

MEMORANDUM

TO: APPEARANCE REVIEW COMMISSION
Sarah Burger, Chair
Dale Villiard
Brian Enochs
Tom Flader
Les Galo
James Hartshorne
Mike Kollman

FROM: Wil Richardson, Planner

DATE: June 13, 2025

RE: Materials for the Appearance Review Commission Meeting
on **Monday, June 16, 2025**

The following is the list of cases scheduled for the Appearance Review Commission Meeting on Monday, June 16, 2025. **The meeting will be held in the Board Room of the Village Hall at 118 W. Cook Avenue, Libertyville, IL.** If you should have any questions or comments regarding any of the items below, please feel free to contact me at (847) 918-2028.

OLD BUSINESS:

ARC 25-11

1193 S. Milwaukee Ave

Applicant(s): Matt Laska, North Shore Signs, Authorized Agent for *Anel Pasic, Property Owner.*

Tenant: Frunch Room Collective

Request: Signage

*Appearance Code/
Zoning Issues:* None.

Staff Comments: The façade surface behind the wall sign should be repainted to remove any stains, markings, or fading left by the previous sign. The new paint must match the rest of the façade.

Required Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees*

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ARC 25-12
1700 Franklin Blvd

Applicant(s): Matt Laska, North Shore Sign, Authorized Agent for *Charles Meyer, Property Owner.*

Tenant: Wm. W. Meyer & Sons

Request: Signage

*Appearance Code/
Zoning Issues:*

1. Per the Zoning Code Sec. 26-11-3.11(a), For every one (1) square foot of gross sign surface area, there shall be provided one (1) square foot of landscaped area immediately adjacent to the sign base.

The proposed freestanding sign, as shown in the plans prepared by North Shore Sign dated January 9, 2024, indicates that landscaping will be provided by the customer. At the time of permit application, specify the type of landscaping, including the proposed species and varieties, and ensure that a minimum of 28 square feet of landscaped area is provided directly adjacent to the sign base.

2. Per the Zoning Code Sec. 26-11-14(c5), in the industrial districts, a freestanding sign shall not exceed six (6) feet above grade.

The proposed freestanding sign, as shown in the plans provided by North Shore Sign dated January 9, 2024, depicts a height of 8 feet. At the time of permit application, the plans must be revised to ensure the sign does not exceed a maximum height of 6 feet. If reducing the height leads to a substantial change in the appearance of the sign, resubmission to the Appearance Review Commission will be required.

Staff Comments: None.

Required Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees*

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NEW BUSINESS:

ARC 25-13
1518 Parkview Drive

Applicant(s): R. Scott and Tracy A. Botten

Request: Deck

*Appearance Code/
Zoning Issues:* None.

Staff Comments: 1. The applicant has applied for an amendment to the Carriage Hill Subdivision Specific Implementation Plan (SIP) to allow construction within a restricted grading area. Per the approved Specific Implementation Plan (SIP) for the Carriage Hill Park Subdivision, grading is not permitted within the rear 30 feet of the lot at 1518 Parkview. The proposed deck as shown on *Attachment 1 – Plat of Survey Proposed Deck* of the ARC application, dated June 3, 2025 by R. Scott and Tracy Botten, extends into the non-gradable area. In 1994, an ordinance was adopted to amend the SIP and permit modifications to the existing deck at 1518 Parkview, with the condition that construction comply exactly with the submitted plans. An amendment is now required to permit new improvements within this restricted area.

The Appearance Review Commission is only responsible for evaluating the project for appearance-related issues because the subject property is part of a Specific Implementation Plan that was previously considered and recommended by the Appearance Review Commission.

Required Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees*

ARC 25-14
700 E Park Ave

Applicant(s): McKenna Leahy, Modern Signs, Authorized Agent for *Extra Space Storage Management, Property Owner*

Tenant: Extra Space Storage

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Request: Signage

*Appearance Code/
Zoning Issues:*

1. *Per the Zoning Code Sec. 26-11-14(c2), one (1) wall sign is permitted per business occupancy in the industrial district.*

The applicant is proposing two wall signs and retaining one existing wall sign. The applicant has applied for a Major Adjustment to the Planned Development at Park Avenue corporate Center for a deviation from ZC Sec. 26-11-14(c2).

Staff Comments:

1. The applicant has applied for an amendment to the Planned Development at Park Avenue Corporate Center to modify a previous amendment approved in 2017 (PC 17-03). The previous amendment increased the maximum permitted number of wall signs in the industrial district from one to three, with the condition that all signage be installed in compliance with the approved plans. The new proposal is a modification of the previously approved plans and now requires review by the Appearance Review Commission and approval by the Village Board of Trustees as a new amendment to the Planned Development.

2. An existing wall sign reading “Office Suites” is located on the west elevation of the subject property at 700 E. Park Avenue and is proposed to remain. The sign is blue and does not appear to match the proposed branding colors. Clarify whether the sign will be updated to match the new color scheme or remain unchanged.



3. The façade surface behind the wall signs should be repainted to remove any stains, markings, or fading left by the previous signs. The new paint must match the rest of the façade.

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4. Submit an Application for Occupancy for Extra Space Storage.

Required Action: *The Appearance Review Commission shall forward a recommendation to the Village Board of Trustees*