349)

SECTION 15.14-3 – COMMUNITY DESIGN REVIEW COMMITTEE.

- A. Creation. The City Manager is hereby authorized to appoint a Community Design Review Committee composed of Town staff. The number and term of employees serving on the Community Design Review Committee shall be at the City Manager's discretion. However, the Zoning Administrator and Town Planner shall serve on the Committee.
- B. Authority. The Community Design Review Committee shall establish its own rules of order and shall have authority to review proposed development plans as provided in this ordinance.
- C. Waiver. The Community Design Review Committee may waive any of the standards and submittal requirements of this Division where such standards and submittals are not necessary to review a proposed development.

SECTION 15.14-4 – DEFINITIONS

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

APPEARANCE – The outward aspect visible to the public.

APPURTENANCES – The visible, functional objects accessory to and part of buildings.

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

ARCHITECTURAL CONCEPT – The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, which produces the architectural character.

ARCHITECTURAL FEATURE – A prominent or significant part or element of a building, structure, or site.

ARCHITECTURAL STYLE – The characteristic form and detail, as of buildings of a particular historic period.

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

BRIGHT OR BRILLIANT COLORS - Highly saturated chroma as defined in the Munsell System of Color Notation.

COHESIVENESS – Unity of composition between design elements of a building, or a group of buildings, and the landscape development.

COMPATIBILITY – Harmony in the appearance of two or more buildings, structures, and landscape developments in the same vicinity.

CONSERVATION – The protection and care which prevent destruction or deterioration of historical or otherwise significant structures, buildings, or natural resources.

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

DECORATIVE SCREEN – A wall or fence intended to partially or entirely cut off visibility to the area behind it.

DEVELOPMENT – Both the act of changing and the state of a tract of land after its function has been purposefully changed by man, including, but not limited to, construction, exterior improvement or exterior alteration of structures on the land and alterations to the land.

EXTERIOR BUILDING COMPONENT – An essential and visible part of the exterior of a building.

FLOOD OR SPOT LIGHT – Any light fixture or lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

FOOTCANDLE – See Lumen.

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

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

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

INDIRECT LIGHT – Direct light that has been reflected or has scattered off of other surfaces.

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

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

LANDSCAPE PROFESSIONAL – One who is employed in the business of landscape sales, installation, or design and who is an Illinois Certified Nurseryman or equivalent designation.

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

LIGHT TRESPASS – The shining of light produced by a luminaire beyond the boundaries of the property on which it is located.

LIGHTING FIXTURE – The entire assembly that houses the lamp or lamps.

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

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

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

MISCELLANEOUS STRUCTURES – Structures, other than buildings, visible from public ways. Examples are: memorials, stagings, antennas, water tanks and towers, sheds, shelters, fences and walls, kennels, transformers, drive-up facilities.

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

OUTDOOR LIGHTING – Night-time illumination of an outside area or object by any man-made device located outdoors that produces light by any means.

PLANT MATERIALS – Trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.

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

RULES OF PROCEDURE – Regulations adopted by the Community Design Review Committee for the administration of duties delegated by the legislative authority.

SCREENING – Structure or planting which conceals from view from public ways the areas behind such structure or planting.

SHRUB – A multi-stemmed woody plant other than a tree.

SIGNIFICANT TREE – Any deciduous, shade-variety tree or any evergreen tree with at least a 12-inch diameter as per standard Diameter Breast Height. Trees listed in SEC. 8.7-4(A) of the Code are not significant trees, regardless of size. (Amended 9/20/10 by Ord. No. 5349)

SITE BREAK – A structural or landscape device to interrupt long vistas and create visual interest in a site development.

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

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

UPLIGHTING – Lighting that is directed in such a manner as to shine light rays above the horizontal plane of the luminaire.

UTILITARIAN STRUCTURE – A structure or enclosure relating to mechanical or electrical services to a building or development.

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

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

SECTION 15.14-5 – PROCEDURE.

