



**AGENDA
ARCHITECTURAL COMMISSION
REGULAR MEETING**

Monday, November 21, 2022 at 7:00 P.M.

**Location: Long Grove Village Hall
3110 Old McHenry Road, Long Grove, IL 60047**

- 1. CALL TO ORDER**
- 2. ATTENDANCE**
- 3. VISITOR BUSINESS / PUBLIC COMMENTARY**
- 4. APPROVAL OF MINUTES**
 - a. Approval of the October 17, 2022 Draft Meeting Minutes
- 5. OLD BUSINESS**

None
- 6. NEW BUSINESS**
 - a. AC-15-2022 – Review of a proposed sign for Hidden Gem – 327 Old McHenry Road.
 - b. AC-16-2022 – Review of a proposed sign for Vintage Charm Homestead – 243 Robert Parker Coffin Road.
- 7. QUESTIONS AND COMMENTS**
- 8. ADJOURNMENT**

Next Scheduled Meeting: December 19, 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.

Meeting Minutes

**MEETING MINUTES OF THE
LONG GROVE ARCHITECTURAL COMMISSION
REGULAR MEETING
October 17, 2022
7:00 P.M.**

Chairwoman Sylvester called the meeting of the Long Grove Architectural Commission (AC) to order at 7:00 p.m. with the following members present.

Members Present: Allen Roiter; John Marshall; Matthew Akins; Jeanne Sylvester; Laura Mikolajczak; and John Plunkett.

Members Absent: None.

Also Present: Jessica Marvin, Community Development Services.

VISITORS BUSINESS

None.

APPROVAL OF MINUTES

1) Approval of the September 19, 2022 Draft Meeting Minutes.

Chairwoman Sylvester provided correction to a typographical error on page two of the minutes.

A motion was made by Commissioner Roiter, seconded by Commissioner Marshall, to recommend approval of the September 19, 2022, meeting minutes, as amended.

Ayes: A. Roiter; J. Marshall; J. Plunkett; J. Sylvester; M. Akins; L. Mikolajczak

Nays: None

Absent: None

OLD BUSINESS

1) Consideration of a request for a new single-family home, 7234 Roxbury Court and within the Concord Homes' Ravenna Planned Unit Development, submitted by Joon Kim on behalf of Hyung Yun Park, the future homeowner.

Associate Planner Marvin provided an overview of the proposed new single-family residence. Neither the architect nor the homeowner attended the meeting.

The commission reviewed the revised plans and is requesting the applicant to continue the masonry band on the rear of the building to both sides of the residence. They are also requesting the applicant to use full brick instead of brick veneer.

Commissioner Marshall and Commissioner Plunkett had some building related concerns and J. Marvin will pass along those concerns to the Mundelein Building Department to address.

A motion was made by Commissioner Plunkett, seconded by Commissioner Mikolajczak, to recommend approval of the new single-family residence with the following conditions from the commission:

- Use full brick instead of brick veneer.
- Add a masonry band on both side elevations to match the existing height of the rear masonry band.

Ayes: J. Plunkett; L. Mikolajczak; A. Roiter; M. Akins; J. Marshall; J. Sylvester

Nays: None

Absent: None

NEW BUSINESS

There was no new business.

OTHER BUSINESS

Chairwoman Sylvester updated the commission on the status of the Oman property. The next scheduled Architectural Commission meeting is for November 21, 2022 7:00 P.M.

ADJOURNMENT

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

Ayes: J. Marshall; J. Plunkett; A. Roiter; J. Sylvester; M. Akins; L. Mikolajczak

Nays: None

Absent: None

Meeting Adjourned at 8:02 p.m.

