



AGENDA
ARCHITECTURAL COMMISSION
REGULAR MEETING

Monday, December 20, 2021 at 7:00 P.M.

THE VILLAGE HALL WILL NOT BE ACCESSIBLE FOR THIS MEETING. ACCESS SHALL ONLY BE AVAILABLE AS FOLLOWS:

Join Zoom Meeting

<https://us02web.zoom.us/j/85188804937?pwd=UnpEbk5ZmdPdmx6M1p4MmpkaTZBUT09>

+1 312 626 6799 US (Chicago)

Meeting ID: 851 8880 4937

Passcode: 132435

CALL TO ORDER

VISITOR BUSINESS

ACTION ITEMS

- 1) Approval of the May 17, 2021 Draft Meeting Minutes, Approval of the May 24, 2021 Special Meeting Draft Minutes, and Approval of the July 19, 2021 Draft Meeting Minutes.
- 2) Consideration of a request for a signage for "Compass", 248 Robert Parker Coffin Road and within the B-1 Historic District, submitted by Ms. Deb Burton.

OTHER BUSINESS

- 1) 2022 Architectural Commission (AC) Meeting Calendar
- 2) Status of the former Oman Greenhouse Property

ADJOURNMENT

Next Scheduled Meeting: February 14, 2022 @ 7:00 PM

The Village of Long Grove is subject to the requirements of the Americans with Disabilities Act of 1990 Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to phone the Long Grove Village Manager at 847-634-9440 or TDD 847-634- 9650 promptly to allow the Village of Long Grove to make reasonable accommodations for those persons.

ACTION ITEMS

**MEETING MINUTES OF THE
LONG GROVE ARCHITECTURAL COMMISSION
(Held remotely via ZOOM)
REGULAR MEETING
May 17, 2021
7:00 P.M.**

Chairman Michaelson-Cohn the regular meeting (held remotely) of the Long Grove Architectural Commission (AC) to order at 7:00 p.m. with the following members present.

Members Present: Lynn Michaelson-Cohn, Allen Roiter, Jeanne Sylvester, John Plunkett, & Matthew Akins.

Also Present: James Hogue, Village Planner and Members of the Public.

Members Absent: Laura Mikolajczak, (1 vacant seat)

VISITORS BUSINESS

None

APPROVEAL OF THE MARCH 15, 2021, DRAFT MEETING MINUTES

A minor typographical error was noted in the draft minutes.

A motion was made by Commissioner Roiter seconded by Commissioner Akins, to accept the draft minutes as corrected. On a voice vote, all ayes.

NEW BUSINESS

- 1) Consideration of a request for approval for a replacement sign for “H & I Auto”, (formerly “Auto World USA, Inc”) on property known as 7151 Rt. 83 Unit D, Submitted by Wellcom Signs on behalf of business owner Yunje Kim.**

Planner Hogue explained the request noting the property in question is located approximately at the southwest corner of Route 83 and Route 45. The property is zoned under the “B-2” Suburban Business District regulations. The property was the subject of litigation in 1986 and a court order established use of the property as an automotive service & shopping center as well as parameters for signage on the property. In short, signage for this development deviates from the “B-2” signage regulations found in the Village Zoning Code and are established by this court order.

The set of parameters was for building or tenant signage, per the court order, are incorporated in to this this request for signage. These standards supersede the Village Zoning Code in this instance.

Mr. Yunje Kim has now leased the tenant space in Unit D of the building and is requesting signage for his business.

The sign is contemplated to be made of a blue vinyl laminate silhouette letters mounted on 3" aluminum studs. As proposed the signage will be non-illuminated. A rendering of the proposed location of the signage on is attached.

Copy will read "H & I Auto" over the entrance with Korean script over the service bay door indicating "repair auto".

As proposed letters are 18' inches high which is consistent with court order regarding letter height in height. Exterior signage is non-illuminated and contains no moving or flashing lights which is also consistent with the court order.

Upon review of the request the AC found that the signage as proposed was consistent with the court order for tenant signage at this location as well being consistent with other signage at this location.

A motion was made by Commissioner Michaelson-Cohn, seconded by Commissioner Roiter to accept the signage as submitted with any proposed placard, to be submitted to staff for review and approval. On a roll call vote all aye.

2) Consideration of a request for exterior alterations for property located at 111 Old McHenry Road within the B-1 Historic District, submitted by property owner Paul O'Meara.

Planner Hogue indicated the petitioner proposes exterior alterations for the property/structure ("In Motion Dance") located at the northwest corner of Old McHenry and Robert Parker Coffin Roads adjacent to the building occupied by Landmark Exteriors. Visual inspection of the building facade indicated upgrades/maintenance appear to be badly needed.

