

AGENDA ARCHITECTURAL COMMISSION REGULAR MEETING

Village Hall - 3110 Old McHenry Road, Long Grove, IL Monday, April 18, 2022 at 7:00 P.M.

CALL TO ORDER

VISITOR BUSINESS

ACTION ITEMS

- 1) Approval of the March 21, 2022 Draft Meeting Minutes.
- Consideration of a request for signage for "<u>Oatflow Café.</u>", 225 Robert Parker Coffin Road and within the B-1 Historical Downtown Business District, submitted by Brian Tubdino and An Zhang from <u>Oatflow Café</u>.
- 3) Consideration of a request for a new exterior staircase for 145 Old McHenry Road and within in the B-1 Historical Downtown Business District, submitted by Mr. Gene Albert, the property owner.

OTHER BUSINESS

ADJOURNMENT

Next Regularly Scheduled Meeting: May 16, 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 March 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, Matthew Akins, John Marshall, and John Plunkett.

Members Absent: Laura Mikolajczak; Allen Roiter

Also Present: Taylor Wegrzyn, Community Development Services, and members of the public.

VISITORS BUSINESS

None.

NEW BUSINESS

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

Commissioner Akins and Chairwoman Sylvester provided corrections to various typographical errors on pages one and four of the minutes.

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

Ayes: J. Marshall; J. Plunkett; M. Akins; J. Sylvester Nays: Absent: L. Mikolajczack; A. Roiter

2) Consideration of a request for signage for "Resource Commercial Advisors," 7107 IL Route 83 and located within the B-2 Commercial District, submitted by Ms. Brandy Bierut from CNC Graphics, LTD.

Planner Wegrzyn provided an overview of the proposed signage. The sign is proposed to be installed on a vacant property located on the west side of Route 83 and at the northern limits of the Village of Long Grove's corporate boundary. The sign is to be constructed with two posts and a 16 square foot sign face. The Zoning Ordinance has two categories for real estate signs: small and large. Small signs, being 6 square feet in area or less, do not require a review by the Architectural Commission. Large real estate signs, up to 18 square feet in area, require a review by the Commission. Planner Wegrzyn further noted that the applicant informed him that they regrettably would be unable to attend tonight's meeting due to a scheduling conflict. The Commission proceeded to consider the matter and asked several questions of staff. Commissioner Plunkett inquired as to the height of the sign. It is approximately six feet, as measured from grade. The gap between the sign face and the ground is approximately two to three feet. Chairwoman Sylvester asked if the sign would face to the east and Planner Wegrzyn confirmed. Commissioner Marshall asked if there have been other, similar real estate signs considered by this Commission in the past. Commissioner Plunkett confirmed.

Chairwoman Sylvester asked the group whether the sign was obvious enough and inquired as to the status of the property. Planner Wegrzyn noted that the property has been vacant for some time and suggested that a single-family dwelling may have been located on the property sometime before 2010. The property is within the B-2 Commercial District. The Commissioners generally agreed that some clarification as to what is being sold would be beneficial. Commission members shared common opinions that the word "lot" or the size of the property is needed to clearly represent that the lot is what is for sale. Additionally, the Commission members collectively confirmed that the zoning district should be placed on the sign.

Commissioner Marshall noted that there is a QR code on the sign. It was briefly discussed as being a possible safety concern, but it may also provide additional information on the listing to those who stop to inspect the property.

A motion was made by Commissioner Plunkett, seconded by Commissioner Marshall to recommend approval of the proposed real estate sign at 7107 IL Route 83 with the condition that the sign be amended to add text referring to the size and zoning of the property, subject to staff review.

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

OTHER BUSINESS

Chairwoman Sylvester noted that the Commission has been invited to the April 12, 2022 Long Grove Village Board Meeting where Lynn Michaelson-Cohn will be honored for their many years of service to the Village as a member of the Architectural Commission.

The next scheduled Architectural Commission meeting is for April 18th, 2022 at 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; M. Akins; J. Sylvester Nays: Absent: L. Mikolajczak; A. Roiter Meeting Adjourned at 7:29 p.m.

Respectfully Submitted,

Taylor Wegrzyn Planner



ARCHITECTURAL COMMISSION STAFF REPORT

То:	Jeanne Sylvester, Chair Architectural Commission Members	Λ
From:	Jessica Marvin, Community Development Services	Jessica Maurin
Subject:	OatFlow Café – 225 Robert Parker Coffin Road	0
Requests:	Install Two Wall Signs	
Public Meeting Date:	April 18, 2022	
Attachments:	 Location Map Staff Pictures Petitioner's Application Sign Regulations Downtown Designs Guidelines – Signs 	

PETITIONER Brian Tubdino and An Zhang (Tenants) 225 Robert Parker Coffin Road Long Grove, Illinois

REQUEST

Approval of two (2) wall signs on the property located at 225 Robert Parker Coffin Road.

HISTORY

Oatflow Café, a café, is located at 225 Robert Parker Coffin Road. They are requesting signage for this location, which was formally occupied by "Clover". This property is located within the B-1 Historical Downtown Business District.

PROPOSED PROJECT

The petitioner is requesting two (2) wall signs to be affixed the front façade of the building along the entrance to Mill Pond Shoppes.

- Size:
 - o Hanging Wall Sign: 12" x 25.5"
 - o Wall Sign: 22.5" x 48"
- Total square footage: 9.6 SF

- Materials: MDO Board 1" thick
- Color(s): Black and White
- Illuminated: No
- Number of Signs: 2

The square footage of the tenant space is approximately 760 square feet. For retail spaces containing 1-1,000 sq. ft. of floor area, up to 12 square feet of signage is permitted pursuant to the Village Zoning Code. At 9.60 square feet, the proposed sign is compliant with this requirement.

Per the Village sign regulation, Section 5-9-5 (E)(7), two (2) wall signs are not permissible at this location as follows.

"Number. The limit of signs per business establishment is one ground sign, one nameplate sign, and one wall sign or one canopy sign".

If the Architectural Commission finds the signage appropriate, the applicant will be asked to seek a zoning variation before the Plan Commission and Zoning Board of Appeals. The Mundelein staff is new to interoperating the Long Grove Zoning code, and we have applied the strictest zoning to this case. Previous tenants at this location have had two wall signs installed.

ARCHITECTURAL COMMISSION DECISION

The request is to consider proposed signage and its conformance with regulations and design guidelines and render a determination based upon those criteria as well as the appropriateness of the signage at this location in the Historical Downtown Business District. An excerpt from the "Downtown Design Guidelines" regarding signage is included for consideration by the Commission.

STAFF RECOMMENDATION

The property is located at 225 Robert Parker Coffin Road and within the B-1 District. Staff recommends the approval of an additional wall sign on the property located at 225 Robert Parker Coffin Road in the B-1 Historic Downtown Business District. The proposed wall sign is simple and to be professionally constructed by Roman Signs. Other signs located in the B-1 Historical Downtown Business District are created out of the same material. The design is modern with a clean font and fits well within the Historical Downtown Business District.

JNM/AMO/JLM









Subject Property







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



FOR OFFICE USE ONLY:					
Date Received:		03/3	1/22		
Permit l	No.:				
Date Issued:					
Townsh	ip:				
Sec:	T: R:		R :		
PIN No	.:				
Zoning:					

ARCHITECTURAL COMMISSION SIGN PERMIT APPLICATION

BUSINESS NAME: Outflow	N Carle	BUS. PHONE #: 248-231-0186
BUSINESS ADDRESS: 225	Robert Parker Coffin k	E-MAIL Oatflowcafe@9mcuil.com
BUSINESS OWNER'S NAME:	nan Tubolino, An zhang	E-MAIL Outflowcafe@ gmail. wh
TYPE OF SIGN(S) FOR WHICH YOU ARE APPLYING:	Main Sign-Single-sided; H	langing Sign-Doublesided painter

The Architectural Commission regularly meets every third (3^{rd}) 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 <u>BOTH</u> THE PETITIONER <u>AND</u> 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

sq. ft.

(c) SQUARE FOOTAGE OF COMMERCIAL SPACE FOR WHICH SIGN IS BEING INSTALLED:

60

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: 819W Northwest	Hwy, Barrington, IL, 60010	E-MAIL: Roman@Roman cigns. com

<u>The property owner's signature is required below before any sign application may be processed</u>. 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.

Kon	pui			
	1	PROPERTY OWNER(S)' S	SIGNATURE(S)	
1	PR	ROPERTY OWNER(S)' PR	INTED NAME(S)	/
S	SF	-2	· //	200
		BUSINESS OWNER(S)' S	U	

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

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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*, to better understand the basis for sign permit approval.

