

Memorandum to the Appearance Review Commission
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MEMORANDUM

TO: APPEARANCE REVIEW COMMISSION
Mike Kollman
Dale Villiard
Brian Enochs
Tom Flader
Les Galo
Kevin Neuendank

FROM: Wil Richardson, Planner

DATE: January 16, 2026

RE: Materials for the Appearance Review Commission Meeting
on **Monday, January 19, 2026**

The following is the list of cases scheduled for the Appearance Review Commission Meeting on Monday, January 19, 2026. **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.

NEW BUSINESS:

| **ARC 26-01:** 1163 S. Milwaukee Avenue

Applicant(s): *Shivam 9 Holdings, LLC*

Tenant: Club Five Health

Request: Request is for signage.

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

APPEARANCE CODE AND ZONING CODE ISSUES:

1. Per the Zoning Code Sec. 26-11-3.4, 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.

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- Confirm whether the proposed tenant panel on the existing monument sign will be illuminated. If so, please confirm that only the sign copy and logo will be of translucent materials.

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.
2. Confirm that all previously installed signs by XSports Fitness have been removed and that the façade surface behind the wall signs are repainted to remove any stains, markings, or fading left by the previous sign. Three wall signs were located on the front elevation of 1163 S. Milwaukee Avenue by the previous tenant.

| **ARC 26-02:** 401 E. Park Avenue #102

Applicant(s): *Hering Signs Signarama Libertyville*

Tenant: Toy Court

Request: Request is for signage.

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

APPEARANCE CODE AND ZONING CODE ISSUES:

1. Per the Appearance Code Sec. 7-88(d), the colors, materials, and lighting of every sign shall be restrained and harmonious with the building and site to which it principally relates. Per the Appearance Code Sec. 7-88(e), the number of colors and graphic elements on a sign shall be held to the minimum needed to convey the sign's major message, and shall be composed in proportion to the area of the sign face.
 - Staff notes the proposed sign includes multiple bright colors and graphic elements. In accordance with the cited Appearance Codes, the sign colors and graphics should remain restrained and harmonious with the building facade. However, staff notes the proposed colors and graphic elements appear intended to support the tenant's business identity as a toy store.

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- The Commission should evaluate whether the proposed colors and graphic elements are appropriate for the subject building, or whether additional information is needed to demonstrate how the sign design is coordinated with the building façade.

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.
2. Should the property owner or business owner wish to paint the building or replace the awning to align with the proposed signage, additional review by the Appearance Review Commission will be required.

| **ARC 26-03:** 1195 S. Milwaukee Avenue

Applicant(s): *Prairie Retail Holdings, LLC*

Tenant: Good Behavior Co.

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

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

APPEARANCE CODE AND ZONING CODE ISSUES:

1. Per the Zoning Code Sec. 26-11-3.4, 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.
 - Sheet 1 of the signage plans prepared by Parvin-Clauss Sign Company, dated November 26, 2025, indicates that the existing monument sign will be modified with a new tenant panel. Please confirm whether the 'white' background of the proposed panel will be illuminated. If the proposed panel is illuminated, revise the plans to ensure that only the copy and logo are made of translucent material and that the background is made of opaque material

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2. Per the Zoning Code Sec. 26-11-12(c)(2), not more than two (2) business signs are permitted per business occupancy.
 - The signage plans prepared by Parvin-Clauss Sign Company depict three business signs for the prospective tenant: two wall signs and a one-monument sign. It is staff's understanding that the tenant intends to remove the south-facing wall sign from the proposed sign package. With this reduction, a variation would not be required to increase the maximum number of permitted business signs.

STAFF COMMENTS:

1. Sheet 1 of the photometric plans prepared by PG Enlighten, dated December 3rd, 2025, indicates that an area near the southern façade of the subject building will reach approximately 19 footcandles. The photometric plan depicts compliant footcandle levels at all property lines. The Commission should consider whether a reduction in light output is appropriate in this area.
2. Sheet 1 of the photometric plans prepared by PG Enlighten dated December 3rd, 2025, depicts an alternative visualization of the proposed lighting plan in an inset diagram on the sheet. These footcandle readings differ from the main photometric plan. The applicant should clarify the intention of the inset diagram and explain why the readings appear different.
3. Verify the material and color of the proposed RTU screening shown on Sheet A5.1, of the plans prepared by JTS Architects, dated November 24, 2025. Clarify if any new RTU units are proposed for installation.
4. Staff has reviewed the proposed landscaping plan and has determined that it is compliant with all applicable zoning and appearance codes.

| **ARC 26-04:** 30532-30568 N. Harris Rd

Applicant(s): *Aston Villa Land Partners LLC*

Tenant: Bath Concepts

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

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

APPEARANCE CODE AND ZONING CODE ISSUES:

1. Per the Zoning Code Sec. 26-13-8.1, all rooftop mechanical equipment shall be screened to the full height of such equipment by a parapet wall or other screening structure constructed of the same or compatible materials as the principal building façade.
 - Sheet SD-02, Proposed Elevations, of the plans prepared by Nelson, indicates that all rooftop equipment will be screened, if required. Locate all proposed rooftop mechanical units on a roof plan and provide a corresponding screening plan, noting the color and material of the screening structures.
2. Per the Zoning Code Sec. 26-11-14, in the industrial districts, one (1) wall and one (1) freestanding sign are permitted for each business occupancy.
 - Sheet SD-02 depicts two wall signs, one on the west elevation and one on the south elevation. Staff notes that this is a rendering error and that the applicant is only proposing a wall sign on the south elevation.
3. Per the Zoning Code Sec. 26-11-3.4, 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.
 - Sheet SD-03 depicts a ground monument sign with backlit aluminum panels; confirm whether the 'white' background of the proposed panels will be illuminated. If the proposed panel is illuminated, revise the plans to ensure that only the copy and logo are made of translucent material and that the background is made of opaque material.
4. Per the Zoning Code Sec. 26-11-14, the maximum gross surface area for a wall sign in the industrial districts shall not exceed thirty-two (32) square feet.
 - The applicant has requested a variation to allow a 128-square-foot wall sign on the southern building façade. Similar requests have been made in the Village to bring signage into scale with larger buildings, such as Pharma Logistics at 1801 N. Butterfield Rd.
5. Per the Zoning Code Sec. 26-13-3.1, Parking Lot Screening, the landscaping and screening treatment shall be designed and maintained to a height of at least six (6) feet

