

Ordinance 2026-03

An Ordinance Granting a Special Permit for a Ground Sign with an Electronic Message Board in the IB District (Northbrook Community Center – 3323 Walters Avenue) (Docket No. PCD-25-17)

Passed by the Board of Trustees, 01/13/2026
Printed and Published 01/14/2026

Printed and Published in Pamphlet Form
by Authority of the
President and Board of Trustees
VILLAGE OF NORTHBROOK
COOK COUNTY, ILLINOIS

I hereby certify that this document
was properly published on the date
stated above.

/s/ Sam Reiss

Deputy Village Clerk

Ordinance 2026-03

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

An Ordinance Granting a Special Permit for a Ground Sign with an Electronic Message Board in the IB District (Northbrook Community Center – 3323 Walters Avenue) (Docket No. PCD-25-17)

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

The Northbrook Park District (“*Applicant*”) is the owner of the property commonly known as 3323 Walters Avenue (“*Property*”). The Applicant proposes to construct and maintain a ground sign on the Property incorporating an electronic message board (“*EMB Sign*”). The proposed EMB Sign will display Park District related communications. As the proposed EMB Sign is located within 250 feet of a principal residential structure, a special permit is required.

The Applicant submitted an application to the Village and requests that the Village grant a special permit for a ground sign incorporating an electronic message board for the Property (“*Requested Relief*”).

The Board of Trustees has determined that it is in the best interest of the Village and its residents to grant the Applicant the Requested Relief in accordance with the terms and conditions of this Ordinance.

Section 2. DESCRIPTION OF PROPERTY.

The Property is commonly known as 3323 Walters Avenue, which is legally described in *Exhibit A* attached to and, by this reference, made a part of this Ordinance. The Property is located within the IB Institutional Building District.

Section 3. PUBLIC MEETINGS & HEARINGS.

A public notice for the Applicant’s Requested Relief was duly published on December 26, 2025 on Northbrook Public Notice webpage and a public hearing was held at the Village Board of Trustees regular meeting on January 13, 2026.

Section 4. EMB SIGN SPECIAL PERMIT.

Subject to, and contingent upon the conditions, restrictions, and provisions set forth in Section 5 of this Ordinance, a special permit for a ground sign with an electronic message board is hereby granted to the Applicant for the Property in accordance with and pursuant to Article 2 of the Zoning Code and the home rule powers of the Village of Northbrook.

Section 5. SPECIAL PERMIT CONDITION.

The special permit granted in Section 4 of this Ordinance is contingent upon the following conditions:

1. The development, use, and maintenance of the EMB Sign on the Property being in substantial compliance with the Sign Plan, prepared by Wight & Company, consisting of three pages, with the most recent revision date of October 28, 2025, attached to, and by this reference, made a part of this Ordinance as ***Exhibit B***.
2. The EMB Sign on the Property may not be illuminated between the hours of 10:00 p.m. and 7:00 a.m.

Section 6. FAILURE TO COMPLY WITH CONDITIONS.

Upon failure or refusal of the Applicant to comply with any or all of the conditions, restrictions or provisions of this Ordinance, the special permit granted in Section 4 of this Ordinance (the ***“Granted Relief”***) shall, at the sole discretion of the Board of Trustees, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Board of Trustees may not so revoke the Granted Relief unless it shall first provide the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Board of Trustees. In the event of revocation, the development and use of the Property shall be governed solely by the regulations of the IB Institutional Building District, as the same may, from time to time, be amended. Further, in the event of such revocation of the Granted Relief, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances. The Applicant acknowledge that public notices and hearings have been held with respect to the adoption of this Ordinance, have considered the possibility of the revocation provided for in this Section, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or any denial of any procedural right, provided that the notice to the Applicant required by this Section has been given.

Section 7. BINDING EFFECT; TRANSFERABILITY.

The privileges, obligations, and provisions of each and every Section of this Ordinance, are for the sole benefit of, and shall be binding on, the Applicant, except as otherwise expressly provided in this Ordinance. Nothing in this Ordinance shall be deemed to allow this Ordinance to be transferred to any person or entity unless and until such person or entity (“***Transferee***”) receives approval by the Board of Trustees for such transfer by resolution duly adopted.

Section 8. EFFECTIVE DATE.

