



**AGENDA**  
**ARCHITECTURAL COMMISSION**  
**REGULAR MEETING**  
Monday, March 21, 2022 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=UnpEbzk5ZmdPdmx6M1p4MmpkaTZBUT09>  
+1 312 626 6799 US (Chicago)

Meeting ID: 851 8880 4937

Passcode: 132435

**CALL TO ORDER**

**VISITOR BUSINESS**

**ACTION ITEMS**

- 1) Approval of the February 21, 2022 Draft Meeting Minutes.
- 2) Consideration of a request for signage for "Resource Commercial Advisors.", 7107 IL Route 83 and within the B-2 Commercial District, submitted by Ms. Brandy Bierut from CNC Graphics, Ltd.

**OTHER BUSINESS**

**ADJOURNMENT**

Next Scheduled Meeting: April 18, 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 OF THE  
LONG GROVE ARCHITECTURAL COMMISSION  
(Held remotely via ZOOM)  
REGULAR MEETING  
February 21, 2022  
7:00 P.M.**

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

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

Members Absent: John Plunkett

Also Present: Greg Jackson, Village Manager, Taylor Wegrzyn and Jessica Marvin, Community Development Services, and members of the public.

**VISITORS BUSINESS**

None.

**NEW BUSINESS**

Chairwoman Sylvester welcomed Commissioner John Marshall to the Architectural Commission. The Commission welcomed Mr. Marshall and thanked him for his service to the community.

**1) Approval of the February 21, 2022 Meeting Minutes.**

Commissioner Mikolajczak provided three corrections to the draft meeting minutes.

A motion was made by Commissioner Marshall, seconded by Commissioner Roiter to recommend approval of the February 21, 2022 meeting minutes, as amended.

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

Nays:

Absent: J. Plunkett

**2) Consideration of a request to construct a new single-family residence at 1145 Steeple View Drive and within the R-2 Single Family Residential District, submitted by Joseph Lazzara.**

Associate Planner Marvin provided an overview of the proposed single-family residences at 1145 Steeple View Drive.

Anthony Pecoraro, Developer at Benchmark Developer LLC, gave some background information. He stated that his client, Joseph Lazzara, has ties to North Carolina and desired a home with a Southern style. The home blends a Southern Colonial design with modern architecture. Brick veneer, stone

elements, and limited siding provide a strong exterior appearance which blend some old and new concepts together.

Chairwoman Sylvester questioned if there were any mature oak trees on the property and whether these would need to be removed. Mr. Pecoraro noted that there are mature oak trees on this lot, but they made every effort possible to preserve the mature trees. The Village Arborist has reviewed their plans and the project will comply with the tree replacement standards of the Village. There is one dead oak tree that will be removed to accommodate the new structure.

Commissioner Roiter opinioned that the structure was very handsome but inquired as to why there were not more windows on the east and west elevations. Mr. Pecoraro explained that the floorplan features bedrooms and bathrooms along the west and a garage on the east side of the residence. This design is desired to increase the privacy of the future homeowners.

Commissioner Marshall expressed his approval of the overhang on the gable roof. He asked why the chimney was so large. Mr. Pecoraro noted that the fireplace is of an indoor-outdoor design and required additional depth compared to a standard design. Commissioner Marshall noted that there is an active storm sewer line from the golf course which may run through the foundation of the proposed residence. He said it might be worth having someone come out and mark the storm sewer line before digging. He also invited Mr. Pecoraro to visit his property so he can show him where the storm sewer line is located.

Commissioner Akins expressed his approval of the unique design of the residence and reflected on how it provides a nice contrast to the architecture of the existing homes within the subdivision. This characteristic helps the home stand out and gives a unique feel to the neighborhood.

A motion was made by Commissioner Roiter, seconded by Commissioner Marshall to recommend approval of the proposed single-family residence at 1145 Steeple View Drive.

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

Nays:

Absent: J. Plunkett

**3) Consideration of a request for signage for “The Soft Wave Fish Co.”, 3976 IL Route 22 and within the B-2 Commercial District, submitted by Mr. Bob De Palma.**

Associate Planner Marvin gave an overview presentation of the proposed signage at 3976 IL Route 22 for “The Soft Wave Fish Co.”