The applicant, Landmark Exteriors, proposes the removal of the existing wood siding and replacement with Hardie Straight edge shake siding with a 6" belly-board to be installed along the bottom of the shake. Below the belly board LP Smart Board panel siding in a batten grain style with trim boards. The proposed color scheme is white in keeping with the existing color of the building. A schematic (with corresponding labels & key) illustrating the proposed alteration is attached.

A new black steel roof is proposed to replace the existing steel roof over the front doors and windows on the structure.

Therma-Tru; 2 wide double doors with a 2 x 3 Simulated Divided Lites or SDL grid pattern and bottom panel are proposed. The new doors are proposed to be black in color.

New windows are also proposed for the structure. The existing front ground floor windows are proposed to be removed and replaced with picture windows. As proposed, picture windows would be installed with a 3 wide over 3 high SDL grid pattern (i.e., muntins) with a black exterior.

Windows on the south elevation (corresponds to “F”) the 2 wide double hung windows are proposed to be replaced with a black exterior/white interior 2 x 2 grid pattern, upper sash windows.

The AC questioned whether the use of “Hardi-Board” material had been used in other downtown applications.

Hardi-board indeed had been in other downtown applications and is the same material used in the renovation of the adjacent 404 Robert Parker Road structure (also owned and upgraded by Landmark Exteriors).

The AC was favorable to the exterior alterations as proposed noting that the improvements were utilized the “Downtown Design Guidelines” and largely served to restore the exterior of the structure to its original appearance. There were no objections to the proposed improvements.

A motion was made by Commissioner Sylvester, Seconded by Commissioner Plunkett, to approve the exterior alterations for property located at 111 Old McHenry Road within the B-1 Historic District as submitted. On a roll call vote; all ayes.

3) Consideration of a request for signage for property located at 404 Robert Parker Coffin Road within the B-1 Historic District, submitted by Paul O’Meara on behalf of the Landmark Exteriors Inc.

Planner Hogue reported that in September of 2019 Landmark Exteriors proposed exterior renovations for this structure which were approved and is presently the exterior treatment for this structure.

Signage was also proposed, and after substantial discussion between the AC & the applicant, a signage proposal was ultimately approved. However, the applicant later had concerns with what was approved from largely a maintenance perspective and the approved signage was never installed.

Landmark Exteriors is now submitted and alternative concept for signage. As submitted the petitioner is proposing a single sided wall sign to be mounted to the structure on the on the Robert Parker Coffin Roadside of the building.

The proposed sign face measures 120” x 24” (10’x 2’) or 20 square feet. The square footage of the structure is 1,625 square feet and has a maximum allowable sign area of 20 sq. ft. The sign will be constructed of a flat wood panel with painted copy logo and black border. The copy will be red and black on with a white background. The sign appears to be flush mounted to the building.

The AC made the following suggestions to the signage as proposed.

- a). Provide a raised (black) border or frame around the sign to give more depth and be more consistent with other downtown signage.
- b). Offset or angle the “Windows; Siding, Entry Doors” copy as well as slightly increasing the font to increase readability of the sign.

- c) Provide specifications or a diagram of how the signage will be mounted to the building.
- d). Revisions to be sent to Village Staff for final review and approval.

The applicant was amenable to the modifications as suggested

The AC had no issues with the sign request and recommend it be approved with the conditions as discussed.

A motion was made by Commissioner Sylvester, seconded by Commissioner Roiter to accept the signage as submitted subject to the considerations as discussed. On a roll call vote; all ayes.

OTHER BUSINESS

1) Property Maintenance – former Oman’s Flower Farm; Rt. 83

Planner Hogue provided a memorandum which stated the concerns of the AC regarding the deteriorated condition of the former Oman Flower Farm property on Route 83.

He thanked the AC for their e-mail input regarding the initial draft of this memorandum and noted the comments received had been incorporated into this draft.

He asked the AC if this draft sufficiently represented their concerns on the matter. If there were no other comments this memorandum would be forwarded to the Village Board for consideration their May 25th meeting.

The AC was satisfied with the memorandum as presented and directed staff to forward it to the Village Board.

ADJOURNMENT

With no further business, a motion to adjourn the meeting was made by Commissioner Roiter, seconded by Commissioner Akins. On a roll call vote, all ayes.

Meeting Adjourned at 8:38 p.m.

Respectfully Submitted,

James M. Hogue

James M. Hogue
Village Planner

**MEETING MINUTES OF THE
LONG GROVE ARCHITECTURAL COMMISSION
(Held remotely via ZOOM)
REGULAR MEETING
May 24, 2021
7:00 P.M.**

Chairman Michaelson-Cohn the regular meeting (held remotely) of the Long Grove Architectural Commission (AC) to order at 7:00 p.m. with the following members present.