- A. Submission – Any person desiring to develop property in a zoning district subject to this Division, shall file two (2) copies of a development plan with the Town Clerk in the form specified. The Development Plan shall be prepared by a professional engineer and/or architect and shall contain the name and seal of such professional engineer and/or architect. The Development Plan shall be drawn to scale. Failure of an owner or developer to provide this information in the form required shall be sufficient grounds for the Community Design Review Committee to refuse to accept the filing or reject the application at any stage in the review and approval process and, in addition, shall constitute a violation of this Code. The development plan shall at a minimum consist of the following: (Amended 9/20/10 by Ord. No. 5349)
1. A completed Application for Community Design Review.
 2. Legal Description, and the Parcel Identification Number for the all of the property included in the development plan.
 3. Name, address and phone number of the owner or owners of record of all property described in the Development Plan; name, address and phone number of the developer of the property described in the Development Plan; name, address and phone number of the registered professional engineer and/or architect preparing any part of the Development Plan or supporting material; name, address and phone number of attorneys representing the owners and/or developers.

4. Existing Conditions. Survey maps and drawings indicating existing conditions prepared by a Registered Illinois Land Surveyor or Licensed Professional Engineer showing the boundary lines, the location and perimeter of any area designated as its Special Flood Hazard Area as defined in Chapter 28 of the Municipal Code. Specific identification, location and dimensions, if applicable, of the following located within or within fifty (50) feet of the area included in the Development Plan: rights-of-way, lots of record, streets, roadways, driveways, curb cuts, drainage ways improved or unimproved, trees (sizes, species and location), walkways, sidewalks, parking areas, light poles, light fixtures, public easements, private easements, railroad rights-of-way, section lines, corporate limit lines, public parks, schools and other public lands, buildings and structures to remain on the property and buildings and structures to be removed.
 5. Proposed Development. Surveys, maps, plans and drawings of proposed development. A Registered Land Surveyor or Registered Professional Engineer, or Licensed Architect shall prepare graphic presentations of the following: rights-of-way, interior and exterior streets, interior and exterior roadways, street and roadway names, alleys, walkways, sidewalks, public easements, private easements, lots, outlots, setback lines, public parks or areas to be designated as common public space, other areas proposed for dedication or reservation to the public, railroad crossings and rights-of-way, bridges, size, location, type of construction and proposed use of all proposed buildings and structures, location and composition of all landscaping material and screening material, general parking plan and direction of traffic flow, location and dimension of curb cuts, sign plan (see SEC. 15.13 for the sign code provisions), lighting plan (see SEC. 15.14-7(G) for lighting plan requirements), preliminary drainage plan, detailed elevation drawings of all sides of the proposed construction or renovation and a list of building materials and color samples for the building exterior, and for all freestanding and building signs. A Landscape Professional shall prepare, or certify a landscape plan for the site. See SEC. 15.14-7(I) for landscape plan requirements.
- B. The Community Design Review Committee shall have authority to waive submittal of any of the previously listed elements for projects only involving the renovation of existing structures. The information described above is deemed to be a minimum and applicants may be requested to supply additional information for appropriate review.
 - C. Committee Notification. Upon receipt of a completed application for Community Design Review and submission of the complete Development Plan, the Town Clerk shall forward copies of all application materials to the members of the Community Design Review Committee.
 - D. Application Review. Upon complete submission of the development plans to the Town Clerk, a review shall begin.

- E. Community Design Review Committee Meeting. In reviewing the proposed development plan, the Committee shall apply the design guidelines set forth in this Division. If the Committee finds that the applicant has complied with all of the design guidelines, the Committee shall approve the development plan. If the Committee finds that the applicant has not complied with all of the design guidelines, the Committee may take one of the following actions:
1. Issue a conditional approval of the development plan, in which the applicant agrees to implement all additional design elements and to remove all rejected design elements as required by the Committee;
 2. Issue a conditional approval of the development plan in which the applicant must, prior to beginning the project, obtain variances from the Zoning Board of Appeals or Town Council through the applicable variation review procedures established in this Division or this Code; or
 3. Deny the application entirely. An application denied entirely shall be considered a decision of the Zoning Administrator or Building Commissioner, subject to the appeal process in SEC. 15.12-3 of this Code.

In the event the Community Design Review Committee requires additional documentation or material in order to conduct its review, the Community Design Review Committee may continue its consideration of the application for a period not to exceed ninety (90) days without the consent of the applicant.

