



To: Lynn Michaelson-Cohn, 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 in B1 Historic District

Public Meeting Date: December 20, 2021

Attachments:

1. Sign Regulations
2. Sign Definitions
3. Planning & Design Guidelines - Signs
4. Petitioner's Packet

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, Poblocki Signs.

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". 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.

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 proposed letterset measures 33.75" x 4.25" (143.4 square inches), which equals approximately 1 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.
- 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.
- One awning sign, on which the print is approximately 2.25 square feet. The awning is black canvas with a white print.
- The total of the requested signage is 7.5 square feet.

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

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.

Based upon the total square footage of the leasable commercial space and square footage of the signage proposed (under the permitted 30 square feet), the request is within the square footage limitation for the floor area at this location. Interpretation of the proposed signage includes the request for one (1) nameplate sign, one (1) ground sign, and one (1) awning sign. Previously the nameplate sign was interpreted as a wall sign.

AMO/JNM

SIGN REGULATIONS (Section 5-9-5):

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.

(F) *Signs that Do Not Require a Permit* - The following permanent and temporary signs may be erected and maintained in any district, unless otherwise provided, without obtaining a sign permit, subject to the following limitations:

1. *Small Real Estate Signs* - Except as otherwise provided in subsection (E)11 of this Section with respect to the B-1 District, two temporary real estate signs, which shall include "Open House" signs, shall be permitted per lot or per principal structure. The maximum size for each real estate sign shall not exceed six square feet, and no such sign shall be illuminated nor be greater than seven feet in height as measured from grade where the sign (or any structure to which it is affixed) meets the ground to the upper most edge of the sign face. All such signs shall be removed within 48 hours of the closing or lease or sale of the lot.
2. *Residential Nameplates* - Two nameplate signs shall be permitted for each dwelling unit in a residential district only. The maximum size for each nameplate sign shall not exceed 144 square inches in area, and no such sign shall be illuminated.
3. *Window Signs* - Window signs shall be permitted when located on the interior side of a window. The aggregate area of all such window signs shall not exceed more than ten percent of the total area of the window. Illuminated window signs shall be permitted, subject to the provisions of this Section.
4. *Directional and Warning Signs* - Directional and warning signs that direct people to restrooms and to parking facilities and signs required by law (entrance, exits, and handicapped accessibility) shall be permitted. No such sign shall exceed two square feet in area. Directional and warning signs shall not be used for any commercial purposes and must be approved by the Village Planner prior to installation.
5. *Seasonal or Noncommercial Decorations / Signs* - Seasonal or noncommercial decoration/signs shall be permitted for a period not to exceed sixty (60) days. The maximum size for such decorations/signs shall not exceed ten square feet in area.
6. *Campaign Signs* - Two temporary campaign signs per candidate shall be permitted for each lot or per principal structure. The maximum size for each campaign sign shall not exceed six square feet, and no such sign shall be illuminated. No such campaign sign shall project beyond the lot line into the public right-of-way or onto private property that is not owned by the party installing or owning the sign.
7. *Political Message Signs* - Political message signs shall be permitted. The maximum size for each political message sign shall not exceed six square feet, and no such sign shall be illuminated. No such political message sign shall project beyond the lot line into the public right-of-way or onto private property that is not owned by the party installing or owning the sign.

8. *Street Signs* - Signs giving names of streets shall be erected at all street intersections. Such signs shall meet the minimum requirements as set forth in the "Manual of Uniform Traffic Control Devices for Streets and Highways", as prepared and published by the Department of Public Works and Buildings, State of Illinois, and the Long Grove street sign design standards. The developer shall also promptly install any and all regulatory traffic signs deemed necessary by the Village. The developer shall install temporary street signs during the period of construction as soon as the lot is accessible by vehicles and maintain such signs until permanent signs are installed.
9. *Conservancy/Scenic Corridor Signs* - Signs identifying conservancy and/or scenic corridor easements shall be posted on all lots that have been designated a Lowland Conservancy District, a woodland conservancy easement, or a scenic corridor easement. Such signs shall be installed prior to the issuance of a building permit and commencement of any construction on the lot. The signs shall be provided by the Village and installed as designated on the final plat of subdivision or by the Village Planner or his or her designee. The signs shall be located on four-inch by four-inch treated posts three feet in the ground and shall extend three feet above the ground. These signs shall indicate the Conservancy/Scenic Corridor Districts and establish that these areas are not to be disturbed.
10. *Public/Legal Notices* - Temporary signs that indicate either a public hearing or are a required legal notice may be installed on the lot; provided, however, that such signs shall not be located within the vision triangle nor constitute a public safety hazard.
11. *Temporary Signs* - Temporary use signs shall be permitted in accordance with Section 5-9-3 of this chapter.

