

**MEETING MINUTES OF THE
LONG GROVE ARCHITECTURAL COMMISSION
(Held remotely via ZOOM)
REGULAR MEETING
December 20, 2021
7:00 P.M.**

Chairwoman Michaelson-Cohn called the regular meeting (held remotely) of the Long Grove Architectural Commission (AC) to order at 7:11 p.m. with the following members present.

Members Present: Lynn Michaelson-Cohn, Allen Roiter, Jeanne Sylvester, and John Plunkett.

Also Present: Amanda Orenchuk and Jessica Marvin, Community Development Services, and members of the public.

Members Absent: Laura Mikolajczak and Matthew Akins

VISITORS BUSINESS

None

NEW BUSINESS

Chairwoman Michaelson-Cohn introduced Amanda Orenchuk and Jessica Marvin and asked them to provide a brief summary of their history. In July 2021, Long Grove Village Planner Jim Hogue retired from the Village. At the end of July 2021, the Village of Long Grove and the Village of Mundelein entered into an Intergovernmental Agreement (IGA) for Planning Services. Jessica Marvin is an Associate Planner for the Village of Mundelein. Amanda Orenchuk is the Mundelein Director of Community Development. In addition to Marvin and Orenchuk there are three other staffers available, Colleen Malec, Senior Planner, Taylor Wegrzyn, Planner, and Jennifer Marshall, Executive Assistant for Community Development. This is the first AC case handled under the IGA.

1) Approval of the May 17, 2021 Meeting Minutes.

A minor typographical error was noted in the draft meeting minutes. At the top of page 1 changed "call" to "called", and under "Visitors Business" approval is spelled wrong. Additionally on the same page in the last paragraph deleted the duplicate "this". On the page 3 in item 3 insert "the" after "signage for". On the same page and section paragraph 3 changed "Landmark Exterior is now submitted and alternative..." to "Landmark Exterior has now submitted an alternative...".

A motion was made by Commissioner Roiter to recommend approval of the May 17, 2021 meeting minutes with the corrections.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

2) Approval of the May 24, 2021 Special Meeting Minutes.

A minor typographical error was noted in the draft meeting minutes. At the top of page 1 changed "call" to "called". Under New Business item 1 in paragraph 5 changed "Materials out of which the signs..." to "These signs...". In the same paragraph second sentence delete "...with regard to the color scheme".

A motion was made by Commissioner Plunkett, seconded by Commissioner Roiter to recommend approval of the May 24, 2021 meeting minutes with the corrections.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

Approval of the July 19, 2021 Special Meeting Minutes.

The July 19, 2021 meeting minutes were unavailable for review and approval at the time of the meeting. Consideration of the July 19, 2021 minutes have been moved to the February 21, 2022 meeting agenda.

3) Consideration of a request for signage for "Compass" (formerly the "Artistic Gardener"), 248 Robert Parker Coffin Road within the B-1 Historic District, submitted by Ms. Deb Burton, Poblocki Signs.

Planner Amanda Orenchuk explained the request noting the property in question is located on the North side of Robert Parker Coffin Road and more or less across the street from "Creative Hands". The space was formerly occupied by "Artistic Gardener".

Based upon the items submitted the petitioner is requesting one (1) single, non-illuminated letterset sign (nameplate), to be affixed to the rear (South-facing façade fronting open space). The sign will be constructed out of aluminum with black lettering. The proposed letterset measures 33.75" x 4.25" (143.4 square inches), which equals approximately 1 square foot.

One (1) single, non-illuminated ground sign that totals 4.25 square feet. The panel is black painted wood (pine) with white aluminum, non-illuminated letters, attached to two black wood posts.

Additionally, one awning sign, on which print is approximately 2.25 square feet. The awning is black canvas with a white print.

In total 7.5 square feet of signage is proposed.

Signage appears to be non-illuminated or will utilize existing illumination. No request for illumination was included in the application for signage. The existing streetlight near the property should be sufficient to illuminate the signage.

Square footage of the commercial space for which the signage is being requested is approximately 3,770 square feet. For retail spaces containing 3001 to 5000 sq. ft. of floor area 30 square feet of signage may be allowed per the Village Zoning Code (excerpt below).

Based upon the total square footage of the leasable commercial space and square footage of the signage proposed (7.5 square feet), the request is within the maximum square footage limitation for the floor area at this location.

The AC was favorable to the sign noting that as proposed the sign was clean and incorporated some of the aesthetic features as identified in the "Downtown Design Guidelines". The AC liked the contrast of an older building with a modern sign which complements the building well.