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

Also Present: James Hogue, Village Planner and Members of the Public.

Members Absent: (1 vacant seat)

VISITORS BUSINESS

None

NEW BUSINESS

- 1) Consideration of a request for signage for the “Sock Monkey Museum” (formerly the “The Pear Tree Shoppe”), 210 Robert Parker Coffin Road within the B-1 Historic District, submitted by Roman Sign on behalf of Arlene Okun, business owner.**

Planner Hogue explained the request noting the property in question is located on the south side of Robert Parker Coffin Road and more or less across the street from “Mel’s Marathon”. The space was formerly occupied by “The Pear Tree Shoppe”.

Based upon the items submitted the petitioner is requesting one (1) hanging sign (double faced) measuring 33” x 33.25” (7.2 square feet) with a hanging panel measuring 19” x 32” (3.9 square feet) both to be suspended from a decorative support bracket mounted to the structure. The hanging sign would be mounted approximately 16’ above grade.

Additionally, one (1) wall sign is proposed measuring 48” x 41.25” (13.6 square feet) and approximately 18’ feet from grade to the bottom of the sign.

In total 24.7 square feet of signage is proposed.

Materials out of which the signs will be constructed of MDO plywood thick with raised sandblasted letters. The signage would be red, gold with dark brown lettering on white background with regard to the color scheme. 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 4500 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 (24.7 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 attractive and incorporated many of the aesthetic features as identified in the "Downtown Design Guidelines. The AC liked the fact that the sign was a hanging sign and constructed of wood. The AC did note that a mounting detail identifying the attachment of both signs to the building should be submitted.

A motion was made by Commissioner Sylvester, seconded by Commissioner Roiter to recommend approval of the request for signage for the "Sock Monkey Museum" at 210 Robert Parker Coffin Road within the B-1 Historic District as submitted by Roman Signs subject to a "mounting detail" identifying the attachment of both signs to building be submitted to staff for review and approval.

On a roll call vote; all ayes.

OTHER BUSINESS

None

ADJOURNMENT

With no further business, a motion to adjourn the meeting was made by Commissioner Plunkett, seconded by Commissioner Roiter. On a roll call vote, all ayes.

Meeting Adjourned at 7:25 p.m.

Respectfully Submitted,

James M. Hogue

James M. Hogue
Village Planner



To: Lynn Michaelson-Chon, Chair
Architectural Commission Members

From: Amanda Orenchuk, Interim Community Development Services

Subject: Compass – 248 Robert Parker Coffin Road

Requests: Consideration of a request for signage

Public Meeting Date: December 20, 2021

Attachments: 1. Petitioner’s Application
3. Signage Regulations – Downtown Design Guidelines

ITEM # 2: Architectural Commission 12.20.2021 @ 7:00 p.m.

REQUEST: Consideration of a request for signage for “Compass”, 248 Robert Parker Coffin Road and within the B-1 Historic District, submitted by Ms. Deb Burton.

PROPOSED PROJECT:

Compass Inc., a real estate business, is located at 248 Robert Parker Coffin Road. They are requesting signage for this location, which was formally occupied by “Artistic Gardener”.

Based upon the items submitted the petitioner is requesting one (1) single, non-illuminated letter wall sign, to be affixed to the rear (South façade facing the open space parallel to Archer Street) side of the building and would measure 33.75” x 4.25” (2.9’ X 3.42’ or 9.92 square feet). The sum total of the requested signage is 19 square feet. Materials out of which the sign will be constructed of aluminum with black lettering. The proposed sign is non-illuminated and there is no request for illumination.

Square footage of the commercial space for which the signage is being requested is approximately 3,767 square feet. For retail spaces containing 3,001—5,000 sq. ft. of floor area 30 square feet of signage may be allowed per the adopted Village Zoning Code (excerpt below).

Based upon the total square footage of the leasable commercial space and square footage of the signage proposed (19 square feet), the request is within the square footage limitation for the floor area at this location.

Per the village sign regulation two (2) wall signs are not permissible at this location as follows.

- (1) *The limit of signs per business establishment is one ground sign, one nameplate sign, and one wall sign or one canopy sign.*

SIGN REGULATIONS:

The following are excerpts of applicable portions of the Village Sign Ordinance.