- F. Decisions of the Community Design Review Committee. Within five (5) days of the close of review by the Community Design Review Committee, the Committee shall notify the applicant in writing of its decision regarding the proposed development plan.

SECTION 15.14-6 – EXPEDITED REVIEW PROCESS

- A. Notwithstanding the procedure set forth above, an applicant may seek expedited review for the following:
1. Permits issued for any exterior development as follows;
 - a. R3A or R3B, \$7,500.00 or less
 - b. B1, C1, C2, M1, \$15,000.00 or less
 - c. C3 or M2, \$25,000.00 or less
 2. Repair or rehabilitation work in which like materials will be used.
 3. Improvements that are not visible from a public way.
 4. Emergency situations in order to protect persons and/or property from significant injury or damage.

- B. Application and Notice. Upon receipt of an expedited review application, the Town Clerk shall immediately forward such application to a representative of the Community Design Review Committee. The representative shall review the application within three days of the submittal.
- C. Expedited Review. When conducting an expedited review the representative of the Community Design Review Committee shall be governed by the design guidelines in this Division and shall determine whether or not the proposed construction permanently and significantly alters the exterior appearance of a structure. If in the opinion of the representative the exterior appearance of the structure is significantly and permanently altered, the applicant shall be referred to the full Community Design Review Committee and the process for full review shall apply. As used herein significantly and permanently altered means a repair that results in a change in fifty (50%) percent or more of the exterior of a structure or a change in less than fifty (50%) percent of the exterior of a structure but such change results in a design appearance which should be avoided as provided in the design review standards and either change is expected to last more than ninety (90) days.
- D. Expedited Decision. If the representative determines that the proposed construction activity does not significantly and permanently alter the exterior of the structure, the representative shall note his/her approval on the application.

SECTION 15.14-7 – Standards for Design. The purpose of these standards is to establish a checklist of those items that affect the physical aspect of the Town environment. Pertinent to appearance is design of the site, building, and structures, planting, signs, street hardware, lighting, and miscellaneous other objects which are observed by the public. These standards are not intended to restrict imagination, innovation, or variety, but rather to assist in focusing on design principles that can result in creative solutions that will develop a satisfactory visual appearance within the Town.

- A. Building Design – Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design in relationship to surroundings. All new construction of buildings and all alterations, modifications, and improvements to existing buildings shall meet the following standards:
 1. Building components shall be proportional and relational to one another.
 2. Bright or brilliant colors shall be for accent and limited to 25% of the building facade.
 3. Building design shall be visually attractive. Variety of detail, form, or siting may be used to provide visual interest by using the following or an equivalent design element:
 - a. Roof treatment
 - b. Wall and facade treatments

- c. Building theme or style
 - d. Artistic elements
 - e. Innovative stormwater design
 - f. Site and building lighting treatment
 - g. Window or wall opening treatment
 - h. Building entry treatment
 - i. Decorative glass
 - j. Accent materials or colors
 - k. Courtyards
4. Mechanical equipment or other utility hardware on roof, ground, or buildings, shall be screened from public view with materials harmonious with the building, or they shall be located so as not to be visible from any public ways.
 5. Refuse and waste removal areas, service yards, storage yards, and exterior work areas shall be screened from view from public ways as required in SEC. 15.4-5(E).
 6. Monotony of design in single or multiple building projects shall be avoided by incorporating the following design features:
 - a. Facade Articulation. No building wall or roofline that faces a public street or connects a pedestrian walkway shall have an uninterrupted length exceeding fifty percent of the length of the building wall.
 - b. Building Entries. Each building shall have a clearly defined, prominent, primary entrance that features at least two of the following or equivalent design elements:
 - (1) Canopies and awnings
 - (2) Porticos, arches, pillars
 - (3) Decorative doors
 - (4) Entry recesses or projections
 - (5) Raised cornice, parapets
 - (6) Peaked roof forms
 - c. Multi-Sided Facade Treatment. Each building shall incorporate similar material types and design elements on all sides of a building. Facades fronting a public way (excluding alleys), or adjacent to residential zoning shall incorporate at least two of the following elements or equivalent design elements: (Amended 9/20/10 by Ord. No. 5349)
 - (1) Change in wall plane
 - (2) Mix of building materials
 - (3) Decorative building materials