A motion was made by Commissioner Roiter, seconded by Commissioner Plunkett to recommend approval of the request for signage for the "Compass" at 248 Robert Parker Coffin Road within the B-1 Historic District as submitted by Ms. Deb Burton, Poblocki Signs.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

OTHER BUSINESS

Chairwoman Michaelson-Cohn asked for motion to flip the order of item 1 and item 2 of Other Business on the agenda.

A motion was made by Commissioner Roiter, seconded by Commissioner Plunkett to flip the order of item 1 and item 2 on the agenda.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

1) Status of the Former Oman Greenhouse Property

Chairwoman Michaelson-Cohn read the email update from Greg Jackson, Village Manager regarding the status of the former Oman Greenhouse property. The Village issued five (5) citations to the property owner, and they were brought before an administrative hearing officer. The property owner and his attorney have agreed to repair or remove the distressed fencing, remove, and haul away the first of two greenhouses by January 11, 2022, remove and haul away the second of two greenhouses by February 8, 2022, and mitigate and cut overgrown grass. The property owner will be before the hearing officer again on January 11, 2022, to show completion and/or progress towards full compliance.

The AC asked what else is on this property besides the greenhouses and Planner Orenchuk showed the commission aerials of the property. After reviewing the current aerials of the former Oman's Greenhouse property, the AC determined this property is unsightly and an attractive nuisance. The

topic of the condition of this property is a high priority for the AC. Members of the AC have brought up their concerns numerous times and would like regular status updates. Commissioner Sylvester stated she contacted the Village directly to receive information but does not wish to wait as long to get more information. Chairwoman Michaelson-Cohn advised that the topic was discussed at the last AC meeting, and it was impressed upon staff at that meeting that this was a high priority.

There was a question about what the site will look like when the buildings come down. Planner Orenchuk included that after the demolition of the greenhouse's, restoration work is required which includes grass seeding and grading on this property. Planner Orenchuk added that there was quite a bit of transition for the Village from a staffing standpoint since July 2021. She will discuss with Village Manager Jackson and report at next scheduled meeting.

2) 2022 Architectural Commission (AC) Meeting Calendar

The Long Grove AC Meeting Calendar was brought up for discussion. There are a few pending items with regards to new single-family residences that require the attention of the AC. The typical January meeting of the AC tends to be cancelled because of Martin Luther King, Jr.'s birthday, and the February meeting is usually moved up a week to make up for a cancelled January meeting. The delay with these pending cases may cause a burden on the prospective new homeowners. In order to accommodate their needs, the AC considered a Special January Meeting.

Chairwoman Michaelson-Cohn requested a special meeting to be held on January 18, 2022, 7 p.m. via zoom.

A motion was made by Commissioner Roiter, seconded by Commissioner Plunkett to hold a special meeting on January 18, 2022, at 7 p.m. via zoom.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

A discussion about the February 2022 meeting took place. Planner Orenchuk advised that the February 14th date would be problematic if she were to be needed at the meeting because that is when the Mundelein Village Board Meeting is held. Due to the recent relationship of the staff and the AC, it was determined it would be best if Planner Orenchuk could be present. The date was changed to February 21, 2022.

Chairwoman Michaelson-Cohn asked for a motion to move the February 14, 2022 to February 21, 2022 at 7 p.m. via zoom.

A motion was made by Commissioner Roiter, seconded by Commissioner Plunkett to move the February 14, 2022 to February 21, 2022 at 7 p.m. via zoom.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

Chairwoman Michaelson-Cohn asked for a motion to approve the 2022 Architectural Commission (AC) Meeting Calendar with the changes to the February meeting date.

A motion was made by Commissioner Plunkett, seconded by Commissioner Roiter to approve the 2022 Architectural Commission (AC) Meeting Calendar with the changes to the February meeting date.

Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

ADJOURNMENT

With no further business, a motion to adjourn the meeting was made by Commissioner Roiter, seconded by Commissioner Sylvester.

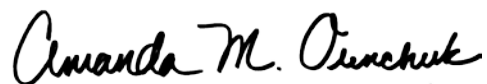
Ayes: L. Michaelson-Cohn; A. Roiter; J. Sylvester; J. Plunkett

Nays:

Absent: L. Mikolajczak; M. Akins

Meeting Adjourned at 8:41 p.m.

Respectfully Submitted,



Amanda Orenchuk

Village Planner