RETAIL BUSINESSES:

TOTAL FLOOR	B1* B2							
AREA		NO INDIVIDUAL	INDIVIDUAL					
OF BUSINESS		ARTERIAL ACCESS	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	301	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 DISTRIC	F *	B – 2 DISTR	ЮТ
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)**

		Amount Paid:	
TYPE OF SIGN(S)	FEE(S)		
		Date Paid:	
		Permit #:	
village Official:		Date of Issuance:	

Village Files; AC; Application

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Current 10/13

Oatflow Designs.jpg

Hanging

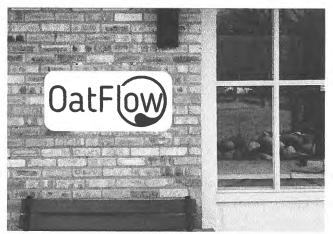
12"x25.5"

Wall

22.5"x48"







5-9-5 - Signs

- (A) Scope of Regulations The regulations of this Section shall govern and control the location, erection, relocation, reconstruction, extension, enlargement, conversion, replacement, alteration, operation, maintenance, and removal of all signs within the Village visible from any street, sidewalk, or public or private common open space, excluding only signs owned or maintained by the Village. Any sign not expressly permitted by these regulations shall be prohibited. The regulations of this Section relate to the location of signs within zoning districts and shall be in addition to the provisions of the building code applicable to the construction and maintenance of signs.
- (B) *Statement of Purpose* The regulation of signs by this Section is intended to promote and protect the public health, safety, and welfare. The purpose of this Section is to:
 - 1. Regulate signs in such a manner that supports and complements land use objectives that are set forth in the zoning code, Village code, and Comprehensive Plan.
 - 2. Ensure that all signs are compatible with regards to size, location, color, construction, materials, and the manner of display.
 - 3. Ensure that signs do not confuse, obstruct traffic vision, nor endanger public health, safety, morals, or general welfare.
 - 4. Ensure that signs within the Village are displayed in a manner that preserves the special qualities inherent in the Village that attract tourists and residents alike and that are the basis of the Village's economic stability and growth.
- (C) Applicability No sign shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, replaced, or altered except in conformance with the provisions of this Section and after issuance of a sign permit by the Village, if required, or compliance with subsection (F) of this Section permitting signs without the issuance of a permit.
- (D) *General Standards* Except as otherwise expressly provided in subsection (F) of this Section, the following general standards apply to all signs. Any sign not in compliance with these standards shall be immediately corrected or shall be deemed to be in violation of this chapter.
 - 1. *Illumination* Signs shall only be permitted to be illuminated in accordance with the following regulations:
 - (a) No sign can be self-illuminated or internally illuminated; provided, however, that a business shall be permitted one internally illuminated "Open" window sign not to exceed one square foot in area, which sign shall be subject to the review and approval by the architectural commission.
 - (b) Neon illumination of signs is not permitted.

- (c) Any illumination of signs shall be constant in intensity and color and there shall be no flashing lights, rotating lights, running lights, or lights that create an illusion of movement.
- (d) No sign shall be illuminated in such a manner so as to cause confusion with traffic signals or lights, or which might constitute a traffic hazard.
- (e) Any light source that is used to illuminate a sign must be located, shielded, and directed as to not be visible from any point on any surrounding streets, public property, adjacent private property, or adjacent structures. All artificial illumination shall be so designed, located, shielded, and directed so that it illuminates the sign face area only and prevents the casting of glare.
- 2. Sign Measurement Unless otherwise expressly provided to the contrary in these regulations, the term "sign area" shall include the gross surface area of each sign with a single continuous perimeter enclosing the extreme limits of the sign and in no case passing through or between any adjacent elements of the sign. Such a perimeter shall not include any structural or framing elements lying outside the limits of such sign and not forming an integral part of the display.
- 3. *Traffic Safety* No sign or sign structure shall be permitted or maintained at any location whereby reason of its position, size, shape, design, or color it may obstruct, impair, obscure, or interfere with the views of the vehicular driver, pedestrian, or cyclist. No sign will be permitted that could be confused with any traffic control signal or device. No sign will be permitted where it may interfere, confuse, or mislead traffic movement.
- 4. *Maintenance* The owner of a sign and the owner of the premises on which the sign is located shall be jointly and severally liable to maintain the sign or signs in a clean and sanitary condition, free from rubbish and weeds, and in overall good working order, including illumination sources, at all times.
- 5. *Setbacks* All signs must maintain a minimum five-foot setback from the street and cannot be located in the vision triangle.
- 6. *Compliance with All Village Codes* in addition to the requirements contained within this Section, all signs shall fully comply with all the other applicable Village code provisions, including, without limitation, the Village's building, and electrical codes.
- (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.
- 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)					
	B1	B1			
	Setback (building and all	Setback (building and all			
Total Area of Business in	signs) less than 50' from	signs) at least 50' from			
Square Feet	nearest edge of	nearest edge of			
	pavement of main	pavement of main			
	roadway unless	roadway			

	otherwise approved by Architectural Commission	
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-ofway. 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	AL AREA OF B2	
BUSINESS IN SQUARE	No Arterial Access	Arterial Access
FEET		
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
NOTES:		
1 for each additional 2,000 square feet greater than 5,000 square		

 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.

- 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.
- (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)

5-9-6 - Personal wireless services antennas regulations

(A) Purpose - The purpose of this Section is to provide specific regulations and standards for the placement and siting of wireless telecommunications antennas and related facilities to provide wireless telecommunications services in the Village. The goal of this Section is to provide regulations that will facilitate the location of various types of wireless communication facilities in permitted locations so that they are consistent with the countryside and estate character of the Village. The sizable areas of open space, the extensive natural landscaping, and the relatively low scale of structures in the Village all contribute to this unique and distinctive setting. Minimizing the adverse visual impact of wireless facilities within the Village, and

especially within the residential core of the Village, is one of the primary objectives of this Section. This Section is intended to allow wireless telecommunication facilities that are sufficient to allow adequate service to citizens, the traveling public, and others within the Village, while maintaining the unique character of the Village as described in the Village Comprehensive Plan.

- (B) *General Standards and Regulations* The general standards set forth in this Section shall apply to the location of all personal wireless services antennas in the Village, whether allowed as a permitted use or as a special use in the individual zoning district regulations of this title.
 - 1. Separation From Residential Districts and Properties Personal wireless services antennas, support structures, and personal wireless services facilities shall not be located within 500 feet from the nearest outside wall of any single-family dwelling in existence prior to the commencement of construction of such personal wireless services antennas, support structures, or personal wireless services facilities, except that: a) the separation distance required by this Section may be reduced to not less than 475 feet pursuant to a Special Use Permit if the single-family dwelling and the land on which the antenna is located are under common ownership; and b) the separation requirement may be reduced or waived pursuant to a Special Use Permit for a personal wireless services antenna and facilities located fully within a building.
 - 2. *Height* Unless otherwise authorized and approved as a special use, personal wireless services antennas, support structures, or personal wireless services facilities may extend to the following heights:
 - (a) *Towers and Monopoles* Personal wireless services antenna support structures of a tower or monopole design may extend to a height of not more than one hundred and twenty-five (125) feet.
 - (b) *Omnidirectional or Whip Antennas -* Omnidirectional or whip antennas may extend not more than 12 feet above the highest point of the support structure on which it is mounted.
 - (c) *Directional or Panel Antennas -* Directional or panel antennas may not extend above the highest point of the support structure on which it is mounted.
 - (d) Personal Wireless Services Facilities Personal wireless services facilities located in a separate structure shall be limited by the applicable height limitations for accessory structures in the zoning code. Personal wireless services facilities located in, or mounted on, an antenna support structure shall not exceed the height of such support structure.
 - 3. Location Personal wireless services antennas shall be mounted on existing antenna support structures or other lawfully existing buildings, unless otherwise provided in this title. No more than one antenna support structure shall be permitted on any one zoning lot, except that a second antenna support structure may be permitted on a zoning lot if authorized and approved as a special use and provided that the second antenna support structure is located within 600 feet of both a state highway and a Village boundary as

measured at the time of commencement of the construction of the antenna support structure.