- (4) Decorative windows or doors
 - d. Rooflines. Rooflines exceeding 75' in length fronting a public way, or adjacent to residential zoning shall have incorporate one of the following elements:
 - (1) Change in roof plane
 - (2) Mix of roof styles
 - (3) Architectural or decorative roof materials
 - (4) Dormers, gables, gable vents, mansards
 - (5) Cupolas, steeples, clock tower
 7. Canopies covering gas station pumps, bank facilities, or other drive-through facilities.
 - a. Canopies may have a clearance of no more than 15 feet, and the overall height of canopies may not exceed 20 feet.
 - b. The square foot area of a canopy may be no greater than 450 square feet per parking space at regular gas pumps. Spaces next to special pumps, including pumps dedicated to diesel or propane, may not be factored into the calculation.
- B. Relationship of Building to Site.
1. Unless otherwise provided by variance or code waiver pursuant to applicable ordinance procedures, the site shall conform to all bulk requirements of the Town Zoning Code.
 2. Newly installed utility services and service revisions necessitated by exterior alterations shall be underground.
- C. Landscape and Site Treatment. This section sets forth minimum landscaping requirements. The Morton Arboretum Tree and Shrub Handbook is hereby adopted as a guideline for appropriate plantings. This document is on file with the Town Clerk. Prohibited tree species are listed in SEC. 8.7-4(A).
1. Natural or existing topographic patterns shall be preserved and developed. Modification to topography will be permitted only where preservation is not technically feasible due to site construction, or where it contributes to improved site appearance. (Amended 9/20/10 by Ord. No. 5349)
 2. Tree Preservation Purpose and Intent. Trees are a critical part of the vegetation that serves to decrease and filter storm water runoff, to mitigate the urban heat island effect created by paved and other built surfaces, to remove pollutants from the air, to abate visual and noise pollution, and to provide habitat for wildlife. Tree removal thus increases the burden on the community to effectively address these issues. The goals of the tree

preservation provisions are to reduce tree loss during development, to reduce damage to standing trees during construction, to provide for replacement of trees lost during construction, to provide for the planting of trees where none occurred previously, and to provide for the maintenance of preserved trees after construction is completed.

3. Preservation and Replacement. On properties developed prior to 12/1/03, all healthy significant trees on a site shall be preserved where feasible. No tree shall be removed until the Town determines it is not a healthy significant tree. Where preservation is not feasible, significant trees that are removed must be replaced on-site. Trees on sites with a landscaping plan approved after 12/1/03 may not be removed unless the Town determines the tree is unhealthy or a hazard, regardless of size. (Amended 9/20/10 by Ord. No. 5349)
4. Replacement Tree Location. It is preferred that all replacement trees be planted on site; however, where this is not feasible, the applicant can pay a fee in lieu of the replacement tree as per SEC.15.14-7(D)(3).
5. Tree Replacement Requirements. For every significant tree removed from a site there shall be a tree replacement at a ratio of 1:1. All new trees must be at least 4" caliper, and all of them offset the original baseline number of trees required on site. (Amended 9/20/10 by Ord. No. 5349)
6. Existing Landscape Material. Where vegetation exists along a site's perimeter and provides a screen to adjacent properties, such vegetation shall not be removed unless the Town finds the vegetation to be unhealthy. If the Town approves a new landscaping plan for the perimeter, the new plantings must be phased into the existing vegetative screen so as to maintain a continuous screening effect for neighboring properties.

D. Site Landscape Requirements.

1. Landscape Plan Requirements. For development under this ordinance landscape plans shall be prepared or certified by a Landscape Professional. Plans shall include plant location, number, species, size and expected maturity size. Plans shall be to scale and shall include a directional arrow indicating "north."
2. Overall Landscaping Requirement. At least twenty (20) percent of the total land area of any development must be landscaped. Landscaping must be dispersed throughout the entire development and must not be concentrated in one area. Fifty (50) percent of the required landscaping must be located along streets, parking lots and yards adjoining residential zoning. With the exception of parking lot interior landscape requirements set forth hereafter, required landscape is not required to be evenly spaced throughout the development. At least fifty (50) percent of all trees planted on site, including significant trees preserved on site, must be large, shade tree species.

