



Awning Appearance Code and Design Guidelines



Awning Regulations and Approval Process

Intent

Awnings can:

- Enhance the aesthetics of a business property
- Provide weather protection
- Serve as business identification

This document describes a user-friendly process for businesses and building owners to install well-designed awnings in appropriate locations that protect pedestrian customers and enhance the commercial character of the Village.

Process

Installation of awnings requires:

- Certificate of Appropriateness
- Building Permit

Both the Certificate of Appropriateness and the Building Permit are issued by the Development Department prior to the beginning of any work. A Certificate of Appropriateness is granted by the Appearance Commission (or can be administratively granted through the Fast Track process), which indicates an awning meets the appearance standards of the Village. A building permit is reviewed, approved, issued and inspected by the Inspectional Services Division for all construction in the Village.

The first step in the approval process is to contact the Planning & Economic Development Department at (847) 904-4340.

Designs/Guidelines

Awning construction and design details are submitted to the Senior Planner with a completed permit application. Awnings can qualify for expedited (fast track) review if they are determined to be compliant with these Design Guidelines, which means the applicant would not need to attend an Appearance Commission meeting. The design guidelines contained in this document are just that – guidelines. If an awning varies from the design guidelines, it does not necessarily mean an awning is not allowed, it just means that an Appearance Commission review at a public meeting is required before a Certificate of Appropriateness can be issued.

The percentage of text and graphics on an awning also counts toward the tenant space's overall sign square footage allowance (see the Sign Code).

Awnings must comply with all code requirements including Appearance Code, Sign Code and Building Code. See Appendix A, Appendix B and Appendix C at the back of this document for additional information and/or further references.



Appearance Code

1. Location/Placement

- 1.1 Awnings shall be designed to project over individual window and door openings and not project as a single continuous feature extending over architectural piers or arches.
- 1.2 The lowest point of any awning shall be a minimum of 8 feet above the sidewalk or ground over which it projects.



Projection over individual openings of the façade (1.1)



Lowest point of the awning is a minimum of 8' above the ground (1.2)

Design Guidelines

1. Location/Placement

1a. Long expanses of awnings are discouraged. Multiple awnings should be used to reflect the door and window openings beneath them.

1b. Awnings should have a pedestrian scale and be placed so as to provide weather protection and/or business identification to potential patrons of a business.

1c. Awnings should be an enhancement to the building façade and should be proportional with and complimentary to nearby buildings and awnings.

1d. Awnings should be mounted in locations that respect the design of the building and do not obscure ornamental features over storefronts (i.e. rooflines, arches, materials, banding).

1e. Awnings are discouraged in locations which already have a covered walkway (i.e. arcade or promenade).

1f. In multi-tenant shopping centers, awnings should be coordinated to complement the overall architecture of the center.

ok



Multiple awnings reflect window openings (1a)



Awnings enhance the building façade(1c)



Respects ornamental features of the façade (1d)

no



Long expanses of awnings are discouraged (1a)



Awnings are not placed to provide weather protection (1b)



Obscures an ornamental feature of the façade (1d)

Appearance Code

2. Appearance

- 2.1 Text and graphics shall comprise no more than 20 percent of the total exterior surface of the awning face and valance.
- 2.2 The percentage of text and graphics on an awning shall also count toward the overall tenant space's square footage allowance for signs.
- 2.3 Valances shall be no more than 10 inches in height.
- 2.4 Text and graphics on a valance shall be no larger than 8 inches. There shall remain 1 inch of negative space on the top and bottom of a valance.
- 2.5 Awning materials with reflective or shiny finishes are prohibited.



Text and graphics shall comprise no more than 20% of the total awning surface (2.1)



Text and graphics on a valance shall not be larger from top to bottom than 8," with at least 1" negative space on the top and bottom (2.4)



Awnings with matte finishes are required (2.5)

Design Guidelines

2. Appearance

2a. Valance size should be proportional to the size of the awning.

2b. Repetition of text and graphics on adjacent valances and awning faces for individual tenant spaces is discouraged. Every other awning face should be blank.

2c. Awning colors should enhance and complement the building and adjacent awnings, rather than overwhelm the building scheme. Colors should not call more attention to the awning than the building.

2d. Awnings are preferred to be a solid color. If stripes are used, subtle or muted colors are preferred. Striped awnings with highly contrasting, bright colors may be construed as visually blaring and inappropriate.

2e. If wrapped awnings (with closed ends) are used, the ends should use solid colors.

2f. Awnings should not be duplicative of wall signs in the same line of sight.