Respectfully Submitted,

Jessica Marvin
Associate Planner

AC-15-2022
Hidden Gem



ARCHITECTURAL COMMISSION STAFF REPORT

To: Jeanne Sylvester, Chair
Architectural Commission Members

From: Taylor Wegrzyn, Community Development Services

Subject: 327 Old McHenry Road – Hidden Gem

Requests: Install (2) Signs

Public Meeting Date: November 21, 2022

Attachments: 1. Location Map
2. Petitioner's Application

PETITIONER Hidden Gem
327 Old McHenry Road
Long Grove, IL 60047

REQUEST

Review of material and design two (2) signs for the Hidden Gem storefront, located at 327 Old McHenry Road: one freestanding ground sign and one hanging wall sign. The property is located within the B1 Historic Business District.

HISTORY

Hidden Gem recently moved to a tenant space at the subject property in September 2022. The business is a retail establishment which specializes in unique rocks, brilliant crystals, and rare fossils. Hidden Gem occupies a 1,100 +/- square foot space at the back of the property where it fronts on the Long Grove fountain common area. The property is owned by Long Grove Investments, LLC.

PROPOSED PROJECT

The petitioner is requesting the following signs:

- **Hanging Wall Sign**
 - Located at rear of the building
 - Height: 9 feet from grade
 - Area: 1.73 square feet
 - Double-sided
 - Constructed of HDU

- Raised copy and border
- 36" metal bracket



- **Freestanding Ground Sign**

- Located in front of the building
- Approximately 30 feet from the edge of the street
- Area: 9.8 square feet
- Height: ~5.8 feet from grade (as measured to top of sign panel)
- Hanging directional panel (additional 1.9 square feet)
- Raised border
- Constructed of HDU
- Two post construction (6x6 wooden posts, painted dark gray)
- Double-sided



The square footage of the tenant space is approximately 1,157 square feet. Within the B1 Historic Business Zoning District, up to 20 square feet of signage is permitted for retail spaces containing 1,001 – 3,000 sq. ft. of floor area pursuant to Chapter 5-9-5(E) of the Long Grove Code of Ordinances. Each business is permitted one ground sign and one wall sign. The sign code requires that the signs be constructed of high-quality materials. It is staff's interpretation that the material reflects the intent of the code which is to preserve a certain historical style using compatible materials. HDU is a long-lasting material that can be textured to realistically reflect natural materials such as wood or stone.