3. **Minimum Planting Requirements.** The purpose of this provision is to establish the minimum number of trees, shrubs and plantings required for a site. The plantings shall be used to satisfy the public frontage, parking lot perimeter and interior parking lot landscaping, and adjacent residential requirements. Significant trees preserved on site shall count toward the number of trees for the site. Shrubs may be replaced with ornamental grasses or perennials (ground cover plantings not included); however, such replacement shall not exceed 50 percent of the required number of shrubs. The following ratios shall be used:

- a. One Acre or Less: (1) tree and (5) shrubs for each 100' of perimeter lot footage
- b. Over One Acre but Less than Five Acres: (1) tree and (5) shrubs for each 50' of perimeter lot footage
- c. Five Acres or Greater: (1) tree and (5) shrubs per 33' of perimeter lot footage

At the election of the property owner, up to 25% of the plantings may be planted with the owner paying the fee in lieu explained below. Also, when planting on-site is not feasible, as determined by the Committee, the applicant shall pay a fee in lieu to the Town of Normal. The fee in lieu will be used to pay for a comparable planting on Town property. The fee schedule is as follows:

Large shade tree	\$500, except when the tree is in lieu of significant tree replacement; then the fee shall be \$250 per shade tree.
Ornamental Tree	\$300
Evergreen	\$300
Shrub	\$75
Ornamental Grass	\$30
Perennial	\$30

4. **Detention/Retention Basins and Ponds.** Detention/retention basins located on the same lot as the development or within a Planned Unit Development may be counted toward the overall green space required on a site. Detention basins and ponds shall be landscaped along the perimeter of the high water level of the basin or pond. Such landscaping shall include at least one shade or ornamental tree per 50 lineal feet, and a combination of evergreens, shrubbery, hedges and/or other live planting materials. At least 50 percent of the trees surrounding the detention/retention basins and ponds must be medium- to large-sized, long-lived shade trees.

5. Screening of service yards, mechanical equipment, and service areas shall be accomplished by use of walls, fencing, planting, or combination of these. Screening shall be effective in winter and summer. Screening of refuse areas shall comply with SEC. 15.4-5(E).

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

7. Signs. Freestanding signs must be landscaped around the base.
(SEC. 15.14-7(D) amended 9/20/10 by Ord. No. 5349)

E. Landscape Material Minimum Standards:

1. Plant Species. The selection of plant materials shall be based on the Town of Normal's climate and site conditions with a goal of promoting xeriscaping principles. Plant material shall be selected for interest in its structure, texture, and color and for its ultimate growth. Plants that are hardy, harmonious to the design, and of good appearance shall be used. See the Morton Arboretum Tree and Shrub Handbook on file with the Town Clerk. Plant diversity is required for the health of the overall landscaped area.

2. Plant Quality. All plants shall be A-Grade or No. 1 Grade and free of defects. All plants shall be normal health, height, leaf density, and spread as defined by the American Standard for Nursery Stock, ANSI Z60.1 latest available edition, or the American Association of Nurserymen. Plants shall have full, even, well-developed branching and a dense, fibrous, and vigorous root system. The Landscape Professional shall be required to submit a certificate of compliance to the Town to assure delivery and installation of the proper grade and size of materials.

3. Plant Sizes and Specifications. The following minimum sizes shall be required:

a. Canopy Shade Tree: 2.0-inch diameter breast height, balled, and burlapped, or equivalent.

b. Ornamental Tree: 1.75-inch diameter breast height, balled and burlapped or equivalent or 7 feet for a multi-stemmed tree.

c. Evergreen Tree: 6 feet high, balled, and burlapped or equivalent.

d. Shrubs: 24-inch balled and burlapped or 3-gallon minimum container size.

e. Ornamental Grasses: 2-gallon minimum container size.

f. Perennials. 1-gallon minimum container size.