Chairwoman Sylvester asked about the material used to construct the sign and specs for the lighting module used. Bob De Palma, Business owner of The Soft Wave Fish Co., introduced himself to the Commission. A representative from the sign manufacturer was unable to attend the meeting. Mr. De Palma mentioned that the sign features the same lighting as several other signs within the complex.

Associate Planner Marvin mentioned that the sign manufacturer also fabricated the “Midwest School of Pet Grooming” sign which utilizes a similar LED lighting module. Commissioner Marshall asked if, and Mr. De Palma confirmed, that the sign is back lit.

Chairwoman Sylvester stated that the signs in this development are generally treated a little bit differently because this area along IL Route 22 is very dark. Signs allowed in the B-2 Commercial Zoning District are far different than those which would be allowed in the B-1 Historical Downtown Business District. It is very dark along IL Route 22 during the winter and the Village of Long Grove has recognized that fact previously by allowing visually brighter signs on this development. She further reflected on the sign’s consistency with the design of other signs within the development.

The mounting device is the same as the former tenant’s sign and Mr. De Palma testified that any holes from the previous sign will be covered up or repaired.

Chairwoman Sylvester asked Commissioner Mikolajczak if the channel sign’s letter set looks good. Commissioner Mikolajczak noted that it was appropriate and very easy to read.

Commissioner Roiter said it was an attractive sign and appreciated the blue shadow line. Commissioner Marshall noted the visual value of the clipped corners.

Commissioner Akins stated that this sign fits well with the color of the building. He expressed that the back lighting would make it easy to read.

A motion was made by Commissioner Marshall, seconded by Commissioner Roiter to recommend approval of the request for signage for the “The Soft Wave Fish Co.” at 3976 IL Route 22 within the B-2 Commercial District, as submitted by Mr. Bob De Palma.

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

Nays:

Absent: J. Plunkett

## **OTHER BUSINESS**

### **1) Status of Future Projects Coming Before the Architecture Commission**

Greg Jackson, Village Manager, gave an update on three properties that are looking to be redeveloped in the business district and will most likely come before the commission in the upcoming months.

225 Robert Parker Coffin Road will be a coffee and bagel shop, 405 Robert Parker Coffin Road will be a hot dog restaurant, and 407 Robert Parker Coffin Road will be a loose tea shop where you can sit down and drink tea.

An update on the self-storage facility located at the corner of IL Route 53 and Lake Cook Road the Northwestern corner was passed from the Village Board to the PCZBA for review. After the PCZBA reviews the plans and makes a recommendation then this case will then be sent back to the Village Board for final approval.

An update on Mr. Gallo's property located at 3992 Orchard Lane. The AC made the recommendation based on the approval of the PZCBA. The planning commission made their recommendation to the Village Board, and they will be discussing this property at their March 8<sup>th</sup> meeting date.

Chairwoman Sylvester asked what the PCZBA recommended, and Village Manager Jackson informed her that the zoning board approved an amendment to the PUD for the front-loaded garage.

## **2) Status of the Former Oman Greenhouse Property**

Planner Wegrzyn and Village Manager Jackson gave a brief presentation regarding the former Oman Greenhouse property.

Village Manager Jackson informed the commission that he is still having complications with the Oman Property. He had an aerial shot taken of the property which showed a total of 18 buildings. The property owner is suggested keeping two of the buildings constructed and to not be demolished. He contested that he doesn't want to see those buildings standing because they are beyond repair.

Village Manager Jackson referenced the aerial map and pointed out that building 14 is a garage and building 15 is a single-family home. He will be requesting that buildings 1-13 and 16-18 to be demolished at the next administrative hearing in April.

He acknowledged that members of the commission have been talking about this property for a while and understands the urgency of getting these buildings demolished. He went through a series of pictures to show the current conditions of the property and buildings.

The property owner is taking care of the initial buildings the commission has talked about in past meetings.

Village Manager Jackson stated that when it comes to property right it is looked at closely by the courts and by administrative hearing officers, but he is continuing to be aggressive moving on this issue. He is going to start talking about revisiting the fines that are associated with this because he has reason to believe some people are dragging their feet as it pertains to obtaining the ComEd permit and is addressing this issue as well.