- 4. *Collocation* Unless otherwise authorized by the Village for good cause shown, every newly constructed personal wireless services antenna support structure shall be designed, constructed, and installed to be of a sufficient size and capacity to allow the commercially feasible location of antennas for additional personal wireless service providers on such structure in the future.
- 5. *Design of Antennas Support Structure* All newly constructed personal wireless services antennas support structure, other than an existing structure that is designed primarily for a purpose other than supporting a personal wireless services antenna, shall:
 - (a) Be constructed at the minimum height required to adequately serve the antennas placed thereon.
 - (b) Be of monopole rather than tower design, unless otherwise authorized by the Village for good cause shown.
 - (c) Not be illuminated or have any signs installed thereon (other than private warning signs) unless otherwise required by federal law or regulations or authorized by the Village Board.
 - (d) Be separated from any building on an adjoining lot by a distance that is not less than one hundred and ten (110) percent of the height of the antenna support structure and be designed to withstand a wind force of one hundred and twenty (120) miles per hour without the use of supporting guywires. for the purposes of this requirement, this distance shall be measured horizontally from the center of the base of the antenna support structure to the point where the ground meets a vertical wall of such building.
 - (e) Be adequately screened from view by the natural tree landscaping or otherwise designed in such a manner that the antenna support structure itself is minimally intrusive to the visual landscape.
- 6. *Color* Every personal wireless services antenna and antenna support structure shall be of neutral colors that are harmonious with, and that blend with, the natural features, buildings and structures surrounding such antenna and antenna support structures; provided, however, that directional or panel antennas and omnidirectional or whip antennas mounted on the exterior of a building serving as an antenna support structure shall be of colors that match, and cause the antenna to blend with, the exterior of the building.
- 7. Landscaping and Buffering in order to minimize the visibility of personal wireless services antennas, support structures, and personal wireless services facilities, a natural screen or fence shall be erected if not already provided, so as to provide the maximum achievable screening as determined by the Village. Appropriate landscaping shall be located and maintained between any personal wireless services antenna, support

structure, and personal wireless services facilities (other than a roof mounted personal wireless services antenna) and each lot line of the property on which it is located so as to provide the maximum reasonably achievable screening, as determined by the Village, of such personal wireless services antennas, support structures, and personal wireless services facilities from view from adjoining properties and public or private streets. Notwithstanding the foregoing, no such screening is required to extend more than ten feet in height. Alternatively, for a roof mounted personal wireless services antenna and antenna support structure, the maximum reasonably achievable screening shall be provided between such personal wireless services antenna and antenna support structure and the view from adjoining properties and public or private streets.

- 8. *Protection Against Climbing* Every personal wireless services antenna and antenna support structure shall be protected against unauthorized climbing or other access by the public with fencing or by other means approved by the building superintendent.
- 9. Equipment Enclosures All personal wireless services facilities shall, whenever possible, be located within a lawfully preexisting structure or completely below grade. Where the building superintendent determines that the location of personal wireless facilities within an existing structure or below grade cannot be achieved in a reasonably cost-effective manner, a new structure having not more than 150 square feet in gross floor area may be constructed to house such equipment, such structure shall be harmonious with, and blend with, the natural features, buildings, and structures surrounding such structure.
- 10. Architectural Board Review Required Any location of a personal wireless services antenna, support structure, or personal wireless services facility shall be subject to architectural review, as provided by Section 5-11-19 of this title, to confirm that such antenna, support structure, or personal wireless services facility meets or exceeds the standards and requirements set forth in this Section, any other applicable provision of this title, and otherwise complies with the procedures and standards set out in Section 5-11-19 of this title. The application for approval of such antenna, support structure, or personal wireless services facility meets or exceeds the standards set out in Section 5-11-19 of this title. The application for approval of such antenna, support structure, or personal wireless services facility must be approved by the Architectural Board prior to issuance of any building permit therefor, and the failure of the Architectural Board to act on the application will be deemed a disapproval of the application.
- 11. Licenses and Permits The operator of every personal wireless services antenna shall submit to the Village copies of all licenses and permits required by other agencies and governments with jurisdiction over the design, construction, location, and operation of such antenna and shall maintain such licenses and permits and provide evidence of renewal or extension thereof when granted. in addition, no personal wireless services antenna may be installed, nor may any antenna support structure or personal wireless services facility be constructed or altered, without a building permit issued therefor by the Village.
- 12. Abandonment and Removal When any antenna, antenna support structure, or personal wireless services facilities are not operated for the provision of personal wireless services for a continuous period of twelve (12) months or more, such antenna, antenna support structure, or personal wireless services facilities may be deemed to be

abandoned by the Village. The owner of such antenna, antenna support structure, or personal wireless services facilities shall remove such items within 90 days following the mailing of written notice that removal is required. Such notice shall be sent by certified or registered mail, return receipt requested, by the Village to such owner at the last known address of such owner. If two or more providers of personal wireless services use an antenna support structure or personal wireless services facility to provide personal wireless services, then the period of nonuse under this provision for any support structure or personal wireless services facilities shall be measured from the cessation of operation by all such providers of the support structure or personal wireless services facilities.

- (C) Special Standards The Village shall consider the following factors in determining whether to issue a Special Use Permit, although the Village may waive or reduce the burden on the applicant of one or more of these criteria if the Village concludes that the goals of this chapter are better served thereby:
 - 1. Height of the proposed tower.
 - 2. Proximity of the tower to residential structures and residential district boundaries.
 - 3. Nature of uses on adjacent and nearby properties.
 - 4. Surrounding topography.
 - 5. Surrounding tree coverage and foliage.
 - 6. Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness; and
 - 7. Proposed ingress and egress; and
 - 8. Availability of suitable existing towers and other structures. No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the Village that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of any of the following:
 - (a) No existing towers or structures are located within the geographic area required to meet applicant's engineering requirements.
 - (b) Existing towers or structures are not of sufficient height to meet applicant's engineering requirements.
 - (c) Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment.
 - (d) The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the

existing towers or structures would cause interference with the applicant's proposed antenna.

- (e) The fees, costs, or contractual provisions required by the owner in order to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable. Costs exceeding new tower development are presumed to be unreasonable.
- (f) The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

(Ord. No. 2007-O-04, 4-24-2007; Ord. No. 2015-O-07, 5-12-2015)

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	Tong
	 Signs must reflect the historic and eclectic feel of the Long Grove Historic Downtown and be integrated within the landscaping and architecture whenever possible. 	Long Grove Soap & Candle Co.
	Creative and unique signs are encouraged.	Hame Decorative Accessories
	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. 	INSTRUCT OF
	• 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	Lunch & Dirvae
	 Signs should be simple and constructed of high quality materials. 	Parse Receiving
	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 or five additional words describing the products or services. 	The second se
	Signs may not include an email, web, address, or phone number of the business.	FOR DETTRO SAFER
	 A graphic or symbol may be included on the sign given it is complementary to the overall design of the sign. 	THINDAKE)
	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.







ARCHITECTURAL COMMISSION STAFF REPORT

То:	Jeanne Sylvester, Chair Architectural Commission Members
From:	Jessica Marvin, Community Development Services
Subject:	145 Old McHenry Road
Requests:	B-1 Historical District: Structural Review of a New Exterior Staircase
Public Meeting Date:	April 18, 2022
Attachments:	 Location Map Staff pictures Petitioner's Application Architectural Commission Regulations Downtown Design Guidelines

PETITIONER Gene Albert (Property Owner) 145 Old McHenry Road Long Grove, Illinois

REQUEST

Review of material and design of a new exterior staircase at 145 Old McHenry Road.

HISTORY

In October of 2021, the Building Department conducted preliminary inspections throughout the entire historical downtown for property maintenance improvements. Building inspectors discovered a new exterior staircase built without a permit on 145 Old McHenry Road. The previously existing exterior wooden staircase provided rear access to and from the second floor only and shared a landing platform with first floor staircase. The new two-story exterior staircase provides access to and from the second floor only and is a separate structure from the other staircases. The building was constructed in 1900. The first floor is currently occupied by Long Grove's Visitors Center and the second floor is being used for residential. The reason provided by the applicant for the new staircase was it was a safety concern, and he was able to obtain materials to construct the staircase during the COVID-19 material shortage.

There are three (3) other exterior staircases on the property that provide access to and from the first and second floor. The exterior concrete staircase that faces The Village Tavern provides access to and from the first floor only. The exterior wooden staircase that faces Old McHenry Road provides access to and from the second floor only. There are two more exterior staircases located at the rear of the building there is a concrete staircase that provides access to the first floor only. A second wooden staircase that provides access to and from the second floor only. Mr. Albert hired a contractor to repair the first-floor wooden exterior wooden staircase located at the rear of the building, but the contractor said the entire staircase was rotten. Mr. Albert made the decision to remove the rotten staircase and construct a different configured staircase extending to the second floor located at the rear of the building.