F. Parking Areas and Accessways. Parking lots shall be enhanced with landscaped spaces containing trees or tree groupings as follows:

1. Parking Lot Perimeter Landscaping Applicability.

- a. The parking lot perimeter landscaping requirements shall apply to all new public and private off-street parking lots, and to expansion of existing lots of more than twenty-five (25) percent of existing spaces.
2. For existing parking lots attempting to comply with requirements of this section, a ten (10) percent reduction in the number of code required parking spaces is permitted. The reduction may be considered administratively without a public hearing or Town Council approval.
3. Minimum Parking Lot Dimensional Standards. All parking lots shall be screened from public streets, public open space, and adjacent residential properties by complying with one of the following perimeter options:
 - a. A twenty-foot (20) perimeter landscaped area shall be provided for areas along a public street. Public land may not be counted toward fulfillment of this standard.
 - b. A 15-foot to 20-foot perimeter landscaped area may be provided for yards along a public street where dense plantings with twice the required number of shrubs for the area along the street is provided. (Amended 9/20/10 by Ord. No. 5349)
 - c. An area greater than ten (10) feet and less than twenty (20) feet is allowed only if a decorative fence and twice the required number of shrubs for the area along the street is provided. The fence or parking blocks must be installed to prohibit car overhang into the landscaped area.
4. Fencing/Wall Specifications. All fencing or walls utilized to satisfy the requirements of this section shall meet the following specifications:
 - a. Ornamental metal fencing or masonry walls or masonry pillars with decorative metal fencing shall be allowed. Chain link fencing and wood fencing are prohibited for screening purposes.
 - b. Fencing or walls shall be a minimum of three (3) feet high and shall not exceed four (4) feet in height along a public street.
5. Minimum Plant Quantity. Where perimeter areas are to be landscaped, the following minimum plant materials shall be provided:
 - a. One tree for every 25 lineal feet of perimeter area, excluding driveway openings. At least half of these trees must be shade varieties. Trees may be spaced evenly or grouped. (Amended 9/20/10 by Ord. No. 5349)
 - b. A diverse combination of shrubs, grasses, and flowers throughout the area.

- c. Organic mulch, vegetative ground cover, or decorative landscape rock.

G. Parking Lot Interior Landscaping Requirements.

1. All new private and public off-street parking lots with more than forty (40) parking spaces and expansion of existing lots of more than twenty-five (25) percent are subject to the requirements of this Section. In the M-1 and M-2 Manufacturing Zoning Districts, parking lot interior landscaping requirements of this Section shall apply only to customer and employee parking areas and not storage or large truck maneuvering areas. (Amended 9/20/10 by Ord. No. 5349)
2. For existing parking lots attempting to comply with requirements of this Section, a ten percent (10%) reduction in the number of Code required parking spaces is permitted. The reduction may be considered administratively without a public hearing or Town Council approval.
3. Minimum Landscape Coverage.
 - a. Parking lots with 40 to 75 spaces shall have at least five percent (5%) of the interior lot area landscaped.
 - b. Parking lots with more than 75 spaces but less than 150 shall have at least seven percent (7%) of the interior lot area landscaped.
 - c. Parking lots with 150 parking spaces or more shall have at least ten percent (10%) of the interior lot area landscaped.
 - d. In the Parking Impact Zone interior lot area, landscaping may be reduced up to fifty percent (50%) of the above requirements.
 - e. Parking lots that provide in excess of one hundred twenty-five percent (125%) of parking spaces required by Town Code shall have at least fifteen percent (15%) of the interior lot area landscaped.
 - f. Interior parking lot landscaping shall be calculated in the following manner: multiply the number of parking spaces by 300 square feet to determine the area of the parking lot. Calculate five, seven, or ten percent (5%, 7%, or 10%) of that area to determine the interior parking lot landscaping area requirement. In the Parking Impact Zone multiply the number of parking spaces by 200 square feet to determine the area of the parking lot.
 - g. Parking lot interior includes only the parking spaces and drive aisles adjacent to the spaces.

4. Interior Landscaping Islands.
 - a. Spacing. Interior landscape islands must be evenly distributed throughout the parking lot. Required plantings shall also be evenly distributed in the islands.
 - b. Configuration and Size. Landscaped islands may be in any shape or configuration, and all landscape islands must be a minimum of two hundred (200) square feet.
5. Minimum Plant Quantity:
 - a. 40 to 150 parking spaces: 1 tree and 3 shrubs or ornamental grasses per 20 spaces.
 - b. 150 or more parking spaces: 2 trees and 5 shrubs or ornamental grasses per 20 spaces.
6. Tree Location and Quality. Trees should be distributed evenly throughout the parking lot and not clustered. A minimum of fifty (50) percent of the required trees in the parking lot interior must be canopy shade trees.