Chairwoman Sylvester asked if community support will help the effort and Village Manager Jackson will look into this and get back to her. This is a new system that he isn't very familiar with but will make that inquiry. He will send the commission the date and time of the next administration hearing meeting.

Chairwoman Sylvester is also surprised the residence of Briarcrest have not made this more of an issue until now. When Village Manager Jackson talked to the property owner about mixed used development on his property the Briarcrest neighborhood became aware and wanted a say in what the development was going to be and what it would look like. Except for a couple residence from the neighborhood, he has heard more from the AC than the residence.

Village Manager Jackson gave an update on the bridge and upcoming future plans to protect the bridge from future collisions. It astounds him that the bridge was hit 22 times and it doesn't give the community good publicity. The bridge is part of the Village's brand so the Village Board is concerned about how to best protect it.

Commissioner Marshall asked about how involved the AC was in the planning of protecting the bridge. Chairwoman Sylvester said the only involvement the AC had was to look at color samples to paint the bridge. The underlining structure is of historical significance, but the wooden top has no historical significance.

Chairwoman Sylvester brought up a concern she has about the community making a joke about the bridge being hit so many times. She was shopping local in Downtown Long Grove and went into the candy shop to buy candy. The candy shop calls itself the "Broken Bridge Candy Shop" and she was very disappointed. There was no external sign for the candy shop but the logo on the labels in the store had the Broken Bridge name on them. A historical bridge was not designed to accommodate large trucks and this route has been removed from GPS services.

Chairwoman Sylvester would like to look into different ways of expanding the AC's role in the community. Village Manager Jackson informed the commission that there is an ordinance being drafted to allow the AC to review future demolition permits.

The next scheduled Architectural Commission meeting is for March 21<sup>st</sup>, 2022 at 7:00 P.M. via Zoom.

## **ADJOURNMENT**

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

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

Nays:

Absent: J. Plunkett

Meeting Adjourned at 8:06 p.m.

Respectfully Submitted,

Jessica Marvin  
Associate Planner



## ARCHITECTURAL COMMISSION STAFF REPORT

**To:** Jeanne Sylvester, Chair  
Architectural Commission Members

**From:** Jessica Marvin, Community Development Services

**Subject:** Resource Commercial Advisors – 7107 IL Route 83

**Requests:** Install a Real Estate Sign

**Public Meeting Date:** March 21, 2022

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

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**PETITIONER** CNC Graphics on behalf of  
Resource Commercial Advisors (Agent)  
7107 IL Route 83  
Long Grove, Illinois

### REQUEST

Approval of a real estate sign for Resource Commercial Advisors on the property located at 7107 IL Route 83.

### HISTORY

Resource Commercial Advisors is a real estate agency which has an active listing for the property located at 7107 IL Route 83. The property is currently undeveloped and located within the B-2 Commercial District. The property is located at the far northern extent of the Village and has frontages along both Route 83 and Osage Road.

### PROPOSED PROJECT

Based upon the items submitted the petitioner is requesting a sign to be installed 10 from the public right of way facing IL Route 83.

- Size: 4' x 4'
- Total square footage: 16 SF
- Materials: MDO Board 3/4<sup>th</sup> thick and wooden posts
- Illuminated: No
- Number of Signs: 1

In accordance with the Long Grove Sign Code, Large Real Estate signs are permitted may be up to 18 square feet in area.

Per the Village sign regulation, Section 5-9-5(G)(4), 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 5-11-20 of this title. Small Real Estate Signs, measuring 6 square feet in area or less, do not require approval by the Architectural Commission.