(G) *Signs that Require a Permit*

1. *Permit Required* - Except as otherwise provided in subsection (F) of this Section, it shall be unlawful for any person to erect, construct, move, alter, or maintain any sign without first having made application for and obtained a sign permit from the Village in accordance with Section 5-11-20 of this title and having paid the applicable permit fee. The Building Commissioner (or his/her designee), in consultation with the Village Planner, shall be responsible for the administration and enforcement of sign permit applications.
2. *Signs Requiring a Permit* - The following permanent and temporary signs require a permit pursuant to this subsection:
 - (a) *Large Real Estate Signs* - One temporary real estate sign shall be permitted on a lot that contains at least five acres in area. The maximum size of a real estate sign shall not exceed 18 square feet in area, and no such sign shall be illuminated. All such signs shall be removed within 24 hours of the closing of the lease or sale of the lot or the reduction of the lot to less than the required five acre minimum. No such real estate sign shall be located closer than ten feet (10') from any lot line.
 - (b) *Construction Signs* - One temporary construction sign shall be permitted on a lot that contains at least five acres in area. The maximum size of a temporary construction sign shall not exceed 18 square feet in area, and no such sign shall be illuminated. No such

construction sign shall be located closer than ten feet from any lot line. Construction signs shall be removed at the time a permanent sign is installed or a certificate of occupancy is issued, whichever occurs first.

- (c) *Subdivision Signs* - A sign identifying the location and name of a subdivision may be installed at the entrance of the subdivision, subject to compliance with the following standards:
- (1) *Number of Signs* - No more than two subdivision identification signs shall be permitted for each subdivision.
 - (2) *Size* - The cumulative total area of the subdivision identification signs permitted by subsection (G)2(c)(1) of this Section shall not exceed 40 square feet in dimension.
 - (3) *Lighting* - A subdivision identification sign may be illuminated, subject to compliance with the following standards:
 - A. *Type of Lighting* - A subdivision identification sign may utilize one of the following methods of illumination: sign mounted canopy light or ground mounted spotlight. Only white or clear incandescent illumination sources shall be permitted.
 - B. *Direction of Illumination* - The illumination source shall only be directed onto the face of the subdivision identification sign.
 - C. *Visibility of Illumination Source* - The illumination source or filament shall not be visible from adjacent lots.
 - D. *Maximum Illumination* - The maximum illumination for a subdivision identification sign shall not exceed two foot-candles within a distance of one foot from the surface of the subdivision identification sign and shall not emit any measurable illumination (i.e., 0 foot-candles) at the lot line most proximate to a subdivision identification sign.
 - E. *General Restrictions* - The illumination of the subdivision identification sign shall comply with the provisions of subsection (D)1 of this Section.
- (d) *Business District Signage* - Except as provided for the B1 historic business district in subsection (E) of this Section, the cumulative size of all signs permitted by this title shall be governed by the square footage of the associated business as follows:
- (1) Unless otherwise expressly provided to the contrary in these regulations, 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.

- (1) 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 BUSINESS ZONING DISTRICTS., OTHER THAN B1 (In Square Feet)		
TOTAL AREA OF BUSINESS IN SQUARE FEET	B2	
	No Arterial Access	Arterial Access
1 – 1,000	12	20
1,000 – 3,000	20	30
3,001 – 5,000	30	40
5,001 or greater	30 ¹	50 ²
<p>NOTES:</p> <p>1. for each additional 2,000 square feet greater than 5,000 square feet, an additional 10 square feet of signage is permitted. The maximum total signage area shall not exceed 50 square feet.</p> <p>2. 2. for each additional 2,000 square feet greater than 5,000 square feet, an additional 10 square feet of signage is permitted. The maximum total signage area shall not exceed 70 square feet.</p>		

