

**MINUTES OF THE APPEARANCE REVIEW COMMISSION**  
**January 17, 2022**

The regular meeting of the Appearance Review Commission was called to order by Chairman John Robbins at 5:13 p.m. and conducted virtually due to public health concerns.

Members Present: Chairman John Robbins, Sarah Burger, Tom Flader, Les Galo, James Hartshorne, Mike Kollman, and Casey Rooney.

Members Absent: None.

A quorum was established.

Village Staff Present: John Spoden, Director of Community Development, and Christopher Sandine, Associate Planner.

Commissioner Rooney made a motion, seconded by Commissioner Flader, to approve the December 20, 2021, Appearance Review Commission meeting minutes, as written.

Motion carried 6 - 0.

*Commissioner Galo arrived at the Appearance Review Commission meeting.*

Mayor Donna Johnson announced with great sadness that Chairman John Robbins is resigning from the Appearance Review Commission and Historic Preservation Commission. Mayor Johnson stated Chairman Robbins has been serving the Village for over 18-years and was appointed Chairman in 2005. Mayor Johnson acknowledged the difficulties of keeping a work-life balance. Mayor Johnson stated the Village will be drafting a proclamation for Chairman Robbins and honoring him at a Village Board meeting that coincides with his schedule. Mayor Johnson stated they will try to arrange it around an in-person meeting, so everyone is able to attend and extend their warm wishes. Mayor Johnson stated the Village owes Chairman Robbins a debt of gratitude for his expertise and commitment. Mayor Johnson stated Chairman Robbins joined the ARC in 2003, appointed Chair in 2005, presided over approximately 200 ARC Meetings, worked with the Plan Commission on various projects (Lake Street Parking Garage, Church Street Parking Garage, and Downtown Train Station), volunteered for roles on various committees (2017 TOD Plan), and always made himself available for Staff. Mayor Johnson stated the amount of time and commitment dedicated to the Village can be exhibited through the work-ethic shown by Chairman Robbins.

**OLD BUSINESS:**

**ARC 21-63 Doyle Signs, Inc., Authorized Agent for S & H Management LLC.  
929 N. Milwaukee Avenue**

**Request is for new signage.**

Mr. Larry Spence, authorized agent for Doyle Signs, Inc., presented the proposed signage for 929 N. Milwaukee Avenue. Mr. Spence reminded the Commission that a portion of this project was

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before them one month ago. Mr. Spence stated he has provided them with a comprehensive sign package that includes a landscape plan, freestanding sign, wall mounted sign, and directional signs. Commissioner Rooney appreciated the applicant's inclusion of a night-time rendering for the illuminated signs. Commissioner Flader questioned if the sign base is completely aluminum or if there is a masonry element. Mr. Spence confirmed the sign base is completely aluminum. Chairman Robbins liked how the sign of the base is married to the rest of the building and how the boxwoods at the base of the sign will provide some color in the winter months. Commissioner Flader added the rest of the plants look to be hearty cultivars for the site.

*Commissioner Rooney made a motion, seconded by Commissioner Flader, to recommend the Village Board of Trustees approve the application for new signage at 929 N. Milwaukee Avenue, in accordance with the plans submitted.*

*Motion carried 7 - 0.*

**NEW BUSINESS:**

**ARC 22-01 North Shore Sign Co., Authorized Agent for SAQIB, LLC.  
311 S. Milwaukee Avenue**

**Request is for new signage.**

Mr. Matt Laska, authorized agent for North Shore Sign Co., presented the proposed signage for 311 S. Milwaukee Avenue. Mr. Laska stated the channel letter signs will be flush mounted directly into the wall. Mr. Laska stated the "CARX" will be one channel letter and the rest of the "Tire & Auto" will be individual letters. Mr. Laska stated the existing letters will be removed and the fascia will be repainted where the existing letters have been removed. Commissioner Rooney confirmed the existing sign is non-illuminated and the proposed sign will be illuminated. Mr. Laska stated the existing letters are non-illuminated PVC letters. Chairman Robbins questioned if the white background in the channel letters need an opacifier. Mr. Sandine stated they will not need that opacifier because they are individual letters.