PROPOSED PROJECT

The new exterior staircase is located at 145 Old McHenry Road and within the B-1 Historical Downtown Business District. The exterior open-air staircase is located at the rear of the building providing access to the second floor only. Throughout the Historical Downtown Business District multiple buildings have exterior staircases similar to 145 Old McHenry Road. The original (rear) staircase looks to match the color blue used to paint the building and the handrail is white. The staircase facing Old McHenry Rd is blue stairs and a white handrail. The staircase facing the parking lot looks to be concrete steps with white handrails. The new exterior staircase is constructed out of treated wood and the color of the wood does stand out against the blue and white building.

Per Section 5-11-4 (F)(2) the applicant must go through the Architectural Board of Review for approval for the new proposed exterior staircase.

"The Architectural Commission shall review all applications for building permits for new construction and or/major remodeling or improvements to existing structure within the B1 zoning district (historical business district)".

Section 5-11-4(G) defines a major remodeling or improvements as:

"Any reconstruction, rehabilitations, addition, enlargement, or other significant alteration to an existing structure, including exterior alterations which significantly alter the architectural style, outward appearance, and/or character and integrity of the structure, and other construction or alteration that requires a building permit and is not a minor exterior alteration, as defined herein".

REQUESTED ACTION

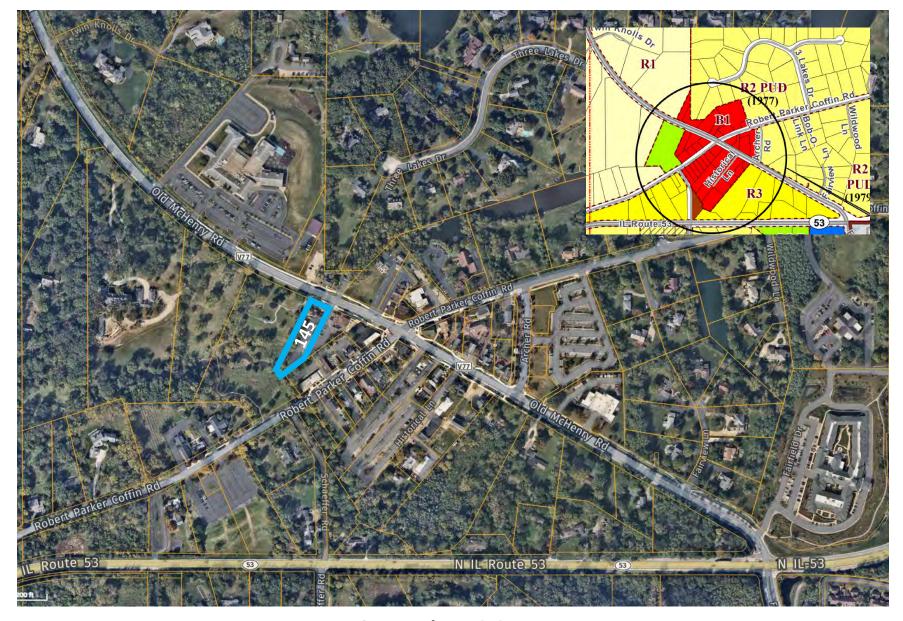
The request of the AC is to review the exterior open-air staircase and render a determination of the materials and design based upon the appropriateness of the exterior staircase in relation to the primary structure and the character of Historical Downtown Long Grove. An excerpt from the "Downtown Design Guidelines" regarding the Planning and Design Principles and building materials is included for consideration by the Commission.

STAFF RECOMMENDATION

The proposed material was used for other structures in the B-1 Historical Downtown Business District. The AC should comment on the overall design as presented. The applicant should present how the new staircase is essential and meets the historical character of the Village.

The comments of the AC will be taken into consideration with any other required action.

JNM/AMO/JLM





Ν

Location Map: 145 Old McHenry Road, Long Grove, IL

















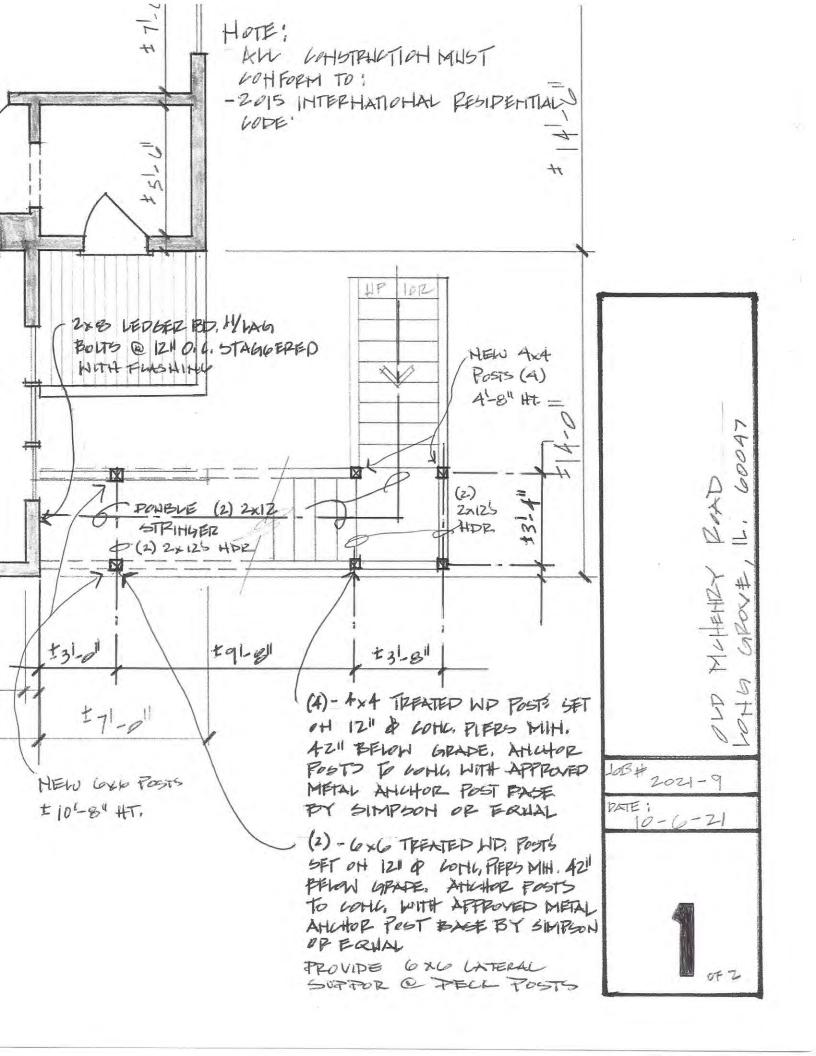


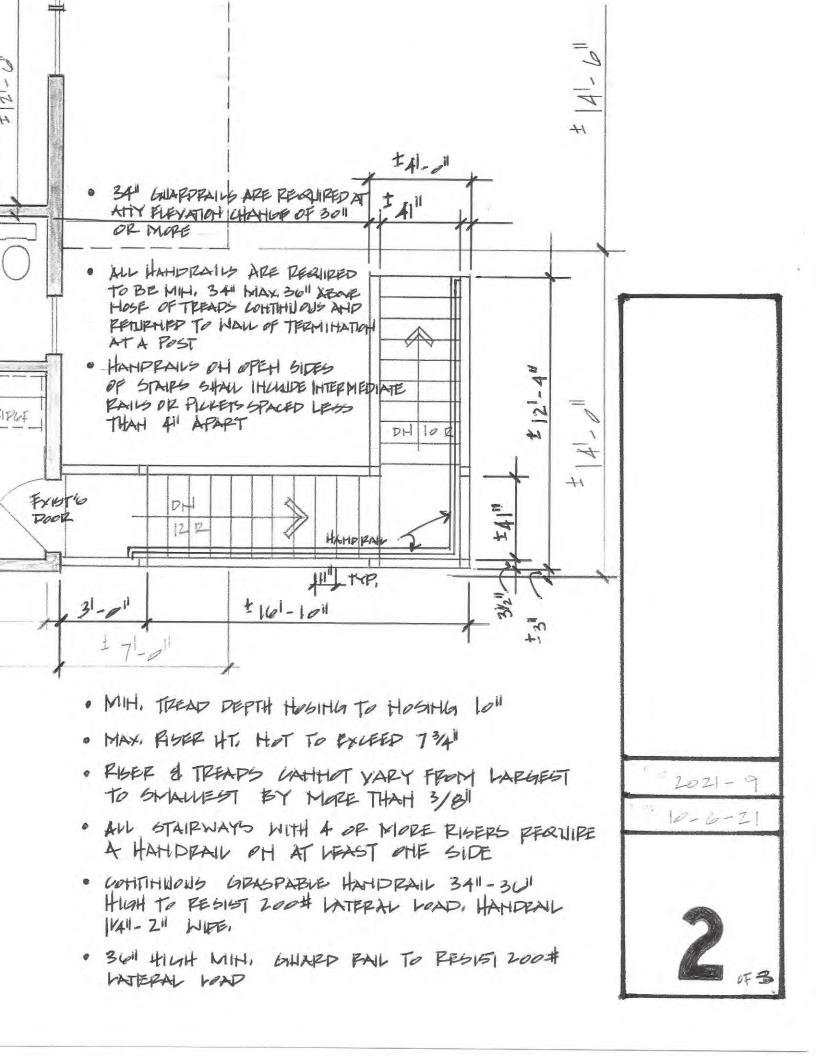
RECEIVED FEB 1 2022 VILLAGE OF LONG GROVE

