

DEVELOPMENT REVIEW COMMITTEE MEMORANDUM

**VILLAGE OF LIBERTYVILLE
COMMUNITY DEVELOPMENT DEPARTMENT
325 N. MILWAUKEE AVENUE, SUITE 203
LIBERTYVILLE, ILLINOIS 60048-2090**

FROM: PLANNING DIVISION

DATE: December 4, 2025

SUBJECT: Development Review Committee (DRC) Reports for Cases Scheduled for Consideration on **Monday, December 8, 2025**

The DRC Meeting was held on **Monday, November 17, 2025**. DRC members present included:

Ashley Engelman	Deputy Village Administrator
Heather Rowe	Director of Community Development
Tony Repp	Deputy Director of Community Development
David Smith	Senior Planner
Wil Richardson	Planner
Keith Gronke	Building Division Manager/Building Commissioner
Jeff Cooper	Deputy Director of Public Works/Village Engineer
Harrison Meyer	Senior Project Engineer
Mike Weaver	Director of Fire Prevention

Attached herewith are the DRC Reports for the following cases:

Zoning Board of Appeals

ZBA 25-10

ZBA 25-11

ZBA 25-12

ZBA 25-13

ZBA 25-14

Plan Commission

PC 25-26

CASE NOS.: ZBA 25-10, Variation for Signage

DATE FILED: October 10, 2025

REQUESTED ACTION:

ZBA 25-10 Request is for a variation for signage in order to install a freestanding Residential Development Sign for property located in an R-8 Multiple Family Residential District at 375 W. Winchester Road.

APPLICANT INFORMATION:

Applicant: North End Apartments, LLC
Owner: North End Apartments, LLC
Agent: Matt Laska, North Shore Signs
Address: 375 W. Winchester Road

SITE INFORMATION:

Location: The property is commonly known as 375 West Winchester Road
Current Zoning and Land Use: R-8 Multiple Family Residential District
Size: The subject site is located on a lot approximately 78,575 square feet in land area.
Surrounding Zoning:
 North: IB Institutional Buildings District
 South: R-6 Single Family Residential District
 IB Institutional Buildings District
 East: R-6 Single Family Residential District
 R-7 Single Family Attached Residential District
 West: R-8 Multiple Family Residential District
Land Use Plan: Multi-Family Residential (MFR)
Road Classification: Winchester Road is a Lake County owned and maintained road and classified as an Arterial Street.
Physical Characteristics: The site is currently developed with a three story apartment building with associated off-street parking.

STAFF ANALYSIS:

Background:

The petitioner, North End Apartments, LLC, is requesting a variation for signage in order to install a free standing Residential Development Monument Sign in the front yard with a reduced setback

from the Winchester Road R.O.W. property line of approximately seven (7) feet. The minimum required setback is fifteen (15) feet from all property lines.

The applicant is proposing to install a 5' tall by 6'4" wide monument sign with a sign copy that reads North End Apartments. The sign panel will be internally illuminated. The structure of the monument will be wrapped in brown Genstone Faux Stone to match the new paint of the apartment building. The applicant's agent states that the reduced setback from the roadway is intended to increase the visibility of the proposed monument sign.

Staff notes the existing topography slopes downward from north to south and would diminish the height and visibility of the sign if set back further from the street. Additionally, the existing tree line on west and east side of the subject site provides additional lines of site obstruction. Staff supports the request for a variation to reduce the minimum required setback from fifteen (15) feet to approximately seven (7) feet.

Standards for Variation:

The applicant has provided written responses to the Standards for Variation in their application materials.

APPEARANCE REVIEW COMMISSION:

The applicant has been before the Appearance Review Commission on October 20, 2025 and again on November 17, 2025. Please refer to the attached ARC meeting minutes for this case.

PLANNING DIVISION COMMENTS:

1. As shown on the marked-up Plat of Survey in the addendum dated October 24, 2025, the 7' setback is depicted as measured from the sidewalk which is located outside the northern property line in the right of way. The original submittal depicted the 7' setback as measured from the northern property line. Please revise the plans to ensure the setback is measured from the property line and clarify whether the setback will still be 7'.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **ZBA 25-10**, Staff recommends **APPROVAL** for a variation to reduce the minimum required setback from the Winchester Road r.o.w. property line from 15 feet to approximately 7 feet in order to install a freestanding Residential Development Monument Sign for property located in an R-8 Multiple Family Residential District at 375 W. Winchester Road.

Draft November 17, 2025, Appearance Review Commission Meeting

**ARC 25-27 Matt Laska, North Shore Sign Co., Authorized Agent for NorthEnd Apartments, LLC., Property Owner
375 W. Winchester Road**

Request is for new signage.

Mr. Matt Laska, North Shore Sign Co., presented the proposal for new signage at 375 W. Winchester Rd. Mr. Laska gave a brief overview of the project as a reminder to the Commission. He stated that the sign is non-illuminated and will incorporate a faux stone material that will match the new trim colors on the building. He stated that the sizing issues on the drawings noted at the previous ARC meeting have been resolved. He also stated that he worked with Community Development staff to reach a consensus on the maximum square footage permitted for the signage and that this has been resolved. Mr. Laska then explained the revised landscaping plan, describing the sign orientation and proposed plantings.

