



**AGENDA
ARCHITECTURAL COMMISSION
REGULAR MEETING**

**Monday, December 18, 2023, at 7:00 P.M.
Location: Long Grove Village Hall
3110 Old McHenry Road, Long Grove, IL 60047**

- 1. CALL TO ORDER**
- 2. ATTENDANCE**
- 3. VISITOR BUSINESS / PUBLIC COMMENTARY**
- 4. APPROVAL OF MINUTES**
 - a. Approval of the November 20, 2023, Draft Meeting Minutes
- 5. OLD BUSINESS**
 - a. **AC-2023-007** – 314 Old McHenry Road – Air Conditioning Units
 - b. **AC-2023-009** – Deer Trails Subdivision – Arch. Concept Package – McNaughton
- 6. NEW BUSINESS**
 - a. **AC-2023-010** – Long Grove Park District - Signs
 - i. Lemmon-Hill Farmstead, 6302 Gilmer Road
 - ii. Wittig Savannah, 9025 Oakwood Ave
 - iii. Longview Meadow, 0 IL Route 22
 - iv. Reed-Turner Woodland, 3849 Old McHenry Road
 - v. Buffalo Creek Park, 0 McHenry Road
 - vi. Hayrake Trail, 0 Port Clinton Road
 - vii. Gridley Ball Field, 9025 Oakwood Ave
 - viii. Wehrenberg Woods, 0 Wellington Drive
 - ix. Covered Bridge Trail Park
- 7. QUESTIONS AND COMMENTS**
- 8. ADJOURNMENT**

Next Scheduled Meeting: January 15, 2024 @ 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
REGULAR MEETING
November 20, 2023
7:00 P.M.**

Chairwoman Sylvester called the meeting of the Long Grove Architectural Commission (AC) to order at 7:08 p.m. with the following members present.

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

Members Absent: Archana Mohanchandra

Also Present: Taylor Wegrzyn, Community Development Services

VISITORS BUSINESS

None.

APPROVAL OF MINUTES

1) Approval of the October 16, 2023 Draft Meeting Minutes.

A motion was made by Commissioner Roiter, seconded by Commissioner Marshall, to recommend approval of the October 16, 2023, meeting minutes.

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

Nays: None

Absent: A. Mohanchandra

OLD BUSINESS

Planner Wegrzyn provided a brief update regarding the roof project at 314 Old McHenry Road.

NEW BUSINESS

1) AC-2023-008 – Ciel of Long Grove - Signage

Planner Wegrzyn provided an overview of the proposed project. He provided background information on the history of the property, context, the applicant's plans, and the applicable guidelines.

Ciel of Long Grove is the new business name for the assisted living facility at 1190 Old McHenry Road. It was previously called HarborChase. The new ownership group is seeking to replace the branding on the existing monument signs. There are three signs in total: one at each driveway entrance and one at the

corner of Route 83 and Route 53. The larger monument sign at the corner is cobranded with the Village of Long Grove. The new signs would be constructed of acrylic with vinyl wrap.

The Commission reviewed the applicant's plans and there was some discussion about the color and placement of the signage on the larger monument structure. The scale and color of the new sign in relation to the existing Village of Long Grove text was the primary discussion. Commissioner Marshall noted that the ground light fixtures currently block the sight lines to the Village of Long Grove text.

A motion was made by Commissioner Roiter, seconded by Commissioner Marshall, to approve the sign permit request subject to the following conditions:

1. Regarding the Route 83/Route 53 Sign:
 - a. Color to match the "Village of Long Grove" text. Logo to be matching letters with tan background.
 - b. Font width to match "Village of Long Grove" text (i.e. normal instead of bold font).
 - c. Existing light fixtures to be lowered or text to be raised to correct the line of sight issue as seen from Route 83.

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

Nays: None

Absent: A. Mohanchandra

2. AC-2023-009 – Deer Trail Subdivision – McNaughton Development – Architecture Concept

Planner Wegrzyn provided an overview of the proposed project. He provided background information on the history of the property, context, the applicant's plans, and the applicable guidelines.

A 26-lot subdivision in largely the same form of the existing Deer Trail PUD was described. Five to six floor plans, each with three to four exterior variations, are contemplated. The Commission generally found these designs to be very appealing. Further discussion was had concerning whether the proposed homes would provide enough variation to satisfy the antimonotony standards. Considering that the Village Code requires a certain level of differentiation between homes within 1,500 feet or along the same block as one another, it is understood that some deviation from the Code would be necessary. It was noted that one option could be to amend the Planned Unit Development to incorporate a development-specific list of design standards. Alternatively, the Architectural Commission could review each house separately, however, the Developer indicated that they would likely move on if that is the case. Commissioners expressed concern over the limited number of variations in the designs. The Developer noted that they should be able to present a design palette which would address these concerns. Generally, Commissioners were satisfied with the designs and indicated that an acceptable level of variation could be obtained in the plans which the Developer submits later. Those plans will ultimately need to be reviewed by the Architectural Commission, and the Commission will determine its appropriateness at that time. Additional action by the Plan Commission is likely necessary to amend the existing Planned Unit Development approvals.

OTHER BUSINESS

Village Hall Addition. There was a discussion on the Village Hall Addition Plans dated 11.20.23 and prepared by Wold. The Commission provided some feedback to staff for future consideration including:

1. Cement fiber siding should not be used on the original (circa 1860s) historic portion of the building;
2. Cement fiber siding should not be used on the historic addition (circa 1970s) portion of the building;
3. A definitive break, delineation, or demarcation should be used to connect the addition while visually separating it from the historic structure (including the 1970s portion of the building). Examples could include a corridor, raising the roof level of the addition, or building articulation;
4. Vinyl windows are strongly discouraged. In particular, vinyl should not be used for the windows on the original (circa 1860s) structure;
5. While not proposed, vinyl siding should be avoided at all costs;
6. The window feature over the south elevation entry could be brought 'forward' to provide further articulation along that façade. Returns on the eaves of this feature could match the 1970s portion of the building. These changes with a taller roof on the addition would provide a more complimentary aesthetic; and
7. Window trim should be white instead of the beige/grey shown. The beige/grey does not match the brown doors or white siding.

The next scheduled Architectural Commission meeting is for December 18, 2023 7:00 P.M.

ADJOURNMENT

With no further business, a motion to adjourn the meeting was made by Commissioner Marshall, seconded by Commissioner Mikolajczak, and was passed by a voice vote.

Meeting Adjourned at 9:53 p.m.

Respectfully Submitted,

Taylor Wegrzyn
Senior Planner



ARCHITECTURAL COMMISSION STAFF REPORT

To: Jeanne Sylvester, Chair
Architectural Commission Members

From: Amanda Orenchuk, Director

Subject: 314 Old McHenry Road

Requests: Commercial Building Alterations – B1 Historic Downtown

Public Meeting Date: December 18, 2023

Attachments: 1. Location Map
2. Petitioner's Application
3. Applicable Downtown Design Standards

PETITIONER Robert Brechel
RJB Construction and MGMT Corporation
On Behalf of Normco, LLC
7420 Edgewood Ct
Spring Grove, IL 60081

REQUEST

Review and approval of alterations proposed for the non-residential structure at 314 Old McHenry Road. The current request is consideration of the locations of the HVAC equipment.

HISTORY

The project came before the AC on October 16, 2023, for consideration of just the roof modifications.

PROPOSED PROJECT

- Three new HVAC units are proposed on the east side of the building. They will be placed on concrete pads and bollards will be installed around them. An older unit will be removed.

ARCHITECTURAL COMMISSION DECISION

The AC should review the proposed project against the regulations Downtown Design Guidelines and the Long Grove Style and render a determination based upon those criteria as well as the appropriateness of the alterations at this location in relation to the other downtown structures. An excerpt from the Long Grove Downtown Design Guidelines is included as an attachment to this report for consideration by the Commission.

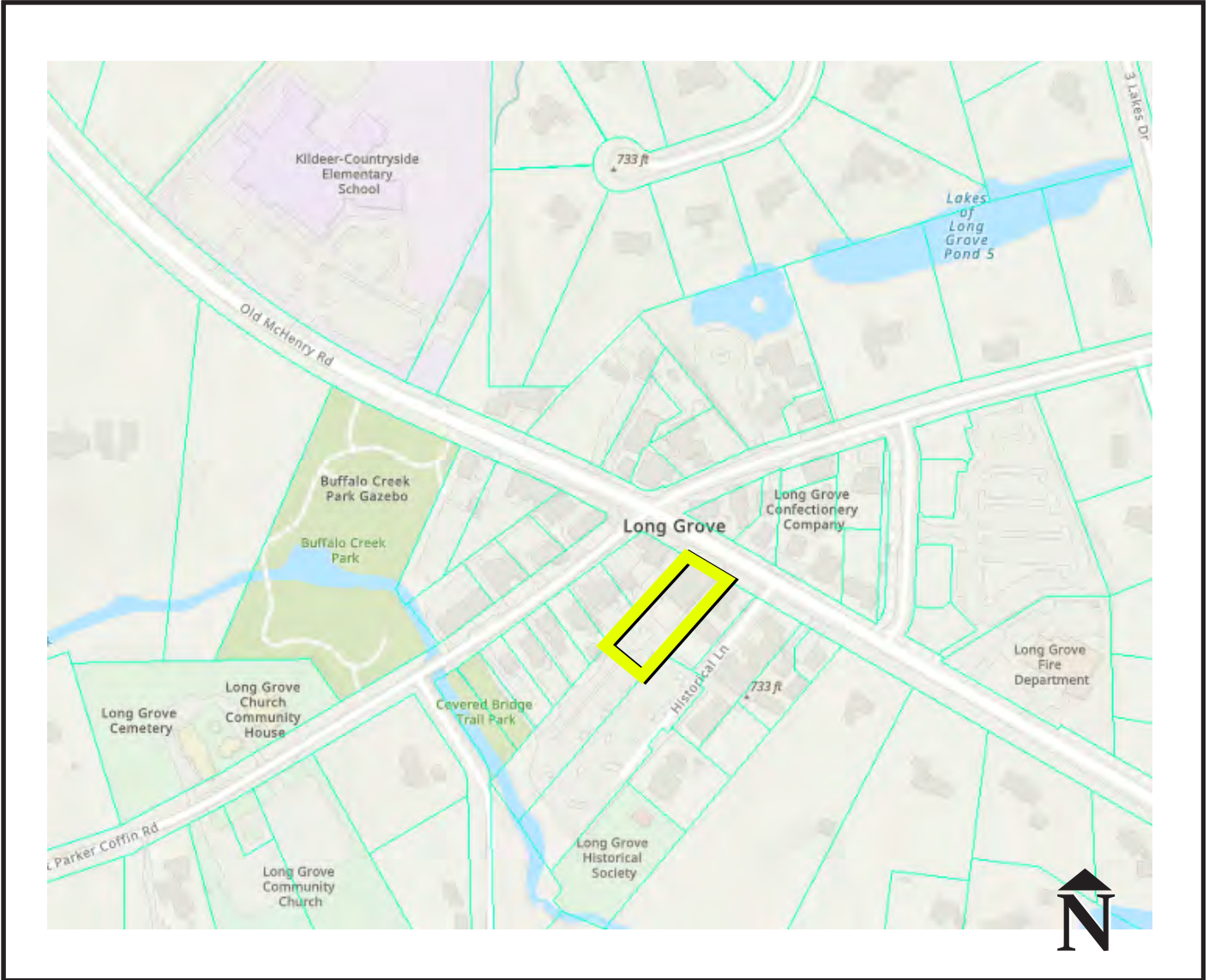
STAFF RECOMMENDATION

The AC should consider whether the materials used, and overall location of the HVAC equipment aligns with the character of the Long Grove Historic Downtown District.

- Determine the color and style of the HVAC units.
- Is there enough screening around the AC condensers?
- Is the overall design of the building in conformance with the Long Grove Style?

AO

Location Map: 314 Old McHenry Road



Legend

 Subject Property





Village of Long Grove Illinois



ARCHITECTURAL COMMISSION STRUCTURE / FIXTURE APPLICATION

The Architectural Commission meets every third (3rd) Monday of the month at 7:00 PM in the Village Hall or as otherwise posted. The applicant (or representative) must be present.

APPLICANT INFORMATION	
NAME	ROBERT BRECHEL
BUSINESS (if applicable)	RJB CONSTRUCTION AND MGMT. CORPORATION
ADDRESS	314 OLD MCHENRY ROAD
PHONE NUMBER	312-719-7519
EMAIL	RBRECHELCONST@YAHOO.COM
PROPERTY OWNER NAME	NOVACO LLC
PHONE NUMBER	847-541-0330
EMAIL	nike@contempline.com
SQUARE FOOTAGE OF THE COMMERCIAL SPACE WHERE THE SIGN IS BEING INSTALLED	N/A

FIRM ERECTING OR MANAGING STRUCTURE	
NAME	RJB CONSTRUCTION AND MGMT. CORPORATION
ADDRESS	7420 EDGEWOOD CT. SPRING GROVE IL 60081
PHONE NUMBER	312-719-7519
EMAIL	RBRECHELCONST@YAHOO.COM
CONTACT	ROBERT J. BRECHEL

Please prepare and submit a set of the following information fourteen (14) days prior to the meeting.
INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.

Description of project including structure / fixture: ROOF FRAMING ALTERATION AND RE-SHINGLE

Location of the structure on the property:

- Provide a site plan
- Provide photographs of the site

Drawing of planned structure / fixture

- Dimensions
- Elevations
- List materials to be used / sample of colors

The property owner's signature is required below before any application may be processed. It is understood by the property owner (s) that her or she has read and understands the regulations governing the commercial property under this application in the Village of Long Grove, accepts and is liable for any corrections or modifications required to meet the standards of the Village, and further provides the work to be done on their property.

Property Owner(s) Printed Name: Michael Okun

Property Owner(s) Signature: *Michael D. Okun*

Applicant Printed Name: ROBERT J. BRECHTEL

Applicant Signature: *Robert J. Brechtel*

SUBMIT YOUR APPLICATION ELECTRONICALLY

- Digital copies of permit applications, supporting plans, and documents are required
 - Email completed applications and materials to longgrove@mundelein.org and forms@longgroveil.gov
- Email your completed permit application and required attachments to the Long Grove Building Commissioner at mromanello@longgroveil.gov. Failure to include all the required attachments may delay the permitting process.
- Fees – See Building Permit Application for applicable fees.

FOR OFFICE USE ONLY		
Date Received: _____	Permit Number: _____	Date Issued: _____
ARCHITECTURAL COMMISSION		
<input type="checkbox"/> AC Received: _____	<input type="checkbox"/> AC Reviewed: _____	<input type="checkbox"/> AC Approved: _____
<input type="checkbox"/> Village Board Approval: _____		
PAYMENT INFORMATION		
Amount Paid: _____	Date Paid: _____	

From: The Village of Long Grove

To: The Village of Mundelein

Plan Review Request

Date: 11/9/23

The attached plans are ready for plan review # 3

Permit #JEXT23-0038

Project address: 314 OLD MCHENRY ROAD

Project description: Exterior Alterations; ROOF RE-BUILD

Applicant: NORMCO COMPANY LLC, (847) 541 0140, MIKE OKUN, mike@contempinc.com

Notes/History

- The following documents are being sent:
 - (1) ARCHITCET'S LETTER: PSENKA ARCH., 11/8/23
 - (2) REVISED PLANS: PSENKA ARCH, 11/3/23

- Mundelein needs to review for zoning.
- Please cc me on any interim communications and/or plan reviews with the applicant.
- Please send back electronic copies of the plan review, the review fee sheet, and the inspection list.

Thank you for your review. Feel free to contact me with any questions.

Margerita Romanello

Building Commissioner

(847) 634-9440

mromanello@longgroveil.gov



PSENKA ARCHITECTS Inc.
40 Landover Parkway (Suite 4)
Hawthorn Woods, IL
(847) 756 4700

11-8-23

Regarding:
314 Old McHenry Road
Long Grove, IL
Re: Architectural Commission review concerns addressed.

To whom it may concern,

Psenka Architects Inc. has reviewed the Village of Long Groves concerns and responds as follows.

- The revised Architectural drawings dated 11-3-23 address the following
- Added dormer dormers to the East & West elevations as directed by the board.
 - Removed reference to replacing any of the existing window.
 - Removed reverence to replacing any of the existing siding.
 - The submitted documents are for the new roof and related items only.

If you have any other questions concerning the above, please let us know.

Sincerely,



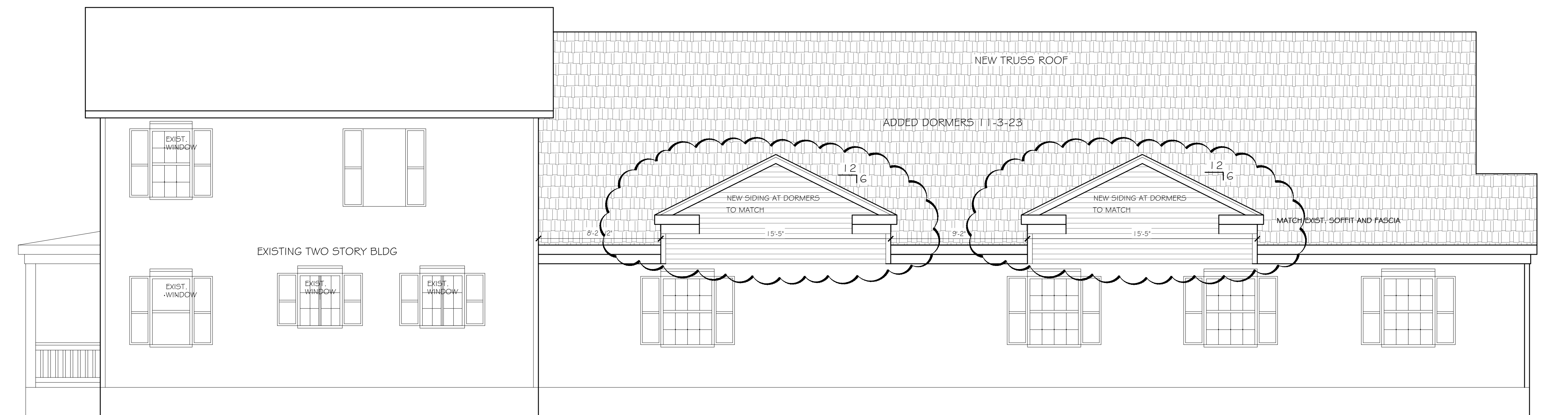
Paul A. Psenka

A NEW INTERIOR REMODELING
314 OLD McHENRY ROAD
LONG GROVE, IL



EXISTING WEST ELEVATION

1/4" = 1'-0"



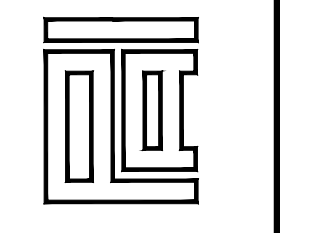
PROPOSED WEST ELEVATION

1/4" = 1'-0"

10-17-23	REVIEW
10-26-23	REVISIONS
11-27-23	REV. DORMERS

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ARCHITECTURE • PLANNING • DESIGN • BUILD
40 LANDOVER PARKWAY, SUITE 4 HAWTHORN WOODS, IL 60047
TEL: 847-724-4101 FAX: 847-724-4100



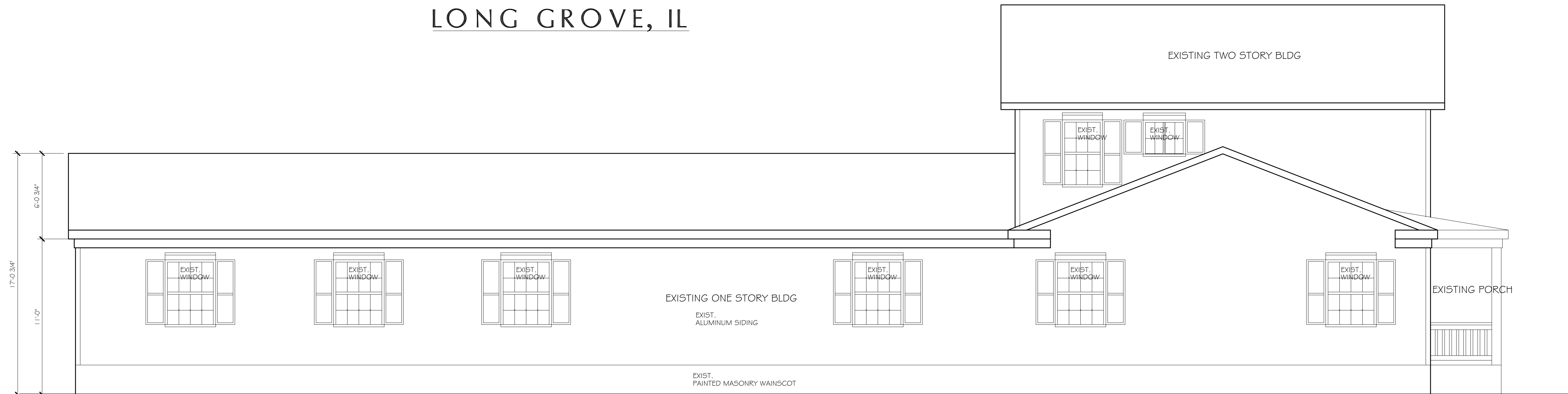
A NEW TRUSS ROOF REPLACEMENT
314 OLD McHENRY ROAD
LONG GROVE, IL

SHEET NO.