A. This Ordinance shall be effective only upon the occurrence of all of the following events:

- i. passage by the Board of Trustees of the Village of Northbrook by a majority vote in the manner required by law;
- ii. publication of this Ordinance in pamphlet form in the manner required by law;

RESULT:	ADOPTED AS AMENDED [6 – 0]
MOVER:	Robert Israel, Trustee
SECONDER:	Joy Ebhomielien, Trustee
AYES:	Israel, Ross, Hebl, Ebhomielien, Kohler, Cassidy
NAYES:	None
ABSTAIN:	Kathryn Ciesla, President
ABSENT:	None

/s/ Kathryn Ciesla
Village President

ATTEST:

/s/ Sam Reiss
Deputy Village Clerk

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

PARCEL 1:

THE WEST 438.45 FEET OF THE NORTH 794.87 FEET AS MEASURED ON THE NORTH AND WEST LINES THEREOF (EXCEPT THE WEST 350 FEET OF THE SOUTH 350 FEET) AND (EXCEPT THAT PART TAKEN FOR WALTERS AVENUE), OF THE SOUTH EAST $\frac{1}{4}$ OF THE SOUTHWEST $\frac{1}{4}$ OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCEL 2:

THE EAST 219.22 FEET OF THE WEST 656.67 FEET OF THE NORTH 794.87 FEET (EXCEPT THAT PART TAKEN FOR WALTERS AVENUE), (AS MEASURED ON THE NORTH AND WEST LINES THEREOF) OF THE SOUTHEAST $\frac{1}{4}$ OF THE SOUTHWEST $\frac{1}{4}$ OF SECTION 8, TOWNSHIP 42 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

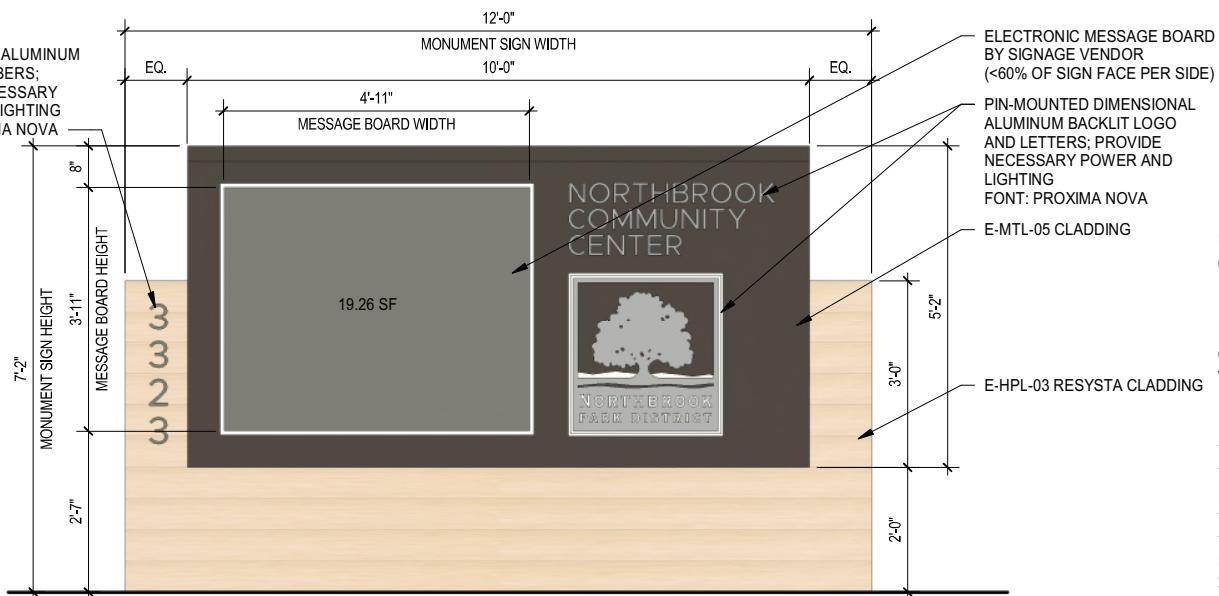
Commonly known as 3323 Walters Avenue, Northbrook, IL 60062