- (E) *Historic Business District Signs* - Signs within the B1 historic business district must comply with the regulations of general applicability as set forth throughout this Section, except as specifically set forth in this subsection (E). Signs within this area should reflect the historic and eclectic character of the historic business district and be integrated with the landscaping and architecture to the greatest extent possible. The following regulations apply to signs within the B1 historic business district:
1. *Open Signs* - A business may display one illuminated open sign, provided that such illuminated "Open" sign: a) is no more than one square foot in area, b) includes lighted white letters on an unlit background, c) does not exceed an illumination level of 840 lumens, and d) otherwise complies with those provisions of subsection (D)1 of this Section that are not inconsistent with this subsection (E)1, except that the approval of the architectural commission shall not be required. A business may not display a lighted open sign at times when the business is not open to the public for normal business.
 2. *Neon Illumination* - Neon illumination of signs is only permitted: a) if neon is used as part of an "Open" sign that meets the requirements of subsection (E)1 of this Section, or b) upon application and approval of a variation from the requirements of this code pursuant to subsection 5-11-15(E)1(c) of this title. For purposes of a request for a variation for neon sign illumination, a practical difficulty or particular hardship may be found to exist when the neon illumination of signs would be traditionally appropriate for the nature of the business and if such proposed sign is appropriate to the architectural style or era of construction of the business.
 3. *Maintenance* - If signs are not properly maintained they must be removed or replaced. Proper maintenance includes a) repairing of any damage caused by weather or other impact, b) ensuring signs do not pose a hazard, or provide misleading information, to pedestrians or motorists, c) repairing cracks, fading, or general deterioration.
 4. *Materials* - Signs should be constructed of high quality, long lasting and natural building materials, which may include painted wood, metal, or stone, but may not include particle board, plastic, or highly reflective metallic material unless expressly approved by the Architectural Commission.
 5. *Awnings* - Businesses having awnings may include the business's name as copy along the lower edge or fringe of an awning, but any awning displaying such copy shall be considered a wall or canopy sign as allowed by subsection (E)7 of this Section and included in the maximum sign area calculation for that location.
 6. *Flags* - Flags, in good condition and totaling not more than 15 square feet per zoning lot or per principal structure, may be displayed.
 7. *Number* - The limit of signs per business establishment is one ground sign, one nameplate sign, and one wall sign or one canopy sign. Such signs, singularly or in combination, shall not exceed the maximum permitted sign area.

8. *Total Size* - Except as otherwise authorized by variation pursuant to subsection 5-11-15(E)1(c) of this title, the cumulative total square footage for all signs shall not exceed the following:

Maximum Sign Area Permitted in the B1 Business Zoning District (In Square Feet)		
Total Area of Business in Square Feet	B1 Setback (building and all signs) less than 50' from nearest edge of pavement of main roadway unless otherwise approved by Architectural Commission	B1 Setback (building and all signs) at least 50' from nearest edge of pavement of main roadway
1—1,000	12	16
1,001—3,000	20	26
3,001—5,000	30	38
5,001 or greater	30	38

Except as otherwise provided, square footage, for the purpose of this subsection (E), shall be calculated based on single sign face of any double-faced sign.

9. *Temporary Banner Signs* - The Village Planner may authorize temporary banner signs that conform with subsection (G)2(i) of this Section for a period not exceeding 60 days for signs that relate to the business, service, pursuit, or event conducted on or within the premises on which the sign is displayed.
10. *Sandwich Board Signs* - The Village Planner may authorize one sandwich board sign, with cumulative total of all sign faces not exceeding twelve (12) square feet in addition to the total number and square footage of signs otherwise authorized, if requested as part of a business's annual business license application. The authorization to display a sandwich board sign must be renewed annually with the business license and include site plan identifying the general placement of the sign as well as a scaled drawing (or "proof") identifying the dimensions, materials and copy of the sign. Sandwich board signs may not obstruct pedestrian or vehicular ingress or egress and must be placed inside the structure when the business authorized to display such sign is closed to the public. Such signage shall be nonilluminated and may not adversely impact the health, safety, and welfare of the general public. Sandwich board signs may not be located on, or otherwise obstruct, pedestrian walkways, parking lots, and streets and be adjacent to the destination they are intended to serve but may not be displayed in the right-of-way. for purposes of this subsection (E), a "sandwich board sign" shall be a portable and temporary A-frame sign that is designed to be self-supporting by nature, which sign may have two sign faces and should be simple, unique, and constructed of high-quality materials that complement the landscaping and architecture of the B1 District.
11. *Small Real Estate Signs* - Within the B-1 District, one temporary real estate sign shall be permitted per lot or per principal structure. Except as otherwise specifically provided herein, such signs must comply with the regulations for small real estate signs set forth in subsection (F)1 of this Section.
12. *Setbacks* - Unless otherwise specified, setbacks shall be subject to the review and approval of the Architectural Commission.