A-3

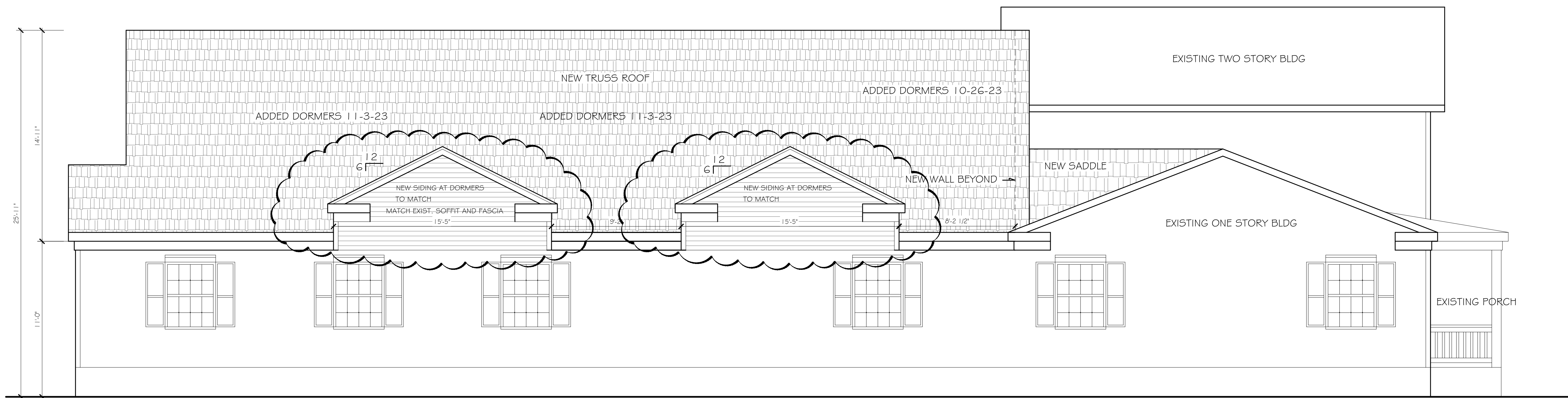
ALL DIMENSIONS TO BE FIELD VERIFIED

A NEW INTERIOR REMODELING
 314 OLD McHENRY ROAD
 LONG GROVE, IL



EXISTING EAST ELEVATION

1/4" = 1'-0"



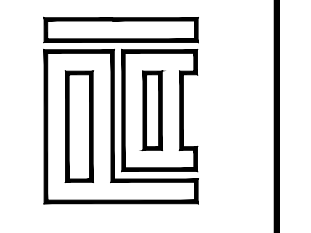
PROPOSED EAST ELEVATION

1/4" = 1'-0"

10-17-23	REVIEW
10-26-23	REVISED
11-27-23	REVISED

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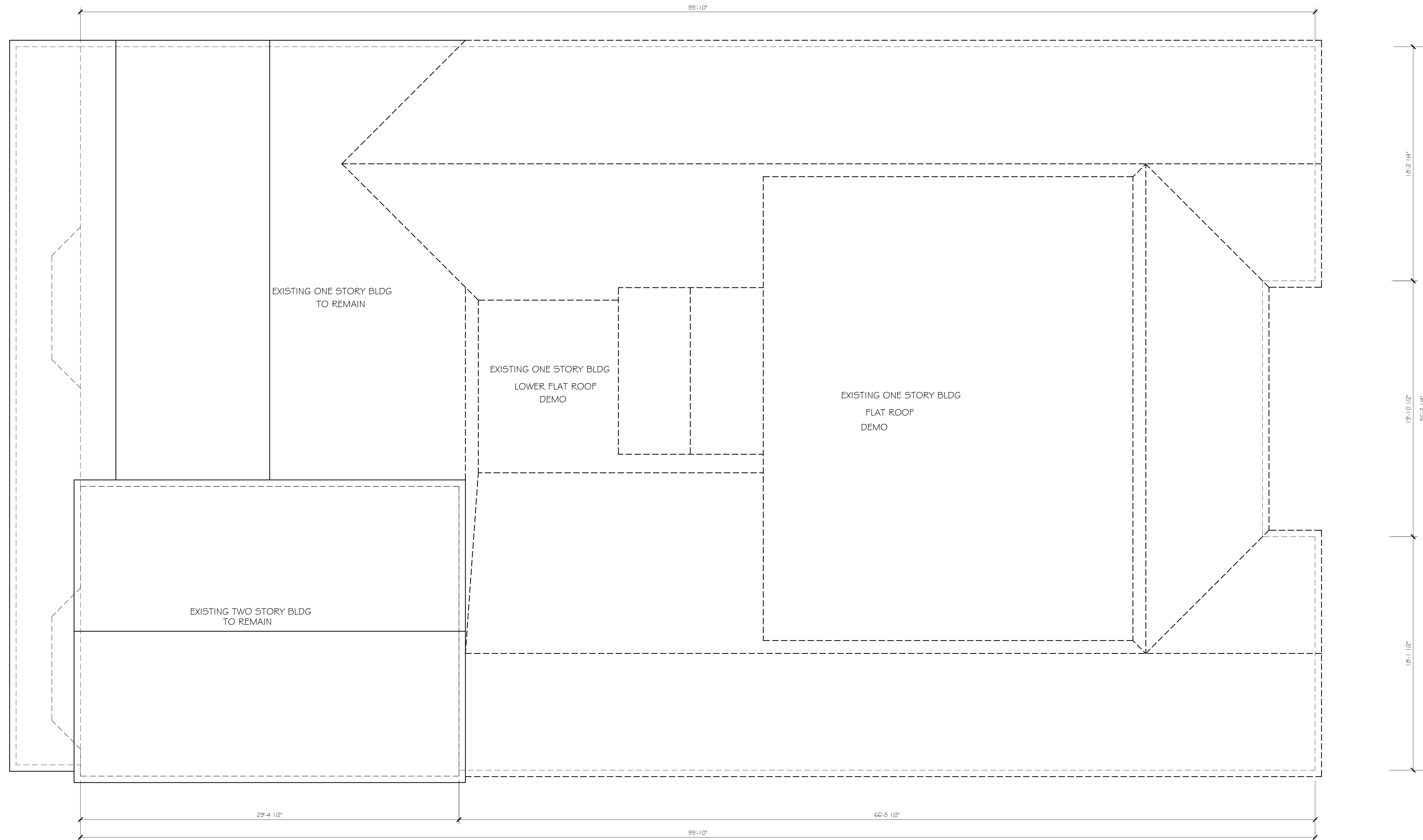


A NEW TRUSS ROOF REPLACEMENT
 314 OLD McHENRY ROAD
 LONG GROVE, IL

SHEET NO.

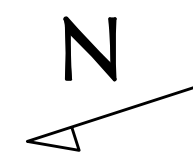
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A NEW INTERIOR REMODELING
 314 OLD McHENRY ROAD
 LONG GROVE, IL



DEMO
 EXISTING ROOF PLAN

1/4" = 1'-0"

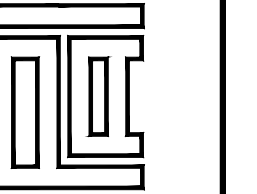


ALL DIMENSIONS TO BE FIELD VERIFIED

10-17-23	REVIEW
10-26-23	REVISIONS
11-27-23	REV. CORRECTED

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A NEW TRUSS ROOF REPLACEMENT
 314 OLD McHENRY ROAD
 LONG GROVE, IL

SHEET NO.

A-6



EXISTING NORTH ELEVATION
1/4" = 1'-0"



EXISTING SOUTH ELEVATION
1/4" = 1'-0"

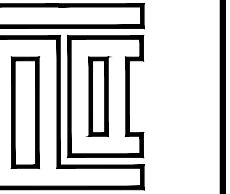


EXISTING WEST ELEVATION
1/4" = 1'-0"

10-17-23	REVIEW
10-26-23	REVISIONS
11-27-23	REV. CORRECTED

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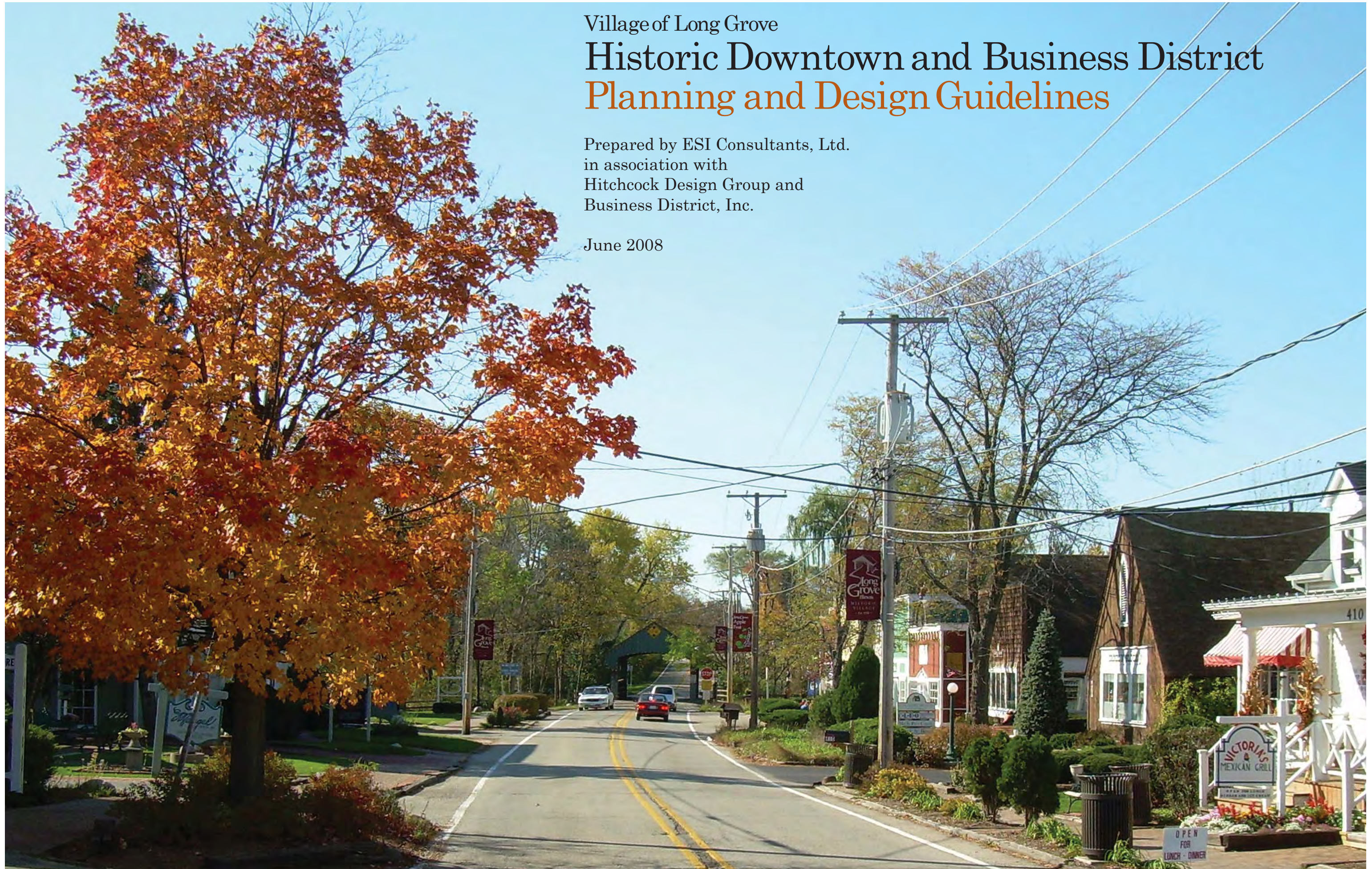
SHEET NO.
A-8

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.

June 2008



Planning and Design Principles

- 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 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.



Emphasize the distinction between fronts, sides, and backs of buildings with architectural design elements and / or building materials.

Roofs and Facades

- 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.



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

Building Material

- Use high quality, long lasting building materials (preferred primary building materials 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.
- 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.

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).



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

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.



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

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.



Use high quality, long lasting building materials.

Planning and Design Guidelines

Privately-owned Properties

Historic Downtown

Uses

Land uses within the Historic Downtown must be compliant with uses set forth in the Long Grove Municipal Zoning Code, Title 5. The following uses will be allowed within the zoning district under a Planned Unit Development.

Historic Core Sub-district

- Retail
- Office
- Open Space
- Parking

Open Space
Only passive recreation is allowed

Mixed-Use
Retail and Office

Open Space
No development allowed within the floodplain
Only passive recreation is allowed



*Please note the design for the Historic Core Sub-district is conceptual and does not represent the final design of the area. More than one design solution is possible and creative proposals for the final site design are encouraged by the Village of Long Grove

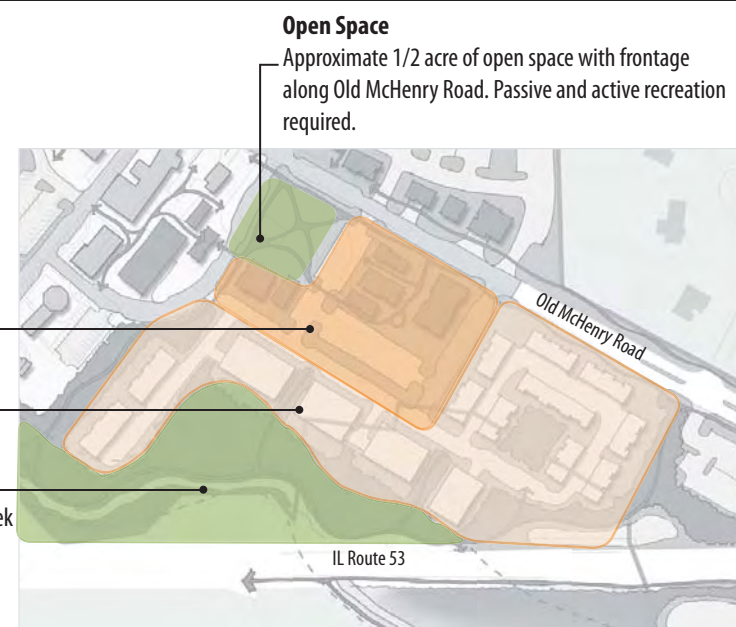
Triangle Sub-district

- Retail close to existing downtown
- Office on upper floors or east of retail area
- Hotel on upper floors or east of retail area
- Residential
- No buildings and / or roads located within the Buffalo Creek Floodplain

Mixed-Use
Retail and Office

Mixed-Use
Commercial / Office / Residential / Hospitality

Open Space
No development allowed within the Buffalo Creek Floodplain between Old McHenry Road and IL Route 53.
Only passive recreation is allowed



Open Space
Approximate 1/2 acre of open space with frontage along Old McHenry Road. Passive and active recreation required.

*Please note the design for the Triangle Sub-district is conceptual and does not represent the final design of the area. More than one design solution is possible and creative proposals for the final site design are encouraged by the Village of Long Grove

Business District

Uses

Land uses within the Business District must be compliant with uses set forth in the Long Grove Municipal Zoning Code, Title 5. The following uses will be allowed within the zoning district under a Planned Unit Development.

Route 83 Sub-district

- Retail (In-line, anchor, and outlot)
- Office as a stand alone building or in a location that does not break continuous retail frontages
- Residential appropriate on south end

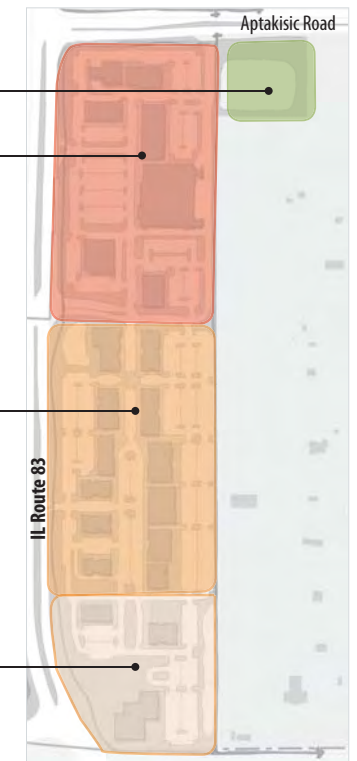
*Please note the design for the Route 83 Sub-district is conceptual and does not represent the final design of the area. More than one design solution is possible and creative proposals for the final site design are encouraged by the Village of Long Grove.

Detention / Open Space

Retail

Mixed-Use
Retail and Office

Mixed-Use
Commercial / Office / Residential / Hospitality



Route 53 Sub-district

- Drive to retail on the west corner of Old McHenry Road and IL Route 53. No banks, drugstores, gas stations, or drive-thrus will be allowed.
- Office per existing Planned Unit Development
- Residential south of IL Route 53
- No buildings and / or roads located within the Buffalo Creek Floodplain.

*Please note the design for the Route 53 Sub-district is conceptual and does not represent the final design of the area. More than one design solution is possible and creative proposals for the final site design are encouraged by the Village of Long Grove.

Office

Retail

Detention / Open Space

Residential



Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Bulk, Space, and Yard Requirements

Height

Follow the requirements set forth in the Long Grove Municipal Code, 5-4-10, Bulk, Space, and Yard Requirements with, to the greatest extent possible, the below additions / exceptions:

- Building heights of new or in fill development should complement the existing pattern of building heights.
- New buildings should reflect the width and height proportionate to neighboring structures. Roof must maintain a compatible roof form and line with adjacent buildings.

Triangle Sub-district Height

- Maximum of 30 feet adjacent to Old McHenry Road
- Maximum of 40 feet set back a minimum of 200 feet from Old McHenry Road



Triangle Sub-district

Yards and Setbacks

Follow the requirements set forth in the Long Grove Municipal Code, 5-4-10, Bulk, Space, and Yard Requirements with, to the greatest extent possible, the below additions / exceptions:

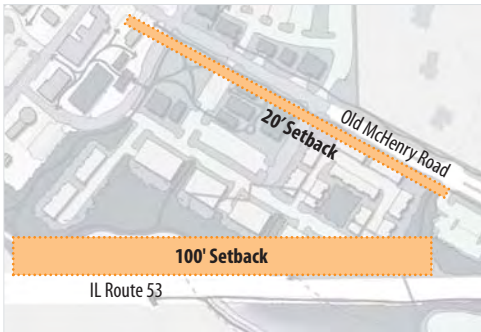
- Setback areas within the Historic Downtown should work in tangent to maintain the alignment of facades adjacent to the sidewalks and pedestrian areas.
- Setbacks should create a positive image and should be similar in dimension to setbacks of adjacent buildings.
- Exceptions may be granted if the proposed setback is pedestrian focused and contributes to the quality and character of the streetscape.