- (e) *Nameplate Signs* - These signs are only permitted in business districts. Nameplates shall not exceed 144 square inches per sign area and shall be limited to one for each business establishment.
- (f) *Development Identification Signs* - These signs are permitted for developments within the B2 district provided that the development has two or more businesses and uses and is located on a lot of a minimum of five acres in size. The sign shall be located at the entrance of a street, can only be a ground sign, and shall be no greater than 15 feet in height. The maximum overall square footage of such a sign is 50 square feet in size. Only one such sign is permitted per roadway easement or street/right-of-way frontage. A maximum of six tenant signs can be included on the development identification sign.
- (g) *Gas Station Signage* - One wall sign is permitted in association with a gas station use, which shall not exceed 18 square feet in size. One ground sign is permitted in association with a gas station use that shall not exceed 40 square feet in size. Customary identification signs that are integral to the gas station use shall be permitted not to exceed six square feet and can be approved by the Village planner, or his/her designee.
- (h) *Office Signage* - One ground sign is permitted for developments within the office zoning districts. The maximum overall square footage of such a sign is 50 square feet in size. The maximum height of such a sign is 15 feet.

- (i) *Temporary Banner Signage* - One temporary banner is permitted per lot up to a maximum of 18 square feet in size and can be approved by the Village planner, or his/her designee. The minimum required setback from the street shall be ten feet.
 - (j) *B&B Signage* - Only the following signs shall be permitted:
 - (1) One identification sign not exceeding six square feet, which shall be located at the entrance to the lot, or such other location as approved by the architectural commission.
 - (2) One sign not exceeding one square foot to mark each designated parking space.
 - (k) *Churches, Public Buildings and County Clubs* - Signs to be located on churches or public buildings located within a residential zoning district and not addressed as part of any Special Use Permit or PUD, shall conform to the maximum sign area requirements of the B1 historic district. Signs located on county clubs and not addressed as part of any Special Use Permit or PUD, shall be limited to a maximum of two freestanding not to exceed a cumulative total of 40 square feet of sign area.
3. *PUDs, HR, and HR-1 Signs* - Signage associated with a Planned Unit Development or in the HR or HR-1 district shall be authorized in the manner set forth in the Special Use Permit granting the Planned Unit Development approval. Minor modifications to signage within a Planned Unit Development or in the HR or HR-1 district (such as change of copy) may be considered as "minor PUD amendments" as outlined in subsection 5-11-18(1)2 of this title and subject to applicable review procedures and sign permit fees.
4. *Architectural Commission Review Required* - Except for signs that do not require a permit or signs that can be approved by the Village planner or building commissioner, all signs shall be subject to the review and approval of the architectural commission prior to the issuance of a sign permit in accordance with Section 5-10-20 of this title.
- (H) *Prohibited Signs* - The following signs and types of signs shall be prohibited:
- 1. *Flashing or Moving Signs* - Any sign that is wholly or partially illuminated by flashing lights or intermittent lights, any raceway sign, or any sign that moves or creates the illusion of moving shall be prohibited.
 - 2. *Portable Signs* - Any portable sign shall be prohibited. Examples of such signs are signs that have trailer hitches, signs on wheels, signs that can be transported to and from various locations and portable signs with internally illuminated boards.
 - 3. *Off Site Advertising Signs* - Any sign that directs attention to a business, service or commodity that is offered, conducted, or sold at another location than the location of the sign shall be prohibited, including any signs advertising a business no longer operating or holding a property interest in the premises on which the sign is displayed.
 - 4. *Painted Wall Signs* - Any wall sign that is applied with paint or a similar substance on the face of a wall, building or structure shall be prohibited.

5. *Signs on Trees or Utility Poles* - Any sign that is attached to a tree or utility pole whether on public or private property shall be prohibited.
 6. *Bench or Seating Signage* - Any bench or seating used for any form of advertising shall be prohibited.
 7. *Vehicle Signs* - Any commercial vehicle used for the sole purpose of advertising a business by parking the vehicle anywhere in the Village shall be prohibited.
 8. *Roof Signs* - Any roof sign shall be prohibited.
 9. *Signage on Village Property or Right-of-Way* - Any sign on Village property or public right-of-way without the Village's or respective public body's consent shall be prohibited.
- (I) *Violations.* Owners and occupants of property in violation of this Section shall be subject to enforcement proceedings and fines as identified in chapter 11 of this title.