ARCHITECTURAL COMMISSION DECISION:

The commission should review the request for signage against the aforementioned regulations and render a determination based upon those criteria as well as the appropriateness of the signage at this location in relation to other signage in the area in general. An excerpt from the "Downtown Design Guidelines" regarding signage is included for consideration by the Commission.

STAFF RECOMMENDATION

Staff recommends the approval of an additional wall sign on the property located at 248 Robert Parker Coffin Road in the B-1 Historic Downtown Business District. The proposed wall sign is simple and constructed of high-quality material. Other signs located in the B-1 Historic Downtown Business District are created out of the same material. The font is modern with clean lines and fits well within the business district.

FOR OFFICE USE ONLY:	
AC Received:	
AC Reviewed:	
AC Approved:	
Village Bd. Approved:	



FOR OFFICE USE ONLY:		
Date Received:		
Permit No.:		
Date Issued:		
Township:		
Sec:	T:	R:
PIN No.:		
Zoning:		

**ARCHITECTURAL COMMISSION
SIGN PERMIT APPLICATION**

BUSINESS NAME: Compass	BUS. PHONE #: 267-410-0238 (Proj Mgr)
BUSINESS ADDRESS: 248 Robert Parker Coffin Rd.	
BUSINESS OWNER'S NAME: Jonathan Satz	E-MAIL sfenton#rlepartners.com(Proj Mgr)

TYPE OF SIGN(S) FOR WHICH YOU ARE APPLYING:	Three identification signs - non-lit letters, awning and free standing signs per drawings.
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The Architectural Commission regularly meets every third (3rd) Monday of the month at 7:00pm in the Village Hall or as otherwise posted. The applicant (or representative) must be present. Please prepare and submit seven (7) sets of all of the following information ten (10) days prior to the meeting:

- THIS FULLY COMPLETED APPLICATION SIGNED BY BOTH THE PETITIONER AND THE PROPERTY OWNER
- REGARDING THE POSITION OR LOCATION OF PROPOSED SIGN ON THE BUILDING OR PROPERTY:
 - PROVIDE SITE PLAN
 - PROVIDE PHOTOGRAPH OF THE LOCATION ON THE PROPERTY OR BUILDING WHERE THE SIGN WOULD BE INSTALLED
 - SQUARE FOOTAGE OF COMMERCIAL SPACE FOR WHICH SIGN IS BEING INSTALLED:

3,767 sq. ft.
- PROVIDE A DETAILED DRAWING (TO SCALE) OF THE PROPOSED SIGN, INCLUDING: See drawings 91381 NL AWN PP
 - DIMENSIONS
 - SAMPLE OF COLORS ON SIGN
 - LETTER STYLE TO BE USED
 - SAMPLE OF ANY UNUSUAL MATERIAL TO BE USED ON THE SIGN
 - FOR REQUESTS IN THE B-1 HISTORIC DISTRICT SEE SUGGESTED DESIGN GUIDELINES FOR SIGNAGE

Should the sign be completed prior to the Architectural Commission's approval (this is not encouraged), the sign itself, or a photograph of the sign, shall be presented at the Architectural Commission meeting.

SIGN CONTRACTOR:

NAME: Poblocki Sign Company LLC (Deb Burton) 7-1-21	PHONE #: 414-453-4010
ADDRESS: 922 S. 70th St., West Allis, WI 53214	E-MAIL: dburton@poblocki.com

The property owner's signature is required below before any sign application may be processed. The property owner's signature is confirmation that he/she has read and understands the regulations governing the erection of signs in the Village of Long Grove and further approves the erection of the above-described sign on his/her property.

Submitted 11-19-21 *dlb*

 PROPERTY OWNER(S) SIGNATURE(S) *AGENT*

KEN SIWIEC
 DocuSign PROPERTY OWNER(S) PRINTED NAME(S)

 BUSINESS OWNER(S) SIGNATURE(S)
C886F8B536E143

(See the reverse side for maximum sign dimensions and fee schedule.)

Jennifer Marshall

From: support@pointandpay.com
Sent: Tuesday, December 14, 2021 11:30 AM
To: Burton, Deb
Subject: Your Receipt

Greetings,

Village of Long Grove thanks you for your payment. For questions about your account, please call 847-634-9440

Your payment ID is: 105215509

Items Paid For:

Description: Permits
Amount Paid: \$70.00
Payer Name: Deb Burton
Payer Company Name: Poblocki Sign Co. LLC
Project or Permit Address: 248 Robert Parker Coffin Rd.

