

**MINUTES OF THE APPEARANCE REVIEW COMMISSION**  
**April 17, 2023**

The regular meeting of the Appearance Review Commission was called to order by Acting Chair James Hartshorne at 5:00 p.m. at 118 W. Cook Avenue.

Members Present: Acting Chair James Hartshorne, Tom Flader, Les Galo, Michael Haug, Mike Kollman and Casey Rooney.

Members Absent: Chair Sarah Burger.

A quorum was established.

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

Commissioner Galo made a motion, seconded by Commissioner Flader, to approve the March 20, 2023, Appearance Review Commission meeting minutes, as written.

Motion carried 6 - 0.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**ARC 23-13   Bright Light Sign Co., Authorized Agent for BRE RETAIL SPE7 LLC  
1439 Peterson Road**

**Request is for new signage.**

Mr. Bill Holly, Bright Light Sign Co., authorized agent for FedEx and BRE RETAIL SPE7 LLC, presented the proposed signage at 1439 Peterson Road. Mr. Holly stated the scope of work includes the installation of an illuminated channel letter set for FedEx Office. Mr. Holly stated the signage will be flush mounted with white Plexiglas face, black returns and trim caps, and white illumination. Mr. Holly stated there will an orange overlay on the "EX" portion of the sign.

*Commissioner Galo made a motion, seconded by Commissioner Kollman, to recommend the Village Board of Trustees approve the application for new signage at 1439 Peterson Road, in accordance with the plans submitted.*

*Motion carried 6 - 0.*

**ARC 23-14   Hannah Frei, Authorized Agent for Tim Smith  
777 N. Milwaukee Avenue**

**Request is for new signage.**

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Ms. Hannah Frei, The Hangout LLC, authorized agent for Tim Smith, presented the proposed signage at 777 N. Milwaukee Avenue. Ms. Frei stated she is in the process of requesting a special use permit to operate at this location. Ms. Frei stated the proposed signage will be a panel to be installed within the existing frame. Ms. Frei stated they are using the same company as previous tenants, and the sign will be the same material and same size as previous signage. Commissioner Rooney questioned if consideration will be given to painting the exterior of the frame. Ms. Frei stated that will not be a problem. Ms. Frei stated it is her understanding that the landscape bed is maintained by the Village. Mr. Sandine stated that Staff can check with the Village's Parks Department. Commissioner Flader questioned if any lighting is on the sign. Ms. Frei stated there is no lighting currently and their hours are primarily during the daytime, which would not necessitate the additional lighting.

*Commissioner Kollman made a motion, seconded by Commissioner Flader, to recommend the Plan Commission/Zoning Board of Appeals approve the application for new signage at 777 N. Milwaukee Avenue, in accordance with the plans submitted.*

*Motion carried 6 - 0.*

**ARC 23-15 Girl Scout Troop #45704, Dana Allan, Authorized Agent for the Village of Libertyville**  
**1500 N. Milwaukee Avenue**

**Request is for new building facades (mural).**

Ms. Dana Allan and Girl Scout Troop #45704, authorized agents for the Village of Libertyville, presented the proposed building facades (mural) at 1500 N. Milwaukee Avenue. Troop Members stated they are working on earning their Bronze Award, which aims to make a positive change in the community. Troop Members stated the project focuses on beautification, so they came up with a mural that inspires kindness, persistence, and individuality within the community. Troop Members stated the Village will not be responsible for maintaining the murals. Troop Members stated the Girl Scout Troop can maintain them and will remove them if they become too faded or damaged. Troop Members stated the Village has the right to remove the mural, while also noting that the material is expected to last about five (5) to seven (7) years. Troop Members noted the placement is on the north side of the dumpster to avoid direct sunlight. Commissioner Galo questioned the material of the panels. Ms. Allan stated they will be a composite aluminum with a plastic PVC core, about three (3) millimeters thick. Commissioner Kollman confirmed the signs will only be on the one side of the façade facing the playground. Ms. Allan stated the blue and green borders on the sign will complement the nearby playground.

*Commissioner Kollman made a motion, seconded by Commissioner Rooney, to recommend the Village Board of Trustees approve the application for new building facades (mural) at 1500 N. Milwaukee Avenue, in accordance with the plans submitted.*

*Motion carried 6 - 0.*

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**ARC 23-16 Pulte Group, LLC, Applicant**  
**100-198 Yorktown Court**