ARCHITECTURAL COMMISSION DECISION

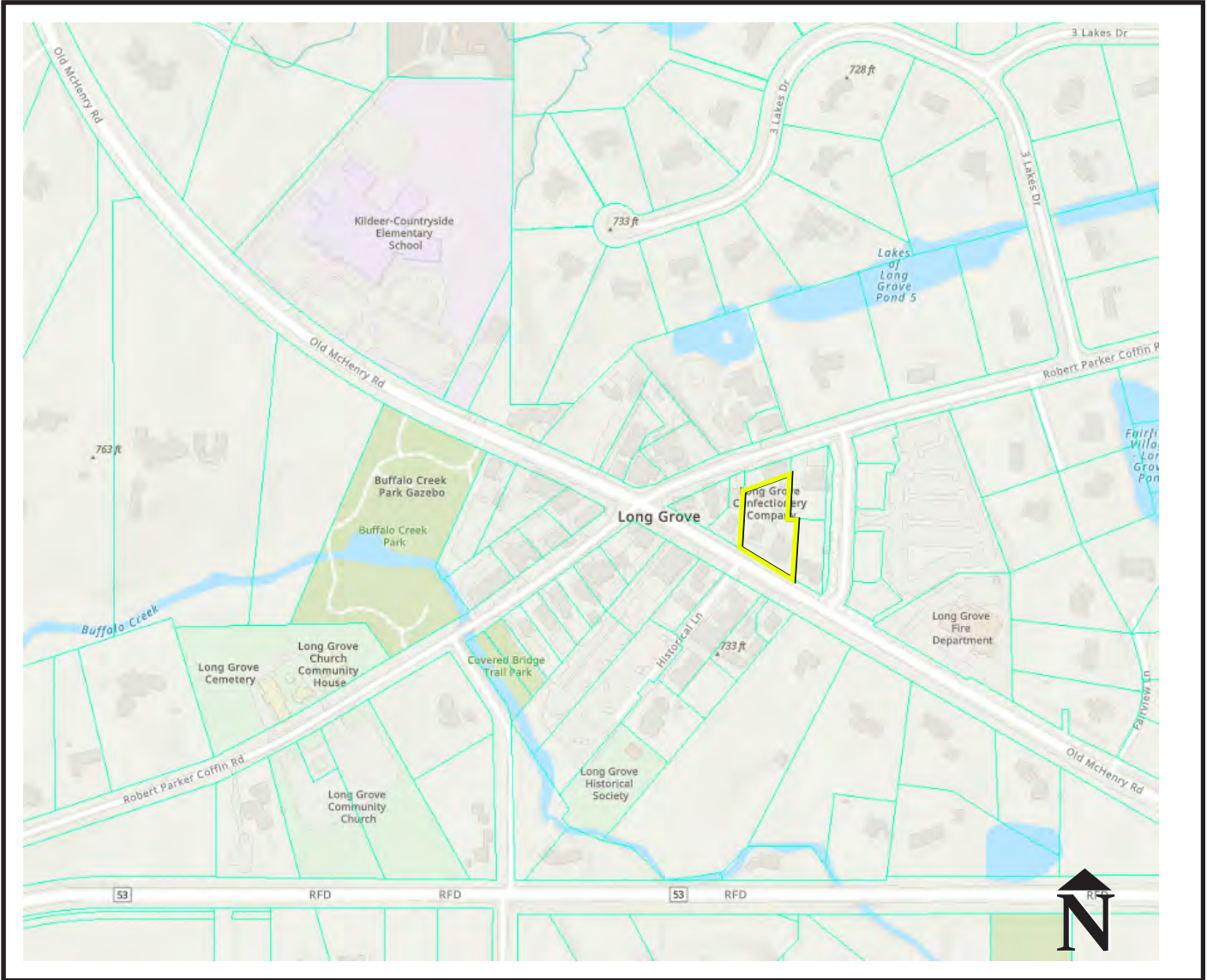
The AC should review the request for signage against the applicable standards of the Code of Ordinances and render a determination based upon those criteria as well as the appropriateness of the signage at this location in relation to other signage in the area.

STAFF RECOMMENDATION

Staff recommend approval of the proposed signage. The signs are constructed of high-quality materials, are placed appropriately on the site and building, and each sign has a classic design and color palette. Additionally, staff find that the signs comply with the standards of the Village, including the Village's sign ordinance for sign area, location, bulk, and colors.

TW

Location Map: 327 Old McHenry Road - Hidden Gem



Legend

 Subject Property



FOR ZONING DEPT. USE ONLY:	
AC Received:	09/12/22
AC Reviewed:	
AC Approved:	
Village Bd. Approved:	



VILLAGE OF
LONG GROVE

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

SIGN PERMIT ARCHITECTURAL COMMISSION APPLICATION

BUSINESS NAME: <u>Hidden Gem</u>	BUS. PHONE #: <u>941-201-2765</u>
BUSINESS ADDRESS: <u>327 Old McHenry Rd Long Grove, IL 60047</u>	
BUSINESS OWNER'S NAME: <u>Felicia Taylor + Tiffany Taylor</u> <u>ftaylor342@gmail.com</u>	ALTERNATE PH. #:
TYPE OF SIGN(S) FOR WHICH YOU ARE APPLYING:	
LOCATION(S) OF PROPOSED SIGN PLACEMENT:	

The Architectural Commission meets every third (3rd) Monday of the month at 7:00pm in the Village Hall. The applicant (or representative) must be present. Please prepare and submit six (6) sets of all of the following information two weeks 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:

sq. ft.
3. PROVIDE A DETAILED DRAWING (TO SCALE) OF THE PROPOSED SIGN, INCLUDING:
 - (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

SIGN CONTRACTOR:

COMPANY NAME:	PHONE #:
CONTACT PERSON:	
ADDRESS:	
EMAIL ADDRESS:	

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.