P.I.N.s: 04-08-303-006-0000; 04-08-303-034-0000; and 04-08-303-038-0000

EXHIBIT B

SIGN PLAN

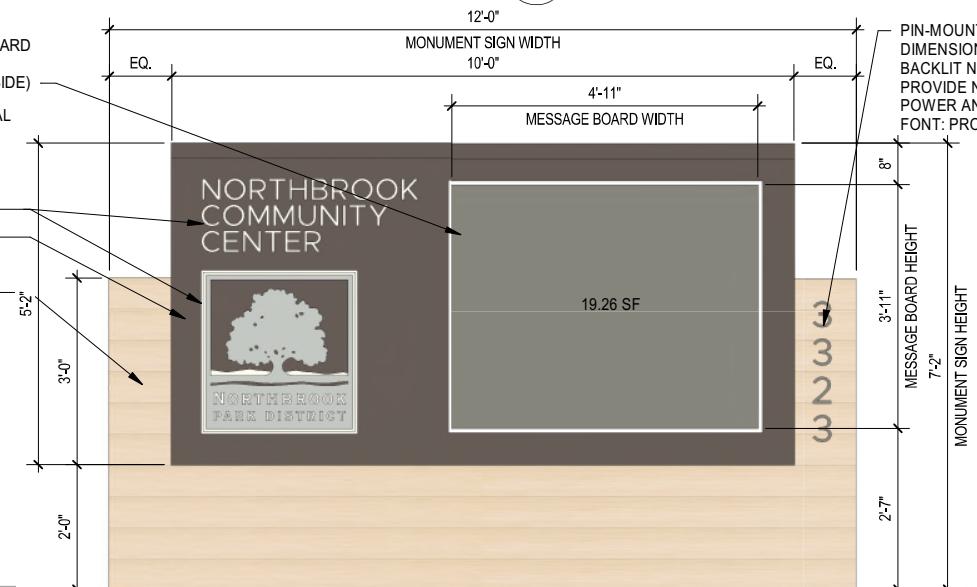
SIGNAGE
MONUMENT SIGN



EXISTING MONUMENT SIGN TO BE REMOVED AND RELOCATED AS SHOWN ON PROPOSED SITE PLAN

NEW MONUMENT SIGN TO BE COMPLIANT WITH APPLICABLE REQUIREMENTS OF SECTION 9-106-L-1-E OF THE VILLAGE OF NORTHBROOK ZONING CODE WITH SPECIAL PERMITS AS NOTED

- OVERALL SIZE: 12'-0" WIDE X 7'-2" TALL
- ELECTRONIC MESSAGE BOARD SIZE: 4'-11" WIDE X 3'-11" TALL (23.62% OF SIGN FACE PER SIDE)
- CAPABLE OF FULL-COLOR CONTENT, IN TEXT OR GRAPHICS
- ALL MESSAGING TO BE STATIC AND MESSAGE CHANGES TO BE INSTANTANEOUS WITHOUT SCROLLING, SWEEPING, DISSOLVES, OR OTHER SUCH ANIMATIONS
- ILLUMINATION TO BE AUTOMATED TO DIM IN CONJUNCTION WITH THE AMBIENT LIGHTING AT VARIOUS TIMES OF THE DAY
- DISPLAYED MESSAGE MAY CHANGE BY INTERMITTENT LIGHTING CHANGES LESS THAN SIX (6) TIMES PER MINUTE
- SIGN TO HAVE TEMPERATURE PROBE TO DISPLAY TIME/ TEMP
- ELECTRONIC DISPLAY TO COMPLY WITH THE RESTRICTIONS ON HOURS AND INTENSITY OF ILLUMINATION ESTABLISHED IN 9-106D(1) OF THE VILLAGE OF NORTHBROOK ZONING CODE