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- along every lot line abutting a residential district and to a height of at least three (3) feet along every other lot line.
- Sheet L-2.4, Landscape Schedule, of the plans prepared by Teska, indicates that a mix of short and tall Evergreen Shrubs will be utilized for parking lot screening. The short Evergreen Shrubs are listed as 24” in height. Parking lot screening plantings must be at least 36 inches in height for all parking lot screening. The applicant should confirm if their intention is to request a variation regarding this requirement or increase the planting height for all shrubs that to be installed for screening purposes.
6. Per the Zoning Code Sec. 26-13-3.2, interior landscaping shall constitute at least ten (10) percent of the area of the parking lot.
- As shown on Sheet L2.0, the parking lots to the north, west, and south include interior landscaping that constitutes 10% of the parking lot area. The eastern portion of the parking lot is devoted to truck docking. The applicant has requested a variation for this area to not meet the 10% minimum interior landscaping requirement.
7. Per the Zoning Code Sec. 26-7-2.5(a), the maximum height of a principal structure in the I-1 Limited Industrial District shall not exceed four (4) stories or forty-five (45) feet.
- Sheet SD-02, Proposed Elevations, indicates that the principal entry feature of the subject building will extend to approximately 51 feet in height. By comparison, the remainder of the structure is compliant with the Zoning Code maximum height of 45 feet. A variation has been requested by the applicant.

STAFF COMMENTS:

1. Clarify whether any existing trees will be preserved as part of this project. Staff notes that a few trees in good condition (6599, 6597, 6596) are proposed for removal. Please verify whether there is an opportunity to preserve any existing trees, particularly trees in Condition 2 or better within the A or B species group ranking.

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2. Sheet SD-04 of the plans prepared by Nelson, dated December 2, 2025, depicts the screening for the trash compactor. Provide the height of the trash compactor to confirm that the screening adequately screens the compactor. If the proposed fencing does not screen the trash compactor to its full height, revise the plans accordingly.
3. Clarify whether any ground-mounted mechanical equipment is proposed. If so, indicate its location on the plans and provide a screening plan accordingly.
4. Provide additional details on the proposed boiler room on the north side of the subject building. Indicate whether any mechanical equipment will be visible or exposed from the boiler room. If mechanical equipment will be visible, please provide a screening plan.
5. Clarify whether the green space areas reserved for land banked parking spaces will be landscaped while in their unpaved state.
6. At the time of permit application, provide a final landscape plan identifying the species of each proposed planting shown on the site plan.
7. The proposed truck docking area on the east portion of the property will be visible from Peterson Road. Staff notes that parking lot screening and perimeter landscaped open space are not proposed within this area for which a variation has been requested. Staff recommends that the Commission consider requesting additional evergreen trees and shrubs to improve screening in lieu of the required parking lot screening and perimeter landscaped open space. This would reduce the direct line of sight to the truck docking area from Peterson Road. Staff also notes that other portions of the site may provide opportunities for additional landscaping. See Figures 1 and 2.

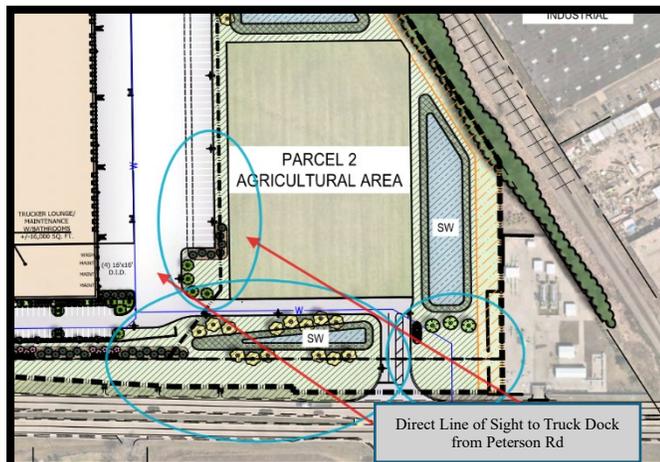


Figure 1: Truck Dock Screening

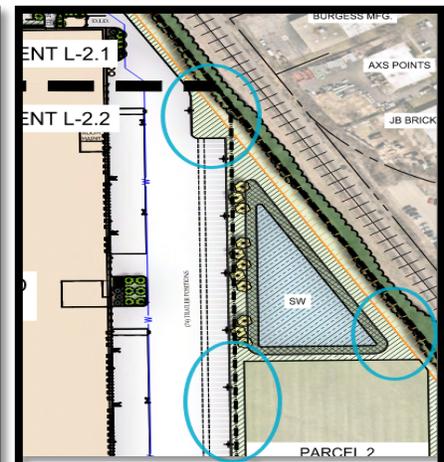


Figure 2: Additional Truck Dock Screening