Customer Information:

First Name: Deb
Last Name: Burton
Address Line 1: 922 S. 70th St.
Address Line 2:
City: Milwaukee
State: Wisconsin
Zip Code: 53214
Phone Number: 4147774261
Email Address: dburton@poblocki.com

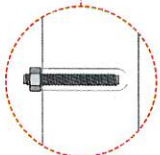
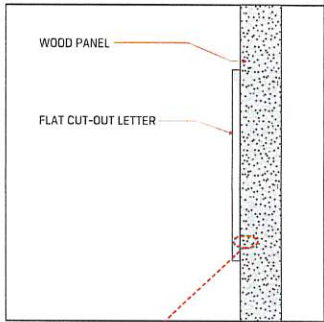
Payment Information:

Subtotal: \$70.00
Fee Total: \$2.10
Total: \$72.10
Datetime: 12/14/2021 11:29:55

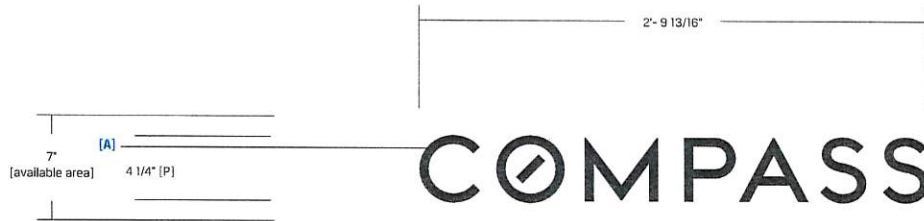
SIGN SPECIFICATIONS

[A] - NON-ILLUMINATED LETTERS

Description: FCO
 Material: Aluminum
 Depth: 1/4"
 Face Color: Black
 Returns: Black
 Installation: Flush to wall



proposed layout



922 S. 7th St., Milwaukee, WI 53214
 414.453.4010 • www.poblocki.com

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Project

COMPASS
 Long Grove, Illinois

Scale: 1 1/2"=1'
 Original Page Size: 11" x 17"

Notes

Revisions

REV	DESCRIPTION	By	DATE
01	preprod	AT	7/6/21

Rep.: Katie Conroy
 Drawn By: Sarah Biagioni Eng. Date: 06/07/21

Sign Loc. No. .

NL-01
 Non-Lit Letters
 Sign. Type

91381 **JO1**
 GPP - Project - Job No. Design

SIGN SPECIFICATIONS

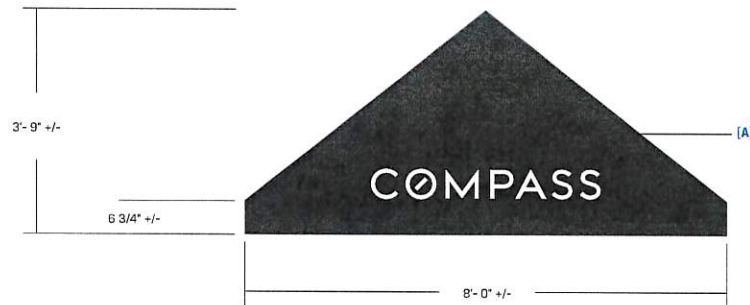
[A] - AWNING
 Illumination: Non-Lit
 Material: Canvas
 Color: Black with White graphics
 *Reuse existing metal awning structure



existing layout



proposed layout



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Project

COMPASS
 Long Grove, Illinois

Scale: 1/2"=1'

Original Page Size: 11" x 17"

Notes

SURVEY REQUIRED

Revisions

REV	DESCRIPTION	By	DATE
01	prepared	AT	7/6/21

Rep.: Katie Conroy
 Drawn By: Sarah Biagioni Orig. Date: 06/07/21

Sign Loc. No.

AWN-01

Awning
 Sign. Type

91381
 O/P - Project - Job No.

JO1
 Design

SIGN SPECIFICATIONS

[A] - PANEL

Material: Wood (Pine)
 Face Color: Black
 Installation: Countersunk deck screws around the entire perimeter