Chair Pro-tem Kollman asked for confirmation that the proposed signage will be going to the Zoning Board of Appeals for the setback. Mr. Laska confirmed.

Mr. Wil Richardson, Planner, stated that one of the Appearance Review Commission's comments at their last meeting was whether the sign was perpendicular or parallel. Mr. Laska stated that the sign will be perpendicular and that this has been resolved.

Commissioner Galo asked for confirmation that it would be perpendicular to the street. Mr. Laska confirmed.

Commissioner Galo made a motion, seconded by Commissioner Neuendank, to recommend the Plan Commission/Zoning Board of Appeals approve the application for new signage at 375 W. Winchester Road, in accordance with the plans submitted.

Motion carried 4 - 0.

October 20, 2025, Appearance Review Commission Meeting

**ARC 25-27 Matt Laska, North Shore Sign Co., Authorized Agent for NorthEnd Apartments, LLC., Property Owner
375 W. Winchester Road**

Request is for new signage.

Mr. Jeff Barmueller, North Shore Sign Co., presented the proposal for new signage at 375 W. Winchester Road. Mr. Barmueller gave a brief overview of the proposal and referenced a section of the Zoning Code that addresses the maximum gross surface area of a sign in a residential district.

Ms. Heather Rowe, Director of Community Development, clarified to the Commission that the proposed signage will go before the Plan Commission for a variation regardless of the size of the

sign due to the proposed setbacks. However, the Appearance Review Commission does not have the authority to determine whether the variation to the code requirement is appropriate. The ARC is charged with assessing the scale and appearance of the sign.

Mr. Barmueller indicated to the Commission that the sign panel is 11.99 square feet and asked if the address tag is included in this calculation. Mr. Wil Richardson, Planner, confirmed that it is not. Mr. Barmueller stated that they are requesting a variation for the setback but not for the size of the sign. Ms. Rowe stated that the sign is not considered an architectural feature that would allow the Commission to exceed the maximum square footage for a sign in accordance with the Zoning Code. Mr. Barmueller stated that he had interpreted the Zoning Code language differently.

Mr. Barmueller noted that the letters are push-through and will be illuminated. The edge lighting will wash onto the panel and provide an architectural appearance. The address tag will not be illuminated. Mr. Richardson asked the applicant to revise the plans to incorporate the correct address for the property. Mr. Barmueller stated that they are aware of the typo and will correct the issue.

Chair Pro-tem Kollman asked if the sign is two-sided. Mr. Barmueller confirmed that it is a double-faced sign that will be perpendicular to the road.

Commissioner Neuendank asked for clarification on the height of the sign per Staff's comment. Mr. Barmueller stated that there is a mistake in the submitted plans because the sign orientation is not consistent across the sheets. He stated that he is fairly certain the sign should be perpendicular to the road, but the plans do not show this consistently.

Mr. Barmueller stated that the sign will be landscaped in accordance with the code.

Commissioner Neuendank again asked for clarification on the height of the sign. Mr. Barmueller stated that the heights shown on the schematics should be reversed and revised, as the plans do not accurately indicate the height of the sign.

Chair Pro-tem Kollman stated that he would like to see the sign plans revised to address these issues and brought back to the Commission.

Commissioner Enochs made a motion, seconded by Commissioner Galo, to continue the application for new signage at 375 W. Winchester Road, pending on submission.

Motion carried 6 - 0.

CASE NOS.: ZBA 25-11, Variation for Front Yard Setback

DATE FILED: October 24, 2025

REQUESTED ACTION:

ZBA 25-11 Request is for a variation to reduce the required front yard setback in order to construct a front porch with steps for property located in an R-7 Single Family Attached Residential District at 323 North Avenue.

APPLICANT INFORMATION:

Applicants: Jeffrey and Deborah Coe
Owners: Jeffery and Deborah Coe
Address: 323 North Avenue

SITE INFORMATION:

Location: The property is commonly known as 323 North Avenue.
Current Zoning and Land Use: R-7 Single Family Attached Residential District
Size: The subject site is located on a lot approximately 7,910 square feet in land area.
Surrounding Zoning:
 North: R-7 Single Family Attached Residential District
 South: I-2 East Downtown Transitional District
 East: R-7 Single Family Attached Residential District
 West: R-7 Single Family Attached Residential District
Land Use Plan: Traditional Residential (TR)
Road Classification: North Avenue is a Village of Libertyville owned and maintained road and classified as a Minor Street.
Physical Characteristics: The site is currently developed with a one and one half story frame single family residence.

STAFF ANALYSIS:

Background:

The petitioners, Jeffrey and Deborah Coe, are requesting a variation to reduce the minimum required front yard setback in order to construct a front porch with steps for property located in an R-7 Single Family Attached Residential District. The applicant is proposing to remove the existing front steps and construct a new front porch with steps on the north side of the residence. The new steps will exit onto the driveway for access. The subject property is an interior lot at 323 North Avenue in the R-7 Single Family Attached Residential District along North Avenue.