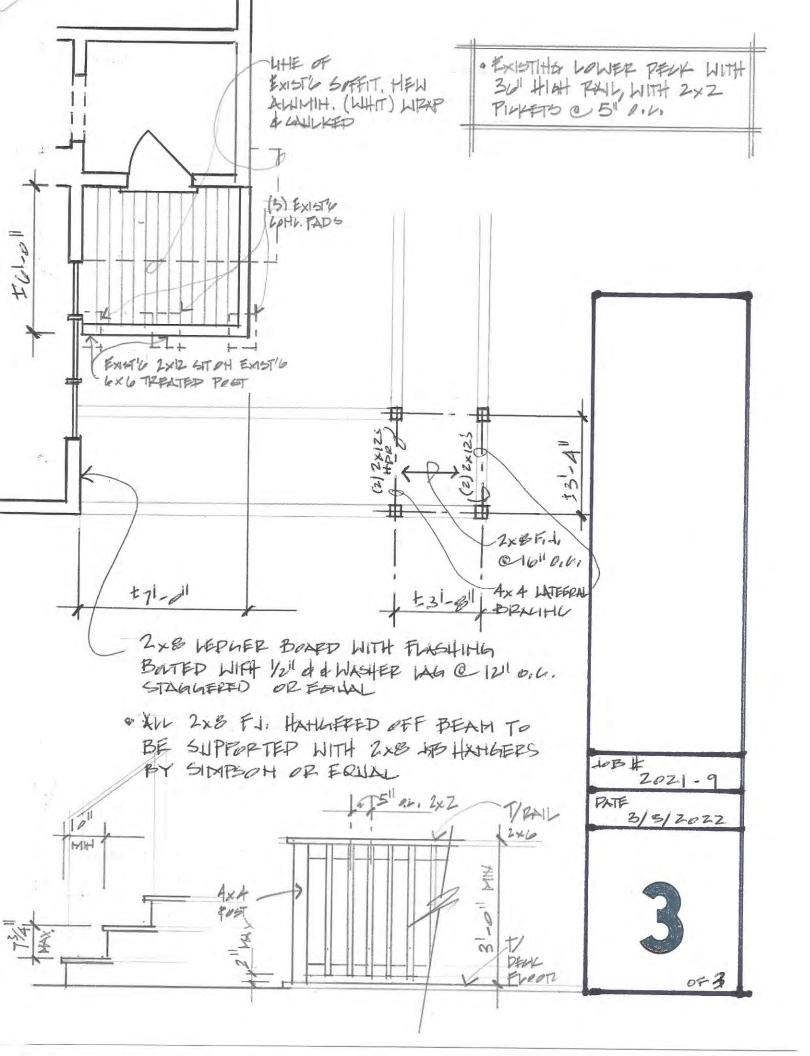


STRUCTURE/FIXTURE ARCHITECTURAL COMMISSION APPLICATION

		DATE: February 1, 2022
APP	LICANT'S NAME: GRA REALTY	E-MAIL albertgeneralpartners@gmail.com
ADE	RESS: 145 Old McHenry Rd, Long Grove, IL 60047	PHONE: 847-540-6177
NAN	IE OF BUSINESS: GRA REALTY	
BUS	INESS ADDRESS: 1150 RFD, Long Grove, IL 60047	PHONE:
TYI	PE OF STRUCTURE/FIXTURE: Stairs	
1.	LOCATION OF STRUCTURE/FIXTURE ON PROPE A. PROVIDE SITE PLAN. B. PROVIDE PHOTOGRAPH OF SITE. C. SQUARE FOOTAGE OF STRUCTURE	
2.	 DRAWING OF PLANNED STRUCTURE/FIXTURE A. DIMENSIONS. B. ELEVATIONS (ALL DIRECTIONS). C. LIST MATERIALS TO BE USED/SAMPLE C 	
3.	3. NAME, ADDRESS, AND PHONE NUMBER OF FIRM ERECTING OR STRUCTURE: J&S Design/Build PHONE: 847-5	
		E-MAIL butchie99@aol.com
unde gove and and BUSI	property owner's signature is required below before any a erstood by the property owner(s) that he or she has read an erning the commercial property under this application in the is liable for any corrections or modifications required to m further approves the work to be done on their property. MRA LLC NESS OWNER(S) AMC PERTY OWNER(S)	d understands the regulations he Village of Long Grove, accepts
APP	LICATION APPROVAL:	DATE:
# Note	INSpected	
	Approv 2 3110 RFD • LONG GROVE, ILLINOIS 60 (847) 634-9440 • FAX (847) 634- e Files/ AC; Non-Singage Application	047-9635 9408 Current 10/13