(Ord. No. 2012-O-04, 2-14-2012; Ord. No. 2016-O-23, 11-22-2016)

SIGN-RELATED DEFINITIONS FROM ZONING ORDINANCE (SECTION 5-12-13):

Awning - An overhead cover that is temporary in nature and projects from the wall of a building for the purpose of shielding a doorway or window from the elements.

Awning sign - A permanent sign affixed to or painted on an awning.

Banner - A temporary sign composed of lightweight material or a similar durable all weather material used only for a specific time period to advertise a short term special or sale.

Campaign sign - Temporary signs announcing candidates seeking public office or expressing political issues for which an election will take place.

Directional sign - Any noncommercial sign which serves solely to designate the location or direction of an activity, business, or event.

Flashing sign - Any sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted intermittent light source.

Illuminated sign - Any sign which has characters, letters, figures, designs or an outline illuminated internally or externally by electric lights or luminous tubes. See Section 5-9-5 of this title.

Nameplate sign - A sign indicating the name and address of a building or the name of an occupant thereof and the practice of a permitted home occupation therein.

Neon illuminated sign. A sign that is illuminated by a neon or glowing filament.

Offsite advertising sign - An off-site sign shall be deemed another term for billboard sign.

Permanent sign - Any sign that is not classified as a temporary sign.

Political message sign - A sign, other than a campaign, that expresses a noncommercial message regarding an issue of political or public concern.

Private sign illumination - The lighting of any sign, which is otherwise permitted, which sign is not installed or maintained by any governmental entity, such as, but not limited to, subdivision identification signs.

Real estate sign - A business sign temporarily placed upon a lot for the purpose of either selling, leasing, or renting that particular lot.

Sign - Any copy, device, display or structure other than a building or landscaping, readily visible from public property and used primarily for visual communication. A sign includes, but is not limited to, all reading matter, letters, numerals, emblems, trademarks, flags, banners, pictorial representations, streamers, pennants affixed to a building.

Sign face - The surface of a sign upon, against, or through which the message is displayed or illustrated.

Subdivision sign - A permanent residential development sign located at the entrance to a subdivision that is designed to identify a residential subdivision and contains no advertising matter.

Temporary sign - A sign that is constructed of cloth, canvas, fabric, paper, plywood, or other light material and intended to be displayed for a short period of time.

Wall sign - A sign attached to a wall of a building or structure in such a manner that the wall becomes merely the supporting structure, or in which the wall forms the background surface.

Window sign - Any sign affixed to, in contact with, or within 12 inches of a window.

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

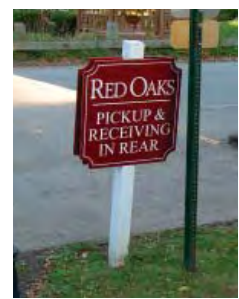
- Signs should be simple and constructed of high quality materials.
- Signs must be durable, vandal resistant, and designed for easy maintenance.
- Suggested materials include painted wood, metal, and stone.
- No particle board or plastic is allowed.
- Highly reflective metallic signs are not permitted.

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.



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.
---	--

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:

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

3,767 sq. ft.
3. PROVIDE A DETAILED DRAWING (TO SCALE) OF THE PROPOSED SIGN, INCLUDING: See drawings 91381 NL AWN PP
 - (a) DIMENSIONS
 - (b) SAMPLE OF COLORS ON SIGN
 - (c) LETTER STYLE TO BE USED
 - (d) SAMPLE OF ANY UNUSUAL MATERIAL TO BE USED ON THE SIGN
 - (e) 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

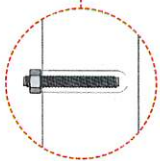
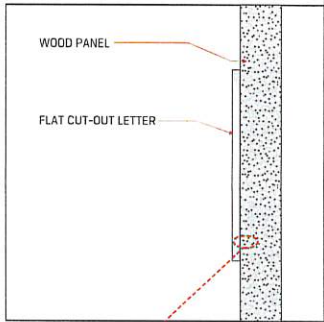
Payment Information:

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

SIGN SPECIFICATIONS

[A] - NON-ILLUMINATED LETTERS

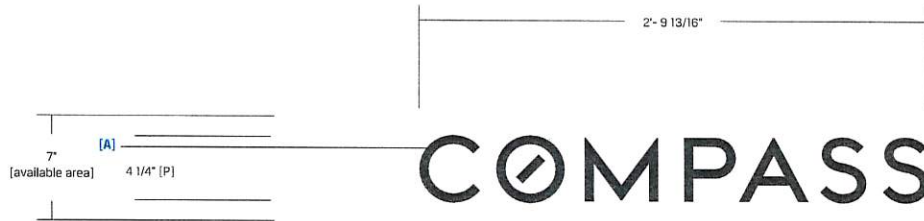
Description: FCO
 Material: Aluminum
 Depth: 1/4"
 Face Color: Black
 Returns: Black
 Installation: Flush to wall



STUDS & SILICONE
 (min. 3 anchors/letter)



proposed layout



922 S. 7th St., Milwaukee, WI 53214
 414.853.4010 • www.poblocki.com

This document is owned by and the information contained in it is proprietary to Poblocki Sign Company, LLC. By receipt hereof, the holder agrees not to use the information, disclose it to any third party or reproduce this document without the prior written consent of Poblocki Sign Company, LLC. Holder also agrees to immediately return this document upon request by Poblocki Sign Company, LLC.

This document represents only an approximation of material colors specified. Actual product colors may vary from this print or digital image.

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

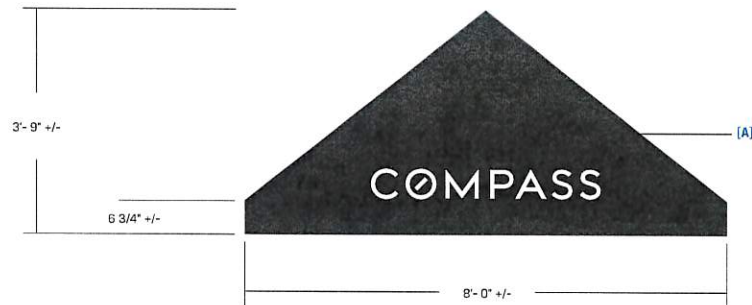
[A] - AWNING
 Illumination: Non-Lit
 Material: Canvas
 Color: Black with White graphics
 *Reuse existing metal awning structure



existing layout



proposed layout



922 S. 70th St., Milwaukee, WI 53214
 414.453.4910 • www.poblock.com

This document is owned by and the information contained in it is proprietary to Poblack Sign Company, LLC. By receipt hereof, the holder agrees not to use the information, disclose it to any third party or reproduce this document without the prior written consent of Poblack Sign Company, LLC. Holder also agrees to immediately return this document upon request by Poblack Sign Company, LLC.

This document represents only an approximation of material colors specified. Actual product colors may vary from this print or digital image.

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
 0PP - 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

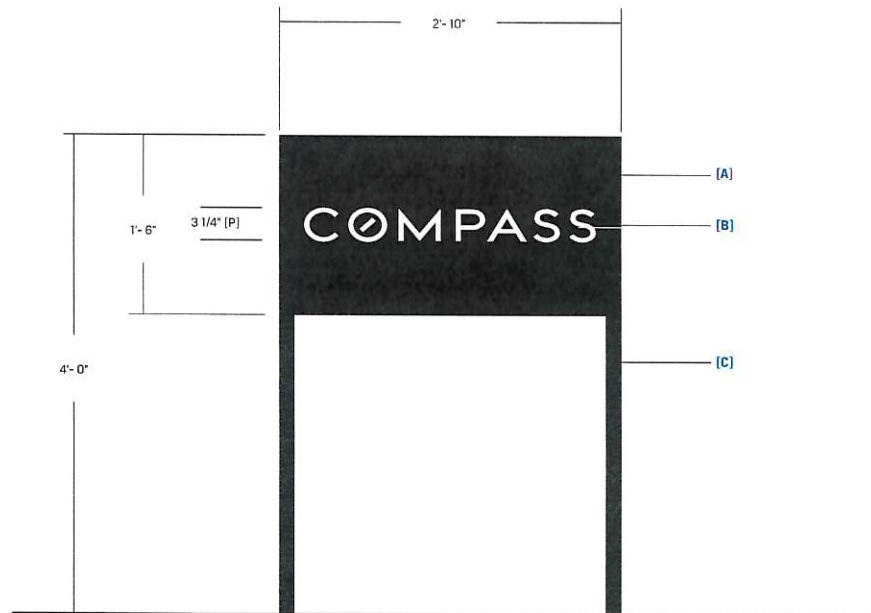
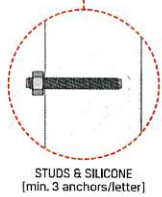
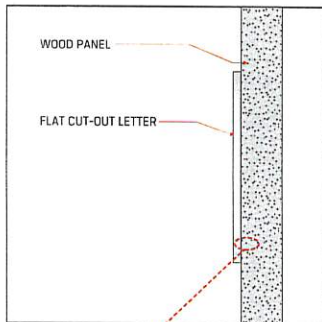
Description: FCO
 Material: Aluminum
 Depth: 1/4"
 Face Color: White
 Returns: White
 Installation: Stud mounted