*Commissioner Flader made a motion, seconded by Commissioner Rooney, to recommend the Village Board of Trustees approve the application for new signage at 311 S. Milwaukee Avenue, in accordance with the plans submitted.*

*Motion carried 7 - 0.*

**ARC 22-02 North Shore Sign Co., Authorized Agent Susan Nelson.  
1590 S. Milwaukee Avenue, Suite 100**

**Request is for new signage.**

*Commissioner Kollman recused himself from this project due to a conflict of interest.*

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Mr. Matt Laska, authorized agent for North Shore Sign Co., presented the proposed signage for 1590 S. Milwaukee Avenue, Suite 100. Mr. Laska started off by addressing the Staff comments. Mr. Laska stated the reasoning for not providing an opaque background on the freestanding sign was to enhance its visibility and draw attention to the sign. Mr. Laska stated the office center has cycled through restaurants and would like to provide that visibility for this tenant. Mr. Laska stated they went with a darker red so the sign isn't too bright towards the road. Mr. Laska noted there is a lot of competition down the road with Mellody Farms. Mr. Laska stated the sign in the back of the property is also proposed to be illuminated without an opaque layer. Mr. Laska noted this will provide visibility from the roadway and the interior parking lot. Mr. Laska stated the material / awning is in good condition. Mr. Laska stated the existing "Tacos El Norte" face panel will be cut out and removed so a new Lexan face panel can be installed. Mr. Laska stated the new panel will be illuminated from the existing electric from the lights inside the awning itself.

Commissioner Rooney confirmed the only color change will be the face of the awning (red). Chairman Robbins questioned how the rest of the Commission feels about the illumination levels. Commissioner Rooney stated she does not have a problem with the illumination levels or the color. Commissioner Rooney noted the location is near Vernon Hills. Chairman Robbins stated they have some competition immediately nearby, too. Chairman Robbins and Commissioner Flader stated they have no issues with the illumination levels. Mr. Sandine noted the Appearance Review Commission does not have the authority to approve a change from the Zoning Code, such as allowing the sign to move forward as presented without the opaque background layer. Mr. Sandine noted the applicant would be required to apply for a variation and have this project heard before the Zoning Board of Appeals. Chairman Robbins questioned how the changeable letter sign fits into the equation. Mr. Sandine stated the applicant can use the changeable letter sign as it currently exists if they are not making any changes. Chairman Robbins questioned the logistics of moving forward if the Commission recommends approval of the sign as submitted. Mr. Spoden stated the Village will withhold from sending this item to the Village Board until they have gone through the variation process. Chairman Robbins questioned what might happen if the Commission votes to approve the signage with the condition that an opacifier be placed behind the red background. Mr. Sandine stated the proposal can move ahead to the Village Board unless the applicant is interested in going the variation route. Chairman Robbins questioned the logistics if the ARC approves the sign as submitted and the ZBA does not approve the sign as submitted. Mr. Spoden stated both reports will be forwarded onto the Village Board of Trustees for their determination. Chairman Robbins questioned how the applicant would like to proceed. Mr. Laska stated their client is interested in moving forward with the proposal, as submitted. Commissioner Galo suggested a motion that does not require the opacifier.

*Commissioner Galo made a motion, seconded by Commissioner Rooney, to recommend the Village Board of Trustees approve the application for new signage at 1590 S. Milwaukee Avenue, Suite 100, subject to the following condition: 1) The applicant applies for a sign variation in order to install the proposed signage without the opaque background.*

*Motion carried 6 - 0.*

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**ARC 22-03 Lauren Drew, Authorized Agent for Riva Ridge Umbrella Association.**  
**Riva Ridge Umbrella Association**

**Request is for new landscaping.**

Ms. Lauren Drew, authorized agent for the Riva Ridge Umbrella Association, presented the proposed landscaping for the Riva Ridge Umbrella Association. Commissioner Rooney requested some background information on the Riva Ridge tree situation. Ms. Drew stated she initially met with the Appearance Review Commission in 2019 to discuss tree removals within the overall subdivision. Ms. Drew stated there are approximately 1,500 trees in the entire subdivision, many of which are Austrian Pines or Ash. Ms. Drew stated they have been able to mitigate the removal of many Ash trees, but the Austrian Pine's are struggling. Ms. Drew stated she has been able to break the subdivision down into different phases, so the tree removals are manageable. Ms. Drew stated Phase 1 focused primarily on the perimeter roadways. Ms. Drew stated Phase 2 focused on Residential Association 2. Ms. Drew stated Phase 3 is focused on Residential Association 1. Ms. Drew stated the overall size of the project will require a Phase 4. Ms. Drew stated the important reminder is that Riva Ridge has made an agreement to remove and install a certain number of trees within each phase. Ms. Drew stated they were unable to install all of the replacement trees due to the drought. Ms. Drew stated they will catch up with the replacements when the conditions allow. Ms. Drew stated they were able to plant more trees in Phase 1 than what was required. Ms. Drew stated Phase 3 is requesting the removal of 96 trees and replacement of 28 trees. Ms. Drew stated they are also facing an issue with the Spruce trees and is working on a maintenance program, so they do not have to be removed.

