

Section 5-106
Appearance and Related Plan Review

SECTION 5-106. APPEARANCE AND RELATED PLAN REVIEW.

- A. **Purpose and Authority.** An Appearance Review is required for minor exterior site and building changes for all existing development, and for all restaurants that are not a special use, except single family residential and multifamily of fewer than six (6) ~~seven (7)~~ units. Appearance Review is not required for routine property maintenance, replacement of materials with like materials, and proposals that do not visibly change the appearance of the property. If the ~~Development Services Department~~ ~~Planning Division~~ Director finds that the proposal significantly alters the design and intent of the approved plan, full site plan review is required. The purpose of appearance review is to ensure that the appearance of new development within the Village is consistent with the community character of the area within which the development is located. (Ord. 3281 - 8/16/99) The ~~Planning Division~~ ~~Development Services Department~~ is authorized to conduct and approve appearance reviews. The Appearance Review process in this Section 5-106 does not apply to property in the OOH Zoning District. See Section 6-209 for applicable regulations for the OOH Zoning District.
- B. **Review.** Appearance Review of the proposed development and related plans shall be conducted by the ~~Development Services Department~~ ~~Planning Division~~ for compliance with requirements outlined in, but not limited to, Section 6-308 Design Standards. If the application requires a ~~special-use plan~~ approval, the appearance review shall be conducted concurrently with the ~~special-use plan~~ review. (Ord. 2959 - 11/18/96)
- C. **Decision by the Planning Division.** The ~~Development Services Department~~ ~~Planning Division~~ Director shall determine if the proposed development meets the Village's Design Standards and may impose conditions of approval to bring the proposal into compliance with Village Design Standards. These conditions shall pertain to the external appearance of the development, including signage, and may include additional landscaping, fencing or other exterior treatment as required to meet the Village Design Standards.
- D. **Appeal Process.** The applicant may appeal the decision of the ~~Development Services Department~~ ~~Planning Division~~ to the Plan Commission at one of its next two (2) regularly scheduled meetings. The Plan Commission shall review the application and the ~~report and recommendation of the Development Services Department~~ ~~Planning Division~~ and shall grant or deny the application by a majority vote within thirty (30) days of receipt of the appeal.
- E. **Expiration of Appearance Approval.** Appearance Review approval of a proposal shall expire one year after the date of approval by the ~~Development Services Department~~ ~~Planning Division~~ or the Plan Commission unless extended specifically by application to the Plan Commission. (Ord. 3354 - 4/17/00)

(Ord. 4161 – 8/6/06 entire section)

(8/06)