

**M E M O R A N D U M**

**TO:** **APPEARANCE REVIEW COMMISSION**  
Sarah Burger, Chair  
Dale Villiard  
Brian Enochs  
Tom Flader  
Les Galo  
Mike Kollman  
Kevin Neuendank

**FROM:** Wil Richardson, Planner

**DATE:** November 14, 2025

**RE:** Materials for the Appearance Review Commission Meeting  
on **Monday, November 17, 2025**

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The following is the list of cases scheduled for the Appearance Review Commission Meeting on Monday, November 17, 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 25-27: 375 W. Winchester Rd**

Applicant(s): Matt Laska, North Shore Sign Inc., Authorized Agent for NorthEnd Apartments, LLC., Owner.

Request: Request is for signage.

Suggested Action: The Appearance Review Commission shall forward a recommendation to the Zoning Board of Appeals

**APPEARANCE CODE AND ZONING CODE ISSUES:**

1. Per the Zoning Code Sec. 26-11-9(b5), freestanding signs in the residential districts shall be set back a minimum distance of fifteen (15) feet from all lot lines or from the public right-of-way.

## Memorandum to the Appearance Review Commission

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C: The proposed signage shown on the plans prepared by North Shore Sign, dated November 26, 2024, indicates that the freestanding sign will be set back seven (7) feet from the northern public right-of-way. The applicant has requested a variation to reduce the required setback for a freestanding sign within a residential district due to the site's grading conditions.

### STAFF COMMENTS:

1. The applicant is scheduled to be heard before the Zoning Board of Appeals on November 24, 2025 for a variation to reduce the required setback for a freestanding sign in a residential district.

### | ARC 25-29: 610 Peterson Rd

Applicant(s): Pulte Home Company, LLC (SB Holdings, LTD)

Owner(s): Debra Stokovich, SB Reserve Properties Inc., SB Holdings LTD

Request: Request is for building facades, landscaping, signage & lighting.

Suggested Action: The Appearance Review Commission shall forward a recommendation to the Plan Commission.

### APPEARANCE CODE AND ZONING CODE ISSUES:

None.

### STAFF COMMENTS:

1. Staff has found that the final development plans submitted by the applicant are in substantial conformance with the preliminary development plans as they relate to matters under the purview of the ARC.
2. Staff understands that the applicant has not made any revisions to the approved building elevation and color packages or the anti-monotony plans and will therefore remain as previously approved in the preliminary plans.
3. The applicant has submitted a revised landscape plan and a street tree addendum to address staff comments from the October 20, 2025, ARC Report. The original submittal included a calculation error for required street trees. The revised plan now shows an equal distribution of street tree varieties and an increased number of street trees. This revision resolves the ARC request of February 17, 2025, that the street species be distributed evenly.

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- Staff notes that the total number of street trees has increased from approximately 158 to 187 with the addition of the Acer rubrum Red Maple. Staff support this increase on condition that final tree species and placement may be modified based on the Village Arborist's review prior to consideration by the Plan Commission at their next meeting.

**NEW BUSINESS:**

| **ARC 25-31:** 901 Technology Way

Applicant(s): John Walters, JLL, Authorized Agent for AIREIT Technology IC, LLC., Owner.

Tenant: Ahead

Request: Request is for building facades & landscaping.

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

**APPEARANCE CODE AND ZONING CODE ISSUES:**

None.

**STAFF COMMENTS:**

- Confirm the material and finish proposed for the screen wall shown on Sheet MC104 of the RTM Engineering Consultants plans.
- Confirm the material and finish proposed for the chiller building shown on Sheet MC104 of the RTM Engineering Consultants plans.
- Revise the plans to ensure the water piping is routed at least 13.5 feet above the drive aisle to comply with applicable fire department regulations
- Indicate on the site plan where trees will be relocated for the installation of the cooling towers as noted on Sheet MC103.
- Consideration shall be given to placing the cooling tower as close as possible to the principal structure, so the screening wall and chiller building provide additional screening to the tower.
- Consideration shall be given to installing large evergreen trees in front of and around the cooling tower, where possible, to provide additional screening.