Mayor Donna Johnson stated she recalls the main issue for the Riva Ridge community is that it was overplanted. Mayor Johnson stated it will be important to not recreate this problem as the replacement trees root and grow. Mayor Johnson questioned if the location is being considered when replacements are installed to avoid this issue. Ms. Drew confirmed the location is absolutely being taken into consideration. Ms. Drew stated she will often walk the subdivision and then stand in the exact spot a tree may be considered so she can visualize how the tree will grow. Mayor Johnson noted some people do not anticipate how some trees will grow, especially if they are not pruned or taken care of properly. Mayor Johnson confirmed the arborist is providing the proper counsel when selecting a tree for each location. Commissioner Flader noted how the Riva Ridge subdivision has been overplanted and that the Austrian Pines have suffered in Northern Illinois. Commissioner Flader stated that the maintenance is costly, and the rate of survival is low for these plantings. Commissioner Flader appreciated the applicant walked the space and visualized the area for each potential tree. Commissioner Flader stated a landscape plan can look good on paper, but it can be very different on site. Chairman Robbins agreed that the best practices often stem from walking the site and understanding the environment. Chairman Robbins confirmed one part of this application is to extend the timeline of removals and plantings into a Phase 4. Ms. Drew explained it is still an adjustment curve for the homeowners in terms of having trees removed and replaced. Chairman Robbins confirmed any dead trees should be removed. Chairman Robbins questioned if there is any merit in having a tree in poor condition. Commissioner Flader stated a poor-quality tree in a prime location with a treatment plan should be weighed against having the tree removed

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so a quality tree can be planted in a better location. Commissioner Flader noted it depends on the growing conditions for that area.

Chairman Robbins questioned if the Commission has any concerns with the numbers of trees proposed to be removed and replaced. Commissioner Rooney stated it is many trees subject for removal, but it makes sense given the context of the area. Commissioner Hartshorne noted when the trees have died, it is time to take them out. Commissioner Galo questioned what Riva Ridge is requesting with this application. Ms. Drew stated Riva Ridge is requesting to remove 96 trees and replant 28 trees. Commissioner Galo questioned additional phases. Ms. Drew stated they will need another year before they reach the maintenance phase of their proposal.

*Commissioner Galo made a motion, seconded by Commissioner Rooney, to recommend the Village Board of Trustees approve the application for new landscaping at the Riva Ridge Umbrella Association, subject to the following condition: 1) The applicant appear before the Commission in 2023 with a Phase 4 on tree removals and tree replacements.*

*Motion carried 7- 0.*

**ARC 22-04 Great Lakes Credit Union, Authorized Agent for Tranel Real Estate, LLC.**  
**1509 N. Milwaukee Avenue, Suite 102**

**Request is for new building facades and signage.**

Mr. Scot Parker, Mr. Michael Hirsch, and Mr. Paul Monahan, authorized agents for Great Lakes Credit Union, presented the proposed building facades and signage for 1509 N. Milwaukee Avenue, Suite 102. Mr. Parker stated Great Lakes Credit Union used to have a branch at this location and they intend to move back into the same location. Mr. Parker stated there used to be an extended canopy that covered two drive-thru lanes. Mr. Parker stated the proposed work is to install a new ATM, along with a support canopy and bollards. Mr. Parker stated there is an existing monument sign along Milwaukee Avenue and there is a panel on the bottom for Great Lakes Credit Union (that has already been installed). Mr. Parker stated the ATM island would like to have two sign components facing Milwaukee Avenue (east) and one facing to the north. Mr. Parker stated the sign panels are designed to be a dark blue translucent material with white lettering. Mr. Parker stated there is an option to have a laser-cut option instead of the translucent panels. Mr. Parker stated they would like to go whichever route will not slow down their process. Mr. Parker suggested they would like to move forward with the translucent panel (if permitted). Mr. Parker stated an exhibit was provided that confirms the size of the signage will be permitted, while also indicating there will be no signs added onto the building itself.

