

Legislative Summary

Ordinance 25-17

**APPROVING TEXT AMENDMENTS TO CLARIFY VARIOUS DEFINITIONS; PROVIDE GUIDANCE FOR THE PARKING OF VEHICLES WITH LIVERY PLATES; EXTEND THE CONSTRUCTION TIMING PERIOD FOR PLANNED UNIT DEVELOPMENTS AND SPECIAL USE PERMITS; DEFINE OPPORTUNITIES FOR THE ZONING BOARD OF APPEALS TO RECEIVE INPUT FROM THE TRAFFIC SAFETY COMMISSION; PERMIT THE IN KIND REPLACEMENT OF DRIVEWAYS WITH TWO APPROACHES; AND PROVIDE GUIDANCE FOR THE INSTALLATION AND USE OF SYNTHETIC TURF AND SECURITY SHUTTERS
IN MORTON GROVE, ILLINOIS**

Introduction:	April 8, 2025
Purpose:	To approve various Text Amendments to clarify definitions; provide guidance for the parking of vehicles with livery plates; extend the construction timing period for Planned Unit Developments and Special Use Permits; define opportunities for the Zoning Board of Appeals to receive input from the Traffic Safety Commission; permit the in kind replacement of driveways with two approaches; and provide guidance for the installation and use of synthetic turf and security shutters.
Background:	<p>The Department of Community and Economic Development continuously reviews and updates the Unified Development Code (Title 12, Morton Grove Municipal Code) as needed to keep regulations current and promote predictable and desirable development. The text amendments are based on input received by Staff throughout 2024 and discussion with the Plan Commission on December 17, 2024.</p> <p>The Village of Morton Grove (“Applicant”) submitted a complete application (“Application”) to the Plan Commission under Case PC 25-03 requesting a Text Amendment to various sections of Title 12. The text amendments will accomplish the following:</p> <ul style="list-style-type: none">• Clarify various definitions and update related illustrations;• Provide guidance for the parking of vehicles with livery plates;• Extend the construction timing period for Planned Unit Developments and Special Use Permits;• Define opportunities for the Zoning Board of Appeals to receive input from the Traffic Safety Commission;• Permit the in kind replacement of driveways with two approaches; and• Provide guidance for the installation and use of synthetic turf, security shutters, solar energy collection systems, and wind energy collection systems. <p>On March 18, 2025, the Applicant appeared before the Plan Commission to present the request for approval of the Application made under Case PC 25-03. The Plan Commission requested one minor revision (the addition of the word “such” to proposed security shutter language). Based on the Application, staff report, and testimony presented at the public hearing, the Plan Commission voted unanimously (6-0, Commissioner Hussaini absent with notice) to recommend approval of all proposed text amendments with the exception of guidelines for solar and wind energy collection systems. Regulations pertaining to wind and solar energy collection systems will be included in a future text amendment after Staff has revised proposed language in response to Plan Commission comments.</p>
Programs, Dept’s, Groups Affected	Department of Community and Economic Development
Fiscal Impact:	N/A
Source of Funds:	N/A
Workload Impact:	The Text Amendment will be implemented and supervised by staff as part of their normal work activities.
Administrative Recommendation:	Approval as presented
Second Reading:	April 22, 2025
Special Consideration/Req.:	None

Submitted by: Charles Meyer, Village Administrator
Reviewed by: Zoe Heidorn, Assistant Village Administrator
Reviewed by: Teresa Hoffman Liston, Corporation Counsel
Prepared by: Brandon Nolin, AICP, Community Development Administrator

ORDINANCE 25-17

APPROVING TEXT AMENDMENTS TO CLARIFY VARIOUS DEFINITIONS; PROVIDE GUIDANCE FOR THE PARKING OF VEHICLES WITH LIVERY PLATES; EXTEND THE CONSTRUCTION TIMING PERIOD FOR PLANNED UNIT DEVELOPMENTS AND SPECIAL USE PERMITS; DEFINE OPPORTUNITIES FOR THE ZONING BOARD OF APPEALS TO RECEIVE INPUT FROM THE TRAFFIC SAFETY COMMISSION; PERMIT THE IN KIND REPLACEMENT OF DRIVEWAYS WITH TWO APPROACHES; AND PROVIDE GUIDANCE FOR THE INSTALLATION AND USE OF SYNTHETIC TURF AND SECURITY SHUTTERS IN MORTON GROVE, ILLINOIS

WHEREAS, the Village of Morton Grove (the Village), located in Cook County, Illinois, is a home rule unit of government under the provisions of Article 7 of the 1970 Constitution of the State of Illinois, can exercise any power and perform any function pertaining to its government affairs, including but not limited to the power to tax and incur debt; and

WHEREAS, the Village continuously reviews and, as it deems necessary, updates existing Municipal Codes to assure they are kept current and relevant; and

WHEREAS, the Village of Morton Grove submitted a complete Text Amendment Application to the Morton Grove Plan Commission under Case PC 25-03 to consider and recommend adoption of a Text Amendment to Title 12 of the Village of Morton Grove Unified Development Code (Ordinance 07-07) (“Application”); and

WHEREAS, the proposed Text Amendment clarifies various existing definitions; provides guidance for the parking of vehicles with livery plates; extends the construction timing period for planned unit developments and special use permits; defines opportunities for the zoning board of appeals to receive input from the traffic safety commission; permits the in kind replacement of driveways with two approaches; and provides guidance for the installation and use of synthetic turf and security shutters; and

WHEREAS, pursuant to the applicable provisions of the Municipal Code, notice of a public hearing for case PC 25-03 on March 18, 2025, was duly published in the *Morton Grove Champion*, a newspaper of general circulation in the Village of Morton Grove, on February 27, 2025; and

WHEREAS, as required by ordinance, the Village’s Plan Commission held a public hearing relative to the above referenced case on March 18, 2025, and at said public hearing, all concerned parties were given the opportunity to be present and express their views for consideration by the Plan Commission; and

WHEREAS, the Village's Plan Commission considered all the evidence and testimony presented to it, discussed the merits of the Application and made certain recommendations through a report dated April 1, 2025, which was presented to the Village Board on April 8, 2025, and a copy of that report is contained in "Exhibit A"; and

WHEREAS, the Corporate Authorities have considered this matter at a Public Meeting and find the Text Amendment, when evaluated in the context of the whole Village, serves the public good; and

WHEREAS, the Village is desirous of assuring all policies are kept current and relevant.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MORTON GROVE, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The Corporate Authorities do hereby incorporate the foregoing WHEREAS clauses into this Ordinance, as though fully set forth herein, thereby making the findings as hereinabove set forth.

SECTION 2: Title 12, Chapter 12, Section 2, Subsection B entitled, "Building Design," is hereby amended to include a new paragraph as follows:

12-12-2: BUILDING STANDARDS

B. Building Design

9. Security shutters, gates, grills, or other similar security features, as deemed applicable by the Zoning Administrator, shall not be fully opaque and shall not be affixed to the exterior of any building facade. Interior security features shall not be visible from the exterior during business hours of operation. The installation of any such security feature requires a permit to ensure that all applicable Building and Fire Codes requirements are met.

SECTION 3: Title 12, Chapter 2, Section 5, entitled, "Accessory Uses and Structures," is hereby amended to read as follows:

12-2-5: ACCESSORY USES AND STRUCTURES

B.5.b.ii Exceptions for replacement of existing nonconforming driveways:

4. For a lot line with two (2) driveway approaches, the driveway may be maintained and replaced in kind, provided that such driveway shall not be relocated, expanded or enlarged, and that such driveway is not located on a lot that exceeds maximum permitted impermeable lot coverage maximum pursuant 12-4-2:D. For a lot line with two (2) driveway approaches, each approach shall be limited to a maximum width of sixteen feet (16') at any front or street side lot line.

SECTION 6: Title 12, Chapter 3, Section 3, Subsection C.2 entitled, “Commercial Vehicles,” is hereby amended to include a new item as follows:

12-3-3: RECREATIONAL AND COMMERCIAL VEHICLES

C.2 Commercial Vehicles

e. Vehicles with a taxi/livery plate, that are less than eight feet (8') in total height, including any roof mounted appurtenances, and that have no other commercial markings, signage, advertising, or business designation, shall be treated as non-commercial vehicles. A maximum of one non-commercial taxi/livery vehicle may be parked outside of a fully enclosed garage.

SECTION 7: Title 12, Chapter 5, entitled, “Special Zoning Provisions,” is hereby amended to include a new Section 12-5-13, to read as follows:

12-5: SPECIAL ZONING PROVISIONS

12-5-13 SYNTHETIC TURF

- A. Synthetic turf contributes to yard and lot coverage, and shall be treated as flatwork.
- B. Synthetic turf shall be setback a minimum of five feet (5') from all lot lines.
- C. Any area of synthetic turf and appurtenances on a lot in excess of the maximum yard coverage and/or lot coverage permitted pursuant Section 12-2-5:B and Section 12-4-2:D may only be authorized by the zoning board of appeals and approved by the Village engineer (or their designees).
- D. Stormwater Management:
 - 1. Synthetic turf installations less than 400 square feet shall require stormwater runoff control measures.
 - 2. Synthetic turf installations equal to or greater than 400 square feet shall require stormwater management and runoff control measures approved by the Village engineer (or their designees).

SECTION 8: Title 12, Chapter 7, Section 7 entitled, “Revocation of Permits,” is hereby amended as follows:

12-6-7: REVOCATION OF PERMITS

A. Construction Timing

Construction of a development under a planned unit development permit shall commence within ~~twelve (12)~~ eighteen (18) months from the date of passage of the authorizing ordinance by the Village board of trustees and shall proceed to completion in accordance with the submitted phasing plan and construction schedule. If no substantial development construction has begun or progressed in accordance with the time permitted by ordinance and stated in the approved development and construction schedule, then the planned unit development shall lapse upon written notice to the applicant from the Village board of trustees and shall be of no further effect.