Historic Core Sub-district Minimum Setbacks

- From Old McHenry Road: 20 feet
- From Robert Parker Coffin Road: 10 feet

Triangle Sub-district Minimum Setbacks

- From Old McHenry Road: 20 feet
- From Illinois Route 53: 100 feet



Triangle Sub-district

Coverage

Follow the requirements set forth in the Long Grove Municipal Code, 5-4-10, Bulk, Space, and Yard Requirements with, to the greatest extent possible, the below additions / exceptions:

- A variety of sizes and massing is encouraged in the Triangle Sub-district.
- New building should respect the scale of Downtown.

Historic Core Sub-district Coverage

- Structural Coverage: 7,000 square feet
- Gross Impervious Coverage: 85%

Triangle Sub-district Coverage

- Structural Coverage: 7,000 square feet
- Gross Impervious Coverage: 85%

Business District

Bulk, Space, and Yard Requirements

Height

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

Route 83 Sub-district Height

- Maximum of 40 feet for commercial uses
- Maximum of 30 feet for residential uses

Route 53 Sub-district Height

- Maximum of 40 feet commercial uses
- Maximum of 30 feet for residential uses



Route 53 Sub-district

Route 83 Sub-district

Yards and Setbacks

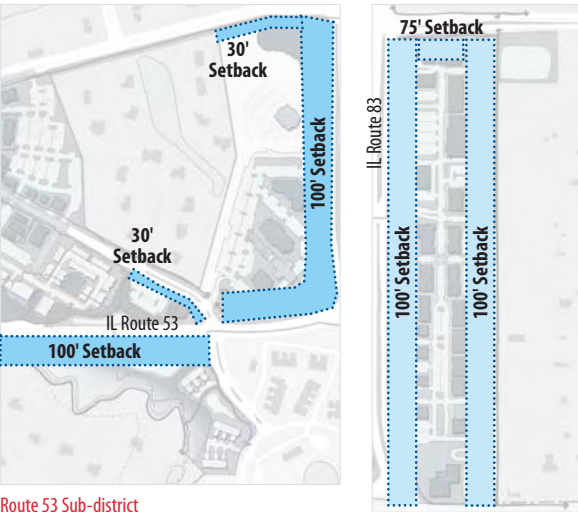
Follow the design recommendations listed for the Historic Downtown with the below differences:

Route 83 Sub-district Building Setbacks

- From Illinois Route 83: 100 feet
- From Aptakisic Road: 75 feet
- From adjacent residential: 100 feet

Route 53 Sub-district Building Setbacks

- From Illinois Route 83: 100 feet
- From Illinois Route 53: 100 feet
- From Robert Parker Coffin Road: 30 feet
- From Illinois Route 53, west of McHenry Road: 30 feet
- From Fremont Way: Match existing residential setbacks



Route 53 Sub-district

Route 83 Sub-district

Coverage

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

Route 83 Sub-district Coverage

- Floor Area Ratio: 0.16
- Gross Impervious Coverage: 72.5%

Route 53 Sub-district Coverage

- Commercial Floor Area Ratio: 0.18
- Residential Floor Area Ratio: 0.40
- Gross Impervious Coverage: 45%
- Promenade Development: Follow PUD requirements

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Bulk, Space, and Yard Requirements

Orientation

- Primary entrance of the building should face the main access way, street, or other public spaces. The entrance should be easily identifiable by visitors and patrons.
- Configure the building to create focal points of pedestrian activity.
- Sites adjacent to residential uses should orient the building to minimize impacts to residents.
- Buildings within the Triangle Sub-district should be located along a street to create a more friendly pedestrian experience.
- Corner sites should be designed with attractive front building facades along both street frontages.
- Buildings should have a clear and functional tie between new and existing structures.
- Buildings should define edges of development blocks and should frame open space.
- No drive-thrus are allowed in the Historic Downtown.



Orient the front entrance to be adjacent to the main vehicular and pedestrian circulation.

Business District

Bulk, Space, and Yard Requirements

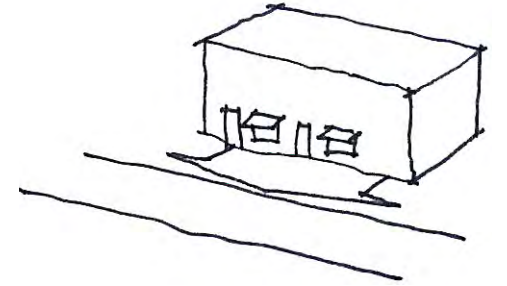
Orientation

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

- Primary entrance of the building should face the main internal circulation streets.
- Configure the building to create focal points of pedestrian activity.
- Buildings within the Route 83 Sub-district should be located along a main axis or main street to create a more friendly pedestrian experience .
- Outlot buildings should be designed to have four-sided architecture.
- Office buildings should be designed to relate to existing structures on-site.
- Drive-thrus should be located to be screened from any public roadway.

Route 53 Sub-district Building Setbacks

- Proposed buildings should meet all PUD requirements while respecting the existing bank building.
- Alignment of proposed building should follow a northwest/southeast orientation, as shown to the right.



Orient the front entrance to be adjacent to the main vehicular and pedestrian circulation.



New buildings should be oriented to relate to the existing structure.

Sustainable Building Techniques

Property owners are encouraged to follow Leadership in Energy and Environmental Design (LEED) practices relating to building and construction techniques. New and restored building should utilize the LEED Register Project Checklist as a guide.

Example checklist topics include:

- Sustainable Sites
- Water Efficiency
- Energy and Atmosphere
- Materials and Resources
- Indoor Environmental Quality
- Innovation and Design Process

Additional information and LEED Project checklists can be found on the US Green Building Council website. <http://www.usgbc.org>

Common green building elements may include:

- Green Roofs
- Using locally fabricated materials
- Interior air quality
- Permeable paving
- Sustainable site design
- Green construction techniques



Rain gardens slow the stormwater runoff from impervious surfaces to allow infiltration back into the soil.



Native plants can reduce the amount of required watering, fertilizing, and maintenance.

Sustainable Building Techniques

Sustainable Building Techniques should be utilized for new development within the Business District. Follow the design recommendations listed for the Historic Downtown.



Naturalized detention is used to temporarily store storm stormwater on site and release it at a controlled rate.



A bioswale is used to slow the speed of surface runoff to allow the stormwater to infiltrate back into the ground.

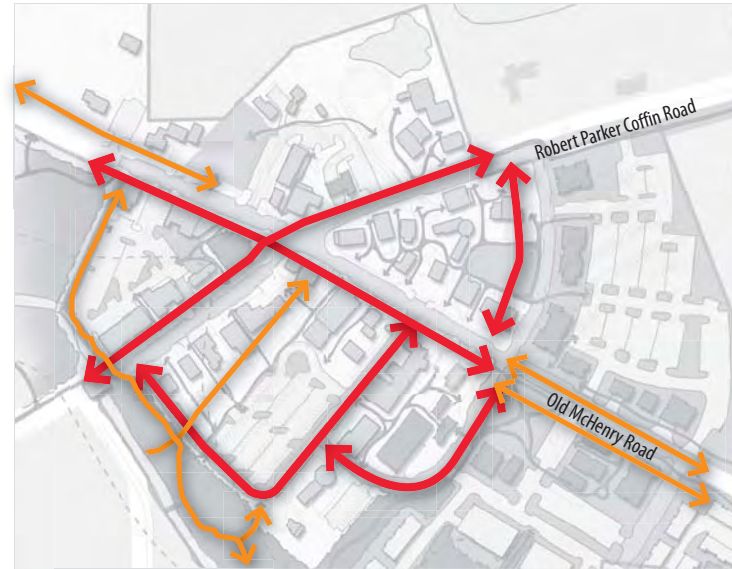
Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Circulation and Trails

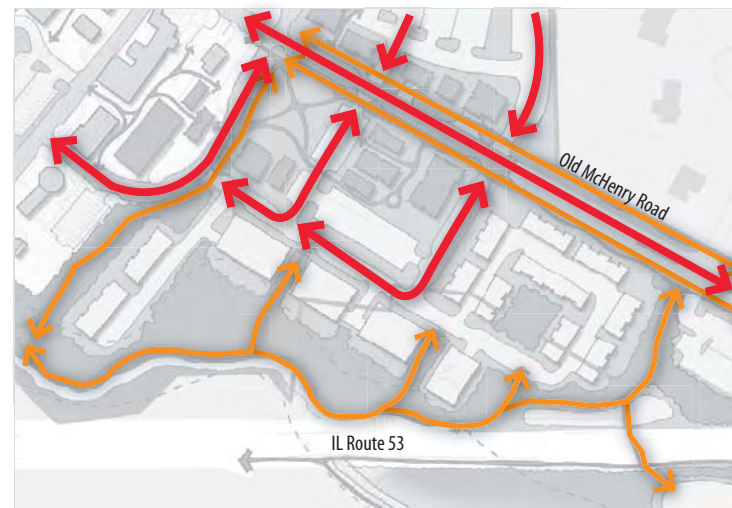
- Historic Core Sub-district**
- Create new roadway network by Fountain Square, Stempel Parking Lot, and connection to the Triangle Sub-district.
 - Sidewalks are required through parking lots.
 - Sidewalks in private areas should be constructed of concrete or clay pavers. Pavers can be installed on a gravel base.
 - Construct a rigid base under all pavers used for vehicular routes.
 - Trails must be 6-10 feet wide and constructed of asphalt or concrete.
 - Sidewalks and trails must meet current ADA code requirements.
 - Sidewalks and trails should facilitate major destinations and offer a safe and direct means of travel.
 - Design sidewalks and trails to provide water run-off and avoid puddling.
 - New private roadways and sidewalks should conform to the standards set in Section 2.



Historic Core Sub-district

- ↔ Primary Vehicular Circulation
- ↔ Primary Pedestrian Circulation

- Triangle Sub-district**
- Provide access to the Stempel Parking Lot from the Triangle Sub-district with new public roads and sidewalks.
 - Align new roadway entrances with new streets and / or parking lot entrances with new streets and parking lot connections.
 - Connect new trails throughout the Buffalo Creek floodplain to the Covered Bridge Trail and other regional trails.
 - Well marked sidewalks and crosswalks are required in parking lots.
 - Use concrete or clay pavers for sidewalks. Install pavers on a gravel base.
 - Create concrete or asphalt trails that are 6-10 feet in width and meet ADA code requirement.
 - Connect the Triangle site to other major destinations with safe and comfortable trails and sidewalks.
 - Design sidewalks and trails to facilitate water run-off and avoid puddling.
 - No new vehicular connections are permitted between Illinois Route 53 and Old McHenry Road.
 - Design new roadways and sidewalks so they conform to the standards set in Section 2 of these Guidelines.



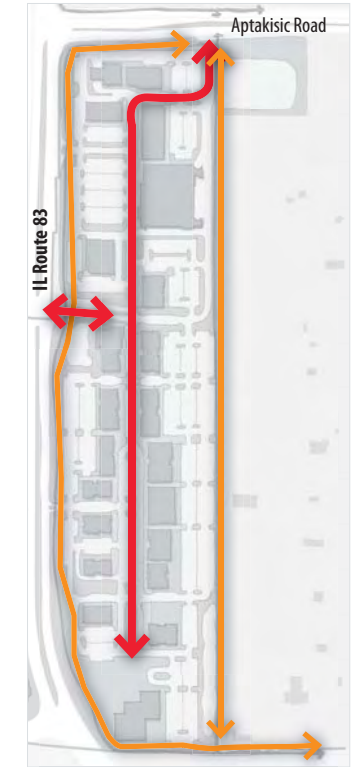
Triangle Sub-district

- ↔ Primary Vehicular Circulation
- ↔ Primary Pedestrian Circulation

Business District

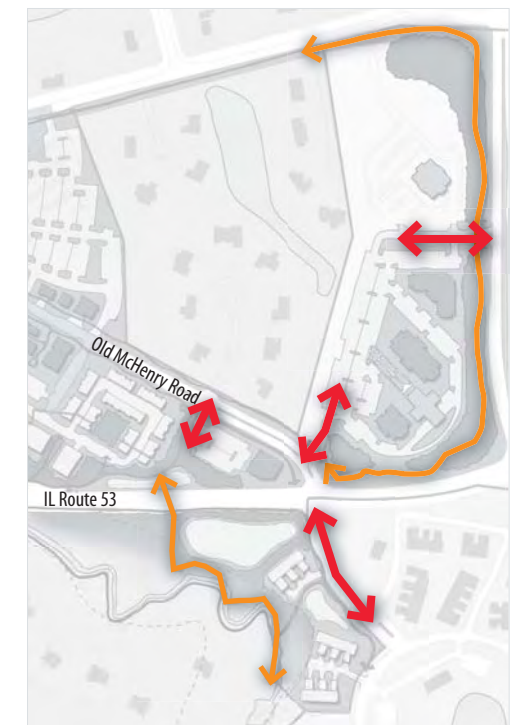
Circulation and Trails

- Route 83 Sub-district**
- Follow the design recommendations listed for the Historic Downtown with the below differences:
- Create new main axes or main street to connect various phases of development.
 - Align the main vehicular access from Illinois Route 83 with Robert Parker Coffin Road.
 - Permit only right in, right out access from Aptakasic Road.
 - Create a 10-12 foot wide multi-purpose trail along the east side of Illinois Route 83 that is safe and comfortable for pedestrians and cyclists.
 - Site should be designed to allow future vehicular connection at IL Route 83 and 53 intersection.



Route 83 Sub-district

- Route 53 Sub-district**
- Follow the design recommendations listed for the Historic Downtown.



Route 53 Sub-district

- ↔ Primary Vehicular Circulation
- ↔ Primary Pedestrian Circulation

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Buffer Yards, Landscaping, and Screening Requirements

Buffer Yards

Follow the requirements set forth in the Long Grove Municipal Code, 5-9-7, Buffer Yards, Landscaping, and Screening Requirements, to the greatest extent possible, except as listed below:

- Provide premium landscaping elements in all buffer yard.
- Place plants or planter pots by main building entrances. Use additional site furnishings / landscaping to provide a variety of aesthetically pleasing elements.
- **Remaining Sides:** Locate planting adjacent to building foundations.
- **Open Space:** Plan open spaces with a variety of shade and ornamental trees. Incorporate shrubs, grasses, groundcover, perennials, and annuals into planting areas.



An extensive variety of premium landscape features is highly desirable for the Historic Downtown Long Grove.

Landscaping

Follow the requirements set forth in the Long Grove Municipal Code, 5-9-7, Buffer Yards, Landscaping, and Screening Requirements, to the greatest extent possible, except as listed below:

- Retain as many existing trees and natural features as possible. Preserve existing vegetation that is environmentally beneficial and consistent with Long Grove's image and identity.
- Use native plants wherever possible.
- Plant trees, shrubs, groundcover, and perennial plantings in required setback areas.
- Use a wide variety of plant materials to provide seasonal interest.
- Reinforce the established landscape patterns of existing trees and lawns.
- Incorporate mass plantings wherever possible.
- A recommended planting list is included in Section 2. Selected plant material should be based on hardiness, disease resistance, ease of maintenance, and seasonal interest.
- Use landscaping features that comply with the tree preservation ordinance.



Planting a variety of perennials and annuals is encouraged.

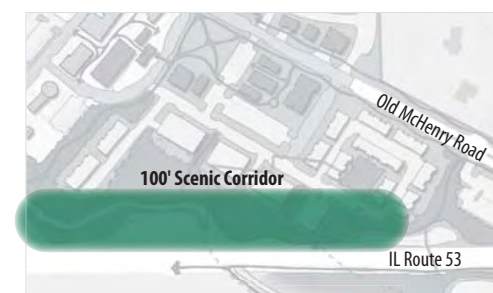
Screening / Scenic Corridor

Follow the requirements set forth in the Long Grove Municipal Code, 5-9-7, Buffer Yards, Landscaping, and Screening Requirements, to the greatest extent possible, except as listed below:

- **Buffer Plants:** Use plantings that contain a minimum of 50% evergreen trees that are 608 feet tall to allow for year long buffering.

Scenic Corridor Easement

- **Historic Sub-district:** None along Old McHenry Road
- **Historic Sub-district:** None along Robert Parker Coffin Road
- **Triangle Sub-district:** 100 foot from IL Route 53
- **Triangle Sub-district:** None along Old McHenry Road



Triangle Sub-district

Business District

Buffer Yards, Landscaping, and Screening Requirements

Buffer Yards

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

- Landscape should visually tie adjacent buildings together to establish a continuation along street frontage.
- **Open Space:** Detention areas should be designed and planted in a natural manner.



Detention areas and buffer yards should incorporate natural forms and plant materials.

Landscaping

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

- Non-native plant species should be limited.



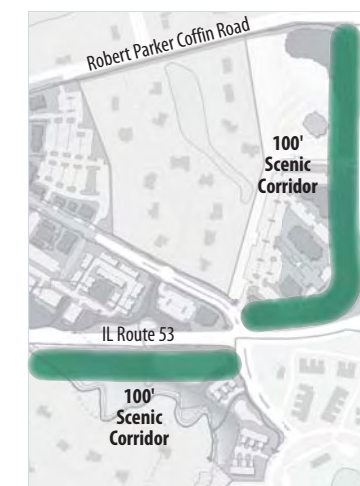
Quality landscaping enhances the visual appeal of commercial businesses

Screening / Scenic Corridor

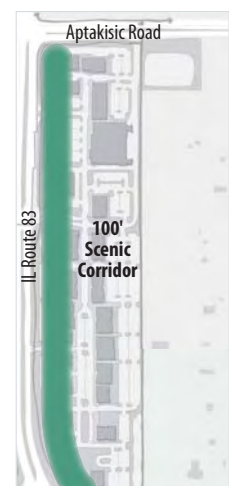
Follow the design recommendations listed for the Historic Downtown with the below differences:

Scenic Corridor Easement

- **Route 83 Sub-district:** 100 feet from IL Route 83
- **Route 83 Sub-district:** None along Aptakistic Road
- **Route 53 Sub-district:** 100 feet from IL Route 53
- **Route 53 Sub-district:** None along Old McHenry Road



Route 53 Sub-district



Route 83 Sub-district

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Parking

- Parking Lot Layout**
- Follow the requirements set forth in the Long Grove Municipal Code, 5-9-4, Off-Street Parking with, to the greatest extent possible, except as listed below:
- Use consistent parking dimensions for stall widths, curb to curb distances, and parking angles.
 - Use simple parking lot design and incorporate perpendicular parking wherever possible.
 - Design parking lots that are paved, striped, and feature delineated curbs and gutters. Provide illumination that permits safe and convenient evening use.
 - Design parking lots to avoid layouts that visually dominate the site . Avoid using dead end parking rows.
 - Provide well marked sidewalks and crosswalks within and between parking lots that are safe and comfortable for pedestrians.
 - Clearly define parking areas and physically separate them from roadways.
 - Locate temporary parking in private lots throughout the Historic Downtown.
 - Provide a 2 foot overhang for car bumpers.
 - Encourage businesses to reserve nearby parking spaces for customers and require employees to use the public parking lots.
 - Design parking lots constructed of asphalt, concrete, stamped concrete, permeable pavers, or vehicular pavers on an asphalt setting bed with a concrete underlay defined by concrete or granite curbs
 - **Triangle Sub-district, Retail Buildings:** No retail parking requirements.
 - **Triangle Sub-district, Residential Uses:** Two attached spaces per unit.



Parking lot landscape islands provide safe pedestrian access.



Permeable paving is preferred for parking lot surfaces.