The existing frame residence has a non-conforming front yard setback of 21.2 feet. The proposed front porch and steps will be set back approximately 6 feet 1 inch from the northern property line, as shown on the applicant's site plan. The footprint of the addition is approximately 15 feet by 5 feet with a slight bump out at the bottom landing.

The Zoning Code by default requires a front yard of not less than 30 feet in the R-7 Single Family Attached Residential District. However, in accordance with the Zoning Code Sec. 26-4-8.5, when a lot is located between two developed lots that both have front yard setbacks of less than thirty feet, the required front yard is the average of the two abutting setbacks. The property to the west, 319 North Avenue, has a front yard setback of 15.9 feet. The property to the east, 329 North Avenue, has a front yard setback of 20.7 feet. Together, these setbacks when averaged together create a front-yard setback of 18.3 feet for 323 North Avenue. The Zoning Code allows front steps to encroach not more than 3 feet into the required front yard. The proposed front steps encroach approximately 12.1 feet into the required front yard.

Staff notes that the proposed front steps function in a similar manner to the previous configuration. The existing steps exit onto a concrete landing that leads to the driveway. The proposed steps would also exit onto the driveway, but the design incorporates a built-in landing in place of the separate concrete landing, in roughly the same location.

Staff supports the request for a Variation to reduce the front yard setback from 21 feet and 2 inches to approximately 9 feet and 1 inches in order to construct a front porch with steps. Staff notes that the existing non-conforming setback makes it difficult to construct any type of front door entrance that both meets the required front yard setback and complies with building safety code.

Standards for Variation:

The applicant has provided written responses to the Standards for Variation in their application materials.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **ZBA 25-06**, Staff recommends **APPROVAL** for a variation to reduce the minimum required front yard setback from 30 feet to approximately 9 feet and 1 inch in order to construct a front porch with steps for property located in an R-7 Single Family Attached Residential District at 323 North Avenue.

CASE NOS.: ZBA 25-12, Variation for Lot Coverage

DATE FILED: October 24, 2025

REQUESTED ACTION:

ZBA 25-12 Request is for a variation to increase the maximum permitted lot coverage in order to construct a detached garage for property located in an R-6 Single Family Residential District at 426 E. Sunnyside Avenue.

APPLICANT INFORMATION:

Applicant: Zachary Henderson and Amber Staines
Owner: Zachary Henderson and Amber Staines
Address: 426 E. Sunnyside Avenue

SITE INFORMATION:

Location: The property is commonly known as 426 E. Sunnyside Avenue
Current Zoning and Land Use: R-6 Single Family Residential District
Size: The subject site is located on a lot approximately 8,678 square feet in land area.
Surrounding Zoning:
 North: R-6 Single Family Residential District
 South: R-6 Single Family Residential District
 East: R-6 Single Family Residential District
 West: R-6 Single Family Residential District
Land Use Plan: Traditional Residential (TR)
Road Classification: East Sunnyside Avenue is a Village of Libertyville owned and maintained road and classified as a Minor Street.
Physical Characteristics: The site is currently developed with a two story frame single family residence.

STAFF ANALYSIS:

Background:

The petitioners, Zachary Henderson and Amber Staines, are requesting a variation to increase the maximum permitted lot coverage in order to construct a detached garage for property located in an R-6 Single Family Residential District. The subject site is an interior lot located in the R-6 Single Family Residential District.

The Zoning Code requires maximum lot coverage to not exceed 45% in the R-6 Single Family Residential District. The subject site has an existing lot coverage of approximately 52.6%. The existing impervious surface area includes the residence, driveway, deck, walkway, and patio. These improvements appear to have been in place prior to 1990 according to Lake County Maps Aerial Imagery. A permit was issued in 1997 for the expansion of the wooden deck and the concrete patio. These improvements were constructed per the approved plan. The current homeowner purchased the property in its current pre-existing impervious condition.

The applicant is proposing to remove the existing detached garage and construct a 24' x 25' detached garage with a 3' apron in the north-east corner of the residence located at 426 E. Sunnyside. The proposed 600 sq ft detached garage is one and one-half stories and 18' feet and 11" inches tall. The garage is a traditional design comprised of vinyl siding and asphalt shingles with one entry facing south. The proposed garage will be setback five (5) feet to the eastern side lot line and ten (10) feet from the northern rear lot line.

The existing garage is 588 sq ft and will be removed alongside a substantial portion of the existing driveway and a concrete patio adjacent to the wooden deck. The proposed changes including the new garage will reduce the impervious surface area onsite to 49.8% from 52.6%. The Zoning Code requires maximum lot coverage to not exceed 45% in the R-6 Single Family Residential District.

Staff notes that similar lot coverage variations have been approved by the Village Board. Please note the past approved lot coverage variations during the last five (5) years.