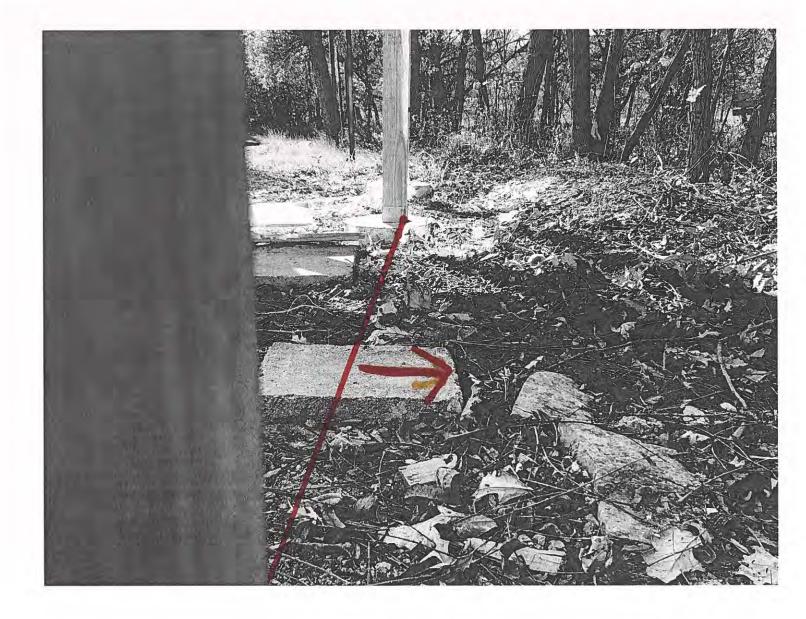




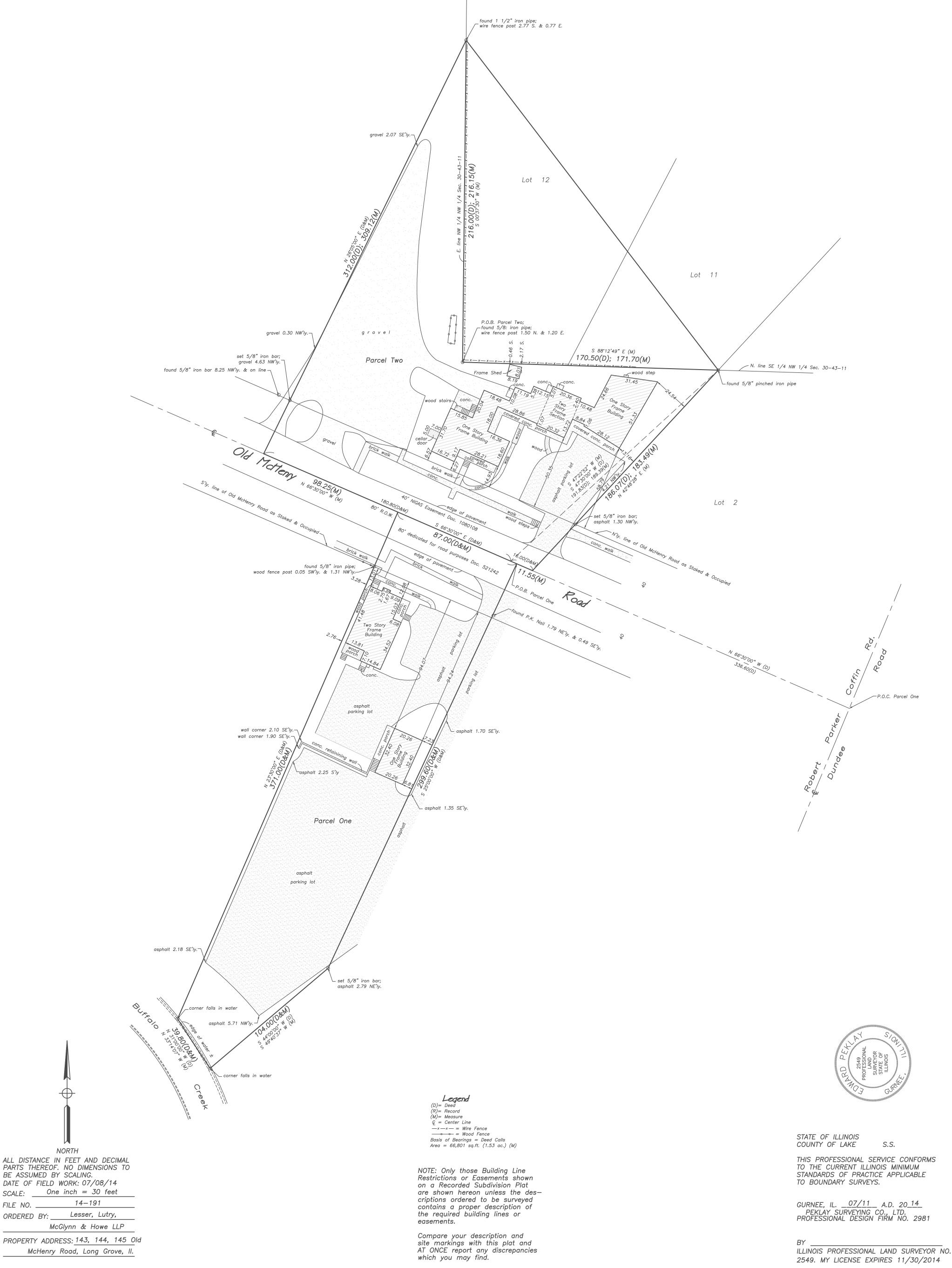


45 ONR

EXISTING SUPPORT ORIGINAL SUPPORT







186.07 FEET TO THE PLACE OF BEGINNING, IN LAKE COUNTY, ILLINOIS.

PARCEL 2: THAT PART OF THE NORTH WEST QUARTER OF SECTION 30, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE 3RD P.M., DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTH WEST CORNER OF THE SOUTH EAST QUARTER OF THE NORTH WEST QUARTER OF SAID SECTION 30; THENCE EAST ALONG THE NORTH LINE OF SAID SOUTH EAST QUARTER OF THE NORTH WEST QUARTER, 170.5 FEET; THENCE SOUTH 47 1/2 DEGREES WEST, 191.83 FEET TO THE CENTER LINE OF CHICAGO AND MCHENRY ROAD; THENCE NORTH WESTERLY ALONG THE CENTER LINE OF SAID ROAD, 180.80 FEET; THENCE NORTH 26 DEGREES 05 MINUTES EAST, 312.00 FEET TO THE EAST LINE OF THE NORTH WEST QUARTER OF THE NORTH WEST QUARTER OF SAID SECTION 30; THENCE SOUTH ALONG SAID EAST LINE, 216.00 FEET TO THE PLACE OF BEGINNING, IN LAKE COUNTY, ILLINOIS. ALSO THAT PART OF THE NORTH WEST QUARTER OF SECTION 30, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE 3RD P.M., DESCRIBED AS FOLLOWS: COMMENCING ON THE NORTH LINE OF THE SOUTH EAST QUARTER OF THE NORTH WEST QUARTER OF SAID SECTION 30, A DISTANCE OF 170.5 FEET EAST OF THE NORTH WEST CORNER THEREOF; THENCE SOUTH 47 1/2 DEGREES WEST, 191.83 FEET TO THE CENTER LINE OF CHICAGO AND MCHENRY ROAD; THENCE SOUTH EASTERLY ALONG SAID CENTER LINE, 16.00 FEET; THENCE NORTH EASTERLY,

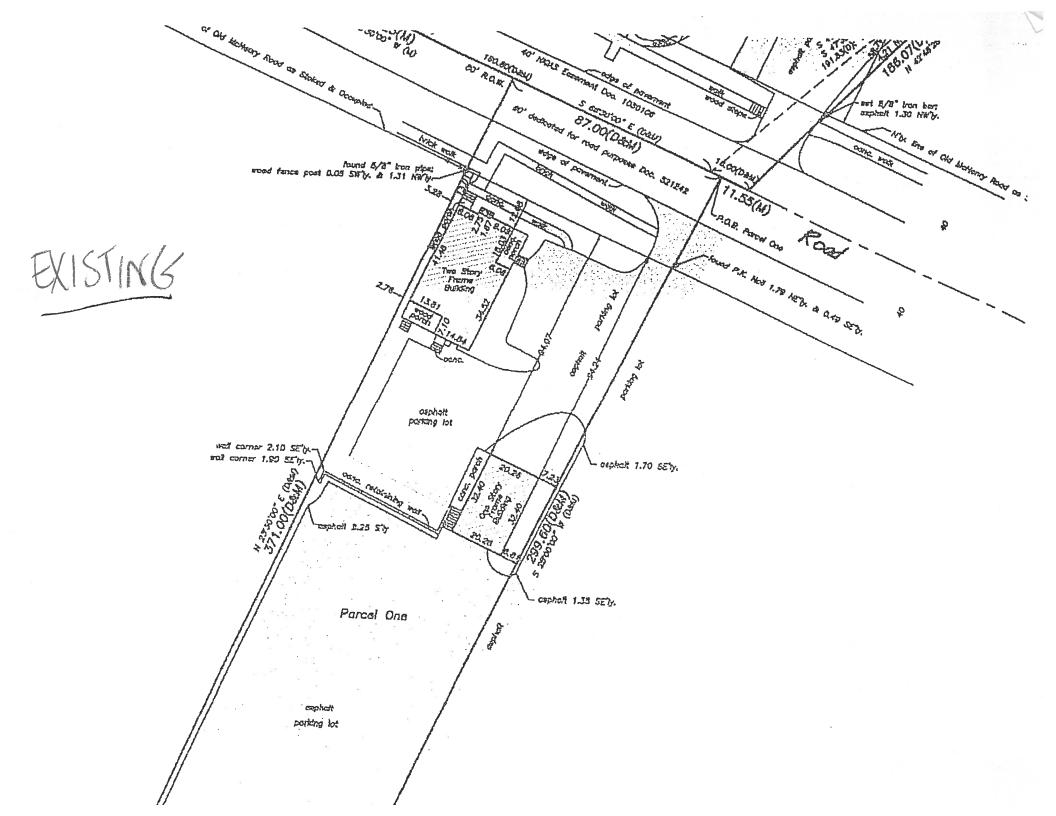
IN LAKE COUNTY, ILLINOIS.

