

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: July 18, 2025

RE: Materials for the Appearance Review Commission Meeting
on **Monday, July 21, 2025**

The following is the list of cases scheduled for the Appearance Review Commission Meeting on Monday, July 21, 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 25-14
700 E Park Ave

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

Tenant: Extra Space Storage

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).

Memorandum to the Appearance Review Commission

Page 2 of 6

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.
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

Memorandum to the Appearance Review Commission

Page 3 of 6

NEW BUSINESS:

ARC 25-15

Riva Ridge Condominiums

Applicant(s): George Kashman, Authorized Agent for Riva Ridge Condominiums

Request: Tree Removal

*Appearance Code/
Zoning Issues:* None.

Staff Comments: 1. At the time of permit application, the applicant shall indicate the precise location of each proposed replacement tree so staff may ensure appropriate placement. The applicant shall also be aware of all nearby utility locations to avoid potential conflicts.

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

ARC 25-16

624 North Second St.

Applicant(s): Matt Laska, North Shore Signs, Authorized Agent for *Harry Crawford, Property Owner*

Tenant: Geary Electric

Request: Signage

*Appearance Code/
Zoning Issues:* 1. Per the Zoning Code Sec. 26-11-3.4(a1), Signs may be illuminated internally, but only the copy and logo of cabinet signs shall be of translucent materials, the background of such signs shall be of opaque material

COMMENT: As shown in the proposed night view on the plans prepared by North Shore Sign Co., dated May 7, 2025, the signage includes illumination in portions of the background outside of the copy and logo. Revise the plans to ensure that only the copy and logo are composed of translucent materials. The background shall be of an opaque material.

Staff Comments: 1. Submit an Application for Occupancy

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

Memorandum to the Appearance Review Commission
Page 4 of 6

ARC 25-17

1112 N. Milwaukee Ave

Applicant(s): Matt Majewski, North Shore Signs, Authorized Agent for *Todd Severson, Property Owner*

Tenant: Jimmy Johns

Request: Signage

*Appearance Code/
Zoning Issues:* None.

Staff Comments: 1. 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*

ARC 25-18

1405 Peterson Road

Applicant(s): WCDR Libertyville, LLC, Authorized Agent for *BRE Retail Residual Owner 4 LLC*

Tenant: K9 Resorts of Libertyville

Request: Building Facades, Lighting and Signage

*Appearance Code/
Zoning Issues:* 1. Per the Zoning Code Sec. 26-11-12(c2), each business occupancy in the C-4 Shopping Center Commercial District shall be permitted to have signage in accordance with the following limitations: Not more than one (1) business sign, shall be permitted to be attached to a façade or storefront. Not more than two (2) business signs are permitted per business occupancy.

COMMENT: Sheet 3, Storefront Elevation, of the signage plans prepared by Persona Triangle, dated July 9, 2025, depicts three separate wall signs on the north elevation. Revise the plans to ensure that only one business wall sign is proposed on the north elevation. The three depicted wall signs are not permitted in accordance with ZC Sec. 26-11-12. *A deviation from the Planned Development has not been requested.*

Memorandum to the Appearance Review Commission

Page 5 of 6

2. Per the Zoning Code Sec. 26-13-5.2, no refuse containers shall be located between any principal structure and either its front or corner side lot line.

COMMENT: For the subject property at 1405 Peterson Rd, the front lot line is recognized as the northern lot line. Revise the plans to ensure the proposed trash enclosure is not located between the front lot line and the front of the principal structure, in compliance with Sec. 26-13-5.2. *A deviation from the Planned Development has not been requested.*

3. Per the Appearance Code Sec. 7-57(g), the relationship of the materials, texture, and color of the facade of the proposed building or structure shall be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.

COMMENT: As depicted on Sheet SK.4.1 of the plans prepared by RHJ Associates, PC, dated May 29, 2025, the proposed combination of painted brick in 'K9 Resorts Beige,' black coping, EIFS decorative wrap, and a wrought-iron gridded entrance results in a composition of materials, texture, and color that does not appear visually consistent with the predominant materials found on neighboring structures within the Butterfield Square Shopping Center. Consideration should be given to retaining or incorporating materials and finishes that reflect the established character of the center.

Staff Comments:

1. The proposed signage depicted on Sheets 26 and 27, Replacement Faces, of the signage plans prepared by Persona Triangle, dated July 9, 2025, does not reflect the Butterfield Square signage criteria, which identifies red (Rohm & Haas #2283 Red) as the preferred color for monument signage. The use of yellow and blue deviates from the red and white color scheme used on the existing tenant panels.

COMMENT: Consideration should be given to utilizing red text (Rohm & Haas #2283 Red) on a white background for the two multi-tenant panels to match the existing signage and maintain consistency across the monument signs.

2. Confirm that the proposed signage (26.6 sq. ft. and 3.6 sq. ft.), as shown on Sheet 20, Exhibit I and Sheet 12, Exhibit E, will be located entirely within the interior of the building and will not be installed on any exterior part of the subject property.

Memorandum to the Appearance Review Commission

Page 6 of 6

3. Provide elevations for the proposed trash enclosure, including details on its color and material.

5. SK4.1 of the Architectural Plans, dated May 29, 2025, notes that new and existing HVAC unit screens are to be painted.

COMMENT: Indicate the location of any new rooftop HVAC units, specify the type of screening proposed, and confirm that all equipment will be fully screened to its full height.

6. As indicated on Sheet SK4.1, a new EIFS wall system is proposed on the North Elevation and will be painted 'K9 Resorts Beige.'

COMMENT: Confirm whether the EIFS will be applied over the existing brick or if the brick will be removed or otherwise altered. For all existing brick to be painted, staff recommends using a breathable paint to maintain the integrity and longevity of the masonry.

7. The applicant is scheduled to appear before the Plan Commission on August 25, 2025, for an Amendment to the Planned Development Final Plan in order to allow Pet Care (except Veterinary) Services to include dog boarding and dog daycare services, and to make changes to the building exterior, for a property located in the C-4 Shopping Center Commercial District.

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