- Parking Lot Landscape and Screening**
- **Parking lots up to 4,500 square feet:** Landscape area should equal 8% of the vehicle area.
 - **Parking lots between 4,500 square feet and 20,000 square feet:** Landscape area should equal 10% of the vehicle area.
 - **Parking lot over 20,000 square feet:** Landscape area should equal 12% of the vehicle area.
 - Break up large areas of paving with planting islands that are a minimum 10 feet wide. Place trees and shrubs in planting islands located within parking areas.
 - Plant one tree for every 10 parking spaces. Use a minimum 3 inch caliper.
 - Set back parking lots 10 feet from adjacent property lines.
 - Provide high quality landscaping or hardscaping features to screen parking lots from public sidewalks. Plant trees in parking lots perimeters to define the boundaries between the street and the parking lot.
 - Use a combination of trees, shrubs, and groundcover within landscape buffers. Locate landscape features so that parking lots are screened from adjacent residences.



Use native plants to help screen a parking lots.

Business District

Parking

- Parking Lot Layout**
- Follow the design recommendations listed for the Historic Downtown with the below differences:
- No bus parking is allowed.
 - All parking within 200 feet of the commercial building is to be reserved for customers.



Use landscaped islands in parking lots to visually subdivide and shade paved surfaces.



Physically separate parking lots from from roads. Screen parking lots with high quality landscaping materials.

- Parking Lot Landscape and Screening**
- Follow the design recommendations listed for the Historic Downtown with the below addition:
- When parking is adjacent to a residential area, fencing should be included along shared property line.



Use high quality fencing to screen parking lots from residences

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Loading and Services

- Location**
- Locate loading and service areas so they are hidden from street views.
 - Locate loading and service areas behind or to the sides of buildings and separate them from pedestrian traffic. Make sure they do not impede emergency access.
 - Use group recycling areas wherever possible.
 - Maintain emergency access at all times.



Physically separate service areas from public areas.

- Screening**
- Screen commercial buildings from adjacent residences with walls or landscaping features.
 - Shield roof mounted mechanical equipment from views on all sides.
 - Screen mechanical equipment, air conditions, and delivery / storage containers from view with high quality fencing, hardscaping materials, and / or landscaping features.



Fully integrate screens for service areas and dumpsters into a building structure or screen them from view with high quality fencing, hardscaping materials and / or landscaping features.

- Refuse Enclosures**
- Fully integrate screens for dumpsters into building structures using the same high quality materials that are used for the primary building. Or, fully screen service areas and dumpsters from view using high quality fencing, walls, and / or landscaping features that are complementary to the primary building and adjacent properties.
 - Create common areas for refuse enclosures wherever possible. Reduce the number of collections and multiple service providers whenever feasible.

- Refuse Collection and Delivery Times**
- Implement restrictions as necessary on deliveries and service times for commercial buildings that abut residential areas.
 - Limit pick up / drop off times to 8 a.m. - 8 p.m.
 - Do not begin service activities until 7 a.m. on weekdays and 8:00 a.m. on Saturdays. Do not allow service activities on Sundays.

Business District

Loading and Services

- Location**
- Follow the design recommendations listed for the Historic Downtown.

- Screening**
- Follow the design recommendations listed for the Historic Downtown with the below addition:
- Screen service areas and dumpsters from view using high quality fencing, walls, and / or landscaping features that are complementary to the primary building and adjacent commercial properties.

- Refuse Enclosures**
- Follow the design recommendations listed for the Historic Downtown.

- Refuse Collection and Delivery Times**
- Follow the design recommendations listed for the Historic Downtown with the below differences:
- Limit pick up / drop off times to 7 a.m. - 10 p.m.
 - Do not begin service activities until 7 a.m. on weekdays and 8:00 a.m. on Saturdays. Do not allow service activities on Sunday.

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Stormwater Management

Provide adequate stormwater management facilities for new developments within the Historic Downtown. Design the facilities that comply with Lake County Stormwater Management Regulations while following the basic principles listed below:

- Minimizes impervious surfaces and eliminate as much impervious surface as possible by installing vegetated roofs or pervious surfaces.
- Locate buildings, roads, and parking away from natural resource areas and soils that infiltrate well.
- Retain native vegetation and trees where possible.
- Preserve native soil where possible.
- Utilize existing topography and plant material of a site to slow, store, and infiltrate stormwater.
- Protect natural drainage features.
- Utilize Best Management Practices (BMP) such as bioretention, bioswales, or permeable pavement to help decrease the size of stormwater ponds.
- Design detentions areas to be natural in form and planting. Incorporate curvilinear edges and appropriate native plantings wherever possible. Use taller plant material within detention area buffer plantings that are located adjacent to residences.



Use native plantings in parking islands for stormwater management.



Use bioswales in planting islands to help filter parking lot run-off.

Business District

Stormwater Management

Provide adequate stormwater management facilities for new developments within the Business District. Follow the guidelines listed for the Historic Downtown.



Use bioswales in planting islands to help filter parking lot run-off.



Incorporate natural forms and plant materials into the design of detention areas.

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 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.



Emphasize the distinction between fronts, sides, and backs of buildings with architectural design elements and / or building materials.

Roofs and Facades

- 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.



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

Building Material

- Use high quality, long lasting building materials (preferred primary building materials 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.
- 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.

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).



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

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.



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

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.



Use high quality, long lasting building materials.

Planning and Design Guidelines

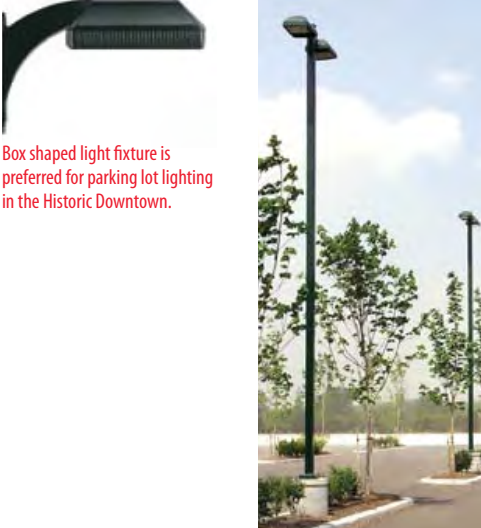
Privately-owned Properties, *continued*

Historic Downtown

Lighting

Parking Lot Lighting Follow the requirements set forth in the Long Grove Municipal Code, 5-9-9, Exterior Lighting, to the greatest extent possible, except as listed below.

- Parking lot lighting should be adequate to ensure pedestrian and vehicular safety and be activated by a photocell. Full public illumination is expected until midnight each day.
- Use dark sky friendly lighting.
- Design and orient lighting as not to reflect or shine on adjacent properties. Provide a cut-off lens adjacent to residential properties to ensure that light is directed on site.
- Parking lot lighting must be design as to not call attention to the parking lot.
- Organize, articulate, and enhance the lighting to reinforce the downtown structure. Poles should be located in planter islands and perimeter landscape areas.
- Remove and replace existing non-conforming units.
- Perimeter poles must be set back a minimum of 2 feet from back of curb.
- Parking lots shall have lighting levels in accordance with the latest edition of the Illumination Engineering Society (IES) Lighting Handbook.
- See Section 2 for specific public lighting requirements.



Box shaped light fixture is preferred for parking lot lighting in the Historic Downtown.

Pole and Fixture Color: Black or Dark Brown
Lantern: Dark Sky Friendly
Pole: Decorative Concrete or Metal
Preferred Height: 25 feet

Pedestrian Lights

- Light poles are required to be setback at least 2 feet from walkways.
- Use dark sky friendly lighting.
- Use white light in pedestrian areas.
- Lighted bollards and other landscape lighting may be placed along pedestrian walkways and within the landscape.
- Bollards must be located at least 1 foot from pedestrian walkways.
- Cut-off reflective lenses are recommended to direct light onto walkways.
- Parking lots shall have lighting levels in accordance with the latest edition of the Illumination Engineering Society (IES) Lighting Handbook.
- See Section 2 for specific public lighting requirements.



Traditional style fixture is preferred for pedestrian lighting in the Historic Downtown.

Pole and Fixture Color: Black or Dark Brown
Lantern: Dark Sky Friendly
Pole: Decorative Concrete or Metal
Height: 10-16 feet

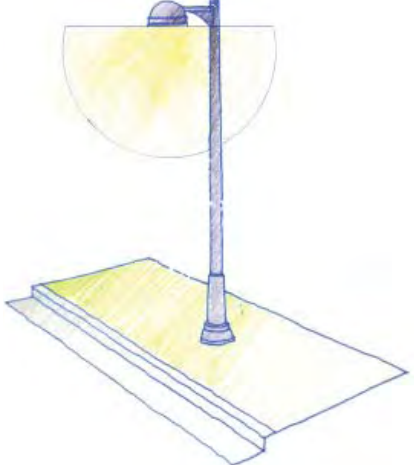
Architectural and Seasonal Lighting

- Major entry ways should be carefully illuminated.
- Illumination should highlight the entry with soft, controlled light.
- Building illumination is only allowed in the Historic Downtown.
- Seasonal lighting is encouraged to be placed and maintained on buildings and landscaping. Seasonal lighting is allowed between November 1 and February 1.
- Roof outlining in white lights is allowed year round. Burned out bulbs must be changed in a timely manner.

Business District

Lighting

Parking Lot Lighting Follow the design recommendations listed for the Historic Downtown.



Dark sky light fixtures are designed to direct lamp light downward and outward where it is useful rather than upward.

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

- Install pedestrian lights along primary vehicular circulation routes.
- Color:** Black
Lantern: Traditional Style, with swan style neck
Pole Material: Metal
Height: 12-16 feet
Accessories: Hanging Baskets or Banner Arms



Traditional fixture with swan style neck is preferred for pedestrian lighting in the Business District.

Architectural and Seasonal Lighting Follow the design recommendations listed for the Historic Downtown.

Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Site Furnishings

- Site furnishings in private areas should closely resemble chosen amenities for public areas. See Section 2 for furnishings chosen for public improvements.
- When redevelopment projects disturb existing, non-compliant site furnishings, these items should be replaced.
- Developments should place benches, trash / ash receptacles, lights, bike racks, and other site furnishings in locations where they will be easily accessible to patrons, employees, and visitors.
- Materials should reflect the style of other Village furniture and be high quality.
- Maintenance and cost effectiveness are influenced by durability and construction quality.



Existing stone bench in the Historic Downtown.

Benches

- Benches should be located near building entrances, adjacent to walkways, and through out any open space.
 - Benches should be securely mounted to minimize theft and vandalism.
 - Bench selection will be approved by the Village of Long Grove.
 - When redevelopment projects disturb existing site furnishings, those items should be replaced with approved equals.
 - Colors and materials should complement Historic Downtown architecture and landscape
- Length:** Should be long enough to accommodate 2 to 3 people comfortably.



Custom benches, such as this, are encourage but must complement the Historic Downtown's architecture and landscape.

Trash / Recycling / Ash Receptacle

- Receptacles should be spaced throughout the right-of-way, placing additional receptacles near restaurants and other areas of heavy pedestrian use.
- Color:** Black
Material: Metal



Manufacturer: DuMor
Model: Receptacle 102



Manufacturer: DuMor
Model: Ash Urn 123

Mailboxes

- Mailboxes located within the Historic Downtown shall be located within the right-of-way.
 - Custom mailboxes may also be installed and must reflect the character of Historic Long Grove.
 - Custom Mailboxes must be approved by the Village of Long Grove Architectural Board and be compliant with any United States Postal Service requirements.
- Color:** Black
Material: Metal



Example of desirable group mailbox styles for the Historic Downtown.

Business District

Site Furnishings

- Follow the design recommendations listed for the Historic Downtown with the below addition:
- Site furnishings must complement the development's architectural character.

Benches

- Follow the design recommendations listed for the Historic Downtown with the below additions:
- Benches should be located in pedestrian areas.
 - Benches may be constructed of recycled material.
- Color:** Black
Material: Metal



Benches may be constructed of recycled material.

Trash / Recycling / Ash Receptacle

- Follow the design recommendations listed for the Historic Downtown with the below addition:
- Receptacles may be constructed of recycled material.



Receptacles may be constructed of recycled material.

Mailboxes

- Follow the design recommendations listed for the Historic Downtown with the below additions:
- Mailboxes for large commercial development shall be incorporated within the commercial building.
 - If residential housing utilizes a gang box, it must follow the below requirements.

Planning and Design Guidelines

Privately-owned Properties, *continued*

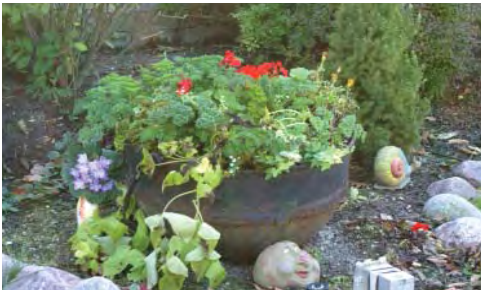
Historic Downtown

Site Furnishings

- Bicycle Racks**
- Bicycle racks may be placed adjacent to benches or building entrances.
 - A simple design having little visual impact is preferred.
 - Bicycle racks must be permanently secured to the ground.
- Color:** Black or Dark Brown
Material: Metal



- Planters**
- Planters should be located adjacent to the public sidewalks in areas that are not conducive to in-ground planting.
 - Hanging planters shall also be placed on street / pedestrian lights within the right-of-way, adjacent to the street.
 - Wood planters are prohibited.
- Color:** Complement architecture
Material: Clay, concrete, metal or approved equal



Similar to this metal pot, unique, durable, and high quality planters are encourage to be placed adjacent to businesses.

- Unique Site Amenities**
- Unique site amenities are encourage to be placed in the Historic Downtown.



Unique elements may be permanent or seasonal.

Business District

Site Furnishings

- Bicycle Racks**
- Follow the design recommendations listed for the Historic Downtown with the below additions:
- Bicycle racks should be spaced throughout the right-of-way, placed adjacent to benches and building entrances.
 - Style should match the development's theme and architecture.
- Color:** Black
Material: Per manufactures regulations



- Planters**
- Follow the design recommendations listed for the Historic Downtown.

- Unique Site Amenities**
- Follow the design recommendations listed for the Historic Downtown with the below addition:
- Unique site amenities are encourage but not required in the Business District.

Planning and Design Guidelines

Private Improvements, *continued*

Historic Downtown

Site Furnishings

Fencing

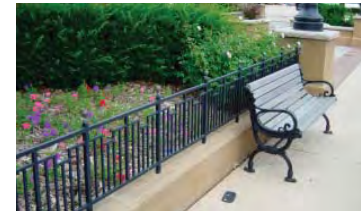
- Fencing shall be used in the Historic Downtown for either decorative or screening purposes.
- Decorative fencing should be “open” fencing and may be located along the front and side yard property lines.
- Screening fencing is only allowed around refuse containers.

Color: White, natural wood, or black metal

Material: Wood or Metal

Decorative Height: Varies

Screening Height: Maximum: 8 feet



Decorative planter fencing



Existing white picket fencing



Wood screening fencing



Existing post and chain

Decorative and Retaining Walls

- All walls should be level, with the height of the wall varying according to the grade changes.

Color: Complementary to building architecture and landscape.

Material: Brick, stone, or other natural material



Existing brick bridge and walls



Existing brick walls



Brick retaining wall



Brick retaining wall

Outdoor Dining

Follow the requirements set forth in the Long Grove Municipal Code, 5-4-5, Special Uses, to the greatest extent possible, except as listed below.

- Metal fencing shall be placed to define the edges of the outdoor dining space. Fencing must have a minimum of 50% of it's railing or top of fence covered with planter boxes. Planter boxes must include plant material throughout the growing season.
- The location and arrangement of the dining areas must not impede pedestrian or traffic flow or block the access to and from the building.
- All outdoor furnishings shall be constructed of high quality material and must allow for easy removal during the winter months or if required by the Village.
- No advertising or promotional features are allowed in outdoor dining areas.



Existing table and chairs

Table and Chairs

Color and Style: Complementary to existing site

Material: Metal

Optional Accessories: Umbrellas

Business District

Site Furnishings

Fencing

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

- Screening fencing is only allowed along the rear property line or to screen businesses from residential uses.

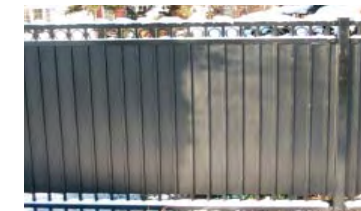
Screening Height: Maximum: 8 feet



Wood screening fencing



Wood screening fencing



Metal screening fencing

Decorative and Retaining Walls

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

- Decorative modular wall is allowed but must complement building architecture and landscape.



Brick retaining wall



Stone retaining wall



Modular block retaining wall

Outdoor Dining

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

Table and Chairs

Color and Style: Black and complementary to site

Material: Metal

Optional Accessories: Umbrellas



Planning and Design Guidelines

Privately-owned Properties, *continued*

Historic Downtown

Signage Regulations

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

General Requirements

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

Placement

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

Colors

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

Materials

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

Content

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

Temporary Signs

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



Business District

Signage Regulations

Signs Follow the design recommendations listed for the Historic Downtown with the below differences.

General Requirements

- Use low-profile signs, which are compatible with the architecture of the building.
- Signage should provide information and direction to direct people without confusion or delay.

Placement

- Wall signs should be integrated into the facade of the building or landscape design.

Materials

- Materials should complement architecture of the building.

IL Route 83 Monument Signage

- Use low-profile signs, which are compatible with the building architecture and site for all uses.
- Retail, office, service, and entertainment signage should be designed as monument signage.
- Each development may not have more than one monument sign.
- One sign per outlot is allowed. Ground signs of all outlots must not be more than 8 feet tall, measured from the final grade to the top of the sign.
- Ground signs for development must not be taller than 15 feet, measured from the final grade to the top of the sign.

Lighting

- Illuminated signs should only light the letters of the sign, not the background.
- Signs can be internally illuminated.





ARCHITECTURAL COMMISSION STAFF REPORT

To: Jeanne Sylvester, Chair
Architectural Commission Members

From: Amanda Orenchuk, Director

Subject: Long Grove Park District

Requests: Sign Installations

Public Meeting Date: December 18, 2023

Attachments:

1. Petitioner's Application & Images
2. Engineers location information
3. Location Map
4. Neighbor Complaint
5. Sign Code

PETITIONER

Long Grove Park District
3849 Old McHenry Road
Long Grove, IL 60047

REQUEST

Review and approval of aesthetics of signs for the Long Grove Park District.

HISTORY

The Park District has been working on signage for 8 Park District properties in Long Grove, including: Reed Turner Woodland, Buffalo Creek Park, Longview Meadow, Lemmon-Hill Ballfield, Hayrake Trail, Wehrenberg Woods, Gridley Ballfield and the future Wittig Savannah (Mitigation Site). The Village of Long Grove was notified that signs were in the process of installation without a permit. The Village advised the Park District about the process, which will have multiple parts due to the location of various signs as it relates to property lines, rights-of-way, and jurisdiction.

Signs were constructed in-house. All the signposts and signs are constructed with some installation having taken place. The Park District ceased activities on the project. The signs are public information signs.