SECTION 9: Title 12, Chapter 16, Section 3, Subsection C entitled, "Appeals," is hereby amended to include a new paragraph as follows:

12-16-3: PROJECT APPROVAL PROCESS

C. Appeals

Appeals: The zoning board of appeals shall hear and decide appeals regarding decisions, determinations, or failures to act by the building commissioner or other Village official acting within the authority of this title.

1. Parties Entitled To Appear: Any person adversely affected by a decision of the Village staff pursuant to this title may appeal only to the zoning board of appeals as provided in this section.
2. Procedure:
 - a. Timely Filing: Appeal to the zoning board of appeals shall be initiated within thirty (30) days after the decision or action.
 - b. Format: An appeal shall be filed in writing with the building commissioner, stipulating the decision or action upon which the appeal is filed, along with such information as the zoning board of appeals may require.
 - Transmittal Of Record: The building commissioner shall, at the time of filing, transmit to the zoning board of appeals all relevant documents.
 - Public Hearing: The zoning board of appeals shall advertise and conduct a public hearing within forty-five (45) days of the date of filing of the appeal.
 - c. Public Notice: The zoning board of appeals shall provide notification of the public hearing in accordance with the requirements of section 12-16-5, "Public Hearings", of this chapter.
3. Procedural Control: Following receipt of a complete application of appeal, the building commissioner or Village planner may request input from the traffic safety commission if they find that the project could negatively impact traffic safety. To request input from the traffic safety commission, the building commissioner or Village planner shall distribute applications to the Village engineer and traffic safety commission chairperson. If the traffic safety commission chairperson (or their designees) agree that the project could have a significant impact on the community from a traffic safety perspective, they may request review of the application by the full commission, prior to review by the zoning board of appeals.
- ~~3.~~ 4. Effect Of Appeal: An appeal shall stay all proceedings related to the action appealed, unless it is determined by the building commissioner that such a stay would cause imminent peril to life and property.
- ~~4.~~ 5. Action By Zoning Board Of Appeals: Within thirty (30) days following the close of the public hearing the zoning board of appeals shall, upon the concurring vote of four (4) members, render a decision on the appeal. Such decision may reverse, affirm or modify, in whole or in part, the action appealed and may include such order or determination as is proper in the opinion of the zoning board of appeals. To that end, the zoning board of appeals shall have the same authority and be subject to the same standards and limitations as the building commissioner or other Village official with respect to the action being appealed.

~~5.6.~~ **6.** Conditions On Rights Granted By Appeal: In a case where this title imposes conditions upon any right, any right granted by the zoning board of appeals on appeal shall be subject to all conditions in the same manner and to the same extent as if secured without the necessity of an appeal. (Ord. 07-07, 3-26-2007; amd. Ord. 12-22, 6-11-2012)

SECTION 10: Title 12, Chapter 16, Section 4, Subsection C.6 entitled, "Effects Of Decisions On Special Use Permits," is hereby amended to read as follows:

12-16-4: PROCEDURE FOR PLAN COMMISSION

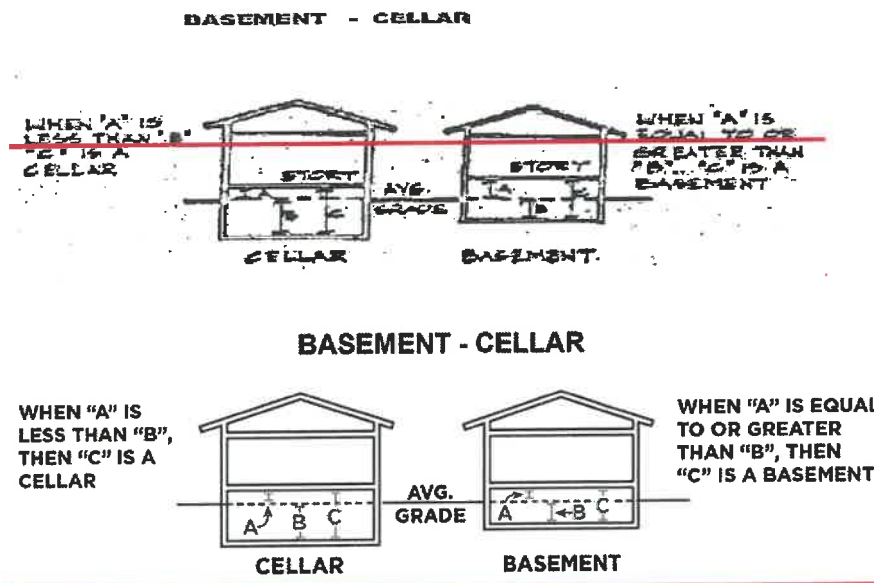
C.6 Effects Of Decisions On Special Use Permits

- c. Time Limit For Special Use Permits: A permit for a special use shall be valid for a period no longer than **one-year eighteen (18) months** from the date of issue unless a building permit is issued and construction is actually begun within that period and is thereafter actively pursued to completion or a certificate of occupancy is obtained and a use commenced within that period.

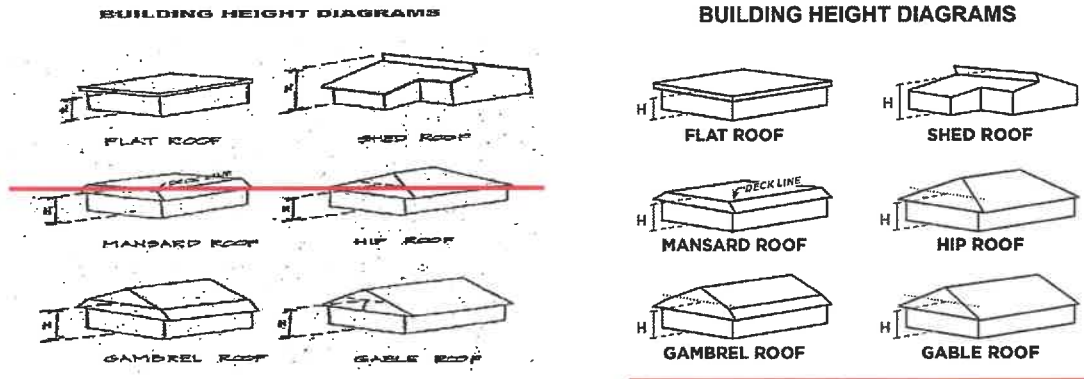
SECTION 11: Title 12, Chapter 17, Section 1 entitled, "Terms Defined," is hereby amended to add or modify the following terms defined, to be listed in alphabetical order:

12-17-1: TERMS DEFINED

BASEMENT-CELLAR:

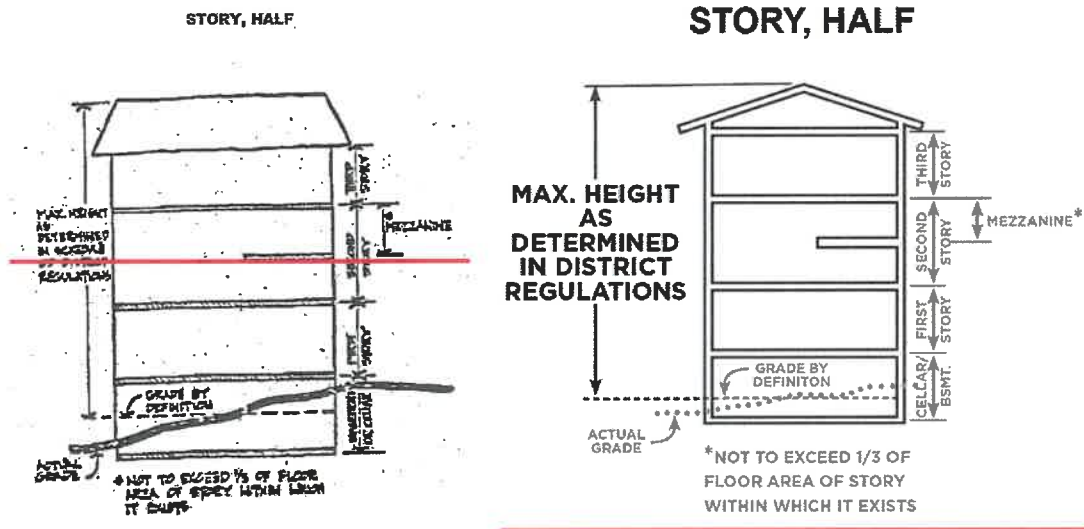


BUILDING HEIGHT:



LOT COVERAGE: The maximum area of a lot which may be covered by the principal structure, accessory structures, and any other impermeable surfaces such as driveways, patios, or decks.

STORY, HALF:



STRUCTURAL ALTERATIONS: Any change in the supporting members of a building or structure, such as load-bearing walls/partitions, load-bearing columns, load-bearing beams, or load-bearing girders; any substantial change in roof or exterior walls; or any change affecting the means of ingress or egress.

SYNTHETIC TURF. A surface of synthetic fibers and made to look like natural grass that is used for sports or similar activities that originally or typically take place on grass, and for residential and commercial lawns. Synthetic turf shall include the entire system from surface to subgrade and be considered to be an impermeable surface.

SECTION 12: The terms and conditions of this ordinance shall be severable and if any section, term, provision, or condition is found to be invalid or unenforceable for any reason by a court of competent jurisdiction, the remaining sections, terms, provisions, and conditions shall remain in full force and effect.

SECTION 13: Except as to code amendments set forth in this ordinance, all chapters and sections of the Morton Grove Village Code shall remain in full force and effect.

SECTION 14: This ordinance shall be effective from and after its adoption, approval, and publication as provided by law.

Passed this 22nd day of April 2025.


Trustee Khan	<u>Aye</u>
Trustee Minx	<u>Aye</u>
Trustee Shiba	<u>Absent</u>
Trustee Thill	<u>Aye</u>
Trustee Travis	<u>Aye</u>
Trustee Witko	<u>Aye</u>

Approved by me this 22nd day of April 2025.



Daniel DiMaria, Village President
Village of Morton Grove
Cook County, Illinois

Attested and Filed in my office this
23rd day of April 2025.