SPECIAL PERMIT REQUIRED

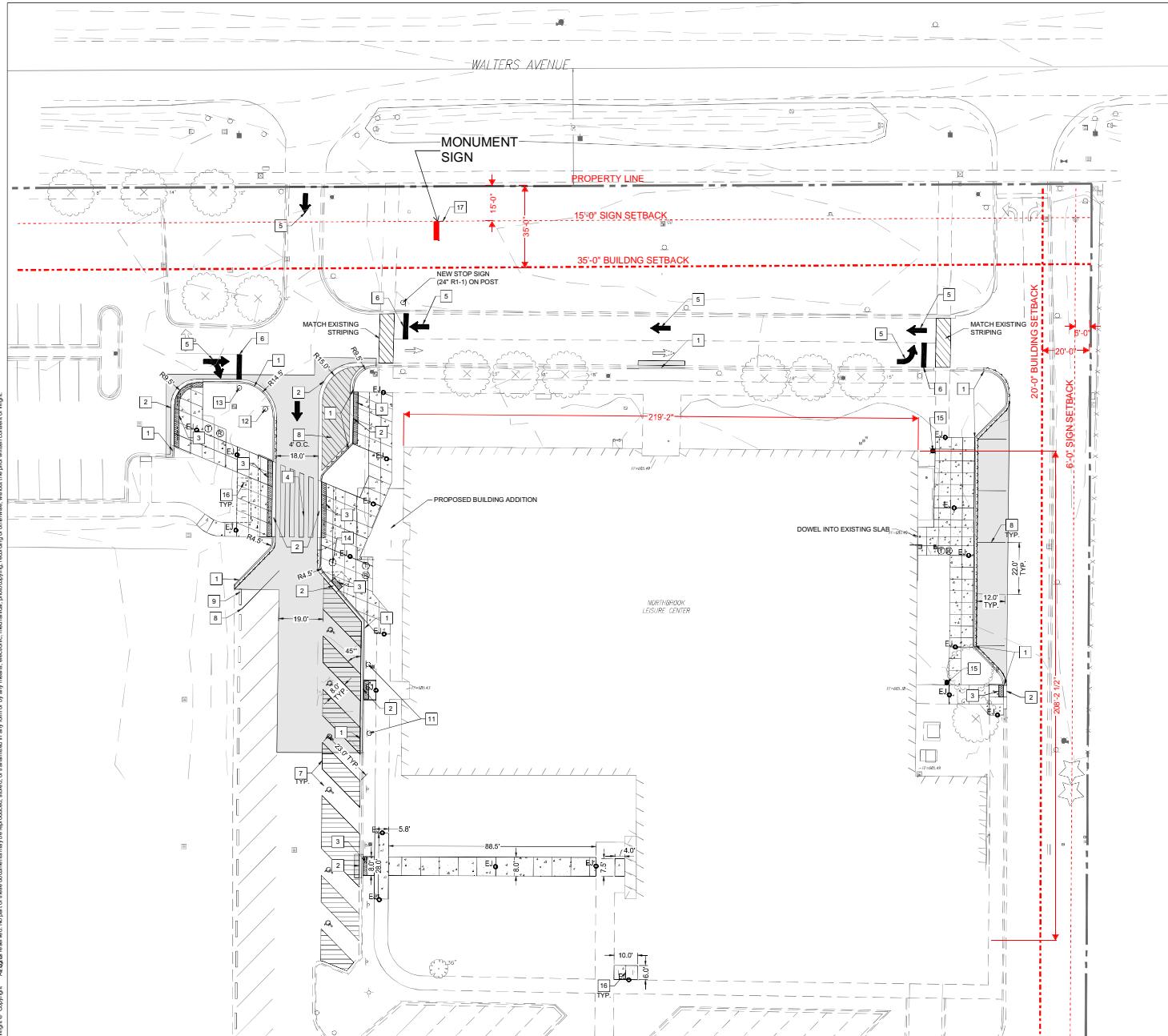
- INSTITUTIONAL BULLETIN BOARD SIGN WITH ELECTRONIC DISPLAY IS TO BE LOCATED WITHIN 250 FEET OF A PRINCIPAL RESIDENTIAL STRUCTURE
- ELECTRONIC MESSAGE BOARD PROPOSED ON BOTH SIDES OF MONUMENT SIGN
- ELECTRONIC MESSAGE BOARD CAPABLE OF FULL-COLOR CONTENT, IN TEXT OR GRAPHICS



Wight

REVISED 10/01/2025

LEISURE CENTER RENOVATION · #240057 · 12/02/2024 · 5



LEGEND

Full Depth HMA Pavement and Stone Base

Concrete Paving and Stone Base

Concrete Control Joints

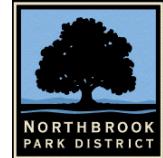
Concrete Expansion Joint

Property Line

Reverse Pitch Curb and Gutter

SITE KEY NOTES

1	B6.12 CURB AND GUTTER
2	DEPRESSED CURB
3	DETECTABLE WARNING
4	CROSSWALK STRIPING
5	PAVEMENT ARROW
6	2' STOP BAR
7	ADA PARKING STRIPING
8	4" SOLID WHITE PARKING STRIPE
9	REINSTALL EXISTING WHEELSTOP
10	REINSTALL EXISTING SENIOR CITIZEN SIGN ON NEW POST
11	REINSTALL EXISTING ADA PARKING SIGN ON NEW POST
12	REINSTALL EXISTING ONE WAY/CAUTION SIGN ON NEW POST
13	REINSTALL EXISTING STOP SIGN ON NEW POST
14	REINSTALL FLAG POLE
15	REINSTALL LIGHTPOLE
16	INSTALL BIKE RACKS
17	MONUMENT SIGN