Materials and Dimensions:

- 6x6 rough-sawn cedar, assembled with hot-dipped galvanized hex bolts
- The height of the signs is just over 10 feet
- Sign faces are 9.05 sf, marine-grade wood with multiple coats of primer, sealer, and oil-based paint
- Sign faces hang from posts using high-grade, marine, stainless eye-bolts and shackles
- Graphics are made with high-grade vinyl

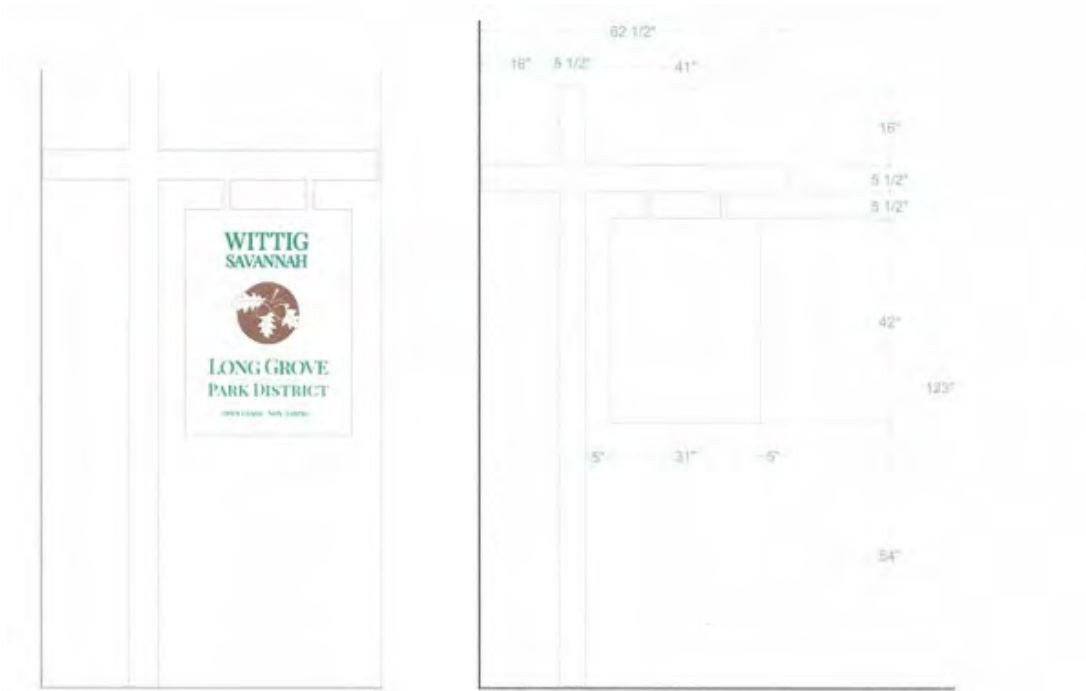


Figure 1: Mockup of signs and dimensions

The Long Grove Park District is a private 501c3 organization and not a taxing body. The operations rely on donations, grants, and volunteers.

PROPOSED PROJECT

Long Grove Park District Parks and Open-Lands Roadside Signage					
Note: Lat/Lon Coordinates provided to indicate general location only					
Sign#	Code	Signage	Approx Location	Approx Lat/Lon N (approx) W (approx)	Street Location
1	LHB.	"Lemmon-Hill Ballfields"	22ft EOC	42.21009	-87.99597 Gilmer Road (Legacy Sign Location)
2	LHF.W	"Lemmon-Hill Farmstead" <u>West (Gilmer)</u>	30ft EOR	42.20963	-87.99417 IL Route 83 and Gilmer Roads
3	LHF.N	"Lemmon-Hill Farmstead" <u>North (83)</u>	31ft EOC	42.21002	-87.99286 IL Route 83 and Gilmer Roads
4	LVM.E	"Long View Meadow" East <u>(22)</u>	21ft EOC	42.19708	-87.98527 IL Route 22 (approx 1,100 ft East of IL Route 83)
5	LVM.W	"Long View Meadow" West <u>(83)</u>	34ft EOC	42.19681	-87.98916 IL Route 83 (approx 100 ft South of IL Route 22)
6	RTW	"Reed-Turner Woodland..."	15ft EOR	42.19122	-88.01329 Old McHenry Road (Legacy Sign Location)
7	HRT	"Hay Rake Trail"	10ft EOR	42.20389	-87.98378 Port Clinton Road
8	BCP.N	"Buffalo Creek Park" North <u>(OM Road)</u>	25ft EOR	42.17893	-88.00015 Old McHenry Road (Replace Rails after Install)
9	BCP.S	"Buffalo Creek Park" South <u>(RPC Road)</u>	17ft EOR	42.17734	-88.00034 R. P. Coffin Road (Replace Entire Fence after Install)
10	WS.N	Future "Wittig Savannah" North <u>(83)</u>	25ft EOC	42.20976	-87.99202 IL Route 83 (approx 250ft) N of Oakwood
11	WS.E	Future "Wittig Savannah" East <u>(Oakwood)</u>	22ft EOR	42.20924	-87.99084 Oakwood [approx 200ft] East of IL 83
12	WW.RM	"Wehrenberg Woods" (Spring '24)	20ft EOR	42.2039	-88.00201 Wellington Dr./Royal Melbourne (Need Julie Re-Locate)
13	GBF	"Gridley Ball Field" (Spring '24)	10ft EOR	42.21127	-87.98732 Oakwood Road (Need Julie Re-Locate)

Figure 2: Proposed sign locations

INTERNAL REVIEW

Section 5-9-5 of the Long Grove Code of Ordinances provides regulations for all new signs within the Village. At the direction of the Village Attorney, staff is bringing the sign to the Architectural Commission for review of the materials and design of the signs. Placement of the sign is more complicated and will be under review by staff, the PCZBA (if necessary), and regulating jurisdictions as signs must be set back by zoning code at least 5 feet from the property line. The Applicant had Gewalt Hamilton provide guidance of setbacks from curbs and pavement to the sign locations; however, surveys were not utilized and it is unclear if the signs are compliant with the regulations.

ARCHITECTURAL COMMISSION DECISION

The AC should review the proposed project against the sign regulations found within Section 5-9-5 of the Code of Ordinances. A copy of the sign standards is provided as an attachment to this report.

STAFF RECOMMENDATION

The AC should consider whether the materials used, and overall design of the proposed signs aligns with the character of Long Grove and the Long Grove Code of Ordinances. The AC should comment on the overall design as presented.

Recommendations for the AC from staff:

- The sign area is not overly large and it is in proportion with the sign base.
- The signs are simple in design.
- Signs do not have lighting.
- The signs are an improvement to existing signs in several of these locations.
- Approval of the design of the signs does not constitute an approval of a building permit or locations of the signs. Additionally, Village of Long Grove approval does not negate the need for jurisdictional approval where applicable.

Hello. My name is Jan Healy, and I'm a volunteer commissioner for the Long Grove Park District. The Park District has been working on signage for 8 Park District properties in Long Grove, including: Reed Turner Woodland, Buffalo Creek Park, Longview Meadow, Lemmon-Hill Ballfield, Hayrake Trail, Wehrenberg Woods, Gridley Ballfield and the future Wittig Savannah (Mitigation Site). These signs are for the greater good of the Long Grove community. We have worked with Geoff at Gewalt Hamilton on placement of the signs on Park District property. All the sign posts and signs are completed, but we received a notice to halt installation until we get approval through the sign permit process. We were not aware we needed a sign permit for signs identifying a nature preserve, a park, a hiking trail and green spaces. None of these signs are associated with a building or structure of any kind. I just wrote to Bill Jacob, President of Long Grove, separately, about this, as it's important that decision-makers know this is a special case. After looking at the attached paperwork, we would respectfully ask your consideration of letting us proceed with this project, before the weather turns. The signs are consistent, simple, tasteful and constructed with high quality materials. We are a nontaxing entity, and survive mostly on donations, grants and volunteers, so we respectfully ask that you waive any permit fees. We worked hard to do almost all of the construction, in-house. I can be reached by cell at 847-641-5590, and would be happy to answer any questions. Thank you.

Sincerely,
Jan Healy
Commissioner
Long Grove Park District



ARCHITECTURAL COMMISSION SIGN PERMIT APPLICATION

The Architectural Commission meets every third (3rd) Monday of the month at 7:00 PM in the Village Hall or as otherwise posted. The applicant (or representative) must be present.

APPLICANT INFORMATION	
NAME	JANET HEALY
BUSINESS (if applicable)	LONG GROVE PARK DISTRICT
ADDRESS	3849 OLD MCHENRY ROAD 60047
PHONE NUMBER	847-641-5590
EMAIL	jhealy@lgparks.org
PRIMARY OWNER NAME	N/A
PHONE NUMBER	N/A
EMAIL	N/A
SQUARE FOOTAGE OF THE COMMERCIAL SPACE WHERE THE SIGN IS BEING INSTALLED	N/A

SIGN CONTRACTOR INFORMATION	
NAME	N/A
ADDRESS	
PHONE NUMBER	Done In-House.
EMAIL	
CONTACT	

- TYPE OF SIGN:**
- | | |
|---|---|
| <input type="checkbox"/> Large Real Estate Sign
<input type="checkbox"/> Subdivision Sign
<input type="checkbox"/> Nameplate Sign
<input type="checkbox"/> Gas Station Signage
<input type="checkbox"/> Temporary Banner Sign
<input type="checkbox"/> Churches, Public Buildings, and Country Clubs | <input type="checkbox"/> Construction Sign
<input type="checkbox"/> Business District Sign
<input type="checkbox"/> Development Identification Sign
<input type="checkbox"/> Office Signage
<input type="checkbox"/> B&B Signage
<input checked="" type="checkbox"/> Park District Property Sign |
|---|---|

Please prepare and submit a set of the following information fourteen (14) days prior to the meeting.

INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.

- Completed Architectural Commission Application - Sign Permit Application signed by both the petitioner and the property owner.
- Completed Building Permit Application.
- Written work proposal with detailed project description, including project value. *N/A*
- Position or location of the proposed sign on the building or property.
 - Provide a site plan with dimensions and lot lines
 - Provide photographs of the location on the property or building where the sign would be installed.
- Provide a detailed drawing (to scale) of the proposed sign, including:
 - Dimensions
 - Sample of colors on sign
 - Letter style to be used
 - Materials to be used
 - Sample of any unusual material to be used on the sign *N/A*
 - For requests in the B-1 Historic Districts see suggested design guidelines for signage.
- If electric is included - provide a copy of the State of Illinois Electrical contractor's license. *N/A*

APPLICABLE FEES (CHECK ALL THAT APPLY)		
✓	AMOUNT	DESCRIPTION
	\$50	Building Permit Application Fee – non-refundable
	\$500	Security deposit, refundable, as per Village Code Title 12-1-2(U)
	\$50	B-1 District – 10 square feet or less
	\$60	B-1 District – 10.1 – 12 square feet
	\$70	B-1 District – 12.1 – 20 square feet
	\$80	B-1 District – 20.1 – 30 square feet
	\$100	B-1 District – 30.1 square feet or greater
	\$100	B-2 District – 75 square feet or less
	\$125	B-2 District – 75.1 - 100 square feet
	\$150	B-2 District – 100.1 - 125 square feet or less
	\$200	B-2 District – 125 square feet or greater
	\$50	Subdivision Identification Signs – No more than one (1) sign per entrance to subdivision. Total sign not to exceed forty (40) square feet
	\$100	Subdivision Development Sign – Per sign
	\$200	Office & Office Research District – Maximum of two (2) signs, not to exceed one hundred (100) square feet total combined dimensions; fifty (50) square feet maximum per sign.
\$		TOTAL DUE

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

Property Owner(s) Printed Name: N/A

Property Owner(s) Signature: N/A

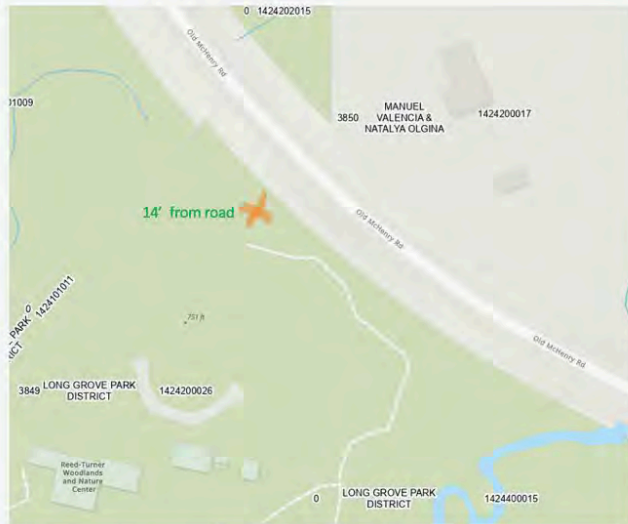
Applicant Printed Name: JANET HEALY

Applicant Signature: Janet Healy

SUBMIT YOUR APPLICATION ELECTRONICALLY

- Digital copies of permit applications, supporting plans, and documents are accepted.
 - Email completed applications and documents to both longgrove@mundelein.org and to forms@longgroveil.gov
- Email your completed permit application and required attachments to the Long Grove Building Commissioner at mromanello@longgroveil.gov. Failure to include all the required attachments may delay the permitting process.
- Pay the listed application fee and security deposit online at www.longgroveil.gov or drop a check off at the Village Hall if you prefer. If paying online, include a copy of the paid receipt with your permit application.

FOR OFFICE USE ONLY		
Date Received: _____	Permit Number: _____	Date Issued: _____
ARCHITECTURAL COMMISSION		
<input type="checkbox"/> AC Received: _____	<input type="checkbox"/> AC Reviewed: _____	<input type="checkbox"/> AC Approved: _____
<input type="checkbox"/> Village Board Approval: _____		
PAYMENT INFORMATION		
Amount Paid: _____	Date Paid: _____	



Reed-Turner Woodland Nature Preserve, Old McHenry Road



Reed-Turner on Old McHenry

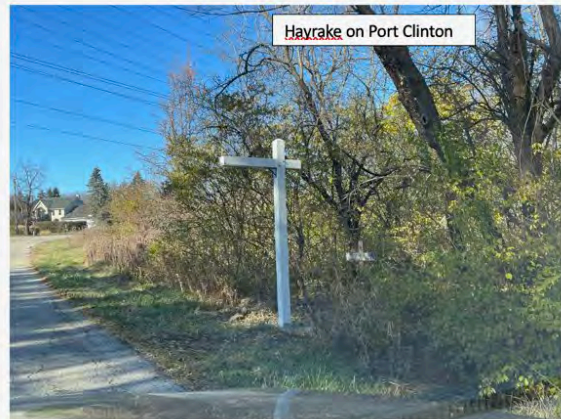
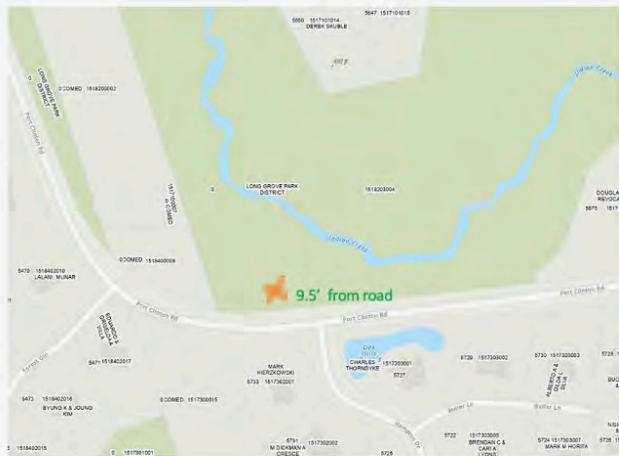


Reed-Turner on Old McHenry-view from distance

Note: Current Reed-Turner sign is hidden from sight, so new sign will give better visibility to the nature preserve.



Buffalo Creek Park - Old McHenry Road and Robert Parker Coffin Road Long Grove IL

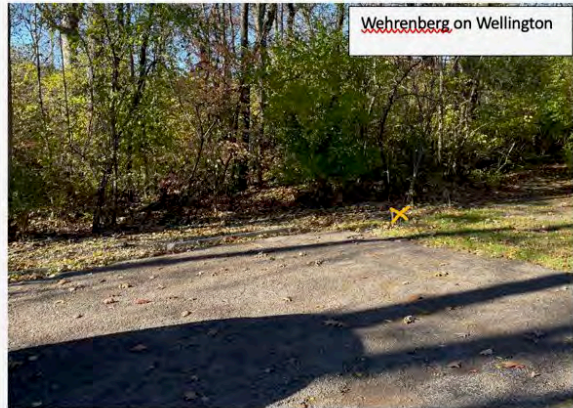
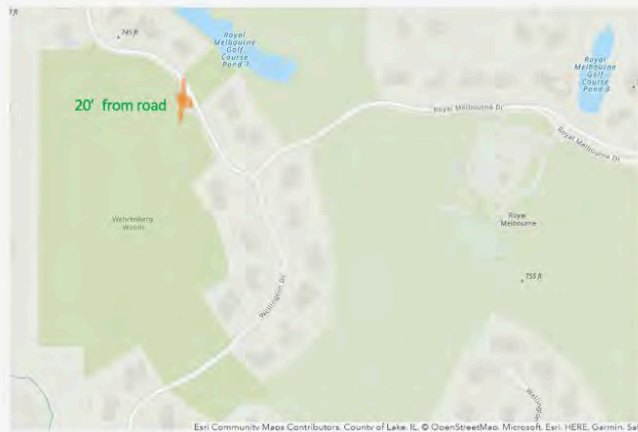


Hay Rake Trail, Port Clinton Road Long Grove IL



Gridley Field on Oakwood-Post not up yet, but marked

Gridley Ballfield, Oakwood Road Long Grove IL



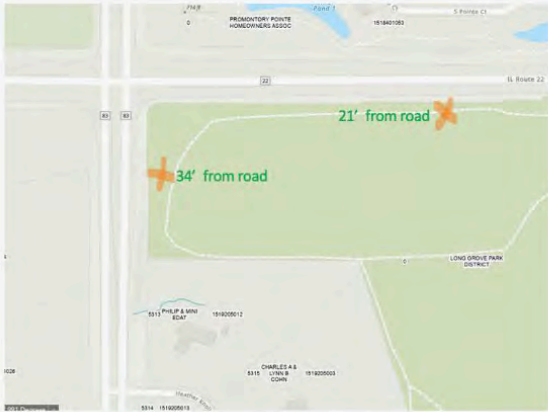
Wehrenberg on Wellington

Wehrenberg Woods, Wellington Drive Long Grove IL



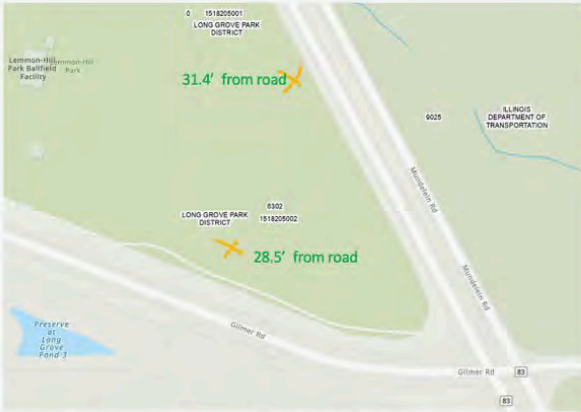
Future Wittig Savannah-Current IDOT Mitigation Property-Route 83 and Oakwood Rd