[Handwritten Signature]
PROPERTY OWNER(S) SIGNATURE(S)

Ken Swicker
PROPERTY OWNER(S) PRINTED NAME(S)

[Handwritten Signature]
BUSINESS OWNER(S) SIGNATURE(S)

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

**SIGN PERMIT
ARCHITECTURAL COMMISSION APPLICATION**

MAXIMUM SIGN SIZES AND FEES

The following dimension regulations and fee information are provided as a guideline and are excerpted from the Village Code, 5-19, "Sign Regulations." It is recommended that applicants read the entire section, available online at www.longgrove.net, to better understand the basis for sign permit approval.

RETAIL BUSINESSES:

MAXIMUM SIGN AREA (SQ. FT.) PERMITTED IN BUSINESS DISTRICTS			
TOTAL FLOOR AREA OF BUSINESS	B1	B2	
		NO INDIVIDUAL ARTERIAL ACCESS	INDIVIDUAL ARTERIAL ACCESS
1 – 500 sq. ft.	12	10	75
501 – 1,000 sq. ft.	12	12	75
1,001 – 3,000 sq. ft.	20	20	100
3,001 – 5,000 sq. ft.	30	30	125
5,001 or greater	30	30 ¹	125 ²
¹ For each additional 2,000 sq. ft., an additional 10 sq. ft. of signage is permitted. The maximum total signage area shall not exceed 50 sq. ft.			
² For each additional 2,000 sq. ft., an additional 10 sq. ft. of signage is permitted. The maximum total signage area shall not exceed 145 sq. ft.			

FEE: Fees are calculated based on square footage of the sign and are as follows:

B – 1 DISTRICT		B – 2 DISTRICT	
10 sq. ft. or less	\$50.00	75 sq. ft. or less	\$100.00
10.1 – 12 sq. ft.	\$60.00	75.1 sq. ft – 100 sq. ft.	\$125.00
12.1 – 20 sq. ft.	\$70.00	100.1 sq. ft. – 125 sq. ft.	\$150.00
20.1 – 30 sq. ft.	\$80.00	125.1 sq. ft. or greater	\$200.00
30.1 sq. ft. or greater	\$100.00		

SUBDIVISION IDENTIFICATION SIGNS:

Not more than one (1) sign per entrance to subdivision; no single sign may exceed 40 sq. ft.

FEE: \$50.00 per sign

SUBDIVISION DEVELOPMENT SIGN:

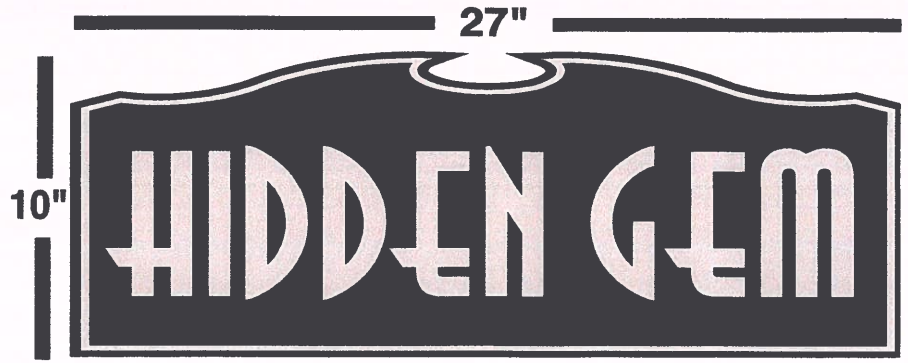
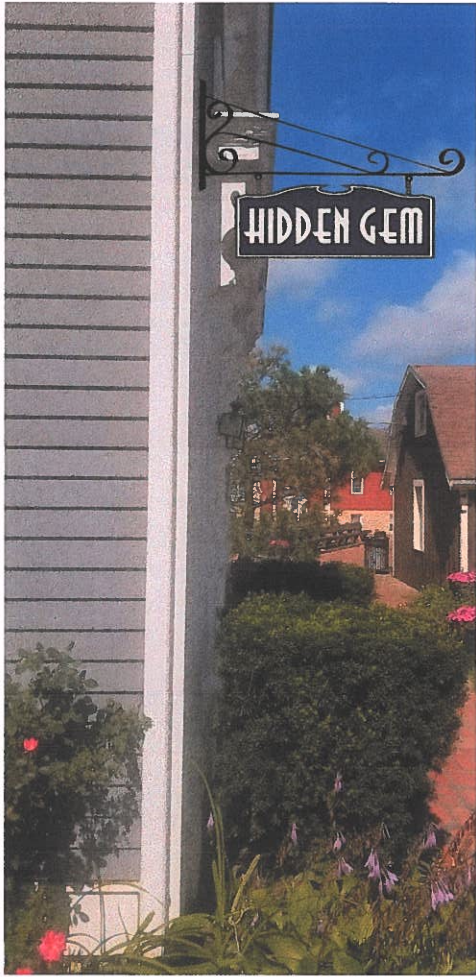
FEE: \$100.00 per sign