(Entire Subsection G Amended 9/20/10 by Ord. No. 5349)

H. Lighting Requirements.

1. Submission Requirements. All lighting plans must be prepared by a lighting professional. The lighting supplier shall be required to submit a certificate of compliance to the Town to verify the installation of the proper light fixtures. Lighting plans must include the following information:
 - a. A site photometric plan indicating footcandle levels at grade to the lot lines.
 - b. Specifications for all luminaires, poles, and luminaire mounting arms.
 - c. Lighting specifications including footcandle initial averages, and maximum-to- minimum uniformity ratio.
 - d. The location, mounting height, lamp intensity for all exterior luminaries.
 - e. An after hours security lighting plan indicating not more than 33% of site lighting as operational.

2. Architectural Compatibility. Outdoor lighting fixtures must be compatible with the architectural elements located throughout the development.
3. Prohibition Against Glare. Outdoor lighting may not create a glare that may be hazardous for motorists, bicyclists, or pedestrians.
4. Luminaires. In order to prevent unreasonable light pollution, any luminaire and all non-decorative, wall-mounted luminaries used for area light shall use a full cutoff luminaire positioned in a way that the cutoff effect is maximized. Tilt arms are prohibited. Decorative light fixtures must include internal louvers to minimize glare as determined by Town Staff. (Amended 9/20/10 by Ord. No. 5349)
5. Facade and Fascia Lighting.
 - a. The exterior building façade lighting power shall not exceed 0.25W/ft² of the illuminated area. Floodlights used for facade lighting may be no farther from the building than one-third (1/3) the distance of the building height. The mounting height of such floodlights shall not exceed the building height.
 - b. Fascia lighting is limited to the street-facing side of the building and may not exceed an area twice the size of the building sign.
6. Lighting Context. Outdoor lighting must consider existing light sources that impact the site and land uses that will be impacted by the lighting.
 - a. In order to prevent lighting redundancy, proposed new outdoor lighting must factor in existing light affecting the site, including light provided by public light fixtures.
 - b. All outdoor lighting shall have fixtures that shield affected residential areas and public rights-of-way from all direct light.
7. Light Levels, Luminaire Mounting Position, and Timing of Parking Areas.
 - a. Lighting levels must meet a uniformity ratio of 20:1.
 - b. Average initial light levels may not exceed 1footcandle in residential zoning districts, and shall not exceed 2footcandles in other districts regulated by this ordinance.
 - c. Light levels created by proposed new outdoor lighting shall not exceed 1fc at the property line.
 - d. Canopy lighting. All lighting under a canopy must be cutoff or recessed, with no lens dropping below the horizontal plane of the canopy. Light levels under the canopy shall not exceed an average of 25fc at grade.

- e. Display areas. Areas dedicated to the display of merchandise may have an average light level of up to 10 footcandles.
 - f. All exterior lighting shall be controlled by a photo sensor, or time switch that automatically reduces exterior lighting when sufficient daylight is available, and automatically extinguishes no more than one hour after the close of business, excluding lighting for security purposes. Site security lighting shall not exceed 33% of the luminaries. Individual luminaries may not increase intensity for security lighting purposes.
8. Lighting Exceptions.
- 1. All temporary lighting needed by the police, fire, or other municipal departments, emergency services, as well as all vehicular luminaries, shall be exempt from the requirements of this article.
 - b. All hazard warning luminaries required by law are exempt from the requirements of this article.
 - c. Recreational and outdoor event lighting is exempt only during times the lighted area is actually in use. Nonetheless, recreational and outdoor event lighting shall be installed in a way that minimizes light emitted above the horizontal and onto adjacent property.
 - d. Lighting associated with a holiday.
 - e. Other exceptions as required by law.
1. Bicycle Parking Requirements. All new developments must provide at least one (1) bicycle parking space. For lots exceeding fifty (50) automobile spaces, bicycle parking spaces shall be provided at one (1) bicycle parking space for every fifty (50) automobile parking spaces, with a maximum of twenty bicycle parking spaces required.
- J. Sign Requirements. All developments shall comply with SEC. 15.13 - Sign Regulations of the Zoning Code. Use of a low-rise sign, as defined in SEC. 15.13-4(B)(34), will count as satisfying one of the building design elements required in SEC. 15.14-7.