Eileen Scanlon Harford, Village Clerk
Village of Morton Grove
Cook County, Illinois

LIST OF EXHIBITS

EXHIBIT A Plan Commission Report for PC 25-03, dated March 11, 2025

EXHIBIT A

Plan Commission Report for PC 25-05

Dated March 11, 2025

To: Village President and Board of Trustees

From: Chris Kintner, Plan Commission Chairperson
Charles Meyer, Village Administrator
Teresa Hoffman Liston, Corporation Counsel
Brandon Nolin, Community Development Administrator

Date: April 1, 2025

Re: Plan Commission Case PC 25-03
Request for approval of various Text Amendments to Sections 12-2-5, 12-2-6, 12-3-3, 12-3-9, 12-3-10, 12-4-2, 12-5-13, 12-6-7, 12-12-2, 12-16-3, 12-16-4, and 12-17-1 of the Morton Grove Unified Development Code (Title 12) to clarify various definitions; provide guidance for the parking of vehicles with livery plates; extend the construction timing period for Planned Unit Developments and Special Use Permits; define opportunities for the Zoning Board of Appeals to receive input from the Traffic Safety Commission; permit the in kind replacement of driveways with two approaches; and provide guidance for the installation and use of synthetic turf, security shutters, solar energy collection systems, and wind energy collection systems. The applicant is the Village of Morton Grove.

Executive Summary

The Department of Community and Economic Development continuously reviews and updates the Unified Development Code (Title 12, Morton Grove Municipal Code) as needed to keep regulations current and promote predictable and desirable development. Staff has recommended several text amendments based on input received throughout 2024 and discussion with the Plan Commission on December 17, 2024. The recommended text amendments will accomplish the following:

- Clarify various definitions and update related illustrations
- Provide guidance for the parking of vehicles with livery plates
- Extend the construction timing period for Planned Unit Developments and Special Use Permits
- Define opportunities for the Zoning Board of Appeals to receive input from the Traffic Safety Commission
- Permit the in kind replacement of driveways with two approaches
- Provide guidance for the installation and use of synthetic turf and security shutters.

The background on each recommended text amendment is provided in each section of the Plan Commission Report. The Plan Commission requested one minor revision (the addition of the word "such" to proposed security shutter language) and voted unanimously to approve all Staff recommended text amendments with the exception of guidelines for solar and wind energy collection systems. Regulations pertaining to wind and solar energy collection will be included in a future text amendment after Staff has revised proposed language in response to Plan Commission comments.

Application Overview

On April 11, 2025, the applicant submitted a complete application requesting Text Amendments to Sections 12-2-5, 12-2-6, 12-3-3, 12-3-9, 12-3-10, 12-4-2, 12-5-13, 12-6-7, 12-12-2, 12-16-3, 12-16-4, and 12-17-1 of the Unified Development Code (Title 12) to keep regulations current and promote predictable and desirable development. The applicant submitted a report to the Plan Commission, attached hereto as "**Attachment B**," which describes the purpose of the various amendments and provides supporting information.

Procedural Control

The application proposes to amend Village Code requirements applicable to future development, and is not particular to a specific development. As such, review by the Village departments, Appearance Commission, and Traffic Safety Commission were waived. Various sections of the proposed text amendment were also shared with department representatives from the Building Department, Fire Department, and Public Works Department/Engineering. Working drafts were modified and comments were subsequently incorporated into the draft legislation.

The application was reviewed by the Department of Community and Economic Development, Administration, Corporation Counsel, and Plan Commission, for consideration and final action by the Village Board of Trustees.

Plan Commission Public Hearing

The Village provided Public Notice for the March 18, 2025, Plan Commission public hearing for Case PC 25-03 in accordance with the Unified Development Code. The *Morton Grove Champion* published a public notice on February 27, 2025. Letters to surrounding property owners and a public notice sign were not required due to the application being for a Text Amendment to the Unified Development Code (Title 12) and not in relation to any particular property.

Plan Commission – March 18, 2025. Proceedings: Six members of the Plan Commission were in attendance at the public hearing for Case PC 25-03 held on March 18, 2025. Brandon Nolin, Community Development Administrator, provided a brief introduction to the application. The staff report dated March 11, 2025, and attached hereto as “Attachment B,” was entered into the public record.

Mr. Nolin noted Commission may make a motion that includes the removal of any code sections it feels warrant further discussion beyond today's public hearing. Given an outstanding appeal to a recent Appearance Commission case, Staff request that the Plan Commission make a motion that includes a recommendation of approval or denial of changes to Section 12-12-2:B regarding the installation of security shutters and other similar security features. Staff is happy to walk through the proposed changes section-by-section and/or answer any questions on specific recommendations.

Chairman Kintner asked the Commissioners for comments that would include a motion regarding changes regarding security shutters. He asked to start the discussion regarding security shutters and then discuss other suggested sections.

Commissioner Gabriel asked if the Commissioners could be polled to see if they had comments on any of the sections. He said he has no comments and appreciates the thoroughness of the staff report.

Chairman Kintner said he has one comment on wind energy that he will make after further comment from Commissioners.

Commissioner Liston gave one comment, for clarification, to add the word “such” after “any” and before “security” in the last sentence in section 12-12-2:B. new item 9. The sentence would read “The installation of any such security feature requires a permit to ensure that all applicable Building and Fire Codes requirements are met.”

The Commissioners agreed with the addition. Chairman Kintner said he appreciated staff recognizing the need to control security shutter installations.

Chairman Kintner asked if other communities had similar shutter regulations. Mr. Nolan noted the surrounding communities do not list shutters in their code, meaning they are not allowed. Adding regulations will support the security needs of businesses and meet our Appearance regulations.

The Commissioner's appreciated the use of illustrations in the amendments.

The Commission agreed with the time extension for the PUD construction.

Chairman Kintner asked about the height allowances for solar energy collection. Discussion ensued regarding the 5 feet height pitch. Staff will provide more information regarding this type of installation.

The Commission discussed free-standing wind energy collection systems on lots less than 10,000 square feet.

Commissioner Liston asked if the Village would not like a free-standing turbine. Commissioner Mohr noted other issues such as noise and appearance.

It was decided to further investigate wind energy and re-visit at another meeting.

Chairman Kintner said the turf regulations are needed. Mr. Nolin said the regulations were written with consultation of the Village engineers.

There was no public comment.

Chairman Kintner made a motion to recommend approval of Case 25-03, a request of various Text Amendments to Sections 12-2-5, 12-2-6, 12-3-3, 12-3-9, 12-3-10, 12-4-2, 12-5-13, 12-6-7, 12-12-2, 12-16-3, 12-16-4, and 12-17-1 of the Morton Grove Unified Development Code (Title 12) to clarify various definitions; provide guidance for the parking of vehicles with livery plates; extend the construction timing period for Planned Unit Developments and Special Use Permits; define opportunities for the Zoning Board of Appeals to receive input from the Traffic Safety Commission; permit the in kind replacement of driveways with two approaches; and provide guidance for the installation and use of synthetic turf, security shutters, solar energy collection systems, and wind energy collection systems with the following conditions:

1. Section 12-12-2:B. new item 9. The last sentence would read "The installation of any such security feature requires a permit to ensure that all applicable Building and Fire Codes requirements are met."
2. Removal of Section 12-3-9;
3. Removal of Section 12-3-10

The motion was seconded by Commissioner Gabriel. Chairman Kintner called for the vote.

Commissioner Dorgan	voting	aye
Commissioner Gabriel	voting	aye
Commissioner Liston	voting	aye
Commissioner Mohr	voting	aye
Commissioner Stein	voting	aye
Chairman Kintner	voting	aye

Motion passed (6-0).

Final Proposed Text Amendment

The final text amendment recommended for approval by the Plan Commission is attached hereto as "**Attachment A**".

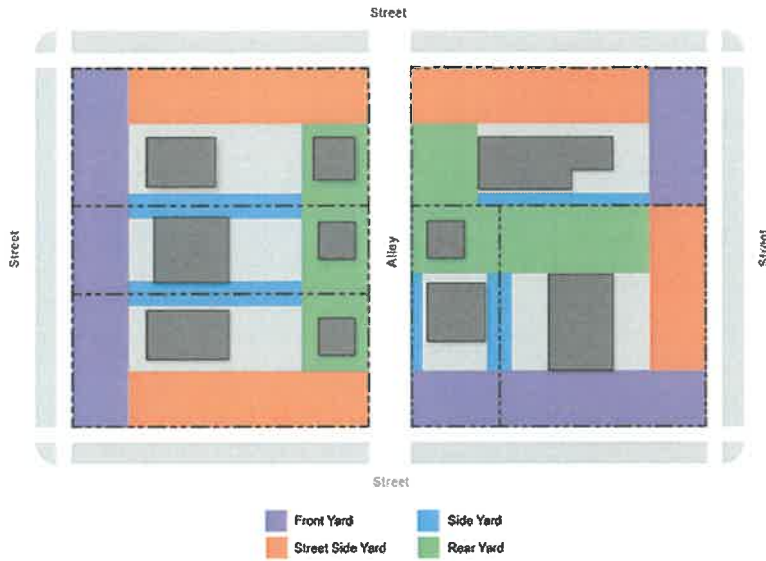
Attachments

- **Attachment A** – Final Text Amendment proposed for PC 25-03
- **Attachment B** – Staff Report to the Plan Commission for PC 25-03, prepared by Brandon Nolin, Community Development Administrator, dated March 11, 2025

Attachment A
Final Text Amendment proposed for PC 25-03

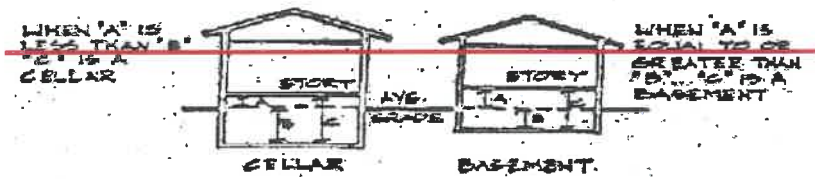
12-2-6: YARDS
 D. Front Yard Setbacks

REQUIRED YARDS

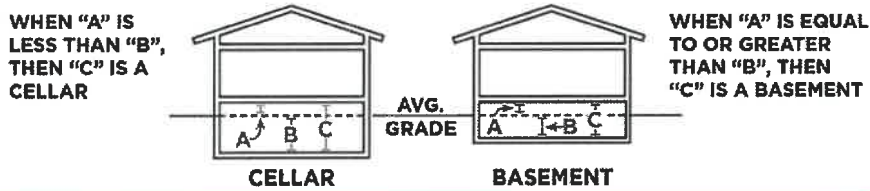


12-17-1: TERMS DEFINED
 BASEMENT-CELLAR:

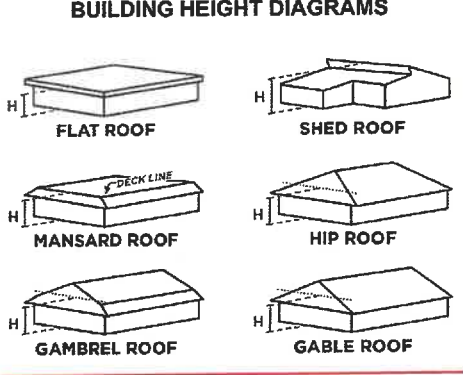
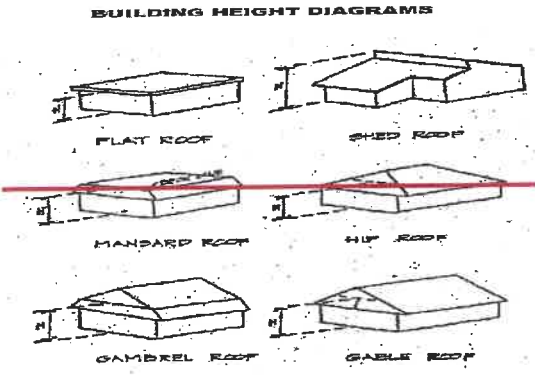
BASEMENT - CELLAR



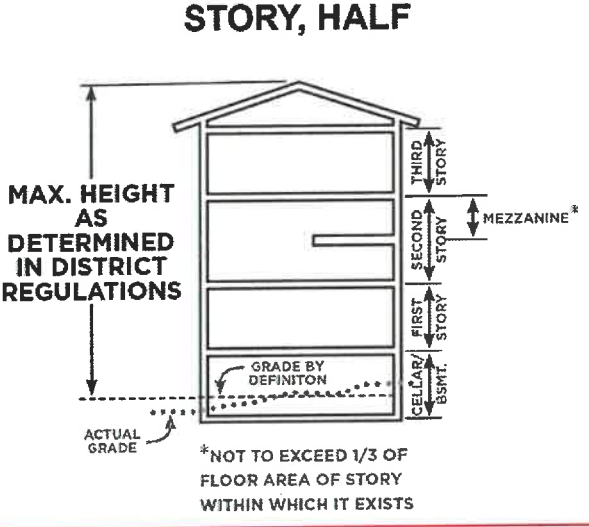
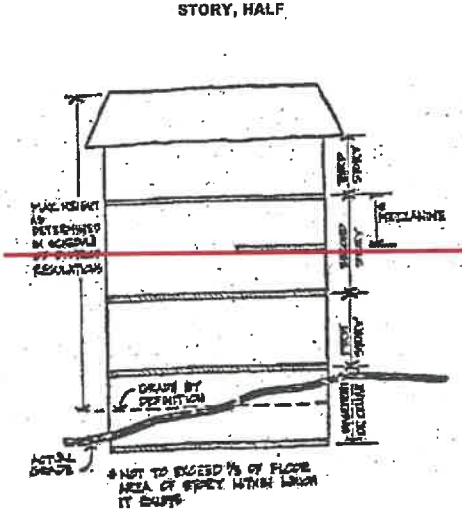
BASEMENT - CELLAR



BUILDING HEIGHT:



STORY, HALF:



LOT COVERAGE: The maximum area of a lot which may be covered by the principal structure, accessory structures, and any other impermeable surfaces such as driveways, patios, or decks.

STRUCTURAL ALTERATIONS: Any change in the supporting members of a building or structure, such as load-bearing walls/partitions, load-bearing columns, load-bearing beams, or load-bearing girders; any substantial change in roof or exterior walls; or any change affecting the means of ingress or egress.

Horseshoe Driveways (2 Driveway Approaches)

12-2-5: ACCESSORY USES AND STRUCTURES

B.5.b.ii Exceptions for replacement of existing nonconforming driveways:

4. For a lot line with two (2) driveway approaches, the driveway may be maintained and replaced in kind, provided that such driveway shall not be relocated, expanded or enlarged, and that such driveway is not located on a lot that exceeds maximum permitted impermeable lot coverage maximum pursuant 12-4-2:D. For a lot line with two (2) driveway approaches, each approach shall be limited to a maximum width of sixteen feet (16') at any front or street side lot line.

Livery Plates

12-3-3: RECREATIONAL AND COMMERCIAL VEHICLES

C.2 Commercial Vehicles

e. Vehicles with a taxi/livery plate, that are less than eight feet (8') in total height, including any roof mounted appurtenances, and that have no other commercial markings, signage, advertising, or business designation, shall be treated as non-commercial vehicles. A maximum of one non-commercial taxi/livery vehicle may be parked outside of a fully enclosed garage.

PUD/SUP Construction Timing

12-6-7: REVOCATION OF PERMITS

A. Construction Timing

Construction of a development under a planned unit development permit shall commence within ~~twelve (12)~~ eighteen (18) months from the date of passage of the authorizing ordinance by the Village board of trustees and shall proceed to completion in accordance with the submitted phasing plan and construction schedule. If no substantial development construction has begun or progressed in accordance with the time permitted by ordinance and stated in the approved development and construction schedule, then the planned unit development shall lapse upon written notice to the applicant from the Village board of trustees and shall be of no further effect.

12-16-4: PROCEDURE FOR PLAN COMMISSION

C.6 Effects Of Decisions On Special Use Permits

c. Time Limit For Special Use Permits: A permit for a special use shall be valid for a period no longer than ~~one year~~ eighteen (18) months from the date of issue unless a building permit is issued and construction is actually begun within that period and is thereafter actively pursued to completion or a certificate of occupancy is obtained and a use commenced within that period.

Traffic Safety Commission Input

12-16-3: PROJECT APPROVAL PROCESS

C. Appeals

3. Procedural Control: Following receipt of a complete application of appeal, the building commissioner or Village planner may request input from the traffic safety commission if they find that the project could negatively impact traffic safety. To request input from the traffic safety commission, the building commissioner or Village planner shall distribute applications to the Village engineer and traffic safety commission chairperson. If the traffic safety commission chairperson (or their designees) agree that the project could have a significant impact on the community from a traffic safety perspective, they may request review of the application by the full commission, prior to review by the zoning board of appeals.

Security Shutters

12-12-2: BUILDING STANDARDS

B. Applicability Of Regulations

9. Security shutters, gates, grills, or other similar security features, as deemed applicable by the Zoning Administrator, shall not be fully opaque and shall not be affixed to the exterior of any building façade. Interior security features shall not be visible from the exterior during business hours of operation. The installation of any such security feature requires a permit to ensure that all applicable Building and Fire Codes requirements are met.

Synthetic Turf

12-2-6: YARDS

G. Permitted Obstruction

Permitted Obstruction *				
Y = Permitted // N = Prohibited				
Permitted Obstruction	Required Yard			
	Front	Street Side	Interior Side	Rear
Synthetic Turf Controlled by Section 12-5-13	N	N	N	Y ***
***Prohibited on through lots.				

12-5: SPECIAL ZONING PROVISIONS

12-5-13 SYNTHETIC TURF

- A. Synthetic turf contributes to yard and lot coverage, and shall be treated as flatwork.
- B. Synthetic turf shall be setback a minimum of five feet (5') from all lot lines.
- C. Any area of synthetic turf and appurtenances on a lot in excess of the maximum yard coverage and/or lot coverage permitted pursuant Section 12-2-5:B and Section 12-4-2:D may only be authorized by the zoning board of appeals and approved by the Village engineer (or their designees).
- D. Stormwater Management:
 1. Synthetic turf installations less than 400 square feet shall require stormwater runoff control measures.
 2. Synthetic turf installations equal to or greater than 400 square feet shall require stormwater management and runoff control measures approved by the Village engineer (or their designees).

12-17-1: TERMS DEFINED

SYNTHETIC TURF. A surface of synthetic fibers and made to look like natural grass that is used for sports or similar activities that originally or typically take place on grass, and for residential and commercial lawns. Synthetic turf shall include the entire system from surface to subgrade and be considered to be an impermeable surface.

Attachment B

Staff Report to the Plan Commission for PC 25-03
Prepared by Brandon Nolin, Community Development Administrator,
Dated March 11, 2025

To: Chairperson Kintner and Members of the Plan Commission

**From: Brandon Nolin, AICP, Community Development Administrator
Anne Ryder Kirchner, Planner/Zoning Administrator**

Date: March 11, 2025

Re: Plan Commission Case PC 25-03

Request for approval of various Text Amendments to Sections 12-2-5, 12-2-6, 12-3-3, 12-3-9, 12-3-10, 12-4-2, 12-5-13, 12-6-7, 12-12-2, 12-16-3, 12-16-4, and 12-17-1 of the Morton Grove Unified Development Code (Title 12) to clarify various definitions; provide guidance for the parking of vehicles with livery plates; extend the construction timing period for Planned Unit Developments and Special Use Permits; define opportunities for the Zoning Board of Appeals to receive input from the Traffic Safety Commission; permit the in kind replacement of driveways with two approaches; and provide guidance for the installation and use of synthetic turf, security shutters, solar energy collection systems, and wind energy collection systems. The applicant is the Village of Morton Grove.

STAFF REPORT

Public Notice

The Village provided public notice for the February 18, 2025, Plan Commission public hearing for Case PC 25-03 in accordance with the Unified Development Code. The Morton Grove Champion published a public notice on January 30, 2025. Letters to surrounding property owners and a public notice sign were not required due to the application being for a Text Amendment to the Unified Development Code (Title 12) and not in relation to any particular property.