OFFICE & OFFICE RESEARCH DISTRICT:

Maximum two (2) signs, not to exceed 100 sq. ft. total combined dimension; 50 sq. ft. maximum per sign. Number of signs must be approved by Architectural Commission.

FEE: \$200.00 per sign

FOR OFFICE USE ONLY			
TYPE OF SIGN(S):	FEE(S):	Amount Paid:	
		Date Paid:	
		Permit #:	
		Date of Issuance:	
_____ Signature Of Village Zoning Official		_____ Signature of Village Official Issuing Building Permit	



Hanging Sign Specs:
10"x27" 1.5" Sandblasted HDU 1.73 sqft
Double Sided (1 Board)
Same Shape and Colors as Main Ground Sign
Dark Gray, Light Gray & Proper Purple
Raised Copy and Border
36" Heavy Duty Metal Decorative Bracket
Used to hang the sign
Bracket to be mounted on corner of building
End of Bracket will be between 12-17" from sidewall
roughly 9' above grade



Ground Sign Specs:

- 2) 32"x48" 1.5" Sandblasted HDU - physical area 9.8 sqf
- Top of sign to be 70-71" above grade
- Signs to be sandwich mounted to hidden wood stringers attached to posts
- Colors to resemble Amethyst Rock Crystals
- Dual Color Border (raised)- Dark Gray/Light Gray
- "Proper Purple" Background
- Hidden Gem (raised) in Light Gray
- Descriptions and Crystal Art (raised) in Lavender Purple
- Please note - printed ink may bleed sketch's artwork*
- 10"x27" Double Sided Painted MDO 1.9 sqft
- Hanging Directional Panel
- Light Gray on Proper Purple
- Dark Gray Painted 6x6 posts with Clipped Tops
- Installed in concrete



AC-16-2022

Vintage Charm Homestead



ARCHITECTURAL COMMISSION STAFF REPORT

To: Jeanne Sylvester, Chair
Architectural Commission Members

From: Taylor Wegrzyn, Community Development Services

Subject: 243 Robert Parker Coffin Road – Vintage Charm

Requests: Install (1) Sign

Public Meeting Date: November 21, 2022

Attachments: 1. Location Map
2. Petitioner’s Application

PETITIONER Vintage Charm
243 Robert Parker Coffin Road
Long Grove, IL 60047

REQUEST

Review of material and design of a wall sign for Vintage Charm, located at 243 Robert Parker Coffin Road. The subject property is located within the B1 Historic Business District.

HISTORY

Vintage Charm Homestead is a home décor retailer opening its first independent location here in Long Grove. Previously, Vintage Charm has operated within Reclaimed Artisans’ storefront at 302 Peterson Road in Libertyville. The store specializes in creating hand-painted décor, furniture, and other crafted items.