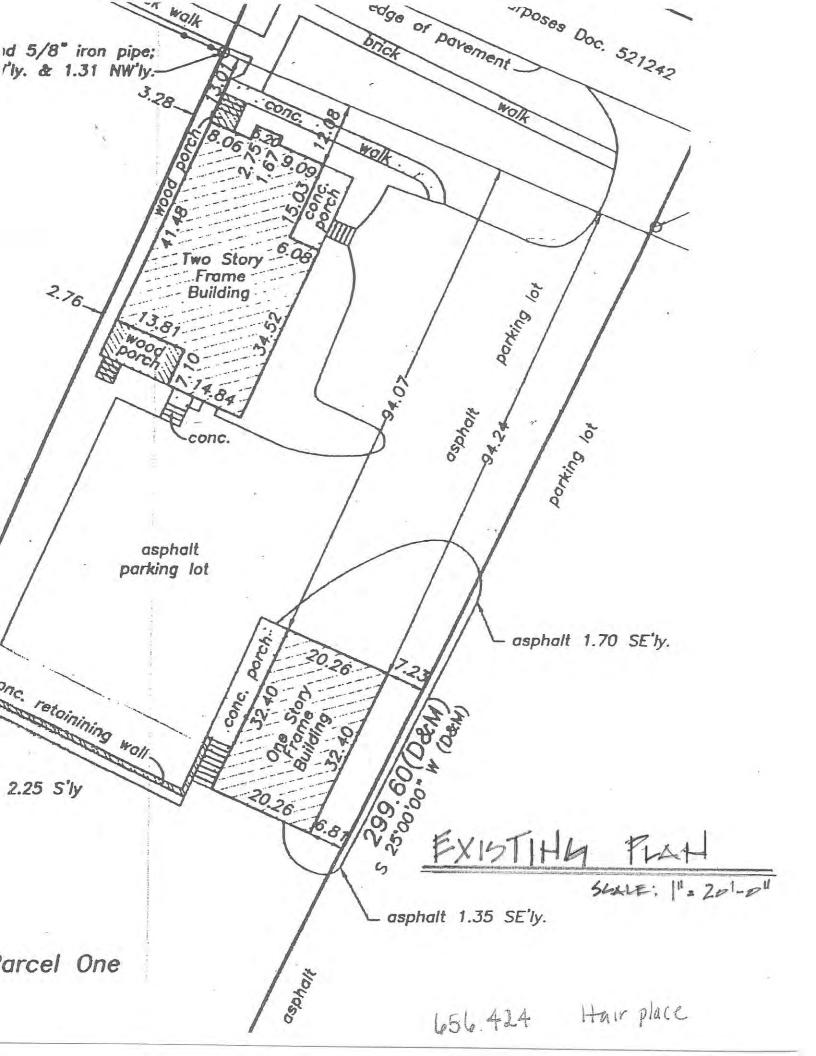
PARCEL 1: THAT PART OF THE NORTHWEST 1/4 OF SECTION 30, TOWNSHIP 43 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:: COMMENCING AT A POINT IN THE CENTER OF THE MCHENRY ROAD (SO CALLED), 336.6 FEET NORTH 66 1/2 DEGREES WEST FROM ITS INTERSECTION WITH THE CENTER LINE OF THE DUNDEE ROAD (SO CALLED); RUNNING THENCE SOUTH 25 DEGREES WEST 299.6 FEET; THENCE SOUTH 44 DEGREES WEST 104 FEET; THENCE NORTH 31 DEGREES WEST 39.8 FEET; THENCE NORTH 23 DEGREES 30 MINUTES EAST 371 FEET TO THE CENTER OF THE SAID MCHENRY ROAD; THENCE SOUTH 66 1/2 DEGREES EAST 87 FEET TO THE POINT OF BEGINNING,

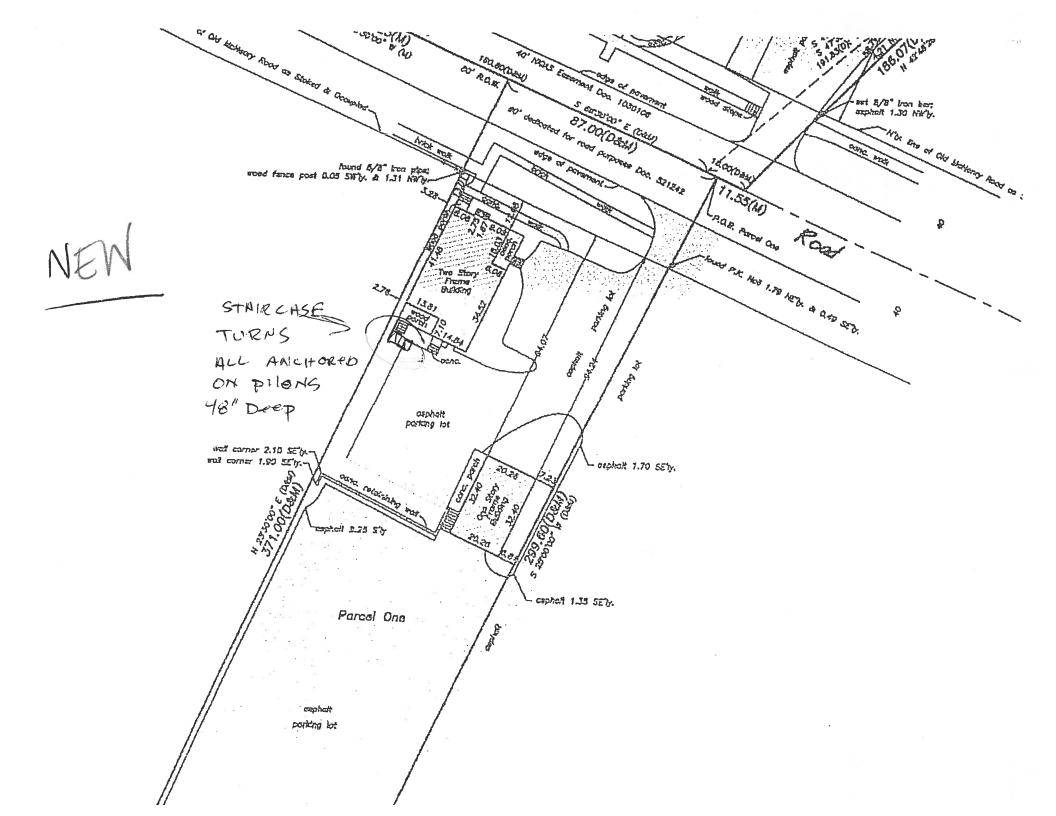
(847) 336-0059 phone (847) 336-8753 fax

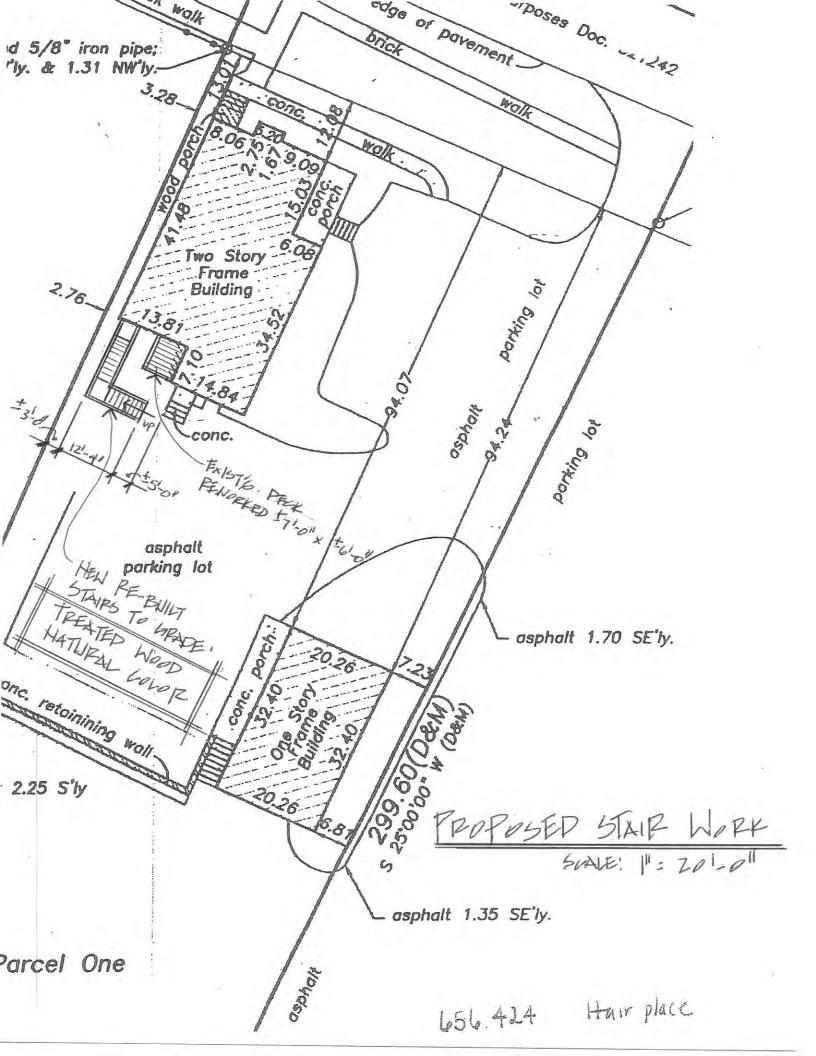
PEKLAY SURVEYING CO., LTD. **PLAT OF SURVEY**

163 N. GREENLEAF ST. SUITE 1 GURNEE, IL. 60031-3344









5-11-4 - Architectural Board [3]