2g. Fonts and sizes of text and graphics should be chosen for legibility. Medium stroke text is preferred.

ok



Repetitive lettering or graphics allowed on every other valance (2b)



Awning colors complement adjacent awnings (2c)



Subtle stripes can be complimentary to storefronts (2d)

no



Valance text is too tall relative to the height of the valance (2.4)



Highly contrasting and intensely colored stripes are visually blaring (2d)



Awning text is duplicative of the wall sign in the same line of sight (2f)

Appearance Code

3. Construction and Maintenance

- 3.1 Architectural fabric, in a matte finish, suitable for outdoor use must be used and shall cover the front of the awning frame.
- 3.2 The awning frame shall be constructed of steel or aluminum.
- 3.3 Wind and snow load capacities, as determined by the product manufacturer or design professional, shall be provided to staff as part of the permit process and shall comply with applicable Village building codes.
- 3.4 Awnings shall not be torn, frayed, ripped, faded, or stained, soiled or dirty. When not specifically addressed by this ordinance, provisions of the 1998 Property Maintenance Code shall apply.



Well-maintained awnings, constructed of architectural fabric, in a matte finish (3.1 & 3.4)



Metal awning frame (3.2)



Snow load requirements are provided to staff as part of the permit process (3.3)

Design Guidelines

3. Construction and Maintenance

3a. Awnings should be UV-resistant.

3b. The awning frame structure should be finished to match the metal storefront system color or the awning fabric color. The structure should also be compatible with the window system of the building also in terms of placement and materials used.

3c. Awnings should have open ends, called “shed awnings,” to allow less obstructed views of storefronts. Wrapped awnings may be deemed appropriate if they are complimentary to the architecture (i.e. at the corner of a building).

3d. Awnings should project a minimum of 3 feet and a maximum of 5 feet from the building façade.

3e. Awnings should have between a 30 and 50 degree angle, taking into consideration the height of the storefront and snow/wind load requirements.

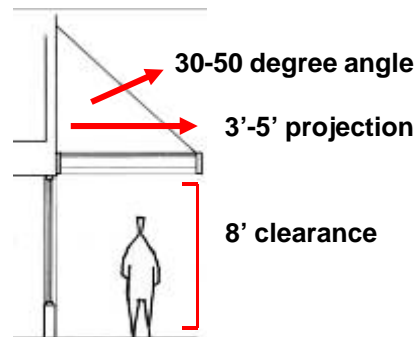
ok



Frame matches the finish color of the window structure (3b)



Open ended awnings are preferred (3c)



Provides 8' clearance, a 3'-5' projection and a 45 degree angle (opportunity for 30-50 degree angle allowed)(3d & 3e)

no



Non-traditional awning styles require Appearance Commission review (3d)



Awning is torn, frayed and soiled (3.4)

Appearance Code

4. Lighting

- 4.1 Awnings shall not contain graphics that are lit from behind or lit from the interior of the awning
- 4.2 Awning soffits require Appearance Commission review.



Appropriately spaced lighting fixtures provide a wash of illumination on the awning (4b)



Design Guidelines

4. Lighting

4a. Gooseneck or other building mounted fixtures are encouraged.

4b. Number and placement of fixtures should be chosen to provide a wash of illumination on the awning, without providing “hot spots.”

4c. Decorative downlights should provide a soft glow and low level of illumination.

4d. Frequency of fixtures should be no less than 3 feet on center and no more than 6 fixtures in a row.

ok



Appropriately spaced gooseneck light fixtures are encouraged (4a)



Decorative under-canopy lighting may be permitted but requires Appearance Commission review (4c)

no

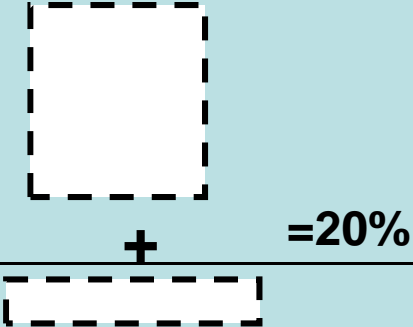


Gooseneck fixtures spaced too close together and too many in a row (4d)



Backlit awnings are not permitted (4.1)

Appendix A

<p>Seatbelt Bags</p>	<p>Seatbelt Bags</p>	 <p>Seatbelt Bags</p>
<p>20%</p>	<p>20%</p>	

Text and graphics shall comprise no more than 20 percent of the total exterior surface of the face and valance of an awning.

Uppercase and lowercase letters in a medium weight stylized typeface (serif preferred) are generally easier to read (see example b). All uppercase letters in a thick weight typefaces can become illegible (see example c). Extremely thin typefaces can also become illegible (see example a).