PROPOSED PROJECT

- **Wall Sign**
 - Located on the western façade of the building (faces the front common courtyard)
 - Height: 5 feet from grade
 - Area: 4 square feet
 - Single-sided
 - Corner braces to affix to wall



The square footage of the tenant space is approximately 760 square feet. Within the B1 Historic Business Zoning District, up to 12 square feet of signage is permitted for retail spaces containing 1-1,000 sq. ft. of floor area pursuant to Chapter 5-9-5(E) of the Long Grove Code of Ordinances. Each business is permitted one ground sign and one wall sign. The sign code requires that the signs be constructed of high-quality materials and permits wood as a sign material.



ARCHITECTURAL COMMISSION DECISION

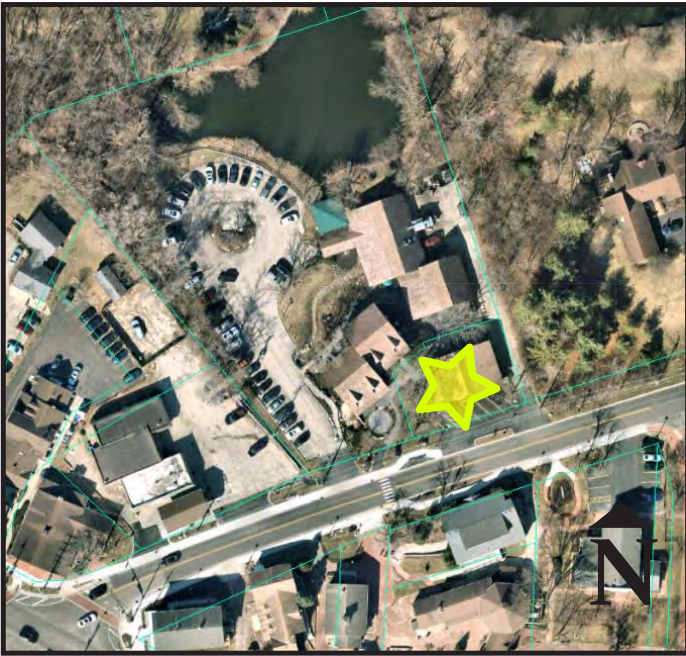
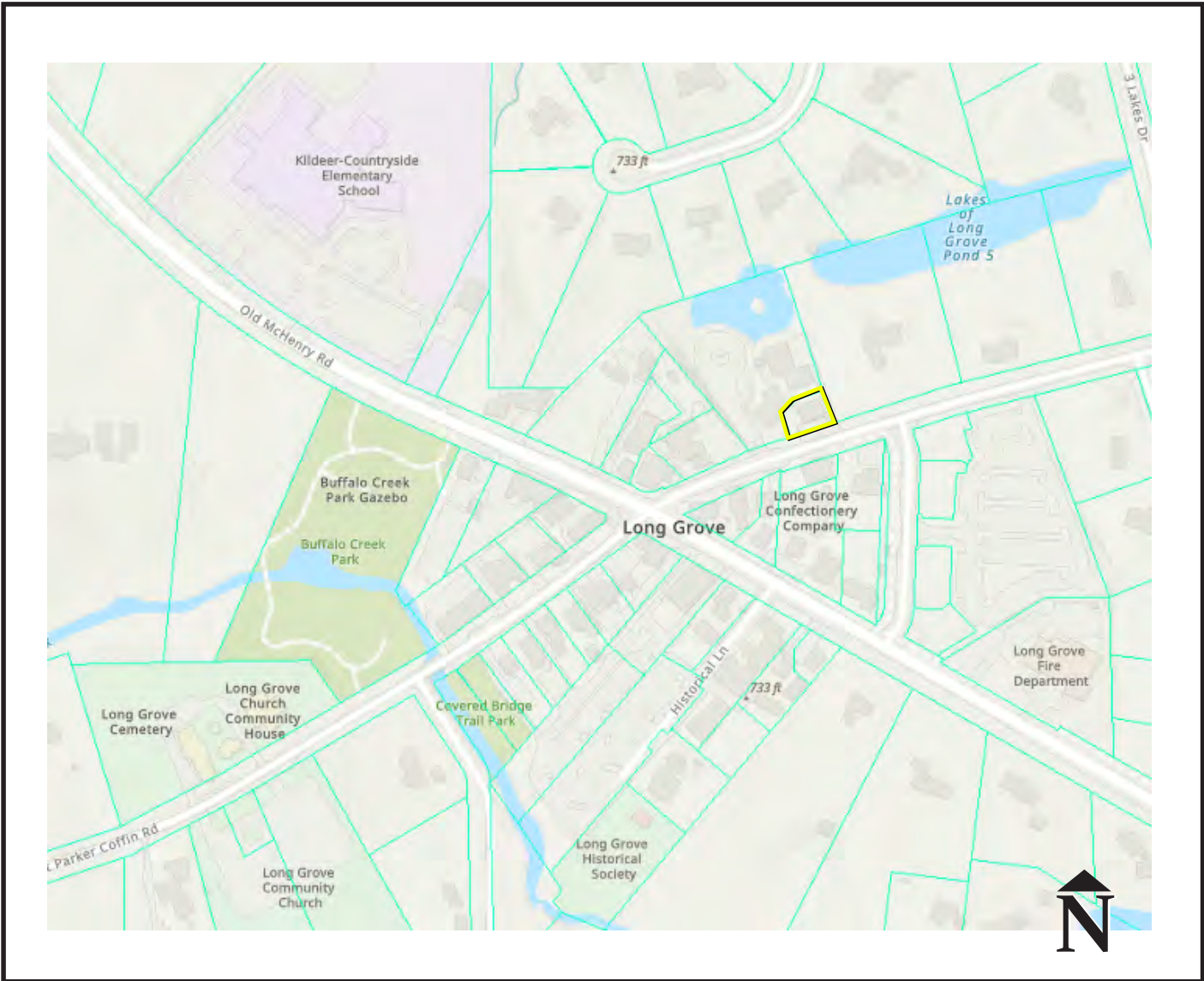
The AC should review the request for signage against the applicable standards of the Code of Ordinances and render a determination based upon those criteria as well as the appropriateness of the signage at this location in relation to other signage in the area.