- (A) *Creation; Membership* The Architectural Board shall be as established in Section 2-3-2 of this code.
- (B) Meetings; Hearings; Procedures Regular meetings of the Architectural Board shall be held at the call of the chairperson and at such other times as the Architectural Board mission shall determine. Special meetings shall be called at the request of the chairperson or any two members of the Architectural Board or the Board of Trustees. All meetings, hearings, and deliberations of the Architectural Board shall be open to the public except when closed pursuant to the provisions of the Illinois Open Meeting Act. All testimony at any hearing of the Architectural Board shall be given under oath. The Architectural Board may adopt its own rules of procedure for the conduct of its business not inconsistent with this title or with the statutes of the state of Illinois. Such rules shall be filed with the Village clerk. Any rule so adopted that relates solely to the conduct of the Architectural Board's hearing and that is not mandated by this title or the statutes of the state of Illinois may be waived by the chairperson upon good cause being shown. in the absence of any adopted rules, the Architectural Board shall conduct its business, as nearly as practicable, in accordance with "Robert's Rules of Order".
- (C) *Record* The transcript of testimony, if any; the minutes of the Architectural Board; all applications, requests, exhibits, and papers filed in any proceeding before the Board; and the decision of the Architectural Board shall constitute the record.
- (D) Decisions Every decision of the Architectural Board shall include Findings of Fact, shall refer to the evidence in the record upon which such decision is based, shall specify the reason or reasons for such decision; and shall expressly set forth any limitations or conditions imposed upon any approval granted. The Architectural Board may take final action on any application pending before it prior to the preparation of written findings, but in such event it shall, before taking such action, first state its findings and decision as above required at a meeting open to the public. The Architectural Board's decision shall be deemed made as of the date of the taking of such final action. In any case where this title provides that failure of the Architectural Board to act within a fixed period shall be deemed approval of an application, such failure shall, notwithstanding the absence of required findings and conclusions, be considered to be a decision of the Architectural Board rendered on the day following the expiration of such fixed period.
- (E) Conflicts No member of the Architectural Board shall participate in any hearing on an application in which that member has an interest as that term is defined in the Illinois Municipal Code. Any conflict of interest prohibited by the Illinois Municipal Code shall disqualify a member.
- (F) *Jurisdiction and Authority* The Architectural Board shall have the following jurisdiction and authority:
 - 1. Subject to the provisions of Section 5-11-19 of this chapter, to hear, review, and decide applications for architectural review approval.

- 2. The Architectural Board shall review all applications for building permits for new construction and/or major remodeling or improvements to existing structures within the B1 zoning district (historic business district). Minor exterior alterations and remodeling involving materials which substantially match, duplicate, or mirror existing building materials in terms of architectural style, form, and character may be allowed subject to administrative review and approval by the Village manager, or the manager's designee. The Architectural Board shall provide guidance and guidelines to the Village manager for administrative review of applications for such minor exterior alterations and remodeling. Village Architectural Board review and approval shall be required in the event that the Village manager, or the manager's designee deems any proposed modification or construction to be inconsistent with the architectural style, character, and/or form of the structure or to be a major remodeling or improvement, as defined in subsection (G) of this Section, as a result of the administrative review process.
- 3. To review those other matters which are delegated to it by the terms of this title including, but not limited to, applications for sign permits, as set forth in Section 5-11-20 of this chapter; applications for building permits for residential uses in the B1 district, as set forth in subsection 5-4-2 (A)53 of this title; all architectural plans for construction within the B1, B2, HR, O and OR districts, as set forth in subsection 5-119-19 (C) of this chapter; and in all other instances as required by this title as or hereafter required by this title.
- 4. To make recommendations to the Village president and Board of Trustees as to any changes necessary to improve regulations concerning architecture and the architecture review procedure.
- (G) For purposes of this Section, the following terms shall have the following meanings:
 - 1. *Major remodeling or improvements* Any reconstruction, rehabilitations, addition, enlargement, expansion, or other significant alteration to an existing structure, including exterior alterations which significantly alter the architectural style, outward appearance, and/or character and integrity of the structure, and any other construction or alteration that requires a building permit and is not a minor exterior alteration, as defined herein.
 - 2. *Minor exterior alteration* The repair or replacement, in a previously completed structure, of surfaces and materials or structural maintenance in a "like for like" manner, which utilizes materials or finishes that do not represent a new or significant alteration of the floor area, architectural style, outward appearance and character, or integrity of the structure.
 - 3. *New construction* The preparation of a site for, and construction of, entirely new structures and/or significant extensions, enlargements, alterations, or additions to existing structures whether or not the site was previously built upon or occupied.

(Ord. No. 2007-O-04, 4-24-2007; Ord. No. 2014-O-19, 9-22-2014) *Footnotes:* ³*Cross reference*— *See also title 2, chapter 3 of this code.*

Village of Long Grove Historic Downtown and Business District Planning and Design Guidelines

Prepared by ESI Consultants, Ltd. in association with Hitchcock Design Group and Business District, Inc.

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- 1) Maintain a compact and walkable retail core.
- 2) Enhance the comfort, safety, and hospitality offered to visitors and residents.
- 3) Provide alternative roadway connections by creating a new network of local streets.
- 4) Improve the distribution and convenience of parking.
- 5) Enhance existing open spaces.
- 6) Create new, family-friendly public spaces along Buffalo Creek.
- 7) Create new public opens spaces along Old McHenry Road in the Triangle Sub-district.
- 8) Avoid development located within the Buffalo Creek floodplain between Illinois Route 53 and Robert Parker Coffin Road.
- 9) Create pedestrian pathway connections between public spaces, commercial developments, residential areas, and regional trail systems.
- 10) Ensure that new development aligns with the character and uses within the Historic Downtown.
- 11) Promote signature design with a focus on corners of roadway intersections.
- 12) New and in-fill development is encouraged to meet the standards of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System for the design, construction, and operation of buildings.

Planning and Design Guidelines Privately-owned Properties, continued

Historic Downtown

Long Grove Style		
Architecture	Follow the requirements set forth in the Long Grove Municipal Code, 7-2-4, Long Grove Style, to the greatest extent possible, except as listed below.	Emphasize the distinction between fronts, sides, and backs of building materials.
	 Emphasize street corners with signature architectural design. 	
	 Vary the architectural styles of contiguous buildings to reflect the eclectic feel of the existing buildings in the Historic Business District. 	
	 Emphasize the distinction between fronts, sides, and backs of the buildings with architectural design elements and / or building materials. 	
	 Incorporate the mass, dimension, scale, materials, facade articulation, roof lines, and overall character of the Historic Downtown into the architectural design of new structures. 	
	 Provide entrances at ground level and insure barrier-free access to building. 	

Business District

Long Grove Style

Architecture

Follow the design recommendations listed for the Historic Downtown with the below addition:

 Complement the architectural style of existing buildings within the Historic Downtown (complementary styles are not limited to Victorian or Greek Revival).

Roofs and Facades

Building Material

- Design buildings facades with a base, middle, and top.
 - Subdivide large facades vertically with windows, columns, or other architectural features.
- Thoughtfully integrate ornamentation into the overall building design.
- Use dormers, skylights, and clerestories to enliven the appearance of roofs.
- Do not use false facades or false roof lines.
- Do not use mansard roofs.
- Do not use vinyl or metal sidings.
- Develop a rhythm of design elements, such as alternating windows, to create interest in the building's facade.
- Incorporate widows in front building facade to highlight retail or commercial spaces.

Roofs and Facades

- Follow the design recommendations listed for the Historic Downtown with the below additions:
- Allow flat roofs in conjunction with gently sloped roofs for office and commercial buildings if the roofs are well designed.
- Use overhanging roofs wherever possible.
- Use green roofs wherever possible.

Design building façades with a base, middle, and top.

Building Material

Follow the design recommendations listed for the Historic Downtown with the below addition:

• Decorative concrete masonry units are allowed in the Business District within service areas and / or at the rear of the building, hidden from street views.

include stone, brick, and wood). • The following materials are considered inappropriate for the Historic Downtown:

Concrete block, concrete masonry units, corrugated fiberglass, imitation rock work, and mirror or metallized reflective glass.

• Use high quality, long lasting building materials (preferred primary building materials

- Select masonry colors which are compatible with adjacent structures.
- Use building materials with warm colors. Trim colors should be contrasting but compatible with the building's color.



Use high quality, long lasting building materials.



Use architectural design elements that harmonize with the classical styles of existing buildings in the Business District.



Subdivide large facades vertically with windows, columns, or other architectural features.



Use high quality, long lasting building materials.