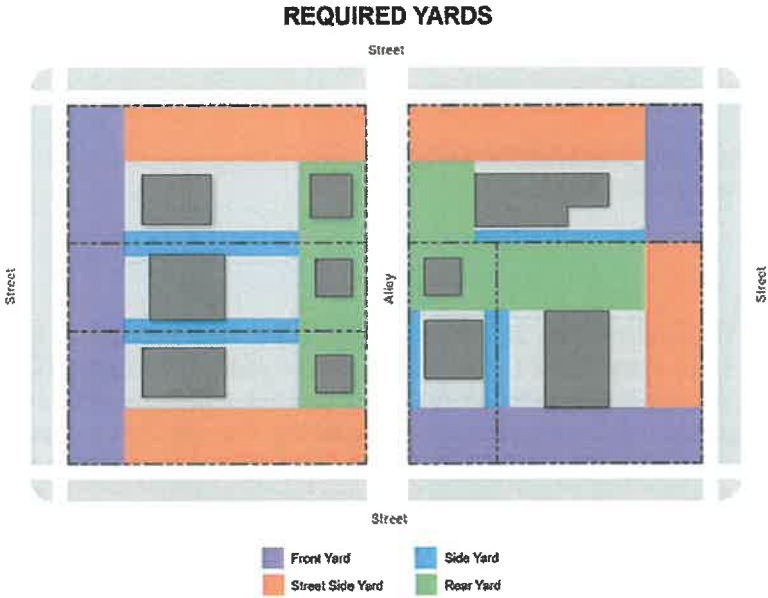
Background

The Department of Community and Economic Development continuously reviews and updates the Unified Development Code (Title 12, Morton Grove Municipal Code) as needed to keep regulations current and promote predictable and desirable development. This report outlines several text amendments recommended by Staff based on input received throughout 2024 and discussion with the Plan Commission on December 17, 2024. The background on each recommended text amendment is provided in each section.

Support Graphics/Definitions

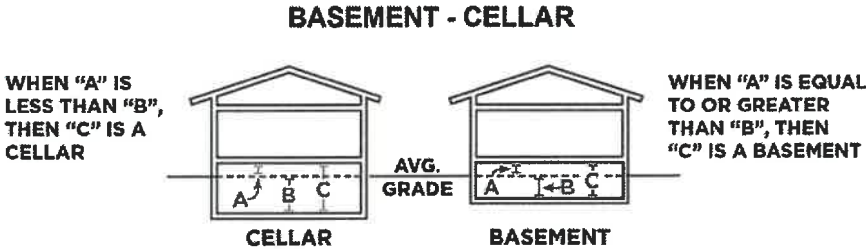
The definition of required yard can be confusing to property owners not otherwise familiar with zoning codes. Comments heard at various Zoning Board of Appeals meetings also indicate that the definition of street side yard is also poorly understood. Staff has created a "Required Yards" graphic to accompany the "Permitted Obstruction" graphic in Section 12-2-6 YARDS. In addition, several graphics within Section 12-17-1 DEFINITIONS are grainy and illegible. Those graphics have been reproduced by Staff to ensure definitions for basement-cellar, height, and half-story are clear.

- Section 12-2-6:D Add to YARDS

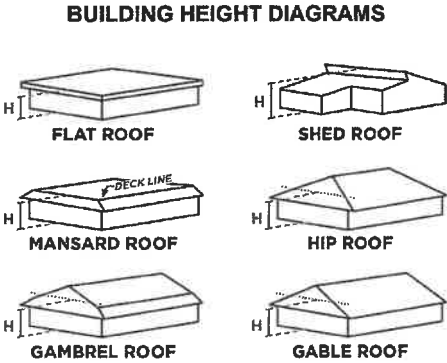


- Section 12-17-1

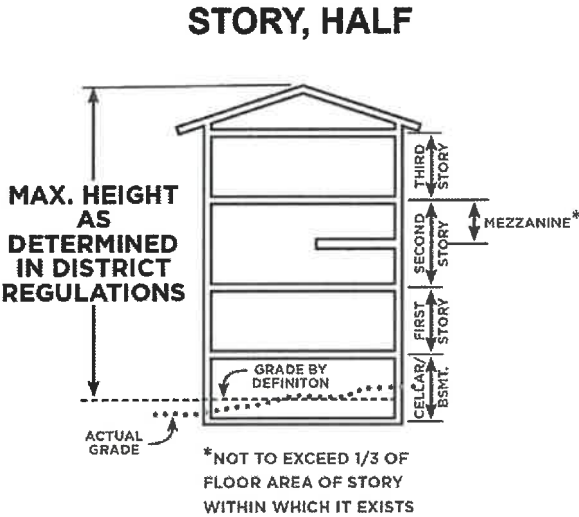
- o Replace **Basement-Cellar** graphic with clearer version:



- o Replace **Building Height** graphic with clearer version:



- o Replace **Story, Half** graphic with clearer version:



- Revise **Lot Coverage** to include examples of impermeable surfaces.
LOT COVERAGE: The maximum area of a lot which may be covered by the principal structure, accessory structures, and any other impermeable surfaces **such as driveways, patios, or decks.**
- Revise **Structural Alterations** phrasing to clarify that “bearing” applies to the complete list that follows:
STRUCTURAL ALTERATIONS: Any change in the supporting members of a building or structure, such as **load-bearing walls/partitions, load-bearing columns, load-bearing beams, or load-bearing girders;** any substantial change in roof or exterior walls; or any change affecting the means of ingress or egress.

Horseshoe Driveways (2 driveway approaches)

The Zoning Board of Appeals (ZBA) has granted two variances allowing existing horseshoe driveways to be repaired and retained. Staff notes there are two neighborhoods, with a large number of such driveways, that will soon require driveway replacement. The ZBA noted that requiring removal of the second driveway approach changes the character of the original design. Staff recommend that an additional exception be added for replacement of existing nonconforming driveways.

- **12-2-5:B.5.b.ii** Additional item for exceptions for replacement of existing nonconforming driveways:
4. For a lot line with two (2) driveway approaches, the driveway may be maintained and replaced in kind, provided that such driveway shall not be relocated, expanded or enlarged, and that such driveway is not located on a lot that exceeds maximum permitted impermeable lot coverage maximum pursuant 12-4-2:D. For a lot line with two (2) driveway approaches, each approach shall be limited to a maximum width of sixteen feet (16') at any front or street side lot line.

Livery Plates

The Zoning Board of Appeals granted two variances for vehicles with livery plates that were treated as commercial vehicles as part of routine code enforcement. Given the preponderance of rideshare vehicles and livery plates, Staff recommend that the definition of commercial vehicles be modified to ensure only larger vehicles, and those with advertising are treated as commercial vehicles.

- **Section 12-3-3:C.2** Add new item “e” to permit livery vehicles to park like a non-commercial vehicle.
* **Vehicles with a taxi/livery plate, that are less than eight feet (8') in total height, including any roof mounted appurtenances, and that have no other commercial markings, signage, advertising, or business designation, shall be treated as non-commercial vehicles. A maximum of one non-commercial taxi/livery vehicle may be parked outside of a fully enclosed garage.”**

PUD/SUP Construction Timing

Macroeconomic shifts in land use and development have extended the typical timeline for entitled projects to break ground, and there have been several instances over the past two to three years where Special Use Permits have required extensions. Staff recommend extending the time frame for projects to begin construction following approval of Special Use Permits and Planned Unit Developments from one year to 18 months.

- **Section 12-6-7:A**
“...a planned unit development permit shall commence within ~~twelve (12)~~ **eighteen (18)** months from the date of passage...”
- **Section 12-16-4:C.6.c**
“...A permit for a special use shall be valid for a period no longer than ~~one-year~~ **eighteen (18)** months from the date of issue...”

Traffic Safety Commission Input

There were two unique ZBA cases in 2024 that highlighted a procedural gap in case review. These cases included an industrial user seeking to add truck bays in a required side yard, and an industrial user seeking to reconfigure their parking lot located in a front yard. While the Department of Public Works and Village Engineer provided professional expertise to assist the ZBA with deciding these unique cases, ZBA board members indicated there would have been a benefit from getting additional input from the Traffic Safety Commission. Currently the Traffic Safety Commission is a recommending body to the Plan Commission, but not the ZBA.

- **Section 12-16-3:C** – New item 3 establishing Traffic Safety Commission powers/duties to include guidance to ZBA if appropriate. Items 3-5 in the section would be renumbered as 4-6.

3. Procedural Control: Following receipt of a complete application of appeal, the building commissioner or Village planner may request input from the traffic safety commission if they find that the project could negatively impact traffic safety. To request input from the traffic safety commission, the building commissioner or Village planner shall distribute applications to the Village engineer and traffic safety commission chairperson. If the traffic safety commission chairperson (or their designees) agree that the project could have a significant impact on the community from a traffic safety perspective, they may request review of the application by the full commission, prior to review by the zoning board of appeals.

Security Shutters

Staff has observed a recent increase in requests for security shutters and the installation of such shutters without permit. The Village does not have a policy or regulations explicitly addressing security features such as shutters and gates, and Staff has had to rely on window screening regulations within the sign code (Chapter 10-10) to guide location and transparency.

Staff contacted planning staff in all surrounding communities and most indicated that their code was silent on the matter and therefore such shutters could be prohibited, or window screening/transparency requirements prohibited installation of security shutters on the outside. Des Plaines was the only community contacted that indicated they do not regulate security shutters and permit their installation.

Appearance Commission case AC 25-05 was heard on March 4, 2025 regarding the installation of security shutters on the exterior of the One Stop Liquor building (7630 Dempster St.) without a permit. The Appearance Commission was unanimous in requiring One Stop Liquor to relocate the shutters to the inside of the business. One Stop Liquor had installed. The applicant has indicated intent to appeal the Appearance Commission decision to the Village Board pending the Plan Commission's recommendation for this proposed code update. The Appearance Commission staff report and determination has been included as **Exhibit A** to provide additional discussion and research regarding this topic and inform Plan Commission discussion.