**Request is for new lighting and signage.**

Mr. Rob Getz, Pulte Group, LLC, presented the proposed lighting and signage at 100-198 Yorktown Court. Mr. Getz stated the scope of work includes installation of temporary signage for the sales center and model property. Mr. Getz stated one of the temporary signs is a second new development sign. Mr. Getz stated there is currently a new development sign along Peterson Road and this second sign would be located at the second entrance along Adler Drive. Mr. Getz stated the size of the sign will be the same as the first sign. Mr. Getz stated this secondary sign along Adler Drive will further reduce the number of potential individuals going into the existing neighborhood. Mr. Getz stated only the last model in the townhome unit will be the model, while the other townhomes will be sold off. Mr. Getz stated the importance of this signage is critical to the branding and marketing. Mr. Getz stated they want to make it clear where individuals park and enter the model homes. Mr. Getz stated the model home will have two signs and two flagpoles. Mr. Getz stated one sign will be a "Welcome Sign" and the second will be a "Model ID" sign. Mr. Getz stated the two flag poles will have an American flag and a Pulte flag. Mr. Getz stated the lighting will only consist of ground-mounted lights that shine on the signage and flagpoles. Mr. Getz stated the temporary parking lot will have a sign that says "Parking" and "Future Homeowner". Mr. Getz provided images of other communities where this type of signage has been previously installed.

Commissioner Haug stated the Zoning Code allows for flagpoles in the front yard that do not exceed fifteen (15) feet. Mr. Getz stated their standard is 20-feet and 25-feet, which is what is shown on the plans. Mr. Getz stated they feel that taller height would be more in scale with the rest of the building. Commissioner Flader questioned if the flag poles are temporary. Mr. Getz confirmed and noted that when the model is converted into a residence then the flagpoles and signage will be completely removed. Commissioner Flader questioned the timeframe for temporary. Mr. Getz estimated about two to two and a half years. Commissioner Kollman confirmed the sign on Adler Drive is not illuminated. Commissioner Rooney stated she does not have an issue with the signage but does have an issue with the size of the flagpoles. Commissioner Rooney stated she would rather see those operate within the Zoning Code standards. Commissioner Haug stated it seems to make sense to have a second new development sign on Adler Drive and the scale of the signs within the development are acceptable. Commissioner Haug further noted it would be nice to see the height of the flagpoles dropped to fifteen (15) feet. Commissioner Flader expressed concern with the signage to be installed on Adler Drive, given the neighboring residents will see them every day as they drive to their homes.

*Commissioner Rooney made a motion, seconded by Commissioner Galo, to recommend the Village Board of Trustees approve the application for new lighting and signage at 100-198 Yorktown Court, subject to the following condition: 1) Reduce the height of the flagpoles to be fifteen (15) feet.*

*Motion carried 6 - 0.*

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**ARC 23-17 Eugene Graham, Applicant**  
**1480 N. Milwaukee Avenue**

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

Mr. Tim Archibald, Architect (MAS), and Mr. Glenn Christensen, Landscape Architect, presented the proposed building facades and landscaping at 1480 N. Milwaukee Avenue. Mr. Archibald stated the project site is tucked into the Carriage Hill Subdivision. Mr. Archibald stated the scope of work includes demolishing the existing house and constructing a brand-new house. Mr. Archibald stated the proposed changes require a change to the existing special use permit and an amendment to the Planned Development Final Plan. Mr. Archibald stated the proposed materials have been presented to the Carriage Hill Architectural Review Committee and they have approved of the design. Mr. Archibald stated the existing home is deficient for the petitioner in several ways, which includes the existing siding that dates back over one hundred years, the buildout of the rest of the Carriage Hill Subdivision that has impacted vistas and viewpoints, a lack of a garage on the site, and a lack of a potential for ground-floor living. Mr. Archibald stated the small scale of the existing home and rooms limit ADA accessibility and mechanically there is a number of things that need to be replaced. Mr. Archibald stated the petitioner looked at the potential for renovating the structure, but the list of renovations was not cost effective or beneficial. Mr. Archibald stated they did have their plans reviewed by the Carriage Hill Architectural Review Committee and they concurred that the plans would be sufficient. Mr. Archibald stated the proposed home will be about 5,000 SF, which is about 2,000 SF larger than the existing home, but the overall lot coverage and building coverage will be reduced. Mr. Archibald provided the Commission with more information on the floor plans of the proposed structure. Mr. Archibald showed the Commission the various elevations on a 3D model. Mr. Archibald stated the materials will be a cedar shake roof, metal roofing, stucco, limestone, blue stone pavers, and white/black trim. Mr. Archibald stated the spacing of the dormers will meet the Zoning Code requirement.

Mr. Christensen stated the petitioner fell in love with the views, so it was important to maintain and enhance that look. Mr. Christensen stated it was important to maintain views for the neighboring property owners, as well. Mr. Christensen stated indigenous plant materials will be installed throughout the site. Mr. Christensen stated they wanted to build up the forest edge and maintain the views onto the grassy meadow. Mr. Christensen stated the plant material around the house is intended to provide greening around the site and accentuate the architecture.