STAFF RECOMMENDATION

Staff recommend approval of the proposed signage. The sign is constructed of high-quality materials, is placed appropriately on the site and building, and it has a classic design and color palette. Additionally, staff find that the sign complies with the standards of the Village, including the Village's sign ordinance for sign area, location, bulk, and colors.

TW

Location Map: 243 Robert Parker Coffin Road - Vintage Charm Homestead



Legend

 Subject Property



The logo for the Village of Long Grove, Illinois, features the text "Village of Long Grove Illinois" in a green serif font, with a stylized green graphic of a house and a path to the right.



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:	Vintage Charm Homestead	BUS. PHONE #:	847-220-7586
BUSINESS ADDRESS:	243 Robert Parker Cokin Rd. Long Grove IL 60047		
BUSINESS OWNER'S NAME:	Gina L. Andras	E-MAIL:	gina@vintagecharmhomestead.com

TYPE OF SIGN(S) FOR WHICH YOU ARE APPLYING:	Wall Sign
---	-----------

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:

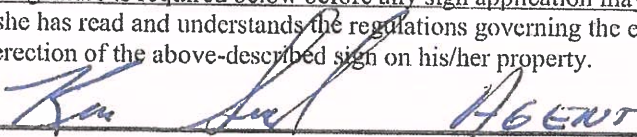
760 sq. ft.
3. PROVIDE A DETAILED DRAWING (TO SCALE) OF THE PROPOSED SIGN, INCLUDING:
 - (a) DIMENSIONS
 - (b) SAMPLE OF COLORS ON SIGN
 - (c) LETTER STYLE TO BE USED
 - (d) SAMPLE OF ANY UNUSUAL MATERIAL TO BE USED ON THE SIGN
 - (e) **FOR REQUESTS IN THE B-1 HISTORIC DISTRICT SEE SUGGESTED DESIGN GUIDELINES FOR SIGNAGE**

