



## MEMORANDUM

**TO:** Plan Commission members

**FROM:** Jennifer Ganser, Assistant Director of Community Development

**DATE:** March 3, 2016

**SUBJECT: SPA 16-01ph – Site Plan Approval for 333-377 E. Butterfield Road**

After the staff report went out, staff noticed an error in condition three. As this is request is for Site Plan Approval, no ordinance from the Village Board is required. Staff proposes changing condition three to read:

*3. This relief shall be valid for a period of one year from the date of approval by the Plan Commission. If the signage is not constructed by said date, this relief shall be deemed null and void.*

Also, as clarification, the petitioner has one year to start construction of the signs. Staff recognizes that, if this request is approved by the Plan Commission, the wall signs may not be in place within one year. However, if the freestanding signs are in place within one year, the condition will have been met.