Commissioner Rooney stated the proposed structure is very nice looking and it is appreciated that the property owner took their neighbors into consideration. Commissioner Galo stated he was disappointed to hear the structure will be torn down given its historic nature. Commissioner Galo mentioned another property in the Village that was remodeled and ultimately saved the structure. Commissioner Galo noted the rules of the Historic Preservation Commission also do not limit the property owners. Mr. Archibald stated they looked at the options for remodeling, but unfortunately it did not work in this circumstance. Commissioner Kollman discussed the interior construction of the proposed structure with Mr. Archibald. Commissioner Kollman stated it was difficult to hear the structure is being proposed to be torn down and it would be shame to lose it if there was a way to save it. Mr. Archibald stated they reviewed the options to try and save the structure, but it was

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going to be difficult to put in the necessary effort and still have deficiencies for the property owner. Commissioner Haug stated the proposed residence appears to fit the site very nicely and the architecture harkens back to that era. Commissioner Haug stated it doesn't feel like the design will be out of place with the rest of the Carriage Hill Subdivision.

*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 and landscaping at 1480 N. Milwaukee Avenue, in accordance with the plans submitted.*

*Motion carried 6 - 0.*

**ARC 23-18 Village of Libertyville, Applicant**  
**Multiple Locations in Downtown Libertyville**

**Request is for new wayfinding signage.**

Mr. John Spoden, Director of Community Development, presented the proposed wayfinding signage for Multiple Locations in Downtown Libertyville. Mr. Spoden stated the Village has been working towards installing pedestrian-oriented wayfinding signs throughout the Downtown. Mr. Spoden stated their location would be in high-traffic areas, such as right near the train station, outside the parking garages, and near Cook Park. Mr. Spoden stated the signage will have a map for all the different restaurants, shops, and services available. Mr. Spoden stated the design matches the parking garage signs that were previously installed. Mr. Spoden stated the non-illuminated signage will either be two-sided, while some will be one-sided. Mr. Spoden stated one struggle was deciding on a material that is durable but can be easily replaced. Mr. Spoden noted that Glencoe has installed a PVC product that can be screwed into the sign, so it is weather resistance, but also changeable. Mr. Spoden stated the Village anticipates changing out the signs twice a year. Mr. Spoden stated there are currently five (5) locations for these signs: one by the Train Station that still needs Metra approval, one near the Picnic Basket and Cook Park, one near the Lake Street Parking Garage, one near the Church Street Parking Garage, and one within a planter bed on Milwaukee Avenue near the corner of Milwaukee Avenue and Church Street.

Commissioner Flader questioned if there will be one panel of three smaller panels. Mr. Spoden stated it will be one panel with a map of the restaurants and businesses within Downtown. Commissioner Flader noted a similar product in Lake Bluff that has several signs for advertisements. Mr. Spoden stated that may be a solution for the banners that are currently displayed in Cook Park. Commissioner Kollman questioned if these maps will have the same information. Mr. Spoden confirmed and there will be no advertisement. Commissioner Rooney confirmed there will be no lighting. Mr. Spoden stated the panels will be changed as restaurants and services are updated yearly or semi-yearly. Commissioner Haug stated it will be like a directory in a mall, but much cooler. Mr. Spoden noted the Village tried to stay away from the electronic message boards that other communities have installed too. Commissioner Kollman confirmed the poles will match other light poles in the Village. Commissioner Flader confirmed that the signage will be primarily in hard-scape areas. Commissioner Flader questioned if it would be possible to have a planter box at the bottom of the sign with a few perennials. Mr. Spoden stated that would be an option that could be considered. Commissioner Flader stated that planter could

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be part of the sign. The Commissioners agreed the design of the signage would fit well and benefit the Downtown.

*Commissioner Rooney made a motion, seconded by Commissioner Flader, to recommend the Village Board of Trustees approve the application for new wayfinding signage at Multiple Locations in Downtown Libertyville, subject to the following condition: 1) Install a planter box near the base of the sign in locations that are deemed appropriate.*

*Motion carried 6 - 0.*

**COMMUNICATIONS AND DISCUSSION:**

Commissioner Kollman questioned if the Village has an official mural regulation. Mr. Sandine stated there is an administrative policy in place, but there are not official regulations. Commissioner Kollman questioned what it would take to have guidelines in place for the next time a mural wants to be installed in the Village. Mr. Spoden stated there would need to be some discussions on changes to the Sign Code and an updated Administrative Policy. Mr. Spoden stated it is something that the Village has struggled with in the past, but it would be good to set something in place.

Commissioner Kollman questioned the next steps for the Historic District Designation. Mr. Sandine stated the IL-SHPO still has not provided the guidelines or application required for the grant funding. Mr. Sandine stated that will be necessary to hire an outside consultant to put this information together on the Commission's behalf. Commissioner Kollman suggested the Commission have an idea of what it will cost to hire a consultant and help them understand what will be required so property owners can benefit from this designation.

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

Motion carried 6 - 0.

Meeting adjourned at 6:07 p.m.