[B] - NON-ILLUMINATED LETTERS

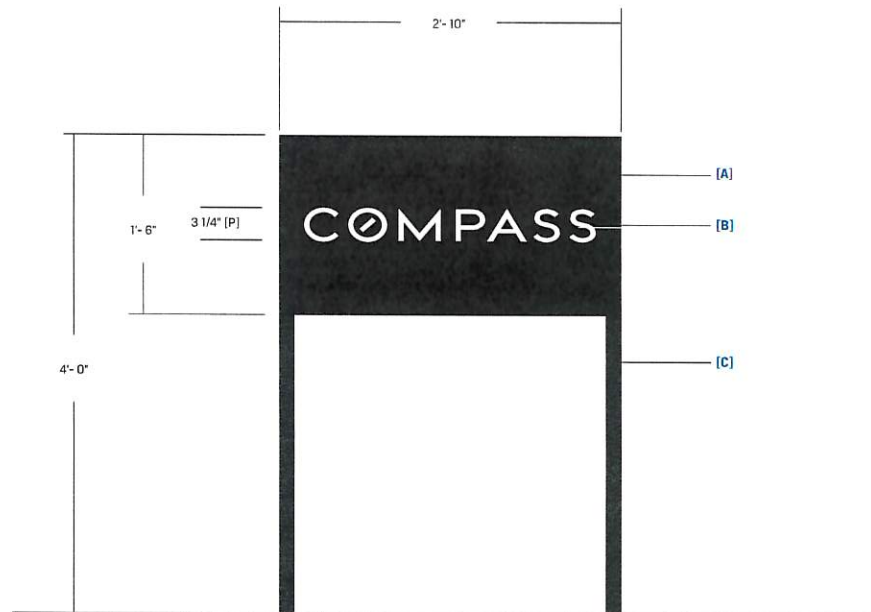
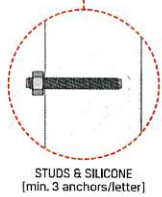
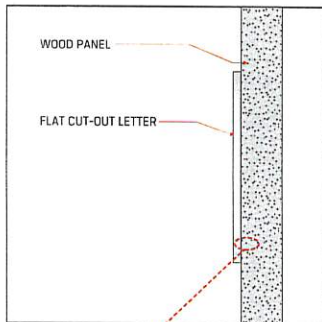
Description: FCO
 Material: Aluminum
 Depth: 1/4"
 Face Color: White
 Returns: White
 Installation: Stud mounted

[C] - POST

Material: 2x4 Pressure Treated
 Size: 1 1/2" x 3 1/2"
 Color: Black
 Installation: Direct Bury



proposed layout - approx. size & location



925 S. 70th St., Milwaukee, WI 53214
 414.452.4010 • www.poblocki.com

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Project

COMPASS
 Long Grove, Illinois

Scale: 1"=1'

Original Page Size: 11" x 17"

Notes

Revisions

REV	DESCRIPTION	BY	DATE
01	preprod	AT	7/6/21
02	mounting	AT	7/13/21

Rep.: Katie Conroy
 Drawn By: Sarah Biagioni Orig. Date: 06/07/21

Sign Loc. No. .