[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
 414.455.4010 • www.poblocki.com

This document is owned by and the information contained in it is proprietary to Poblocki Sign Company, LLC. By receipt hereof, the holder agrees not to use the information, disclose it to any third party or reproduce this document without the prior written consent of Poblocki Sign Company, LLC. Holder also agrees to immediately return this document upon request by Poblocki Sign Company, LLC.

This document represents only an approximation of material colors specified. Actual product colors may vary from this print or digital image.

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

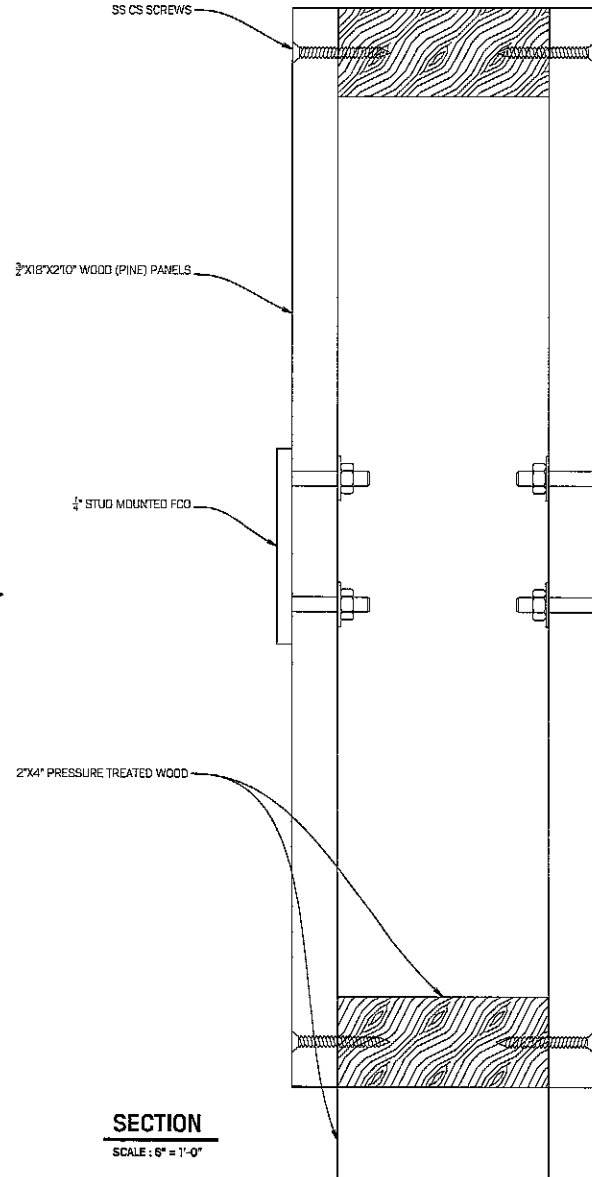
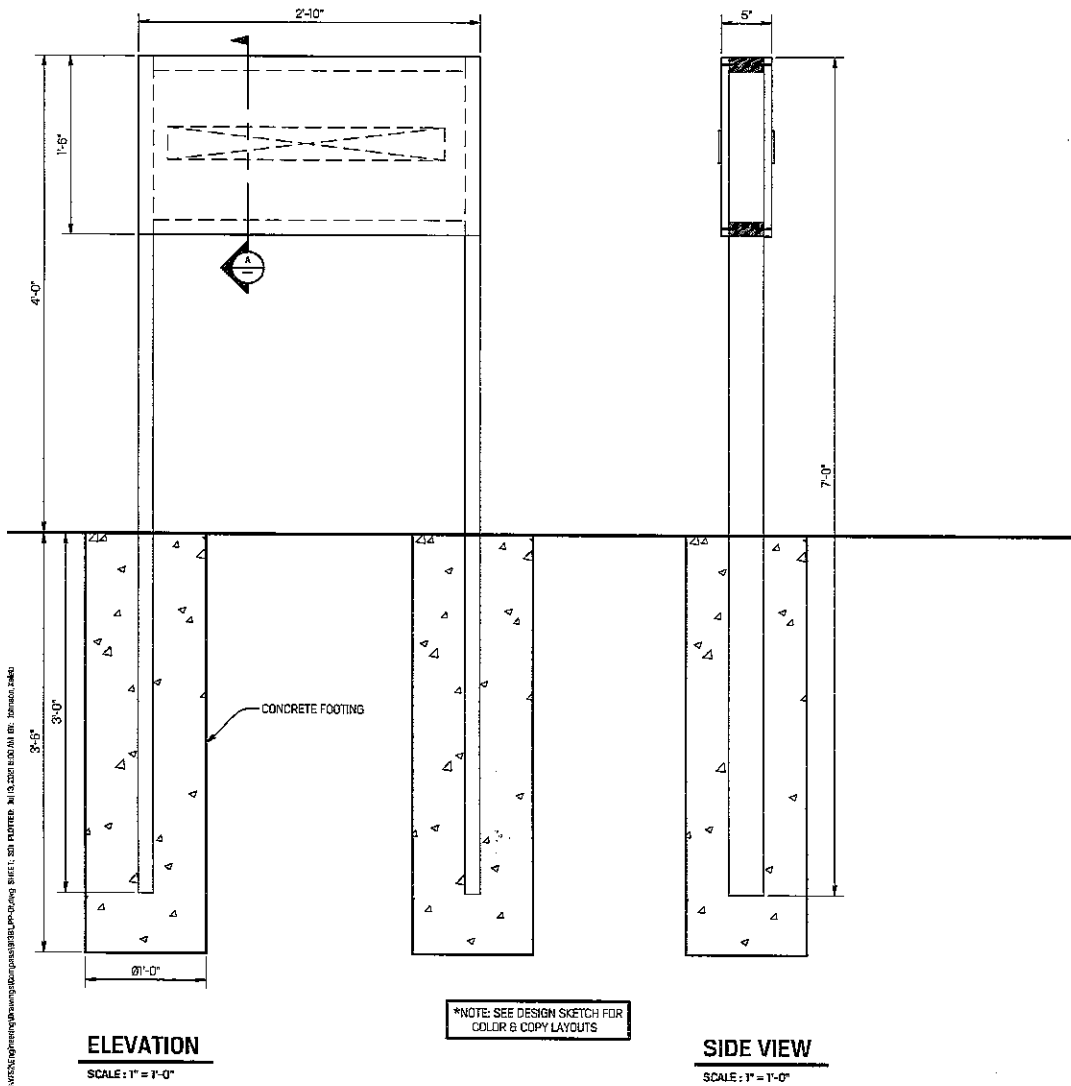
Sign Loc. No.

PP-01
 D/F Post & Panel
 Sign Type

91381
 0PP - Project - Job No.

J01
 Design

FILE: \\NAVSUPCEN\proj\proj\sign\sign\010001\010001.dwg SHEET: 300 PLANTER: 300 PLANTER: 300 PLANTER: 300 PLANTER: 300



922 S. 70th St., Milwaukee, WI 53214
414.453.4000 • www.poblocki.com

This document is owned by and the information contained herein is proprietary to Poblocki Sign Company, LLC. By receipt hereof the holder agrees not to duplicate, reproduce, disseminate or in any way use the information contained herein without the prior written consent of Poblocki Sign Company, LLC. Holder also agrees to immediately return this document upon request by Poblocki Sign Company, LLC.

This document represents only an approximation of materials unless specified. Actual product colors may vary from this print or digital image.