Long View Meadow II, Route 83 and IL Route 22

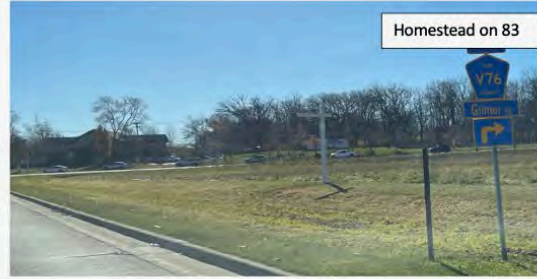




Lemmon-Hill Farmstead II, Route 83 and Gilmer Roads

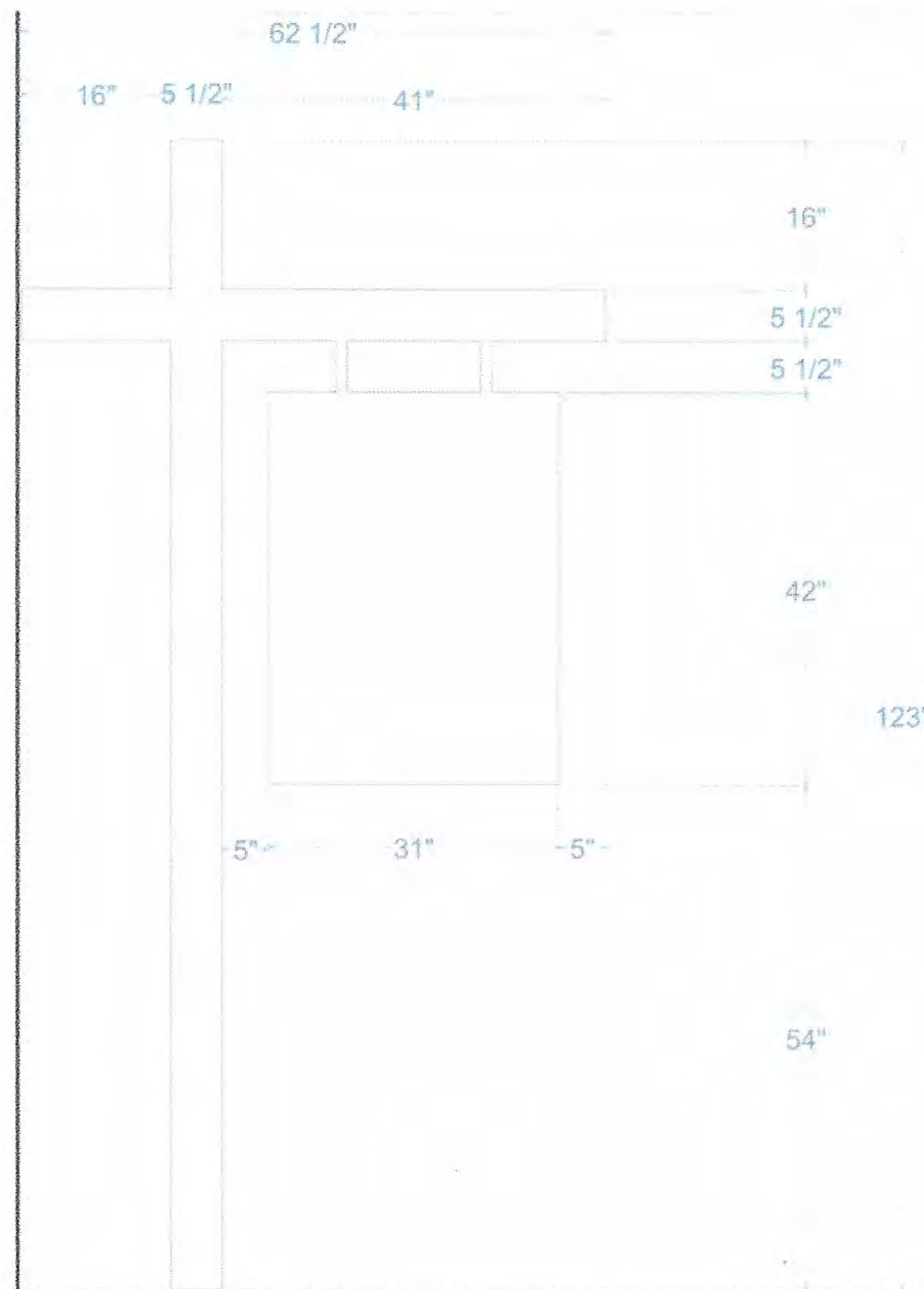
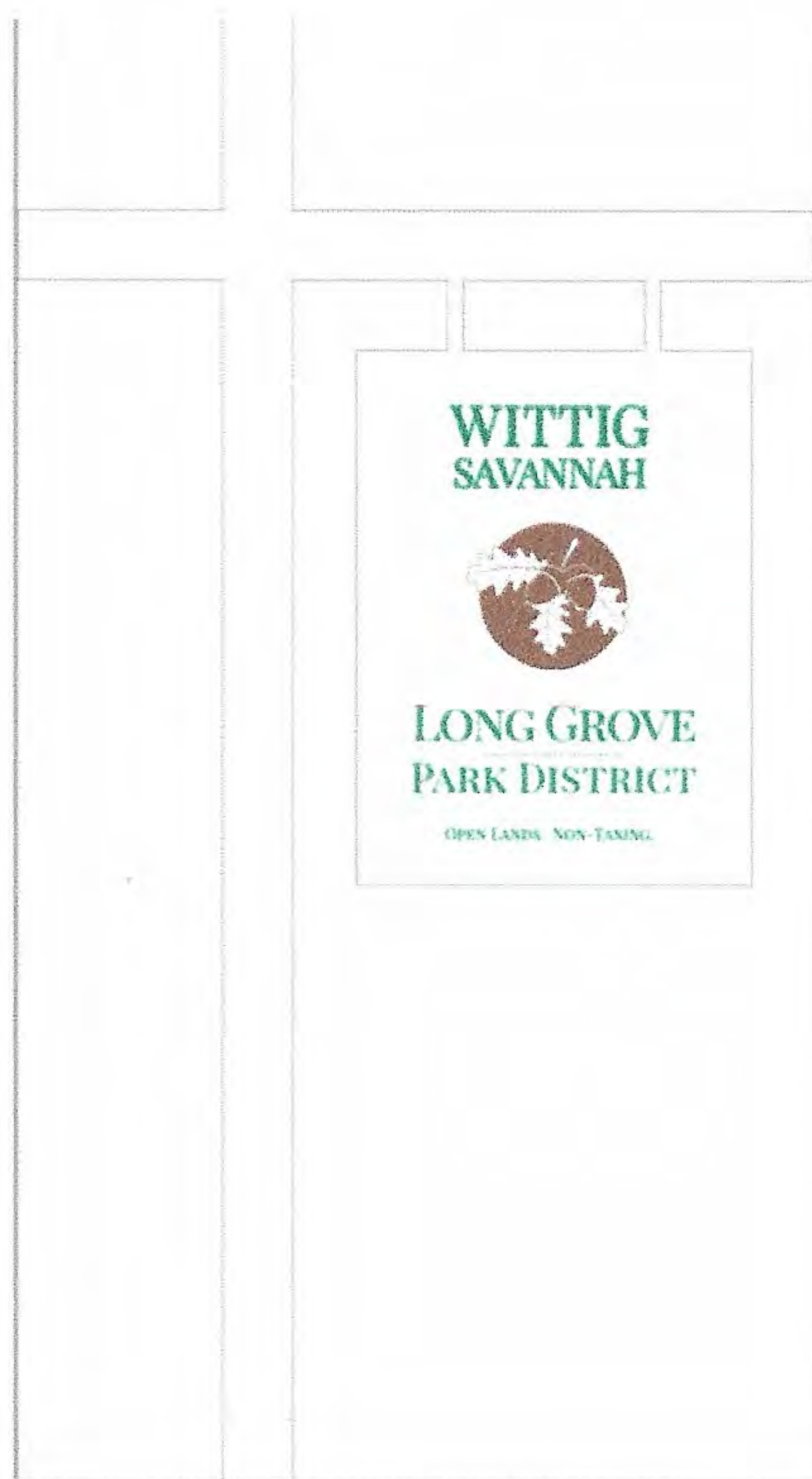
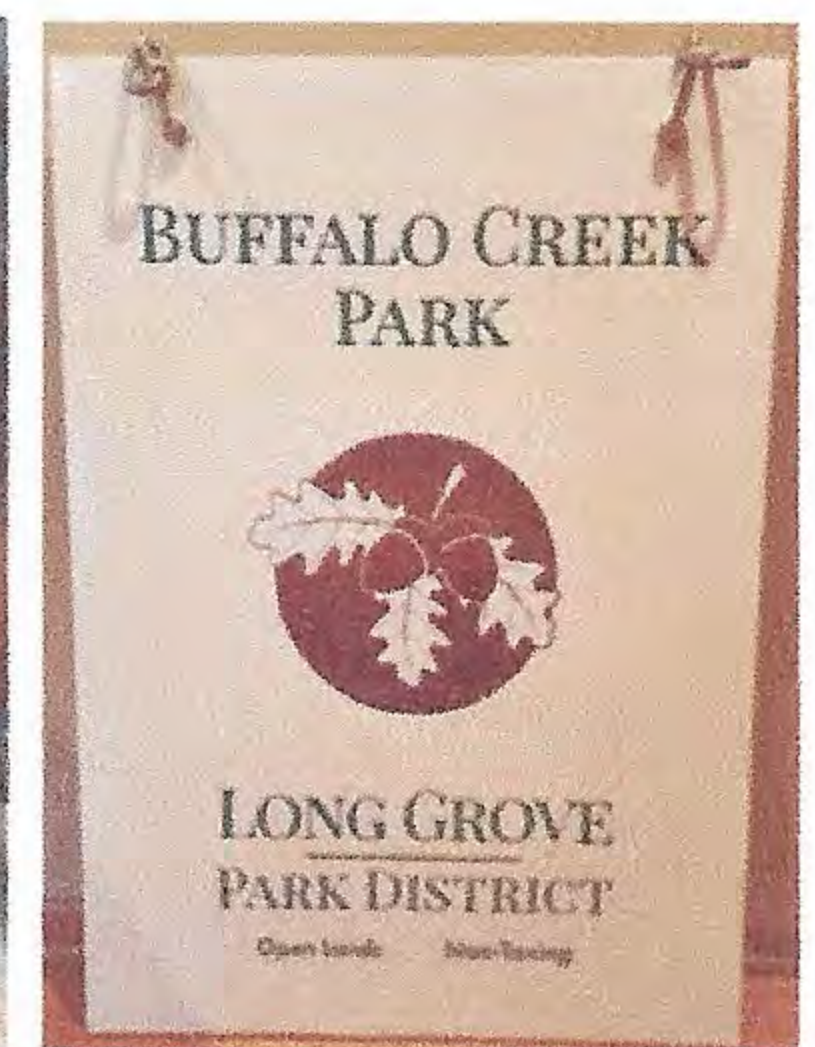


Lemmon-Hill Ballfields, Gilmer Road Long Grove IL



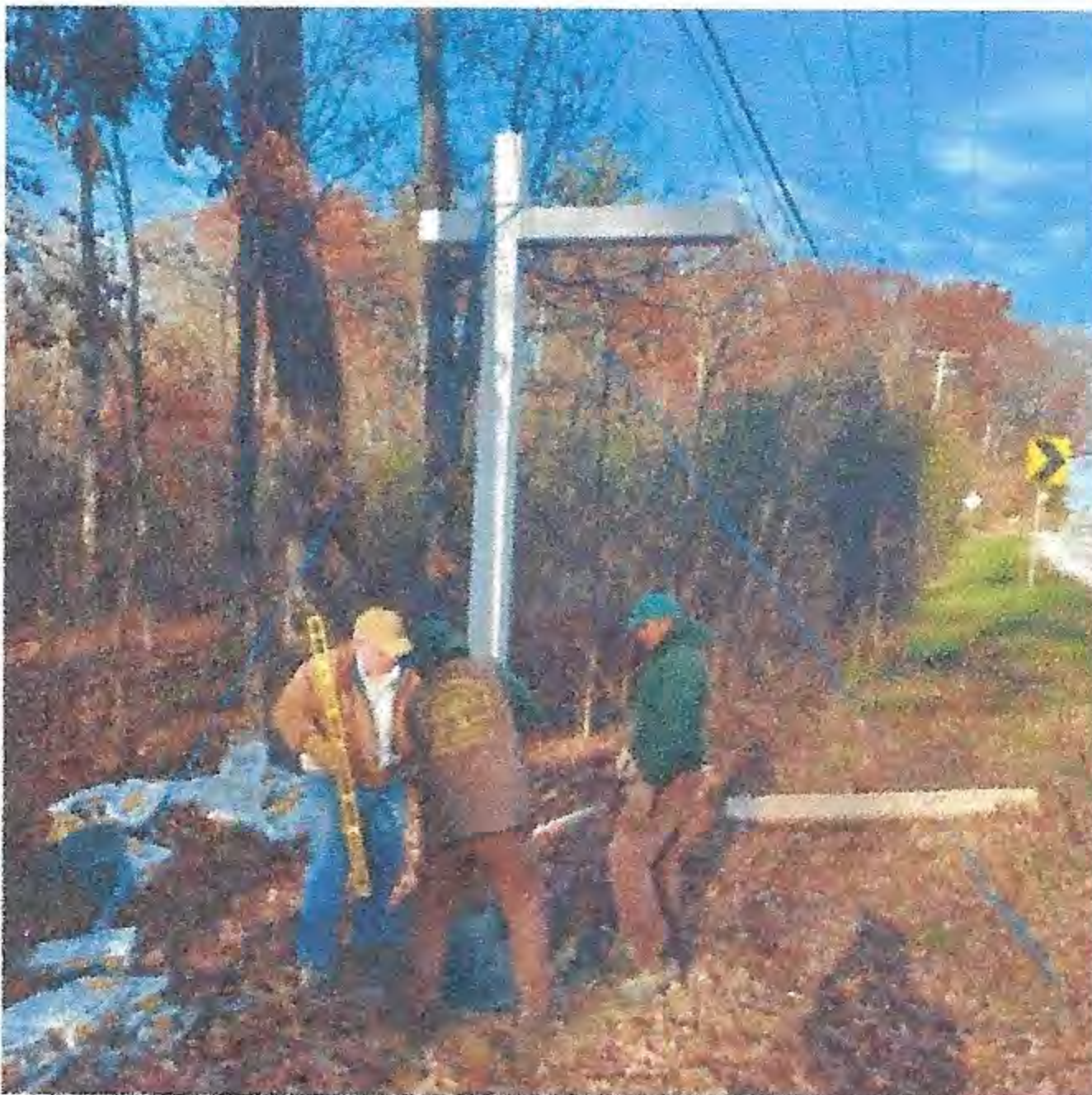
SIGNS and SIGN POSTS

- All Signs and Sign Posts have been completed. Dimensions are below.
- Sign Posts are fully constructed of 6x6 Rough-Sawn Cedar, assembled with Hot-Dipped Galvanized Hex Bolts. Photos below.
- Signs are Marine-Grade wood with multiple coats of primer, sealer and oil-based paint. They hang from Posts via high-grade, Marine, stainless eye-bolts, and shackles. Photo below.
- Graphics have been professionally produced, executed in high-grade vinyl. All signs will follow sample graphic below.
- Most of the materials and design for the signs and sign posts was donated. The construction of the signs and sign posts was done by a Long Grove Park District Commissioner and a Park District part-time employee.



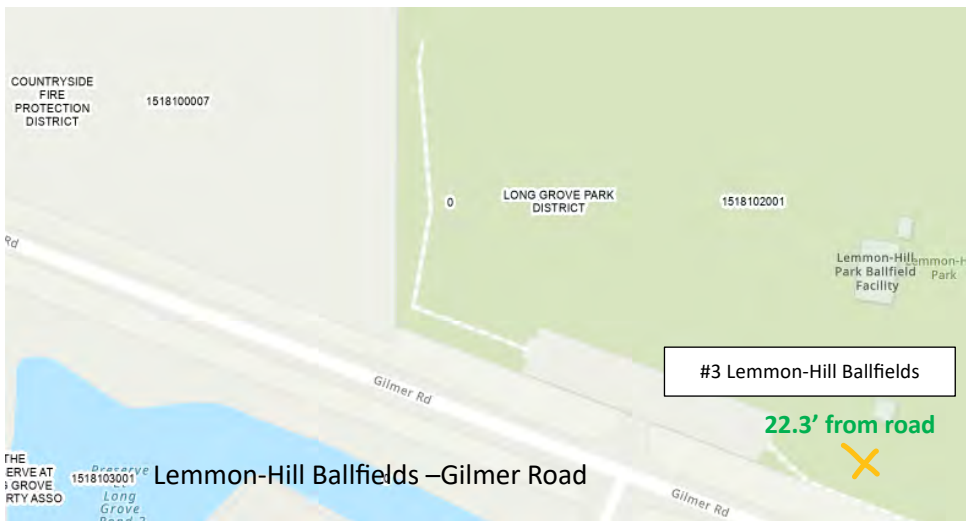
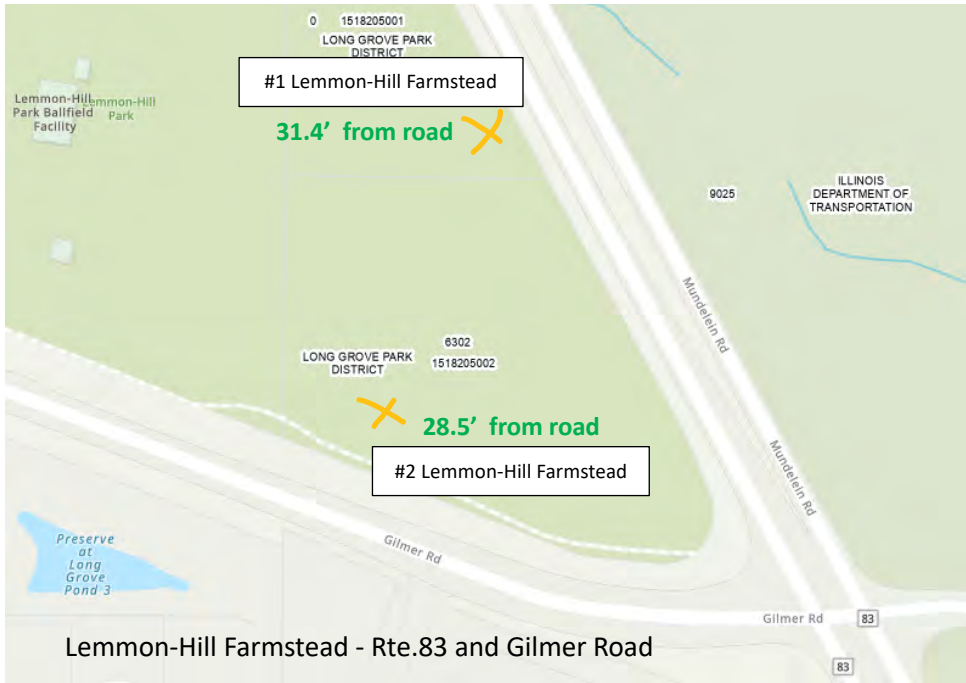
PLACEMENT OF SIGNS

- With advice of Geoff/Gewalt-Hamilton (our retained Engineer), worked to keep sign post placement legal and without location in ROW's or otherwise-requiring permits. Have determined what are optimal locations for all signs/sign posts, confirmed by wheeling-off distances from edge-of-road or back-of-curb.
- JULIE utility-location was completed.
- Spreadsheet of locations is **below**.
- Deep post holes were drilled by Del Rios Landscaping, Inc. Posts were erected and cemented into holes by Long Grove Park District Commissioner, Park District part-time employee and Del Rios Landscaping, Inc.