Approved lot coverage variations past five years

- ZBA 25-04 **RUSSELL AND CARA BENES** – 225 Elm Court.
Variation to increase the maximum permitted lot coverage for property located in an R-6 Single Family Residential District. *(Filed 05.09.25)*
(Approved Ord. No. 25-O-51, 08/26/25; Recorded Doc. No. 8121990, 09/18/25)

- ZBA 25-01 **RANKO BURSAC** – 339 Grant Court.
Variation to increase the maximum permitted lot coverage in order to construct a house addition for property located in an R-7 Single Family Attached Residential District. *(Filed 01.10.25)*
(Approved Ord. No. 25-O-12, 03/11/25; Recorded Doc. No. 8101492, 06/03/25)

- ZBA 24-15 **RYAN AND KRISTIN DIETZ** – 525 Lange Court.
Variation to increase the maximum permitted lot coverage in order to construct patio improvements for property located in an R-6 Single Family Residential District. *(Filed 08.09.24)*
(Approved Ord. No. 24-O-76, 11/26/24; Recorded Doc. No. 8084438, 02/24/25)

- ZBA 23-05 **JEFFREY AND WHITNEY KATZ** – 641 E. Sunnyside Avenue.
Variation to increase the maximum permitted lot coverage in order to construct a patio for property located in an R-6 Single Family Residential District. *(Filed 05.05.23)*
(Approved Ord. No. 23-O-45, 08/08/23; Recorded Doc. No. 8001609, 10/18/23)

- ZBA 22-08 **JILL CAPPELLE** – 935 W. Winchester Road.
Variation to increase the maximum permitted lot coverage in order to install a swimming pool and associated pool deck/patio on property located in an R-3 Single Family Residential District. *(Filed 03.11.22)*
(Approved Ord. No. 22-O-32, 05/10/22; Recorded Doc No. 79412200, 10/28/22)
- ZBA 21-18 **RTO PROPERTY LLC** – 619 First Street.
Variation to increase the maximum permitted lot coverage in order to construct a house addition for property located in the R-7, Single Family Attached Residential District. *(Filed 08.06.21)*
(Approved Ord. No. 21-O-76, 10.12.21; Recorded Doc. No. 7926991, 08/17/22)
- ZBA 20-18 **EVAN AND JENNIFER GIACCHINO** - 512 Ames Street.
Variation to increase the maximum permitted lot coverage in order to construct a patio and walkway replacement for property located in an R-6, Single Family Residential District. *(Filed 06.05.20)*
(Approved Ord. No. 20-O-74, 08.25.20)
- ZBA 20-14 **KURT WILCOX AND ANASTASIA VALASSIS** - 140 Sunnyside Place.
Variation to increase the maximum permitted lot coverage in order to construct a detached garage in an R-7, Single Family Attached Residential District. *(Filed 04.03.20)*
(Approved Ord. No. 20-O-61, 08.11.20)

Staff supports the request for a Variation to increase the maximum permitted lot coverage from 45% to 49.8% in order to construct a detached garage. See Staff comments and recommendations below.

PLANNING DIVISION COMMENTS:

1. Per the Zoning Code Sec. 26-4-7.4(5), in the R-6 Single Family Residential District, no attic in a detached garage shall be a habitable space.

Accessory Dwelling Units (ADU) are not a permitted use in Residential Districts. The proposed garage shall not be used as a habitable space.

ENGINEERING DIVISION COMMENTS:

1. Stormwater Detention – Upon review of the plans provided by the Applicant, it appears that there would be an overall net reduction in impervious area as compared to existing conditions, which would mean that stormwater detention requirements do not apply. In accordance with the Village’s Appendix P regulations, a net increase of impervious surface area exceeding 400 Sq Ft (compared to existing conditions in 2015) would require the provision of stormwater detention on the property. ‘Existing’ and ‘Proposed’ impervious area calculations will be confirmed at time of permit review.

Standards for Variation:

The applicant has provided written responses to the Standards for Variation in their application materials.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **ZBA 25-12**, Staff recommends **APPROVAL** for a variation to increase the maximum permitted lot coverage from 45% to 49.8% in order to construct a detached garage for property located in an R-6 Single Family Residential District at 426 E. Sunnyside Avenue.

CASE NOS.: ZBA 25-13, Variation for Lot Coverage

DATE FILED: October 24, 2025

REQUESTED ACTION:

ZBA 25-13 Request is for a variation to increase the maximum permitted lot coverage in order to construct a deck for property located in an R-6 Single Family Residential District at 122 Johnson Avenue.

APPLICANT INFORMATION:

Applicant: Donald and Maureen Carmichael
Owner: Donald and Maureen Carmichael
Agent: Sky DeTonge, Deep Root Gardens LLC, Authorized Agent
Address: 122 Johnson Avenue

SITE INFORMATION:

Location: The property is commonly known as 122 Johnson Avenue
Current Zoning and Land Use: R-6 Single Family Residential District
Size: The subject site is located on a lot approximately 7,841 square feet in land area.
Surrounding Zoning:
 North: R-8 Multi-Family Residential District
 South: R-6 Single Family Residential District
 East: R-6 Single Family Residential District
 West: R-6 Single Family Residential District
Land Use Plan: Traditional Single-Family Residential (TR)
Road Classification: Johnson Avenue is a Village of Libertyville owned and maintained road and classified as a Minor Street.
Physical Characteristics: The site is currently developed with a two story frame single family residence.