Staff recommend the following addition to Village's design standards to provide fair certainty to applicants and avoid unnecessary expense of removal or relocation of security features.

- **Section 12-12-2:B** – New item 9.
 9. Security shutters, gates, grills, or other similar security features, as deemed applicable by the Zoning Administrator, shall not be fully opaque and shall not be affixed to the exterior of any building façade. Interior security features shall not be visible from the exterior during business hours of operation. The installation of any security feature requires a permit to ensure that all applicable Building and Fire Codes requirements are met.

Solar Energy

Solar energy collection systems are not currently defined within the UDC and Staff reviews requests on a case-by-case basis. The Building Code provides some guidance on solar such as requirements for the use of electrical conduit and structural supports, but there is not guidance to ensure such installations do not have a negative impact on adjacent properties. Staff recommend the following definition and treatment of solar energy collection systems to provide fair certainty to applicants and avoid inconsistent guidance.

- **12-3-9 New Section for Solar**

12-3-9: Solar Energy Collection Systems

Solar energy collection systems are allowed as an accessory use in all districts with the following conditions:

A. Building-Mounted Systems

1. Location:

a. Roof-mounted: Solar energy collection systems may be mounted on any roof face of principal or accessory structures. Systems should be flush mounted when possible.

b. Façade-mounted: Solar energy collection systems may be applied flat against a building facade, or project off a building facade up to three feet (3'), but shall not encroach in required yards.

2. Quantity: The total square footage of the system panels may not exceed the total area of roof surface of the structure to which the system is attached.

3. Roof Overhang: No part of a roof-mounted system shall extend over the edge of the roof.

4. Measuring Height: Height is measured from the roof surface on which the system is mounted to the highest edge of the system.

5. Maximum Height: Systems may exceed the maximum height for a district, but shall not extend more than five feet (5') above the surface of a flat roof or the highest peak of a pitched roof.

B. Free-Standing Systems

1. Location: Systems are permitted in the rear and side yards only, but may not be located in a required side yard. All parts of a freestanding system shall be located within the buildable area of a parcel.

2. Maximum Height: Maximum height shall be 15 feet (15') in height, measured from the grade at the base of the pole to the highest edge of the system.

3. Setbacks: All parts of the freestanding system shall follow the requirements of a detached accessory structure pursuant Section 12-2-5:B of this Chapter, however no freestanding system shall be located closer than ten feet (10') from an adjacent residential lot line.

4. Accessory Structure: A free-standing system shall count toward the maximum number of accessory structures allowed, but does not count toward the maximum gross floor area of accessory structures.

5. Coverage: The area of a free-standing system shall be included in lot coverage and yard coverage calculations, and shall not occupy greater than 55 percent of the total lot when accessory to a residential use, and not greater than 75 percent when accessory to a commercial use.

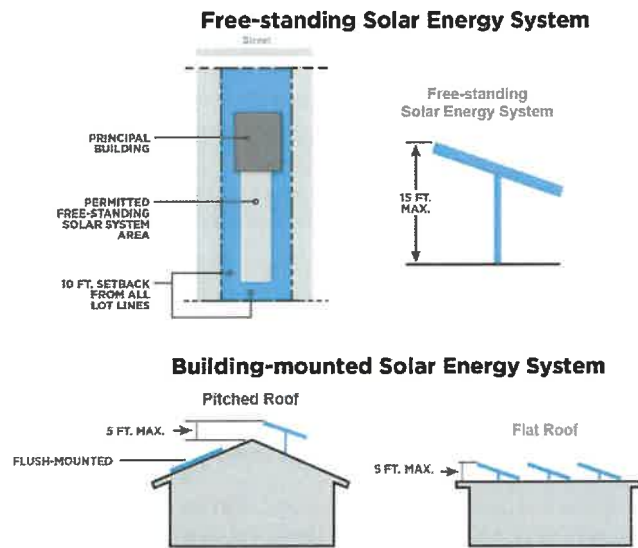
C. Requirements for all solar energy collection systems.

1. Blending: Efforts shall be made in the design of solar energy systems to incorporate the use of materials, colors, textures, screening and landscaping that will aid in blending the system into the natural setting and existing environment.

2. Wiring and Piping: All exterior electrical and plumbing lines for solar energy collection systems shall be placed in a conduit or copper piping, shall be installed underground or contained within a raceway that complements the building materials of the principal structure, and shall otherwise comply with all other village requirements relative to electrical or plumbing lines.

3. No Resale: All energy produced by a solar energy collection system shall be utilized on site, except for net metering as authorized by the applicable electric or other utility.
4. Glare and Heat: No glare or heat from a solar energy collection system shall be detectable at any point off the lot on which the system is located. Flickering or intense sources of light shall be controlled or shielded so as not to cause a nuisance across lot lines.
5. No Advertising: Solar energy collection systems shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the system. In no case shall any identification be visible from a property line.

SOLAR ENERGY COLLECTION SYSTEMS



Synthetic Turf

Synthetic turf is currently not defined within the UDC. While Staff treats requests for turf similar to a patio, the lack of explicit direction in the code creates uncertainty for applicants. A proposal to include synthetic turf in a street side yard was heard by the ZBA which required significant input from the Department of Building and Inspectional Services, the Department of Public Works, and the Village Engineer. While the ZBA granted a variance for location and extent, a condition to complete the project per direction from the Village Engineer was also included in the decision. Ultimately, with guidance from the Director of Public Works and Village Engineer, the applicant agreed to reduce the proposed footprint of the synthetic turf and address stormwater concerns. Staff recommend the following definition and treatment of synthetic turf to provide fair certainty to applicants and avoid lengthy appeals in the future.

- **12-2-6:G** Add Synthetic Turf to the "Permitted Obstructions" table

Permitted Obstruction *				
Y = Permitted // N = Prohibited				
Permitted Obstruction	Required Yard			
	Front	Street Side	Interior Side	Rear
Synthetic Turf Controlled by Section 12-5-13	N	N	N	Y ***
***Prohibited on through lots.				

- **12-5-13** New section
12-5-13 SYNTHETIC TURF
 - A. Synthetic turf contributes to yard and lot coverage, and shall be treated as flatwork.
 - B. Synthetic turf shall be setback a minimum of five feet (5') from all lot lines.
 - C. Any area of synthetic turf and appurtenances on a lot in excess of the maximum yard coverage and/or lot coverage permitted pursuant Section 12-2-5:B and Section 12-4-2:D may only be authorized by the zoning board of appeals and approved by the Village engineer (or their designees).
 - D. Stormwater Management:
 1. Synthetic turf installations less than 400 square feet shall require stormwater runoff control measures.
 2. Synthetic turf installations equal to or greater than 400 square feet shall require stormwater management and runoff control measures approved by the Village engineer (or their designees).

- **12-17-1** Add Synthetic Turf definition
Synthetic Turf – A surface of synthetic fibers and made to look like natural grass that is used for sports or similar activities that originally or typically take place on grass, and for residential and commercial lawns. Synthetic turf shall include the entire system from surface to subgrade and be considered to be an impermeable surface.

Wind Energy

Wind energy collection systems are not currently defined within the UDC. Staff have received few inquiries regarding wind energy collection systems, but there is potential for such requests to become more frequent as collection systems continue to decrease in scale and residential applications become more common. Staff recommend the following definition and treatment of solar energy collection systems to provide fair certainty to applicants and avoid inconsistent guidance.

- **12-3-10** New Section for Wind

12-3-10: Wind energy collection system

Wind energy collection systems are allowed as an accessory use in all districts with the following conditions:

A. Freestanding Systems

1. Freestanding systems are not allowed on zoning lots less than 10,000 sq. ft.
2. Clearance: Minimum clearance between the lowest tip of the rotor or blade and the ground is 12 feet (12').
3. Permitted Yard Location: Allowed only in the side and rear yards.
4. Height: No accessory wind energy collection systems may be greater in height than the maximum building height permitted in the zoning district.
5. Front yards: Turbines may be allowed in the front yards of nonresidential districts with a special use permit provided there are no residential districts within 120 feet of any property line of the zoning lot where the turbine will be located.
6. Setbacks: The base of a wind energy collection systems shall be setback 1.1 times the height of the highest edge of the system from all property lines, overhead utility line poles, public sidewalks or trails, and public rights-of-way. Any system or any ancillary equipment shall not be located within any required setbacks of the respective zoning district.
7. Access: Climbing access (rungs or foot pegs) to the tower shall not start until twelve feet (12') above grade to prevent unauthorized access.

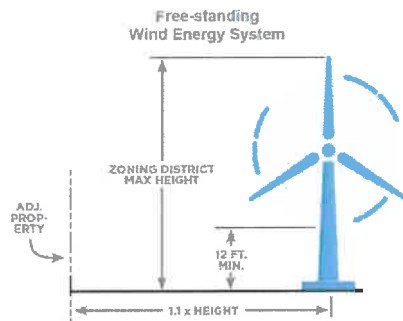
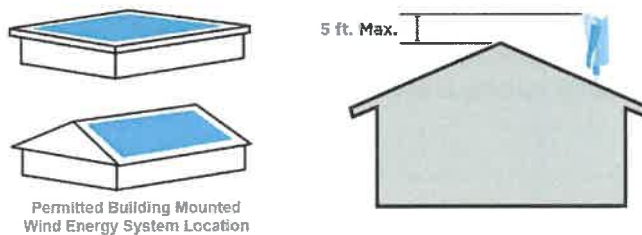
B. Building Mounted Systems.

1. Quantity: One turbine is allowed for every 750 square feet of the combined roof area of all structures on a zoning lot. For a pitched roof, each surface of the roof shall be included in the roof area calculation.
2. Rated Capacity: A maximum rated capacity of 3 kilowatts (kW) per turbine is allowed.
3. Height: and shall be affixed to the roof deck of a flat roof or to the ridge or slope of a pitched roof and may not be affixed to the parapet or chimney of any structure.