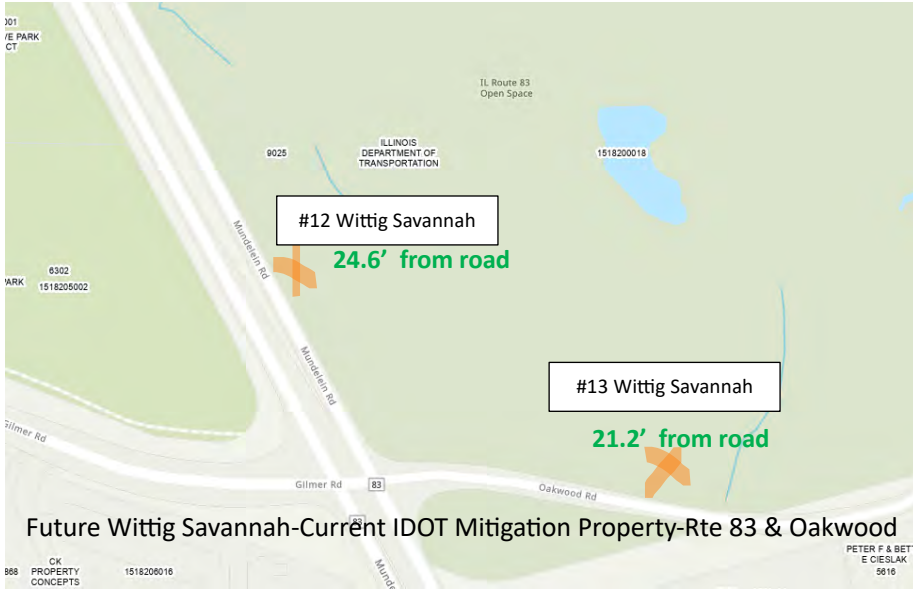


Long Grove Park District					
Parks and Open-Lands Roadside Signage					
Note: Lat/Lon Coordinates provided to indicate general location only					
Sign#	Code	Signage	Approx Location	Approx Lat/Lon N (approx) W (approx)	Street Location
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2	LHF.W	"Lemmon-Hill Farmstead" <i>West (Gilmer)</i>	30ft EOR	42.20963 -87.99417	IL Route 83 and Gilmer Roads
3	LHF.N	"Lemmon-Hill Farmstead" <i>North (83)</i>	31ft EOC	42.21002 -87.99286	IL Route 83 and Gilmer Roads
4	LVM.E	"Long View Meadow" East <i>(22)</i>	21ft EOC	42.19708 -87.98527	IL Route 22 (approx 1,100 ft East of IL Route 83)
5	LVM.W	"Long View Meadow" West <i>(83)</i>	34ft EOC	42.19681 -87.98916	IL Route 83 (approx 100 ft South of IL Route 22)
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9	BCP.S	"Buffalo Creek Park" South <i>(RPC Road)</i>	17ft EOR	42.17734 -88.00034	R. P. Coffin Road (Replace Entire Fence after Install)
10	WS.N	Future "Wittig Savannah" North <i>(83)</i>	25ft EOC	42.20976 -87.99202	IL Route 83 [approx 250ft] N of Oakwood
11	WS.E	Future "Wittig Savannah" East <i>(Oakwood)</i>	22ft EOR	42.20924 -87.99084	Oakwood [approx 200ft] East of IL 83
12	WW.RM	"Wehrenberg Woods" (Spring '24)	20ft EOR	42.2039 -88.00201	Wellington Dr./Royal Melbourne (Need Julie Re-Locate)
13	GBF	"Gridley Ball Field" (Spring '24)	10ft EOR	42.21127 -87.98732	Oakwood Road (Need Julie Re-Locate)

LOCATION OF SIGNS AND SETBACKS FROM ROAD I



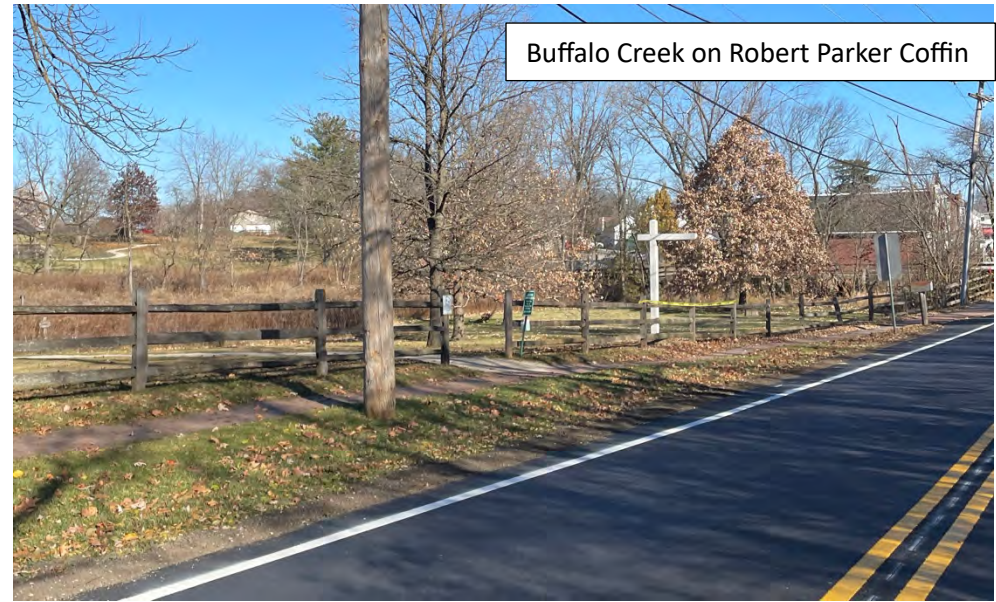
LOCATION OF SIGNS AND SETBACKS FROM ROAD ii



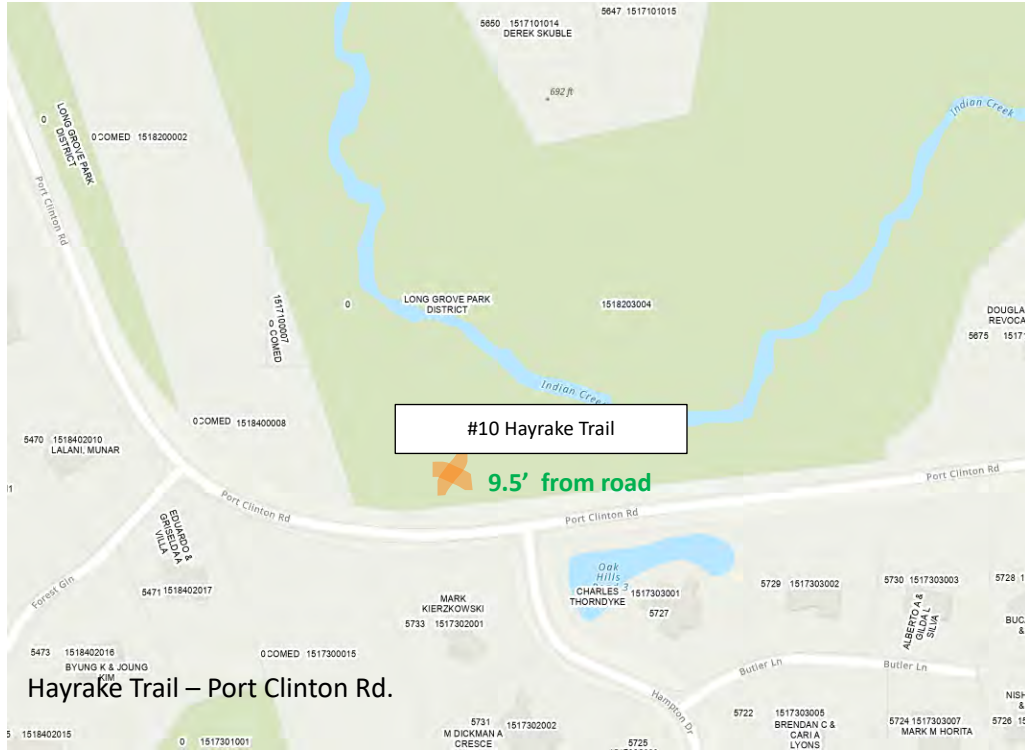
LOCATIION OF SIGNS AND SETBACKS FROM ROAD iii



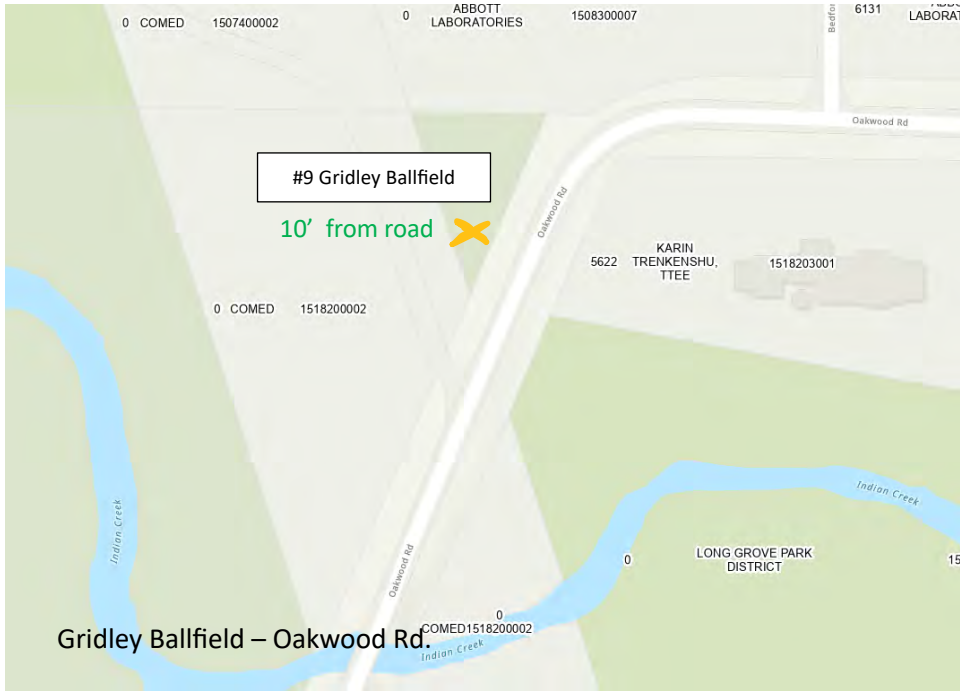
LOCATION OF SIGNS AND SETBACKS FROM ROADS v



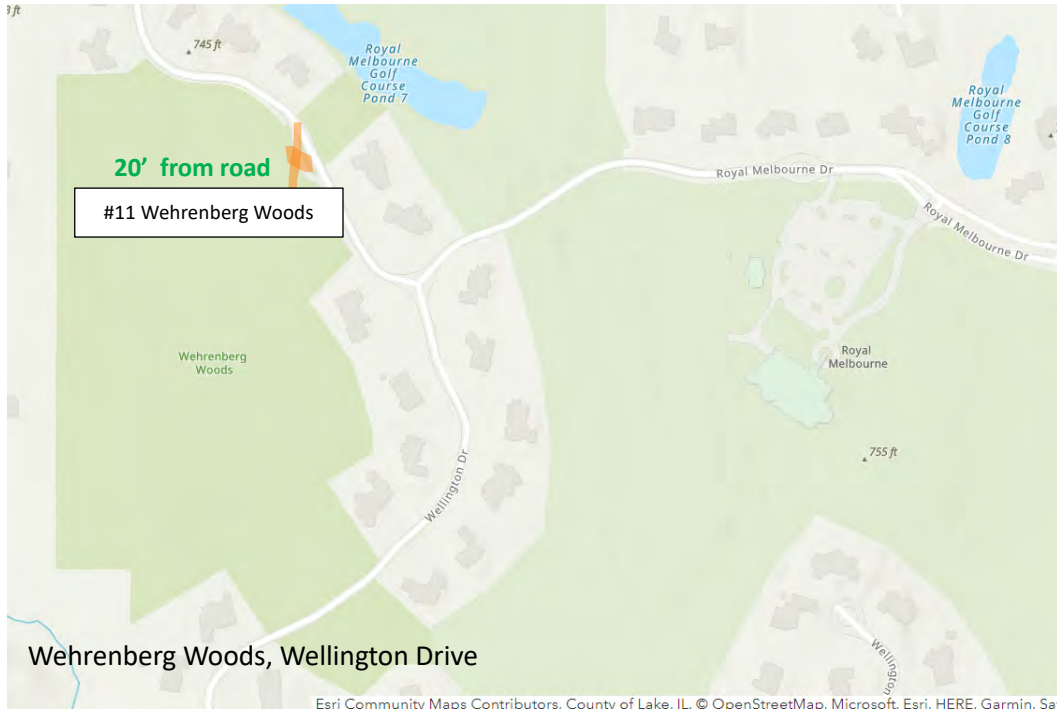
LOCATION OF SIGNS AND SETBACK FROM ROADS vi



LOCATIONS OF SIGNS AND SETBACKS FROM ROADS vii



LOCATIONS OF SIGNS AND SETBACKS FROM ROAD viii





BIRCHMOUNT CAMP





THE GOLF COURSE

GRIDLEY
BALLFIELDS

170410

HAYFIELD




**LEMMON - HILL
BALLFIELDS**

Long Grove
Park District



3





REED TURNER
WOODLAND
NATURE CENTER

• King Grove Park District •

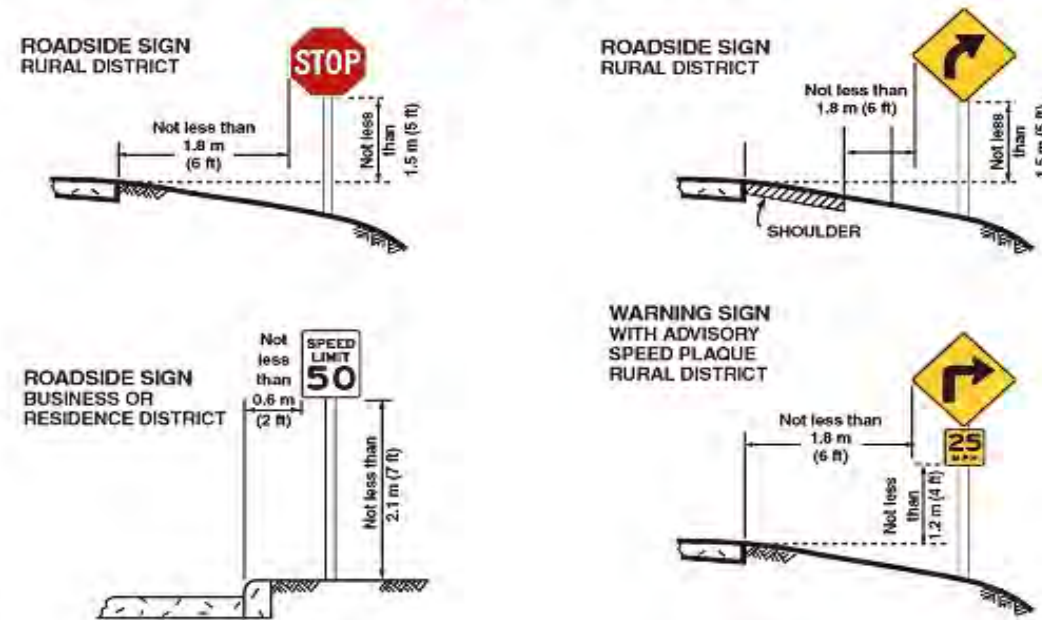
LONG GROVE PARK DISTRICT SUGGESTED LATERAL LOCATIONS FOR PROPERTY IDENTIFICATION SIGNAGE

Property	Sign Number ¹	Distance		Distance From	Notes
		No Permit	With Permit		
Lemmon-Hill Farmstead at IL Rte 83 and Gilmer Roads	1	18 Feet ²	1.5 Feet ³	Back of Curb	Permit needed with IDOT for placement in right of way on IL Rte 83
	2	40 Feet ²	1.5 Feet ³	Back of Curb	Permit needed with LCDOT for placement in right of way on Gilmer Road
Lemmon-Hill Ballfields at Gilmer Road	3	48 Feet ²	6 Feet ³	Edge of Pavement	Permit needed with LCDOT for placement in right of way on Gilmer Road
Long View Meadow at IL Rte 83 and IL Route 22	4	30 Feet ²	1.5 Feet ³	Back of Curb	Rte 83 has a right turn lane here, so if the sign were to be placed further south before the right turn lane starts it would need to be placed 42 Feet from back of curb
	5	20 Feet ²	1.5 Feet ³	Back of Curb	Permit needed with IDOT for placement in right of way on IL Rte 83 and IL Rte 22
Reed-Turner Woodland Nature Preserve at Old Mchenry Road	6	40 Feet ²	1.5 Feet ³	Back of Curb	Old Mchenry Road north of the Reed-Turner entrance does not have curb. If Sign is placed here within right of way it will need to be 6 Feet from edge of pavement
Buffalo Creek Park at Old Mchenry Road and Robber Parker Coffin Road	7	25 Feet ²	1.5 Feet ³		Permit needed with LCDOT for placement in right of way on Old Mchenry Road
	8	6 Feet ³	N/A	Edge of Pavement	No Permit needed for placement on RPC Road ROW as it is under Village of LG jurisdiction
Gridley Ballfield at Oakwood Road	9	6 Feet ³	N/A	Edge of Pavement	No Permit needed for placement on Oakwood Road ROW as it is under Village of LG jurisdiction
Hay Rake Trail at Port Clinton Road	10	6 Feet ³	N/A	Edge of Pavement	No Permit needed for placement on Port Clinton Road ROW as it is under Village of LG jurisdiction
Wehrenberg Woods at Wellington Drive	11	1.5 Feet ³	N/A	Back of Curb	This road does not have a right of way, but LGPD owns the Wahrenburg Woods parcel so there will be no need to place the sign on private or HOA property
Future Wittig Savannah at IL Rte 83 and Oakwood Road	12	N/A	1.5 Feet ³	Back of Curb	The right of way is unclear in this area since IDOT currently owns the adjacent parcel. LCDOT GIS shows the right of way on the road itself
	13	6 Feet ³	N/A	Edge of Pavement	No Permit needed for placement on Oakwood Road ROW as it is under Village of LG jurisdiction
Covered Bridge Trail Park	14	1.5 Feet ³	N/A	Back of Curb	No Permit needed for placement on RPC Road ROW as it is under Village of LG jurisdiction

Annotations

1	Reference Long Grove Park District Potential Roadside Signage Locations PDF
2	This is the distance from the edge of pavement or back of curb to the approximate right of way line shown on Lake County GIS website
3	Reference MUTCD Figure 2A-1. Example Heights and Lateral Locations of Signs for Typical Installation

Figure 2A-1. Examples of Heights and Lateral Locations of Signs for Typical Installations





- Orange location pin
- Orange location pin
- Orange location pin
- Orange location pin
- Orange location pin

- Orange location pin

- Orange location pin

- Orange location pin
- Orange location pin

- Orange location pin

- Orange location pin
- Orange location pin

- Blue triangle marker

COMPLAINT

Objection Letter to the Long Grove Park District's installation of an unpermitted sign post at the property known as Buffalo Creek Park at the Robert Parker Coffin Road entrance in Long Grove IL, 60047

November 17th, 2023

Complainants:

Benjamin Finch, and Finch household; residing at 1103 Schaeffer Rd. Long Grove, IL 60047

To:

The Board of the Village of Long Grove	AND	The Architectural Commission
President Bill Jacob		Chair, Jeanne Sylvester
Trustee Chris Borawski		Commissioner Matthew Akins
Trustee Anne Kritzmire		Commissioner John Marshall
Trustee Rita O'Connor		Commissioner Laura Mikolajczak
Trustee Bobbie O'Reilly		Commissioner John Plunkett
Trustee Kent Tinucci		Commissioner Allen Roiter
Trustee Mohammed Jameel		Commissioner Archana Sakhuja
Clerk Schmitke		

CC:

Park District Representatives

James Healy

Janet Healy

Statement of Facts

Dear Board of Long Grove, and the Architectural Commission,

On Saturday November 11th, 2023 representatives from the Long Grove Park District who were working from a Long Grove Park District badged pick up truck, erected a large 12 foot tall bright white sign post directly across from our home, less than 100 feet from our front porch.

I approached the representatives at the time and took pictures of their installation, which is included herein, and inquired on whether they had a permit for the sign installation. I was told “we don’t need a permit because we are an independent government entity and are not governed by the board or by Long Grove”. I told them at the time that a simple public comment period would have allowed us to suggest another location out of view of our home, approximately 25 feet west along the fenced area. I have described this more in depth in the exhibits herein. The representatives reiterated that they did not need anyone’s approval and I subsequently left the installation site and returned to my home.

On the same day, Saturday November 11th, I sent an email to Village Manager Osten, President Jacob and Trustee O’Connor on the matter, describing our displeasure of the location of the sign post, and the fact that there had been no public comment period for a permanent structure such as the one that was installed by park district representatives so close to our home, and in our direct view of the park and Robert Parker Coffin Rd. I was kindly informed on November 16th by Village Manager Osten that the Park District would be filing for permits for the sign post and I would be able to get updates on any meeting dates on the website.

Complaint

When we originally renovated our home and spent considerable monetary funds to do so, we added a wrap-around front porch with the intent of sitting outside with a view of the park. This feature is one we have had for more than 9 years without man made obstructions. The trees, bushes, and even the wooden fence along the park district property all fit into the surroundings and aesthetic of why we purchased and renovated our home all those years ago. The park view makes the location of our home special and unique. That view and uniqueness because of the placement of the sign post are now significantly reduced when looking north into the park from our property.

The facts below substantiate our complaint:

1. The sign post, nearly 12 feet high, is a visual nuisance.
2. The sign post is a permanent structure that we will have to look at forever.
3. The sign post does not fit the surrounding of the park or the existing fence structure because it is white, instead of a natural wood color.
4. The sign post does not match many other village signage which are natural wood post colors, instead of a bright white.
5. The sign post is within 100 feet of our residence and porch on the northside of our property.
6. The sign post is in the ROW without permission from the municipality
7. The sign post was installed illegally without a permit.