Wight

Wight & Company
wightco.com

2500 North Frontage Road
Darien, IL 60561
P 630.969.7000
F 630.969.7979

REVISED 10/01/2025

PERMIT REVIEW COMMENTS 1	03/2
ISSUE FOR PERMIT	02/0
EV. DESCRIPTION	DATE

SITE PLAN NOTE

1. INSTALL ALL IMPROVEMENTS IN ACCORDANCE WITH AGENCY REQUIREMENTS. IN CASE OF DISCREPANCY BETWEEN AGENCY REQUIREMENTS AND THESE CONTRACT REQUIREMENTS, THE MOST STRINGENT REQUIREMENTS WILL GOVERN.
2. ALL EXISTING CURB IS TO BE REMOVED UNLESS OTHERWISE SPECIFIED.
3. ALL DIMENSIONS ARE TO THE BACK OF CURBEDGE OF PAVEMENT UNLESS OTHERWISE SHOWN. ALL RADI DIMENSIONS ARE TO THE BACK OF CURBEDGE OF PAVEMENT.
4. ALL DISTURBED AREAS ON-SITE AND IN THE RIGHT-OF-WAY SHALL BE RESTORED TO EXISTING CONDITION. ALL ITEMS DISTURBED ON-SITE WILL BE REPAVED, REGRADED, LANDSCAPED, CURB, SIDEWALK, PAVEMENT, ETC.
5. ALL EXISTING CURB, SIDEWALK, PAVEMENT AND TO BE PROTECTED UNLESS OTHERWISE NOTED.
6. CONTRACTOR TO COORDINATE WITH OWNER ON FINAL LOGISTICS FOR REMOVAL OF EXISTING CURB, SIDEWALK,

LAYOUT NOTE

1. ALL LAYOUT FOR SITE IMPROVEMENTS SHALL BE COMPLETED BY A PROFESSIONAL LAND SURVEYOR HIRED BY THE CONTRACTOR. LAYOUT SHALL BE COMPLETED USING THE ELECTRONIC CAD FILES PROVIDED BY THE ENGINEER.

REQUIRED SPACES = 12
REQUIRED ADA = 5

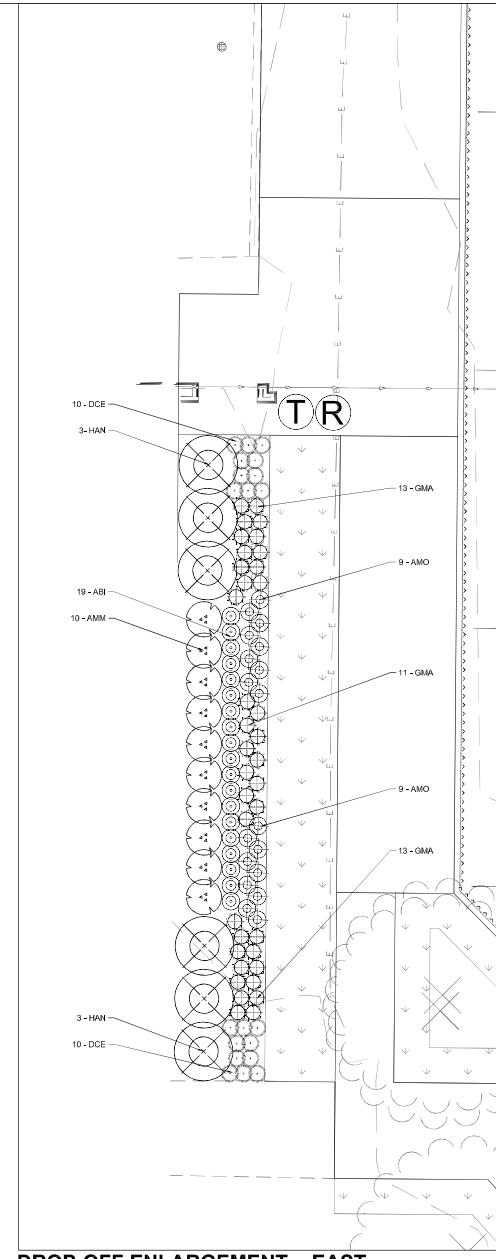
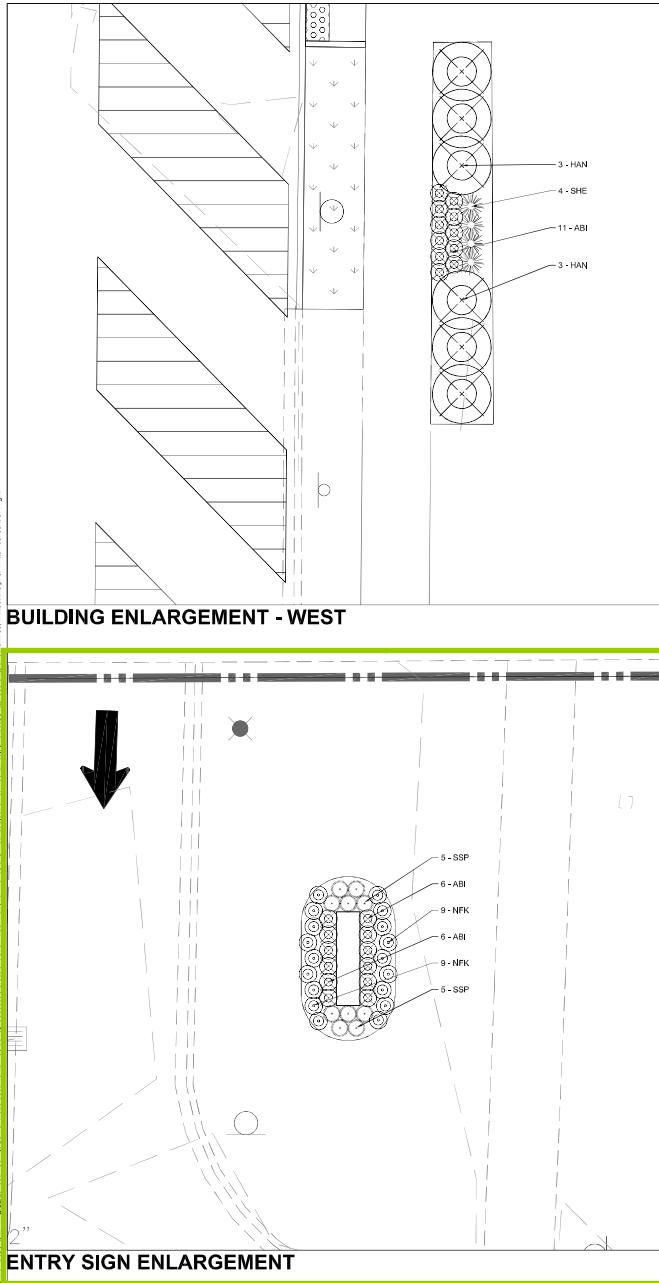
EXISTING SPACES = 149
EXISTING ADA = 9