SECTION 15.14-8 – MAINTENANCE FOR GOOD APPEARANCE.

- 1. Site.
 - 1. Landscape materials, other than plant materials, which have deteriorated or have been damaged or defaced, shall be properly repaired or replaced.

2. Plant materials that have deteriorated or died shall be replaced with healthy plantings, or the area shall be redesigned with other treatment to provide an attractive appearance.
3. Plant materials shall be kept watered, fed, cultivated, and pruned as required to give a healthy and well-groomed appearance during all seasons.
4. Parking areas shall be kept in good repair, properly marked, and clear of litter and debris.
5. Vacant property shall be kept free of refuse and debris, and shall have the vegetation cut periodically during the growing season in order to comply with Town Code.

B. Buildings and Appurtenances.

1. Buildings and appurtenances, including signs, shall be cleaned, painted, or repaired as required to present a neat appearance.
2. Deteriorated, worn, or damaged buildings and appurtenances shall be rebuilt or replaced.

C. Building and sign illuminating elements shall be replaced as required to maintain the effect for which designed.

D. Public Property.

1. Parkway planting areas shall be maintained by the adjacent property owner or tenant in order to add to the aesthetic enhancement of the private property and the overall attractiveness of the streetscape.
2. Sidewalks, curbs and gutters, roadside berms, and other public improvements in the public right-of-way shall be repaired and maintained as necessary.
3. Refuse containers of an aesthetically satisfactory design and color should be placed in locations which will encourage their use – to avoid littering of waste materials.
4. Street hardware shall be erected and secured properly, and shall be cleaned or painted regularly to present an orderly appearance. Signs shall be treated similarly.

SECTION 15.14-9 – INCENTIVES FOR BETTER DESIGN SOLUTIONS. Excellence in design and planning which may be achieved through appropriate innovation and imaginative concepts shall be encouraged. To accomplish this, trade-offs may be offered by the Community Design Review Committee to achieve appearance standard goals. The Community Design Review Committee may advocate variances to the bulk zoning requirements for excellent designs, such as through the use of attractive low-rise signs, and development plans containing innovative and imaginative concepts.

Consideration may be given to variation in building height, required yards, and other bulk requirements, provided that such change will produce a more logical and attractive use of property, and that it will be beneficial rather than detrimental to the surrounding area and the community. Outstanding projects shall be given public recognition and adequate publicity along with citations to those responsible for their development.

SECTION 15.14-10 – OVERLAPPING JURISDICTION. Development subject to site plan review, special use review or planned unit development review, shall not be subject to the review procedures set forth in this Division, rather such review shall take place simultaneously with the site plan review, special use review, or planned unit development review. The appropriate reviewing body shall apply the standards of this Division during such review, giving deference to Community Design Review Committee interpretation and application of such standards in similar developments. In the event the substantive provisions of this Division conflict with any other codes or regulations governing construction or development in the R-3A, R-3B, C-1, C-2, C-3, B-1, M-1, M-2, or S-2 Districts, the more restrictive code or regulation shall control.

SECTION 15.14-11 - PENALTY. Any person owning or holding a possessory interest in property subject to this Division who, after notice from the Town, shall fail to conform his property to the standards provided in this Division shall be in violation of this Division and subject to the enforcement and penalty provisions set forth in Division 12 of this Code.

SECTION 15.14-12 – SEVERABILITY. It is hereby declared to be the intention of the Town Council that the several provisions of this Division are separable in accordance with the following:

- A. If any court of competent jurisdiction shall adjudge any provision of this Division to be invalid, such judgment shall not affect any other provisions of this Code not specifically included in such judgment order.
- B. If any court of competent jurisdiction shall adjudge any provision of this Division to be invalid as to a particular property, building or other structure, such judgment shall not affect the application of said provision to any other property, building or structure not specifically included in such judgment order.

(Entire Division 14 – Community Design Standards – Added 12/1/03 by Ord. No. 4914)

(Entire Division 14 – Community Design Standards – Amended 6/16/14 by Ord. No. 5548)