PP-01

D/F Post & Panel

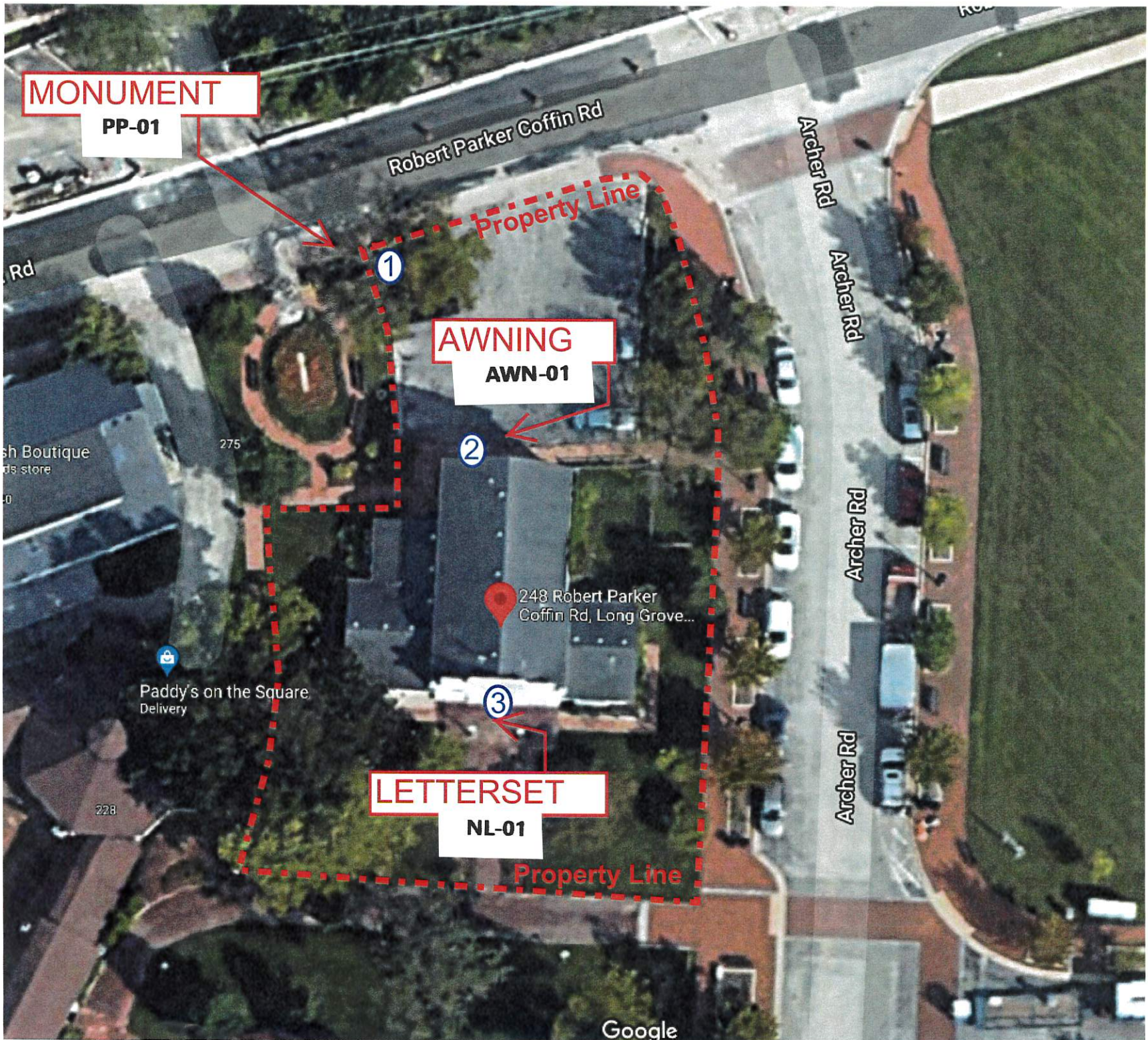
Sign Type

91381

0PP - Project - Job No.

J01

Design



MONUMENT
PP-01

Robert Parker Coffin Rd

Archer Rd

Property Line

1

AWNING
AWN-01

2

248 Robert Parker Coffin Rd, Long Grove...

3

LETTERSET
NL-01

Property Line

Archer Rd

Archer Rd

Archer Rd

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Signage Regulations

Signs

Signs shall follow the requirements set forth in the Long Grove Municipal Code, 5-9-5, Signs, to the greatest extent possible, except as listed below.

General Requirements

- Signs must reflect the historic and eclectic feel of the Long Grove Historic Downtown and be integrated within the landscaping and architecture whenever possible.
- Creative and unique signs are encouraged.
- Signs may not be internally illuminated.
- Recommended signs can be illuminated with architecturally appropriate fixtures including goose-neck style, carriage style, ground sign up lighting, or other fixtures designed to be hidden from view.

Placement

- No sign shall be placed more than 12 feet above finished grade at the main entrance of the building.
- Signs must be placed adjacent to the destination they are intended to serve.
- Window signs area allowed but are to cover no more than 20% of the total window space.

Colors

- A darker background with lighter lettering is encouraged.
- Use body colors for awnings and canopies that blend with the building facade.

Materials

- Signs should be simple and constructed of high quality materials.
- Signs must be durable, vandal resistant, and designed for easy maintenance.
- Suggested materials include painted wood, metal, and stone.
- No particle board or plastic is allowed.
- Highly reflective metallic signs are not permitted.

Content

- Signs shall be limited to the business name and a maximum of five additional words describing the products or services.
- Signs may not include an email, web, address, or phone number of the business.
- A graphic or symbol may be included on the sign given it is complementary to the overall design of the sign.

Temporary Signs

- Temporary signs must comply with Section 5-9-3 of the Long Grove Municipal Code.
- Hand lettered or temporary ground stake signs are prohibited.
- Daily retail “specials” signs or sandwich board are not allowed to be placed within the right-of-way.



**OTHER
BUSINESS**



2022 ARCHITECTURAL COMMISSION (AC) REGULAR MEETING DATES

REGULAR MEETING DATE (3RD Monday of the Month)

January 17, 2022 *

February 14, 2022**

March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

July 18, 2022

August 15, 2022

September 19, 2022

October 17, 2022

November 21, 2022

December 19, 2022

*** Martin Luther King Day – No AC Meeting**

**** DENOTES IRREGULAR MEETING DATE**

- The Village of Long Grove AC regularly meets at 7:00 PM at the Village Hall every 3rd Monday of each month unless otherwise noticed.
- Complete applications must be submitted at least ten (10) days prior to the scheduled meeting date.