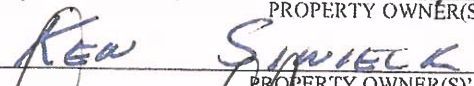
Should the sign be completed prior to the Architectural Commission's approval (this is not encouraged), the sign itself, or a photograph of the sign, shall be presented at the Architectural Commission meeting.


SIGN CONTRACTOR:

NAME:	Roman Signs	PHONE #:	224-655-6138
ADDRESS:	819 W. No	E-MAIL:	roman@romansigns.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.



 PROPERTY OWNER(S)' SIGNATURE(S)


 PROPERTY OWNER(S)' PRINTED NAME(S)


 BUSINESS OWNER(S)' SIGNATURE(S)

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



*Vintage Charm
Homestead*

UNIQUE TREASURES for YOU & YOUR HOME



PROPOSAL

Roman Signs

819 W. Northwest Hwy.

Barrington, IL 60010

PROPOSAL NO. 31874

SHEET NO.

DATE 9/9/2022

PROPOSAL SUBMITTED TO: Gina WORK TO BE PERFORMED AT:

NAME	Vintage Charm Homestead	ADDRESS
ADDRESS	243 Robert Parker Rd	DATE OF PLANS
	Long Grove, IL	
PHONE NO.	847-508-4712	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

1	22"x33" Single Sided Sandblasted Wood Sign	\$846.00
	Vintage Charm Homestead with double border and artwork	
	Copy and colors as per sketch provided	
	Sign to be installed onto brick wall	

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Eight Hundred Forty-Six Dollars and No Cents Dollars (**\$846.00**)

with payments to be made as follows: **Half Down Deposit Required & Balance Due on Installation**

Respectfully submitted Roman Signs

Per *Roman*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note: Project costs may change if not agreed upon within 21 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date October 5, 2022 Signature *[Signature]*

PROPOSAL

Roman Signs

819 W. Northwest Hwy.

Barrington, IL 60010

PROPOSAL NO.	31874
SHEET NO.	
DATE	9/9/2022

PROPOSAL SUBMITTED TO: Gina WORK TO BE PERFORMED AT:

NAME	Vintage Charm Homestead	ADDRESS	
ADDRESS	243 Robert Parker Rd	DATE OF PLANS	
	Long Grove, IL		
PHONE NO.	847-508-4712	ARCHITECT	

We hereby propose to furnish the materials and perform the labor necessary for the completion of

1	22"x33" Single Sided Sandblasted Wood Sign	\$846.00
	Vintage Charm Homestead with double border and artwork	
	Copy and colors as per sketch provided	
	Sign to be installed onto brick wall	

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Eight Hundred Forty-Six Dollars and No Cents Dollars (**\$846.00**)

with payments to be made as follows: **Half Down Deposit Required & Balance Due on Installation**

Respectfully submitted Roman Signs

Per *Roman*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note: Project costs may change if not agreed upon within 21 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____
Date _____ Signature _____

PROPOSAL

33 3/8"



22"

Wall Sign Specs:

22"x33 3/8" 1.25" Single Sided Sandblasted Wood

Physical area 3.99 sqft

Installation location, Brick wall on right side of entrance facing south

Approx. top of the sign is 60" above grade - depends on mortar lines

Sign will be secure with corner braces along sides & painted over

Braces will be hidden behind sign and anchored into mortar

Double Borders with area between sandblasted

Borders, Artwork, Copy and Flourish are raised

Black: Outer Border, Company Name and Flourish

Charcoal Gray: Inset Border, Rabbit and Secondary Copy

Background will be Antique White (soft white)