Project
COMPASS

LONG GROVE, IL

Scale: **AS NOTED**
Original Page Size: 11" X 17"

Notes

Revisions

REV	DESCRIPTION	BY	DATE
X	X	X	X

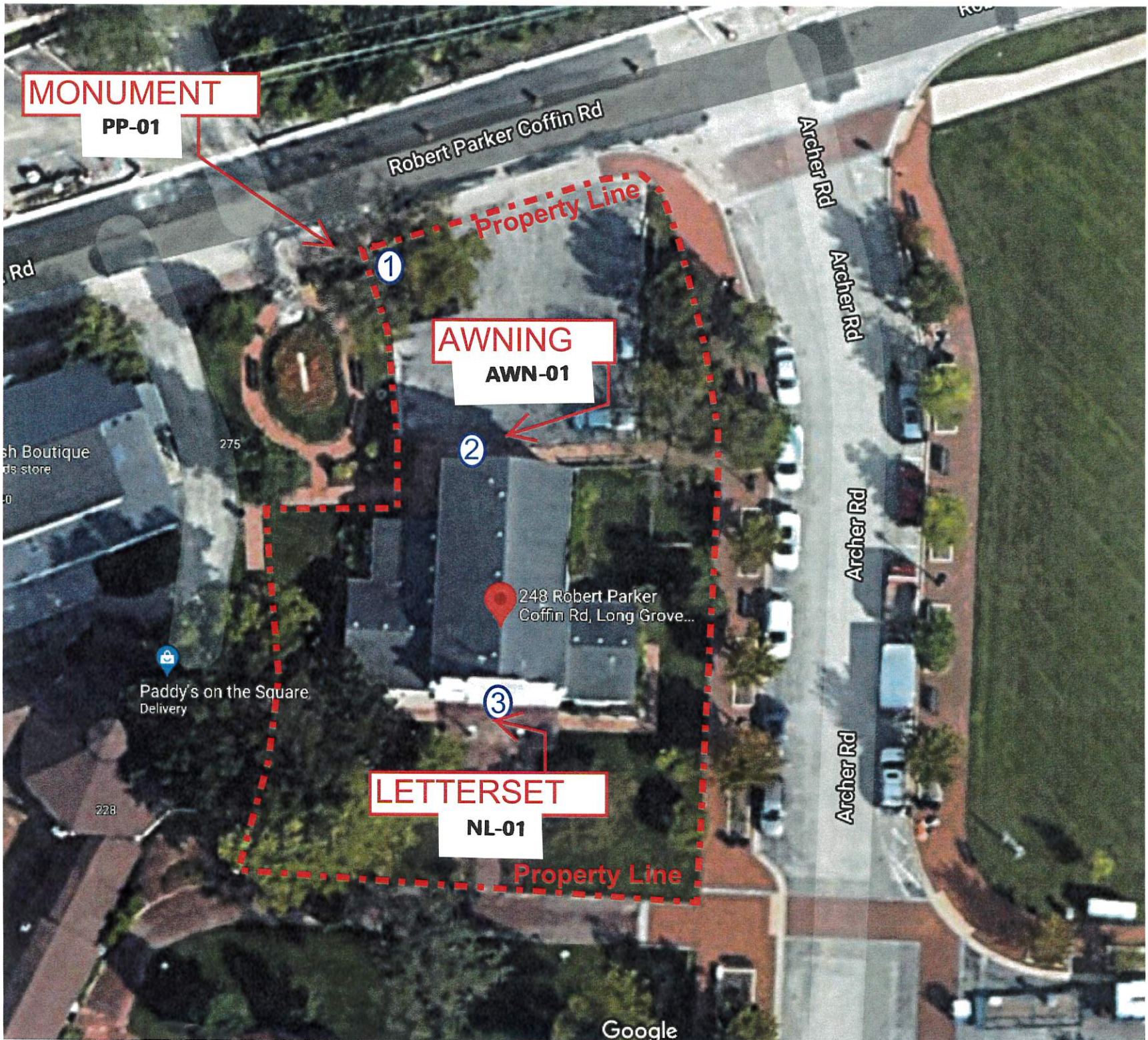
Rep: **KATIE CONROY** Orig. Date: **7.12.21**
Drawn By: **KJHNSON**

Sign Loc. No.

PP-01
POST AND PANEL
Sign Type

91381
DPP-Project-300 No.

S01
Sheet



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