Commissioner Kollman questioned if there will be lighting underneath the canopy. Mr. Parker confirmed there will be two square downlights to illuminate in front of the ATM. Mr. Hirsch stated the lights will be beneficial for security, too. Commissioner Hartshorne questioned if there will be any issues with blocking the entrance to the building. Mr. Parker appreciates the comment from Commissioner Hartshorne and noted the number of required stacking spaces will not block any parking spaces. Commissioner Flader questioned if there is a possibility to have the ATM at the rear of the property. Mr. Parker stated they have not discussed this option. Mr. Monahan stated

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they are only leasing out a small portion of the building in the front and it would require a large amount of trenching to have the ATM located at the rear of the property. Mr. Monahan stated it would also require them to go through the Tranel Group's business, which would be undesirable. Mayor Johnson confirmed this location will be ATM drive-up only and there will not be a teller, as there was in the past. Mr. Hirsch confirmed this will be an ATM only and not a drive-up lane. Mr. Hirsch stated they will be operating the same footprint as before, but it will be a cashless branch that focuses on lending services. Mr. Spoden stated the project will proceed to the Plan Commission for area circulation and the project does meet the Zoning Code requirements of having four (4) vehicles as stacking space. Mr. Spoden stated the Police Department has generally favored an ATM to be in front of the building for security reasons. Mayor Johnson indicated this location did have an issue in the past. Mr. Sandine stated the Plan Commission has the authority to review the translucent sign panel and they can make a recommendation on whether it should be permitted.

Chairman Robbins stated it makes sense for the ATM to be in the front. However, Chairman Robbins noted the amount of signage on the ATM lends itself to be a second monument sign in front of the building. Chairman Robbins stated he understands the calculations are permitted, but the whole structure with signage is concerning. Mr. Hirsch stated the canopy is first-and-foremost for the members and to protect them from the elements. Commissioner Rooney questioned if it would look less as a signage piece if it blended in with the building more. Chairman Robbins noted that could be an option but didn't want to get into redesigning it. Commissioner Galo stated he doesn't think of it in terms of signage, but more as an identifying aspect of the canopy. Commissioner Galo stated he has no issues with the design.

*Commissioner Galo made a motion, seconded by Commissioner Hartshorne, to recommend the Plan Commission/Zoning Board of Appeals approve the application for new building facades and signage at 1509 N. Milwaukee Avenue, Suite 102, in accordance with the plans submitted.*

*Motion carried 6 - 1. Chairman Robbins against.*

**ARC 22-05 Marcin Chrapek, Authorized Agent for 2001 Kelley Owner, LLC.**  
**2001 Kelley Court**

**Request is for new building facades.**

Mr. Robert Bleck, authorized agent for Marcin Chrapek, presented the proposed building facades for 2001 Kelley Court. Mr. Bleck stated the proposed tenant is a cabinetry manufacturing business that collects a lot of sawdust. Mr. Bleck stated the sawdust will be collected and sent out towards exterior dust collection equipment. Mr. Bleck stated there are existing windows on the building and the ductwork will use the existing openings. Mr. Bleck stated the dust collectors will be screened by a vertical metal siding that will match the rooftop screening. Mr. Bleck stated they are seeking a variation for the height of the screening equipment for the 17-foot-high enclosure. Mr. Bleck stated the color will match the pre-cast walls and the blue doors provide a nice aesthetic. Mr. Bleck stated there are two dumpsters proposed to occupy two existing parking spaces. Mr. Bleck stated they are working with Village Staff to ensure they can afford to lose these two parking spaces. Mr. Bleck stated the coping on the top of the enclosure will match the rest of the building

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and there are zero trees that will be removed on-site. Commissioner Kollman questioned how the containers will be emptied. Mr. Bleck stated the dumpsters will be roll-off and there is fencing that can be opened. Commissioner Kollman questioned how the materials from the dust collector will be put inside the dumpster. Mr. Bleck stated they have a flex duct system that will empty into the dumpsters. Chairman Robbins questioned where the screen lands on the rooftop. Mr. Bleck stated it will go to the top of the window and cover the entire ductwork system. Commissioner Rooney confirmed the Zoning Board of Appeals will review this project if it is approved as presented by the Commission.

*Commissioner Rooney made a motion, seconded by Commissioner Flader, to recommend the Plan Commission/Zoning Board of Appeals approve the application for new building facades at 2001 Kelley Court, in accordance with the plans submitted.*

*Motion carried 7 - 0.*

**COMMUNICATIONS AND DISCUSSION:**

Chairman Robbins informed the Commission that he has submitted a letter of resignation from the Appearance Review Commission and Historic Preservation Commission. Chairman Robbins stated he has garnered more responsibilities with Bancroft Architects and is travelling more often. Chairman Robbins stated he is happy to leave the Commission in good hands and thanked everyone for their assistance over the years. Commissioner Rooney thanked Chairman Robbins for being able to learn how to ask the right questions and serving the Village. The rest of the Commission thanked Chairman Robbins for his years of service.

With no further discussion, Commissioner Rooney moved and Commissioner Kollman seconded a motion to adjourn.

Motion carried 7 - 0.

Meeting adjourned at 6:37 p.m.