STAFF ANALYSIS:

Background:

The petitioners, Donald and Maureen Carmichael, are requesting a variation to increase the maximum permitted lot coverage in order to construct a deck located in an R-6 Single Family Residential District at 122 Johnson Avenue. The subject site is an interior lot located in the R-6 Single Family Residential District.

The Zoning Code requires maximum lot coverage to not exceed 45% in the R-6 Single Family Residential District. The subject site has an existing lot coverage of approximately 52.4%. The existing impervious surface area on site includes the residence, driveway, front and rear walks, wooden deck, in-ground pool, and pool house.

The applicant has stated the hardship is primarily due to a change in the Village's Zoning Code in the maximum amount of lot coverage permitted. It is important to note however that lot coverage has been 45% since as late as 1995, although all the work that the applicant stated in the narrative in the early 2000's was permitted work including the building expansion. Previous interpretations by staff may have allowed new impervious surface when an offsetting amount was removed elsewhere on the property. Some accessory features of the property were inherited by the homeowner such as the pool which was a permitted improvement.

The applicant is proposing to expand the existing deck to the east and west for a total additional area of approximately 46 sq ft. 24 sq ft of the deck expansion extends onto existing green space. To reduce their total lot coverage, the applicant is removing 110 sq ft of concrete on the north side of the residence resulting in an overall reduction of lot coverage to 51.7% with the expanded deck. Staff notes that the applicant intends to keep the portion of the concrete walk along the east side of the house because it is used to wheel trash containers to the front yard.

Staff notes that similar lot coverage variations have been approved by the Village Board. Please note the past approved lot coverage variations during the last five (5) years.

Approved lot coverage variations in the last 5 years

- ZBA 25-04 **RUSSELL AND CARA BENES** – 225 Elm Court.
Variation to increase the maximum permitted lot coverage for property located in an R-6 Single Family Residential District. *(Filed 05.09.25)*
(Approved Ord. No. 25-O-51, 08/26/25; Recorded Doc. No. 8121990, 09/18/25)

- ZBA 25-01 **RANKO BURSAC** – 339 Grant Court.
Variation to increase the maximum permitted lot coverage in order to construct a house addition for property located in an R-7 Single Family Attached Residential District. *(Filed 01.10.25)*
(Approved Ord. No. 25-O-12, 03/11/25; Recorded Doc. No. 8101492, 06/03/25)

- ZBA 24-15 **RYAN AND KRISTIN DIETZ** – 525 Lange Court.
Variation to increase the maximum permitted lot coverage in order to construct patio improvements for property located in an R-6 Single Family Residential District. *(Filed 08.09.24)*
(Approved Ord. No. 24-O-76, 11/26/24; Recorded Doc. No. 8084438, 02/24/25)

- ZBA 23-05 **JEFFREY AND WHITNEY KATZ** – 641 E. Sunnyside Avenue.
Variation to increase the maximum permitted lot coverage in order to construct a patio for property located in an R-6 Single Family Residential District. *(Filed 05.05.23)*
(Approved Ord. No. 23-O-45, 08/08/23; Recorded Doc. No. 8001609, 10/18/23)

- ZBA 22-08 **JILL CAPPELLE** – 935 W. Winchester Road.
Variation to increase the maximum permitted lot coverage in order to install a swimming pool and associated pool deck/patio on property located in an R-3 Single Family Residential District. *(Filed 03.11.22)*
(Approved Ord. No. 22-O-32, 05/10/22; Recorded Doc No. 79412200, 10/28/22)
- ZBA 21-18 **RTO PROPERTY LLC** – 619 First Street.
Variation to increase the maximum permitted lot coverage in order to construct a house addition for property located in the R-7, Single Family Attached Residential District. *(Filed 08.06.21)*
(Approved Ord. No. 21-O-76, 10.12.21; Recorded Doc. No. 7926991, 08/17/22)
- ZBA 20-18 **EVAN AND JENNIFER GIACCHINO** - 512 Ames Street.
Variation to increase the maximum permitted lot coverage in order to construct a patio and walkway replacement for property located in an R-6, Single Family Residential District. *(Filed 06.05.20)*
(Approved Ord. No. 20-O-74, 08.25.20)
- ZBA 20-14 **KURT WILCOX AND ANASTASIA VALASSIS** - 140 Sunnyside Place.
Variation to increase the maximum permitted lot coverage in order to construct a detached garage in an R-7, Single Family Attached Residential District. *(Filed 04.03.20)*
(Approved Ord. No. 20-O-61, 08.11.20)

Village Staff supports the request for a Variation to increase the maximum permitted lot coverage from 45% to 51.7% in order to construct a deck. See Staff comments and recommendations below.