Demand for Relief & Remedy

Our request is as follows:

1. **We would like to reach an amicable remedy in the matter. We would like the sign post to be relocated approximately 25 feet west to the west side of the park entrance which will be out of view from our home. It will then reside behind a bush and tree screen that will screen the structure from our home and the view from our front porch. Please find exhibits showing the proposed location herein. We would like to reserve the right to agree and accept a final relocation of the sign post once this proposed remedy is accepted by parties.**

[Exhibits Included On Following Pages]

Exhibits:

Exhibit A - Notice to the village about the installation.

Exhibit B: Photos of the installation.

Exhibit: C: Claimants distance from sign post to house.


Exhibit D: Our new view.

Exhibit E: Proposed new location for the sign.

Exhibit A - Notice to the village about the installation

← 📄 ⌚ 🗑️ 📧 ⌚ 🔄 📧 📄 ⋮ 2 of 7 < > 🗑️

****URGENT**** Huge new sign in park view by our house. 📄 1103 x 🔄 📄 🗑️

 **Ben Finch** <benmckennafinch@gmail.com> Sat, Nov 11, 3:31PM (6 days ago) ☆ ↶ ⋮
to Art, Bill, Rita, Brian ▾

Hello,

The park district is installing a huge (11 feet high) white sign right in the middle of the park view from our home, well within a 100 feet of our house. I spoke to the gentleman installing it and they said they are an "independent government entity" and don't need board approval for anything.

This is a permanent structure that is outside of the downtown area and is a sign we have to look at permanently across from the house. This is a residential area and zoned that way last time I checked. How could they possibly get approval for this?

No board review? No notice?

It's unbelievably large and a nuisance and it's not even fully installed yet.

Do we have any recourse on this matter?

Ben

...

[Message clipped] [View entire message](#)

8 Attachments • Scanned by Gmail ⓘ







Exhibit B: Photos of the installation





Exhibit: C: Claimants distance from sign post to house. Approximately 100 Feet

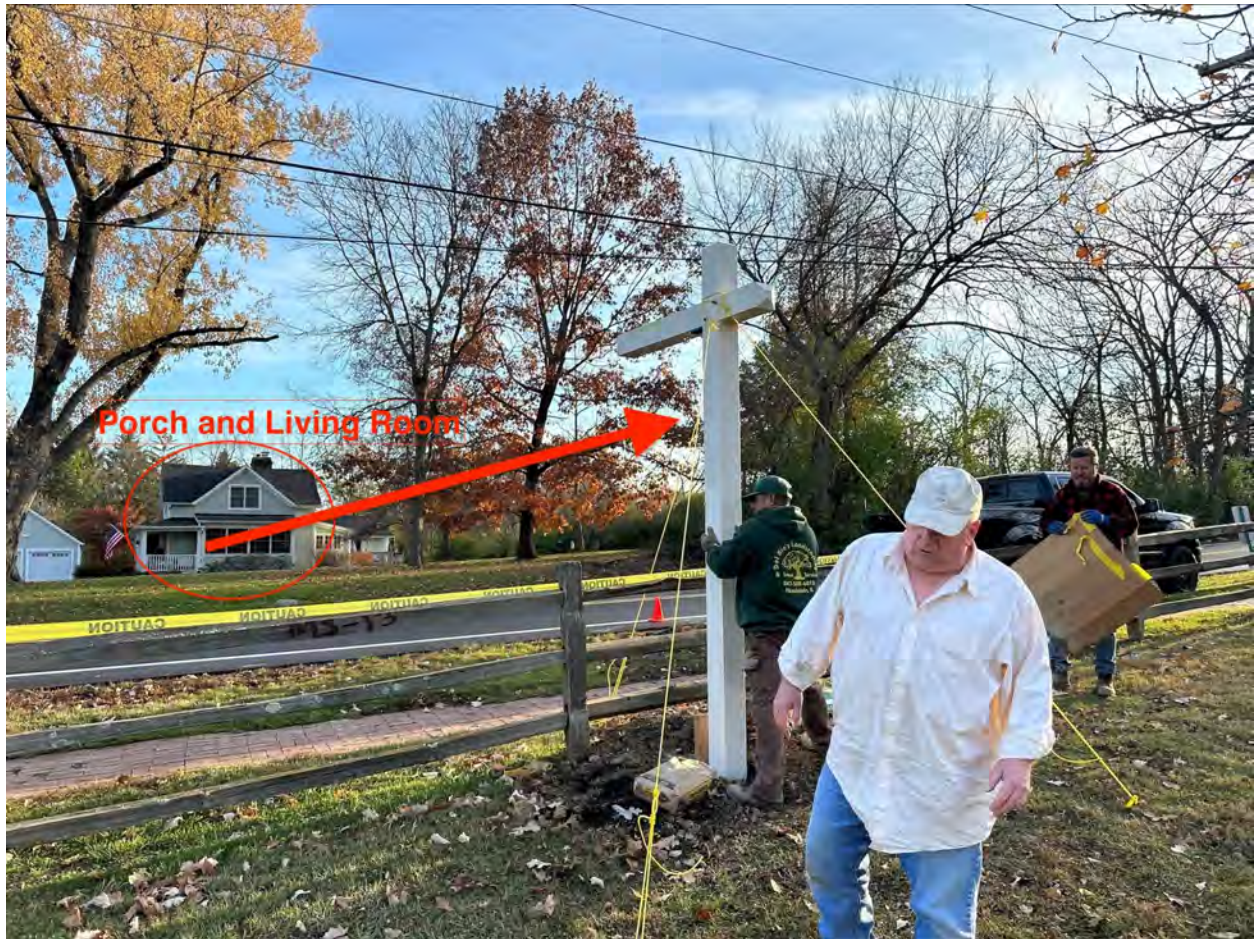
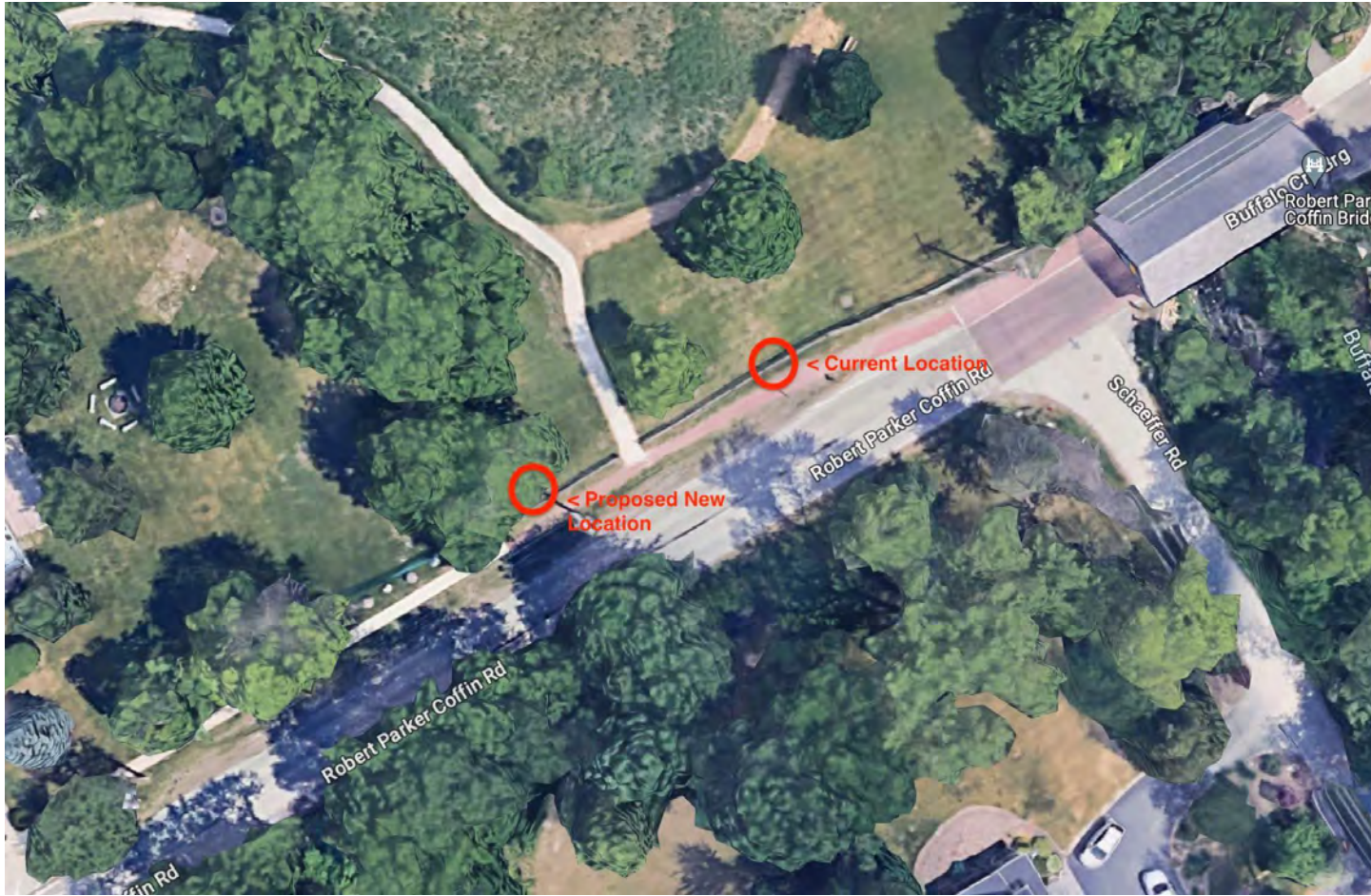


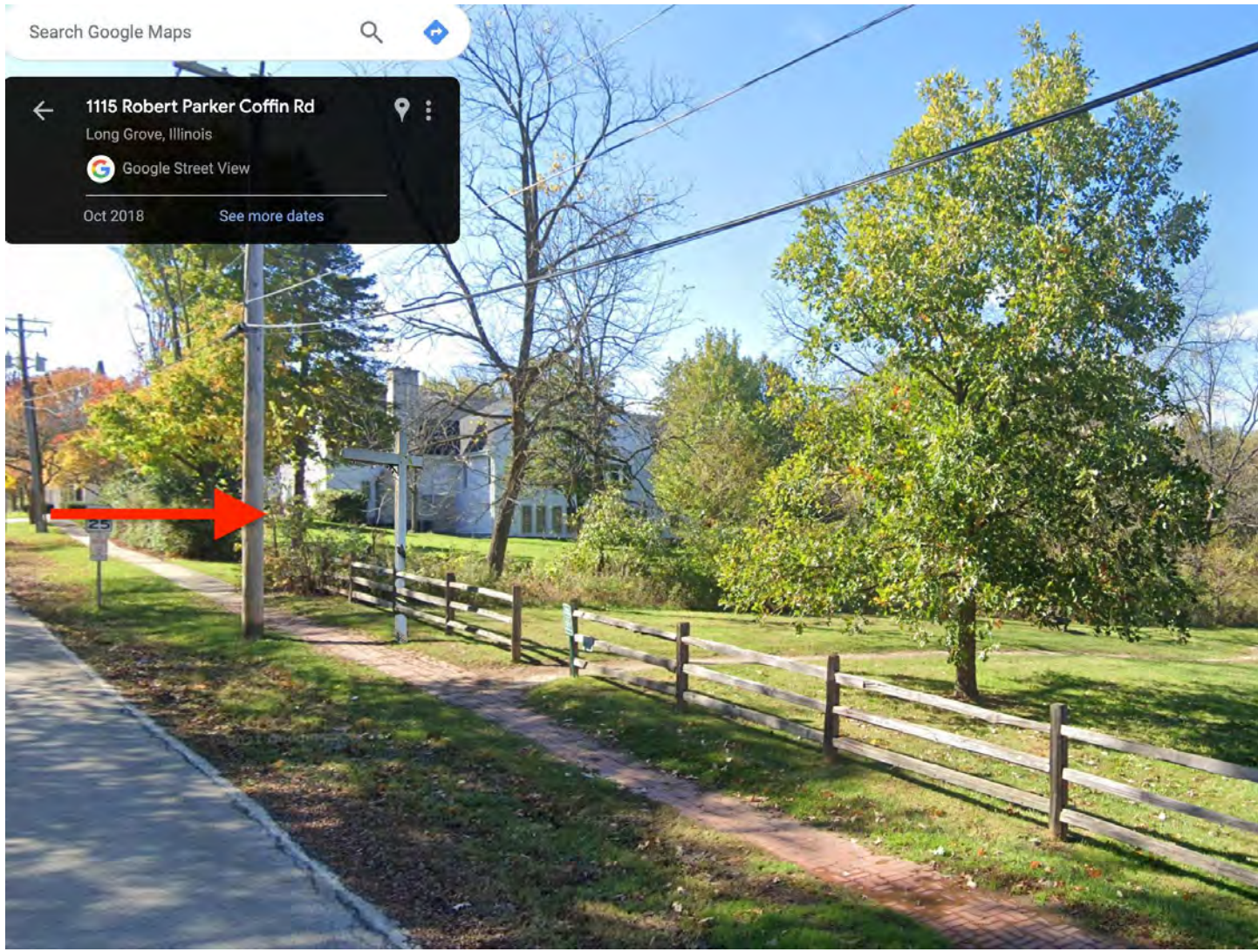
Exhibit D: Our new view. (Sign post only, the sign has not been hung)



The view from our porch. I didn't know we had white trees in our park without branches? But now we do.
Our lovely view is ruined by the sign post.

Exhibit E: Proposed new location for the sign.





Proposed new location view is facing west. This is a rendering of the sign post and its new proposed location and is not a real photograph depicting a real sign post.

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

Maximum Sign Area Permitted in the B1 Business Zoning District (In Square Feet)		
Total Area of Business in Square Feet	B1 Setback (building and all signs) less than 50' from nearest edge of pavement of main roadway unless	B1 Setback (building and all signs) at least 50' from nearest edge of pavement of main 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-of-way. for purposes of this subsection (E), a "sandwich board sign" shall be a portable and temporary A-frame sign that is designed to be self-supporting by nature, which sign may have two sign faces and should be simple, unique, and constructed of high-quality materials that complement the landscaping and architecture of the B1 District.
 11. *Small Real Estate Signs* - Within the B-1 District, one temporary real estate sign shall be permitted per lot or per principal structure. Except as otherwise specifically provided herein, such signs must comply with the regulations for small real estate signs set forth in subsection (F)1 of this Section.
 12. *Setbacks* - Unless otherwise specified, setbacks shall be subject to the review and approval of the Architectural Commission.
- (F) *Signs that Do Not Require a Permit* - The following permanent and temporary signs may be erected and maintained in any district, unless otherwise provided, without obtaining a sign permit, subject to the following limitations:
1. *Small Real Estate Signs* - Except as otherwise provided in subsection (E)11 of this Section with respect to the B-1 District, two temporary real estate signs, which shall include

"Open House" signs, shall be permitted per lot or per principal structure. The maximum size for each real estate sign shall not exceed six square feet, and no such sign shall be illuminated nor be greater than seven feet in height as measured from grade where the sign (or any structure to which it is affixed) meets the ground to the upper most edge of the sign face. All such signs shall be removed within 48 hours of the closing or lease or sale of the lot.

2. *Residential Nameplates* - Two nameplate signs shall be permitted for each dwelling unit in a residential district only. The maximum size for each nameplate sign shall not exceed 144 square inches in area, and no such sign shall be illuminated.
3. *Window Signs* - Window signs shall be permitted when located on the interior side of a window. The aggregate area of all such window signs shall not exceed more than ten percent of the total area of the window. Illuminated window signs shall be permitted, subject to the provisions of this Section.
4. *Directional and Warning Signs* - Directional and warning signs that direct people to restrooms and to parking facilities and signs required by law (entrance, exits, and handicapped accessibility) shall be permitted. No such sign shall exceed two square feet in area. Directional and warning signs shall not be used for any commercial purposes and must be approved by the Village Planner prior to installation.
5. *Seasonal or Noncommercial Decorations / Signs* - Seasonal or noncommercial decoration/signs shall be permitted for a period not to exceed sixty (60) days. The maximum size for such decorations/signs shall not exceed ten square feet in area.
6. *Campaign Signs* - Two temporary campaign signs per candidate shall be permitted for each lot or per principal structure. The maximum size for each campaign sign shall not exceed six square feet, and no such sign shall be illuminated. No such campaign sign shall project beyond the lot line into the public right-of-way or onto private property that is not owned by the party installing or owning the sign.
7. *Political Message Signs* - Political message signs shall be permitted. The maximum size for each political message sign shall not exceed six square feet, and no such sign shall be illuminated. No such political message sign shall project beyond the lot line into the public right-of-way or onto private property that is not owned by the party installing or owning the sign.
8. *Street Signs* - Signs giving names of streets shall be erected at all street intersections. Such signs shall meet the minimum requirements as set forth in the "Manual of Uniform Traffic Control Devices for Streets and Highways", as prepared and published by the Department of Public Works and Buildings, State of Illinois, and the Long Grove street sign design standards. The developer shall also promptly install any and all regulatory traffic signs deemed necessary by the Village. The developer shall install temporary street signs during the period of construction as soon as the lot is accessible by vehicles and maintain such signs until permanent signs are installed.

9. *Conservancy/Scenic Corridor Signs* - Signs identifying conservancy and/or scenic corridor easements shall be posted on all lots that have been designated a Lowland Conservancy District, a woodland conservancy easement, or a scenic corridor easement. Such signs shall be installed prior to the issuance of a building permit and commencement of any construction on the lot. The signs shall be provided by the Village and installed as designated on the final plat of subdivision or by the Village Planner or his or her designee. The signs shall be located on four-inch by four-inch treated posts three feet in the ground and shall extend three feet above the ground. These signs shall indicate the Conservancy/Scenic Corridor Districts and establish that these areas are not to be disturbed.
10. *Public/Legal Notices* - Temporary signs that indicate either a public hearing or are a required legal notice may be installed on the lot; provided, however, that such signs shall not be located within the vision triangle nor constitute a public safety hazard.
11. *Temporary Signs* - Temporary use signs shall be permitted in accordance with Section 5-9-3 of this chapter.

(G) *Signs that Require a Permit*

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

(c) *Subdivision Signs* - A sign identifying the location and name of a subdivision may be installed at the entrance of the subdivision, subject to compliance with the following standards:

(1) *Number of Signs* - No more than two subdivision identification signs shall be permitted for each subdivision.

(2) *Size* - The cumulative total area of the subdivision identification signs permitted by subsection (G)2(c)(1) of this Section shall not exceed 40 square feet in dimension.

(3) *Lighting* - A subdivision identification sign may be illuminated, subject to compliance with the following standards:

A. *Type of Lighting* - A subdivision identification sign may utilize one of the following methods of illumination: sign mounted canopy light or ground mounted spotlight. Only white or clear incandescent illumination sources shall be permitted.

B. *Direction of Illumination* - The illumination source shall only be directed onto the face of the subdivision identification sign.

C. *Visibility of Illumination Source* - The illumination source or filament shall not be visible from adjacent lots.

D. *Maximum Illumination* - The maximum illumination for a subdivision identification sign shall not exceed two foot-candles within a distance of one foot from the surface of the subdivision identification sign and shall not emit any measurable illumination (i.e., 0 foot-candles) at the lot line most proximate to a subdivision identification sign.

E. *General Restrictions* - The illumination of the subdivision identification sign shall comply with the provisions of subsection (D)1 of this Section.

(d) *Business District Signage* - Except as provided for the B1 historic business district in subsection (E) of this Section, the cumulative size of all signs permitted by this title shall be governed by the square footage of the associated business as follows:

(1) Unless otherwise expressly provided to the contrary in these regulations, the limit of signs per business establishment is one ground sign, one nameplate sign, and one wall sign or one canopy sign. Such signs singularly or in combination, shall not exceed the maximum permitted sign area.

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

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

- (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 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)