#### **ARCHITECTURAL COMMISSION DECISION**

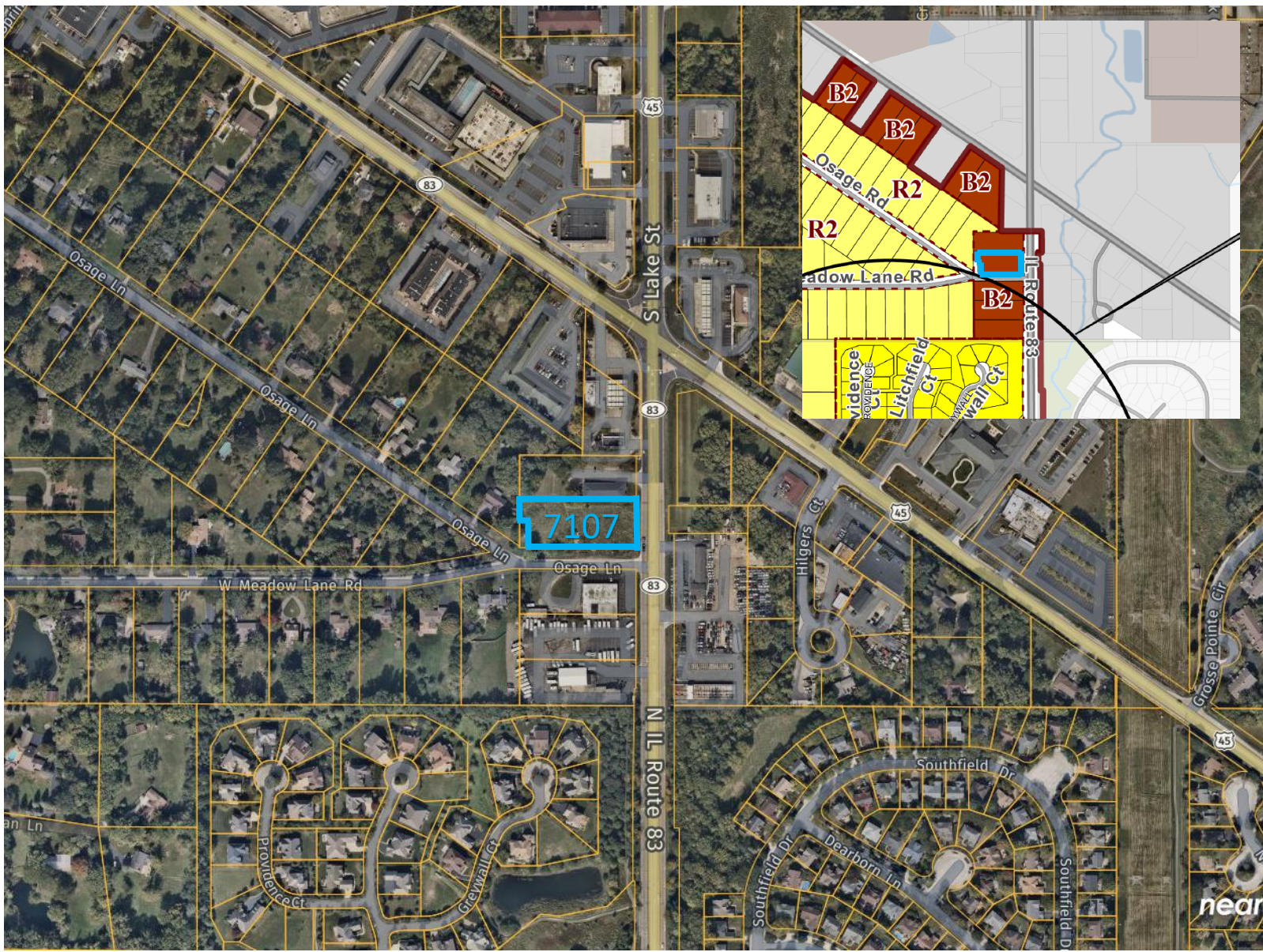
The AC should review the request for signage against the aforementioned regulations and render a determination based upon those criteria as well as the appropriateness of the signage at this location in relation to other signage in the area in general.

#### **STAFF RECOMMENDATION**

The property located at 7107 IL Route 83 is within the B-2 Commercial District. The proposed real estate sign is constructed to industry standards and complies with the requirements for Large Real Estate Signs.

JNM/TW/JLM/AO





 Subject Property

## Location Map: 7107 IL Route 83, Long Grove, IL





RECEIVED

FEB 16 2022

VILLAGE OF LONG GROVE

February 14, 2022

Village of Long Grove  
Building Department  
3110 Old McHenry Road  
Long Grove, IL 60047

Re: *7107 Highway 83, Long Grove, IL (Resource Commercial Advisors)*

To Whom It May Concern,

Enclosed is an application and documents for a real estate sign permit at the above location. Please review and let me know if anything else is needed for approval.

I appreciate your help.