PLANNING DIVISION COMMENTS:

1. As shown on Sheet L1.0 of the plans prepared by Deeproot Gardens, dated May 19, 2025, 110 square feet of concrete is proposed to be removed on the north side of the residence. This removal appears to cut through the existing walkway design. Clarify if anything will be installed in place of the removed concrete. Be advised that any addition such as concrete steppers or gravel will count toward the maximum permitted lot coverage.

ENGINEERING DIVISION COMMENTS:

1. Stormwater Detention – Upon review of the plans provided by the Applicant, it appears that there would be an overall net reduction in impervious area as compared to existing conditions, which would mean that stormwater detention requirements do not apply. In accordance with the Village’s Appendix P regulations, a net increase of impervious surface area exceeding 400 Sq Ft (compared to existing conditions in 2015) would require the provision of stormwater detention on the property. ‘Existing’ and ‘Proposed’ impervious area calculations will be confirmed at time of permit review.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **ZBA 25-13**, Staff recommends **APPROVAL** for a variation to increase the maximum permitted lot coverage from 45% to 51.7% in order to construct a deck for property located in an R-6 Single Family Residential District at 122 Johnson Avenue.

CASE NO.: ZBA 25-14, Variation for a Fence

DATE FILED: October 24, 2025

REQUESTED ACTION:

ZBA 25-14 Request is for a Variation to locate a fence in the front yard with the total length of the fence longer than one-third (1/3) the length of the frontage of the front yard for property located in an R-7 Single Family Attached Residential District at 322 South Stewart Avenue.

APPLICANT INFORMATION:

Applicant: Robert and Mary Thillens
Owner: Robert and Mary Thillens
Address: 322 South Stewart Avenue

SITE INFORMATION:

Location: 322 South Stewart Avenue
Current Zoning: R-7, Single Family Attached Residential District
Size: The lot is approximately 10,000 square feet.
Surrounding Zoning:
 North: R-7, Single Family Attached Residential District
 South: R-7, Single Family Attached Residential District
 West: R-7, Single Family Attached Residential District
 East: R-7, Single Family Attached Residential District
Land Use Plan: Traditional Residential (TR)
Road Classification: Stewart Avenue is classified as a Minor Street, owned and maintained by the Village of Libertyville.
Physical Characteristics: The site is currently improved with a two-story frame single family residential structure.

STAFF ANALYSIS:

Background:

The applicants, Robert and Mary Thillens, are requesting approval for a Variation to Section 26-13-9.2 and of the Zoning Code related to the required location of a fence for property located in an R-7 Single Family Attached Residential District at 322 South Stewart Avenue.

The subject 10,000 square foot lot has frontage on South Stewart Avenue. The applicant is proposing to install a four (4) foot high white picket fence along the front property line that will span the entire length of the front property line in front of the residence facing South Stewart Avenue and a portion of the south side yard property line. The length of the proposed fence line within the front yard is approximately 138 feet. The Zoning Code allows a fence in the front yard with a total length not longer than one-third (1/3) the length of the frontage of the front yard. The subject site has street frontage of the front yard that is approximately 100 feet. This would permit the applicants to install a four foot high picket fence in the front yard not exceeding 33 feet. This proposal will require the following variation:

- Variation to increase the maximum permitted length of the fence line located in the front yard from 33 feet to approximately 138 feet for property located in an R-7 Single Family Attached Residential District at 322 South Stewart Avenue

Staff notes that similar fence variations have been approved by the Village Board. Please note the past approved fence variations during the last five (5) years.

Fence variations past five years

- **ZBA 24-10 **ANDREW AND CAITLIN HERWIG** – 325 Broadway.
Variations for a fence for property located in an R-6 Single Family Residential District. (Filed 07.05.24)
(Approved Ord. No. 24-O-60; 09/10/24; Recorded Doc. No. 8061355, 10/11/24)
- **ZBA 24-16 **STEVEN AND HALEY SPINELL** – 1201 W. Winchester Road.
Variation for a fence for property located in an R-3 Single Family Residential District. (Filed 08.09.24)
(Approved Ord. No. 24-O-67, 10/08/24; Recorded Doc. No. 8069495, 11/25/24)
- ZBA 23-03 **JOHANNA CORBIN** – 309 Forest Lane.
Variation for a fence for property located in an R-6 Single Family Residential District. (Filed 04.07.23)
(Approved Ord. No. 23-O-29, 06/13/23; Recorded Doc. No. 7986304, 07/25/23)
- ZBA 23-06 **BRENDAN AND HEATHER CONDRON** – 1720 Park Crest Court.
Variation in order to install a fence in the corner side yard for property located in an R-5 Single Family Residential District. (Filed 07.07.23)
(Approved Ord. No. 23-O-52, 09/12/23; Recorded Doc. No. 8058088, 09/25/24)
- ZBA 23-08 **KRISTOPHER AND ERENE TOHOVITIS** – 430 S. Second Avenue.
Variation to install a fence in the corner side yard for property located in an R-6 Single Family Residential District. (Filed 09.08.23)
(Approved Ord. No. 23-O-60, 11/14/23; Recorded Doc. No. 8006786)

****ZBA 23-10 ANDREW AND SARA STEWART – 1289 Thornbury Lane.**

Variation to increase the total length of a fence in a front yard longer than one-third (1/3) the length of the frontage of the front yard in order to install a fence in the front yard for property located in an R-2 Single Family Residential District.