- | | | |
|---|----------------------|--------------------------|
| a | SEATBELT BAGS | Seatbelt Bags |
| b | SEATBELT BAGS | Seatbelt
Bags |
| c | SEATBELT BAGS | Seatbelt Bags |

Appendix B

Codes:

Awnings must comply with all code requirements, including the **Appearance Code**, **Sign Code** and **Building Codes**.

The applicable Appearance Code regulations are listed in this document.

The Sign Code (Article VII of the Zoning Code) regulates the maximum amount of signage (usually expressed as a percentage of store frontage) to which a tenant space is entitled. Any text and graphics on an awning counts toward the total signage that a business is allowed. Appendix A to this document illustrates how text and graphics square footage on an awning are reviewed and calculated.

The Building Code regulates how much snow and wind load an awning must be able to withstand in order to be safe for pedestrians.

The Building and Zoning Division can answer other additional questions about Village regulations.

Awning Replacement/Repair:

See staff for details regarding the replacement process. Maintenance and repairs to the original condition are permitted.

Appendix C

Glossary

Awning: A metal tubular structure over a storefront or entrance that provides framework for a canvas covering and which provides protection from sun and inclement weather for patrons walking below.

Awning face: That portion of an awning which is angled other than 90 degrees to grade.

Awning frame: Structure that supports the awning cover.

Awning valance: The narrow vertical hanging flap at the front edge of an awning which is 90 degrees to grade.

Awning soffit: An architecturally constructed underside of an awning

Canopy: Architectural structure projecting over a storefront/entrance; covering is not fabric and is typically metal and/or glass; provides protection from sun and inclement weather for patrons walking below.

Graphics: Pictorial representations

Sign: See Article VII Signs of the Zoning Code for additional information.

Permit #:

VILLAGE OF
GLENVIEW



AWNING APPLICATION

TO: APPEARANCE COMMISSION

Date Stamp:

c/o Senior Planner
1225 Waukegan Road
Glenview, Illinois 60025
(847) 904-4305

Business Name: _____

Street Address of Project: _____

Awning Description: _____

Wind and Uplift: (minimum 15 pounds per square foot): _____

Snow Load: (minimum 25 pounds per square foot): _____

Name of Applicant (Contact person): _____

Date & Applicant's Signature*: _____

*By my signature I acknowledge I have read and understand the materials in the awning application materials.

Applicant's Address: _____

Phone #: _____ Fax: _____

E-mail: _____
(Optional, but helpful)

Property Owner (print) Property Owner's Signature (Required) Date

Property Owner's Address: _____
(include city)

FOR OFFICE USE ONLY

Fast Track Approval Date: _____ Staff Signature: _____

Fast Track Approval not applicable. Staff Signature: _____

Awning Fast Track Administrative Approval Process

- STEP 1 - APPLICATION SUBMITTAL:** Applicant submits the following to the Village of Glenview:
- Three (3) copies of awning specifications with load requirements, including front and side detail;
 - Three (3) copies of color renderings of the proposed awnings with fabric color swatch attached;
 - one (1) copy of the application; and
 - one (1) completely filled out building permit.
- Contact: Jill Ziegler, Senior Planner, at (847) 904-4305.*

- STEP 2 - VILLAGE STAFF REVIEW AND APPROVAL:**
- A. Staff will review the proposal for compliance with the **Awning Appearance Code and Design Guidelines**. If revisions are required, the applicant submits three (3) revised copies and repeats Step 1.
 - B. If the submitted plans comply, then the applicant moves to Step 3.

- STEP 3 - CERTIFICATE OF APPROPRIATENESS AND PERMIT:** The process is not complete until the applicant finishes Step 3.
- A. A Certificate of Appropriateness will be granted and a permit fee will be determined in accordance with the exhibits submitted in Step 2.
 - B. If the exhibits are not in accordance with the Awning Appearance Code and Design Guidelines, the petitioner may present the proposal to the Appearance Commission at a public meeting. Please contact the Senior Planner at (847) 904-4305 to discuss the process.
 - C. A permit must be paid for and issued by the Village of Glenview prior to any installation.

Permit Fee Schedule:

Fees are collected as part of a building permit related to the installation of any awnings or exterior related improvements. The fee is paid upon completion of this process and **prior** to picking up an awning or exterior remodeling permit and **prior** to the installation of any awning.

AWNING PERMIT FEE:
\$25 per awning section

BUILDING PERMIT FEE (Facade modifications, electrical, etc.):
See Assigned Plan Reviewer

Inspection:

The awning contractor must request an inspection after the awning is installed, by calling the inspection line at (847) 904.4320 to ensure compliance with the submitted permit drawings.