C. Requirements for all small wind energy collection systems.

1. Noise: Except during such short-term events such as utility outage or a severe windstorm, a wind energy system shall not exceed 45 dBA when in or adjacent to all residential districts, and 55 dBA when in or adjacent to all non-residential districts. Noise levels shall be measured at the adjacent lot line.
2. Safety: Every wind energy system shall have an internal automatic braking device to prevent uncontrolled rotation of over speeding.
3. No Resale: All energy produced by a wind energy collection system shall be utilized on site, except for net metering as authorized by the applicable electric or other utility.

WIND ENERGY COLLECTION SYSTEMS



Attachment A

Appearance Commission Case AC 25-05
Staff Report dated February 25, 2024 and
Appearance Certificate dated March 4, 2025

To: Chairperson Pietron and Members of the Appearance Commission

From: Brandon Nolin, AICP, Community Development Administrator
Anne Ryder Kirchner, Planner/Zoning Administrator

Date: February 25, 2025

Re: Appearance Commission Case AC 25-05

Request for approval of an Appearance Certificate for the installation of security shutters on the exterior of the property commonly known as 7630 Dempster Street in Morton Grove, Illinois (PIN 09-13-325-022-0000) with a request for a waivers to window screening requirements of Chapter 10-10, all within a C-2 Neighborhood Commercial District. The applicant is Deep Oza, owner of One Stop Liquor.

Project Overview

Deep Oza (“applicant”), owner of One Stop Liquor, submitted an Appearance Commission Application to the Department of Community and Economic Development requesting approval of the installation of security shutters on the exterior of the property commonly known as 7630 Dempster Street which is located within a C-2 Neighborhood Commercial District. As security shutters are not explicitly referenced in the Village’s Unified Development Code such an installation may be prohibited by the Appearance Commission. A waiver to the screening requirements defined in Section 10-10-4:D is also required as the security shutters would be considered a window screening blocking 100% of the window when in use.

The applicant installed the security shutters at the subject property without a permit and is seeking approval of an Appearance Certificate and sign waiver after the fact. Staff has cited concerns with emergency access, electrical work without a permit, and potential for visual blight if such installations become widespread. The Plan Commission is also considering requiring security systems to be installed on the interior as part of a forthcoming code update.

Subject Property

The subject property is a 0.44-acre (19,372 sq. ft.) corner lot located on the north side of Dempster Street and east side of Ottawa Avenue and is zoned C-2. The property to the west is also zoned C-2 and is improved with a four-story condominium building. Properties to the north and east are zoned R-2 and improved with single-family homes with detached garages. Notre Dame College Prep school is located south across Dempster Street in the Village of Niles.



Subject Property Location Map

Facade

The applicant has installed a silver aluminum security shutter system on all windows and doors at the subject property. The shutters roll into a seven inch (7 in.) by seven inch (7 in.) aluminum housing that sits at the top of the window opening. The shutter housing conceals the upper portion of the windows and transom. The shutters slide in a track at the outside edge of each window, so they cannot be pried away from the window. The security system represents a change to the façade of a commercial property and must be approved by the Appearance Commission.



LEFT: Existing Shutter Installation at Subject Property; RIGHT: Shutter Panel Example (Source: QMi USA)

Signs

In addition to seeking approval for the exterior façade changes caused by the security shutter housing, the applicant is requesting a waiver from the window screening requirements of Section 10-10-4 for review and approval by the Appearance Commission. With no clear definition of security shutters within the Unified Development Code, Staff has interpreted security shutters as window screenings. The installed security shutters cover 100% of all windows of the façade at One Stop Liquor when in use. When the shutters are retracted, the housing covers approximately the uppermost seven (7) inches of each window. The following table compares the proposed shutters with the Village's window screening requirements pursuant to Section 10-10-4 of the Morton Grove Municipal Code:

DIMENSIONAL CONTROL	CODE REQUIREMENT	PROPOSED SIGN	WAIVER REQUESTED
Window Signs and Window Screenings (Sec. 10-10-4:M.3)	Window screenings and window signs combined may occupy no more than fifty percent (50%) of the total window area per frontage, except that window screening coverage may be increased by written authorization of the Village Administrator.	100% window screening when shutters in use	Waiver of 50% to allow 100% coverage during use of security shutters.
Window Signs and Window Screenings (Sec. 10-10-4:M.4)	Window screenings and window signs shall not obscure more than twenty-five percent (25%) of the window area of any public entrance door.	100% screening of public entrance doors	Waiver of 75% to allow 100% coverage during use of security shutters.

As outlined in the table above, using the shutters requires a waiver to the following section of the Morton Grove Municipal Code:

- Section 10-10-4:M – A waiver to allow 100% coverage of windows and entrances when security shutters are in use.

Departmental Review

The project was reviewed by several department representatives (see "Attachment A").

- **Building Department:** Comments highlighting concerns regarding the electrical work performed to install the shutters. The installation included power supply to the shutters passing through a drop ceiling.
- **Fire Department:** Comments regarding the need to provide a means of emergency operation on the exterior, adjacent to the shutter via a Knox key switch, to provide a clearly marked secondary egress with proper egress hardware, and to allow for proper inspection to identify any additional fire code violations.
- **Police Department:** In review of the proposed project, the Police Chief issued the following comments:

The Morton Grove Police Department is supportive of businesses implementing security measures to deter criminal activity, including the installation of infrastructure aimed at preventing smash-and-grab type burglaries. As a matter of best practice, the Police Department generally recommends that such security enhancements, including pull-down shutters, be installed on the interior of the premises. Interior installation helps maintain the aesthetic character of the business district while still providing effective security against forced entry.



Code Enforcement Photos at Subject Property

Discussion

The applicant has installed a series of exterior security shutters without a permit and is seeking an Appearance Certificate with necessary waivers after the fact. The applicant is requesting that the shutters be allowed to remain on the exterior of the business. Staff recommends that the shutters be relocated to the interior of the business, but are otherwise supportive of the investment in the security shutters.

The applicant has indicated the shutters are needed due to repeat break-ins that included property damage. Two break-ins were reported in September 2019 and January 2020. More recently the front glass door suffered damage from an attempted, but unsuccessful break-in November 2024. The applicant provided several police incident reports to support claims of property damage and theft. It should be noted that only two such incident reports were related to break-ins, while the others are related to crimes that occurred during business hours (such as shoplifting) and such crimes would not be addressed by the security shutters.

The applicant also identified three locations within the region that have external security shutters. The properties identified by the applicant are shown below with shutters rolled up. While Staff does not disagree that security shutters have become more common, there is concern with the exterior installation of security shutters having a potential blighting effect on the Village's broader commercial corridors. The Plan Commission will be considering a change to the Unified Development Code to require interior installation of security shutters. Staff is concerned permitting the shutters at the subject property will set a poor precedent as outlined in the next section.



Willow Liquors - 2657 Shermer Road, Northbrook, IL (Source: Google Streetview)



Extra Value Food & Liquor - 9570 Potter Rd, Des Plaines, IL (Source: Google Streetview)



Cardinal Warehouse Wine & Liquors - 7780 N Milwaukee Ave, Niles, IL (Source: Google Streetview)

Visual Blight

Staff understands that security is an important matter and the Village does not want to prevent shop owners from protecting their merchandise. The Village must also account for the negative impact to the Village's image that could accompany widespread exterior installation of security shutters. The Village's commercial corridors provide visitors with a critically important first impression of the Morton Grove community. A view of storefront after storefront of aluminum security shutters as one travels down Dempster Street or Waukegan Road would send a negative message to those residents and business owners considering putting down roots and investing in the community.

Proposed Text Amendment

The Village does not have a policy or regulations explicitly addressing security features such as shutters and gates, and Staff has had to rely on window screening regulations within the sign code (Chapter 10-10) to guide location and transparency. As part of a public hearing scheduled for March 18, 2025, the Plan Commission will be considering a variety of amendments to the Unified Development Code including the following addition to Village's design standards regarding security shutters:

*"Security shutters, gates, grills, or other similar security features, as deemed applicable by the Zoning Administrator, shall **not be fully opaque** and shall **not be affixed to the exterior** of any building façade. Interior security features shall **not be visible from the exterior** during business hours of operation. The installation of any security feature **requires a permit** to ensure that all applicable Building and Fire Codes requirements are met."*

With the proposed amendment, the Village will not prevent businesses from investing in security systems, but will simply require that such systems be located on the interior.

Potential for Window Damage

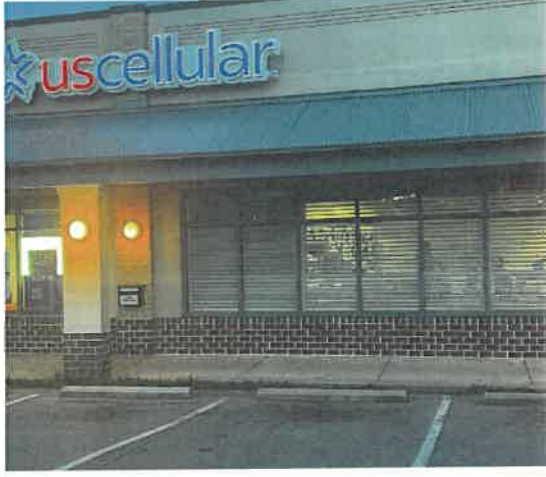
Staff understands that shop owners want to limit damage to their storefront windows, but reports have shown that visible security barriers deter property damage. If a would-be thief sees a security shutter behind a glass window, they will be less likely to attempt to gain access and break the window.

As noted in a security industry article by Loss Prevention Magazine, a store in Atlanta reported 28 storefront break-ins in the first two years of business at that location. The city would not allow exterior security shutters as typically installed by the retailer, but after installing shutters on the interior of the storefront, the same store reported zero burglary attempts in the following six years. (Source: <https://losspreventionmedia.com/physical-safety-barriers-low-tech-can-be-highly-effective/>)

Precedent for Interior Security Shutter Installation

When reviewing available information from area security installers online, Staff has noted that various companies (including the applicant's installer) market their security shutter systems for both interior and exterior install. The project image galleries used for marketing show the same systems installed both on the interior and exterior. Interior installation may add some cost, but that is not clear as the labor would likely be similar. The primary change in having the applicant install shutters on the interior would be requiring that merchandise displays be moved slightly away from the windows and for any signage to be flush to the window to allow for the shutters to come down.