(Filed 09.08.23)

(Approved Ord. No. 23-O-61; 11/14/23; Recorded Doc. No. 8021246, 02/23/24)

ZBA 22-09 ADAM AND DEBORAH JOHNSON – 785 Meadow Lane.

Variation to locate a fence in the corner side yard beyond the rear building line for property located in an R-6 Single Family Residential District. *(Filed 04.08.22)*

(Approved Ord. No. 22-O-36, 06/14/22; Recorded Doc. No. 7926655, 08/16/22)

ZBA 22-26 JULIE FERENCZY (Carly Mondane) – 630 Kenwood Avenue.

Variation to install a fence that will encroach into the corner side yard of property at 630 Kenwood Avenue and abuts the neighboring front yard of 625 Riverside Drive located in an R-6, Single Family Residential District. *(Filed 08.05.22)*

(Approved Ord. No. 22-O-78, 10/11/22; Recorded Doc. No. 7942493, 11/04/22)

ZBA 21-19 DARON SHELDON – 1286 Oak Trail Drive.

Variation for the location of a fence for property located in an R-2 Single Family Residential District. *(Filed 09.10.21)*

(Approved Ord. No. 21-O-93, 11/23/21; Recorded Doc. No. 7863301, 01.20.22)

****ZBA 20-11 JACK AND SARAH DANILKOWICZ – 234 McKinley Avenue.**

Variations to: 1) allow a fence in the front yard of a through lot that is more than one-third (1/3) opaque; 2) allow a fence in the front yard of a through lot with a fence line that exceeds one-third (1/3) the length of the frontage of the front yard; and 3) allow a fence in the front yard of a through lot that exceeds the maximum permitted height for property located in an R-7, Single Family Attached Residential District. *(Filed 03.06.20)*

(Approved Ord. No. 20-O-55, 07.28.20 and corrected by Ord. No. 20-O-79, 09.08.20)

***same variation relative to length of fence in front yard as that requested by applicant*

Standards for Variation:

Please note that the applicant has provided a written response to the Standards for Variation in their application materials.

Village Staff supports the request for the fence Variation. See Staff comments and recommendations below.

ENGINEERING DIVISION COMMENTS:

1. Federal Highway Administration “FHWA” standards call for the effective width of a sidewalk to allow for a 2’ “shy distance” from vertical obstructions (such as fences). This provides for safer navigation of the sidewalk by bicycles and pedestrians, and also allows

for routine sidewalk maintenance/replacement to occur without damage to the fence. Therefore, the proposed fence installation plan should be revised to accommodate 2' minimum horizontal clearance from the edge of public sidewalk. This can be addressed at time of permit application submittal.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **ZBA 25-14**, Staff recommends **APPROVAL** for a Variation to increase the maximum permitted length of the fence line located in the front yard from 33 feet to approximately 138 feet for property located in an R-7 Single Family Attached Residential District at 322 South Stewart Avenue, subject to the following condition:

1. That the proposed fence installation plan be revised to accommodate 2' minimum horizontal clearance from the edge of public sidewalk prior to issuance of a fence construction permit.

CASE NO.: PC 25-26, Zoning Code Text Amendment

DATE FILED: October 24, 2025

REQUESTED ACTION:

PC 25-26 Request is for a Text Amendment to the Libertyville Zoning Code Section 26-11-11, Signage, relating to wall signs on upper stories in the C-2 Downtown Community Commercial District.

APPLICANT INFORMATION:

Applicant: Village of Libertyville
Owner: Village of Libertyville
Address: 118 West Cook Avenue

STAFF ANALYSIS:

Background:

The applicant, the Village of Libertyville, is requesting approval for a Text Amendment to the Village of Libertyville Zoning Code, Section 26-11-11, related to Signage in order to permit upper story tenants occupying more than 5,000 square feet to have wall signage on the upper-stories of buildings in the C-2 zoning district. Currently, upper-story tenants are not permitted any wall signage by-right.

Village Administration is seeking the amendment to allow newly relocated Village offices to have a sign to advertise their location on a second floor. Standard sign area and design requirements would apply to all signs in this category, as they do for upper-story signs in other districts as well as primary wall signs for first-floor tenant. Additional changes in the office market are also a factor. More businesses may desire to occupy an upper-story downtown space rather than traditional office park buildings because of their reduced space needs due to hybrid/remote work plans. The application of this permission to only tenants which occupy larger units would limit the number of such signs possible so that installation would not result in sign clutter.

The C-2 Zoning District is located between the Metra tracks and Johnson Ave to the north, as well as midblock south of Church on the west side of Milwaukee to properties fronting on Rt. 176. See attached map excerpt.