Thank you,

Brandy Bierut  
CNC Graphics, Ltd.



| 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:              |    |    |

RECEIVED

FEB 16 2022

**ARCHITECTURAL COMMISSION  
SIGN PERMIT APPLICATION**

VILLAGE OF LONG GROVE

|   |               |
|---|---------------|
| BUSINESS NAME: <u>Reserve Commercial - as agent</u> | BUS. PHONE #: |
| BUSINESS ADDRESS: <u>7107 Highway 83</u>            |               |
| BUSINESS OWNER'S NAME: <u>See attached letter</u>   | E-MAIL:       |

|   |                      |
|---|----------------------|
| TYPE OF SIGN(S) FOR WHICH YOU ARE APPLYING: | <u>1-real estate</u> |
|---|----------------------|

The Architectural Commission regularly meets every third (3<sup>rd</sup>) 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:  

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

|   |  |
|---|--|
| NAME: <u>Bandy Bient</u>                                | PHONE #: <u>630 766 6308</u>               |
| ADDRESS: <u>501 Frontier Way, Bensenville, IL 60106</u> | E-MAIL: <u>chcsolution@chcsolution.com</u> |

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.

See attached agent  
\_\_\_\_\_  
PROPERTY OWNER(S)' SIGNATURE(S)

\_\_\_\_\_  
PROPERTY OWNER(S)' PRINTED NAME(S)

[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 Zoning Code, 5-9-5, "Sign Regulations." It is recommended that applicants read the entire section, available online at [www.longgrove.net](http://www.longgrove.net), to better understand the basis for sign permit approval.

**RETAIL BUSINESSES:**

| MAXIMUM SIGN AREA (SQ. FT.)<br>PERMITTED IN BUSINESS DISTRICTS  |     |                                  |                               |
|---|-----|----------------------------------|-------------------------------|
| TOTAL FLOOR<br>AREA<br>OF BUSINESS  | B1* | B2                               |                               |
|   |     | NO INDIVIDUAL<br>ARTERIAL ACCESS | INDIVIDUAL<br>ARTERIAL ACCESS |
| 1 – 500 sq. ft.   | 12  | 12                               | 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 <sup>1</sup>                  | 125 <sup>2</sup>              |
| <sup>1</sup> 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.  |     |                                  |                               |
| <sup>2</sup> 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 (2) signs per entrance to subdivision; total signage not to 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

**\*SEE DESIGN GUIDELINES FOR THE B-1 HISTORIC DISTRICT (ATTACHED)**

| FOR OFFICE USE ONLY   |                                |        |  |  |  |
|---|--------------------------------|--------|--|--|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">TYPE OF SIGN(S)</th> <th style="width: 50%;">FEE(S)</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </tbody> </table> | TYPE OF SIGN(S)                | FEE(S) |  |  | <p>Amount Paid: _____</p> <p>Date Paid: _____</p> <p>Permit #: _____</p> |
| TYPE OF SIGN(S)   | FEE(S)                         |        |  |  |  |
|   |                                |        |  |  |  |
| <p>Village Official: _____</p>  | <p>Date of Issuance: _____</p> |        |  |  |  |

**FOR SALE**

**RON ROBERTI**  
847-651-0656

**BRENDA SLAVIK**  
847-508-9399

**RESOURCE  
COMMERCIAL  
ADVISORS**




MAN REPRESENTS 6'

**CNC Graphics**  
COMMERCIAL SIGNAGE SPECIALISTS

501 FRONTIER WAY, BENSENVILLE, IL 60108  
MAIN 630.766.6308 FAX 630.766.6348  
EMAIL CNC.SOLUTION@CNC.SOLUTION.COM  
WWW.CNC.SOLUTION.COM

CUSTOMER:



JOB LOCATION:

7107 Highway 83,  
Long Grove, IL

PROJECT:

(1) 4x4' Single face - MDO

DATE:

02.01.2021

FILE ID:

MSC020122AM

REVISIONS:

1. 2/4
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PRINT OK

SCALE:

**APPROVAL** \_\_\_\_\_

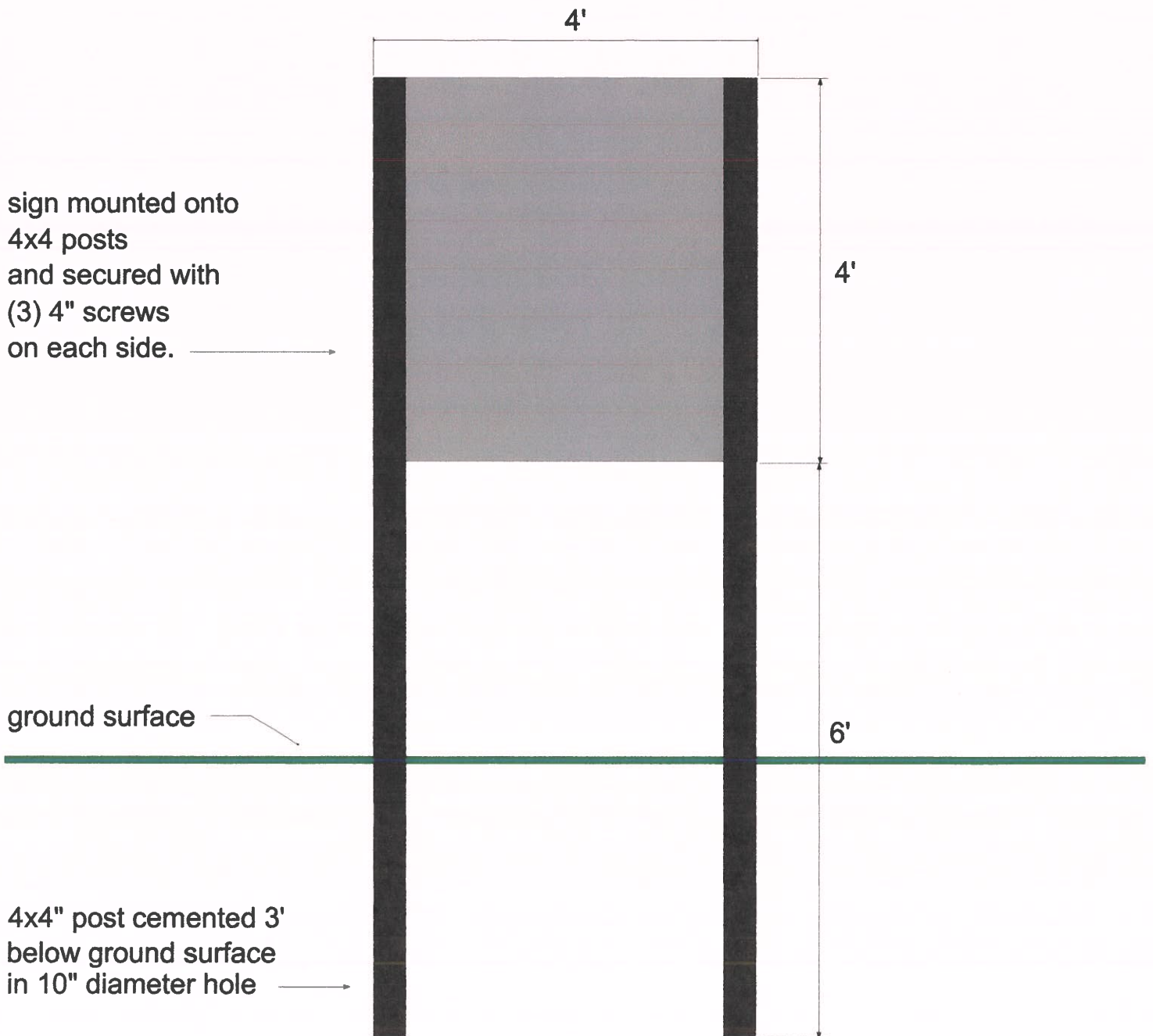
**DATE** \_\_\_\_\_

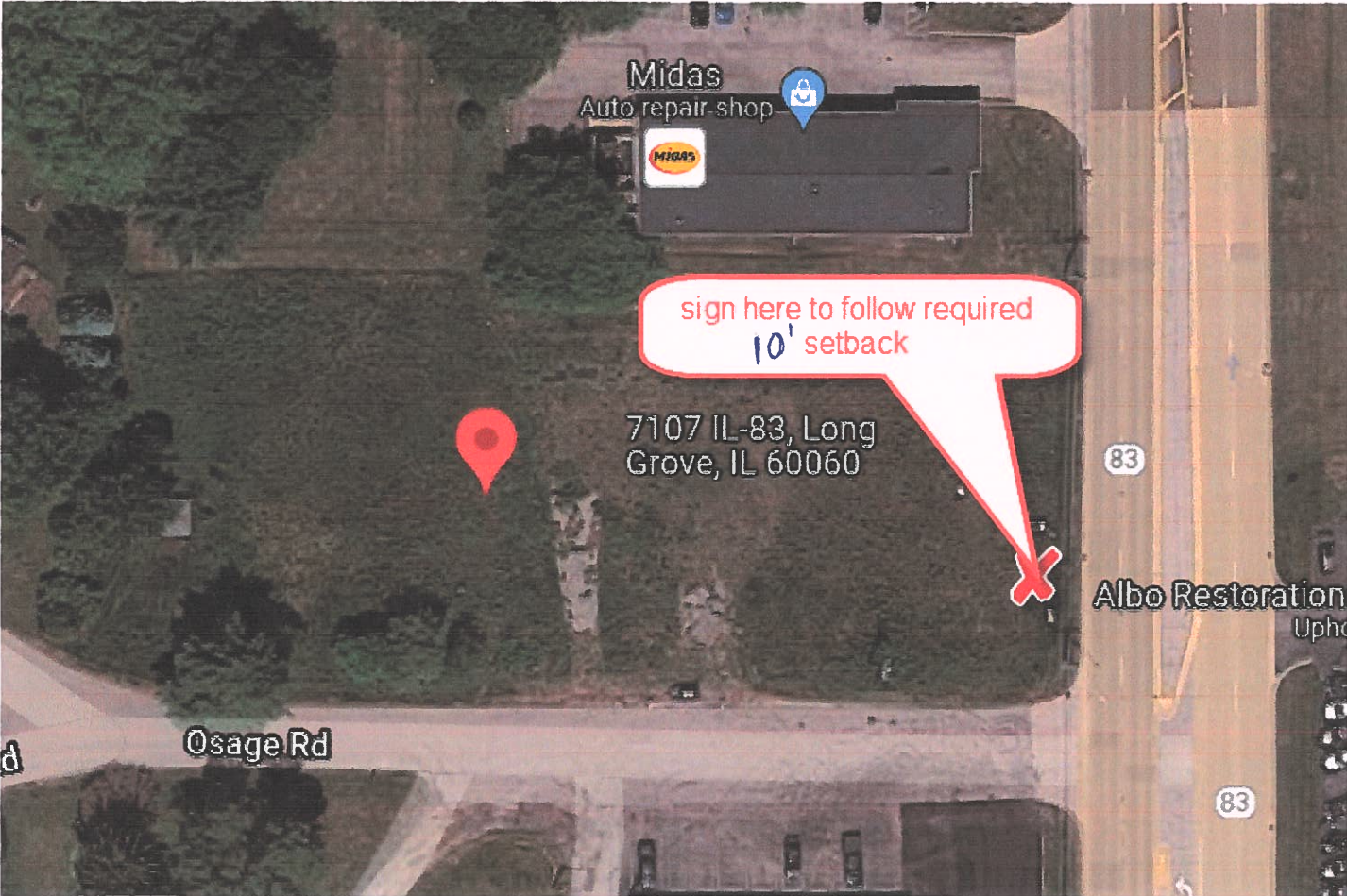
**CNC Graphics**

**630 766 6308**

**cncsolution@cncsolution.com**

(REAR VIEW)





Midas  
Auto repair shop



sign here to follow required  
10' setback

7107 IL-83, Long  
Grove, IL 60060

83

Albo Restoration  
Uphe

Osage Rd

83

*Owners Consent Letter*

(Date) 2-12-2022

Village/City of Long Grove

Re: 7107 Hwy 93, Long Grove (address)

*To Whom it May Concern:*

Please accept this letter of consent for the sign/s to be installed at the above address.

I/we as owner, Andrew Rubin (owners name), give permission to CNC Graphics to install signage at my/our property at the above address.

Property Owners Signature: 

Print Name: Andrew Rubin

Phone Number of Owner: 312-617-4082

Address of Owner: 4808 RFD, Long Grove, IL 60047