As shown below, the same installation company hired by the applicant (National Shutters Chicago) has installed numerous shutter systems in interior retail locations throughout the region.



Sample Images of Interior Security Shutter Installation (Source: National Shutters Chicago)

Appearance Commission Review

In accordance with Unified Development Code Section 12-12-1:C, all site, landscape, and building plans are to be reviewed by the Appearance Commission, and an Appearance Certificate by the Commission granted, prior to the issuance of a building permit. Further, per Section 12-16-2:C.2, the Appearance Commission is charged with reviewing the exterior elevations, sketches, and materials and other exhibits as to whether they are appropriate to or compatible with the character of the immediate neighborhood and whether the submitted plans comply with the provisions of the regulations and standards set forth in chapter, 12 "Design Standards," of this title.

The Design Standards (Sec. 12-12-1:D) are as follows:

D. Criteria and Evaluation Elements: The following factors and characteristics relating to a unit or development and which affect appearance, will govern the appearance review commission's evaluation of a design submission:

1. Evaluation Standards:
 - a. Property Values: Where a substantial likelihood exists that a building will depreciate property values of adjacent properties or throughout the community, construction of that building should be barred.
 - b. Inappropriateness: A building that is obviously incongruous with its surroundings or unsightly and grotesque can be inappropriate in light of the comprehensive plan goal of preserving the character of the municipality.
 - c. Similarity/Dissimilarity: A builder should avoid excessively similar or excessively dissimilar adjacent buildings.
 - d. Safety: A building whose design or color might, because of the building's location, be distracting to vehicular traffic may be deemed a safety hazard.
2. Design Criteria:
 - a. Standards: Appearance standards as set forth in this chapter.
 - b. Logic Of Design: Generally accepted principles, parameters and criteria of validity in the solution of design problems.
 - c. Architectural Character: The composite or aggregate of the components of structure, form, materials and functions of a building or group of buildings and other architectural and site composing elements.
 - d. Attractiveness: The relationship of compositional qualities of commonly accepted design parameters such as scale, mass, volume, texture, color and line, which are pleasing and interesting to the reasonable observer.
 - e. Compatibility: The characteristics of different uses of activities that permit them to be located near each other in harmony and without conflict. Some elements affecting compatibility include intensity of occupancy as measured by dwelling units per acre; floor area ratio; pedestrian or vehicular traffic generated; parking required; volume of goods handled; and such environmental effects as noise, vibration, glare, air pollution, erosion, or radiation.
 - f. Harmony: A quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements.
 - g. Material Selection: Material selection as it relates to the evaluation standards and ease and feasibility of future maintenance.
 - h. Landscaping: All requirements set forth in chapter 11, "Landscaping and Trees", of this title. (Ord. 07-07, 3-26-2007)

Recommendation

If the Appearance Commission approves the request for an Appearance Certificate for the installation of security shutters for the property commonly known as 7630 Dempster Street, based on draft text amendment language under consideration by the Plan Commission, Staff recommends the following motion and conditions of approval:

Motion to approve Case AC 25-05, a request for waivers to select sign requirements of Chapter 10-10 for the property commonly known as 7630 Dempster Street in Morton Grove, Illinois, subject to the following conditions:

- 1. The security shutters shall be installed on the interior of the property.*
- 2. The security shutter shall be fully stored out of sight and not visible from the exterior during business hours. Use of the security shutters over any portion of the subject property window's or door's during business hours shall be prohibited.*
- 3. Prior to the issuance of a building permit, the applicant shall comply with all comments and recommendations set forth in the department review forms issued by the Director of Building and Inspectional Services, dated February 10, 2025, the Fire Prevention Bureau Coordinator, received February 13, 2025, and the Chief of Police, received February 12, 2025, by strict or alternative compliance, subject to the final approvals by each respective department representative.*
- 4. [Additional conditions as recommended by the Appearance Commission]*

ATTACHMENT A

Plan Review Comment Forms for AC 25-05,
Prepared by:

Jim English, Director of Building and Inspectional Services
Dated February 10, 2025

Rick Dobrowski, Fire Prevention Coordinator
Received February 13, 2025

Mike Weitzel, Chief of Police
Received February 12, 2025

REVIEWING:

BUILDING

FIRE

POLICE

PUBLIC WORKS/ENGINEERING

TSC

VILLAGE OF MORTON GROVE, ILLINOIS
PLAN REVIEW COMMENT FORM

DATE DISTRIBUTED: 2/10/2025

CASE NUMBER: AC 25-05

APPLICATION: Request for approval of an Appearance Certificate for the installation of security shutters on the exterior of the property commonly known as 7630 Dempster Street in Morton Grove, Illinois (PIN 09-13-325-022-0000) with a request for a waivers to window screening requirements of Chapter 10-10, all within a C-2 Neighborhood Commercial District. The applicant is Deep Oza, owner of One Stop Liquor.

An application has been submitted to the Appearance Commission for action. Please return your review to the Department of Community and Economic Development by **Friday, February 14, 2024**.

Thank you,
Brandon Nofin, AICP
Community Development Administrator

COMMENTS OR CONCERNS

BUILDING DEPARTMENT

- 1) Condition of building permit will be that all existing receptacles and outlets will meet 2011 National Electric Code, International Fire Code (IFC), 2018 Edition, NFPA 101- Life Safety Code, 2015 edition, and all local amendments.
- 2) Separate electrical permit will be required.

These comments accurately represent existing Village regulations or policies.

Name (please print): James English

Signed: 

Date: 

REVIEWING:

BUILDING

FIRE

POLICE

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TSC

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Thank you,
Brandon Nolin, AICP
Community Development Administrator

COMMENTS OR CONCERNS

The FD will require:

1. A means of emergency operation on the exterior, adjacent to the shutter, via a Knox key switch.
2. A clearly marked secondary egress with proper egress hardware. ***"1010.1.9 Door operations. Except as specifically permitted by this section, egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort."***
3. A sign on or adjacent to the shutter stating. "The shutter shall remain secured in the full-open position during the period of occupancy by the public."
4. The installation of any security gate requires a permit to make sure that all applicable Building and Fire Codes requirements are met. Any code violations in this specific installation shall be remediated.

These comments accurately represent existing Village regulations or policies.

Name (please print): Rick Dobrowski

Signed:

Date: 02-13-2025

REVIEWING:

BUILDING

FIRE

POLICE

PUBLIC WORKS/ENGINEERING

TSC

VILLAGE OF MORTON GROVE, ILLINOIS
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APPLICATION: Request for approval of an Appearance Certificate for the installation of security shutters on the exterior of the property commonly known as 7630 Dempster Street in Morton Grove, Illinois (PIN 09-13-325-022-0000) with a request for a waivers to window screening requirements of Chapter 10-10, all within a C-2 Neighborhood Commercial District. The applicant is Deep Oza, owner of One Stop Liquor.

An application has been submitted to the Appearance Commission for action. Please return your review to the Department of Community and Economic Development by **Friday, February 14, 2024**.

Thank you,
Brandon Nolin, AICP
Community Development Administrator

COMMENTS OR CONCERNS

The Morton Grove Police Department is supportive of businesses implementing security measures to deter criminal activity, including the installation of infrastructure aimed at preventing smash-and-grab type burglaries.

As a matter of best practice, the Police Department generally recommends that such security enhancements, including pull-down shutters, be installed on the interior of the premises. Interior installation helps maintain the aesthetic character of the business district while still providing effective security against forced entry.

These comments accurately represent existing Village regulations or policies.

Name (please print):

Signed:

Date:

Case: AC 25-05

Address: 7630 Dempster Street, Morton Grove, Illinois

Applicant: Deep Oza, One Stop Liquor

RE: Request for waivers to window screening requirements of Chapter 10-10

Public Hearing
Date: March 4, 2025

AC Action: Appearance Certificate Granted (5-0)

On March 4, 2025, the Appearance Commission held a public meeting on Case AC 25-05. Five Commissioners were present.

Deep Oza ("applicant"), owner of One Stop Liquor, submitted an Appearance Commission Application to the Department of Community and Economic Development requesting approval of the installation of security shutters on the exterior of the property commonly known as 7630 Dempster Street which is located within a C-2 Neighborhood Commercial District. As security shutters are not explicitly referenced in the Village's Unified Development Code such an installation may be prohibited by the Appearance Commission. A waiver to the screening requirements defined in Section 10-10-4:D is also required as the security shutters would be considered a window screening blocking 100% of the window when in use.

The applicant installed the security shutters at the subject property without a permit and is seeking approval of an Appearance Certificate and sign waiver after the fact. Staff has cited concerns with emergency access, electrical work without a permit, and potential for visual blight if such installations become widespread. The Plan Commission is also considering requiring security systems to be installed on the interior as part of a forthcoming code update.

Determination


After hearing the Applicant's presentation the following motion was made:

Motion to approve Case AC 25-05, a request for waivers to window screening requirements of Chapter 10-10 for the property commonly known as 7630 Dempster Street in Morton Grove, Illinois, subject to the following conditions:

- 1. The security shutters shall be installed on the interior of the property.*
- 2. The security shutter shall be fully stored out of sight and not visible from the exterior during business hours. Use of the security shutters over any portion of the subject property window's or door's during business hours shall be prohibited.*

3. *Prior to the issuance of a building permit, the applicant shall comply with all comments and recommendations set forth in the department review forms issued by the Director of Building and Inspectional Services, dated February 10, 2025, the Fire Prevention Bureau Coordinator, received February 13, 2025, and the Chief of Police, received February 12, 2025, by strict or alternative compliance, subject to the final approvals by each respective department representative.*

The motion was approved (5-0) by the Appearance Commission.



John Pietron, Chairperson

03/04/2025

Date