Standards for Amendments:

Please note that Staff has provided written response to the Standards for Amendments in the application submittal.

STAFF RECOMMENDATION -- PRIOR TO PUBLIC HEARING:

Regarding **PC 24-07**, Staff recommends **APPROVAL** for a Text Amendment to the Village of Libertyville Zoning Code to Section 26-11-11 Signage, relating to wall signs on upper stories in the C-2 Downtown Community Commercial District subject to the following amendments denoted below (Additions in **BOLD** font and deletions ~~struckthrough~~)

Sec. 26-11-11. C-2 Downtown Community Commercial District.

The following signs shall be permitted in the C-2 Downtown Community Commercial District:

- (a) *Signs permitted without sign permit*, but only as provided in section 26-11-7.
- (b) *Special exception signs*, but only as provided in section 26-11-8.
- (c) *Business signs*, subject to the following requirements (see figure 26-11-4):
 - (1) *Structural types permitted*.
 - a. Freestanding signs.
 - b. Wall signs.
 - c. Awning/Canopy signs.
 - d. Marquee signs.
 - (2) *Number permitted*. Each business occupancy shall be permitted to have signage in accordance with the following limitations:
 - a. *Freestanding signs*. One (1) per zoning lot.
 - b. *Walls signs, awning/canopy signs*. Subject to the limitation that any building facade may not contain, alone or in combination, more than one (1) wall sign and/or awning/canopy sign, the following shall be permitted:
 1. *Wall signs*. One (1) for each storefront on the first floor **or upper-floor tenant with a tenant area of 5,000 square feet or more**, plus one (1) for each rear building facade, plus one (1) for each such building facade abutting a dedicated street, alley or walkway other than the storefront or rear facade; or
 2. *Awning/canopy signs*. One (1) for each awning or canopy on the first floor.
 - c. *Marquee signs*. One (1) for each zoning lot, but only when used with a motion picture theater.
 - (3) *Maximum gross surface area*. The maximum gross surface area for all permitted business signs shall not exceed two and one-half (2½) percent of the first five thousand (5,000) square feet of ground floor area of a business occupancy plus one (1) percent of the next twenty thousand (20,000) square

feet of ground floor area, but not less than twenty-five (25) square feet per business occupancy, subject to the following limitations:

- a. For a building containing two (2) or more individual business occupancies, each of which is under separate ownership and control, the total sign area shall be computed separately for each business occupancy.
 - b. A freestanding sign shall not exceed one (1) square foot for each one (1) foot of frontage, up to a maximum of twenty-four (24) square feet.
 - c. A marquee sign shall not exceed one hundred (100) square feet per sign face. Changeable copy on a marquee sign shall not exceed seventy-five (75) percent of the total gross surface area of the sign face.
- (4) *Maximum height.*
- a. *Freestanding signs.* A freestanding sign shall not exceed six (6) feet.
 - b. *Wall signs.* A wall sign shall not cover any window, window sill, transom sill or significant architectural feature and may not be placed higher than the first floor. Businesses located above the first floor may ~~not~~ have wall signs **when the individual tenant space exceeds 5,000 square feet and the sign is immediately adjacent to the tenant space; but are permitted window signs per section 26-11-7.**
 - c. *Marquee signs.* Not to exceed eighteen (18) feet.
- (d) *Multi-tenant signs,* but only on commercial or office developments that contain two (2) or more current commercial or office lots or uses under separate ownership and control, subject to the following requirements:
- (1) *Structural type permitted.* Freestanding signs.
 - (2) *Number permitted.* One (1) for each development; provided, however, that no multi-tenant sign shall be permitted on a zoning lot containing a freestanding business sign.
 - (3) *Maximum gross surface area.* Not to exceed twenty-four (24) square feet. Such sign shall contain not more than ten (10) tenant panels to identify ten (10) current tenants within the development.
 - (4) *Maximum height.* Six (6) feet above grade.
 - (5) *Minimum Required Setback.* Freestanding signs shall be set back a minimum distance of five (5) feet from every lot line or from the public right-of-way, whichever is greater, provided that vehicular and pedestrian sight lines (sight distance triangle), as illustrated in appendix A, are not obstructed.

- (e) *Fuel station signage*, but only on an approved permitted or special permitted gasoline station use. Such signage shall be in addition to the allowed business signage for the approved use.
 - (1) Pump canopy logo signs, shall be permitted as a graphic logo only, no text will be permitted on the pump canopy.
 - a. *Number permitted.* Two (2) signs per pump canopy to be located on vertical edge of canopy only.
 - b. *Maximum gross surface area.* Not to exceed four (4) square feet per sign.
 - c. *Maximum height.* Logo height shall not exceed the overall dimension of the canopy edge and shall not extend above or below the vertical edge of the canopy.
 - (2) *Pump island topper signs*, shall be located only on top of the pump islands and shall only advertise promotions for the property on which the signs are located.
 - a. *Number permitted.* One (1) sign per pump.
 - b. *Maximum gross surface area.* Not to exceed one and one-half (1½) square feet per sign.