PROPOSED SPACES = 13

3323 WALTERS AVENUE
NORTHBROOK IL 60062

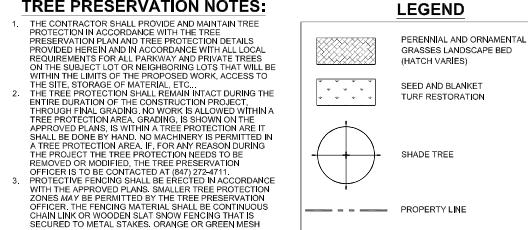
SITE PLAN

Project Number: 240057 Drawn By: VL Sheet: 1
 NORTH **C2.00**



TREE PRESERVATION NOTES:

1. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TREE PROTECTION IN ACCORDANCE WITH THE TREE PRESERVATION NOTES. THE CONTRACTOR SHALL FOLLOW DETAILS PROVIDED HEREIN AND IN ACCORDANCE WITH ALL LOCAL REQUIREMENTS FOR THE PLANTING AND MAINTAINING TREES ON THE SURFACE OF THE CONSTRUCTION SITES. IT WILL BE WITHIN THE LIMITS OF THE PROPOSED WORK. ACCESS TO THE PROPERTY WILL BE MAINTAINED AS NECESSARY. ACCESS WILL BE REMOVED OR MODIFIED, THE TREE PRESERVATION OFFICER TO BE CONTACTED AT (847) 275-4711.
2. THE TREE PROTECTION SHALL REMAIN INTACT DURING THE ENTIRE DURATION OF THE CONSTRUCTION PROJECT. THE CONTRACTOR SHALL NOT GRADE, DRAIN, OR GRAVE WITHIN A TREE PROTECTION AREA. GRAVING, IS SHOWN ON THE APPROVED PLANS AND WITHIN THE PROPOSED WORK AREAS. IT SHALL NOT GRAVE, DRAIN, OR MACHINERY SHALL BE USED IN A TREE PROTECTION AREA, IF, FOR ANY REASON DURING THE CONSTRUCTION PROJECT, THE TREE PRESERVATION OFFICER IS NOT CONTACTED, THE CONTRACTOR SHALL REMOVE THE FENCE AND RELOCATE IT AS NECESSARY. THE FENCE SHALL BE REMOVED OR MODIFIED, THE TREE PRESERVATION OFFICER TO BE CONTACTED AT (847) 275-4711.
3. PROTECTIVE FENCING SHALL BE PLACED IN ACCORDANCE WITH THE APPROVED PLANS. SMALLER TREE PROTECTION ZONE AREAS SHALL BE PROTECTED BY THE TREE PRESERVATION OFFICER. THE FENCING MATERIAL SHALL BE CONTINUOUS CHAIN LINK OR WOODEN SLAT SAWH FENCING THAT IS SECURELY ATTACHED TO THE GROUND. GREEN MESH FENCING IS NOT ALLOWED.
4. NO GRAVE CHANGES + OR - 4 FEET ARE ALLOWED WITHIN THE APPROVED TREE PROTECTION ZONE.
5. TRUNK PROTECTION, IF REQUIRED, SHALL BE NOMINAL 2X4 STRAP OF SUFFICIENT DURABILITY TO REMAIN IN PLACE FOR THE DURATION OF THE PROJECT. PLANKS SHALL BE INSTALLED IN A HORIZONTAL FASHION, WITH THE LOWEST MAJOR BRANCHES WHICHEVER IS LOWEST. UNDER NO CIRCUMSTANCES WILL NAIL, SCREWS, OR ANY OTHER FASTENING METHODS BE USED.
6. CONTRACTOR SHALL MAINTAIN TREE PROTECTION AREA FREE OF ANY DEBRIS AND INTEGRITY OF FENCES 6 FEET TALL.
7. CONTRACTOR SHALL PROTECTIVELY REPAIR TREES DAMAGED BY CONSTRUCTION OPERATIONS WITHIN 48 HOURS. TREAT DAMAGED TRUNK, LIMBS, AND ROOTS ACCORDING TO CONTRACTOR'S BEST PRACTICES.
8. NO MECHANICAL EXCAVATING OR TRENCHING SHALL BE ALLOWED WITHIN TREE PROTECTION AREAS.
9. ALL PLANTING AREAS SHALL BE PREPARED AND PREPARED THROUGH ESTABLISHED TREE PROTECTION AREAS. IF THIS IS NOT POSSIBLE PLEASE CONTACT THE TREE PRESERVATION OFFICER.
10. BEFORE PERFORMING WORK ON ANY VILLAGE OWNED PROPERTY, CONTRACTOR SHALL CALL 811 OR CONTACT PUBLIC WORKS (847) 275-4711 TO DETERMINE IF YOU WILL BE REQUIRED TO POST MONIES FOR ANY PARKWAY TREES THAT MAY BE REMOVED. IF A PARKWAY TREE OR A TREE WILL NEED TO BE REMOVED ALL APPLICABLE FEES AND REIMBURSEMENTS SET FORTH BY PUBLIC WORKS WILL APPLY.
11. NO SURVEY NAILS OR LAG SCREWS ARE TO BE PLACED IN THE GROUND OR ON THE SURFACE OR IN THE PUBLIC RIGHT OF WAY. IF SURVEY NAILS ARE FOUND TO BE INSTALLED ON A TREE, FINES AND APPLICABLE COSTS RELATED TO THE REMOVAL OF THE NAIL AND DAMAGE TO THE TREE WILL BE ASSESSED.
12. ALL PLANTING AREAS FOR SINGLE TRUNK TREES GREATER THAN 6 INCHES IN DIAMETER OR MULTIPLE TRUNK TREES WITH A COMBINED DIAMETER OF 12 INCHES IN DIAMETER OR GREATER, SHALL BE PLANTED BY THE TREE PRESERVATION OFFICER. A SEPARATE PERMIT WILL BE ISSUED FOR ANY TREE REMOVALS.



LANDSCAPE NOTES:

1. SEED AND BLANKET LIMIT LINE IS THE LINE DISTURBED BY CONSTRUCTION. AREAS DISTURBED BY CONSTRUCTION SHALL BE RESTORED WITH TOPSOIL (MIN. 6" DEPTH), FERTILIZER, SEED AND BLANKET AS SHOWN. NO TOPSOIL SHALL BE APPLIED IN AREAS NOT DISTURBED BY CONSTRUCTION, OUTSIDE SCOPE LIMIT, TO EXISTING CONDITIONS.
2. ALL PLANTING BED AREAS DISTURBED BY CONSTRUCTION SHALL BE RESTORED WITH TOPSOIL (MIN. 10" DEPTH) OVER TO PERENNIAL AND SHRUB INSTALLATION.
3. THE CONTRACTOR SHALL PROTECT ANY AND ALL TREES THAT ARE PLANTED IN THE PROPOSED PLANTING AREA DUE TO THEIR OPERATIONS. CONTRACTOR SHALL INSTALL THESE TREES IN THE PROPOSED PLANTING AREA ON PLANS AND DETAILS PRIOR TO BEGINNING WORK.
4. THE CONTRACTOR WILL MAKE NO SUBSTITUTIONS WITHIN THE PROPOSED PLANTING AREAS UNLESS APPROVED BY THE LANDSCAPE ARCHITECT. THE CONTRACTOR WILL SUBMIT ANY SUBSTITUTIONS IN WRITING TO THE LANDSCAPE ARCHITECT.
5. ALL PLANTING TECHNIQUES AND METHODS SHALL BE CONDUCTED IN ACCORDANCE WITH THE AMERICAN STANDARD FOR NURSERY STOCK AND AS DETAILED ON THESE DRAWINGS. DISCREPANCIES SHALL BE REPORTED IMMEDIATELY TO THE LANDSCAPE ARCHITECT.
6. ALL PLANTING BEDS WILL RECEIVE 3" PREMIUM DOUBLE SHREDDED HARDWOOD BARK. GRINDCOVERS SHALL RECEIVE 1" PREMIUM DOUBLE SHREDDED HARDWOOD BARK AS BASE OF PLANT.
7. TREES PLACED IN TURF AREAS WILL HAVE 6" CMA, MACH RING WITH 3" DEEP SPADE CUT EDGE.
8. ALL BEDLINES SHALL BE SPADE CUT TO A MAXIMUM OF 3". GROOVES AND DRAINS SHALL BE PLACED AND NOT SEGMENTED. EXISTING TURF IN PROPOSED PLANTING AREAS SHALL BE TURFED AND PLANTED.
9. ALL PERENNIAL AND SHRUB BEDS TO HAVE AMENDED TOPSOIL. 2" MINIMUM ORGANIC MATTER SHALL BE TILLED INTO THE TOP 6" OF TOPSOIL. TOPSOIL SHALL NOT BE USED TO BREAK UP CLUMPS AND SPREAD EVENLY OVER SURFACE.
10. TREES SHALL BE INSTALLED A MINIMUM OF 10' FROM EXISTING TURF AREAS.
11. TREES SHALL BE INSTALLED A MINIMUM OF 3' FROM EXISTING BOUNDARIES, ROADS, AND NOT SEGMENTED.
12. EXISTING TURF IN PROPOSED PLANTING AREAS SHALL BE TURFED AND PLANTED.
13. ALL PERENNIAL AND SHRUB BEDS TO HAVE AMENDED TOPSOIL. 2" MINIMUM ORGANIC MATTER SHALL BE TILLED INTO THE TOP 6" OF TOPSOIL. TOPSOIL SHALL NOT BE USED TO BREAK UP CLUMPS AND SPREAD EVENLY OVER SURFACE.
14. TREES SHALL BE INSTALLED A MINIMUM OF 10' HORIZONTALLY FROM UTILITY STRUCTURES AND APPURTENANCES, INCLUDING, BUT NOT LIMITED TO IMPLANTATION, CONDUITS, DRAINS, DRAINS, AND FIRE HYDRANTS.
15. AREAS COMPACTED BY CONSTRUCTION TRAFFIC SHALL BE TILLED OR RESTORED TO ALLOW FOR SUITABLE PLANTING CONDITIONS.
16. THE PLACEMENT OF TREES WHICH ARE TO BE PRESERVED IN THE PROJECT AREA, BUT WHICH COULD BE NEGATIVELY AFFECTED DURING THE CONSTRUCTION PROJECT, SHALL BE PROVIDED IN A COMPLIANT FORM, LIST ACCORDING TO THE TREE PRUNING STANDARDS SET BY ANSI Z133 CODE.

PLANT LIST: SEE SHEET L2.00



Wight
 Wight & Company
 wightco.com
 2500 North Frontage Road
 Darley, IL 60561
 P 630.969.7000
 F 630.969.7979

ISSUED FOR CONSTRUCTION 09/19/2025
 ISSUE FOR BID 03/14/2025
 REV. DESCRIPTION DATE

LEISURE CENTER RENOVATION

3323 WALTERS AVENUE
 NORTHBROOK, IL 60062

LANDSCAPE PLAN ENLARGEMENTS

Project Number: 240057
 Drawn By: 
 DW Sheet: L1.02
 1" = 5'